



Culinary Institute of America 2022-23 ACADEMIC CATALOG

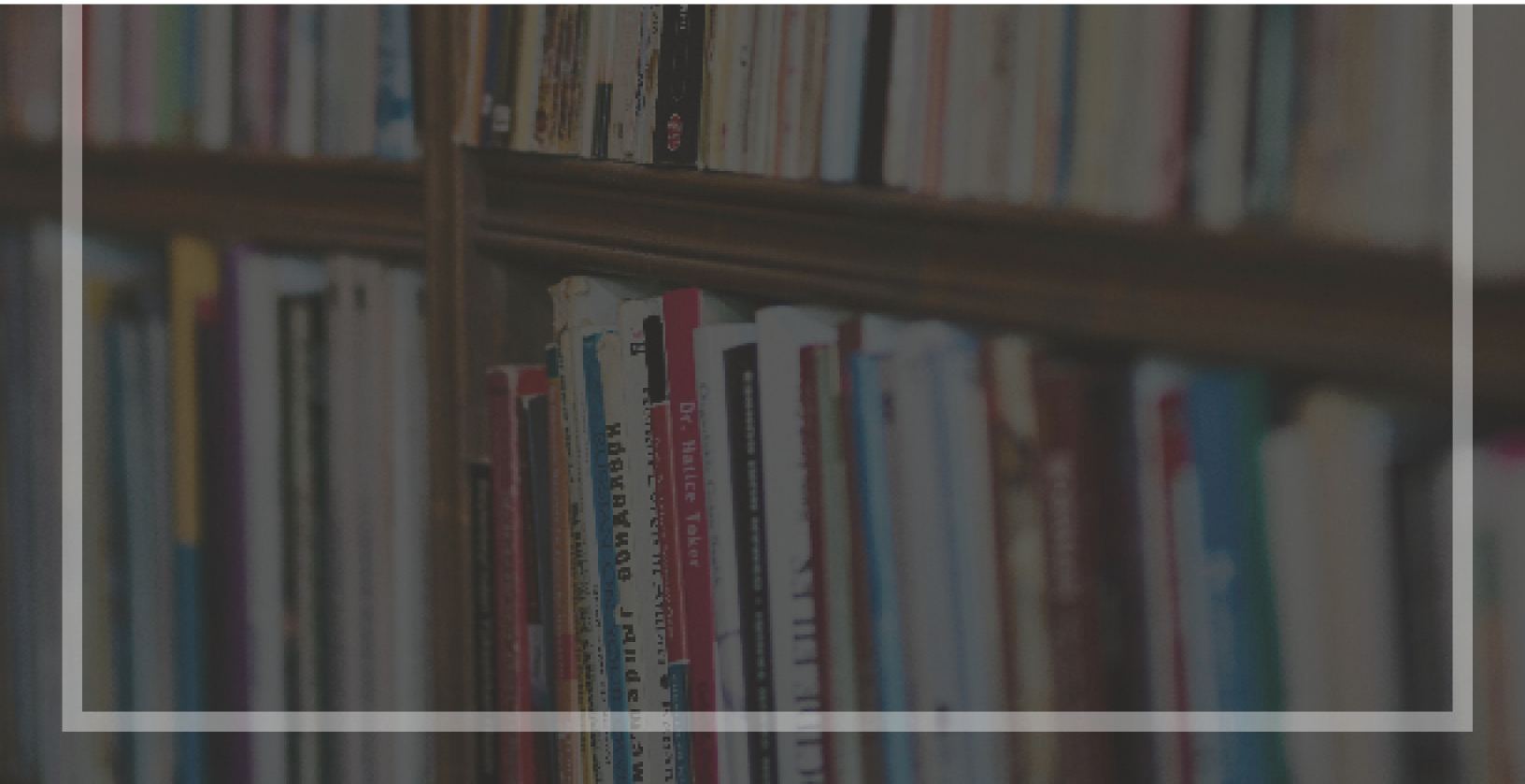


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2022-2023 Undergraduate and Graduate Catalog

Welcome!

The Academic Catalog of The Culinary Institute of America is where you'll find information about CIA degree and certificate program requirements, courses, and academic policies at all CIA campuses.

General Information

Academic Calendars

The academic calendars provide students at each CIA campus with the important dates they need to know as they move through the college's degree and certificate programs.

- [U.S. campuses and CIA Singapore](#)

Accreditation/Approvals

The Culinary Institute of America—which includes campuses in Hyde Park, NY; St. Helena, CA; and San Antonio, TX; and two additional locations at Copia and Singapore—is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB166, Wilmington, DE, 19801, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Official recognition of this CIA accreditation may be found under "Institutions" on the Middle States website: msche.org.

The Culinary Institute of America holds an Absolute Charter issued by the New York State Board of Regents and is approved for veterans training under the G.I. Bill of Rights. The curricula are registered by the New York State Education Department. For more information, contact the New York State Education Department, 89 Washington Avenue, Albany, NY 12234, 518-474-3852.

The Culinary Institute of America is a private postsecondary institution and has been granted a license to operate by the California Bureau for Private Postsecondary Education (Bureau for Private Postsecondary Education, P.O. Box 980818, West

Sacramento, CA 95798-0818; bppe.ca.gov; toll-free phone number: 1-888-370-7589). The definition of approval to operate is compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

The CIA is authorized and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15 Street, Austin, TX 78778-001, 512-936-3100, csc.twc.state.tx.us.

The Culinary Institute of America has Certificates of Authorization to operate from the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711-2788, 512-427-6101, thehb.state.tx.us.

For further information regarding accreditation and approval, or to review or obtain documents describing accreditation or approval, contact the director of accreditation & assessment at 845-905-4613.

CIA Locations

The CIA has four locations across the United States:

The Culinary Institute of America

1946 Campus Drive
Hyde Park, NY 12538-1499
845-452-9600
www.ciachef.edu/newyork

The Culinary Institute of America at Greystone

2555 Main Street
St. Helena, CA 94574
707-967-1100
www.ciachef.edu/california

The Culinary Institute of America at Copia

500 1st Street
Napa, CA 94559
707-967-2500
www.ciachef.edu/california

The Culinary Institute of America, San Antonio

312 Pearl Parkway, Building 2, Suite 2102
San Antonio, TX 78215
210-554-6400
www.ciachef.edu/texas

The college's additional location in Singapore operates on the campus of Temasek Polytechnic through the CIA's partnership with the Singapore Institute of Technology:

The Culinary Institute of America, Singapore

Temasek Polytechnic
21 Tampines Avenue 1, Block 31
Singapore 529757
+65 6592 1136
www.ciachef.edu/cia-singapore

The Singapore Institute of Technology

10 Dover Drive
Singapore 138683
+65 6592 1136

Campus Maps

View detailed maps of the four campuses and all they have to offer students, including teaching kitchens, bakeshops, and restaurants; professional wine studies facilities; residence halls, lodges, and townhouses; student recreation facilities; and more.

- [New York Campus Map](#)
- [California Campus Map](#)
- [Texas Campus Map](#)
- [CIA Singapore Map](#)

Career Opportunities

An education from The Culinary Institute of America (CIA) offers students unparalleled career opportunity in an industry that generates an estimated \$799 billion in annual sales in the United States. In 2017, 14.7 million people are projected to be employed in the foodservice business, making it the nation's second-largest private-sector employer, according to the National Restaurant Association (NRA).

The CIA is represented around the world by more than 50,000 alumni who achieve success across a wide range of careers. They become executive chefs, personal chefs, restaurant and business owners, media personalities, restaurant and hotel chain executives, food writers, research chefs, food and beverage executives, and culinary educators and work in all segments of the foodservice and hospitality industry.

Some graduates of the CIA **associate degree programs** in culinary arts and baking and pastry arts

enter the industry as entry-level cooks, bakers, or pastry cooks for restaurants, hotels, country clubs, retail bakeries, and institutions; others choose jobs in dining room service, catering, food research, or kitchen supervision. Still others choose to enroll in the college's **bachelor's degree programs in food business management** to expand their career possibilities to include business management and staff management positions, as well as business ownership, communications, marketing, sales, and more. In addition, **bachelor's in culinary science** graduates can pursue careers in research and development; work for large foodservice operations such as hospitals, schools, and military organizations; serve as field representatives; use science for creative impetus as a restaurant chef; and more. Graduates of the **bachelor's in applied food studies program** are positioned to pursue opportunities in food media and communications, food education, food policy, innovative startups working in sustainable food practices, non-profit advocacy groups, and more. **Bachelor's in hospitality management** graduates are well-positioned to pursue leadership and management positions in hotel food and beverage operations; sales and marketing; restaurant and managed services; events and catering; and many other hospitality industry segments. And graduates of the **bachelor's in culinary arts and baking and pastry** programs can work in entry-level positions in a variety of industry segments, including catering management, university or corporate dining, research and development, food media, retirement community management, farm-to-table/agricultural product development, and public health and wellness. They may also become entrepreneurs, private chefs, maîtres d'hôtel, or grocery and retail chefs.

Graduates of the **Master of Professional Studies in Food Business** degree program can pursue management level positions in restaurants or other foodservice or food and beverage product organizations. With experience in the food industry or related businesses, graduates will be well prepared with the skills to launch their own food industry business as entrepreneurs, or to move into higher level leadership positions within a food industry organization in areas such as innovation, operations, marketing, or finance.

Graduates of the **Master of Professional Studies in Sustainable Food Systems** degree program can pursue positions such as agricultural specialist, environmental lobbyist, farmer advocate, food and/or nutrition educator, food writer, product developer, sustainability program manager, innovation manager, registered dietitian, farm-to-table program director, and policy director.

Graduates of **Master of Professional Studies in Wine Management** can pursue such positions as food and beverage manager, retail wine and beverage buyer, specialty tasting room associate, or wine steward in fine dining and multi-unit restaurants. With experience, a graduate can become a wine and beverage sales representative in wholesale distribution, work as a beverage director in fine dining, or take on other positions within the food, beverage, and winery segments.

Graduates of the **Accelerated Culinary Arts Certificate Program** gain hands-on culinary skill and knowledge to complement their bachelor's degree in hospitality management, food science, nutrition, or a closely related field. The program prepares them for a multitude of opportunities such as cook, research assistant, restaurant assistant manager, and other entry-level positions.

CIA programs are not designed to lead to positions, occupations, trades, or career fields that require licensing in the state of California. View a list of [typical positions](#) held by CIA graduates from the California campus.

Catalog Updates

Students should note the following approved changes to programs, courses, and policies, effective 8/1/22 that occurred after the publication of the 2022-2023 Academic Catalog.

General Updates

- Admissions Requirements for Homeschooled Students added to [Associate and Bachelor's Degree Programs—U.S. Campuses](#)
- CIA Phi Theta Kappa Scholarship removed from [CIA Financial Aid and Scholarships](#)

Course Name Changes

- HMFB-110 name change from "Introduction to Food and Beverage Management" to "Foundations of Hospitality Management"
- HMFB-115 name change from "Food Product Identification, Selection, and Procurement" to "Hospitality Supply Chain Management"
- HMHC-315 and MGMT-316 name change from "Hospitality Facilities and Operations Management" to "Hospitality Operations Management"
- MGMT-205 name change from "Marketing and Promoting Food" to "Marketing Principles"

Academic Program Updates

- Hospitality Management, BS
 - Food and Beverage Requirements: BAKE-241 and HMFB-420 eliminated; CULP-325 added
 - Business Management Requirements: Choice of MGMT-225 or MGMT-255
 - Hospitality Management Electives: 15 credits instead of 6 credits

College Awards

CIA excellence is widely recognized in the industry and community, and the following is just a sampling of the most recent accolades the college has received:

Administration and Staff

- **50 Greatest Pittsburghers of All Time, Pittsburgh**, President Tim Ryan '77, 2019
- **Sharing the Spirit Award, Napa Valley Register**, Special Events Chef Andrew Wild, 2018
- **Women in Business, Hudson Valley**, Associate Vice President and Dean—Student Affairs Kathy Merget, 2018
- **The Power List: The 50 Most Powerful People in Foodservice, Nation's Restaurant News** President Tim Ryan '77, 2018, 2017, 2016, 2014
- **America's 50 Most Powerful People in Food, The Daily Meal** President Tim Ryan '77, 2017, 2016
- **GlobalChef Award, At-Sunrice** Managing Director Eve Felder '88, 2016
- **Foodservice Director of the Month, Foodservice Director** Senior Director—Food and Beverage Operations Waldy Malouf '75, March 2016

- **Women of Influence in the Food Industry, *Griffin Report of Food Marketing*** Senior Advancement Officer Lee Ellen Kirk, 2016; Director—Education Jennifer Purcell '96, 2015
- **Visionary Award, Hudson Valley Economic Development Corporation** President Tim Ryan '77, 2014
- **Farm-to-Table Award, *The Valley Table*** President Tim Ryan '77, 2013
- **Innovation Award, University of California, Los Angeles** President Tim Ryan '77, 2013
- **Lifetime Achievement Award, Foodservice Educators Network International** President Tim Ryan '77, 2012
- **Highest Leaf Award, Women's Venture Fund** Managing Director Eve Felder '88, 2011
- **Who's Who of Food & Beverage in America, James Beard Foundation** President Tim Ryan '77, 2010; Vice President—Strategic Initiatives and Industry Leadership Greg Drescher, 2005; Dean—Culinary Arts Brendan Walsh '80, 1987
- **Silver Plate Award, International Foodservice Manufacturers Association** President Tim Ryan '77, 2009
- **Sharing Culinary Traditions Award, American Academy of Chefs** President Tim Ryan '77, 2009
- **HeartSaver Award, American Heart Association** Safety Dispatcher Al Siefert, Safety Officers Carl Wilson and Robert Barclay, Environmental and Safety Supervisor Neil Garrison, and Communications Manager Jeff Levine, 2016; Safety Supervisor Lyle Burnett, Nurse Kelly O'Connor, Safety Dispatcher Al Seifert, and Safety Officer Carl Wilson, 2008

Faculty

- **40 Under 40 Movers & Shakers, Dutchess County Regional Chamber of Commerce** Lecturing Instructor Allison C. Righter, 2019
- **Grand Champion, Charcuterie Masters Tournament** Assistant Professor Mark Elia, 2017
- **Underrecognized Artist Award, Arts Mid-Hudson** Associate Professor Antonella Pimontese, 2017
- **Antonin Carême Medal, American Culinary Federation** Professor Lars Kronmark, 2013
- **Winner, Cochon 555 Cooking Competition** Professor Lars Kronmark, 2012

- **Best of Show Medals, Société Culinaire Philanthropique Salon of Culinary Art** CIA faculty and students, 2011–2014
- **Prize of Honor, Société Culinaire Philanthropique Salon of Culinary Art** Associate Professor Todd Knaster, 2011; Professor Peter Greweling, 2010; CIA, 2008
- **Third Place, U.S. Finals of the World Chocolate Masters Competition** Professor Stephen Durfee, 2010
- **Hay-Nicolay Dissertation Prize, Abraham Lincoln Institute and Abraham Lincoln Association** Professor Robert Johnson, Jr., 2009

Restaurants

- **Diners' Choice Award, OpenTable.com, The Bocese Restaurant**, 2022
- **Diners' Choice Award, OpenTable.com, Savor**, 2022
- **Diners' Choice Award, OpenTable.com, Gatehouse Restaurant**, 2022
- **The 10 Best New Restaurants in Texas, San Antonio Current** Savor 2020
- **Great American Breakfast Destination, USA Today**, Apple Pie Bakery Café, 2017, 2014
- **Best Place to Impress Your Guests, Hudson Valley** Hyde Park Restaurants, 2017
- **Best French Cuisine, Reader's Pick, Hudson Valley** The Bocese Restaurant, 2016
- **Best Dessert, Readers' Pick, Hudson Valley** Apple Pie Bakery Café, 2016, 2018
- **Achievement of Excellence Award, American Culinary Federation** The Bocese Restaurant, 2014; American Bounty Restaurant, 2014; Ristorante Caterina de' Medici, 2014; Apple Pie Bakery Café, 2004
- **Top 10 Restaurants You Should Try, The Culture Trip** Nao, 2014
- **100 Top Restaurants Fit for Foodies, OpenTable.com** The Bocese Restaurant, 2013
- **Must-Try Eats, San Antonio Express-News** Nao, 2013
- **Best New Restaurant, Downtown Alliance San Antonio** Nao, 2013
- **Great Wine Capitals Best of Wine Tourism Award** Rudd Center for Professional Wine Studies, 2014; Wine Spectator Greystone Restaurant, 2012
- **Clean Plate Award, Restaurant Business** Apple Pie Bakery Café, 2008

College

- **Bronze Medal, New York State Craft Beer Competition** Equinox Amber, The Brewery at the CIA, 2021
- **Silver Medal, New York State Craft Beer Competition** Mise en Place Wit, The Brewery at the CIA, 2021
- **Military Friendly School**®, *GI Jobs* CIA, 2011–2016, 2019–2020
- **New York State Brewery of the Year, New York State Craft Beer Competition** The Brewery at the CIA, 2019
- **Two Gold Medals, New York State Craft Beer Competition** Student-Brewed Mise en Place Wit and Class Project Br-Br-Br-Brown Ale, 2019
- **#1 Best College for Culinary Arts in America, Niche.com**, CIA, 2018
- **#1 Best Culinary School in the U.S., The Best Schools** CIA, 2018
- **Pacesetter Award and "You Mean the World to Us" Award**, NY Blood Center CIA, 2018
- **Silver Medal, New York State Craft Beer Competition** Student-brewed Class Project Stay Sharp Saison, 2017
- **Web Award: Best University Website, Web Marketing Association** CIA Digital and Online Media, 2017
- **Hospitality Institution of the Year, The World Gourmet Series Awards of Excellence** CIA Singapore, 2017
- **IACP Cookbook Award, International Association of Culinary Professionals** *The Young Chef: Recipes and Techniques for Kids Who Love to Cook*, 2017; *The Elements of Dessert*, 2014; *Baking and Pastry: Mastering the Art and Craft*, 2nd edition, 2010
- **Innovation Award: Best Academic Institution or Organization, Taste Talks Food & Drink Awards** CIA, 2016
- **Art in Public Places Award, Arts Mid-Hudson** 2016
- **Best Place to Take a Cooking Class, Hudson Valley** CIA, 2016
- **Outstanding Project, Learning by Design** The Egg—Student Commons Building, 2016
- **Culinary Institution of the Year, The World Gourmet Series Awards of Excellence** CIA Singapore, 2015
- **President's Medallion, American Culinary Federation** The Culinary Institute of America, 2014

- **Taste Hall of Fame, The Taste Awards** The Culinary Institute of America, 2014
- **Best Conference App of the Year, Cvent Planner Awards** Worlds of Flavor International Conference and Festival, CIA at Greystone, 2013
- **Outstanding Design, American School & University** Student townhouses, 2013
- **Faces of Diversity Inspiration Award, National Restaurant Association** CIA, 2011
- **Headliner Award, Green-Friendly Organization, Dutchess County Regional Chamber of Commerce** CIA, 2011
- **Gold Level Leadership in Energy and Environmental Design (LEED) Certification, U.S. Green Building Council** Vineyard Lodge II, 2010

Contact Information

Admissions

1-800-CULINARY (US)
(1-800-285-4627)
admissions@culinary.edu

845-452-9600 (NY)
707-967-1100 (CA)
210-554-6400 (TX)
+65 6592 1136 (SG)

Bookstores

1-800-677-6266 (NY)
1-888-424-2433 (CA)

Center for Career and Academic Advising

845-451-1275 (NY)
advising@culinary.edu

707-967-2495 (CA)
gsadvising@culinary.edu

210-554-6465 (TX)
saadvising@culinary.edu

+65 6592 1189 (SG)

Financial Assistance

+65 6592 1150 (SG)

General Information

845-452-9600 (NY)
707-967-1100 (CA)
210-554-6400 (TX)
+65 6592 1189 (SG)

Library

library.culinary.edu

845-451-1747 (NY)—Conrad N. Hilton Library
845-451-1298 (NY)—Library Learning Commons
845-451-1288 (NY)—Office of Disabilities
707-967-2406 (CA)
210-554-6465 (TX)
845-905-4639 (TTY/TDDY)

Residence Life

845-451-1260 (NY)
707-967-2437 (CA)

Restaurants

www.ciarestaurantgroup.com

Student Affairs

845-451-1281 (NY)
707-967-2486 (CA)
210-554-6451 (TX)

Student Financial & Registration Services

845-451-1500 (NY)
707-967-2510 (CA & TX)

SFRS@culinary.edu

Student Life

+65 6592 1191 (SG)

Websites

www.ciachef.edu (US and SG)
www.singaporetech.edu.sg (SG)

The CIA at Greystone and the CIA San Antonio are branches of the CIA, Hyde Park, NY. The CIA Singapore is an additional campus.

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MA, Marist College
BS, State University of New York at Cortland

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BA, University of Pennsylvania

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BS, Marist College

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Vice President—Marketing and Communications
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BS, McIntire School of Commerce at University of Virginia

New York Campus Faculty and Staff

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Denise Bauer

Dean—School of Liberal Arts and Food Studies
PhD, MA, New York University
BA, Dickinson College

Annette Graham '88

Dean—School of Business and Management
PhD, The Pennsylvania State University
MS, Purdue University
BBA, Morehead State University
AOS, The Culinary Institute of America

Marc Haymon '81, CMB, CHE

Associate Dean—Baking and Pastry Arts
AOS, The Culinary Institute of America

Cynthia Keller '83, PC II, CHE

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Legend of Certifications

AAC	American Academy of Chefs	CS	Certified Sommelier
ACWP	Advanced Certified Wine Professional	CSW	Certified Specialist in Wine
CB	Certified Baker	CWE	Certified Wine Educator
CCE	Certified Culinary Educator	CWP	Certified Wine Professional
CCM	Certified Club Manager	DWS	Diploma in Wine and Spirits
CCP	Certified Culinary Professional	FAND	Fellow of the Academy of Nutrition and Dietetics
CDE	Certified Diabetes Educator	FWS	French Wine Scholar
CEC	Certified Executive Chef	LD	Licensed Dietitian
CEPC	Certified Executive Pastry Chef	MCGB	Master Chef of Great Britain
CFBE	Certified Food and Beverage Executive	MFP	ManageFirst Professional
CFSM	Certified Food Service Manager	MS	Master Sommelier
CHA	Certified Hotel Administrator	PC II	ProChef Level II
CHE	Certified Hospitality Educator	PC III	ProChef Level III
CHEP	Certified Higher Education Professional	PHR	Professional in Human Resources
CMB	Certified Master Baker	RD	Registered Dietitian
CMC	Certified Master Chef	RDN	Registered Dietitian Nutritionist
CMRDP	Certified Menu Research and Development Professional	RS	Registered Sanitarian
CPA	Certified Public Accountant	SHRM-SCP	SHRM Senior Certified Professional
CPC	Certified Pastry Culinarian	SPHR	Senior Professional in Human Resources

Gainful Employment Data (Certificate Programs)

In accordance with U.S. Department of Education reporting guidelines, information pertaining to potential occupations, job placement rates, program on-time completion rate, and other relevant employment data for the Accelerated Culinary Arts Certificate Program and the Wine and Beverage

Graduate Certificate Program offered at the California campus may be found on the CIA website at www.ciachef.edu/bppe.

History

Throughout its history, The Culinary Institute of America has played a pivotal role in shaping the future of foodservice and hospitality. Widely recognized as the world's premier culinary college, the CIA has an industry-wide reputation for excellence and accomplished alumni whose leadership, influence, and professionalism are a testament to the quality of a CIA education.

Such success could only happen through the inspired leadership of some very talented and dedicated people. In the mid-1940s, faced with a shortage of back-of-the-house (kitchen) professionals, members of the New Haven Restaurant Association in Connecticut had the idea of creating a school to train World War II veterans in the culinary arts. In 1945, they approached attorney Frances Roth with their idea and asked her to be the school's administrative director. Mrs. Roth had never worked in a restaurant, but she became determined to establish a school that would become "the culinary center of the nation." With financial, social, and political support from Katharine Angell—who was married to Yale University President Emeritus James Rowland Angell and who would later become chair of the board of the cooking school—Mrs. Roth set about achieving her vision.

On May 22, 1946, the New Haven Restaurant Institute opened its doors in downtown New Haven, CT as the first and only school of its kind in the United States. The Institute enrolled 16 students in its first class and employed a faculty consisting of a chef, a baker, and a dietitian.

As the foodservice industry grew, so did enrollment, necessitating a move in 1947 to larger quarters: a 40-room mansion adjacent to Yale University. The school's name was changed to the Restaurant Institute of Connecticut and, in 1951, it became known as The Culinary Institute of America, reflecting its national scope and the diversity of its students. The college expanded its educational program to two years and introduced continuing education courses for industry professionals. By the time of Mrs. Roth's retirement in 1965, the CIA had

increased its enrollment to 400 students and operated a \$2 million facility. Double-class sessions were initiated in 1969 to accommodate a backlog of applications, and an auxiliary campus was leased, but with more than 1,000 students and facilities strained to the maximum, the CIA's administrators launched a nationwide search for a new home. They found it in St. Andrew-on-Hudson, a former Jesuit novitiate in Hyde Park, NY. The new campus opened two years later, with its main building renamed Roth Hall.

In 1971, the Board of Regents of the State of New York granted the CIA a charter to confer the Associate in Occupational Studies (AOS) degree in culinary arts, making it the first culinary college to be so authorized. Other leading-edge associate and bachelor's degree programs, majors, and concentrations were added over the years, cementing the CIA's status as the world's premier culinary college. In 2016, the CIA extended its offerings into post-baccalaureate education with its Wine and Beverage Graduate Certificate Program.

In 1995, the college expanded its global reach by opening its first branch campus, The Culinary Institute of America at Greystone, located in the heart of California's Napa Valley. The CIA's expansion continued in 2008, when The Culinary Institute of America, San Antonio opened its doors in Texas. In 2010, the college opened its first international location, in Singapore. In partnership with the Singapore Institute of Technology, the CIA offers its bachelor's degree program from its location on the Temasek Polytechnic campus.

In 2015, the CIA launched The Food Business School (FBS), its center for executive education. That same year, the college expanded its California campus operations to include Copia, the former center for food, wine, and the arts in downtown Napa. The CIA at Copia offers food and wine education programs, as well as industry leadership conferences and initiatives.

The college introduced its first graduate degree program—and its first primarily online degree offering—in 2018, with the Master of Professional Studies in Food Business. The program also includes three short residencies, at the New York campus and the CIA at Copia in Napa, CA.

From its humble beginnings in a single building in New Haven, CT, today the CIA continues to influence the future of food through its commitment to advancing knowledge, leading the industry, and making a difference in the lives of people all over the world.

Location of Information

Most of the information pertaining to subjects important to CIA students is available on the Consumer Information page of our website at www.ciachef.edu/consumer-information; some is also available in the responsible office as noted below. The table that follows, in accordance with the federal Higher Education Act, is designed to help students locate information they may need.

INFORMATION	FORMAT	LOCATION
Description of available financial aid	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Financial aid application procedure	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Financial aid eligibility requirements	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Selection criteria for aid recipients	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Criteria to determine financial aid awards	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Criteria for continued eligibility	Electronic	www.ciachef.edu/consumer-information

		www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Specific costs, charges, and fees	Electronic and printed on Enrollment Agreements	www.ciachef.edu/consumer-information Student Financial and Registration Services
Satisfactory academic progress and financial aid	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Refund policy	Electronic and printed on Enrollment Agreements	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Re-establishing eligibility for financial aid	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Refund distribution	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services
Method and frequency of financial aid disbursement	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Degree and certificate programs	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-academics Office of the Provost
Loan repayment information	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Transfer of credit policies and articulation agreements	Electronic Policy is also printed on Enrollment Agreement for the California campus.	www.ciachef.edu/consumer-information www.ciachef.edu/transfer-credit-policies Office of the Provost; Office of Accreditation
Terms and conditions of federal student loans	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Instructional and physical facilities	Electronic	www.ciachef.edu/consumer-information Office of the Provost
General Federal Work-Study conditions	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-tuition-and-financial-aid Student Financial and Registration Services	Faculty and instructional personnel	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/cia-faculty-profiles Office of the Provost
Federal Perkins and Federal Stafford exit counseling information	Printed material	Student Financial and Registration Services	Facilities for students with disabilities	Electronic	www.ciachef.edu/consumer-information Disability Policies Learning Strategies Center
Cost of attendance	Electronic and printed on Enrollment Agreements	www.ciachef.edu/consumer-information Student Financial and Registration Services	Peer-to-peer file sharing policies	Electronic	www.ciachef.edu/consumer-information (scroll to Copyright Infringement) Information Technology Services (ITS) Department
			Names, titles, and locations of employees available for information dissemination	Electronic	www.ciachef.edu/consumer-information Student Affairs Office
			Graduation rates	Electronic	www.ciachef.edu/consumer-information

Degree and certificate placement data	Electronic	Office of Assessment and Institutional Research www.ciachef.edu/consumer-information www.ciachef.edu/bppe/ Office of Institutional Research and Effectiveness
Supporting accreditation documentation	Electronic and print	www.ciachef.edu/consumer-information www.ciachef.edu/accreditation/ Office of Accreditation and Assessment
Names of accrediting, approving, or licensing bodies	Electronic	www.ciachef.edu/consumer-information www.ciachef.edu/accreditation/ Office of Accreditation and Assessment
Institutional security policies and crime statistics*	Electronic Statistics upon request; see footnote.	Annual Security, Fire Safety, and Statistics Report Campus Safety
Campus emergency response information	Electronic Safety and Security Information Report	Annual Security, Fire Safety, and Statistics Report Campus Safety
Crime and fire information**	Electronic and printed information	Annual Security, Fire Safety, and Statistics Report Campus Safety (New York and California)
Missing persons procedure	Electronic	www.ciachef.edu/consumer-information Missing Student Notification Policy Student Handbook: catalog.ciachef.edu , select the handbook from the drop-down Annual Security, Fire Safety, and Statistics Report Campus Safety
Fire safety information	Electronic	Annual Security, Fire Safety, and Statistics Report Campus Safety
Vaccination policy	Electronic	www.ciachef.edu/consumer-information Vaccinations Policy Health Services

* The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education (DOE). These statistics can be found via the DOE website search features at <http://ope.ed.gov/security>. A hardcopy report of the statistics may be requested by contacting the director of campus safety at the New York campus at 845-451-1300, and will be provided within 10 days of the request.

** The crime log and the fire log (for fires in on-campus student housing facilities) for the most recent 60-day period are open for public inspection during normal business hours.

Mission

The Culinary Institute of America is dedicated to bettering the nation and the world by means of outstanding education, practice, and scholarship on all aspects of food and the enterprises related to it. Through a transformative learning experience, the CIA prepares future food leaders, innovators, and experts for personal and professional success.

Nondiscrimination Statement

The Culinary Institute of America (CIA), being committed to respect for diversity and equal opportunity in education and employment, does not discriminate against individuals. The CIA expressly prohibits discrimination against and harassment of individuals on the basis of any protected characteristic, including: race, color, sex, sexual orientation, gender identity and expression, religion, disability, age, genetic information, familial status, marital status, veteran status, ancestry, national or ethnic origin, and any other protected group or classification under the law. In addition, the CIA prohibits Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking. The Harassment, Sexual Misconduct, and Discrimination Policy (HSMD Policy) shall apply to conduct that occurs on the CIA's campus, on CIA technological systems, at CIA-sponsored programs, activities and events, including: admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, health services, and all other programs and activities

available at the CIA. Except as otherwise provided below, the HSMD Policy applies to conduct off-campus when a person accused of Prohibited Conduct is a matriculated CIA student or when the alleged conduct has a continuing adverse impact upon the CIA work or school environment.

The HSMD Policy applies to all members of the CIA Community, including Students, Employees (faculty and staff), Trustees, Interns, and Non-employee Workers. Each Student shall be responsible for their conduct from the time of enrollment through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Members of the CIA Community who believe that they have been subjected to Discrimination or Harassment are strongly urged to use the resolution procedures described in the HSMD Policy. Third Parties visiting CIA facilities (such as guests, visitors and restaurant patrons) have the opportunity to make reports of Prohibited Conduct for the purpose of the HSMD policy; however, Third Parties accused of violating the HSMD policy are not entitled to the procedural protections set forth below and may be summarily excluded from CIA property, programs, activities, or events

The **Legal Advisor** is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA and is responsible for coordinating compliance with the above applicable laws, statutes, and regulations as set forth in this statement. The **Assistant Director of Faculty Relations** is designated as the Deputy Title IX Coordinator and supports the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations, may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S. Department of Education.

The **Dean of Academic Engagement and Administration** is designated as the Section 504 Coordinator for the CIA and is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. Inquiries relating to Section 504 may be referred to the Section 504 Coordinator.

Additionally, complaints, including the procedure for filing a complaint regarding this Nondiscrimination Statement and the CIA's compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other federal, state, and local laws, may also be directed to the following Civil Rights Compliance Officers:

Joanna Smith, Legal Advisor
Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room W-401F
Telephone: 845-451-1614
E-mail: Joanna.Smith@culinary.edu

Danielle Glendenning, Assistant Director—Faculty Relations
Deputy Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room S324
Telephone: 845-905-4369
E-mail: Danielle.Glendenning@culinary.edu

Carolyn M. Tragni, Dean—Academic Engagement and Administration
Section 504 Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room S-319
Telephone: 845-451-1615
E-mail: Carolyn.Tragni@culinary.edu

Or

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
Fax: 202-453-6012; TDD: 1-877-521-2172
E-mail: OCR@ed.gov

Not-for-Profit Statement

The Culinary Institute of America is an independent, not-for-profit educational organization [Section 501 (c) (3)] pursuing its mission of providing the highest quality culinary education. This not-for-profit status distinguishes the Institute from others because it enables us to focus on the quality of education rather than on satisfying the investment expectations of shareholders.

Governed by a board of trustees not compensated for its services, the Institute benefits from the guidance of its board members, who represent the hospitality field as well as the professional and educational communities.

Professional and Physical Resources

CIA students benefit from the vast experience of the award-winning international faculty of chefs, pastry chefs, bakers, wine and beverage experts, restaurant operations instructors, business management and hospitality teachers, and liberal arts instructors. These professionals have served in some of the best-known restaurants, hotels, resorts, and corporations in the United States and around the world and have worked extensively in their academic specialties.

Students also have at their disposal world-class facilities expressly designed for professional education in culinary arts, baking and pastry arts, culinary science, and wines and beverages. These include kitchens and bakeshops with equipment selected to replicate the professional foodservice environment and student-staffed public restaurants that provide real-life, hands-on experience for students.

New York Campus

The **Hyde Park** campus boasts Roth Hall, the Colavita Center for Italian Food and Wine, the J. Willard Marriott Education Center, and the Student Commons house 42 professionally equipped kitchens and bakeshops, four student-staffed public restaurants, a demonstration theater, meat and fish fabrication rooms, a commercial storeroom, culinary science lab, sensory lab, the Julius Wile Baccalaureate Center, and athletic facilities. In addition, the General Foods Nutrition Center

includes a computer classroom and laboratory, and a nutrition resources center. The Conrad N. Hilton Library is another campus highlight. In addition to the library itself, the 45,000-square-foot facility houses the Learning Strategies Center/Library Learning Commons, television and photography studios, a student computer lab, and a demonstration theater. The Marriott Pavilion features the 800-seat Ecolab Auditorium and a conference space that includes a state-of-the-art kitchen.

California Campus

The historic **Greystone** building is the hub of degree programs at the CIA's California campus. Housing five teaching kitchens and three bakeshops in a 3,600-square-foot open-architecture format, the campus also boasts an outdoor area for live-fire cooking, demonstration theaters, and a student-staffed public restaurant. Academic support resources include a library, a student computer lab, the Learning Strategies Center/Library Learning Commons, classrooms and lecture spaces, and student residence halls and lodging.

Located in the heart of downtown Napa, **Copia** is the center for the CIA's Food Business School, the center for executive education and the home of the Accelerated Culinary Arts Certificate program. Copia contains a state-of-the-art 7,500-square-foot kitchen, two demonstration theaters, an outdoor area for live-fire cooking and is home to the Chuck Williams Culinary Arts Museum. In addition, Copia offers cooking and beverage classes taught by CIA experts, curated tasting events and festivals, delicious dining selections, artisanal art collections, and private event space, all in one convenient location—the epicenter of food and wine.

Texas Campus

The CIA **San Antonio** is housed in a 30,000-square-foot building at the Pearl site near downtown. The facility combines the realism of the professional foodservice environment with an ideal educational setting focusing on student learning and outcomes. Five state-of-the-art teaching kitchens and a professional bakeshop are designed to provide modules and stations at which students can perform their lab exercises and be observed and coached on an individual basis. The Latin kitchen, unlike any

other in the world, features both indoor and outdoor cooking facilities. Students also benefit from other educational facilities that include demonstration theaters, a student-staffed public restaurant, a computer lab, the Learning Strategies Center/Library Learning Commons, and a library.

CIA Singapore

Students at the CIA **Singapore** enjoy stellar state-of-the-art facilities on the Singapore Institute of Technology's (SIT) campus at Temasek Polytechnic. The CIA Singapore includes teaching kitchens, the student-staffed Top Table Restaurant and Sugarloaf Café, and a library with more than 140,000 volumes of texts and e-resources covering subjects ranging from applied science to wine. Students also have access to sports facilities, student services, meeting rooms, and computer labs.

Purpose

The Culinary Institute of America provides instruction in the fundamentals of cooking, baking, hospitality management, and culinary R&D to aspiring foodservice and hospitality professionals. Depending on the degree or certificate program students enroll in, they will have the opportunity to:

- Gain appreciation for the history, evolution, and international diversity of the culinary arts and sciences;
- Learn and practice the professional skills used in food preparation and service;
- Explore new cooking and baking methods, as well as diverse cultures and their unique culinary styles;
- Gain experience in the proper use and maintenance of professional foodservice equipment;
- Become familiar with the layout and work flow of professional kitchens and bakeshops;
- Build academic skills and acquire a global perspective in general education courses;
- Learn the principles of food identification, food and beverage composition, and nutrition;
- Understand financial and economic trends and how they influence the foodservice and hospitality industry;
- Acquire management skills to better use human and physical resources in foodservice operations;

- Gain skills to successfully operate a business in today's complex global economy;
- Develop a personal sense of professionalism necessary for working successfully in the foodservice and hospitality industry;
- Build skills as a member of a team;
- Learn to communicate accurately and effectively;
- Use computers to enhance a business's daily operations and future success;
- Develop skills in managing and motivating staff and handling job stress;
- Learn methods of researching culinary and business-related topics;
- Broaden career choices and become more marketable to potential employers, especially for management and entrepreneurial positions.

Required State of California Regulatory Disclosure

The Culinary Institute of America does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a bankruptcy petition in the last five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. bankruptcy code.

Admissions

The Culinary Institute of America seeks candidates for its degree and certificate programs who can demonstrate academic competence and who have a passion for the foodservice industry. Program start dates are offered three times per year in September, January, and April. Most CIA programs have no application deadline. Due to high demand, our admissions team will work with you to ensure that you meet application deadlines for our Texas campus.

Associate and Bachelor's Degree Programs—U.S. Campuses

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are as follows:

1. **Students must have met all the requirements for a high school diploma or have a GED credential**
2. **A medical exam**

A complete medical examination is required within one year of the student's entry date. An exam form is supplied by the CIA (and is available from CIA Main Menu, the student web portal) for this purpose and must be completed and returned to Student Health Services for review by the school's medical staff. There are no exceptions to this requirement.

Admissions Requirements for Homeschooled Students

Homeschooled students are welcome to apply to CIA. The following two requirements must be met as part of their application process:

1. Proof of requirements met for a high school diploma. The following two documents must be submitted to fulfill this requirement:
 1. Transcripts or the equivalent, signed by the parent, guardian, or homeschool instructor, that lists the secondary school courses completed by the applicant for grades 9-12 and the student's performance in each course.
 2. An official document that attests that the homeschooled education meets the equivalency to what is taught in the high school district. This document may be provided by the state Department of Education (if provided by that state), the homeschool liaison within the student's school district, or from a school official in the high school district.
2. Official scores from either the SAT or ACT exams.

In lieu of these requirements, homeschooled students are welcome to submit official scores from the GED (General Education Diploma) or any other State approved equivalency assessment through TASC (Test Assessing Secondary Completion).

The CIA reserves the right to request any additional information or requirement as part of the application process.

Application Procedure

The steps to apply for admission to the degree programs are as follows:

Applicants

1. **Complete the CIA application or Common Application**
 - Read the application carefully and complete all sections. The CIA application is available at www.ciachef.edu/applynow.
 - Applicants with significant experience in the foodservice industry or who are career changers should consider including a copy of their résumé.
2. **Submit a personal statement** (no less than 200 words, no more than 500) The applicant must describe why they are passionate about the food and hospitality industry, what experiences they have, and how they feel that those experiences have prepared them for The Culinary Institute of America.
3. **Pay the nonrefundable application fee** Submit payment of \$50 to The Culinary Institute of America.
4. **Ask for a recommendation.** One character recommendation is required. It should be from an employer, teacher, or professional colleague either within or outside the foodservice industry. In addition, the recommendation should address the applicant's commitment to the food world, problem-solving ability, and persistence in either work or academics. The applicant must ask the recommender to complete this recommendation by:
 - using the CIA [online form](#)
 - completing the CIA [PDF form](#)
 - writing a letter/e-mail following the CIA [letter of recommendation guidelines](#)

Or, the applicant can provide CIA Admissions with the recommender's contact information so that they can contact them for a verbal recommendation.

5. **Request official transcripts** Applicants should ask all secondary and postsecondary schools they've attended to send the student's **official** transcripts (not a student copy) directly to CIA Admissions. Official e-transcripts can be e-mailed directly from the school to admissions@culinary.edu or sent via an electronic database such as Parchment, Scribbles, eScript, and CommonApp. Official transcripts can also be mailed to: Admissions Department, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.
 - **For applicants who hold an equivalency diploma**, the official test scores must be submitted.
 - **For high school students**, the transcript must be complete through the 11th grade, and indicate what courses they'll take in the 12th grade or show their marks for the 12th grade. Applicants must have met all the requirements for a high school diploma or have received an equivalency diploma to enroll at the CIA.
 - **Applicants who have matriculated in a college-level degree program** and have completed the equivalent of 24 or more college credits are not required to submit a high school transcript. Academic transcripts are required for all colleges attended.
6. **Submit SAT and/or ACT scores** The college strongly recommends that students who have taken the SAT and/or ACT include their scores, as they may help students qualify for one or more scholarships.
7. **Submit the required application materials to CIA Admissions** Materials can be submitted through the student's online application profile; via an electronic database such as Parchment, Scribbles, eScript, and CommonApp; or by mail to: Admissions Department, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.

Most CIA students will have had some experience in food—including culinary classes during high school or college, work in the food industry, or extensive

personal cooking or baking activities. If the applicant needs to confirm their interest in a food career or their choice of major at the CIA, the CIA recommends that the applicant gain hands-on experience in a classroom, work, or volunteer setting prior to enrolling at the college.

Junior-Year Applicants

CIA associate degree program students

CIA associate degree students interested in pursuing a bachelor's degree program should contact the Center for Career and Academic Advising for the appropriate form.

After completion of the AOS or AAS course work, students who are accepted into the bachelor's degree program may enroll with two outstanding grades from the final AOS or AAS semester. Passing grades and a cumulative GPA of 2.0 for the associate degree program must be verified during the student's first bachelor's semester in order to continue into the second bachelor's semester.

CIA associate degree graduates

CIA graduates interested in pursuing a bachelor's degree program at the CIA should contact the Center for Career and Academic Advising for the appropriate form. Graduates who are applying for admission should note that they may need to complete any associate-level courses that have been added to the curriculum since they graduated.

All Applicants—Points to Remember:

- The Admissions Committee reviews all applications, which are valid for 18 months. Please note that the CIA does not return any materials sent as part of the admissions review process. **Do not submit original diplomas and certificates, as they will not be returned.**
- Students accepted to the New York or California campuses for the bachelor's or associate degree may choose to defer their enrollment for personal reasons. The CIA will honor first requests as long as the student's new start date is within 12 months of their original entry date. All subsequent requests for deferment beyond 12 months will require the student to reapply for admission.

- The applicant's prior educational record will be evaluated according to the difficulty of the program undertaken, class rank, and grade point average. Applicants who have vocational training in culinary arts and related disciplines are expected to have strong marks in these areas.
- The application is seen as a direct reflection of a student and the student's interest, motivation, confidence, and academic ability. The CIA will note the student's initiative in expressing and documenting these areas in the application materials.
- All prospective students must demonstrate their proficiency in the English language at a level adequate for success at the CIA. If a student's primary spoken language is other than English, the submission of TOEFL, IELTS, or PTE Academic scores is required as part of the student's application. Please see [International Students](#) for details.

Challenge Exam

A student can be awarded credit for Mathematical Foundations by demonstrating knowledge of the course content acquired prior to enrolling at the CIA. This is achieved by earning a passing score on a challenge exam. The math challenge exam tests the concepts that are taught in Mathematical Foundations.

The math challenge exam is recommended for students who:

- Have proven proficiency by having earned an AP math score of 3 or higher,
- Have taken a college-level math course but did not receive credit, or
- Feel confident that prior training or experience in math can fulfill the course requirement.

To receive credit for the Mathematical Foundations course, a score of at least 72% on the math challenge exam is required.

It is highly recommended that students discuss their options with an advisor/counselor in the Admissions Office or Education Department.

For More Information

Please see [General Admissions Information](#).

Bachelor's Degree Program—Singapore

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are:

1. **A diploma from a Singaporean polytechnic** Transfer credits have already been mapped out for students with a diploma in culinary and catering management, hospitality and tourism management, or leisure and resort management. If graduates of these programs satisfy the transfer credit policy of the CIA (see [Transfer Credit](#)), they will receive credit for the courses already completed during their polytechnic education. These students will follow a typical sequence of courses, which can be found on the CIA Singapore website at www.ciachef.edu/cia-singapore. Any other students who apply must have their transfer credits mapped specific to their previous diploma program, and may be required to take additional courses. Non-relevant diplomas and other applicants will be considered on a case-by-case basis.
2. **Work experience at a non-fast-food establishment with a professional kitchen** The CIA Singapore requires that students gain relevant experience before enrolling by working in a foodservice operation, by completing culinary classes during high school or postsecondary school, or by completing college- or polytechnic-level culinary courses. Time requirements vary by type of experience. Foodservice and hospitality is a rewarding and challenging profession, and this experience requirement is designed to help students understand the realities of working in the foodservice industry and be confident in their career choice.

Application Procedure

The steps to apply for admission to the bachelor's degree program in Singapore are as follows:

1. **Review the admissions procedure on the Singapore Institute of Technology's website (www.singaporetech.edu.sg)** Admissions will be open for three months, January–March.

During this time, prospective students will apply and their applications will be reviewed. If the Admissions Committee approves a student's application, the student will be invited for a face-to-face interview. The purpose of the interview is to meet and get to know the student, and better understand the student's passion for the food and hospitality industry.

2. **Ask for recommendations** Two recommendations are required. One must be from an industry employer that describes the applicant's foodservice experience. The second must be a recommendation from a professional contact (e.g., employer, business associate, mentor), in order to give the Admissions Committee a greater understanding of the student's character and abilities.

To make it easier for a foodservice employer or professional contact to write the letter of recommendation, applicants can download and print the CIA's Letter of Recommendation Guidelines from www.ciachef.edu/cia-singapore and pass them along to the recommender.

For More Information

Please see [General Admissions Information](#).

Certificate Programs

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are as follows:

Program-specific requirements

ACAP—Offered at the California campus, the Accelerated Culinary Arts Certificate Program is open only to students who will have completed a bachelor's degree in hospitality management, restaurant management, food science, nutrition, or closely related field by June 1 of the year of their program date. The CIA may consider other majors in the fields of marketing and public relations. The applicant must submit a personal statement along with the application that speaks to their interest in this field and how their previous education prepares them for success.

Applicants must complete a college-level course in food safety, sanitation, and basic food costing or have equivalent work experience prior to beginning the ACAP.

Application Procedure

The steps to apply for admission are:

1. **Complete the application**
 - Read the application carefully and complete all sections. The CIA application is available at <https://www.ciachef.edu/cia-accelerated-culinary-arts-certificate-program/>.
 - Applicants with significant experience in the foodservice industry or who are career changers should consider including a copy of their résumé.
2. **Submit a Statement of Purpose** Each certificate-seeking applicant is expected to complete a Statement of Purpose. This statement should be 300–500 words concerning the applicant's purpose for undertaking or continuing their study of culinary arts, their reasons for wanting to study at The Culinary Institute of America, and their professional plans and career goals. The applicant also may explain any special circumstances applicable to their background and elaborate on relevant academic and/or professional achievements.
3. **Pay the nonrefundable application fee** Submit payment of \$50 to The Culinary Institute of America.
4. **Provide a copy of a résumé or CV.**
5. **Request a recommendation** The letter of recommendation should be from a senior administrator or faculty member associated with the program from which the applicant has graduated or will graduate. Applicants who have been out of school for more than five years should substitute a letter of recommendation from their current employer.
6. **Request official transcripts** Applicants should ask all secondary and postsecondary schools they've attended to send the student's **official** transcripts (not a student copy) directly to CIA Admissions. Academic transcripts are required for all colleges the applicant has attended. Transcripts can be received in paper version or electronically directly from the school.

7. **Submit the required application materials to CIA Admissions** Materials can be submitted through the student's online application or sent in the mail to: Admissions, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.

All Applicants—Points to Remember:

- The Admissions Committee reviews all applications, which are valid for 18 months. Please note that the CIA does not return any materials sent as part of the admission review process. **Do not submit original diplomas and certificates, as they will not be returned.**
- The applicant's prior educational record will be evaluated according to the difficulty of the program undertaken, class rank, and grade point average. Applicants who have coursework in subjects related to the program for which they are applying are expected to have strong marks in these areas.
- The application is seen as a direct reflection of a student and the student's interest, motivation, confidence, and academic ability. The CIA will note the student's initiative in expressing and documenting these areas in the application materials.
- All prospective students must demonstrate their proficiency in the English language at a level adequate for success at the CIA. If a student's primary spoken language is other than English, the submission of English language proficiency scores is required as part of the student's application. Please see [International Students](#) for details.

General Admissions Information—All Programs

Campus Visits

Prospective students are encouraged to come see the CIA firsthand. Admissions Information Sessions and Open Houses are scheduled throughout the year, giving prospective students a chance to talk with admissions representatives, faculty, and current students. Call 1-800-CULINARY or visit www.ciachef.edu for session dates.

Catalog and Enrollment Agreement

Prospective students are encouraged to review the CIA *Academic Catalog* prior to signing an enrollment agreement.

California Campus

Students are also encouraged to review the School Performance Fact Sheet, which must be provided to the student prior to their signing an enrollment agreement.

Technical Standards

In order to reflect the requirements and standards of the foodservice and hospitality industry, The Culinary Institute of America requires all students to meet certain essential functions/technical standards needed for successful completion of all phases of the education programs. To participate in and successfully complete the CIA's degree and certificate programs, each student, with or without reasonable accommodations, must be able to meet these standards.

CIA Learning Strategies/Library Learning Commons staff members are also available to assist students with a disability in determining if their documentation is appropriate and current, and to answer any additional questions. For further information about disability services, visit www.ciachef.edu or call 845-451-1219 or 845-451-1288 (NY), 707-967-2406 (CA), or 210-554-6465 (TX).

Withdrawal of Application

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided.

Articulation Agreements

The CIA has articulation agreements in place with other educational organizations, including high schools and National Student Organizations (NSOs). The college also has articulation agreements with Orange County Community College and Rockland

Community College, both in New York State. [Visit the CIA website](#) to view the complete list of participating organizations.

Transfer Credit

The CIA may allow individuals who have earned college credits at an accredited college and/or university and/or through select examinations and/or through the military and/or through life achievement to be awarded up to 60 credits towards a CIA undergraduate degree, or up to six credits towards the Master of Professional Studies degree. Because of the unique nature of the CIA's curricula, only select course work can be considered for transfer credit. The CIA does not accept transfer credits for laboratory courses (unless specifically negotiated under an articulation agreement or approved by the CIA as an elective) in culinary arts, baking and pastry arts, or hospitality and service management courses. Course work evaluated and deemed acceptable based on its content and comparability relative to standard college/university curricula will be awarded college transfer credit consistent with the CIA's Transfer Credit Policy.

Transfer credit requests are reviewed by the appropriate dean/associate dean to determine the equivalency in content and level to CIA courses or categories. Transfer credit assignment to a particular major is dependent on the specific courses and distribution requirements deemed appropriate for transfer into that major.

Questions about transfer credit should be directed to the Center for Career and Academic Advising at transfercredits@culinary.edu.

Approval Criteria

The following parameters must be met to transfer credit:

- A student may be eligible to receive up to 60 credits toward a degree for prior course work, certain examinations, military experience, and/or life achievement.
- Any course from another higher education institution for which transfer credit is requested should normally be from an accredited college and/or university as relevant to a particular major.

- A student must have completed the course to be transferred from another institution with a grade of "C" or better for undergraduate courses, and a grade of "B" or better for graduate courses.
- Transferred courses are not calculated into a student's overall grade point average.

The following additional parameters also apply, as relevant:

- A student took the College Board AP exam and received a "4" or higher.
 - The CIA will accept AP Calculus and AP Statistics if the student received a "3" or higher.
- A student took selected CLEP exams or DSST exams with qualifying scores as determined by the grading authority.
- A student took International Baccalaureate (IB) courses with qualifying scores as determined by the grading authority.
- A student will receive credit if the student successfully completes the CIA Math Challenge Exam.
- A student may receive college credit for military courses evaluated by the American Council on Education (ACE). The student may also receive college credit for military experience through the Life Achievement Portfolio.
- A student may receive credit for life achievement for experiences outside traditional college courses that meet the learning objectives of those courses. The student will be charged according to the fee listed in Fees That May Be Assessed.
- Culinary arts and baking and pastry arts students may be eligible to receive externship credit based on work experience.
- Non-credit-bearing in-class or online courses will be considered only as part of a Life Achievement Portfolio.

Please note:

- Credits accepted for transfer may count toward the completion of degree requirements but are not calculated in a student's grade point average at the college.
- Tuition charges are assessed based on full-time study, with each semester ranging between 12–18 credits. Students who take fewer or more

than the full-time course load will be charged according to the fee listed in Fees That May Be Assessed.

- Students who receive transfer credit and wish to supplement their semester courses may take an Independent Study course or elective with the permission of the appropriate academic dean.
- The transferability of credits earned at the CIA is at the complete discretion of an institution to which the student seeks to transfer.

Appeal Process

The transfer credit appeal process must be in accordance with the following procedures:

1. The student must review the transfer credit evaluation with the transfer credit coordinator.
2. The student must submit a written statement outlining the reasons the student should be awarded credit (one page maximum).
3. The student must provide a detailed course guide or syllabus and course description from the catalog.
4. The student must submit the materials with the transfer credit appeal application to the dean for academic engagement and administration.
5. Within five business days, the student will receive confirmation via e-mail that the appeal is being reviewed by the vice president of academic affairs. If the student does not receive confirmation, the student should contact the transfer credit coordinator.
6. Within 10 business days, the vice president for academic affairs will render a final decision. If the appeal is granted, the transfer credit coordinator will make the necessary changes for the transfer of credit.

How to be Considered for Transfer Credit Incoming students

To be evaluated for transfer credit at the CIA, incoming students should follow the college's application procedure for admission:

- Complete the application for admission.
- Include **official** copies of all high school and/or college transcripts, if not previously sent.
- Submit the completed application and supporting documentation to:

Admissions Department
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499

Once the student has been accepted to the CIA and official transcripts are on file from previous institutions, the student will automatically be reviewed for transfer credits. Within three weeks of acceptance, the college will e-mail the student with the results of the transfer credit evaluation.

A student can be awarded transfer credit for the externship based on previous work experience. Eligible students need to have at least 2.5 years of post-high school foodservice experience with progressive levels of responsibility in the professional kitchen. To be considered for this credit, students must submit the standard admissions materials as well as their résumé and an additional professional letter of recommendation. Students will be required to submit an online application and attach items electronically, and a personal interview may be scheduled to discuss and verify their experience. Students must submit their application any time before the end of the first semester, and will be notified of the application decision within two weeks. Space may be limited for this opportunity.

Enrolled students

Students must have submitted appropriate documentation and/or their **official** transcript(s) by the end of the first semester of their degree program to be considered for transfer credit. Students may not present transfer credit for a course in progress after the add/drop period has expired. Official copies of all transcripts should be sent to the:

Center for Career and Academic Advising
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499

Important note for all students

Once a student is enrolled in a degree program, the student is expected to complete the remainder of the degree requirements (after transfer credit has been awarded) at The Culinary Institute of America.

For further information on transfer credit, students should contact the Center for Career and Academic Advising at transfercredits@culinary.edu.

Notice Concerning the Transferability of Credits Earned at the CIA

The transferability of course credits earned at The Culinary Institute of America is at the complete discretion of an institution to which the student may seek to transfer. The CIA transcript will be reviewed to determine the best path into the student's next degree program.

For this reason, the student should make certain that their attendance at the CIA will meet their educational goals. This may include contacting an institution to which one may seek to transfer after attending the CIA to determine if the credits, degree, or certificate will transfer.

Life Achievement Portfolio

Students may be able to earn life achievement credit for select liberal arts and business management undergraduate courses if they can demonstrate that they have acquired the knowledge contained in those courses.

The successful candidate for life achievement credit must be at least 23 years old, have completed the first semester at the CIA, and have five years of relevant work, military, and/or life experience that have resulted in college-level learning. Candidates will be competent writers and have the time and energy to devote to the writing of a Life Achievement Portfolio. The portfolio includes a description of the student's life achievements and how these experiences allowed the student to acquire skills and knowledge of comparable value to what could have been acquired from specific courses at the CIA.

To explore their individual situations, interested students should first contact the Center for Career and Academic Advising and meet with an advisor. If they receive approval to proceed with developing a portfolio, they will register for the Life Achievement Portfolio application on Moodle and be charged a fee of \$750. Over the course of a maximum of eight weeks, students—with the support of tutors from the Library Learning Commons, if needed—complete and submit their portfolio for evaluation.

A decision may result in an award of credit, a denial of credit requested, or a request for additional information. Students will be notified of the decision by the transfer credit coordinator. Appeals may be made to the appropriate academic dean.

Privacy of Application Records

Please see [Privacy of Application Records](#).

Campus Transfers

In some instances, a currently enrolled associate degree student may seek a transfer of studies to or from the Hyde Park, NY; St. Helena, CA; or San Antonio, TX campuses. Please refer to the college's Policy on Transfers Between Campuses for the [policy on campus transfers](#).

Readmission Policy

With the exception of U.S. service members as noted below, individuals who have not been in attendance at The Culinary Institute of America (CIA) for 12 months or more will have the opportunity to complete their degree contingent upon successful readmission. Individuals wishing to apply to The Culinary Institute of America for readmission after an absence of 12 months or more must complete the appropriate application, including an essay, and submit all required documentation to the CIA's Center for Academic Advising for consideration. Reinstatement of financial aid is not automatic upon readmission, and individuals must contact Student Financial and Registration Services directly to discuss aid.

The CIA will promptly readmit an individual whose education was interrupted by voluntary or involuntary U.S. military service of more than 30 consecutive days while enrolled in an education program at the CIA. A returning U.S. service member does not need to go through the formal reapplication policy and should contact Student Financial and Registration Services to initiate the process.

Vaccinations

Each State Department of Health and the CIA require documentation of screening for tuberculosis (TB) and documentation of having received two MMR vaccinations. If these requirements are not met, students will need to be screened for TB and/or re-

immunized for MMR. The CIA requires vaccination against hepatitis A given in two injections six months apart. Vaccination against hepatitis B is recommended but not required. The hepatitis B vaccine is given in three injections over six months. The Menactra vaccine to protect against meningitis is required in California and Texas and recommended in New York. The meningitis vaccine is available in one injection.

Students should make arrangements with their health care provider to administer any required immunizations during their required medical exam appointment. Any follow-up vaccinations can be arranged through a provider local to the student's campus. At the New York campus, Health Services can administer vaccines and charge all vaccine fees to the student's account.

The entire Vaccination Policy can be found on the CIA Main Menu Policies and Procedures page.

International Students Application

Application procedures are the same as those for applicants who are U.S. Citizens, with the exception of four additional requirements:

Proof of English Language Proficiency

International students are required to demonstrate proof of English proficiency before they can be accepted to the CIA. This can be done in the following ways: through an approved English proficiency **exam**; by completing a program of study at an approved **language school**; or by meeting the eligibility requirements of the **waver policy**.

1. English Proficiency Exams

The applicant may complete and submit the scores from one of the following language exams as proof of English proficiency:

- The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service. A minimum paper score of 550, CBT (computer-based test) score of 213, or iBT (Internet-based test) score of 80 (with a minimum of 20 in each section) is required. For information on test dates and locations, write

to TOEFL, Box 6151, Princeton, NJ, 08541, USA; e-mail toefl@ets.org; visit www.toefl.org; or call 609-771-7100; or

- The International English Language Testing System (IELTS), co-sponsored by the English testing entity of the University of Cambridge, and British and Australian organizations. A minimum overall score of 6.0 is required with a minimum band score of 5.5 in each section. For information, write to IELTS, Inc., 100 East Corson Street, Suite 200, Pasadena, CA 91103, USA; e-mail ielts@ceii.org; visit www.ielts.org; or call 626-564-2954.
- The PTE Academic, an English language-readiness test by Pearson. A minimum score of 53 is required. For more information, visit <http://pearsonpte.com/test-takers/test/>.
- The Cambridge English: Advanced (CAE) Exam, developed by the Cambridge English Organization. A minimum score of 185 with at least a 175 in each section. For test dates and locations, go to <https://www.cambridgeenglish.org>.

2. Language School: Conditional Admission

Conditional (or provisional) admission means that there are still terms that need to be met before CIA acceptance can be finalized, in this case: English skills. If the student does not have the skills to successfully complete a language exam, they may select a conditional admission pathway to the CIA. The CIA works with the following language schools:

- SUNY New Paltz Haggerty English Language Program (HELP): The CIA will accept completion of HELP Level 4 Academic Pathway Program
- ELS Language Centers: The CIA will accept completion of level 112.
- International Mid Pacific College (IMPAC): The CIA will accept completion of the IMPAC Level 5—Low Advanced course combined with a 75+ score on the Michigan Test of English Language.
- Empire State English (ESE): CIA will accept completion of ESE's General English Level Advanced C.

The process to apply for conditional admission is as follows:

- Apply to the CIA using the [online application form](#).

- Submit all application materials along with an e-mail to admissions@culinary.edu indicating the intention to study English at one of the approved schools. Please indicate which partner school in the e-mail.
- If the applicant meets the academic admissions criteria, they will be issued a letter indicating provisional acceptance.
- Apply to one of the language schools listed above.
- Upon completion of the course of study at the language school, send the CIA the certificate of completion or transcript.
- Students who complete language programs are expected to enroll at CIA on the next available entry date.

3. Proof of English Waiver Policy

All international applicants whose education has been primarily outside the United States of America must provide objective evidence of proficiency in the English language as indicated with the above requirements. However, the following exceptions apply:

- Applicants who have received a score of A, B, or C (6–9) on the GCE O-Level, A-Level, GCSE, or IGCSE English Language (First Language) exam within the past two years.
- Applicants who have taken IB English Lang and Lit, SL/HL, within the past two years and with a minimum score of 5.
- Applicants who have completed three years or more in (non-ESL) English courses in U.S. accredited high schools with a grade of C or higher. Must have studied in the U.S. within two years of the intended start date. Transcripts will be reviewed by the Admissions Office to determine eligibility.
- Applicants who have received a U.S. bachelor's degree or U.S. master's degree, or who have completed a minimum of two years of full-time academic study with a grade of C or higher in (non-ESL) English courses, at an accredited post-secondary institution within the U.S. Must have studied in the U.S. within two years of the intended start date. Transcripts will be reviewed by the Admissions Office to determine eligibility.
- Applicants primarily educated in English in the following countries/territories:

- Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, Eswatini (Swaziland)*, Falkland Islands, Fiji, The Gambia, Ghana*, Gibraltar, Grenada, Guernsey, Guyana, Ireland, Isle of Man, Jamaica, Jersey, Kenya*, Lesotho*, Liberia, Malawi*, Micronesia, Montserrat, New Zealand, Nigeria*, Sierra Leone, Singapore*, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda*, United Kingdom, United States Territories, Zambia, Zimbabwe

**English language proficiency test only waived for applicants from English language educational systems.*

Any questions regarding a waiver of the English language proficiency requirement can be submitted to admissions@culinary.edu.

The Culinary Institute of American reserves the right to require evidence of English language proficiency for all applicants, the adequacy of which shall be at the sole discretion of the CIA Admissions Office.

Proof of Funding

This is necessary for international students to obtain their Certificate of Eligibility (Form I-20). Proof of funding can be a copy of a bank statement from a savings or checking account, certificate of deposit, or money market account showing proof of funding by the applicant or their sponsor OR a letter from the bank verifying that the required funds are reserved for their education. The applicant could also [download this official bank certification form](#) (PDF) to fill out (or for the sponsor's financial institution to fill out.)

All documentation must be from within the past 12 months. We ask to see at least \$55,000 USD for undergraduate programs, or \$30,000 USD for graduate programs (or the equivalent in the applicant's country's currency.) This amount is the equivalent of one academic year of tuition, fees, and

other estimated living expenses for the intended program of study. [Download a copy of the official bank certification form.](#) (PDF)

Declaration of Financial Support

A letter of financial support from the applicant or the applicant's sponsor is also required to go along with the Proof of Funding, stating that they intend to cover all tuition and living expenses while the student studies at the CIA.

The applicant must submit this form even if supporting themselves, and the name of the sponsor must match the name on the proof of funding documents.

[Download a copy of the declaration form for undergraduate students >](#) (PDF)

[Download a copy of the declaration form for graduate students >](#) (PDF)

Copy of Passport

Students must provide a copy of their passport showing their personal information page (to ensure accurate processing of Form I-20).

Please note: All documentation must be in English. If originals are in another language, they must be translated before they are submitted to the CIA.

Visa Requirements (Degree Programs)

The degree programs require an F-1 student visa. International students who hold an F-1 student visa and are enrolled in these programs may:

- Work on campus for a maximum of 20 hours per week with authorization by the school official.
- Complete the required externship in the U.S. with authorization by the school official. Employment authorization is job-specific.
- Accept full-time employment—for up to 12 months after completion of studies—with authorization from the DHS via the application process, which takes approximately three months.

All of the above employment opportunities require a Social Security number. This application process takes 10–20 days, with authorization from the school official, and an offer of employment.

Note: Canadian citizens do not need a visa to enter the U.S., but must have a passport. A student should present the passport, Form I-20 A-B, and financial documentation at the Canadian/U.S. border.

Visa Requirements (Certificate Programs)

The certificate programs require an M-1 student visa. The M-1 visa does not allow students to work in the United States during their education, and is not acceptable for employment in the U.S. following graduation.

Students may apply for employment authorization after completion of studies based on one month of employment for every four months of study.

Medical Insurance

All F-1 and M-1 students are required to have medical insurance while in the U.S. The college strongly recommends that international students obtain a medical insurance plan before they leave that will cover their health costs in this country.

F-1 and M-1 students may also want to secure coverage for mental health care, prescriptions for any chronic illness, and dental care, as these are not necessarily included in basic medical insurance policies. Students should consider their overall needs and well-being as they select a health plan that is right for them. Also, most plans require participants to pay for a portion of their care, so access to some cash or credit is still important.

See also [International Students](#) in the *CIA Student Handbook*.

Externship

Please see [Externship—International Students](#).

Master's Degree Program Admissions Process

To enroll in the CIA master's degree programs, the applicant must meet the following requirements by the program start date:

- Have a bachelor's degree from an accredited U.S. institution, or hold an international equivalent to a bachelor's degree.

- Complete an English proficiency examination if the student's first language is not English. See the list of examinations the CIA accepts, along with qualifying test scores, under Application Procedure, step #7.

Application materials will be reviewed by CIA admissions, program administration, and the dean of the School of Business and Management.

Application Procedure

The steps to apply for admission to the master's degree program are as follows:

1. **Complete the application.**
 - To apply online, the applicant must choose one of the following methods:
 - If a CIA account is already set up, [start the application](#).
 - If a CIA account is not already set up, [create one](#).
2. **Pay the \$75 application fee.**
 - The applicant may pay by credit card at the end of the online application.

3. **Submit an essay.** The graduate level programs are a rigorous course of study requiring commitment and professionalism.

The prospective student must write an essay that describes their purpose for pursuing this master's degree and why they are a strong candidate for the program. The response should be 500–1,000 words, and include the following:

- Any relevant academic and/or professional achievements that allow the CIA to understand the prospective student as a professional;
- Specific qualities and/or skills that the student possesses that can help them excel within this program;
- Professional goals and how this program will help the student achieve those goals in the food world;
- An understanding of the program content indicating how the student perceives the program content will help them achieve their goals.

Applications are reviewed and evaluated individually and holistically by a program-specific committee for the ability to benefit from, and contribute to, the

cohort-based program. It is important to include all of the requested components of the essay for consideration.

For the **Master's in Food Business**, the ideal applicant is looking to further their career in a way that positively impacts the food system and addresses challenges that the industry faces today. This can be within an organization or in an entrepreneurial endeavor, and in a foodservice focused area or in a food product concept area. The prospective student must address this in their essay when writing about their professional and career goals.

In addition, the prospective student must specify which track they may be interested pursuing during the second year of the program—Restaurant/Foodservice Track or Food Product/Concept Track—and note how the track selection relates to their goals.

For the **Master's in Food Systems and Sustainability**, the ideal applicant for this program is interested in developing the leadership skills necessary to make positive change in the food system, has a passion for the health, equity, and sustainability of the planet and its inhabitants, and is seeking the knowledge, tools, and contacts to make a difference. Successful applicants will articulate a commitment to an immersive exploration of the issues, institutions, people, places, and relationships that make up the food system and the social, political, economic, and environmental issues that shape it. Applicants should be prepared for a challenging hands-on program based on identifying and solving complex local, regional, and global challenges related to agriculture, climate change, health and nutrition, social justice, food service, and environmental sustainability.

4. **Provide a copy of a résumé or CV.**
5. **Ask for one letter of recommendation.** Through the online application, the applicant will be prompted to provide the contact information for one recommender. That person will then receive an electronic request with instructions for submitting a recommendation through the application portal. The e-mail will be sent immediately upon saving the application.

- The recommendation should be completed by supervisors or professional colleagues who can attest to the applicant's professional abilities.
- A recommendation from a former professor is acceptable for applicants with limited professional experience.
- The recommender can submit their letter before an applicant submits an application.

6. **Request official transcripts from all previously attended institutions.** Official transcripts from all undergraduate and graduate institutions in the United States from which credit has been earned should be mailed to the CIA Admissions Office. Transcripts should either be sent in an envelope sealed by the school's registrar, or e-mailed to the CIA via an official online transcript provider.

- If the student is currently completing an undergraduate degree, the degree must be conferred by July 1 in order to be granted admission. All U.S. institutions must be accredited through one of the bodies officially recognized by the [U.S. Department of Education](#).

Official transcripts from all undergraduate and graduate institutions outside of the United States from which credit has been earned must be submitted to the CIA Admissions Office for review and evaluation. Applicants must demonstrate that they have successfully completed a degree equivalent to a U.S. bachelor's degree before they may be considered for admission to a master's program. Please be advised the CIA will not review graduate applications while a bachelor's degree is in progress at a higher education institution outside the U.S. Applicants applying to a master's program should complete the degree before submitting official transcripts.

7. **Demonstrate English proficiency.** Graduate coursework at the CIA is reading-and writing-intensive and requires proficiency in written and spoken English. If English is not the applicant's native language, they will be required to demonstrate proficiency through one of the following exams. The test results must be attached to the application:

- [Test of English as a Foreign Language \(TOEFL\)](#)—minimum score of 80 points with at least 20 points in each band.
- [International English Language Testing System \(IELTS\)](#)—minimum score of 6.0
- [Pearson Language Test \(PTE\)](#)—minimum score of 53
- [Cambridge English: Advanced \(CAE\)](#)—minimum score of 180, with at least 175 points in each section

In lieu of an English Proficiency exam, the applicant may also enroll and complete a program from one of the [approved language schools](#).

All documentation provided with the CIA application must be in English or be accompanied by a notarized translation of the documents into English alongside the original copies

Tuition and Fees

The CIA is dedicated to keeping costs to students as low as possible while maintaining the high quality of its programs, services, and facilities. Tuition and fee information and policies for the **CIA campuses in the United States for 2022–2023 begin below**. [Click here](#) for tuition and fee information and policies for the **CIA Singapore**.

2022-2023 Tuition/Fee Schedule—Undergraduate Degree Programs (Texas)

Texas Campus	September 6, 2022 and January 4, 2023 entry dates			
	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$16,925	\$16,925	\$18,340	18,340
Application	\$50			
Supplies ††	\$1100 †			
Board**	\$910	\$910	\$985	\$985
Health Insurance ^	\$1,850		\$2,250	
General Fee ®	\$455	\$455	\$495	\$495
Graduation Fee				\$350
Total	\$21,290	\$18,290	\$22,070	\$20,170
April 25, 2023 entry date				

	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$16,925	\$18,340	\$18,340	\$19,810
Application	\$50			
Supplies ††	\$1100 †			
Board**	\$910	\$985	\$985	\$1,063
Health Insurance ^	\$686	\$2,250		\$2,700
General Fee ®	\$455	\$495	\$495	\$535
Graduation Fee				\$350
Total	\$20,126	\$22,070	\$19,820	\$24,458

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- † Supplies for freshmen include uniforms and a tool kit specialized for the major.
- ** Board includes one meal per day on scheduled class days.
- ® The general fee includes charges for student activities, student support services, and exams.
Health Insurance Fee may be waived if eligible. Students starting
- ^ in Spring or Summer semester will be prorated accordingly. (See [Health Insurance](#))

Please note:

The tuition and fees for programs at the CIA San Antonio campus whose entry dates fall in the 2022–2023 academic year are shown in the chart above. As required by the state of Texas, the costs for a student's entire program are presented.

2022–2023 Tuition/Fee Schedule—Certificate Program (California)

California Campus Effective July 1, 2022

Tuition*	\$16,925
Board**	\$910
General Fee®	\$835
Health Insurance^	\$1,850

Total per semester \$18,670

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- ** Board includes one meal per day on scheduled class days.
- ® The general fee includes charges for student activities, student support services, and exams.
Health Insurance Fee may be waived if eligible. Students starting
- ^ in Spring or Summer semester will be prorated accordingly. (See [Health Insurance](#))

Notes:

- Based on the 2022-2023 tuition/fee schedule, the estimated total charge for the entire Accelerated Culinary Arts Certificate Program: \$40,155.
- In addition to the fees noted in the charts above, students will be charged a \$50 application fee.
- ACAP students will be charged a supply fee in their first semester of \$665.
- A graduation fee of \$300 will be charged for all certificates conferred.
- In addition to the fees listed above, California residents, or students enrolled at the California campus, may be subjected to a nonrefundable STRF fee. For students who enroll after April 1, 2022, the fee is \$2.50 (two dollars and 50 cents) per \$1,000 of institutional charges. The STRF rate is subject to change based on the balance in the STRF account. Please see [Student Tuition Recover Fund \(STRF\) Fee](#) for more information.

2022–2023 Tuition/Fee Schedule—Degree Programs (California)

California Campus Effective July 1, 2022

Tuition*	\$16,925
Board**	\$1,820
Uniform	\$1,100
General Fee ®	\$835
Health Insurance^	\$1,850

Total per semester \$22,530

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- ** Board includes two meals per day on scheduled class days.
- ® The general fee includes charges for student activities, student support services, and exams.
Health Insurance Fee may be waived if eligible.
- ^ Students starting in Spring or Summer semester will be prorated accordingly. (See [Health Insurance](#))

Notes:

- Based on the 2022–2023 tuition/fee schedule, the estimated total charge for an entire associate degree is \$89,320

- In addition to the fees noted in the charts above, students will be charged a \$50 application fee.
- Students will be charged a fee of \$1,100 in their entering semester for supplies and uniforms. A \$300 graduation fee will be charged for all degrees conferred.
- In addition to the fees listed above, California residents, or students enrolled at the California campus, may be subject to a nonrefundable STRF fee. For students who enroll after April 1, 2022, the fee is \$2.50 (two dollars and 50 cents) per \$1,000 of institutional charges. The STRF rate is subject to change based on the balance in the STRF account. Please see [Student Tuition Recovery Fund \(STRF\) Fee](#) for more information.

2022–2023 Tuition/Fee Schedule—Online Degree Programs (New York)

New York Campus Effective July 1, 2022

Graduate Degree Programs

Tuition per credit \$1,510

Undergraduate Degree Programs

Tuition per credit \$780

Technology Fee per credit \$35

Note:

- In addition to the fee noted in the chart above, students will be charged a \$75 application fee and a \$300 graduation fee will be charged for degrees conferred.
- In addition to the fees noted in the chart above, students in the Master's of Professional Studies in Wine and Beverage Management program will be charged a \$500 Wine and Beverage Fee per semester.

2022–2023 Tuition/Fee Schedule—Undergraduate Degree Programs (New York)

New York Campus Effective July 1, 2022

Tuition*	\$16,925
Board** #	\$2,120
General Fee [®]	\$835
Uniform & Supplies	\$1,100
Health Insurance [^]	\$1,850

Total per semester \$22,830

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- Board listed is the CIA Meal Plan, which provides points equivalent to two meals per day on scheduled class days with flexible gold points that can be used throughout the semester. (See [Meals—Board](#)).
- Board for the semester in the junior or senior year when students in the Asian Cuisine or Mediterranean Cuisine concentrations are studying in Singapore or Spain will be as follows: Singapore—\$540, Spain—\$540
- # The general fee includes charges for student activities, student support services, and exams.
- Health Insurance Fee may be waived if eligible. Students starting in Spring or Summer semester will be prorated accordingly. (See [Health Insurance](#))

Note:

- In addition to the fees noted in the charts above, students will be charged a \$50 application fee.
- Students will be charged a fee of \$1,100 in their entering semester for supplies and uniforms. Students in the Culinary Science program will be charged a Uniform Fee of \$150 when they register for Culinary Chemistry.
- A \$300 graduation fee will be charged for all degrees conferred.
- Students enrolled in the Asian Cuisine or Mediterranean Cuisine concentrations who are studying in Singapore or Spain will be charged a \$2,950 International Concentration Fee. See [International Studies Semester-Away Fee for Concentrations](#) for details.

CIA Singapore

For students admitted to the CIA Bachelor of Business Administration in Food Business Management program through the SIT partnership in AY2019–2020, the annual tuition fee is fixed at the AY2019–2020 rate for the duration of their degree program. The Ministry of Education (MOE), Singapore provides tuition grants that cover a substantial portion of the full tuition fees to eligible students. Students who receive the tuition grant are

required to pay only the subsidized tuition fee. More information is available at <https://www.singaporetech.edu.sg>

Tuition Fees for AY2020–2021

All figures listed are in Singaporean dollars.

Singapore Citizens (Subsidized Tuition Fee):

Per Annum	Per Semester	Per Credit
\$12,510	S\$6,255	S\$360

Singapore Permanent Residents (Subsidized Tuition Fee):

Per Annum	Per Semester	Per Credit
\$23,500	S\$11,750	S\$600

International Students

Per Annum	Per Semester	Per Credit
\$32,528	S\$16,264	S\$760

Non-Subsidized Tuition Fee:

Per Annum	Per Semester	Per Credit
\$44,492	S\$22,246	S\$1,070

Tuition fees for each semester will be charged based on the following:

- Less than 16 credits—Credit charging applies
- 16 to 22 credits—Normal semester fees apply
- More than 22 credits—Normal semester fees plus credit charging for additional credits

Fees will be billed in advance of each semester. Adjustments will be made in the next billing if there are changes to the number of credits taken in the prevailing semester.

Please note:

- All amounts quoted are exclusive of GST (goods and services tax).
- For students paying subsidized fees, GST on the tuition fees will be subsidized by the Ministry of Education (MOE).
- For international students and students paying non-subsidized fees, GST on the tuition fees is to be borne by the student.

Tuition fees are locked in for normal candidature of study. Students requiring more semesters of study to complete their program of study will be subjected to revised fees of the respective semesters.

For further details, please refer to Tuition Fees & Grants in the Admissions section of the [Singapore Institute of Technology website](#).

Miscellaneous Fees

In addition to the tuition fees, students are required to pay miscellaneous fees upon matriculation to SIT. These fees include a registration fee and an annual recurring fee that is payable at the beginning of each academic year.

These fees are charged after a subsidy from SIT and cover matriculation, student activities, library and sports facilities, and insurance, as well as academic-related services.

Miscellaneous Fees for AY2019–2020 after subsidy from SIT (Fees quoted are inclusive of GST)

Nationality	Matriculation Fee*	Annual Fee
Singapore Citizens	S\$53.50	S\$263.00
Permanent Residents	S\$53.50	S\$316.00
International Students	S\$53.50	S\$348.00

Students who withdraw or apply for a leave of absence from SIT after the start of a semester/ trimester are liable for the payment of fees (tuition and miscellaneous fees).

Miscellaneous fees are subject to revision from year to year and are paid yearly.

*Registration Fee: This one-time, nonrefundable fee of \$53.50 (inclusive of GST) goes towards the SIT student orientation and matriculation. This fee will be charged upon matriculation.

Incidental Fees

CIA students also have incidental fees as follows (fees listed are estimated).

Culinary/Service Uniform/Safety Shoes/Black Dress Shoes:	S\$610
Graduation Coat, Knife Kit, and Textbooks:	S\$1,713
General Fees (Practicals and Graduation Fee):	S\$600
Global Cuisines and Cultures Trip:	S\$8,000–S\$10,000

Payment of Fees

Please note the following:

- Students who do not sign the tuition grant agreement or who are not eligible for the tuition grant will have to pay non-subsidized tuition fee.
- Fees (tuition fees and compulsory miscellaneous fees) are payable by students on a semester basis.
- Students who withdraw or apply for leave of absence from SIT after the start of a semester are liable for the payment of fees (tuition and miscellaneous fees).
- National Servicemen whose enrollment in the CIA Singapore is delayed by one or two years because of National Service commitment are allowed to enjoy a one- or two-year lag in the payment of the subsidized tuition fee. The fee payable will depend on the year the student accepted a place at the CIA. For example, if a student was offered admission in AY2017 and accepted the offer, the student pays the subsidized tuition fee applicable for AY2017 when the student joins the CIA Singapore in AY2019. If the student had re-applied for a new program in AY2018, the student will still pay the subsidized tuition fee applicable for AY2017 regardless of the second application outcome.
- A late payment charge of S\$50 (after GST) will be imposed on students for overdue payments.

California Student Tuition Recovery Fund (STRF) Fee

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate will be \$2.50 (two dollars and 50 cents) per \$1,000. The CIA was notified of this assessment in March 2022 which will be collected beginning with the Summer 2022 semester.

The following is disclosed to students in accordance with the California Bureau of Private Postsecondary Education:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who

is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959 or 1-888-370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four-year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number."

Notes:

- Authority cited: Sections 94803, 94877 and 94923, Education Code.
- Reference: Section 94923, 94924 and 94925, Education Code.

Cancellation Policy

New York Campus

A full refund will be made to any student who cancels enrollment prior to or within the first seven calendar days of classes, except that the college will retain the \$100 confirmation fee.

California Campus

Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time, and students have the right to receive a pro rata refund if they have completed 60% or fewer of the scheduled class days in the current payment period of their program, as calculated through their last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Admissions Department, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538.

- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the enrollment agreement is cancelled, the school will refund the student any money he/she paid, less a confirmation fee of \$100, less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Texas Campus

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in

any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Cancellation and Withdrawal from Concentration Programs

Regardless of the reason for cancellation, students who fail to cancel their enrollment in a concentration that includes a semester away at a domestic or international campus or location until after the last day of add/drop of the semester prior - will be responsible for a cancellation fee of \$400 as set forth by the terms and conditions of The Culinary Institute of America.

Credit Balances

Credit balances will be refunded upon request or automatically refunded within 14 days of the date the credit occurs on the student's account and are processed by Student Financial and Registration Services at the New York campus. Refunds or eRefunds will be distributed:

- eRefunds student—Those students who sign up for eRefunds will have their refunds deposited directly into their bank account.
- Registered student, NY campus—Check will be available for pickup in Student Financial and Registration Services—Express Office.
- Registered student, CA campus—Check will be available for pickup in the Education Office.
- Registered student, TX campus—Check will be sent via mail to the permanent address.
- Students taking their concentration at other campuses—Check will be mailed to the permanent address.

All other refunds will be mailed to the permanent address. Students are encouraged to sign up for eRefunds.

Note that the law requires that any excess of Federal Parent PLUS Loan funds be returned to the parent. If a school determines that Federal Parent PLUS Loan funds created a credit balance, the credit balance

would have to be given to the parent. The CIA will refund the parent when the Federal Parent PLUS Loan is the only payment on the account and the Federal Parent PLUS Loan disbursement is more than the student's institutional charges. See Federal Parent PLUS Loan to learn more.

Culinary Cash New York Campus

Along with meals covered by the board fee, the college offers students the opportunity to purchase Culinary Cash. A minimum cash deposit in the amount of \$25 is all that is needed to get started in the program. **Culinary Cash is mandatory for all students who wish to print any material from the student computer labs.**

The Culinary Cash program gives students the convenience, flexibility, and security of cash-free transactions by enabling them to use their CIA student ID like a debit card at selected sites on campus such as restaurants and the library. Culinary Cash can also be used to buy tickets from the Student Activities Office. As an added convenience, students and their families may set up and add funds to their Culinary Cash account using our online deposit system, GET Funds. This system is available 24/7 and accepts MasterCard, Visa, Discover, or debit cards as payment options.

At the end of a student's academic career, any balance in the Culinary Cash account will be transferred to the student's tuition account and applied to outstanding financial obligations. If the remaining balance is more than \$10, a refund must be requested via the Student Financial and Registration Services—Express Office.

Fees That May Be Assessed

Student orientation fee	\$250
Late registration fee	\$150
Late drop fee	\$350
Late payment fee	\$150
Insufficient funds/Returned or bounced check fee	\$60
Commuter parking fee	\$100
Internship re-registration for failure fee	\$200
Practical and ServSafe exams failure fee	\$100
Practical and ServSafe exams no-show fee	\$150
Life achievement portfolio application fee	\$750

Part-time and overload fees (per credit)*	\$1,130
Charge to audit a course (per credit)	\$565
Externship ePortfolio resubmission fee	\$150

* For students who take fewer than 12 credits or more than 18 credits

International Studies GCC Fee

Students in the bachelor's degree programs who choose to take the three-credit Global Cuisines and Cultures (GCC) course as one of their liberal arts electives will be charged this fee. The amount of the fee is subject to change based on seasonal costs and exchange rates at the time of booking. Rates will be announced prior to registration for the course and currently average \$5,000 per trip. The fee may be partially offset if the student applies for and is awarded a CIA International Studies Grant.

Students who take the Global Cuisines and Cultures trip outside of their program—meaning it does not satisfy any requirements toward their degree—will be charged the full fee and will not be eligible to receive any financial aid funds to cover the cost of the trip. Also, their overall cost of attendance will not be increased.

International Studies Semester-Away Fee for Concentrations

Students in the bachelor's degree programs may choose to do a concentration that includes a semester away as part of their program. Those students who choose to do a concentration at one of our international locations will be charged this fee to cover the increased costs associated with the experience. Rates will be announced prior to registration for the semester and currently average \$2,950. The fee may be partially offset if the student applies for and is awarded a CIA International Studies Grant.

Meals—Board

Board is a required fee for all students and is considered a valuable part of the culinary education. Students are encouraged to evaluate the basic techniques involved in both the preparation and the service of food.

New York Campus

The CIA meal plan uses a points system, and the board charge of \$2,120 per semester provides points equivalent to two meals per day on scheduled class days as well as 325 gold points that can be used throughout the semester seven days a week. This plan is the minimum required for all students; point type, use, and expiration in the plan vary according to class year.

CIA Meal Plan (required plan)

\$2,120

1,400 meal points + 325 gold points

At any time during the year, students may choose to supplement the CIA Meal Plan by purchasing the Plus or Ultimate upgrade, which provide more points and more flexibility:

CIA Meal Plan Plus Supplement

\$315

Adds 325 gold points to the student's plan to use any time, including weekends

CIA Meal Plan Ultimate Supplement

\$625

Adds 675 gold points to the student's plan to use any time, including weekends

Please note:

- **Meal plan points are distinct from and in addition to Culinary Cash.**
- Additional gold points expire at the end of each semester (15 weeks).
- Meals are not available on days when the campus is closed during the extended winter and summer breaks.

California Campus

The cost per semester is \$1,820 (degree program students) and \$910 (certificate program students) for the standard meal plan, which includes two meals per day on scheduled class days. At the CIA at

Greystone, there are two common kitchen facilities available in the Vineyard Lodge Housing Center for students to use in preparing meals outside of class time.

Texas Campus

The cost per semester is \$910 for the standard meal plan, which consists of one meal per instructional day based on class schedules.

Payment Policy

Tuition and fees (including room and board), less any pending financial aid, must be paid in accordance to the schedule below. Students using financial aid to cover their balance must have all required documents submitted and loan approvals in place prior to any required payment date.

Semester	Semester Date	Payment Deadline
Fall	9/6/22 – 12/16/22	7/20/22
Spring	1/3/23 – 4/14/23	11/16/22
Summer	4/25/23 – 8/4/23	3/8/23

Failure to pay may result in deregistration and late payment fees. Payment will be considered late after five days.

Students will be allowed to register for a future term as long as all completed prior terms are paid in full and the current term balance, less any pending payments on a college-approved payment plan, is less than \$500.

Students will not be allowed to attend classes in a new semester with a balance on any prior term. Miscellaneous charges that may be assessed will be payable within 30 days after they are invoiced. Failure to pay these may result in late fees and deregistration.

Students with an unpaid balance will not receive any guest tickets to their graduation ceremonies.

Financial Clearance and Registration for Classes

Registration for classes takes place prior to the start of each semester. Registration for classes does not guarantee the student's attendance. If the student's balance is not paid according to the college's payment policy, they will be placed on a financial

hold that will prevent them from registering for their next term or have their future registration canceled. To remove this hold, payment in full must be made or a CIA-approved payment plan must be in place. Please see the student financial planner to make payment arrangements. Those students who have met their financial obligations will have the financial holds removed. Balance not paid in accordance with due dates are subject to late fees.

Payment options

The Culinary Institute of America, in partnership with TouchNet and PayPath, offers online one-time payments and monthly payment plan options for the student's account. **These are the only approved payment plans and they must be in place prior to any required payment due date.** This partnership provides improved security compliance and certifications requirements that ensure the protection of sensitive and personal consumer data. It enables students and/or parents to pay tuition and fees by electronic check (ACH) or by credit/debit card via the student portal. The payment process is fast, easy, and secure.

International students can make online payments via the Pay My Tuition system. This system allows the student to make a payment with their countries currency and works to provide the best currency conversion rates. To make a payment through Pay My Tuition, please go to CIA Main Menu and then click on View and Pay My Account (for International students). From there the student will enter the Pay My Tuition system and can proceed to make a payment.

Payment Plans

The college offers payment choices to help students afford their college expenses. Students can spread the cost of tuition and fees over a term by enrolling in a tuition payment plan via the TouchNet online system. Students will find a link to View and Pay Account below the Self-Service Menu on the student portal (CIA Main Menu). For more information, students should go to Quick Links on the Student Financial and Registration Services (SFRS) page of CIA Main Menu or contact the office at SFRS@culinary.edu or 845-451-1500.

Payment Method and Service Fees

- There is a 2.85% service fee (\$3.00 minimum) for payments made via most major credit/debit cards. This fee is not charged by or paid to the CIA; the CIA does not keep any of these fees, therefore they cannot be waived and are non-refundable.
- There is NO service fee for payments made via electronic checks (ACH)
- One time payments made by cash, personal check, and cashier's check may still be processed at the SFRS office in person or by mail for no additional charge. Credit cards for tuition payments will not be taken at the SFRS Window however, there is a computer available for students to make credit card payments via Self Service.

Tuition Deposits

All entering undergraduate students, graduate, and certificate students are required to pay a \$400 advance deposit. Deposits are due based on the below schedule or 30 days after the offer of admissions, if after original due date. Deposits are non-refundable and cannot be transferred to future terms.

Students starting in Fall (September), deposits are due May 1

Students starting in Spring (January), deposits are due October 15

Students starting in Summer (April/May), deposits are due February 15

Residence Hall Rates

On-campus housing is available to students at the New York and California campuses. Rates per semester are as follows:

New York Campus

Single	\$4,800
Double—lodge	\$4,435
Double or quad	\$4,230
Triple—lodge	\$3,765
Triple—limited availability	\$3,565

California Campus

Single	\$5,365
Double	\$4,540
Triple or quadruple	\$3,820

International Concentration Semester

Single (Singapore)	\$4,800
Double (Singapore)	\$4,435
Single (Spain)	\$4,800
Double (Spain)	\$4,230

Treatment of Military Tuition Assistance When a Student Withdraws

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, the CIA will return any unearned TA funds on a prorated basis through at least 60% of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch. In instances when a service member stops attending due to a military service obligation, the CIA will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

The CIA's schedule for returning unearned TA funds is as follows:

15-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	87% return
During week 3	80% return
During week 4	74% return
During week 5	67% return
During week 6	60% return
During week 7	54% return
During week 8	47% return
During week 9	40% (60% of course is completed)
During weeks 10-15	0% return

12-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	84% return
During week 3	80% return
During week 4	67% return
During week 5	59% return
During week 6	50% return
During week 7	42% return
During week 8	40% (60% of course is completed)
During weeks 9-12	0% return

10-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	80% return
During week 3	70% return
During week 4	60% return
During week 5	50% return
During week 6	40% (60% of course is completed)
During weeks 7-10	0% return

7-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	72% return
During week 3	58% return
During week 4	43% return
During week 5	40% (60% of course is completed)
During weeks 6-10	0% return

6-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	66% return
During week 3	50% return
During week 4	40% (60% of course is completed)
During weeks 5-6	0% return

5-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	60% return
During week 3	40% (60% of course is completed)
During weeks 4-5	0% return

3-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	40% (60% of course is completed)
During week 3	0% return

Treatment of Title IV Aid When a Student Withdraws

The law specifies how the college must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Student Loans, Federal Parent Loan for Undergraduate Students (PLUS), Federal Graduate PLUS Loan, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and, in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS Grants to students.

When students withdraw during their period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If students received (or the college or a parent received on their behalf) less assistance than the amount that they earned, the students may be able to receive those additional funds. If students received more assistance than they earned, the excess funds must be returned by the college and/or the students.

The amount of assistance that the student earned is determined on a pro rata basis. For example, if students completed 30% of their period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once students have completed more than 60% of the period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

Students who did not receive all of the funds they earned may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so they don't incur additional debt. The college may automatically use all or a portion of this post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees, and room and board charges (as contracted with the college); for other college charges, the college needs the student's permission to use the post-withdrawal disbursement. If a student does not give permission (which some colleges ask for when the student enrolls), the student will be offered the funds. However, it may be in a student's best interest to allow the college to keep the funds to reduce the student's debt at the college.

There are some Title IV funds that students are scheduled to receive that they cannot earn once they withdraw because of other eligibility requirements. For example, first-time, first-year undergraduate students who have not completed the first 30 days of their program before they withdraw will not earn any Direct Loan funds they would have received had they remained enrolled past the 30th day.

For students who receive (or the college or a parent receives on their behalf) excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of

1. the student's institutional charges multiplied by the unearned percentage of their funds, or
2. the entire amount of excess funds.

The college must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the college is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that students must return, students (or parent, for a Federal Parent PLUS Loan) repay in accordance with the terms of the promissory note. That is, students make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The amount of a grant overpayment that a student must repay is half of the unearned amount. Students must make arrangements with the college or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the college may have. Therefore, students may still owe funds to the college to cover unpaid institutional charges. The college may also charge students for any Title IV program funds that the college was required to return.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available at www.studentaid.ed.gov.

The college will make available upon request examples of the application of our refund policies.

Withdrawal Refund Policy (California) California Campus

A student may withdraw from the CIA at any time after the cancellation period described in the [Cancellation Policy](#) and receive a pro rata refund if the student has completed 60% or fewer of the scheduled class days in the current payment period in the program through the last day of attendance. The refund will be less the registration fee or an administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. New, unused equipment may be returned to the college's student affairs manager within 20 days of withdrawal for credit to the student account.

Residence Hall Fee Refunds

Housing cancellations must be submitted in writing to the student affairs manager at the California campus 30 days prior to a semester start date. Applicants who fail to cancel 30 days prior to a semester start date or fail to occupy their assigned room will be subject to a \$175 cancellation fee.

Students who are withdrawing or suspended for any reason will be refunded a percentage of their residence hall charges as shown in the following chart:

Room Exit Date	Amount of Refund
Prior to the start of the semester	100%
1-14 calendar days	80%
After 14 calendar days	No refund

Board Fee Refunds

Board fees are refundable on the same schedule as residence halls.

Tuition and General Fee Refunds

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has

received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the CIA of the student's withdrawal or the date the student plans to withdraw, whichever is later.
- The CIA terminates the student's enrollment for failure to maintain satisfactory academic progress, failure to abide by the rules and regulations of the institution, absences in excess of the maximum set forth by the institution, and/or failure to meet financial obligations to the CIA.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), prior to withdrawal.

Withdrawal Refund Policy (New York)

New York Campus

The date of determination of a student's official withdrawal is based on the date the college is provided official notice of withdrawal. Suspension for any reason is considered a withdrawal. The actual date of withdrawal for return of Title IV or for unofficial withdrawal purposes will be based on the last class day or the best available academic information.

Tuition and General Fee Refunds

If a student withdraws or is suspended after the semester begins, the student will be refunded a percentage of tuition and general fees, as shown on the following chart:

Withdrawal Date	Amount of Refund
-----------------	------------------

1-7 calendar days	100%
8-14 calendar days	85%
15-21 calendar days	50%
After 21 calendar days	No refund

Cancellation and Withdrawal from Travel Programs

Regardless of the reason for cancellation, students who fail to cancel their travel reservation by the published deadlines will be responsible for cancellation costs as set forth by the terms and conditions of the current travel provider.

Residence Hall Fee Refunds

Housing cancellations must be submitted in writing to the Residence Life Office 30 days prior to a semester start date. Applicants who fail to cancel 30 days prior to a semester start date or fail to occupy their assigned room will be subject to a \$175 cancellation fee.

Students who are withdrawing or suspended for any reason will be refunded a percentage of their residence hall charges as shown in the following chart:

Room Exit Date	Amount of Refund
Prior to the start of the semester	100%
1-14 calendar days	80%
After 14 calendar days	No refund

Board Fee Refunds

Board fees are refundable on the same schedule as residence halls.

The college will credit to the student account any tuition amount due as indicated above, and will pay any balance due to the student from unliquidated tuition deposits within 45 days of the date the college determined the withdrawal. New, unused equipment may be returned to the college's Central Issuing Department within 20 days of withdrawal for credit to the student account. Uniforms that have been embroidered with the student's name may not be returned.

Withdrawal Refund Policy (Overseas Immersion Program)

Cancellation and Withdrawal from Travel Program (Overseas Immersion Program)

Students who fail to cancel their travel arrangements 90 days prior to their travel date will be responsible to reimburse the CIA for non-recoverable travel expenses. The CIA works very hard to recover expenses that have already been paid on behalf of the student, but we cannot guarantee our providers will reimburse us. This policy also applies to cancellation for medical reasons.

Withdrawal Refund Policy (Texas)

Texas Campus

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last date of attendance, if the student is terminated by the college,
 - b. The date of receipt of written notice from the student, or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege and the student does not enter the college, not more than \$100 in any administrative fees charged shall be retained by the college for the entire program.
4. If a student enters a program and withdraws or is otherwise terminated after the cancellation period, the college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student

has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. ¹

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the college can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the college,
 - b. If the course of instruction is discontinued by the college and this prevents the student from completing the course, or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the college, or representations by the owner or representatives of the college.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. Refund policy for students called to active military service—A student of the college who

withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn—military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be completed once the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

¹More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

Financial Aid

Financial aid is available for those who qualify and are attending **one of our three U.S. campuses**. Financial aid is awarded through a combination of federal, state, institutional, and private scholarships, grants, loans, or Work-Study funds. The awards (except for Work-Study) are credited to the student's account each semester and may only be given directly to the student if all obligations to the college have been met. Priority for federal grants, loans, and Work-Study is given to students showing the greatest need as demonstrated by the Free Application for Federal Student Aid (FAFSA). For more information about financial aid, watch our videos at ciachef.financialaidtv.com.

Applying for Aid

To apply for aid, students must file the Free Application for Federal Student Aid (FAFSA), available online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The CIA has a priority deadline for the FAFSA to be received by January 1 each year. The CIA's federal code is 007304. Students selected for verification will be asked to provide additional information, such as official IRS transcripts of their or their parents' federal tax returns, to Student Financial and Registration Services (SFRS). The CIA has a priority verification deadline for all required documents to be received by June 15 each year. [Click here](#) for a video with helpful tips.

CIA Financial Aid and Scholarships

The CIA has many different types of aid opportunities based on academic program. Students should reference the section below that pertains to their program and/or campus to see what is available. Students must be meeting [Satisfactory Academic Progress \(SAP\) minimum requirements](#) as outlined above to receive institutional aid. Unless otherwise noted, institutional aid does not apply to international students or students in the online Bachelor in Food Business Leadership program. Institutional aid is awarded, unless otherwise specified, for a maximum of four semesters for students entering an associate degree program as a

freshman, four semesters for students entering a bachelor's degree program after completing an associate degree at the CIA, eight semesters for students entering a bachelor's degree program as a freshman, two semesters for the certificate program, and five semesters for the online master's program. One additional semester will be granted for students who enroll in the 138-credit bachelor's degree in Hospitality Management or change programs. Additional semesters of aid will not be granted due to course failures. Students must be attending full time in order to have the funds applied to their student account. CIA Awards cannot exceed direct costs. Students who withdraw during a semester will have their institutional funds prorated by the percentage of tuition they are responsible for. For the applicable percentages, please see the Withdrawal Refund Policy for each campus in the Tuition and Fees section.

Associate and Bachelor's Degree Programs

New York and California Campuses

CIA Scholarship

The CIA seeks students who have demonstrated academic excellence as shown by their GPA (high school, college, or both), leadership qualities, and, if available, SAT/ACT scores (while SAT/ACT scores are not required in the admissions process, the CIA wants to recognize students who took these exams and scored well). A CIA scholarship applies specifically to tuition charges. It is awarded to students identified through the admissions process; a separate scholarship application is not necessary. Students entering into a new program—i.e., starting their bachelor's degree program after graduating from the associate degree program, or starting a certificate program after graduating from the bachelor's program—will be reevaluated based on the criteria for that program. The amounts may vary for each program. These scholarships are renewable annually if the student maintains a cumulative GPA of 3.0. Students who are receiving awards specific to tuition charges—including veterans' education benefits and Yellow Ribbon benefits—that cover tuition charges in full are not eligible for this scholarship. Students who have tuition-specific awards that do not cover 100% of their tuition may

have this scholarship prorated if adding the full amount to the other awards would total more than the tuition charges.

CIA International Merit Award

The CIA wants to acknowledge the international students who demonstrate academic excellence prior to attending the CIA. This scholarship applies specifically to tuition charges. It is awarded to students identified through the admissions process; a separate scholarship application is not necessary. These scholarships are renewable annually if the student maintains a cumulative GPA of 3.0. Students who are receiving awards specific to tuition charges that cover tuition charges in full are not eligible for this scholarship. Students who have tuition-specific awards that do not cover 100% of their tuition may have this scholarship prorated if adding the full amount to the other awards would total more than the tuition charges.

CIA-FIRST Arts and Sciences Merit Scholarship (NY campus only)

The college is offering scholarships, renewable annually, to students who compete in FIRST® Robotics Competitions and FIRST® Tech Challenges. The CIA-FIRST scholarship is specifically available to qualifying students enrolled in degree programs. This special scholarship was created through a partnership between the CIA and FIRST, a not-for-profit organization that promotes the importance of science, technology, engineering, and math (STEM) in education. These scholarships are renewable by maintaining a cumulative 3.0 GPA. Students who are receiving awards specific to tuition charges—including veterans education benefits and Yellow Ribbon benefits—that cover the tuition charges in full are not eligible for this scholarship. Students who have tuition-specific awards that do not cover 100% of their tuition may have this scholarship prorated if adding the full amount to the other awards would total more than the tuition charges.

CIA Need-based Grant

A CIA need-based grant is awarded to degree program students with a completed FAFSA that shows demonstrated need as determined by the calculation [described above](#). This award is renewable if the student completes the FAFSA by the priority deadline, has a calculated financial need, and is

maintaining SAP requirements. Students receiving Post-9/11 GI Bill® benefits of 50% or higher are not eligible for this grant.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

CIA On-Campus Resident Grant (NY campus only)

This grant is awarded to degree program students with a completed FAFSA who will be residing in an on-campus residence hall. This award is renewable if the student continues to live on campus, is maintaining SAP requirements, and submits both the housing application and FAFSA by the appropriate deadlines. Students serving as Residence Assistants, whose housing charges are covered in full, are not eligible for this scholarship.

The CIA Degree Program Award (NY campus only)

The CIA wants to recognize the many ways students achieve personal and professional accomplishments. Therefore, depending on the program and the time of year a student starts classes, the student may be eligible to receive this award. This award is renewable if the student is maintaining SAP requirements.

The CIA Recognition Award (NY campus only)

The CIA wants to recognize the many ways students achieve personal and professional accomplishments. Therefore, depending on the student's program and the time of year he or she starts classes, a student may be eligible to receive this award. This award is renewable if the student is maintaining SAP requirements.

CIA Alumni Referral Scholarship

The college offers this scholarship to prospective students, including international students, who submit a letter from a CIA graduate encouraging them to apply to the CIA. This letter should be submitted with the application for admission. Only one award will be given per student for the first year at the CIA. This award is not renewable for subsequent years.

CIA Pass it On Award

International students who refer another international student are eligible for a one-time \$1,000 scholarship. The student being referred must be international, have no applications with the CIA currently on file, is not currently working with another person or entity to apply for admission to the CIA, enrolls in an undergraduate degree program on the New York campus, and attends through the add/drop period of the first semester. Referring students must be enrolled in an undergraduate degree program at the New York campus in order to receive the \$1,000 award toward their next term with an outstanding balance, or their current term if it is the last term for their degree.

National Student Organization (NSO) Scholarship—National and State Level Competitions

The CIA supports national and state competitions in culinary arts, baking and pastry arts, or culinary management and the World SkillsUSA competition. These competitions are sponsored by:

- SkillsUSA
- Family Career and Community Leaders of America (FCCLA)
- ProStart
- NAACP's Afro-Academic, Cultural, Technological, and Scientific Olympics (ACT-SO)
- American Hotel & Lodging Educational Institute (AHLEI)

At many of these competitions, the students who place first, second, or third will receive a certificate for a scholarship to attend the CIA. The amounts of these awards vary and are set each year by the college. Scholarships are renewable annually with a GPA of 3.0 or better, except for the NAACP is a 2.75 cumulative GPA or better.

Students must submit the certificate to the CIA prior to enrolling and may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only, with the exception of the SkillsUSA first-place winner in the national postsecondary culinary arts or restaurant management competitions.

M.F.K. Fisher Scholarship (NY campus only)

Incoming students who have a demonstrated interest in food writing and begin their studies at the CIA in the Winter or Spring enrollment seasons may apply for this one-time, nonrenewable scholarship for their first year at the CIA. To apply, students must submit a separate application, available at www.ciachef.edu or from the Admissions Department. The application must include an original essay of 500–700 words about a food memory such as the student's first cooking experience, the first meal the student prepared, a family holiday food tradition, or a childhood recollection of food.

CIA International Studies Grant (Bachelor's only)

Students, including international students, who are enrolled in the bachelor's degree programs and are interested in taking the two-week Global Cuisines and Cultures (GCC) travel course as their free elective or choose to complete a concentration with an international semester-away component can apply for this grant via the \$hef site at ciachef.academicworks.com. Amounts may vary and are based primarily on financial need as determined by the FAFSA or, for international students, from the information they provide on the international conditional application via \$hef. Funds may only be applied to the GCC course or concentration with international semester away that will count as credits toward a student's program of study. Students are only eligible for this grant one time, and the grant will be applied to the tuition charges specific to either the GCC course or the concentration with international semester away.

President's Bachelor's Award (Bachelor's only)

This award is given to the top student in each major at all AOS and AAS graduations. The student must have the overall top GPA and no disciplinary record with the CIA. Winners have one year from the time of their graduation to enter the bachelor's degree program at the New York campus in any major they choose. This award is for both the junior and senior years (a maximum of four semesters) as long as the student is meeting SAP requirements.

Careers through Culinary Arts Program (C-CAP) Scholarship (AOS at the NY campus only)

From among the winners of its culinary competition winners, the C-CAP organization selects students to receive a full-tuition scholarship to the CIA in Hyde Park, NY. Students are encouraged to file a FAFSA and must maintain the stated GPA as listed on the award notice from C-CAP. These scholarships cover tuition only; they do not cover room, board, books, supplies, fees, and other expenses. Recipients will not be eligible for other CIA grants and scholarships.

Careers through Culinary Arts Program (C-CAP)-CIA Matching Grant (NY campus only)

Students who are C-CAP culinary competition winners are chosen by the C-CAP organization to receive this grant. The recipients receive the funds for the first year from the C-CAP organization and then the CIA matches the award in their second year with CIA funding. The amount for this award varies based on available funding.

St. Helena High School Scholarship (Associate only)

Each year, the St. Helena Unified School District selects one student who has been accepted to the CIA for a scholarship to be used in their first year at the CIA. This scholarship is renewable if the student has a 3.0 cumulative GPA and no disciplinary record with the Dean of Students Office.

FDR High School Scholarship (Associate at the NY campus only)

Each year, the CIA offers one graduating senior who attended Franklin Delano Roosevelt (FDR) High School in Hyde Park, NY a scholarship toward their first year at the CIA. This scholarship is not renewable, and applications are available from the FDR High School Guidance Office.

James Beard Scholarship (NY campus only)

The James Beard Foundation offers scholarships each year that are administered by Scholarship America. Applicants apply through the James Beard Foundation, and the chosen student receives a one-time, non-renewable scholarship.

Napa Valley College Scholarship (Associate only)

Each year, Napa Valley College selects a student who has been accepted to the CIA for a scholarship to be

used in their first year at the CIA. This scholarship is renewable if the student has a 3.0 cumulative GPA and no disciplinary record with the Dean of Students Office.

Massachusetts Restaurant Association Scholarship (NY campus only)

Massachusetts residents pursuing a degree in foodservice or hospitality may apply for scholarships at www.themassrest.org after the first of each year. This is a one-time, non-renewable scholarship that the CIA will match up to \$2,000.

Les Dames d'Escoffier Scholarship (NY campus only)

Through the [\\$HEF scholarship site](#), students may apply for the Les Dames d'Escoffier Scholarships. Two students will be chosen to receive a scholarship. The student must file a FAFSA, which shows demonstrated financial need. The award will be repeated for one additional year provided the student maintains a cumulative GPA of 3.0.

American Academy of Chefs Scholarship (NY campus only)

Each year, the American Academy of Chefs will select four high school students who have been accepted to The Culinary Institute of America to receive a scholarship. The student must file a FAFSA, which shows demonstrated financial need. The scholarship is renewable annually if the student maintains a cumulative GPA of 3.0 and files a FAFSA that shows demonstrated financial need.

Associate Degree Programs

Texas Campus

El Sueño Scholarship

The CIA offers El Sueño Scholarships to aspiring culinarians. This unprecedented fund awards a significant portion of program cost for students who qualify. To qualify, students must complete a Free Application for Federal Student Aid (FAFSA), have a completed CIA San Antonio application for admission on file, complete the El Sueño Scholarship application (available online or from the Admissions Office in New York or Texas), and submit an essay of 400–500 words describing how the El Sueño Scholarship will assist in making their dream of pursuing a culinary arts degree a reality. This award

is renewable for the sophomore year if the student is meeting SAP requirements and continues to demonstrate financial need as determined by the FAFSA.

Sodexo Admissions Scholarship

Incoming self-identified Hispanic/Latino students may apply for scholarship assistance by completing the Sodexo Scholarship application (available online or from the Admissions Office in New York or Texas) and submit an essay of 400–500 words on the topic described on the application. To qualify, students must have been in the top 10% of their high school graduation class and have filed the FAFSA. The scholarship will be repeated the second year if a 3.0 or higher cumulative GPA is maintained.

CIA Need-based Grant

A CIA need-based grant is awarded to degree program students with a completed FAFSA that shows demonstrated need as determined by the calculation [described above](#). This award is renewable if the student completes the FAFSA by the priority deadline, has a calculated financial need, and is maintaining SAP requirements. Students receiving Post-9/11 GI Bill® benefits of 50% or higher are not eligible for this grant.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

CIA Alumni Referral Scholarship

The college offers this scholarship to prospective students, including international students, who submit a letter from a CIA graduate encouraging them to apply to the CIA. This letter should be submitted with the application for admission. Only one award will be given per student for the first year. This award is not renewable for subsequent years.

National Student Organization (NSO) Scholarship—National and State Level Competitions

The CIA supports national and state competitions in culinary arts, baking and pastry arts, or culinary management and the World SkillsUSA competition. These competitions are sponsored by:

- SkillsUSA
- Family Career and Community Leaders of America (FCCLA)
- ProStart
- NAACP's Afro-Academic, Cultural, Technological, and Scientific Olympics (ACT-SO)
- American Hotel & Lodging Educational Institute (AHLEI)

At many of these competitions, the students who place first, second, or third will receive a certificate for a scholarship to attend the CIA. The amounts of these awards vary and are set each year by the college. Scholarships are renewable annually with a cumulative GPA of 3.0 or better, except for the NAACP is a 2.75 cumulative GPA or better.

Students must submit the certificate to the CIA prior to enrolling and may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only, with the exception of the SkillsUSA first-place winner in the national postsecondary culinary arts or restaurant management competitions.

Accelerated Culinary Arts Certificate Program (ACAP)

California Campus

CIA Scholarship

The CIA seeks students who have demonstrated academic excellence and leadership qualities. CIA merit-based scholarships are awarded to students identified through the admissions process; a separate scholarship application is not necessary. Students who are receiving awards that are specific to tuition charges, including veterans education benefits and Yellow Ribbon benefits, that cover the tuition charges in full are not eligible for this scholarship. Students who have tuition-specific awards that do not cover 100% of their tuition may have this scholarship prorated if adding it to the other awards would total more than the tuition charges.

CIA Alumni Referral Scholarship

Students, including international students, who submit a letter from a CIA graduate encouraging them to apply to the CIA's Accelerated Culinary Arts Certificate Program, are eligible to be considered for this scholarship. Students who graduated from a CIA bachelor's degree program are eligible with confirmation of degree completion from the CIA Registrar's Office and a referral letter from a former CIA instructor. This letter should be submitted with the application for admission. Only one award will be given per student for two semesters of the certificate program at the CIA. This award is not renewable for subsequent years.

Vi Endowed Scholarship

The Vi Endowed Scholarship is available to graduates of accredited undergraduate nutrition, dietetics, food science, or hospitality programs. All students accepted by May 1 will be considered for this scholarship based on academic records, extracurricular activities, and the personal essay provided with the student's application. A separate scholarship application is not necessary. Final selection will be made in consultation with Vi.

Master's Degree Programs

New York Campus - Online

CIA MPS Grant

Students who enroll in the 2021 September entry date are eligible to receive this grant. The grant will be renewable for each of the applicable regular semesters of the program as long as the student maintains SAP and has continuous enrollment.

Continued Financial Aid Eligibility

Students must reapply for financial aid each school year; the CIA has a FAFSA priority deadline of January 1. Students who file by this date will be processed first and given priority for institutional and federal campus-based funds. Students also need to make satisfactory academic progress, as outlined previously, in order for aid to continue. If makeup course work is required before starting a new semester, financial aid will not be awarded for the new semester until the course work has been

completed and the Registrar's Office determines the student's eligibility to start the new semester. There is no federal, state, or CIA institutional aid offered for the costs of making up these courses.

Cost of Attendance

In addition to the fixed direct cost listed in the Tuition and Fees section of this catalog, the CIA is required to estimate a cost of attendance (COA) that includes indirect costs such as personal expenses and transportation. While the COA can be one of the more confusing aspects of the financial aid process, it gives the student and the student's family an idea of what costs might be incurred beyond tuition and fees so they can plan accordingly. It is important to differentiate between direct and indirect costs, as indirect costs are simply estimates used by SFRS during the awarding process to determine a student's financial need, while direct costs are actual amounts that will be charged to the student's account. See the charts below for the average COA by campus and program.

Keep in mind that SFRS can only award students an amount of aid equal to or less than their associated cost of attendance budget. Students who have questions regarding their budget, would like consultation in planning their budget, or would like copies of the cost of attendance should contact SFRS. For more information about COA, [view this video](#).

New York – Undergraduate Programs (excluding online programs)

On Campus		Off Campus		With Parent	
Direct Cost		Direct Cost		Direct Cost	
Tuition	\$33,850	Tuition	\$33,850	Tuition	\$33,850
General Fee	\$1,670	General Fee	\$1,670	General Fee	\$1,670
Board Fee	\$4,240	Board Fee	\$4,240	Board Fee	\$4,240
Supplies	\$1,100	Supplies	\$1,100	Supplies	\$1,100
Room	\$8,870				
	\$49,730		\$40,860		\$40,860
Indirect Costs		Indirect Costs		Indirect Costs	
		Room	\$7,740		
Books	\$1,000	Books	\$1,000	Books	\$1,000
Personal	\$2,450	Personal	\$1,550	Personal	\$700
Transportation	\$1,350	Transportation	\$2,526	Transportation	\$2,526
	\$4,800		\$12,816		\$4,226

COA \$54,530 **COA** \$53,676 **COA** \$45,086

New York – Online Graduate Programs

Online BBA

Direct cost	
(based on 6 credits per term)	
Tuition	\$9,360
Technology fee	\$420
	\$9,780
Indirect cost	
Books	\$2,000
COA	\$11,780

Online MPS—Food Business

Direct cost	
Tuition	\$21,140
Indirect cost	
Books	\$2,000
COA	\$23,140

Online MPS—Wine Management

Direct cost	
Tuition	\$21,140
Wine fee	\$1,000
	\$22,140
Indirect cost	
Books	\$2,000
COA	\$24,140

California

On Campus		Off Campus		With Parent	
Direct Costs		Direct Costs		Direct Costs	
Tuition	\$33,850	Tuition	\$33,850	Tuition	\$33,850
General Fee	\$1,670	General Fee	\$1,670	General Fee	\$1,670
Board Fee	\$3,640	Board Fee	\$3,640	Board Fee	\$3,640
Supplies	\$1,100	Supplies	\$1,100	Supplies	\$1,100
Room	\$9,080				
	\$49,340		\$40,260		\$40,260
Indirect Costs		Indirect Costs		Indirect Costs	
		Room	\$9,940		
Books	\$1,000	Books	\$1,000	Books	\$1,000
Personal	\$2,450	Personal	\$1,550	Personal	\$700
Transportation	\$1,350	Transportation	\$2,526	Transportation	\$2,526
	\$4,800		\$15,016		\$4,226
COA	\$54,140	COA	\$55,276	COA	\$44,486

Texas

Off Campus With Parent

Direct Costs		Direct Costs	
Tuition	\$33,850	Tuition	\$33,850
General Fee	\$910	General Fee	\$910
Board Fee	\$1,820	Board Fee	\$1,820
Supplies	\$1,100	Supplies	\$1,100
	\$37,680		\$37,680

Indirect Costs		Indirect Costs	
Room	\$7,680		
Books	\$1,000	Books	\$1,000
Personal	\$1,550	Personal	\$700
Transportation	\$2,526	Transportation	\$2,526
	12,756		\$4,226

COA \$50,436 \$41,906

Federal Financial Aid Programs

The CIA participates in the following programs, which are funded wholly or in part by the U.S. government. More information about these programs can be found at studentaid.ed.gov or on [FATV](#).

Federal Pell Grant

Pell Grants are awarded to eligible students enrolled in a degree or certificate program who have not yet earned a bachelor's degree and have not exhausted their maximum lifetime eligibility, which is the equivalent of six school years. Award amounts are determined by the U.S. Department of Education based upon the student's expected family contribution (EFC). [Learn more about Federal Pell Grants](#).

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are eligible for a Federal Pell Grant may be considered for a Federal SEOG. Based on the availability of funds, priority is given to students with the greatest need who submitted the FAFSA by the CIA's deadline. Amounts vary and are determined each year based on funds allocated to the CIA by the U.S. Department of Education. [Learn more about FSEOG](#).

Federal Work-Study

Students may apply for a Federal Work-Study position if Student Financial and Registration Services determine they are eligible. The dollar amount of the award is only an estimate of the student's expected earnings and is not deducted from the student's billing statement. Work-Study-approved students find employment by applying for one of the on-campus jobs at the CIA. Jobs are posted daily on CIA Main Menu. Students may work up to 20 hours per week. Preference for on-campus employment is given to Work-Study-approved CIA students; however, jobs are not guaranteed. [Watch this video](#) to learn more about Federal Work-Study.

Federal Direct Student Loans (Subsidized and Unsubsidized)*

Both Direct Student Loan programs require the borrowers to complete entrance counseling and the Master Promissory Note. To obtain more information about the Federal Direct Student Loan programs, including the current interest and fee rates, students should visit <https://studentaid.gov>.

The Federal Direct Subsidized Student Loan is awarded to students who demonstrate financial need. The federal government pays all interest costs for Direct Subsidized borrowers while the borrowers are in school. **Important to Know:** Students who are first-time borrowers can only borrow through a Direct Subsidized Student Loan for a time period equivalent to a maximum of 150% of the published length of the program in which they are enrolled. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Student Loans. For more information, go to [studentaid.ed.gov](https://studentaid.gov) or [watch this video](#) on the "150% loan limit rule."

The Direct Unsubsidized Loan is awarded to students who do not demonstrate financial need or who need to supplement their Direct Subsidized Loan. Borrowers remain responsible for all interest that accrues (accumulates) during school, grace, and deferment periods.

Dependent students in their freshman year of the degree programs can borrow up to \$5,500 (including up to \$3,500 Subsidized) per year. Sophomores can borrow up to \$6,500 (including \$4,500 Subsidized)

per year. Juniors, seniors, and students in the undergraduate certificate program can borrow up to \$7,500 (including \$5,500 Subsidized) per year. Students in the graduate certificate program may borrow up to \$20,500 in an Unsubsidized Loan only.

Important to know: Dependent undergraduate students whose parents are unable to borrow a Federal Direct PLUS due to adverse credit can receive an additional \$4,000 in Unsubsidized Loan funds.

Independent students (typically 24 years old or older) in their freshman year of the degree programs can borrow up to \$9,500 (including up to \$3,500 Subsidized) per year. Sophomores can borrow up to \$10,500 (including up to \$4,500 Subsidized). Juniors, seniors, and students in the undergraduate certificate program can borrow up to \$12,500 (including \$5,500 Subsidized) per year. Students in the graduate certificate program may borrow up to \$20,500 in an Unsubsidized Loan only.

Students start repayment of the Direct Loan six months after they complete their program, withdraw, or otherwise stop attending the CIA. The government offers different repayment plans, including an Income-Based Repayment (IBR) option. To review repayment options, visit <https://studentaid.gov>. For reference, please see the [Federal Loan Repayment Chart](#); this chart is based on the standard repayment plan, which spreads the principal and interest out over 10 years. All loans taken out to finance a student's education must be paid in full and in a timely manner. Failure to repay loan(s) will affect the student's credit rating and ability to use federal funding in the future. Upon graduation or otherwise exiting the CIA, student borrowers will be given information on loan repayment terms and conditions.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. For more information, see [Credit Balances](#).

[Learn more about Federal Direct Loans in this video.](#)

Federal Parent PLUS Loan*

Federal Parent PLUS Loans are loans for parents of dependent undergraduate students (Parent PLUS) or students in a graduate program (Graduate PLUS).

Parents of dependent undergraduate students may apply for a Parent PLUS Loan to help with their child's educational expenses. The parent must be the student's biological or adoptive parent or custodial stepparent and must not have an adverse credit history. In addition, the parent must complete the Parent PLUS application and sign the Master Promissory Note (MPN). **Important to know:** Parents can apply for a Parent PLUS Loan up to 120 days prior to the student's entry date. The amount that may be borrowed is limited to the student's cost of attendance (as determined by the CIA), minus financial aid from all other sources. To obtain more information about the Federal Parent PLUS program, including the current interest and fee rates, students and parents should visit www.studentloans.gov.

Students in a graduate certificate program may apply for a Graduate PLUS Loan to help with their educational expenses. The student borrower must not have an adverse credit history. In addition, the student must complete the Graduate PLUS application and entrance counseling and sign the Master Promissory Note (MPN). **Important to know:** Students can apply for a PLUS up to 120 days prior to the student's entry date. The amount that may be borrowed is limited to the student's cost of attendance (as determined by the CIA), minus financial aid from all other sources. To obtain more information about the Graduate PLUS program, including the current interest and fee rates, students should visit www.studentloans.gov.

The government offers different repayment plans for the Federal PLUS Loans, including an income-based repayment (IBR) option. To review repayment options, visit www.studentloans.gov. For their reference, students should view the [sample repayment chart](#); this chart is based on the standard repayment plan, which spreads the principal and interest out over 10 years. All loans taken out to finance a student's education must be paid in full and in a timely manner. Failure to repay loan(s) will affect the borrower's credit rating and ability to use federal funding in the future. [Find out more about the Federal Parent PLUS here.](#)

* If a student has a Federal Direct Student Loan, and/or Federal Parent PLUS Loan, the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions

determined to be authorized users of the data system. For more information, please visit <https://nsls.ed.gov/npas/index.htm>.

Federal Loan Repayment Chart

FEDERAL DIRECT (SUBSIDIZED AND UNSUBSIDIZED) AND FEDERAL PARENT PLUS LOANS

BALANCE AT REPAYMENT	4%			5%			6%		
	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST
\$1,000	\$50	21	\$37	\$50	21	\$46	\$50	22	\$50
\$2,000	\$50	44	\$150	\$50	44	\$192	\$50	45	\$237
\$3,000	\$50	68	\$353	\$50	70	\$459	\$50	72	\$576
\$4,000	\$50	94	\$660	\$50	98	\$876	\$50	103	\$1,121
\$6,000	\$61	120	\$1,290	\$64	120	\$1,637	\$67	120	\$1,994
\$8,000	\$81	120	\$1,719	\$85	120	\$2,182	\$89	120	\$2,658
\$10,000	\$101	120	\$2,149	\$106	120	\$2,728	\$111	120	\$3,322
\$20,000	\$202	120	\$4,299	\$212	120	\$5,456	\$222	120	\$6,645
\$30,000	\$304	120	\$6,448	\$318	120	\$8,183	\$333	120	\$9,967
\$40,000	\$405	120	\$8,598	\$424	120	\$10,912	\$444	120	\$13,290
\$50,000	\$506	120	\$10,747	\$530	120	\$13,639	\$555	120	\$16,612
\$60,000	\$607	120	\$12,897	\$636	120	\$16,367	\$666	120	\$19,935
\$100,000	\$1,012	120	\$21,494	\$1,061	120	\$27,278	\$1,110	120	\$33,224

BALANCE AT REPAYMENT	7%			8.25%			9%		
	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST
\$1,000	\$50	22	\$66	\$50	22	\$80	\$50	22	\$88
\$2,000	\$50	46	\$284	\$50	47	\$347	\$50	48	\$387
\$3,000	\$50	75	\$703	\$50	78	\$882	\$50	81	\$1,001
\$4,000	\$50	109	\$1,404	\$50	117	\$1,827	\$51	120	\$2,080
\$6,000	\$70	120	\$2,360	\$74	120	\$2,831	\$76	120	\$3,120
\$8,000	\$93	120	\$3,146	\$98	120	\$3,775	\$101	120	\$4,161
\$10,000	\$116	120	\$3,933	\$123	120	\$4,719	\$127	120	\$5,201
\$20,000	\$232	120	\$7,866	\$245	120	\$9,436	\$253	120	\$10,402
\$30,000	\$348	120	\$11,799	\$368	120	\$14,155	\$380	120	\$15,603
\$40,000	\$464	120	\$15,732	\$491	120	\$18,873	\$507	120	\$20,805
\$50,000	\$581	120	\$19,665	\$613	120	\$23,592	\$663	120	\$26,005
\$60,000	\$697	120	\$23,598	\$736	120	\$28,310	\$760	120	\$31,207
\$100,000	\$1,161	120	\$39,330	\$1,227	120	\$47,183	\$1,267	120	\$52,011

For More Information

For more answers to financial aid questions, watch the financial aid videos at ciachef.financialaidtv.com. Visit www.ciachef.edu/tuition-and-financialaid or call 845-451-1500. In addition, current CIA students can look up Student Financial and Registration Services on CIA Main Menu.

How Need is Determined

Financial need is determined by subtracting the expected family contribution (EFC)—as determined

by the FAFSA—from the college cost of attendance (COA). The difference between the college cost of attendance and expected family contribution represents a student's financial need.

Private Financial Aid Programs

Scholarships and Grants

Throughout the year, many organizations generously offer scholarship assistance to accepted and attending students at the CIA. Over two million

dollars in donated scholarship funds were awarded last year. Criteria and application procedures vary, and are listed on the [\\$HEF site](#). CIA students are encouraged to check this site often to learn of scholarship opportunities that become available throughout the year.

Additionally, a variety of sources outside the CIA offer private grants and scholarships. The Internet, public libraries, and high school guidance offices are good sources for scholarship information. Students should check the [\\$HEF site](#) for additional sources.

Loans

Some lenders offer educational alternative loans as a means for students to fund their education. These loans are generally based on students' credit history and can be used in addition to any federal, state, school, or private funding students receive, up to the CIA-determined Cost of Attendance (COA). Students should always file a FAFSA before applying for an alternative loan to determine eligibility for federal aid, as it is advised that they use all federal, state, and institutional resources before turning to an alternative loan. Students should be aware that final approval of the loan must be received by Student Financial and Registration Services before an alternative loan will be deducted from their bill.

Students should contact their lender when they apply for admission to understand the procedure and time frame required to have a loan in place by their entry date. Students should also note that they should not apply for an alternative loan more than 90 days prior to their entry date. A list of lenders commonly used by CIA students is available at www.ciachef.edu/tuition-and-financialaid.

Satisfactory Academic Progress—Undergraduate and Graduate

In order to maintain eligibility for financial aid, a student must maintain satisfactory academic progress, which is measured quantitatively and qualitatively each academic term. For a student to be making satisfactory academic progress, the student must meet the following cumulative grade point average (GPA), completion rate, and pace of

completion standards. [View this video](#) to learn more. Students who change majors will only have their previously completed classes that count as credits toward their new major included in their Satisfactory Academic Progress (SAP) calculation.

Minimum GPA—Undergraduate

First semester of freshman year	1.75
All subsequent semesters (associate and bachelor's levels)	2.0
Certificate program—all semesters	2.0

Minimum Cumulative GPA—Graduate

All semesters 3.0

Completion Rate—Undergraduate and Graduate

Students must maintain a 67% completion rate. This rate is determined by the following calculation:

$$\begin{aligned} &\text{Credits completed with a passing grade} \\ &\div \text{Credits attempted} \\ &= \text{Completion rate of at least 67\%} \end{aligned}$$

Pace of Completion—Undergraduate

A student may attempt no more than 150% of the credit hours required by the program:

Students who started in an undergraduate degree program prior to July 1, 2019:

Associate Degree Programs—Maximum Credits Attempted

Baking and Pastry Arts—104
Culinary Arts—104

Bachelor's Degree Programs—Maximum Credits Attempted

Applied Food Studies—180
Baking and Pastry Arts—189
Culinary Arts—189
Culinary Science—198
Food Business Management—198
Hospitality Management—185
Hospitality Management, Beverage Production and Service Concentration—221
Hospitality Management, Intrapreneurship: Driving Innovation from Within an Organization

Concentration—221
Organization Concentration—225
Applied Food Studies and Culinary Science double major—234

Students who started in an undergraduate degree program after July 1, 2019:

Associate Degree Programs—Maximum Credits Attempted

Baking and Pastry Arts—101
Culinary Arts—101

Bachelor's Degree Programs—Maximum Credits Attempted

Applied Food Studies—191
Baking and Pastry Arts—189
Culinary Arts—189
Culinary Science—196
Food Business Leadership—196
Food Business Management—196
Hospitality Management—183
Hospitality Management, Intrapreneurship: Driving Innovation from Within an Organization Concentration—207
Applied Food Studies and Culinary Science double major—232

Certificate Programs—Maximum Credits Attempted

Accelerated Culinary Arts—45

Pace of Completion—Graduate

The number of credit hours for which a student may receive federal financial aid may not exceed 150 percent of the credit hours required to complete the academic program's published length.

Food Business —45
Wine Management—45

Financial Aid Status

Students not meeting satisfactory academic standards for a given academic term, as outlined above, are notified in writing via the students' CIA e-mail and portal accounts and will be placed on financial aid warning for one semester for which they may receive their federal, state, and institutional aid, excluding the CIA Merit-based Scholarship. At the end of the warning semester,

satisfactory academic progress will be reviewed. If the student meets the minimum standards as outlined, the warning status will be lifted. If minimum standards are not met, the student will forfeit future eligibility for financial aid and will be notified in writing via the students' CIA e-mail and portal accounts. Students who have not maintained eligibility to receive financial aid due to unsatisfactory academic progress may appeal for one additional semester of probationary eligibility. The student must include an academic improvement plan outlining the steps that will be followed to improve the student's GPA and/or completion rate. This plan must be signed by the director of the Center for Career and Academic Advising for students attending the New York campus, the manager of the Learning Strategies Center for students attending the California campus, or the learning strategist for students attending the Texas campus. Appeals must be submitted to Student Financial and Registration Services at the New York campus within 30 days after receiving the notice of action taken for the committee to review. The decision of the committee is final. Late or incomplete appeals will not be accepted or reviewed.

Reinstatement of Aid

If a student is readmitted or subsequently meets SAP requirements after losing aid eligibility, the college will consider the student's application for financial aid and institutional need-based aid. Reinstatement of aid is not automatic, and the student must submit a letter to SFRS requesting a reinstatement of institutional need-based aid. The CIA Merit-Based Scholarship will not be reinstated. In order to remain eligible for aid, the student must meet the minimum academic progress standards as outlined or lose eligibility for the following semester.

Aid Suspension Due to Drug Conviction

The Higher Education Act of 1965, as amended, suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. Students who have a conviction for this offense should call the Federal Student Aid Information Center at 1-800-433-3243 or go to studentaid.gov click "Before Beginning a

FAFSA" in the left column, and submit the Student Aid Eligibility Worksheet to find out how this law may apply.

Students who have lost federal student aid eligibility because of a drug conviction can regain eligibility by successfully completing a qualified drug rehabilitation program or passing two unannounced drug tests administered by such a program. Students may also regain their eligibility if their conviction is reversed, set aside, or removed from their record so that fewer than two convictions for sale or three convictions for possession remain on their record.

State Financial Aid Programs

State Grants

Several states offer need-based and/or merit-based grants to CIA students who are residents of participating states. Students should contact their state education departments to determine availability, eligibility, and application procedures.

New York Tuition Assistance Program (TAP)

Students who are New York State residents and are attending the Hyde Park, NY campus may qualify for TAP. When completing the FAFSA online, residents of New York will be directed to the "TAP on the Web" site. This step must be followed to determine eligibility for TAP (Tuition Assistance Program), the New York State grant. To learn more, students should visit www.hesc.ny.gov and [watch this video](#).

Cal Grant

Residents of California enrolled at the CIA at Greystone may be eligible for this grant. To be considered, students must complete their FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) by March 2 of the year they will enter the program. To learn more, students should visit www.csac.ca.gov and [view this video](#).

Cal Grant B and Cal Grant C recipients may elect to receive the full disbursement of their "Access" or "Books and Supplies" awards to use towards educational expenses or applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant B and Cal Grant C recipients

are responsible for resolving any account balances with the institution. Please see a student financial planner for more information.

Vocational Rehabilitation

Depending on the state's criteria, students who have a disability may be offered assistance by their state's Department of Vocational Rehabilitation. Students who are offered financial assistance through this program should have their rehabilitation counselor contact the CIA's Student Financial and Registration Services Office.

Student Eligibility Responsibility

To be eligible for federal or state financial aid, students must not owe repayment on a federal or state grant, or be in default on any federal student loan. In addition, students must be making satisfactory progress in the academic program as outlined in [Satisfactory Academic Progress](#). For more information about eligibility, [view this helpful video](#).

Student Work and Service Programs

The Student Work & Service programs include the Earn & Learn Tuition Offset Scholarship and Federal Work Study.

The CIA looks for responsible, talented, and passionate students to fill open opportunities on campus. There is a wide range of opportunities, and many departments rely on student assistants to support the numerous tasks that ensure the successful daily operation of the college. Students, in return, gain invaluable hands-on experience while earning money or a tuition offset scholarship.

Students who are interested in gaining hands on experience on campus must follow the instructions outlined for the program in which they wish to seek opportunities in. Instructions are available on the Student Work Programs Page of CIA Main Menu. Opportunities are not guaranteed.

Bachelor's Earn & Learn Scholarship

Bachelor's Earn & Learn Scholarship recipients will receive a \$3000 scholarship to offset their tuition for their freshman year, \$1500 for the first semester and \$1500 for the second semester. For the first semester, Bachelor's Earn & Learn recipients will attend mandatory orientations to learn about the program and the expectations for their second semester. Towards the end of the first semester, students will need to apply to open Earn & Learn positions. Once placement into a position is confirmed, the student will need to complete 80 hours of service in the assigned position during the second semester to maintain their scholarship. If a student chooses to not apply to positions, their \$1500 for the second semester will be cancelled. If the 80 service hours is not completed by the end of their second semester, the award will be prorated. The student will be responsible for any balance on their account due to the cancellation or proration of their Bachelor's Earn & Learn Scholarship. Earn & Learn positions are assigned to our hospitality and food service-related departments, includes student dining attendants, garden assistants, food media content creators, tutoring, culinary assistants, culinary science assistants, baking/pastry assistants, catering staff, and more!

Earn & Learn Scholarship

Students enrolled full-time in the Associates Program, or not a Bachelor's Earn & Learn Scholarship recipient, may apply for the Earn & Learn Scholarship through the CIA \$HEF site. Those eligible for the Earn & Learn Scholarship, will need to apply to open Earn & Learn positions to be considered for placement. Eligible students will have the opportunity to receive a scholarship toward their tuition and fees, to complete 60, 80, 100, or 125 service hours in an Earn & Learn position for the semester. Service hours varies between positions and departments. The scholarship will be awarded once the student has confirmed a position, amount up to the lesser of \$2,625, depending on the position and service hours. If the student does not complete the required service hours by the end of the semester, the scholarship will be prorated. The student will be responsible for any balance on their account due to the proration of their Earn & Learn Scholarship.

Federal Work Study (FWS)

Students who have Received and Accepted their 2022-2023 Federal Work Study Award, will be eligible to apply to open work study opportunities for the semester. This program allows students to work on a part-time basis to earn money from their Federal Work Study Award to pay for indirect costs. Earnings are not paid to the student's bill but received in the form of physical paychecks or direct deposits to their bank account when they work. Federal Work Study positions will be opened to accept applications two weeks before the semester start date. These positions provide support at the Student Services departments on campus, such as Library Services, IT Help Desk, Mailroom, Career Services, & Student Rec Center. To be considered for placement, eligible students must apply to open positions. Students who are offered a FWS position must complete employment on-boarding. The on-boarding process is completed where the student will fill out the I-9 form, tax forms, sign Student Employee policies forms, etc. The student must present items from the Federal I-9- Acceptable Documents list during their on-boarding meeting with the Student Financial Planning Office. If the student cannot present the documents, they will NOT be authorized to start their work study position.

For further information, please contact Student Financial Planning:
Phone: 845-451-1500
E-mail: SFRS@culinary.edu

Veterans' Benefits

Veterans, spouses, dependents, and surviving family members of veterans whose deaths or disabilities were service-connected may be eligible for educational benefits while attending the CIA. Forms and information are available at all Veterans Administration offices or at www.benefits.va.gov. Proper documentation must be submitted to SFRS before any program benefits will be certified. Benefits are certified on a class-by-class basis, which may affect the timing and how the funds are disbursed. The CIA is a Yellow Ribbon-participating institution. [Watch this video](#) to learn more.

The CIA permits any covered individual to attend or participate in the course of education during the

period beginning on the date when the covered individual provides the CIA a Certificate of Eligibility for entitlement to education assistance under Chapter 31 or Chapter 33, and ending on the earlier of the following dates: (a) The date on which the secretary, Veterans Affairs provides payment for such course of education to the CIA, or (b) The date that is 90 days after the date on which the CIA certifies for tuition and fees following receipt of the covered individual's Certificate of Eligibility.

The CIA does not impose any penalty on any covered individual because of the inability to meet financial obligations to the CIA due to the delayed disbursement of payment to be provided by the secretary of the VA under Chapter 31 or Chapter 33.

The CIA may, at its discretion and if still permitted by federal law, require a covered individual to take the following additional actions: (a) Submit a Certificate of Eligibility for entitlement to education assistance not later than the first day of a course of education for which the covered individual has indicated the wish to use the entitlement; (b) Submit a written request to use such entitlement during externship; (c) Provide additional information necessary to the proper certification of enrollment by the CIA; (d) Provide additional payment or pay a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Degrees and Certificates

Academic Schools—Degrees and Certificates Granted

To prepare students for the wide variety of career paths in a broad and thriving industry, the college awards degrees and certificates from the following schools:

School of Baking and Pastry Arts

Associate in Occupational Studies in Baking and Pastry Arts

Associate in Applied Science in Baking and Pastry Arts
Bachelor of Professional Studies in Baking and Pastry Arts

School of Business and Management

Bachelor of Business Administration in Food Business Management
Bachelor of Business Administration in Food Business Leadership
Bachelor of Science in Hospitality Management

School of Culinary Arts

Associate in Occupational Studies in Culinary Arts
Associate in Applied Science in Culinary Arts
Bachelor of Professional Studies in Culinary Arts

School of Culinary Science and Nutrition

Bachelor of Professional Studies in Culinary Science

School of Liberal Arts and Food Studies

Bachelor of Professional Studies in Applied Food Studies

School of Graduate and Professional Studies

Master of Professional Studies in Food Business
Master of Professional Studies in Wine Management
Accelerated Culinary Arts Certificate

CIA Institutional Learning Outcomes

Students at The Culinary Institute of America undertake specialized curricula that feature a strong foundation of institutional learning outcomes unique to the college's mission, and general education learning outcomes common across most colleges and universities. In this way, CIA students develop both professional competencies as well as general education (liberal learning) competencies.

The Culinary Institute of America is a distinctive institution by nature of the focused set of programs and the strength of its alumni network. The institutional learning outcomes are:

- **Professional, Technical, and Specialized Skills:** Graduates of the CIA will demonstrate skills in areas including culinary and baking techniques, food literacy, health, hospitality, and business and industry acumen.

- **Foundational Knowledge and Transferrable Skills:** Graduates of the CIA will demonstrate skills that provide a basis for life-long learning and enable learners to succeed across diverse fields, disciplines, and careers, including autonomous critical thinking, problem solving, and analytical inquiry.
- **Interpersonal Skills:** Graduates of the CIA will apply interpersonal skills required for effective communication including the emotional intelligence to practice empathic listening, teamwork, and intercultural awareness.
- **Self-Directed Learning:** Graduates of the CIA will direct their own learning by taking initiative in establishing learning goals, assessing the demands of the tasks, evaluating their knowledge and skills, monitoring progress, and adjusting strategies as needed.
- **Global Citizenship and Sustainability:** Graduates of the CIA will demonstrate their knowledge of the global community and their concern for the environment by applying the principles of social responsibility; diversity and inclusion; ethics and values; and sustainability when interacting with others and making decisions.

CIA General Education Learning Outcomes

In keeping with best practices in higher education, foundational liberal learning is infused throughout classes in all departments and programs. While not every general education learning outcome may be a central focus in every class, every CIA class addresses at least one or more of these outcomes.

- **Oral & Written Communication:** Students will Demonstrate the Ability to Produce Writing that is Well-Organized, Coherent, and Readily Understandable as well as being Able to Clearly Communicate to Appropriate Audiences.
- **Scientific Reasoning:** Students will be able to Demonstrate and Apply Scientific Reasoning to Understand the Relationship between Food and Science.
- **Quantitative Reasoning:** Students will Demonstrate Competence and Ease in Working with Numerical Data and in Interpreting Numerical Information.

- **Critical Analysis & Reasoning:** Students will be able to Employ Critical Thinking and Reasoning to Arrive at a Solution and/or Outcome by Using Data and Analysis to Make Logical Connections Between Ideas
- **Technology Competency:** Students will be able to Show Technical Competency in the Tools Found in the 21st Century Workplace
- **Information Literacy:** Students will Attain Skills and Understand Concepts of Information Literacy as set forth in the ALA/ACRL Framework and the AACU Rubric
- **Values, Ethics and Diverse Perspectives:** Students will Investigate and Explain Similarities and Differences among Global Cultures through a Variety of Lenses.

Credit Hours

The credit hour is the primary unit of measurement that indicates a student's progress toward degree completion.

The United States Department of Education defines credit hour as follows:

- An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester or trimester of credit, or 10–12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
 2. At least an equivalent amount of work as required in item #1 of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

Curricula

The Culinary Institute of America offers gold-standard degree and certificate programs that

prepare students with the knowledge and skills they need for success in a wide variety of career opportunities in the food, beverage, and hospitality industries.

Students entering the Culinary Institute of America beginning in September 2019 will be required to complete their restaurant training in an expanded series of courses in one restaurant, as part of all degree programs (except for Hospitality Management). Students may reach out to the Senior Associate Dean for Culinary Arts located in Hyde Park, New York for more information or review the course descriptions.

Program offerings vary among its Hyde Park, NY; St. Helena, CA; San Antonio, TX; and Singapore campuses, and are noted in the descriptions that follow.

Degree and Certificate Programs Overview

The degree and certificate program curricula at The Culinary Institute of America are composed of courses offering comprehensive instruction in cooking, baking, beverage studies, culinary science, hospitality, business management, liberal arts, and general education. The CIA does not provide English as a Second Language instruction.

After graduating from these programs, students will have acquired a top-notch education, enabling them to meet the needs of the foodservice and hospitality industry for well-educated, highly qualified professionals.

In accordance with higher education standards, student progress for degree and certificate completion is measured against the advertised program length. Typically, institutions measure the number of students who complete their degree or certificate within one and a half times the program length.

The advertised length of each program is as follows:

- 129-credit bachelor's degree programs—40 months
- 126-credit bachelor's degree programs—40 months

- 123-credit bachelor's degree programs—40 months. The program length for students in the degree completion programs who transfer the minimum of 30-credits is 32 months.
- 69-credit associate degree programs—22 months
- 66-credit associate degree programs—22 months
- 30-credit master's degree programs—24 months
- 30-credit certificate programs—8 months

For information about CIA student completion rates, visit the consumer information page at www.ciachef.edu/consumer-information/.

Please note: Current students should follow the course curricula as described in the catalog covering the academic year of their entry date to the CIA. Any curriculum changes listed in subsequent catalogs may not apply to their matriculation. For students returning to the CIA to complete their degree or certificate, individual course requirements will be determined upon readmission. Questions about the course curriculum should be addressed to the associate dean or academic dean in the student's program (NY), director of education (CA), director of education (TX), or managing director (SG).

HEGIS Codes

The Higher Education General Information Survey (HEGIS) code for the bachelor's and master's degree programs is 0508 and for the associate degree programs is 5404.

ProChef Certification

Students who meet specific grade requirements will automatically receive a CIA ProChef Certification Level I credential upon graduation from the CIA. This additional industry-recognized verification of their skills represents the first step in their journey of lifelong learning in the food world.

Launched in 2003, the CIA ProChef Certification program validates, at three levels, the culinary and management competencies of professional chefs in the industry. It is the only certification program in which chefs and bakers/pastry chefs take a multi-day practical and written exam to verify specific competencies within their fields. The culinary

credential validates proficiencies such as knife skills; stock, soup, and sauce making; and the basic applications of heat to a variety of main items and side dishes. The baking and pastry credential confirms aptitude with a variety of mixing methods, baking styles, and decorating and finishing skills.

As the many facets of foodservice have grown and evolved to require more measurable skills, certification programs have become more important to chefs as a means to differentiate themselves and demonstrate their skillsets. Since its inception, the CIA's certification program has been adopted as a professional development standard by companies and organizations such as Aramark, Rich Products Corporation, Chinese Culture University, and Shangri-La Hotels and Resorts. It is recognized in the U.S., Jamaica, Brazil, China, and Hong Kong, as well as many other countries.

ProChef Level I Certification for CIA Graduates

Beginning September 8, 2018, students who complete the following classes with a grade of C or better will automatically be awarded ProChef Level I certification upon graduation from the CIA:

- Food Safety
- Nutrition
- Mathematical Foundations
- Culinary Fundamentals

(San Antonio students must get a grade of C or better in Intro to Food Science in lieu of Food Safety and Nutrition.)

ProChef Baking Level I Certification for CIA Graduates

Beginning September 8, 2018, students who complete the following classes with a grade of C or better will automatically be awarded ProChef Baking Level I certification upon graduation from the CIA:

- Food Safety
- Mathematical Foundations
- Baking and Pastry Techniques
- Baking Ingredients and Equipment Technology

(San Antonio students must get a grade of C or better in Intro to Food Science in lieu of Food Safety.)

Awarding of Certification

Students who would like a paper ProChef Level I certificate must request one from the Continuing Education Registration Office. A fee of \$25 (\$50 USD for Singapore students) will be assessed for each certificate.

Please note that it can take up to 60 days from the time the last grade is entered before the certification is awarded.

Academic Rules, Regulations, and Information

Students at The Culinary Institute of America, as at any college, are taught a variety of information, skills, and values in their classes. They are evaluated based on their performance in the college's classrooms, kitchens, bakeshops, and dining rooms as they progress toward their degree or certificate. This section outlines the information and regulations that support the curricula and academic life at the CIA.

Academic Honesty

At The Culinary Institute of America, students are expected to develop their own ideas and to consult research materials for their studies. The CIA's Academic Honesty code identifies expected behaviors and the consequences of failure to adhere to the expected behavior. The college expects all students to adhere to this policy.

The term "academic dishonesty" may refer to, but is not limited to, any of the following:

- Cheating: Using unauthorized materials to complete work (e.g., using another student's mise en place, copying off of a classmate's paper, crib notes, phone, electronic devices, etc.)
- Purchase/Sale: Using prepared materials from an organization or person whose business includes selling research papers, original papers, exams, or material to students for their use.

- Misrepresentation: Submitting material previously submitted to another instructor or course without the permission of the current instructor, or submitting materials that have already been submitted to the same instructor by someone else.
- Plagiarism: Copying from any source without giving credit; using original ideas, recipes, or research without giving credit; or working from another source without giving credit.
- Fabrication: Falsification of sources, citations, information, data, and/or other work that is evaluated by the instructor.
- Other: Stealing an exam or other materials from a faculty member. Intentionally destroying, altering, or obstructing another student's or faculty member's work, including another student's *mise en place*. Unauthorized student collaboration on project, papers, or other assignments. Signing in for another student.

This behavior, or assisting others in this behavior, is a serious violation of professional and academic standards at the CIA and will not be tolerated.

TurnItIn

Instructors may choose to incorporate TurnItIn into any assignment. TurnItIn can effectively search a database for similar sentence structure and content and provide feedback on grammar.

If the student starts an assignment in which TurnItIn has been used, they will be directed to accept TurnItIn's privacy policy before receiving feedback. If the student agrees to the privacy policy, their document will then be stored in the TurnItIn document database for the college. Content stored in this database will be part of the TurnItIn document repository. [TurnItIn will protect the student's data and provides a comprehensive privacy policy.](#)

Violations

A faculty member who identifies an act of academic dishonesty will discuss such incident with the student.

- The faculty member will determine the consequences of a student's academic dishonesty. Possible outcomes are dependent

on the type of academic dishonesty and the decision of the faculty member. Possible consequences include, but are not limited to, a rewrite of the assignment, an additional assignment, a failing grade on the assignment, failure of the class, and/or an appearance before the Academic Standards Committee which may result in academic suspension.

In each case, the faculty member will inform the student in person and by letter, a copy of which will be sent to the education director, dean, associate dean, and registrar.

Suspension or Dismissal

In cases of academic dishonesty where the faculty member wants to recommend suspension or dismissal, the faculty member shall consult with the appropriate dean, associate dean or education director and shall recommend suspension or dismissal in writing to the appropriate college official within five working days (Monday through Friday, exclusive of holidays). The faculty member shall also inform the student in writing.

Academic Review

The individual records of students who are recommended by a faculty member for suspension or dismissal due to academic dishonesty will be reviewed by the Academic Standards Committee.

Students will be required to provide a statement or explanation of their situation as well as attend a meeting to review the circumstances surrounding the dishonest behavior. At that meeting, a decision will be made regarding whether the student will be suspended, be dismissed, or can continue at the college under specific conditions.

If the student fails to live up to these conditions, the student will be suspended for a minimum of one semester or dismissed from the college.

Recording

Suspensions or dismissal for academic dishonesty will be recorded on a student's official transcript as a withdrawal.

Appeal

The decision of the Academic Standards Committee is final; there is no appeal.

Graduate Dismissal and Appeal

In all cases of academic dishonesty, students in the MPS program will be academically dismissed from the college. Graduate students can appeal the dismissal through the Registrar's Office. A faculty committee will review the appeal and the decision will be final.

Academic Honors

Academic honors will be awarded to students who have earned their degrees and have attained commendable cumulative grade point averages at the CIA. Those students anticipated to receive honors are recognized in the graduation ceremony program. Notations will be made on the diploma once all grades and cumulative GPAs have been verified.

Bachelor's Degrees

Summa Cum Laude (with highest honor): 3.80 or higher GPA

Magna Cum Laude (with high honor): 3.60 to 3.79 GPA

Cum Laude (with honor): 3.40 to 3.59 GPA

Associate Degrees

High Honors: 3.75 or higher GPA

Honors: 3.50 to 3.74 GPA

Academic Progress—Graduate

Graduate students must maintain at least a 3.0 cumulative GPA to be in good academic standing. If the cumulative GPA falls below 3.0, the graduate student will be placed on academic probation and will be required to meet with the Senior Director, School of Graduate and Professional Studies. If the student's cumulative GPA does not meet the required 3.0 at the end of the probation period, the certificate or degree will not be conferred. If the student wants to appeal the decision, a final appeal may be made to the provost.

Academic Probation and Dismissal

Students in a graduate program must maintain a cumulative GPA of 3.0 by the end of the current semester. Academic probation will be communicated in writing by the dean of academic engagement and administration.

Academic dismissal will be rendered if a student:

- Has been on academic probation during the last semester completed and is unable to maintain a cumulative GPA of 3.0 by the end of the current semester.

Academic Probation and Academic Dismissal will be recorded on the student's transcript. The college's Withdrawal Refund Policy will apply.

Appeal

A student who wishes to appeal a dismissal may do so as follows:

- Submit the appeal within two weeks from the date the dismissal letter was issued.
- Meet with the Senior Director, School of Graduate and Professional Studies to discuss the concerns.
- Submit the Academic Dismissal Appeal form and supporting documentation to the Registrar's Office (CA or NY)
- Prepare for a meeting with the Graduate Studies Council if the dean for academic engagement and administration, and senior director, School of Graduate and Professional Studies determine that the written appeal warrants a meeting to discuss the request for reinstatement.
- If the appeal is granted, the student may register for the next semester.
- Reentry dates will be based on space availability in the class or semester in which the student wants to return.

Academic Progress—Undergraduate

Students are expected to maintain satisfactory academic progress and move efficiently through the program by passing all courses and assessments, and maintaining a minimum cumulative grade point

average (GPA) of 1.75 at the end of the first semester and a 2.0 for all subsequent semesters. Student grades may be reviewed at any time. Students will not be considered making satisfactory academic progress if they:

- Have a cumulative GPA below 1.75 at the end of the first semester of the degree program or the first nine weeks of a certificate program, or
- Have a cumulative GPA below 2.0 for any subsequent semester.

Students not making satisfactory academic progress will be placed on academic probation or dismissed from the CIA.

Academic Probation and Dismissal

Academic probation provides students with an opportunity to improve their academic standing while still enrolled in the program. Students who do not attain a 1.75 cumulative grade point average (GPA) at the end of the first semester (or in the first nine weeks of the certificate program) or do not attain a 2.0 cumulative GPA in subsequent semesters are placed on academic probation. Academic probation will be communicated in writing by the dean of academic engagement and administration. Students on academic probation must meet with a member of the Learning Strategies Center/Library Learning Commons to address study skill issues and to sign the required Academic Contract. The contract will specify the academic support activities best suited for the student's success. Students at the Singapore campus must meet with the managing director. While on academic probation, students will have their GPA audited throughout the semester.

Academic dismissal will be rendered if a student has been on academic probation during the last semester completed and is unable to achieve a cumulative GPA of 2.0 by the end of the current semester.

Academic Probation and Academic Dismissal will be recorded on the student's transcript. The college's Withdrawal Refund Policy will apply.

Appeal

A student who wishes to appeal an academic dismissal may do so as follows:

- Meet with the student's academic advisor to discuss the concerns.
- Submit the Academic Dismissal Appeal form and supporting documentation within two weeks from the date the dismissal letter was issued.
- Prepare to meet with the Dean for Academic Engagement and Administration, who will discuss next steps.
- If the appeal is granted, the student may register for the next semester.
- If the appeal is denied, the student may request reinstatement after one year. The student must submit the readmission form to the Office of Career and Academic Advising a minimum of 60 days prior to a reentry date.
- Reentry dates will be based on space availability in the class or semester in which the student wants to return.

Academic Standards Committee

The Academic Standards Committee may meet with students who are being reviewed for violations of academic honesty or academic standing.

If a student fails to appear before the Academic Standards Committee, no other appeal is allowed. The decision of the Academic Standards Committee is final.

Adding, Dropping, or Withdrawal from a Course—Undergraduate and Graduate

Students are expected to attend and complete all classes for which they are registered. Students are eligible to participate in the add/drop period during the first seven calendar days of each semester (attendance policies apply during the add/drop period). Students who decide to withdraw from a course after the add/drop period must request their withdrawal with the Center for Career and Academic Advising. MPS graduate students who decide to withdraw from a course after the add/drop period must request their withdrawal with the Senior Director, School of Graduate and Professional Studies. Students will be eligible for a grade of "W" if

withdrawing from the course by the deadline listed in the chart below. After that time, the student will be assigned a grade of "WF."

Course Withdrawal Timeline

Length of class	Typical meeting days	Last day to withdraw with a grade of "W"
3-week lab or lecture course	5 days per week	3rd class day
5-week lab course	5 days per week	5th class day
6-week lecture course	2 days per week	6th class day
7-week lab course	5 days per week	7th class day
7-week lecture course	2 days per week	7th class day
7-week online lecture course	Online	Friday of 3rd week
9-week lecture course	4 days per week	9th class day
12-week lab or lecture course	1 day per week	6th class day
12-week lab or lecture course	2 days per week	12th class day
15-week lab course	2 days per week	6th class day
15-week lab or lecture course	1 day per week	7th class day
15-week lecture course	2 days per week	15th class day
15-week online lecture course	Online	Friday of 7th week

Attendance—Graduate

To maintain the academic integrity of the Master's of Professional Studies (MPS) and meet the learning objectives, students are expected to attend all classes, complete all assignments, meet all deadlines, and be present for examinations and residencies. Absences will undermine the focus of class discussions and student interaction. Absences may be excused in exceptional circumstances, with permission of the instructor and completion of make-up work assigned. Missing classes may lead to academic dismissal.

Attendance—Undergraduate Class Attendance

Given the demands of the college's degree and certificate programs, the amount of material covered in classes, and the nature of the curriculum, students are required to arrive on time and remain in class for all class sessions. Students who miss more than a specific number of classes within a course will automatically fail that course and must

repeat the entire course. Faculty members may have established their own requirements regarding attendance. Refer to course guides for all such requirements. Students are responsible for finding out the specific requirements for each particular class and instructor.

Missing Classes

If a student is absent for a class in which daily participation is graded, the student will receive a grade of zero for that class. Students who miss the specified number of classes in a course taught in a classroom setting (as described below) shall automatically fail that course and will have to retake it.

Attendance for online courses is determined by the student's participation in the course activities and by meeting the submission deadlines as defined within the individual course syllabus. Simply logging into a course is not evidence of attendance. A student is considered in attendance when actively participating in the academic activities of the course. Active participation is defined as, but not limited to, the following:

- Submission of an assignment or an exam
- Substantive comments on course reading material
- Activity in an interactive resource
- Contributions toward a class discussion or within a study group
- E-mail or other documentation demonstrating that the student initiated contact with the instructor regarding course materials or assignments

Absences that Equate to Course Failure	3-week course	5-week course	Half-semester course	Full-semester course	Full-semester course meeting once per week
1.5-credit lab*	3 days	-	-	-	
1.5-credit lecture	3/2 [#] days	-	3 days	-	
1.5-credit online course	-	-	3 activities	7 activities	
1.5-credit hybrid course‡			Total of 3 days and/or activities	Total of 7 days and/or activities	
2.0-credit lab*	3 days	-	-	-	

3.0-credit lab*	3 days	3 days	-	3 days	
3.0-credit lecture	2 days	-	3 days	7 days	3 days
3.0-credit online course	-	-	3 activities	7 activities	
3.0-credit hybrid course‡			Total of 3 days and/or activities	Total of 7 days and/or activities	
6.0-credit lab	-	-	3 days	5 days	

* Including kitchen, bakeshop, restaurant, culinary science lab, or wines courses meeting for any amount less than a full 15-week semester.

Two classes in a 1.5-credit lecture course that meets eight or fewer times.

‡ Hybrid courses meet for in-class and online learning sessions. Students are expected to be engaged in the online portion of the course and to follow the attendance policy for fully online courses. Students are also expected to attend the in-person classes and to follow the attendance policy for missing classes as outline in the chart. If a student does not satisfy the attendance requirements for the online portion of the hybrid course the student will be at risk for failing the course even if they attend the in-person classes. If a student completes the online assignments and is following the online attendance policy but fails to attend the in-person classes, the student will be at risk for failing the course.

Personal Emergencies and Exceptional Circumstances

If a student is forced to miss a class due to sickness, personal emergencies, or unforeseen circumstances, the student must notify the Health Services Office or the Student Affairs Office (U.S. campuses) or the Administrator's Office (SG), who will notify the faculty member. Depending on the nature of the situation and the academic circumstances, the dean of student affairs, student affairs manager, or managing director, after consultation with the faculty member, may recommend a withdrawal from the course.

In exceptional circumstances and if the student has not exceeded the maximum number of absences

that would cause one to fail the course, the faculty member may assign additional work and give partial credit for a missed class.

In the event that a Singapore student is sick on the day(s) of their practical exams and/or make-up practical exams, they should (if possible) contact the managing director.

Religious Holidays/Military Reservist Duty

Students who are observing a religious holiday or have required military reservist duty that coincides with regularly scheduled class days are excused for that time period. In such cases, students can be excused for no more than two days of that class, and will be held accountable for information they missed. If students need to take more than two days for religious or military service reasons or have any unexcused absences, they may be required to withdraw from the course. As a participant in religious or military reservist activities, students will not be academically penalized for missing class.

Auditing Courses

In order to enable students to pursue topics of their interest and take courses that are not included in their degree or certificate program, students may audit degree or certificate courses under the following conditions:

- The student must be enrolled in a degree or certificate program,
- The course is not a required course in the student's degree or certificate program,
- The student must meet the prerequisite(s) for the course,
- There is room in the course,
- There are no scheduling conflicts,
- The course is normally offered by the college for credit,
- The faculty member has approved the request to audit the course, and
- The student has paid the audit fee before the class begins.

The Externship and Global Cuisines and Cultures courses are not eligible for audit. See [Fees That May Be Assessed](#).

Students who audit degree or certificate program courses are expected to attend all classes, but their work will not be evaluated and no record of their participation will be kept. Their transcripts will show that they have audited the course.

Students who want to audit courses must make payment and scheduling arrangements with Student Financial and Registration Services (NY), the registration manager (CA), the director of education (TX), or the managing director (SG).

Students may not audit graduate courses.

Bachelor's Degree Concentrations

Bachelor's degree program students in the **food business management, hospitality management, culinary arts, and baking and pastry arts majors** have the option of participating in a specialized program of study that may include a semester at one of the college's branch campuses:

- Advanced Concepts in Baking and Pastry (semester in California; for students who have completed the baking and pastry arts core only)
- Advanced Wine, Beverage, and Hospitality (semester in California)
- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Beverage Production and Service (fully in New York)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Intrapreneurship: Driving Innovation from Within an Organization (fully in New York)
- Japanese Cuisine: A Study of Tradition, Flavor, and Culture (semester in New York including 10 days in Japan)
- Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

Students in the **applied food studies major** of the bachelor's degree program have the option of taking the following concentrations:

- Advanced Wine, Beverage, and Hospitality (semester in California)
- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor, and Culture (semester in New York including ten days in Japan)
- Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

Concentration space is limited. In order to be considered, students must submit a Request to Participate form to the Center for Career and Academic Advising.

CIA-Cornell Alliance / Collaborative Degree Program

The Culinary Institute of America and the Nolan School of Hotel Administration at Cornell University, recognized as the leading educational innovators in service operations and hospitality management, share an alliance that offers a collaborative degree program for students with a passion for all the nuances of the foodservice industry. After earning their AOS or AAS at the CIA, students can transfer to Cornell (they must apply and be accepted) and complete their Bachelor of Science (BS) from the School of Hotel Administration at Cornell University with a pre-defined transfer credit program. This unique opportunity allows graduates of the CIA associate degree program to go on to explore topics such as revenue management, design and development, hospitality entrepreneurship, services marketing, data analytics, real estate and finance, and advanced restaurant management, as well as foodservice in hotels, resorts, spas, stadiums, institutions, and other settings.

Students can learn more about the Nolan School and specific curriculum details at www.hotelschool.cornell.edu, explore the Collaborative degree program at www.shacia.org or

email the program director at ha-cia_alliance@cornell.edu. Frequently asked questions, additional resources, and monthly information session dates are listed on the CIA Main Menu under Academic Programs, Master's Degree & Certificate Programs, Hyde Park Cornell Alliance.

Graduates of the CIA bachelor degree offerings can pursue a Masters of Management in Hospitality (MMH). The MMH program is a three semester program that begins in August and includes a summer externship experience. The MMH prepares the student to work on the ground in a management and leadership capacity in the hospitality industry. The student's cohort will be composed of students from varying professional and academic backgrounds. Ideal applicants are looking to advance or change direction within their hospitality career, are working towards a career in entrepreneurship, may be part of a family owned hospitality business, or are moving into hospitality from another career field. A description of the program offerings and application details can be found at: <https://sha.cornell.edu/admissions-programs/graduate/mmh/> or contact mmh@cornell.edu for questions.

Calculating a Grade Point Average (GPA)

The GPA is calculated by multiplying the credits earned by the grade points for each course separately to calculate the quality points. All the quality points are then added together, and the total is divided by credits earned, including credits for "F" grades that have not been repeated.

Example:

BUSM-245	1.5 credits—grade: B+
CULP-115	3.0 credits—grade: C

1.5 CREDITS x 3.33 (B+) = 4.995 QUALITY POINTS

3.0 CREDITS x 2.00 (C) = 6.00 QUALITY POINTS

4.5 TOTAL CREDITS = 10.995 TOTAL QUALITY POINTS

10.995 (TOTAL QUALITY POINTS) ÷ 4.5 (TOTAL CREDITS)
= 2.44 GPA

Note: GPA calculations are not rounded but are truncated after the second decimal place. For example, a 3.249 calculation equals a 3.24 GPA.

Commencement Awards

Qualified students will be recognized at the graduation ceremony with awards to honor their academic achievement and distinguished service. Graduation awards are specific to the student's program and campus where they are enrolled.

Bachelor's

The CIA presents the following awards to deserving students graduating from the college's bachelor's degree programs:

Dean's Applied Food Studies Award

Given to the student who demonstrates, through a strong record of scholarship and service to the community, a commitment to advancing the field of food studies.

Dean's Hospitality Award

Awarded to the student who demonstrates and models the spirit of hospitality in and out of the classroom. A student who demonstrates critical thinking, communicates well, and participates in class activities.

Dean's Professionalism in Baking and Pastry Arts Award

Given to a student who demonstrates a standard of professionalism in food handling, food safety, skills proficiency, and leadership in a bakeshop laboratory environment.

Dean's Professionalism in Culinary Arts Award

Given to a student who demonstrates a standard of professionalism in food handling, food safety, skills proficiency, and leadership in a kitchen environment.

Founders' Management Award

Awarded to the student who demonstrates mastery of business competencies in and out of the classroom. A student who demonstrates critical thinking, communicates well, and participates in class activities.

Jacob Rosenthal Leadership Award

For exemplary leadership and professionalism inside and outside the classroom.

President's Humanities Award

Awarded to the student who demonstrates, in written works and spoken comments, an intellectual curiosity in the tradition of humanist thinking; weighs evidence; analyzes information; and uses sound reasoning to substantiate opinions. This student goes beyond the expectations for most assignments. A minimum of 42 institutional credits in lecture/non-lab courses.

Provost's Culinary Science Award

Awarded to a student who demonstrates scientific literacy, cross-disciplinary thinking skills, and a sincere desire to address the challenges and opportunities of an increasingly complex food system.

Associate in Culinary Arts

Special awards for deserving students in the associate in culinary arts degree program are presented at commencement. These include:

Frances Roth Leadership Award

For outstanding leadership, professionalism, and service to the college.

Katharine Angell Academic Achievement Award

Given to the student with the highest GPA through the first half of the final semester.

Associate in Baking and Pastry Arts

Special awards for deserving students in the associate in baking and pastry arts degree program are presented at commencement. These include:

Frances Roth Leadership Award

For outstanding leadership, professionalism, and service to the college.

Katharine Angell Academic Achievement Award

Given to the student with the highest GPA through the first half of the final semester.

Commencement Ceremony Participation

The Registrar's Office conducts graduation audits and is responsible for certifying that every student is eligible to participate in commencement exercises. For the associate degree commencement, this audit will be conducted during the second semester of the sophomore year. For the bachelor's degree commencement, the audit will be conducted during the second semester of the senior year. For commencement from the certificate programs, the audit will be conducted during the second semester of the program. Audits for graduate students are conducted during the semester prior to the final semester.

Students will be acknowledged by their proper names as provided on the required Graduation Application during the ceremony and in the commencement program. Students pursuing more than one major must select their primary major for recognition at the ceremony and in the program. Participation in the commencement ceremony is not verification that a student has met all of the academic requirements and has earned the degree or certificate—all requirements must be completed satisfactorily to be considered graduated. Please note: The conferral date on the diploma will be the final day of the final 15-week semester and may be different from the ceremony date.

Undergraduate students are expected to complete all program requirements with a minimum GPA of 2.0 to be eligible for graduation. Students will be permitted to walk in the commencement ceremony with six credits outstanding as long as the student is registered in the subsequent semester and has arranged a method of payment. Bachelor's degree students pursuing a concentration at a branch campus during their final semester will be permitted to participate in the commencement ceremony immediately prior to their departure, as long as the student is registered in the subsequent semester and has arranged a method of payment.

Graduate students are expected to complete all program requirements with a minimum GPA of 3.0 to be eligible for graduation. Students will be permitted to walk in the commencement ceremony

with three credits outstanding as long as the student is registered in the subsequent semester and has arranged a method of payment.

All students, including those requesting to participate in the commencement ceremony with academic requirements outstanding, must complete a graduation application and receive approval from the registrar at least six weeks prior to the commencement ceremony date. Requests submitted after these deadlines cannot be accommodated.

Upon final review, once all grades have been submitted, library books returned, outstanding fees and charges paid, and/or outstanding disciplinary actions resolved, diplomas will be distributed.

Competency-Based Curriculum

The CIA's skill-based competency curriculum recognizes a fixed standard of educational achievement, rather than a standard that compares a student's accomplishments to the rest of the group. Students must pass all courses to earn their degree or certificate. To pass a course, students must achieve a minimum mastery level for all of the skill-based competencies identified for that course. The criteria for the mastery level are listed in the course guide and explained by the instructor, based upon considerations such as reasonable expectations of student skill levels.

Students who are unable to master one of the skill-based competencies will have a chance to practice further with a [Skills Remediation](#) assignment to successfully master that skill-based competency. If students are unable to master the skill-based competency through Skills Remediation, they must repeat the entire course.

Course Load—Undergraduate

Full-time students are scheduled for 12 to 18 credits in a 15-week semester. Occasionally, a student may request a credit overload to 21 credits in a specific semester. Due to the academic rigor required, an overload request will be granted provided students

have attained a cumulative GPA of 3.60 or higher after having completed at least 30 credits at the CIA and have permission from their academic advisors. A student on overload will pay the per-credit charges for credits above 18. Please see [Fees that May Be Assessed](#). Under no circumstances will a student be permitted to take more than 21 credits in a semester.

Students placed on academic probation are limited to a maximum of 15 credits per semester. For more information, see [Academic Progress](#).

Course Makeups—Undergraduate

Students who have to make up a course for any reason must make arrangements to re-register for the course. Registration is guided by the following conditions:

- Students may not be scheduled for two lab courses at the same time.
- The enrollment in the makeup course does not exceed the maximum allowable class size.
- The course schedules do not conflict.
- There are no non-laboratory prerequisites.

Dean's List—Undergraduate

Students who attain a semester GPA of 3.50 or higher for any full-time semester receive a transcript notation of Dean's List for each applicable semester.

Degree and Certificate Eligibility

The current *Academic Catalog* in effect at the time of admission to the CIA describes the academic requirements, policies, and responsibilities obligatory to both students and the college. Should academic requirements change during a student's uninterrupted course of study, the student is not required to abide by the changes unless it is specifically stated otherwise. The catalog at the time of admission will serve as the guide.

Students experiencing an interruption of study lasting a year or more must request readmission. For the full policy on readmission to The Culinary Institute of America, please see the [Readmission Policy](#). The catalog in effect at the time of readmission will determine the academic requirements needed for the student to complete the degree or certificate program. The CIA will not waive any new requirements, but will make every effort to minimize the impact of such changes on the student.

Students requesting readmission into degree programs that began prior to 2002 (the year of the CIA's accreditation by the Middle States Commission on Higher Education) will be required to complete College Writing (LITC-100), request transfer credit for the course taken at another accredited college or university, or score 50 or higher on the College Level Examination Program (CLEP) Composition Modular (no essay). See [Transfer Credit](#) for more details.

A student who has successfully completed all courses, maintained the minimum cumulative grade point average of 2.0 required for graduation, and met all attendance requirements will be considered an eligible candidate for the earned degree or certificate. Degrees and certificates are conferred at the conclusion of the student's final semester regardless of the end date of the final course.

Double Majors and Concentrations

Occasionally a student wishes to specialize in two discrete areas of study to prepare for an intended career. In such a case, the student may want to apply for a double major or double concentration. The student will complete a single set of core requirements and complete two sets of major and major elective/concentration requirements, one for each major desired. Courses cannot be counted twice to meet different requirements. Students who complete the requirements for a double major receive a single diploma.

Requirements:

- Students who request a double major or double concentration must do so by the second semester of the junior year so as not to extend the length of the current degree program.
- The option of earning a double major or concentration is available to matriculated baccalaureate students only and based on availability.
- A double major/concentration requires the approval of the Center for Career and Academic Advising, which will take into consideration issues such as potential scheduling conflicts and transfer credits prior to approving the program of study.
- The student must select one major as the primary program of study. This will be the major recognized at the commencement ceremony.
- If a student wishes to declare a concentration within one of the majors, that too must be approved by the Center for Career and Academic Advising.
- If the courses for the first concentration also fulfill elective requirements for the degree and/or the major, courses toward a second concentration are in excess of the total required for the degree. Therefore, these courses cannot be considered toward the student's full-time enrollment status and are not eligible for financial aid.

If a student expresses interest in a second area of study that will extend the duration of study beyond the normal program length, the request may be granted with the following stipulations:

- The current degree (pending successful completion) will be conferred as planned.
- The student may re-enroll as a non-matriculated student.
 - There is no financial aid eligibility for the non-matriculated status.
 - The student will be reported to any lenders as graduated from the degree program and begin repayment of any loans incurred.
 - The courses required for the additional major or concentration will appear on the student's official transcript with earned grades.

- The transcript will not note an additional major or concentration since the student is not enrolled in a degree program.

No amended or additional diploma will be issued at the conclusion of the course work.

Earning Two Degrees

In order to be awarded two bachelor's degrees, such as a Bachelor of Professional Studies (BPS) and a Bachelor of Business Administration (BBA), students must complete a minimum of 30 credits in residence at the college beyond the requirements of the first bachelor's degree (providing that the second degree program requires at least 30 additional credits not previously completed by the student). Students will be able to enroll in the second degree program upon the completion of the first degree. Reviewing the degree requirements and completing a course plan with their career and academic advisor for their desired degree programs are critical steps that will help students understand if taking a second degree is feasible, and if so, what the student will need to do and how long it will take the student to complete their degrees. It is recommended that students also consult with Student Financial and Registration Services prior to enrolling in a second degree.

Externship

All students (except [Hospitality majors](#)) will be required to devote a semester to furthering their skills in an extern position. Externship is a full-time commitment of a minimum of 14 consecutive weeks or 550 hours of full-time work at a CIA-approved location. A satisfactory evaluation of the experience or applicable transfer credit is required for students to receive their degree.

The externship program is administered under the auspices of the Center for Career and Academic Advising at the Hyde Park, NY campus.

Externship information in this section also applies to the CIA Singapore, with the following distinctions. Students who enter the bachelor's program in Singapore from a non-hospitality diploma program must complete the CIA Externship course following the completion of the final semester of academic

classes ("top-up" module semester). Students who have entered the CIA Singapore with a hospitality-related diploma must participate in a non-graded professional bridge semester. Training agreements for both the externship and professional bridge must be returned to the managing director no later than the third week of the final semester of course work. CIA Singapore students who do not have additional courses to complete must submit the Professional Bridge Training Agreement prior to the 10th week of the fourth semester.

Externship Planning

Externship is considered a requirement, and all students must successfully complete the Externship Orientation.

Students should begin exploring externship possibilities well in advance to make sure they have secured a position and submitted a training agreement. They must select an externship site from an established list of approved sites. A student may not complete an externship at a site owned by a member of that student's family. It is the student's responsibility to initiate contact with these employers and obtain a position as an extern. The Center for Career and Academic Advising staff will assist as needed. Externship candidates in the U.S. who have not provided this office with a signed training agreement from an approved externship site or have not met the prerequisite by the end of the add/drop period will not remain registered for the course of externship.

Prerequisites for Externship

To begin externship, students must have received a passing grade for ServSafe[®] certification (CUSC-100A or CUSC-105A) and have successfully completed 15 Baking and Pastry or Culinary Arts laboratory credits.

Acceptance of an Externship

Once a student has communicated acceptance of an externship verbally or in writing to the employer, this is viewed as a binding commitment on the student's part to complete the experience. Failure to follow through with the agreement may result in a grade of "W" or "WF."

A "W" grade will be assigned if:

- A viable reason is presented to the Center for Career and Academic Advising staff and property chef for not completing the externship—personal or family illness, or other circumstances beyond the student's control.
- The student informs the supervisor at the externship site of the change in plans. A Center for Career and Academic Advising staff member will then contact the supervisor to verbally confirm that decision.

Externship Completion

To receive credit for the course of Externship, a student must be properly registered, which includes financial and academic clearance granted through SFRS **and** having submitted a signed training agreement to the Center for Career and Academic Advising indicating 14 consecutive weeks or 550 hours at an approved site. No credit will be given for any time worked prior to registration for the course.

Students must submit a midterm and final evaluation from their externship supervisor and submit all externship assignments on time for grading, and receive a passing grade for these assignments.

Students will receive a failing grade and may be required to repeat the externship if they:

- Fail to complete a minimum of 14 consecutive weeks or 550 hours of full-time work at a CIA-approved site,
- Work at an establishment that has not been approved for externship,
- Fail to submit satisfactory work, or
- Are terminated from their externship or leave voluntarily.

Students must make arrangements with the Center for Career and Academic Advising and Student Financial and Registration Services if they need to make up a failed externship and pay the retake fee.

For completion of a second externship, students must complete a minimum of 14 consecutive weeks or 550 hours of full-time work at an approved CIA externship site. Students completing a second externship are required to choose a different approved externship location than where the student went the first time.

NOTE: If a student fails Externship, the externship assignments may be resubmitted at the discretion of the faculty and a fee will be charged. See Fees That May Be Assessed.

Returning from Externship

The Culinary Institute of America requires all students to return on their scheduled return date from externship. Students who fail to return as scheduled may be withdrawn. If the college grants a student permission to return on a different date, that selected date will be based on availability. Regardless of a student's return date, the externship assignments are due as outlined in the course.

Extending the length of the externship period beyond the scheduled return date may jeopardize the student's financial aid status and may adversely affect other aspects of the student's ability to return for their subsequent semester.

International Students

Per U.S. Department of Homeland Security/SEVP regulations, international students with an F-1 visa must complete one full academic year (two semesters) to be eligible to enter the course of Externship.

International students will need to provide a copy of their completed, signed Training Agreement to the designated school official (DSO) at the student's campus location to have the I-20 form authorized, and then obtain a Social Security card from a local Social Security Office.

International students are allowed to complete Externship abroad in other countries at an approved CIA site, but they must obtain country specific visas on their own. Students on Externship abroad are considered on study abroad semester in SEVIS.

International students are encouraged to direct any questions regarding their F-1 visa status and the externship to the designated school official (DSO) at the student's campus location.

Grading Symbols

- **Incomplete:** This grade indicates a student hasn't completed all the course requirements. It may also indicate failure to master specific course competencies. Freshmen and sophomores must

make up all course requirements before they can begin the next semester. Juniors and seniors must make individual arrangements with the associate dean for liberal arts before they can begin the next semester. If students do not complete the course by the specified date, they will automatically fail the course and be required to make up the entire course at the cost of full tuition.

- Withdrawal/Withdrawal Failure:** The grade of "W" is assigned to a student who officially withdraws from a course before the last day to withdraw as outlined in the [Course Withdrawal Timeline](#). Withdrawal after this period results in a grade of "WF."
- P Pass:** Given for cooking, and baking and pastry practical exams and some pass-fail courses.
- HP High Pass:** Given for cooking, and baking and pastry practical examinations.
- TC Transfer Credit:** Denotes that credit for a course was transferred from another college.
- No Show:** Given only for cooking, and baking and pastry practical exams and externship prep seminars if a student never showed up to take them. Note: if a practical exam or externship prep seminar is missed for this reason, it is recorded as an absence.
- No Grade:** This grade is automatically given if a student is on a roster and the instructor fails to give a grade or if the student hasn't officially withdrawn from a course.
- Audit:** This symbol indicates that a student did not take the course for credit and the instructor of this course did not make an evaluation to issue a grade.
- IP In Progress:** This symbol indicates that grades have not been submitted and/or processed.
- S Satisfactory:** Given for Externship Preparation Seminars
- U Unsatisfactory:** Given for Externship Preparation Seminars

At the end of each course, the instructor will issue a grade. Clarification about the grade can be obtained by contacting the instructor immediately.

Grading—Graduate

The college operates on a quality-point alpha grading system for the graduate programs as follows:

Grade/ Symbol	Numeric Range	Quality Points
A	95–100	4.00
A-	90–94.99	3.66
B+	87–89.99	3.33
B	84–86.99	3.00
B-	80–83.99	2.66
C+	77–79.99	2.33
C	74–76.99	2.00
F	<74	0.00
P	N/A	0.00
I	N/A	0.00
W	N/A	0.00
WF	N/A	0.00
TC	N/A	0.00
AU	N/A	0.00

IP N/A 0.00

At the end of each course, a student's grades will be posted on CIA Main Menu. A student who feels there has been a grading error should immediately contact the instructor, who may authorize a Grade Correction Form to correct the error.

Grading—Undergraduate

The college operates on a quality-point alpha grading system for the degree programs and ACAP as follows:

Grade/ Symbol	Numeric Range	Quality Points
A	95–100	4.00
A-	90–94.99	3.66
B+	87–89.99	3.33
B	84–86.99	3.00
B-	80–83.99	2.66
C+	77–79.99	2.33
C	74–76.99	2.00
C-	70–73.99	1.66
D	65–69.99	1.00
F	<65	0.00
P	N/A	0.00
HP	N/A	0.00
NS	N/A	0.00
I	N/A	0.00
W	N/A	0.00
WF	N/A	0.00
TC	N/A	0.00
AU	N/A	0.00
IP	N/A	0.00
S	N/A	0.00
U	N/A	0.00

At the end of each course, a student's grades will be posted on CIA Main Menu. A student who feels there has been a grading error should immediately contact the instructor, who may authorize a Grade Correction Form to correct the error.

Incomplete Grades—Undergraduate and Graduate

Incomplete grades shall be assigned by faculty members when a student has not yet completed the work for a course due to extenuating circumstances and the faculty member agrees to provide a student

more time to finish the course. Students shall have no more than nine weeks from the end of the date of the course to submit any incomplete work to the faculty member. Students who do not finish their incomplete work in the period required will receive an "F" grade since an incomplete grade will be automatically converted to a failing grade nine weeks after the date of the end of the course.

In order to be eligible for an incomplete grade, a student must:

- Have an approved extenuating circumstance,
- Have already completed at least three quarters of the work in a course,
- Have a passing grade on the work already submitted in the course, and
- Sign an Incomplete Grade Agreement that indicates the remaining work to be done, the time frame to accomplish that work, and the consequences of not completing the work on time or in a quality manner.

The Incomplete Grade Agreement shall be signed by the student and faculty member and a copy shall be filed in the student's permanent file along with the class roster on which the grades are recorded.

In addition, incomplete grades:

- Shall not be given for students who will fail the course due to absences,
- Cannot be used for a student retaking a final examination, and
- Will not be included in the calculation of a student's grade point average (GPA).

Independent Study—Undergraduate

Independent studies provide a unique opportunity for highly motivated students in the bachelor's degree programs to pursue a particular area of study under the guidance of a faculty member. The protocol for students who wish to create an independent study is as follows:

- Identify a research project and a faculty member with the appropriate expertise who is available to work with them.

- Write a formal proposal for their independent study that includes the following parts: description and rationale for the research project, three to five sources, and a timeline.
- The proposal needs to be approved by the faculty member and a dean or associate dean no later than the first week of the semester in which the independent study will be done.
- The associate dean will give the final approval and notify the Registrar's Office.

Another option for students interested in pursuing an independent study is to enroll in the Honors Thesis Seminar (BPSE-450H).

Leave of Absence—Undergraduate and Graduate

A leave of absence (LOA) will only be granted between semesters for military service or medical, personal, or financial situations in which a student may find it impossible to continue in regularly scheduled classes without interruption. Students may not take an LOA in lieu of disciplinary action or to delay their return to the CIA from externship. Regardless of semester, all students may request an LOA upon the completion of a semester and prior to the beginning of a new semester with appropriate approval.

To qualify for a leave of absence, students must meet with an advisor in the Center for Career and Academic Advising and provide a reasonable expectation of their return to the CIA. Supporting documentation will be required by the college to grant the LOA. A leave of absence is valid for a period of up to 180 calendar days within each calendar year. Leaves of absence from all U.S. campuses are granted with the approval of the director of student financial and registration services. Students returning from a leave of absence must contact the Center for Career and Academic Advising a minimum of six weeks prior to their anticipated return date to confirm course availability. Students who do not return to campus when their LOA expires will be withdrawn. See [Withdrawal from the CIA](#).

Students at the U.S. campuses who leave the CIA without requesting a leave of absence will be unofficially withdrawn from the college. This may result in additional campus housing charges, a delay in obtaining any housing refund, failing grades due to absences, and/or a delay in returning to classes.

Withdrawal from the CIA could affect a student's financial aid, including loan repayment terms and/or loan grace periods. If a student fails to return from a leave of absence, the student will be automatically withdrawn, and the schedule for a withdrawal refund will apply effective from the last day of attendance (as indicated in the student's leave of absence record).

Students at the CIA Singapore who leave the CIA without requesting a leave of absence will be withdrawn from the college and may incur financial and/or academic consequences. For more information, students should contact Financial Services at the Singapore Institute of Technology (SIT).

Prerequisites—Undergraduate and Graduate

Because of the unique nature of the curriculum, there are occasionally courses that must be passed before students will be permitted to take the next course in the sequence. These prerequisites are set by the Education Division's Curriculum Committee and are enforced by the Registrar's Office. If there are any questions, students should contact the Center for Career and Academic Advising for further clarification. For the MPS graduate courses, please contact the Senior Director, School of Graduate and Professional Studies.

Privacy of Application Records

In accordance with the [Family Educational Rights and Privacy Act](#), the CIA does not release confidential academic and personal information, except under conditions permitted by law, without a student's written permission.

Applicants to the CIA who are not yet enrolled and in attendance may not waive the confidentiality of their records. This means applicants may not inspect, review, or photocopy any material submitted to the college for consideration, including letters of reference, official transcripts, employment evaluations, and interview and test results, until after they are accepted and enrolled at the CIA. At that time, students will have access to the material in the permanent file in accordance with stated policy, copies of which are available in the Registrar's Office.

The CIA does not return any materials sent as part of the admission review process. Applicants should not submit original diplomas and certificates, as they will not be returned.

Privacy of Education Records U.S. Campuses

The Family Educational Rights and Privacy Act ("FERPA") is a U.S. federal law that protects the privacy of student education records and gives students who reach the age of 18 or attend a postsecondary institution the right to inspect and review their own education records.

FERPA grants students at the U.S. campuses the following rights with respect to education records:

1. **The right to inspect and review their education records.** Students may inspect and review their education records after submitting a written request to the school official responsible for the record. The school official will make arrangements for access and notify a student of the time and place where the education records may be inspected within 45 days of receiving such written request.
2. **The right to request an amendment of their education records that they may believe are inaccurate, misleading, or otherwise in violation of their privacy.** Students may ask a school official to amend a record that they believe is inaccurate, misleading, or otherwise in violation of their privacy. Students must provide the appropriate school official with a written statement clearly identifying the part of the education record they would like changed, and specify why it is inaccurate, misleading, or

otherwise in violation of their privacy. The school official who receives the request for amendment must decide within a reasonable period whether corrective action consistent with a student's request will be taken. The CIA may either amend the education record or decide not to amend the education record. If the school decides not to amend the education record, the appropriate school official will notify the student of the decision and advise the student of the right to a hearing to challenge the information.

3. **The right to consent to disclosure of personally identifiable information contained in their education records.** The CIA does not release information from a student's education records without the student's written consent unless such disclosure is permitted under FERPA as discussed fully in [The Culinary Institute of America's FERPA Policy](#).

One of the permitted exceptions to the consent to disclosure requirement is to a CIA school official with a legitimate educational interest.

A school official is a person in an administrative, a supervisory, an academic, or a support staff position, or a law enforcement official employed by the CIA; a trustee; a person or company under contract to or acting as an agent for the CIA to provide a service instead of using CIA employees or officials, such as an attorney, an auditor, a consultant or a collection agent; or a student serving on an official committee or assisting a school official in performing a task. A school official is deemed to have a legitimate educational interest when the information requested is necessary for that school official to (a) perform appropriate tasks that are specified in the school official's position description or by a contract agreement; (b) perform a task related to the student's education; (c) perform a task related to the discipline of the student; or (d) provide a service or benefit relating to the student or the student's family such as health care, counseling, job placement, or financial aid.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged**

failures by the CIA to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Please note: In accordance with FERPA, the CIA may disclose at its discretion the following directory information without the student's consent: name, permanent address, campus box number, dates of attendance, degrees and/or certificates received with date, campus e-mail address, photographs, academic program, awards or honors, or enrollment status. A student may opt out of disclosure of directory information by completing the Request to Prevent Disclosure of Directory Information in the Student Financial and Registration Services Office or on the student portal within two weeks of their start date at the CIA.

All questions in reference to FERPA should be directed to the registrar.

Singapore Campus

The CIA Singapore protects the privacy of student education records and gives students who reach the age 18 or attend a postsecondary institution the right to inspect and review their own education records.

Please note that the college's contract with the Singapore Institute of Technology, the CIA's partner university, requires that the CIA provide student transcripts to SIT for Singapore Ministry of Education records.

Students are required to sign on the Student Undertaking Form that they consent to the storage and transmission of their personal information by SIT and the CIA Singapore internally within SIT and the CIA Singapore and mutually between SIT and the CIA Singapore for the purpose of the delivery of the degree program. SIT seeks the student's consent before disseminating the student's information to an outside party (e.g., a sponsoring company).

Problems with a Class—Undergraduate and Graduate

Students who have other concerns about a class should follow the process below:

1. Speak with the instructor of that particular class.
2. If the instructor is unable to resolve the problem or fully answer the student's questions, the student should make an appointment to see the associate dean or director responsible for that area.
3. If the problem is not resolved to the student's satisfaction, the student should make an appointment to see the appropriate academic dean or education director.
4. The decision of the academic dean, education director, or managing director (SG) is final.

Problems with a Grade—Graduate

Students who have a concern about a grade received in any class should follow this process:

1. Speak with the instructor of that particular class.
2. If the instructor is unable to satisfy the MPS student's concern or to answer the student's questions fully, the MPS student should submit their concerns in writing to the Senior Director, School of Graduate and Professional Studies. All documents must be submitted within one week of the date the instructor submits the grades.
3. The Senior Director, School of Graduate and Professional Studies will review the information provided by the instructor and will then decide what action to recommend to the instructor.
4. The decision of the instructor is final.

Problems with a Grade—Undergraduate

Students who have a concern about a grade received in any class should follow this process:

1. Speak with the instructor of that class.

2. If the instructor is unable to satisfy the student's concern or to answer questions fully, the student should submit the concerns in writing to the Grade Review Committee (or the Standards Committee at the California campus). The student's written statement must be received within three weeks of the date the instructor submits the grades. Grade Review forms are available on CIA Main Menu.
3. The chairperson(s) will review the student's application and supporting materials. Based on the student's petition and the supporting material, the chairperson(s) will either:
 - 3a. Deny the student's request because the grading of the student was based on clearly communicated criteria, and/or the grade was justified or explained by the instructor and supported by documentation, and/or institute policies were followed,
 - or
 - 3b. Convene the Grade Review Committee as soon as possible to review the student's case. The chairperson(s) will be in contact with the student and the instructor and may set up a meeting with the Grade Review Committee.
4. Based upon the review of the student's case, the committee will either:
 - 4a. Recommend that the instructor reconsider the grade based on the committee's findings,
 - or
 - 4b. Uphold the grade issued by the instructor.
5. The decision of the instructor is final.

Professionalism, Uniform, and Hygiene—Undergraduate Professionalism

As professionals at The Culinary Institute of America, the community is constantly working to enhance the status of the hospitality industry. Students, faculty, staff, and alumni all share a common pride in their work, workplace, and appearance. Everyone in the community has chosen the hospitality industry as a vocation. It is an ancient and respected profession. It takes many years of hard work, training, dedication, and tenacity to become a leader in this industry, but it takes only a few moments to dress, act, and think like a professional. The following standards of

conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry.

Professionals:

- refrain from abusive and foul language;
- speak and act without prejudice to race, color, creed, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation;
- demonstrate and adhere to ethical business practices, with due respect for customers and colleagues;
- promote understanding and respect for those alcoholic beverages used in the hospitality industry;
- refrain from the abuse of drugs and alcohol;
- treat all equipment and property with respect as if personal property;
- are polite and courteous to all visitors, peers, and colleagues;
- work with a positive attitude;
- dedicate themselves to learning;
- stay open-minded to the opinions of others;
- share knowledge with others;
- act reliably and dependably; and
- act with honesty and integrity in their interactions with all people.

Personal Hygiene

Every professional in the culinary field should be acutely aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times. In the early stages of the student's program, they are issued the ServSafe[®] textbook, which discusses personal hygiene in detail. It is the responsibility of all foodservice professionals to bathe or shower, practice oral hygiene, and use deodorant daily.

Food Safety and Kitchen Sanitation

The CIA has developed comprehensive food safety and sanitation programs. The student is responsible for food safety and food preparation area sanitation as an integral part of their learning experience, and are expected to abide by the guidelines set forth in each food production area. The student is expected to taste food in kitchens using tasting spoons. Eating is allowed only in designated dining areas. Drinking

liquid from a closed container and away from the workstation is the only acceptable way to consume liquids in kitchens and classrooms.

Uniform Care

The student is expected to wear the uniform with pride and make sure it is neat and clean at the start of each class. Sitting on the floor, the ground, or the stairs in the uniform is not acceptable. The maintenance of one's appearance is a professional matter; therefore, the student is responsible for laundering and ironing their own uniform. For students living on campus, laundry facilities are available for convenience.

Alterations to the uniform is the student's responsibility. In the event uniforms do not fit properly, return them within five days of receiving them to Central Issuing in Roth Hall (NY), the Education Department (CA), or the Student Services Center (TX). New uniforms will be issued within five days.

Student Professional Attire and Grooming Guidelines

Introduction

Promoting an environment where students learn to dress professionally is one of the ways the CIA helps its graduates achieve success. As such, the college's students, faculty, and administration share the responsibility to maintain student attire and grooming guidelines. While the CIA presents the guidelines as a set of rules and requirements, the college aspires to create a culture of mutual understanding, respect for the industry, and self-governance and advocacy among the student body.

Accordingly, the CIA supports professional attire and grooming standards that are threefold:

1. Present a professional, neat, and orderly image to fellow students, guests, visitors, and the public;
2. Mandate legitimate health and safety compliance requirements which are essential in fostering a safe and hygienic hospitality workplace;
3. Foster and respect protected groups or classifications under the law. Protected groups and classifications are set forth in the CIA's

Nondiscrimination Statement, which can be found on CIA Main Menu and online at www.ciachef.edu.

The guidelines provided herein are intended to address the most common considerations around attire and grooming, although there may be instances where certain variations of attire or grooming are not explicitly covered in these guidelines yet may still be considered by the college to be unprofessional or unsafe, and will be addressed as such.

The Student Professional Attire and Grooming Guidelines must be observed in all academic buildings on days and during hours that the campus is open for student and public access, including:

- Roth Hall, McCann Education Annex, Danny Kaye Theatre, Continuing Education Building, Colavita Center, Admissions Center, Post Road Brew House, and Marriott Pavilion (NY)
- Greystone Main Building, Williams Center for Flavor Discovery, Rudd Center for Professional Wine Studies, and Copia (CA)
- Teaching kitchens, lecture halls, and dining hall (TX)

While professional attire does not apply in non-academic buildings such as residence halls and student centers, even in these settings, clothing should not be overly messy, revealing or disrespectful.

General Guidelines

- Facial hair (mustaches, beards, and goatees) is permitted but can be no longer than 1/2 inch in length and must always be neatly trimmed.
 - Sideburns, if worn, shall be neatly trimmed, shall not extend below the middle of the ear, shall not be flared, shall be of even width, and shall end with a clean-shaven horizontal line.
 - Mustaches must be neatly trimmed and must not extend beyond the corner of the lips.
 - Any student with a beard or goatee either cooking, serving, instructing, or observing in a food service area must wear a beard snood.

- Facial jewelry (including spacers, gauges, etc.) in eyebrows, eyelids, lips, tongue, or septum is not permitted, and covering (with masks, bandages, etc.) jewelry in place, such as piercings, is not acceptable.
- Sheer or see-through clothing is not permitted.
- Tops revealing bare shoulders, midriff, cleavage, or undergarments are not permissible.
- Ripped or torn clothing is not permitted.
- T-shirts, sweatpants, and hoodies are not permitted
- Denim clothing (of any color) is not permitted.
- Hats, other than CIA-issued chef's hats or toques, are not to be worn indoors and should be removed when seated.
- Hair should be neat and orderly to not interfere with work in the kitchen environment.
- Hair must be appropriately maintained, groomed, and clean. It may be worn in any style, length, or color that maintains a professional appearance and does not distract from the educational environment.
- Hair longer than shoulder length or protruding out of a chef's cap should be appropriately confined by a clasp, band, hairnet, or cloth when required to ensure safety and sanitation and to be able to work effectively/efficiently. Appropriate hair confinement must be used in food service or kitchen areas as required by law.
- Headphones (including earbuds) are not acceptable in kitchen and classroom settings.
- No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.

The following sections represents professional and safety standards that are required when attending any class or accessing any academic buildings.

The particular type of attire required is dependent on the nature of the student's class, as noted below. As a general rule, kitchen/lab classes require a chef's uniform, hospitality and service management classes require a uniform specific to the restaurant/café/service setting, and all classroom-based courses require either a chef's uniform or business professional attire. The required uniform is,

therefore, not a function of a student's academic program or year level, but rather the context in which the class is held.

- CIA-issued cleaned and pressed white chef's jacket embroidered with the student's name. The sleeves of the chef's jacket may be folded only to the wrist, except in cases where the practicality of the work being done requires otherwise. Chef's jacket should be put on last to ensure it is free from hair or contaminants.
- White undershirts/t-shirts are required for all under chef's jackets—colors or logos are not permitted.
- The breast pocket of the chef's jacket may only contain one clip-on pen, one clip-on thermometer, and notecards or a small notebook.
- CIA-approved clean white neckerchief.
- CIA-issued clean white hat or chef's hat or toque. (Culinary Science and Brewery—logo cap)
- CIA-issued cleaned and pressed apron. (Culinary Science—black pinstripe apron)
- CIA-issued cleaned and pressed chef's checkered pants of proper fit, neither pegged nor cuffed. Pants must be hemmed above the natural heel and below the ankle. Bare ankles should not be visible when seated.
- Black or white solid color socks that cover the ankle.
- All students in culinary and baking classes must wear clean, polished, solid black, non-porous, sturdy work shoes that provide support to stand and work for long hours. They must have closed-back, non-slip black soles, and black laces (when applicable).
- Given that leadership is among the CIA's core values, students can wear a maximum of two (2) approved pins representing their leadership activity, one on each side of the chef coat collar (unless requested to be removed by a production class chef) for the following engagements:
 - Veteran students are permitted to wear a CIA-issued pin indicating their service branch alongside the American flag. This pin must be worn on the left front collar of the uniform.
 - Other organizational leadership positions that can be recognized with a pin include:

- CIA-issued group leader pin
 - Student Government Association officer pin
 - Eta Sigma Delta member pin
 - Judiciary Board member pin
 - Resident assistant pin
 - Orientation leader pin
 - Campus tour guide pin
- In Compliance with Health Code Sanitation Policy:
 - Except for medical alert bracelets or a ring that is smooth without crevices, food workers may not wear jewelry on their arms, hands, faces, or ears.
 - Fingernails should be short, trimmed, clean, neat, and free of polish.
 - Hair must be restrained above the collar in a manner that keeps hair from contaminating food or food contact surfaces. This should be done with solid white or black hair restraints, barrettes, scrunchies, or solid headbands/hair wraps. Long ponytails should be restrained in braids or buns. Any hair that cannot be restrained off the collar or coat must be restrained using a hair net or cloth.
 - For sanitation reasons, gloves, aprons, side towels, and chef hats are not worn during certain activities that might lead to contamination (i.e., going to the restroom, taking out the garbage). They should be removed when partaking in non-class activities such as entering or leaving academic buildings or eating meals in student dining rooms.
 - Wallet chains, visible key rings, neck lanyards, and straps are not permitted for safety reasons.
 - No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.
 - Anything not specified in this section may not be worn with the uniform.
 - Uniforms must be complete and worn as designed.

Hospitality and Service Management Uniforms

- Clean and pressed café chef's jacket (TX).
- Clean and pressed white dress shirt (NY, CA).
- White undershirts/t-shirts are required for all—colors or logos are not permitted.
- Undergarments must not be visible.
- CIA-issued ties are required (NY, CA).

- CIA-issued pressed bistro apron (NY, CA).
- Clean and pressed black pants or skirt (no more than two inches above the knee) with coordinating hosiery. Pants must be hemmed above the natural heel and below the ankle: no jeans, pants with grommets, or leggings. Pants should not be taper fitted but have a flow of hemmed trousers/slacks. Bare ankles should not be visible when seated.
- If pants have belt loops, a solid black belt is required.
- Plain flesh-colored or black stockings should be worn with skirts (no prints or seams).
- Plain black socks (above the ankle) with trousers.
- Clean, polished, black, non-porous, sturdy work shoes that provide support to stand and work for long hours. They must have closed-back, non-slip, black soles, and black laces (when applicable).
- Fingernails should be short, trimmed, clean, neat, and free of polish.
- Hair must be restrained above the collar in a manner that keeps hair from contaminating food or food contact surfaces. This should be done with solid white or black hair restraints, barrettes, scrunchies, or solid headbands/hair wraps. Long ponytails should be restrained.
- One plain ring and one watch are the only pieces of jewelry permitted while in uniform. No facial/dermal piercings. Spacers and gauges are not permitted. (See above general guidelines section)
- Two black click pens (no logo) and one waiter's folding Bordeaux corkscrew must be carried in the apron pocket.
- Wallet chains, visible key rings, neck lanyards, and straps are not permitted for safety reasons.
- No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.
- Anything not specified in this section may not be worn with the uniform.
- Uniforms must be complete and worn as designed.

Student Maître d'Hôtel Guidelines

- Traditional business suit; jacket, tie, and trousers; dress; or skirt/blouse combination. No jeans, pants with grommets, or leggings. Pants

should have a flow of hemmed trousers/slacks and be hemmed to the top of the shoe. Ankles should not be visible.

- Clean and pressed dress-style shirts appropriate to the suit worn.
- Flesh-colored or dark hosiery/dark socks that cover the ankle.
- Clean and polished dress shoes with a non-skid sole. For safety, shoes with excessive heels (more than two inches), are not acceptable. In addition, open-toe shoes are not permitted.
- Jewelry accessories permitted—one post or stud earring per earlobe, one necklace, one watch, one brooch/pin, one ring, and one bracelet.

Classroom-based Courses

A chef's uniform or hospitality and service uniform can be worn in any classroom setting. Otherwise, the following business professional attire must be worn in addition to adherence to the general guidelines:

- Traditional business attire is encouraged, such as suits, dresses, blouses, and sports coats. In addition, other forms of clothing that would be considered professional in a business context are acceptable, as noted below.
- Ironed or pressed pants or skirts may be worn. Skirts no shorter than two inches above the knee. Pants must be hemmed or cuffed. No shorts. Leggings worn under clothing are acceptable.
- Students are expected to dress neatly in clean and pressed shirts. Turtlenecks and collared polo shirts are acceptable. T-shirts or undershirts worn as outerwear are not permitted.
- A sweater, tie, or sports jacket may be worn along with a collared shirt or turtleneck.
- Shoes must be clean, not torn or showing excessive wear, and be appropriate and safe in a professional business context. Flip-flops, bedroom slippers, or shoes with excessive heels (more than two inches) are not acceptable. Open-toe dress shoes may be worn; however, they are not allowed in kitchens at any time due to health and safety codes, so plan accordingly.

Additional Considerations

- Outerwear (sweaters, coats, hoodies, and sweatshirts) may not be worn in kitchens or bakeshops. Please use the lockers provided to store these items.
- Students with injuries that require casts, crutches, slings, or other aids for temporary conditions that significantly impair mobility cannot take culinary, baking, or table service courses. Student Financial and Registration Services or the Education Office will make every effort, where possible, to place the student in an appropriate lecture course.
- Students with hand cuts and lacerations must obtain clearance from the Health Services Office (NY) or a personal physician—with authorization verified by the student affairs manager (CA) or the director of education (TX) to attend kitchen and bakeshop classes.
- White turtlenecks or white thermal shirts may be worn without a neckerchief for the fish butchery room and meat butchery room. This is the only area that this substitution may be made.
- White cotton headbands may be worn in hot weather. However, no portion of the headband should be visible under the chef's hat or cap, and the headband must be removed when the chef's hat or cap is removed.

Masks

When necessary, due to health and safety reasons, wearing face masks may be a part of required CIA professional and safety attire. The mask must always likewise reflect the professional image of the CIA, as presented through its employees and students to its guests, prospects, and visitors.

Students can bring in their own mask to wear if it meets the criteria below.

- Face masks with loops around the ears or tied behind the head are permissible.
- Bandanas, neck-gaiters (also called Buffs or neck fleeces), or other styles of masks not listed here are not permissible.

Whether a student is wearing a cloth or disposable face mask, it must:

- Cover the nose and mouth at all times
- Fit snugly but comfortably against the face

- Include multiple layers of fabric
- Allow for breathing without restriction
- NOT have a one-way valve (or dust filter)
- Be disposable or be washable and machine dryable without being damaged or changing shape
- Be worn in all areas required, and until it can be safely removed in areas where not required

Patterns on masks must be appropriate for a professional environment; logos, messages, or lettering of any kind are not permitted, and no decorations (buttons, pins, stickers, etc.) may be affixed to the face mask.

Students must replace their mask if:

- The mask chosen requires frequent adjustment
- The mask worn becomes dirty, wet, and/or difficult to breathe through
- The mask worn does not meet any of the criteria described above

Guidelines for Graduation Dress

In recognition of the commitment to professionalism and hospitality, students are expected to comply with the general guidelines and wear the following at graduation:

Associate Degrees, Bachelor's Degree (Singapore), and Accelerated Culinary Arts Certificate Program

- Flesh-colored or dark hosiery/dark socks
- Clean and polished black dress shoes
- Black dress slacks or pants
- CIA-issued cleaned and pressed white graduation chef jacket buttoned to the top
- CIA-issued clean, white paper toque

Bachelor's Degrees (New York Campus)

- CIA-issued black cap and gown
- Anything that shows below the gown must be a solid dark color (e.g., black or navy)
- Flesh-colored or dark hosiery/dark socks only
- Clean and polished black dress shoes

Request For Accommodations

Students at the U.S. campuses who have a physical impairment as defined by section 504 of the

Rehabilitation Act of 1973 or Americans with Disabilities Act of 1990, or who, because of religious beliefs/customs included in Title VI of the Civil Rights Act of 1964 (amended by the Equal Employment Opportunity Act of 1972), are unable to meet professional attire and grooming guidelines as described above, should submit appropriate documentation in writing for a variance to the vice president and dean of student affairs (NY), Learning Strategies Center administrator (CA), or director of education (TX). Exceptions to these guidelines must be verified by a letter from the school official named prior and must be carried on the student's person at all times.

Penalties for Non-Compliance

While students are in academic buildings on days campus is open, the professional attire and grooming guidelines must be adhered to and will be enforced. For example, students need to be in proper attire to be admitted to classes, dining rooms, or self-service meal lines in the above-mentioned buildings. The penalties for non-compliance with the guidelines are consistent for all classes at the CIA:

- Of the student's final grade, 10% may be for Professionalism, Uniform, and Hygiene. The professor will assess each violation while students are in the class.
- Students risk the possibility of having demerits issued.
- Students who are non-compliant will be dismissed from class to make the needed corrections.

When compliance issues arise with attire and grooming guidelines that can't be resolved in the context of a class, or when they arise in an out-of-class setting, the Office of Student Affairs will take the lead in mediating challenges and assigning any consequences. Students can avoid consequences by demonstrating professionalism in all they do.

Professionalism/Class Participation—Graduate

Graduate degree coursework requires a significant amount of commitment from enrolled students (and the instructors). The expectations of a traditional

graduate course require students to spend three hours in class each week and, depending on work habits and the demands of the course, another nine–12 hours per week on readings and assignments. The assignments and expectations for each course are very rigorous and intense. While students will receive a great deal of instruction and guidance in completing the coursework, it is up to the student to make the most out of the overall experience. In class, students will engage in consistently high levels of writing, communicating, and group work in order to achieve the course learning objectives. Students will be expected to have thoroughly and critically read all course materials in order to best benefit from the lectures, tours, and tastings, and all students are required to actively participate in the discussion.

Classes are a community of learners, which means students will depend upon each other to support and inform one another. Please refrain from behaviors that would be inappropriate for a learning environment. For the Wine and Beverage Management program, electronic devices are permitted in class, and students are encouraged to use them as a resource during discussions and debates; however, please refrain from using electronics during lecture, presentations, or quizzes. Students are encouraged to ask questions, raise issues to the class, and/or make suggestions related to the topics studied. It is advisable to respect each other's opinions and refrain from frequent interruptions of the lecturer or colleagues. Students are expected to:

- Display a willingness to listen to, help, and support other students.
- Take notes on lecture material and demonstrations.
- Contribute to the daily lecture and discussion.
- Refer to material from reading assignments.
- Be attentive to guest speakers and ask relevant questions.
- Actively participate in class activities and field trips.
- Work effectively and cooperatively in group activities or projects.
- Demonstrate an understanding and respect for alcoholic beverages.
- Exhibit respect for teachers, visitors, and colleagues.

- Stay open-minded to the opinions of others.

Registration—Undergraduate and Graduate

Undergraduate: Registration is the formal process of enrolling in the college's degree or certificate programs. Students must be cleared academically and financially to progress from one semester to the next. Students can only attend classes if they are registered. Registration schedules are posted on CIA Main Menu. For more information, the student should contact their career and academic advisor.

When students receive academic, financial, health and/or Student Affairs clearance, they will become eligible for course registration. The college reserves the right to alter groups, schedules, policies, and operational procedures in order to achieve the best educational balance. For the bachelor's degree schedule at the New York campus, students will choose their courses following a set of guidelines. At the CIA Singapore, courses for the bachelor's degree will be offered based on the academic needs of each entering cohort of students to meet the degree requirements of the CIA.

Graduate: When master's degree students receive academic and financial clearance, they will be assigned the class schedule adhering to the course sequence as designed by the program.

Course Makeups - Undergraduate

Students who have to make up a course for any reason must make arrangements to re-register for the course. Registration is guided by the following conditions:

- Students may not be scheduled for two lab courses at the same time.
- The enrollment in the makeup course does not exceed the maximum allowable class size.
- The course schedules do not conflict.
- There are no non-laboratory prerequisites.

Repeating a Course—Graduate

Graduate students will be permitted to repeat classes they have previously failed or from which they have been withdrawn. Students will be permitted to repeat classes for which they have previously earned a grade of "C" once. The previous "C" grade remains on the student's transcript, but is not included in the calculation of the student's grade point average. The higher grade will be calculated in the student's grade point average. Graduate students repeating courses are advised that the course may not be offered each semester, and must consult with Student Financial and Registration Services to prevent scheduling conflicts and to review potential financial aid implications. Please review GPA and completion rate information under Satisfactory Academic Progress.

Repeating a Course—Undergraduate

Students will be permitted to repeat classes they have previously failed or from which they have been withdrawn. Students will also be permitted to repeat a course they have failed twice. If the student successfully completes the course, the passing grade will be issued. The previous failure or failures remain on the student's transcript, but are not included in the calculation of the student's grade point average.

Students will be permitted to repeat classes for which they have previously earned a grade of "D" once. The previous "D" grade remains on the student's transcript, but is not included in the calculation of the student's grade point average. The higher grade will be calculated in the student's grade point average. Students repeating courses must consult with Student Financial and Registration Services to prevent scheduling conflicts and to review potential financial aid implications. Please review GPA and completion rate information under Satisfactory Academic Progress.

Retention of Student Records

The Culinary Institute of America permanently maintains data for its enrolled students in both paper and electronic form. Data for withdrawn and graduated students is archived electronically.

Paper documents are kept in locked, fireproof file cabinets at each campus. Electronic documents are stored within the student information system as well as the document management system and are backed up via secure backup software. They are encrypted both at rest and in transit and archival backups are stored remotely using a cloud-based service, also encrypted. Academic records are accessible by the registrar and his/her designees only.

ServSafe Exam Retake

The ServSafe® Manager's certification examination is given as a Pass/Fail grade at the end of the Food Safety course or Introduction to Food Science. It is a prerequisite for Externship Culinary Arts (EXTN-220) or Externship Baking & Pastry Arts (EXTN-225), and a graduation requirement. The ServSafe certification exam consists of 80 multiple-choice questions and is recognized by 95% of jurisdictions that require or encourage food safety certification. The certifying body is the National Restaurant Association Educational Foundation, which provides many different versions of the secured exam.

Exams in Spanish, Korean, Japanese, Chinese, and French Canadian are available, but requests must be made by the end of the first full week of the student's Food Safety or Introduction to Food Science class to make the accommodations.

A certification exam score of 75% or better is required to pass the exam and become certified. Students who score below 75% will see an "F" on their transcript and must reschedule to take the exam. Students can schedule a retake of the exam proctored by the CIA by submitting the ServSafe Exam Registration form found on the Student Portal (Library Learning Commons or Career & Academic Advising). Students can also schedule an online proctored exam directly with the National Restaurant Association (NRA). Students who

schedule their exam with the NRA will need to submit proof of certification to the transfer credit coordinator to fulfill their ServSafe requirement prior to their anticipated externship date. Please see [Fee That May Be Assessed](#) for fees associated with the ServSafe certification retake proctored by the CIA. Fees for exams provided by the NRA can be found on its website: <https://www.servsafe.com/ServSafe-Manager>.

No more than four attempts to pass the exam are allowed in a year, and a 60-day waiting period is required between the second and third attempt and again between the third and fourth attempt. After the fourth attempt, examinees must wait a full year from their first exam attempt before they are eligible to retake the exam a fifth time.

Students who register for a retake through the CIA will have access to the ServSafe Moodle Boot Camp designed to support learning outcomes. Students must complete five hours of tutoring or the equivalent number of study hours using the ServSafe Moodle Boot Camp, no more than 30 days before the scheduled exam date. Students should use the "Raise Your Hand" feature in CIA Cares to schedule ServSafe tutoring.

If students have a valid ServSafe Manager Certification that has not expired within the first two years of their CIA education, they qualify for credit for the ServSafe Exam (CUSC-100A) but are still required to complete the Food Safety (CUSC-100) course or Introduction to Food Science (CUSC-105).

Skills Remediation

CIA faculty members in the culinary arts degree programs and the certificate program will assign a student to attend Skills Remediation for a specific competency or competencies for the following reasons only:

1. The student has failed to demonstrate proficiency in the competency during their class.
2. The student has missed the competency in their class due to absence.

Grades

If a student is scheduled to attend Skills Remediation and has not successfully completed the remediation assignment prior to the end of the course, the student will carry a grade of Incomplete (I). Once the student has demonstrated proficiency in the competency in question during Skills Remediation, the assigning faculty member will change the grade (which is based on the student's actual attendance and performance in the class, and will not include the student's Skills Remediation performance) and submit the grade change.

Skills Remediation Attempts

Students will be allowed up to three attempts to achieve proficiency in a single competency. If a student fails to show proficiency after three attempts, or has carried an Incomplete for more than nine weeks, the student will be required to meet with the dean of academic engagement and administration (NY), director of education (CA and TX), or managing director (SG).

Statement of Academic Freedom

Faculty members shall be free to teach course information without regard to censorship or any other artificial restraints on free inquiry and learning. Faculty members shall be restricted to dealing with course materials in the classroom environment and shall not use the classroom as a basis for the transmission of information outside of their assigned courses. They shall, however, be free to discuss any controversial issues dealing with their courses without the fear of reprisal, provided the discussions are related to subjects taught.

The CIA has developed standard course materials that faculty members are expected to teach. Faculty members are encouraged to present individual views and alternative materials as a means of supplementing, but not replacing, that standard course material.

Academic freedom in the CIA shall not be deemed to permit or condone denigration or demeaning criticisms of other faculty members, staff members, students, the CIA, its programs, or the foodservice and hospitality industry.

Freedom of individual conscience, association, and expression shall be encouraged and fairness of procedure shall be observed both to safeguard legitimate interests of the CIA and to exhibit by appropriate example the basic objectives of a democratic society.

Supervised Alcohol Tasting

With three exceptions, public consumption of alcoholic beverages in CIA-owned and -operated facilities and properties is strictly prohibited. The exceptions are as follows: when consumption is part of the course within the classroom, during specifically approved college functions, and in the CIA's public restaurants and cafés. The legal drinking age in New York, California, and Texas is 21, and laws governing the sale and service of alcoholic beverages are observed at all CIA campus locations.

The possession, solicitation, sale, and/or use of illegal drugs are unconditionally prohibited. Violations will result in suspension and possible dismissal from the college.

At the CIA Singapore, rules and regulations pertaining to this section will be enforced under Singaporean law.

Technical Standards

The mission of The Culinary Institute of America is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. Contemporary culinary, baking and pastry, and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by a necessary set of skills and professional attitudes. The CIA requires that all students meet certain functions and technical standards that are essential for successful completion of all phases of the education programs, and that reflect industry requirements and standards.

To participate in and successfully complete the CIA's degree, certificate, and/or non-credit programs, each student, with or without reasonable accommodations, must be able to:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
 - a. Work in a refrigerated classroom.
 - b. Lift and transport food, including hot food, as well as other culinary or baking product, equipment, small wares, and utensils.
 - c. Lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated.
 - d. Safely pour and serve liquids and beverages, including hot liquids.
 - e. Safely handle hot foods such as pulled sugar or other items coming out of a heat source.
 - f. Safely use knives for food preparation as well as other commercial cooking, baking, or serving utensils.
 - g. Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping.
 - h. Follow and maintain the National Restaurant Association's ServSafe[®] sanitation standards for safe food handling.
 - i. Safely and effectively operate standard commercial cooking and foodservice equipment.
 - j. Participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously.
 - k. Test and evaluate food and beverage products.
 - l. Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical exam.
 - m. Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products.
 - n. Handle and bake/cook using different flours—including all grains—as well as chocolate, fruits, and nuts.
2. Attend and actively participate in all classroom courses.
3. Attend and actively participate in production kitchen classes; instructional kitchen classes; dining room, café, and/or laboratory classes; and externship, for a minimum of seven consecutive hours per session, noting that those sessions may start at different hours of the day.
4. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests, and employers. Examples of relevant communication activity include, but are not limited to:
 - a. Use of effective verbal and/or nonverbal communication skills
 - b. Effective utilization of the English language
 - c. Ability to interpret communication from other people and respond in a professional fashion
5. Have the ability to meet and perform sufficiently all course objectives that are essential in all classroom, laboratory, dining room, café, externship, and kitchen courses. Examples of relevant cognitive ability include, but are not limited to, the ability to:
 - a. Learn and benefit from the college's curriculum.
 - b. Follow directions.
 - c. Reason and perform independently.
 - d. Process information accurately and thoroughly and prioritize tasks.
 - e. Demonstrate skills of recall using both long- and short-term memory.
 - f. Apply knowledge.
 - g. Perform mathematical computations.
 - h. Write essays, reports, and research projects as well as complete other college-level writing assignments.
 - i. Demonstrate the conceptual, integrative, and analytical skills necessary for problem solving and critical thinking.
6. Have the emotional stability, as well as the behavioral and social attributes, required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments, and at externship locations. Examples of relevant activities include, but are not limited to, the ability to:
 - a. Develop professional working relationships with classmates, instructors, guests, employers, and others.

- b. Function effectively under stress and regulate one's own emotional reaction.
 - c. Adapt to multiple situations and perform multiple tasks.
 - d. Adhere to the college's Student Code of Conduct.
 - e. Exercise sound judgment.
 - f. Focus and maintain attention on tasks.
 - g. Self-manage medical or emotional conditions.
7. Have the ability to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to others in all environments on campus, and during externship and other college-sponsored trips.

Temporary Medical Condition

Due to essential hygiene reasons and the safety of oneself or others, students who have a medical condition requiring a hard or soft cast on an upper or lower limb, a sling, or the use of crutches will not be permitted in culinary, baking, pastry, or table service classes.

Students who have any other temporary medical condition that significantly affects mobility or normal stride, prevents the wearing of required footwear, or causes restricted vision will not be permitted in culinary, baking and pastry, or table service classes.

In addition, any splint, cast, sling, boot, brace, or wrap that affects the ability to receive first aid treatment to the covered body part in cases of cuts or burns would also prohibit the student from participating in the above classes.

When the student's condition is fully healed, the student must present signed documentation from a health care provider indicating permission to resume culinary, baking, pastry, or table service classes to Health Services (NY), the assistant director of student life (CA), the manager of student services (TX), or the managing director (SG).

If a currently enrolled student cannot remain in a class at the time of the injury, the college may withdraw the student from the class. If a student is unable to resume any courses, that student will be withdrawn for that semester.

Transcripts

Students are encouraged to keep a personal record of their grades. Official transcripts, bearing the CIA seal and authorized signatures, will be sent at the student's request to prospective employers or to a college where the student has applied for admission. Digital and/or hard copy transcripts are issued from the Registrar's Office after the student submits a request online at Parchment.com. There is a fee for official transcripts.

Undergraduate students can view and print their unofficial transcripts at no charge at CIA Main Menu—the student portal. Graduate students can request a free copy of their unofficial transcript by e-mailing registrar@culinary.edu.

Transfers Between Campuses

In some instances, a currently enrolled student may seek a transfer of studies to a different CIA campus in the U.S. The following procedure has been established so that each case may be considered on an individual basis.

The student must submit an online request for transfer that will be routed to the appropriate department at the target campus. For transfers to the California campus, the application will be reviewed by the senior career and academic advisor; for transfers to New York, the director of career and academic advising; and for transfers to Texas, the assistant director of academic and career support.

The request will be reviewed and given consideration based on the following conditions:

- Space is available at the target campus;
- The student has completed at least one semester of study, and at least one semester of study remains prior to anticipated graduation;
- The student must have a cumulative grade point average of at least 2.0;
- The student's learning track will not be interrupted in a way that will interfere with the student's academic progress;
- The student will be responsible for any makeup and re-registration fees;

- The student does not have any unresolved probationary or disciplinary issues; and
- The student is in good financial standing.

Students are allowed only one transfer opportunity during their degree pursuit. Students may not retake any class in which they have previously received a final grade according to [Repeating a Course](#).

Attendance records will carry over from one campus to the other and will be considered along with academic progress.

A student who has withdrawn or who is on a leave of absence may also be considered for transfer to another campus if the request is made within one year of the original leave. Otherwise, the student will be required to apply for readmission to the new campus.

Once all criteria are reviewed, the student will be notified of the transfer decision by the senior career and academic advisor at the California campus, director of career and academic advising in New York, or the assistant director of academic and career support in Texas.

Web-Based Learning

The college employs Moodle as its web-based Learning Management System. Students and faculty use a secure password to easily access the CIA Moodle environment both on and off campus. The page design of Moodle is responsive and accessible on most web-enabled devices. Moodle provides access to all posted course material and support content such as recipe manuals, syllabi, assessment rubrics, lecture notes, and presentations. All content can be accessed anytime by students or faculty.

The Learning Management System provides faculty and students with features that enhance learning online and in the classroom. This includes meaningful discussions, interactive glossaries, student-led wiki spaces, and tools for digital storytelling. Moreover, faculty posts assignments and grades within the system and can directly communicate with students enrolled in the course.

The Moodle system is just one of many online applications available to enrich the students'

educational experience. For information on other web-based resources and capabilities, please see [Technology on Campus for Students](#).

Withdrawal from the CIA—Undergraduate and Graduate

Withdrawal from the CIA is granted when students anticipate that they will not be returning to the college. Students are required to make a request for withdrawal to the Center for Career and Academic Advising either in person or in writing via e-mail from their CIA-issued e-mail address. Students who withdraw from the CIA after the add/drop period will be assigned a non-punitive grade of "W" or a punitive grade of "WF" depending on the time of the withdrawal within the semester. This applies to all courses for which they are registered. In addition, students will be placed on withdrawal at the time that a requested leave of absence exceeds 180 days, or if they do not continue attending classes and have not received approval for a leave of absence in writing.

After a withdrawal, students are responsible for any curriculum modifications that occurred during their absence, even if they were already beyond that point in the curriculum. Students at the U.S. campuses will be charged tuition and fees based on the college's Withdrawal Refund Policy for the appropriate campus, found in the Tuition and Fees section. If a student has federal loans, once the student withdraws, repayment of loans may begin within six months. CIA Singapore students should contact SIT regarding any applicable charges.

Students who encounter a serious medical problem that prevents them from continuing to attend classes must immediately request a withdrawal from the appropriate department:

- New York campus—Student Affairs Office (Health Services or Counseling and Psychological Services)
- California campus—Student Affairs Office
- Texas campus—Student Affairs Office
- CIA Singapore—Managing Director's Office

Policies

The policies described here and outlined in the *Student Handbook* specific to the student's campus have been established to enhance each student's overall educational and social experience at the CIA.

About This Catalog

This catalog does not constitute a contract between the college and its students on either a collective or individual basis. An enrollment agreement, signed by the student, constitutes a contract between the CIA and that student.

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered.

Changes in policies or programs will be provided as an addendum to the catalog in August and December.

The information contained in this catalog is true and correct to the best of the college's knowledge.

California Campus

Any questions a student may have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, 916-431-6959, or fax: 916-263-1897.

Alcohol and Drugs

The Culinary Institute of America is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances.

The CIA prohibits:

- The unlawful use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any non-prescription drugs or controlled substances on its owned, operated, or controlled property or any other location,
- Possession of drug paraphernalia,
- The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages,
- Unlawful behaviors involving alcohol, drugs, or controlled substances including, but not limited to, underage drinking, public intoxication that impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, or using false identification,
- The unlawful use, purchase, and distribution of medication including, but not limited to, prescription and over-the-counter medications,
- The reckless or intentional a) acts that endanger mental or physical health, or b) conduct that creates a substantial risk of injury, to a person in the course of initiation or affiliation with any organization, club, or institution, and
- Any activities involving the forced consumption of alcohol or drugs, including activities encouraging consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time.

The CIA imposes sanctions for illegal alcohol or drug use and violation of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

The Alcohol and Drug Policy may be found in the *Student Handbook* and on the consumer information page at www.ciachef.edu/consumer-information, and the full policy is disclosed annually to students and staff.

Campus Climate and Inclusiveness

The Culinary Institute of America is committed to providing an encouraging, safe, and inclusive campus and classroom experience for all students,

faculty, staff, and guests. The CIA welcomes and is enriched by ideas, cultures, and personal identities of the campus community. Inclusiveness and respect align with the mission of the CIA and allow the college to support a diverse society as well as a diverse foodservice and hospitality industry.

All members of the CIA community are responsible for contributing to a campus environment where everyone is encouraged, is valued, and receives fair and equitable treatment, regardless of personal expression, identity, belief, and status.

Computer and Network Usage Policy

The use of The Culinary Institute of America's network and computer systems by any party should always be legal, ethical, and consistent with the CIA's mission. The CIA grants access to its networks and computer systems subject to responsibilities and obligations set forth in this Computer and Network Usage Policy and subject to all local, state, and federal laws. Should it be determined that network or computer activity being generated from any user or user's device is drastically inhibiting or interfering with the performance of the CIA's network and computing resources, the CIA reserves the right to immediately terminate that user's access and devices without notice.

Users of the CIA network and computing resources must realize that receiving access is a privilege provided by the CIA and should be treated as such. Enforcement of this policy and established procedures for all CIA campuses will benefit all users.

The full CIA Computer and Network Usage Policy may be viewed from the Policies and Procedures page (under Campus and Student Life) at CIA Main Menu.

Harassment, Sexual Misconduct, and Discrimination Policy Statement

The Culinary Institute of America (CIA) is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of harassment (which includes sexual misconduct and sexual harassment) or discrimination; all are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Culinary Institute of America prohibits harassment against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin, or any protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

Members of the CIA community, guests, and visitors who believe that he or she has been or is being subjected to a form of harassment is strongly urged to use the resolution procedures described in this policy.

The Culinary Institute of America's Harassment, Sexual Misconduct, and Discrimination Policy is consistent with Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Genetic Information Nondiscrimination Act of 2008, and other applicable state or federal law. In some instances, this policy will be amended to extend beyond federal protections when state laws or statutes (such as California's Leonard's Law) provide compelling reasons to do so.

Complaint, Reporting, and Resolution Procedures

Procedures for reporting, filing a complaint and resolution are outlined in the Harassment, Sexual Misconduct, and Discrimination Policy, which can be read **in its entirety** at www.ciachef.edu/consumer-information on the Consumer Information page.

Notice of Nondiscrimination

The CIA is committed to providing a campus environment free of discrimination and harassment. The Nondiscrimination Statement can be found on the Consumer Information page at www.ciachef.edu/consumer-information.

Student Code of Conduct

Students are responsible for becoming familiar with the CIA's policies and regulations governing student life. The Student Code of Conduct promotes the necessary order, safety, and security of the CIA community and safeguards the individual and collective rights of everyone on campus. Actions by individuals or groups that interfere with the orderly functions of the college or actions that endanger any member of the community will not be tolerated. The CIA requires students to conduct themselves in ways that exemplify the mission statement of the college and to follow the policies described in the *Student Handbook*.

Student Complaints Policy and Procedures

The Culinary Institute of America (CIA) has established processes for use by students to make complaints; for the timely, prompt, and equitable review, investigation, resolution, and appeal of such complaints; for communications with students who make complaints; and for related record-keeping. The CIA requires students first to try informal means to resolve their concerns with the appropriate CIA employee. If the outcome is not satisfactory, students should use the appropriate channel available under the Student Complaint Policy for the type of complaint to be addressed. The CIA will communicate the results of its review of a complaint

with the student in a timely manner, within 60 days of receipt of the complaint. The CIA complies with related periodic reporting requirements. The CIA Student Complaint Policy does not govern student complaints about grades or student conduct; these are governed by the Student Code of Conduct and academic policies.

Students in the online Master's of Professional Studies program (except those living in California) wishing to pursue a complaint about the online MPS program must first follow the usual CIA Student Complaint Policy. In the event that the complainant is not satisfied with the outcome, a complaint (excluding those about grades or student conduct matters) may be appealed within two years of the incident to the State Authorization Reciprocity Agreement (SARA) portal entity in the CIA's home state of New York at the following:

Supervisor, Higher Education Programs
New York State Education Department
89 Washington Avenue
Albany, NY 12234
518-474-1551
IHEauthorize@nysed.gov

Students of the online MPS program residing in California should follow the usual Student Complaint policy as described above.

For information on the Student Complaint Policy, including notices with instructions for filing complaints with higher education authorizing entities in California, New York, and Texas, visit the consumer information page at www.ciachef.edu/consumer-information. The student may also contact the Title IX Coordinator and Legal Advisor with any questions.

Student Questions

Many times when students have a question, they can resolve it on their own by speaking with the party involved. If, however, after speaking with the student or employee about the question, a student does not feel the matter is addressed, or if a student has a question about an administrative process or procedure, the student may see the following college officials:

Civil Rights Questions

Refer to the full text of the Harassment, Sexual Misconduct, and Discrimination Policy on the Consumer Information page at www.ciachef.edu/consumer-information. (All U.S. campuses)

Curriculum and Faculty Questions

- Deans—Education (NY)
- Director—Education (CA)
- Managing Director (SG)
- Associate Dean—Degree Programs (TX)

Financial Questions

- Director—Student Financial Planning in Hyde Park, NY (All U.S. campuses)
- SIT (SG)

Registration and Course Scheduling Questions

- Center for Career and Academic Advising in Hyde Park, NY (All U.S. campuses)
- Associate Registrar (CA)
- Student Services Manager (TX)
- Managing Director (SG)

Residence Life Questions

- Associate Dean—Housing Operations (NY)
- Residence Life and Housing Coordinator or Assistant Dean—Student Affairs (CA)

General Student Questions

- Vice President and Dean—Student Affairs in Hyde Park, NY (All U.S. campuses)
- Associate Dean—Student Affairs and Residence Life (NY & CA)
- Associate Dean —Campus Life and Student Development (NY)
- Assistant Dean—Student Conduct (NY)
- Assistant Dean—Student Affairs (CA)
- Managing Director (SG & TX)

For information visit the Consumer Information page at www.ciachef.edu/consumer-information.

Student Responsibility

The Culinary Institute of America provides a realistic learning environment for each of its students.

Students will be required to participate in a variety of "hands-on" experiences on and off campus, consistent with training in the culinary arts, baking and pastry arts, or food and beverage field. All CIA students assume the risks and responsibilities inherent in the educational process.

Observation and application experiences may at times involve dangers and hazards to which professionals in the foodservice field are exposed. The CIA assumes no responsibility for any of these risks. However, we do attempt to provide a safe environment and to instruct students in safe practices and procedures. None of us are immune to injury in the course of our daily lives, work, or field of study, so students should conduct themselves with due and reasonable care in their actions.

If a particular educational experience is a course, degree, or certificate requirement, or a voluntary extracurricular activity, students must decide whether or not to participate and expose themselves to its possible hazards. If a student chooses not to participate in a required activity, however, the student may fail to satisfy the course, degree, or certificate requirements. Students may wish to discuss the risks noted above with the faculty or staff supervisor of the activity in which they are participating.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") is a U.S. federal law that protects the privacy of student education records and gives students who reach the age of 18 or attend a postsecondary institution the right to inspect and review their own education records.

The Privacy of Education Records-Family Education Rights and Privacy Act (FERPA) can be found on the Consumer Information page at www.ciachef.edu/consumer-information.

Weapons Policy

The Culinary Institute of America is committed to maintaining a safe and secure environment that is free of violence. This obligation includes eliminating recognized hazards from the campus community that may contribute to violence or serious harm.

No individual (student, staff, or faculty member or member of the general public) is permitted to bring a weapon or replica of a weapon of any kind onto U.S. college properties. Additionally, no student, staff, or faculty member may carry a weapon or replica of a weapon of any kind during college business travel. A weapon includes any device defined in this policy that in the manner used or intended is capable of producing death, harm, intimidation, or bodily injury to a person or property. This policy applies to all situations, whether the weapon is licensed or not. Only law enforcement officials acting within their official capacity shall be considered exempt from this policy.

Weapons:

Weapons include but are not limited to knives, firearms or guns (including starter pistols, paintball guns, and guns that shoot projectiles such as pellets, BBs, and airsoft beads), machetes, bombs/explosives, ammunition, slingshots, clubs/bludgeons, chuka sticks/martial arts weapons, plastic or metal knuckles, electronic devices intended to stun or incapacitate (e.g., Taser), and bow and arrow combinations (including crossbows).

Exceptions:

- a. A firearm or other weapon in the possession of a law enforcement officer who is authorized to possess same, either on or off duty, by the employing law enforcement agency.
- b. Kitchen knives and other kitchen-related equipment used to support the educational process.

Questions may be directed to the director of campus safety or the director of compliance. The full CIA Weapons Policy, including procedures for reporting incidents, may be viewed from the Policies and Procedures page (under Campus Resources) at CIA Main Menu.

Student Life and Services

The Culinary Institute of America strives to provide a quality of life at each of our diverse campuses that helps students grow both personally and professionally. Additional information about Student Life and Services can be found in the *Student Handbook*.

Except where noted otherwise, the information in this section pertains to the CIA's **three U.S. campuses only**. All student services at the CIA Singapore are provided by its partner university, the Singapore Institute of Technology, and more information about these services can be found at www.singaporetech.edu.sg.

Advancement

CIA Advancement includes areas of development such as alumni relations, industry and community partners, individual and planned giving, annual giving, gift-in-kind, government and foundation relations, special events, and donor relations and stewardship. The department is committed to developing and deepening relationships to strengthen pride, inspire participation, and increase financial support among stakeholders of the CIA, including alumni, members of the Board of Trustees, Fellows, friends, corporations, foundations, and government entities.

For more information, please contact us at 845-451-1401 or advancement@culinary.edu, or visit www.ciagiving.org.

Alumni Relations

Since 1946, The Culinary Institute of America has greatly expanded its programs both within the college and with its alumni constituency, with a clearly defined purpose: to create and maintain the premier college for culinary education. In the process, the CIA Alumni Network has grown to more than 50,000 professionals working in all areas of the foodservice, beverage, and hospitality industries throughout the U.S. and the world.

As a part of CIA Advancement, The Statler Alumni Relations Office focuses on integrating CIA alumni

into regional and national programs that benefit their professional growth and provide support for the college, both academically and financially. CIA alumni are involved in virtually every area of college advancement, including recruitment, admissions, student mentoring, career placement, fundraising, regional receptions, and other special CIA presentations.

The CIA welcomes graduates as members of the CIA Alumni Network and its online community, located at www.ciaalumninetwork.com. The college offers alumni lifelong access to career placement assistance and continuing education programs to keep them updated on colleagues and new programs, activities, and industry advancement. Upon graduation, new alumni are issued an alumni pin, as well as an ID card that qualifies them for discounts in CIA restaurants, on certain continuing education courses and conferences, on alumni merchandise, and in the Spice Islands Campus Store and Marketplace at the CIA's California campus. The CIA's Alumni Weekend and other regional alumni receptions are held throughout the country and bring graduates together to build camaraderie and provide an outlet for social and business networking.

The office staff encourages alumni and students to reach out at 845-451-1401 or alumni@culinary.edu, or to visit www.ciaalumninetwork.com. Connect with us on Facebook at CIAAlumniNetwork.

CIA Cares

CIA Cares is a platform where instructors, career and academic advisors, and other support network team members work directly with students to update academic status, recommend services or events that support goals, and even send kudos for outstanding performance. Contacting and scheduling appointments with success network team members, including peer and professional tutors, through CIA Cares is available 24 hours a day, 7 days a week.

CIA Mentor Program

Coordinated by the college's [Center for Career & Academic Advising](#), the CIA Mentor Program is a voluntary program designed for the benefit of students who want to enhance their educational

experience to the fullest. It provides students with additional guidance and structure as they pursue their career goals.

In this program, enrolled students have an opportunity to connect with a mentor—an experienced CIA graduate or industry leader with strong ties to specific segments of the hospitality field. The mentor acts as a role model to demonstrate the positive results of pride, professionalism, and hard work, and can help a student determine which area of the industry the student is best suited for or most interested in pursuing. Mentors can also help introduce students to the wide network of CIA alumni and other professionals in the field.

Center for Career and Academic Advising

Employing a comprehensive, holistic, and personalized approach, the CIA Center for Career and Academic Advising helps students evaluate their many potential academic and career options. The Center's staff serves CIA students in the exploration of life goals, vocational and long-term career goals, and selection of academic programs, as well as the selection and scheduling of courses. See [Contact Information](#) to contact Center staff by phone or e-mail. See also the [Student Handbook](#).

Academic Advising Services

The Center for Career and Academic Advising serves as a resource for students as they progress through their education. Committed to supporting students' individual educational goals and enhancing their learning experiences at the CIA, the Center's staff provides students with detailed course information and refers them to various support services on campus as needed. They can also help students with:

- Academic advising for the associate and bachelor's degree programs,
- Questions about transferring credits to the CIA,
- Understanding all of the options and opportunities in the degree programs, and
- Learning about the financial benefits of Fast Track.

Career Services

A CIA education offers students unparalleled career opportunities. The Center for Career and Academic Advising is dedicated to providing CIA students and graduates of its degree and certificate programs with the tools needed to effectively manage their career progression, from foundational experiences through pinnacle positions. Students are assigned an advisor, who will work with them to prepare for their externship and their post-graduate job search. The relationship does not end at graduation—CIA alumni enjoy free, lifelong assistance.

Externship

All students (except [Hospitality majors](#)) will complete an externship in their program of study. This course is a full-time commitment of 14 consecutive weeks or 550 hours of applied full-time work experience at a single CIA-approved location. Kitchen and academic course work will prepare students to successfully execute their job functions, and the Center for Career and Academic Advising staff will provide students with the tools to successfully conduct a professional job search. Students will be registered for an Externship/Internship Orientation that will provide instruction on creating a résumé, doing career planning, building interview skills, conducting a job search, and other topics. Students will put these tools to use as they secure their own externship site. Before students enter their junior year, they have created a résumé, conducted a job search, successfully interviewed, and have been employed in the industry—valuable experiences that will be put to use throughout their careers.

For more information about the externship, please see [Externship](#).

Career Advisement and Resources

Following externship and continuing after graduation, students have the opportunity to work one-on-one with a Center advisor to reassess career goals, update their résumé, build their professional network, and conduct their post-graduate job search. Students and alumni have access to the college's web-based job board and career management tool. The Center receives more than 400 job postings each month for a variety of hospitality positions, from employers who specifically want to hire CIA graduates.

Career Fair and Recruiting

The Center for Career and Academic Advising hosts three Career Fairs at the New York campus each year and Career Networking Days at the California and San Antonio campuses, allowing students direct access to network and interview with potential employers. In addition to these events, the Center hosts on-campus recruiting visits throughout the year. These visits bring representatives from major hotels, resorts, restaurants, restaurant groups, magazines, companies specializing in research and development, and others, with a wide variety of potential jobs and externships for our students and graduates to the three U.S. campuses.

The Center's staff strongly encourages early and ongoing involvement with the activities and resources it provides to maximize opportunities for making informed externship and employment decisions. While the college vigorously pursues job placement for graduates, placement is not guaranteed.

Disability Services

The [Learning Strategies Center/Library Learning Commons](#) also houses Disability Services. We believe that students with disabling conditions improve the diversity and vitality of the student body. As such, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Disability Services function of the Learning Strategies Center is dedicated to ensuring that disabled students have equal access to all programs and curricula. Additional information and forms can be found on the student portal (CIA Main Menu) by selecting Academic Services and Support, and then Library Learning Commons.

The LSC/LLC will assist qualified students in attaining reasonable accommodations and support services. The disability support specialists are available to discuss students' specific needs in the classroom, kitchen, and residence hall. Reasonable accommodations may include readers, note-takers, priority seating, enlargement of notes, tape recording a lecture, audio books, interpreters, testing accommodations, assistance with lifting, priority registration, or residence hall accommodations. Accommodations depend on the student's documentation and specific functional

limitations. After reviewing the documentation and interviewing the student, a disability support specialist will determine and recommend appropriate accommodations for each student's course of study.

It is the responsibility of students to initiate a request for services and remain involved as committed learners who have taken charge of their own needs. Due to confidentiality laws governing institutions of higher education, students must disclose their disability with the Office of Disabilities to request accommodations from each instructor and/or other staff members and departments on campus. Students with disabling conditions who desire accommodations for a class, quiz, midterm, or final exam must request the accommodations with the Office of Disabilities for every instance. Students should notify instructors of their disability and need for accommodations during the first week of class.

Dietary Restrictions

Understanding that some students may have medical restrictions—including food allergies and sensitivities—that affect their diet, the college's Disability Services staff is available to assist in addressing these limitations as they apply to the technical requirements of the curriculum. Students must provide medical documentation of their dietary restriction to the necessary staff members. For information about reasonable accommodations for class assignments, product handling, and/or student dining options as related to medical dietary restrictions, please [contact](#) the Disability Services Department.

Learn more about facilities and services for students with disabilities at www.ciachef.edu/consumer-information.

Health Services

Health Insurance

The CIA has incorporated a mandatory annual student health insurance plan through United Health Care beginning September 1, 2022. The plan is offered to all domestic and international fulltime students. Domestic students may waive out of the health insurance plan by providing proof of current, comparable health insurance coverage through a

family or individual plan. International students are not eligible to opt out and must enroll in the plan offered by the CIA. Cost of insurance for students starting in the Spring or Summer semester will be pro-rated accordingly. For more details about coverage and enrollment, please contact Haylor, Freyer, & Coon at (866) 535-0456 or email student@haylor.com

Personal Health Resources

Students should check with their insurance provider for a list of physicians or care providers in the area where they will be attending the CIA who accept the insurance. Students who need medical insurance can go to the online Health Insurance Marketplace in their permanent state of residence to get coverage.

Student Health Services

For additional information, see the *Student Handbook*.

New York Campus

The CIA provides the services of a registered nurse for illness, injuries, vaccinations, and health education at the Hyde Park campus from 7 a.m. to 8:45 p.m. on weekdays when classes are in session. After hours, the Nurse Response Assistance line is available from 9 p.m. to 7 a.m. weekdays, and 24 hours on Saturdays, Sundays, days with no classes, and some holidays. A physician assistant is available twice weekly at a nominal fee. The cost of prescriptions, off-campus doctors, urgent care or emergency room visits, and hospitalization is the student's responsibility.

California Campus

The CIA at Greystone does not provide on-campus medical services. Care is provided through off-campus practitioners; referrals can be provided upon request. In emergency situations, students should contact the Office of Safety and Security. Injured students are reviewed by the Office of Safety and Security and then given first aid or referred to a local medical facility for treatment.

Texas Campus

The CIA, San Antonio does not provide on-campus medical services. Care is provided through off-campus practitioners. The director of education can

assist with local referrals to primary care facilities, some of which are within walking distance of the college.

Learning Strategies Center and Library Learning Commons

The Learning Strategies Center/Library Learning Commons is the hub of academic support on campus. Services offered through the Learning Strategies Center/Library Learning Commons support all phases of the learning process:

- Reference librarians provide assistance with research on class assignments and other scholarly endeavors.
- Tutors offer one-on-one sessions and lead workshops covering some of the most challenging class material.
- An area is set aside as a knife skills and piping practice area with peer tutors standing by to offer guidance as needed.
- A testing area provides a comfortable, quiet space for students who require accommodation or need to take a make-up test.

Assistance with academic areas may take the form of peer tutoring, supplemental practice materials, content workshops, and study strategies. The LSC/LLC also assists students with basic skills such as knife cuts and piping—all services can be offered on campus or virtually.

Tutoring

Tutoring services are open to all CIA students. In addition to one-on-one tutoring, the tutoring center offers a number of workshops designed to support students in some of the more challenging classes. Online tutoring is also available for all students.

Library

New York Campus

The Conrad N. Hilton Library at the Hyde Park, NY campus houses a collection of more than 85,000 print volumes, 1,200 DVDs and streaming videos, 150 periodical subscriptions, and more than 80

research databases containing over 24,000 e-journals and e-magazines. While there is a strong specialization in the culinary field, the collection also includes a generous selection of liberal arts materials that support the college's ever-expanding educational programs. Additionally, the library is the site of the CIA's archives and special collections of historical menus and rare books. Reference librarians are available to help with research in person as well as by phone, text, e-mail, and online chat. Furthermore, the library presents a variety of course-specific information literacy workshops to teach students the most effective ways to conduct research and access library resources.

The Library Learning Commons, located within the library building, includes a variety of workspaces equipped with technology to support a diverse range of learning activities. Students have many opportunities to practice and enhance their academic and hands-on skills, as well as develop study, test-taking, and time management strategies.

California Campus

The Margie Schubert Library on the CIA at Greystone campus is located on the third floor of the main building adjacent to the Teaching Kitchen. Students may borrow books from the Greystone collection through the checkout binder located on the computer kiosk next to the door. As a general rule, books need to be returned within two weeks.

Students may also borrow materials from the St. Helena Public Library, which has an outstanding collection of wine books. Students who wish to utilize the public library in St. Helena are welcome to sign up for a library card either online or in person; there are no fees. The St. Helena Public Library is located 1.2 miles from the CIA at Greystone and is accessible by walking or by public transit.

In addition, students are granted access to the collection of databases and online resources provided through the Conrad N. Hilton Library on the New York campus simply by signing in with their student account information. Students may also request items from the Conrad N. Hilton Library on the New York campus. Books are shipped and arrive within a couple of days. The Greystone library staff will ship them back to the main campus for students.

The Margie Schubert Library is also home to the Learning Strategies Center/Library Learning Commons, whose staff provide tutoring services to all students as well as testing accommodations and disability services to those students who qualify for these services.

Texas Campus

The CIA San Antonio's 2,338-square-foot campus library, located on the third floor, includes a collection of more than 6,400 cataloged books, as well as computer workstations that allow access to the electronic resources available through libraries at all CIA campuses. Students may also request materials from the Conrad N. Hilton Library on the New York campus.

The library is also home to the Career Services Office and Learning Strategies Center/Library Learning Commons, which provides tutoring services, testing accommodations, and disability services.

CIA Singapore

Students at the CIA Singapore have access to the state-of-the-art, 11-story Temasek Polytechnic Library which provides a wide range of resources, services and facilities. The library's collections include print and electronic books, journals, online databases, audio-visual materials, and online videos. Moreover, the Temasek Polytechnic Library has three customized zones spread out over six floors that cater to different learning styles for individual and group study.

Temasek Polytechnic Library staff is available to help students use the library's services and resources effectively. The library also conducts face-to-face and online workshops on searching online databases, citing references, and evaluating resources.

CIA Singapore students can also access the online databases of the Singapore Institute of Technology as well as the online resources of the CIA's Conrad N. Hilton Library. Hilton Library staff is also available to provide research assistance via email or web conferencing.

Personal Counseling and Mental Health Resources

Personal difficulties and emotional stress can affect a student's quality of life and ability to succeed. Speaking with a trained, objective professional can increase self-awareness and help students build better coping strategies.

Students who are already under the care of a psychiatrist and/or therapist may want to transfer their care to local resources in order to have appropriate support during their time at the CIA. Services vary depending on the campus the student is attending, as follows:

(For additional information, see the *Student Handbook*.)

New York Campus

The Counseling and Psychological Services (CAPS) Office provides confidential personal counseling to CIA students at the Hyde Park campus free of charge. Services include individual counseling or "talk therapy," crisis intervention, support, and educational programs. The office also provides referrals to specialized services off campus, including psychiatry.

The CAPS Office is accredited by the International Association of Counseling Services (IACS) and staffed by licensed therapists who can assist students with personal, social, emotional, and substance-related concerns. Examples of concerns students bring to counseling are adjusting to college, relationship matters, lack of confidence, stress, anxiety, and depression.

The mission of the CAPS Office is to help students succeed at the CIA. They know the fast pace of student schedules and offer solution-focused interventions—such as cognitive-behavioral therapy—that can be beneficial.

Therapists abide by federal and New York State laws and professional ethics to ensure students' personal information is protected. CAPS visits are not part of a student's academic record.

Telephone consultations, to plan for a student's support needs, are available for students and parents prior to arriving on campus. Call 845-905-4241 to schedule a consultation.

California Campus

The CIA at Greystone provides confidential personal counseling services for currently enrolled students, free of charge. A full-time licensed therapist and a part-time licensed therapist are available for individual counseling and crisis intervention. Off-campus referrals can also be provided for specialized psychiatric services as needed.

Counseling services are focused on providing support for a student's success. It is natural for a student to struggle with personal or emotional challenges, and to seek support to cope effectively and grow in self-awareness. Some examples of concerns that students bring to counseling are: adjustment to college, relationship conflicts, loss of a loved one or relationship, stress, anxiety, depression, low self-esteem, and substance-related issues. Counseling services can assist students in improving skills in such areas as stress management, problem-solving, relaxation techniques, assertive communication, healthy coping, and cognitive-behavioral change.

Therapists abide by federal and California State laws and professional ethics to ensure a student's personal information is protected. Counseling appointments are not part of a student's academic record.

To schedule a counseling appointment or a consultation, students can call 707-967-2443. Students experiencing a mental health crisis after hours should contact Napa County 24-Hour Crisis Center at 707-253-4711 or proceed to the St. Helena Hospital emergency room for a psychiatric evaluation.

Texas Campus

CIA San Antonio students should check with their insurance provider for a list of therapists and/or psychiatrists in Bexar County who accept their insurance.

Students who are experiencing a mental health crisis should contact Bexar County Mental Health, which

can be reached at 210-207-2581, 24 hours a day. Students may also call The Center for Health Care Services at 210-223-7233; 24-hour Crisis Care Helpline: 1-800-316-9241.

Residence Halls

The CIA offers on-campus housing at its Hyde Park, NY and St. Helena, CA campuses.

New, first-time students are guaranteed assignment to a residence hall provided the college has received their housing application by the priority deadline of at least 60 days prior to their entry date. Information about the housing application is included in the registration packet sent to students following their admission to the college. All new and returning students must complete the on-campus housing request form located on CIA Main Menu (the CIA student portal). Please note that there are no on-campus accommodations for married couples. The college reserves the right to close the residence halls and require students to vacate the halls during school vacation periods, including bachelor's degree program breaks.

For more information about living on campus, see the [Student Handbook](#).

New York Campus

The college maintains on-campus residential facilities, providing housing for more than 1,700 students. Four residence halls, six Adirondack-style lodges, and 20 townhouses help meet student demand for housing on campus, and the college's goal of providing accommodations for all students requesting housing.

Occupancy in all residence halls include single-, double-, triple-, or quadruple-occupancy rooms with private or shared bath. Residential housing is a privilege, and students are expected to adhere to college behavioral standards and be cooperative members of the residential community.

The pricing of campus housing for each semester varies with the type of accommodation, but includes all utilities, laundry facilities, and wireless Internet. There are no large security deposits required. All rooms are furnished with a desk, chair, dresser, wardrobe or closet, and bed for each student.

Rooms are also air-conditioned and equipped with a provided MicroFridge® (microwave/refrigerator combination unit).

Additional amenities in the residence halls include common lounges, free laundry facilities, computer rooms with equipment and Internet access provided, and kitchen facilities for student use. Trained full-time professionals and part-time paraprofessionals reside in each residence hall, and provide supervision, guidance, and activities for residential students.

California Campus

The CIA at Greystone maintains residential facilities that provide housing for approximately 130 students, both on campus in the Guest House, and at the Vineyard Lodge Housing Center. Vineyard Lodge II, one of two residence halls at the Center, holds LEED (Leadership in Energy and Environmental Design) Gold certification from the U.S. Green Building Council, offering students the chance to live in—and learn from living in—an environmentally conscious facility.

If on-campus housing becomes fully occupied, the CIA may provide off-campus alternatives as a way to meet the housing demands for students. These properties may range from rental houses to executive apartments located at various locations throughout the Napa Valley. Because these properties would be controlled by the CIA, all residence hall rates would be charged to a student's account, eliminating the need for students to contract independently with leasing agents.

Occupancy in the residence halls include single-, double-, triple-, or quadruple-occupancy rooms with private or shared bath. Residential housing is a privilege, and students are expected to adhere to college behavioral standards and be cooperative members of the residential community.

The pricing of campus housing for each semester varies with the type of accommodation, but includes all utilities (including air conditioning) and wireless Internet connections. Amenities also include laundry and a common area with televisions and game equipment. There are no security deposits required. All rooms are furnished with a desk, chair, dresser, wardrobe or closet, and bed for each student.

Rooms are also equipped with a provided MicroFridge® (microwave/refrigerator combination unit). Students are expected to provide their own bedding, sheets, and bath linens. All residence halls are non-smoking facilities.

Additional amenities include a fitness room in Vineyard Lodge II, kitchens for student use in both lodges, and an outdoor patio with grilling area at the Vineyard Lodge Housing Center. Resident assistants reside in all three housing facilities to provide supervision, guidance, and activities for residential students. Full-time security is provided by the Office of Safety and Security.

Off-campus housing is available in the communities of St. Helena, Angwin, Calistoga, and Napa, and can range from \$3,100 per month for a furnished, one-bedroom apartment in St. Helena to \$950 per month for a studio apartment in Napa. Availability of rental housing is very limited due to the rural campus location.

Students interested in off-campus housing should visit the college's website at www.ciachef.edu/ca-off-campus-housing for a listing of current rentals. The CIA offers this listing only as an information service to incoming students and therefore cannot be responsible for rental conditions or negotiations with landlords.

Restaurants and Campus Stores

The Culinary Institute of America operates a family of unique award-winning restaurants staffed by students and faculty in the CIA academic programs. The college also runs The Restaurant at CIA Copia in Napa, CA. All Culinary Institute of America restaurants and stores serve both the campus community and the public.

For menus, hours of operation, and more information about The CIA Restaurant Group, visit www.ciarestaurantgroup.com.

Student Discounts

All CIA students receive a 10% discount at all CIA restaurants at all times, with the exception of The Egg on the New York campus and The Top Table in

Singapore. In all circumstances, the student must be dining with any guests for whom this discount will apply. This discount does not apply to special offers, events, or Special Dining Events programs unless otherwise advised.

New York Campus **American Bounty Restaurant**

With a focus on the seasons and products of the Hudson Valley, contemporary and traditional regional dishes are brought to life at the American Bounty Restaurant in an honest and flavorful way. Rounded out with a first-class American wine list and comfortable, warm service, this casually elegant restaurant sets the stage for an unparalleled dining experience in New York's Hudson Valley.

The Tavern at American Bounty is a casual section of the restaurant where diners can enjoy tavern fare and specialty beers from the Brewery at the CIA. No reservations are necessary for The Tavern experience.

Apple Pie Bakery Café

Featuring baked goods and café cuisine in a relaxed and inviting atmosphere, the café offers everything from savory items to fresh artisan breads and from elegant pastries to luxurious confections that tempt the palate. An assortment of cold and hot beverages completes the café experience. The bakery café offers both a dine-in area and a grab and go takeout area. No reservations are necessary for the Apple Pie Bakery Café experience.

The Bocuse Restaurant

Sleek and strikingly contemporary, this French restaurant is named for the most famous chef in France, Paul Bocuse. The Bocuse Restaurant re-imagines the execution of classic French cuisine through the lens of ultra-modern cooking techniques, brings a new style of casual yet sophisticated service, and offers a breathtaking architectural interior design. With an exceptional French wine list and innovative cocktail program, The Bocuse Restaurant is a unique and exciting world-class dining experience.

Ristorante Caterina de' Medici

Truly authentic regional Italian cuisine takes center stage at Ristorante Caterina de' Medici, a

sophisticated dining room overlooking a stunning herb and rose garden. Dining at this grand Tuscan-style villa is a culinary escape to another world without ever having to leave the beautiful Hudson Valley.

A casual section in the Ristorante Caterina de' Medici, the **Al Forno Trattoria** serves up wood oven pizza and other simple rustic dishes. No reservations are necessary for the Al Forno Trattoria experience.

Craig Claiborne Bookstore

Located on the first floor of Roth Hall, the Craig Claiborne Bookstore offers a wide selection of culinary and non-culinary titles. It also sells a selection of professional cooking and baking equipment, school supplies, health and beauty aids, replacement uniforms, gourmet food, and gift and novelty items from sweatshirts and t-shirts to glassware and souvenirs. Most items in stock are available by mail order. Call 845-452-7648 or visit ciachef.bncollege.com.

California Campus **Gatehouse Restaurant**

In the Gatehouse Restaurant, advanced CIA students transform the freshest regional ingredients such as those from the CIA's own farm and herb gardens into creative contemporary dishes served graciously in a refined yet casual dining room. The experience is orchestrated by faculty-led CIA students in a restaurant classroom, making for a truly unique and memorable dining event.

The Restaurant at CIA Copia

The Restaurant at CIA Copia offers an uncommon experience. The curated selection of wines, beer, and craft cocktails elevate the flavors of each dish. Its sleek and comfortable atmosphere is perfect for a celebratory evening or a go-to hangout with friends. Patrons can have a drink at the bar or grab a couch in the lounge. Whether dining inside, or outside in the Grove, enjoy California Mediterranean cuisine.

The Bakery Café by illy

Located on the main floor of the Greystone building, The Bakery Café by illy offers guests the opportunity to experience coffee and cuisine from two industry

leaders—illycaffè and the CIA. Customers can choose from a variety of sumptuous sandwiches, soups, salads, breads, pastries, desserts, and coffee drinks.

The Spice Islands Campus Store and Marketplace

The campus store and marketplace is located on the first floor of the main building. The Marketplace offers a list of more than 1,300 titles, as well as a selection of professional cooking and baking equipment, school supplies, health and beauty aids, gourmet food and ingredients, and a wide range of gift items. Student discounts are offered on uniforms as well as other merchandise.

Texas Campus Savor

Savor restaurant highlights the talents of CIA students under the supervision of the college's world-class faculty. Inspired by global flavors and cuisines, and rooted in the culinary arts curriculum, the carefully curated menu puts an innovated twist on classic dishes. Patrons can opt to build their own three- or four-course meal in the intimate dining room or spend time in the lounge area and order constantly changing tastes from the kitchen.

CIA Singapore The Top Table

The Top Table restaurant serves as a training ground for students in both contemporary and formal cuisine and service. The contemporary menu is casually elegant—a combination of local ingredients with western flair—and is paired with friendly, professional service. The formal menu features cuisine based in classical techniques with an emphasis on innovative and modernist methods of cooking, and a service model that includes gueridon service and white-tablecloth elegance.

Sugarloaf Café

Located off the main lobby of the Temasek Culinary Academy, Sugarloaf Café is managed by the CIA baking and pastry arts students. It offers soups, salads, sandwiches, artisanal breads, freshly baked goods, coffees, milkshakes, floats, desserts, and house-made ice creams—bringing a combination of American and European flair to Singapore.

Student Activities, Recreation, and Athletics New York Campus

At the CIA, there is plenty to do outside of the classroom. Students can enjoy nearby Catskill and Berkshire ski areas, local golf courses, parks, and New York City museums and theaters. The Office of Student Activities and the Student Recreation Center sponsor a variety of entertainment and leisure activities. These include dances, comedy nights, films, special seasonal events, cooking competitions, and outdoor excursions such as hiking, ziplining, and whitewater rafting.

Located behind Rosenthal Hall overlooking the Hudson River, the Student Recreation Center (SRC), located in the Student Commons, includes a gymnasium with two official-size basketball or volleyball courts, a 1/11-mile running track, two racquetball courts, a group exercise room, a free-weight room, a fitness center, a new cardio fitness room, student and faculty/staff locker rooms, saunas, Student Government Association and campus newspaper offices, a six-lane swimming pool, a banquet kitchen, and lounges. CIA students can join intramural leagues or competitions in basketball, tennis, softball, flag football, racquetball, dodgeball, floor hockey, and volleyball.

To help students stay in shape throughout the year, the SRC sponsors free fitness classes such as yoga, Pilates, spinning, and Zumba®. A variety of Student Activities programs, fitness classes, and recreational and competitive sports activities are available to students seven days a week. Please consult our Student Activities/Recreation brochures and CIA Main Menu for program dates and registration deadlines.

The CIA currently sponsors coed intercollegiate athletic teams in soccer, cross-country, tennis, basketball, and volleyball. All CIA intercollegiate teams compete within the Hudson Valley Intercollegiate Athletic Conference, which is comprised of colleges between and including New York City and Albany, NY.

For more information, see the [*Student Handbook*](#).

California Campus

The CIA at Greystone is located in the heart of the Napa Valley and is convenient to cities, mountains, and the ocean. Students are close to the greater San Francisco Bay Area, which is alive with culinary explorations, museums, concert venues, and professional sports teams. The California campus is also within driving distance to both the Sonoma Coast beaches of the Pacific and the outdoor playground of the Sierras, host to world-class skiing and any number of outdoor activities. More locally, the Napa Valley has world-class restaurants, artisan producers, seasonal farmers' markets, and festivals to enjoy. There is also plenty of opportunity for hiking, biking, and enjoying Northern California wine country after school hours. For more information, see the [Student Handbook](#).

SPICE

The Student Programming Board ([SPICE](#)) sponsors several activities each year on campus for students who want to unwind outside of class. Residence Life hosts a variety of programs for all enrolled students to participate in, and numerous activities are available to students year round to support our community of wellness. Student activities are developed by and for students. For more information, please check the calendar on CIA Main Menu.

Student Dining

Student dining at The Culinary Institute of America is much more than a typical college meal plan. It's an important part of the campus culture at the CIA, fostering community and teamwork by preparing and sharing meals together right out of the various teaching kitchens on campus. Most important, student dining is a vital part of a CIA education, both for those students preparing the meals and those partaking in them. The college's unique dining program is driven by the curriculum and provides the campus population with a vast array of menu options each class day.

By taking advantage of their instructional day meals (see [Meals—Board](#) for more information), students educate their palates and expand their exposure to a variety of cuisines, foods, ingredients, and cooking methods. Enjoying student-prepared meals also

serves to support the efforts of classmates in achieving their educational goals. Through the dining program, students learn valuable real-world skills such as preparing mise en place, building speed and timing in the kitchen, and plating for service.

For more information, see the [Student Handbook](#).

The Egg

Located within the Student Commons at the New York campus, The Egg is the CIA student dining facility and common area. It also serves as a classroom for the Non-Commercial Foodservice and High-Volume Production course and home to the Innovation Kitchen, which features a "pop-up" restaurant developed and operated by students in the Intrapreneurship concentration. The Brewery at the CIA, in partnership with Brooklyn Brewery, is also located within The Egg and serves as the hands-on lab for the Art and Science of Brewing course in the bachelor's degree program.

In addition to student dining and its role in the curricula, The Egg serves as a gathering place with many amenities for our students' enjoyment and comfort. The facility is also open to staff and visitors to the campus.

Dietary Restrictions

See the [Disability Services](#) department for more information.

Student Government Association

New York Campus

All students at the Hyde Park campus in good standing are members of the Student Government Association. The Association is governed by an Executive Board elected by the student body. Biweekly Student Government Association meetings are held. See the [Student Handbook](#).

California Campus

All students at the California campus are represented by elected group leaders as a form of student government. Group leaders are volunteers chosen by each cohort of students to hold positions of leadership within the student body. Group leaders

meet each month with key members of campus administration to share student comments about campus life for discussion and resolution. Students are encouraged to communicate with their group leader about these important meetings.

Technology on Campus for Students

See also the *Student Handbook*.

Students are provided with account information to access the various online resources that are available at the college. From CIA Main Menu, students can find school announcements, scheduled club activities, student services departmental pages, and e-mail. Personal data such as class schedules, grades, and financial aid, student account, and residence life information are also available through CIA Main Menu. The CIA-issued e-mail account and access to CIA Main Menu are provided at the time of admittance into an entry date. For more information on campus-specific technology resources, current students should refer to the Information Technology Services (ITS) page under Campus Resources on CIA Main Menu.

Peer-to-Peer File Sharing

Peer-to-peer file sharing is not allowed and is blocked on the CIA network using bandwidth-shaping technology. Under the Higher Education Opportunity Act (H.R. 4137), illegal distribution of copyrighted materials may be subject to criminal and civil penalties. The CIA is legally obligated to assist authorities in identifying individuals who violate copyright law pertaining to peer-to-peer file sharing. It is also in violation of school policy to use technology designed to circumvent the blocking of this activity.

Degrees

Associate Degrees

Baking and Pastry Arts (AAS) (TX)

Degree Type

Associate in Applied Science (AAS)



The Culinary Institute of America awards the Associate in Applied Science (AAS) in culinary arts and baking and pastry arts upon completion of the required curriculum. The CIA's degree program provides students with the broadest culinary arts education possible. It exposes them to the different styles and experiences of the college's faculty members, acquaints them with a wide variety of foodservice equipment, and prepares them for whatever area of the foodservice and hospitality industry they choose to enter.

The **AAS degree program in baking and pastry arts** provides a broad foundation and understanding of baking and pastry making, along with independent and critical thinking, analytical and technological, applied problem solving, and effective communication skills, as well as an appreciation for lifelong learning. The program prepares students for

entry-level positions such as baker and pastry chef, as well as more advanced levels such as baking and pastry arts researcher, bakeshop supervisor, and owner/operator.

To qualify for the degree, baking and pastry arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each, plus one externship semester of a minimum of 14 consecutive weeks or 550 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 69 credits and also need to maintain a grade point average of at least 2.0 to complete the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant Association (NRA) ServSafe® certification upon completion of the Introduction to Food Science course and (b) adhere to food safety certification standards throughout the curriculum.

Program Learning Outcomes

The mission of the School of Baking and Pastry Arts program is to prepare students to become leaders in the food world by providing the world's best professional baking and pastry education. The program emphasizes proficiency in traditional and contemporary baking and pastry techniques, basic culinary competencies, and food and beverage service methods. Students will learn the interpersonal skills and management principles needed for success in the foodservice industry. Additionally, students will acquire a series of general education skills at the core of most college programs, including critical thinking, information literacy, problem solving techniques, quantitative literacy, and the foundations for lifelong learning.

- Students will be able to demonstrate skill in baking and pastry methods and techniques including knowledge, and organization (mise en place*).
- Students will apply scientific knowledge and principles of nutrition, product knowledge, ingredient functionality, sanitation, and food safety.

- Students will demonstrate strong teamwork and collaboration skills while exemplifying professionalism and leadership.
- Students will apply basic management principles and practice service techniques and use of service equipment.

Definition: **Mise en Place a culinary process in which ingredients are prepared and organized (as in a restaurant kitchen) before cooking. At the CIA this refers not only to equipment and ingredients but also to a state of mental preparedness and a way of life.*

Instructional Programs and Schedule

While enrolled in the AAS degree program at the Texas campus, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule of in-person, online, and hybrid courses ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Class Schedules

Sample class schedules for the degree programs follow. Class days are Monday through Friday, and breaks are provided during class sessions.

Students on the AM kitchen/bakeshop schedule

7-11:30 a.m. Lab classes
 11:30 a.m.-12:15 p.m. Lunch
 12:15-1:30 p.m. Lab classes
 2-3:20 p.m. and/ Liberal arts and/or management classes two or
 3:45-5:05 p.m. more days per week (in-person, online, or hybrid)

Students on the PM kitchen/bakeshop schedule

8:45-10:05 a.m. Liberal arts and/or management classes two or
 and/or 10:30-11:50 more days per week (in-person, online, or
 a.m. hybrid)
 2-6:30 p.m. Lab classes
 6:30-7:15 p.m. Dinner
 7:15-8:30 p.m. Lab classes

Baking and Pastry Arts Requirements

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
Sub-Total Credits		52.5

Liberal Arts Courses at the 100 and 200 Level

Course Number	Title	Credits
APFS-110	Introduction to Food Systems	1.5
APFS-155	Gastronomy	3
CUSC-105	Introduction to Food Science	3
LITC-100	College Writing	3
Sub-Total Credits		10.5

Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
Sub-Total Credits		6
Total Credits		69

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Baking and Pastry Arts (AOS) (NY) (CA)

Degree Type

Associate in Occupational Studies (AOS)



The Culinary Institute of America awards the degree Associate in Occupational Studies (AOS) upon completion of the required curriculum in culinary arts or baking and pastry arts. The degree programs expose students to the different styles and experiences of the college's faculty members, acquaint them with a wide variety of foodservice equipment, and prepare them for whatever area of the foodservice and hospitality industry they choose to enter.

The **AOS degree program in baking and pastry arts** provides a broad foundation and understanding of baking and pastry making, along with independent and critical thinking, analytical and technological, applied problem solving, and effective communication skills, and an appreciation for lifelong learning. The program prepares students for entry-level positions such as baker and pastry chef, as well as more advanced levels such as baking and pastry arts researcher, bakeshop supervisor, and owner/operator that come with more experience.

To qualify for the degree, baking and pastry arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each, plus one externship semester of a minimum of 14 consecutive weeks or 550 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 66 credits for either the culinary arts program or the baking and pastry arts program. They also need to maintain a cumulative grade point average of at least 2.0 to graduate from the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant Association (NRA) ServSafe® certification upon completion of the Food Safety course and (b) adhere to food safety certification standards throughout the curriculum.

Program Learning Outcomes

The mission of the School of Baking and Pastry Arts program is to prepare students to become leaders in the food world by providing the world's best professional baking and pastry education. The program emphasizes proficiency in traditional and contemporary baking and pastry techniques, basic culinary competencies, and food and beverage service methods. Students will learn the interpersonal skills and management principles needed for success in the foodservice industry. Additionally, students will acquire a series of general education skills at the core of most college programs, including critical thinking, information literacy, problem solving techniques, quantitative literacy, and the foundations for lifelong learning.

- Students will be able to demonstrate skill in baking and pastry methods and techniques including knowledge, and organization (mise en place*).
- Students will apply scientific knowledge and principles of nutrition, product knowledge, ingredient functionality, sanitation, and food safety.
- Students will demonstrate strong teamwork and collaboration skills while exemplifying professionalism and leadership.

- Students will apply basic management principles and practice service techniques and use of service equipment.

Definition: **Mise en Place a culinary process in which ingredients are prepared and organized (as in a restaurant kitchen) before cooking. At the CIA this refers not only to equipment and ingredients but also to a state of mental preparedness and a way of life.*

Instructional Programs and Schedule

While enrolled in the freshman and sophomore years, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate culinary theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food-handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule of in-person, online, and hybrid courses ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Baking and Pastry Arts Requirements

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Course Number	Title	Credits
MTSC-100	Mathematical Foundations	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
Sub-Total Credits		7.5

Business Management 100-200 Courses

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
Sub-Total Credits		6
Total Credits		66

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
Sub-Total Credits		52.5

Culinary Arts (AAS) (TX)

Degree Type

Associate in Applied Science (AAS)



The Culinary Institute of America awards the Associate in Applied Science (AAS) in culinary arts and baking and pastry arts upon completion of the required curriculum. The CIA's degree program provides students with the broadest culinary arts education possible. It exposes them to the different styles and experiences of the college's faculty members, acquaints them with a wide variety of foodservice equipment, and prepares them for whatever area of the foodservice and hospitality industry they choose to enter.

The **Associate in Applied Science (AAS) degree program in culinary arts** teaches students what works in the front and the back of the house and why it works, along with analytical, technological, and effective communication skills, to prepare them for such entry-level positions as chef, caterer, dining services administrator, food researcher, kitchen supervisor, food writer, and more, as well as similar mid-level positions that come with more experience.

To qualify for the degree, culinary arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each, plus one externship semester of a minimum of 14 consecutive weeks or 550 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 69 credits and also need to maintain a grade point average of at least 2.0 to complete the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant

Association (NRA) ServSafe® certification upon completion of the Introduction to Food Science course and (b) adhere to food safety certification standards throughout the curriculum.

Program Learning Outcomes

The mission of the School of Culinary Arts program is to prepare students to become leaders in the food world by providing the world's best professional culinary education. The program emphasizes proficiency in traditional and contemporary culinary techniques, basic baking and pastry competencies, and food and beverage service methods. Students will learn the interpersonal skills and management principles needed for success in the foodservice industry. Additionally, students will acquire a series of general education skills at the core of most college programs, including critical thinking, information literacy, problem solving techniques, quantitative literacy, and the foundations for lifelong learning.

- Students will demonstrate skill in culinary methods and techniques, including culinary knowledge, and organization (*mise en place**).
- Students will apply scientific knowledge and principles of nutrition, product knowledge, ingredient functionality, sanitation, and food safety.
- Students will demonstrate strong teamwork and collaboration skills while exemplifying professionalism and leadership.
- Students will apply basic management principles and practice service techniques and use of service equipment.

Definition: **Mise en Place a culinary process in which ingredients are prepared and organized (as in a restaurant kitchen) before cooking. At the CIA this refers not only to equipment and ingredients but also to a state of mental preparedness and a way of life.*

Instructional Programs and Schedule

While enrolled in the AAS degree program at the Texas campus, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and

sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule of in-person, online, and hybrid courses ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Class Schedules

Sample class schedules for the degree programs follow. Class days are Monday through Friday, and breaks are provided during class sessions.

Students on the AM kitchen/bakeshop schedule

7-11:30 a.m. Lab classes
 11:30 a.m.-12:15 p.m. Lunch
 12:15-1:30 p.m. Lab classes
 2-3:20 p.m. and/ or 3:45-5:05 p.m. Liberal arts and/or management classes two or more days per week (in-person, online, or hybrid)

Students on the PM kitchen/bakeshop schedule

8:45-10:05 a.m. Liberal arts and/or management classes two or more days per week (in-person, online, or hybrid)
 2-6:30 p.m. Lab classes
 6:30-7:15 p.m. Dinner
 7:15-8:30 p.m. Lab classes

Culinary Arts Requirements

Course Number	Title	Credits
	Culinary Arts Requirements	48
	Sub-Total Credits	48

Liberal Arts Courses at the 100 to 300 Level

Course Number	Title	Credits
APFS-155	Gastronomy	3
APFS-110	Introduction to Food Systems	1.5
CUSC-105	Introduction to Food Science	3
MTSC-100	Mathematical Foundations	1.5
LITC-100	College Writing	3
LART-300	World Cultures and Cuisines	3
	Sub-Total Credits	15

Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6
	Total Credits	69

Culinary Arts Requirements

Elective Credits

48

For Culinary Arts (AAS)(TX)

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
CULS-100	Culinary Fundamentals	6
CUSC-100A/ 105A	ServSafe Exam	
MGMT-100	Introduction to the Hospitality Industry	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-130	High-Volume Production Cookery	3
EXTN-220	Externship (Culinary Arts)	3
BAKE-241	Baking and Pastry Skill Development	3
HOSP-210	Introduction to Hospitality and Customer Service	1.5
CULP-300	Cuisines of the Americas	2
CULP-310	Cuisines of the Mediterranean	2
CULP-320	Cuisines of Asia	2
CULP-225	Garde Manger	3
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
CULA-310	Contemporary Restaurant Cooking	3
CULA-320	Formal Restaurant Cooking	3
HOSP-310	Contemporary Hospitality and Service Management	3
HOSP-300	Introduction to Wine Studies	1.5
HOSP-320	Formal Hospitality and Service Management	3
	Sub-Total Credits	54

Culinary Arts (AOS) (NY) (CA)

Degree Type

Associate in Occupational Studies (AOS)



The Culinary Institute of America awards the degree Associate in Occupational Studies (AOS) upon completion of the required curriculum in culinary arts or baking and pastry arts. The degree programs expose students to the different styles and experiences of the college's faculty members, acquaint them with a wide variety of foodservice equipment, and prepare them for whatever area of the foodservice and hospitality industry they choose to enter.

The **AOS degree program in culinary arts** teaches what works in the front and the back of the house and why it works, along with analytical, technological, and effective communication skills, to prepare students for such entry-level positions as chef, caterer, dining services administrator, food researcher, kitchen supervisor, food writer, and more, as well as similar mid-level positions that come with more experience.

To qualify for the degree, culinary arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each,

plus one externship semester of a minimum of 14 consecutive weeks or 550 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 66 credits for either the culinary arts program or the baking and pastry arts program. They also need to maintain a cumulative grade point average of at least 2.0 to graduate from the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant Association (NRA) ServSafe® certification upon completion of the Food Safety course and (b) adhere to food safety certification standards throughout the curriculum.

Program Learning Outcomes

The mission of the School of Culinary Arts program is to prepare students to become leaders in the food world by providing the world's best professional culinary education. The program emphasizes proficiency in traditional and contemporary culinary techniques, basic baking and pastry competencies, and food and beverage service methods. Students will learn the interpersonal skills and management principles needed for success in the foodservice industry. Additionally, students will acquire a series of general education skills at the core of most college programs, including critical thinking, information literacy, problem solving techniques, quantitative literacy, and the foundations for lifelong learning.

- Students will demonstrate skill in culinary methods and techniques, including culinary knowledge, and organization (*mise en place**).
- Students will apply scientific knowledge and principles of nutrition, product knowledge, ingredient functionality, sanitation, and food safety.
- Students will demonstrate strong teamwork and collaboration skills while exemplifying professionalism and leadership.
- Students will apply basic management principles and practice service techniques and use of service equipment.

Definition: **Mise en Place a culinary process in which ingredients are prepared and organized (as in a restaurant kitchen) before cooking. At the CIA this refers not only to equipment and ingredients but also to a state of mental preparedness and a way of life.*

Instructional Programs and Schedule

While enrolled in the freshman and sophomore years, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate culinary theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food-handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule of in-person, online, and hybrid courses ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Culinary Arts Requirements

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Sub-Total Credits	51

Liberal Arts Courses at the 100 and 200 Level

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	9

Business Management 100-200 Courses

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
Sub-Total Credits		6
Total Credits		66

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/ 105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
Complete One Back-of-House from Restaurant Operations		6
Complete One Front-of-House from Hospitality and Service Management		6
Sub-Total Credits		51

Bachelor's Degrees

Food Business Leadership (BBA) (NY) (Online)

Degree Type

Bachelor of Business Administration (BBA)

The **bachelor's degree program in food business leadership** prepares students for the next stage in a professional career. Students will be challenged in courses to critically think about course materials by drawing on industry work experiences. Students will develop the skills necessary to progress to upper-management positions such as executive chef, executive pastry chef, restaurant owner, bakeshop owner, hotel culinary services manager, and catering manager. In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, and information literacy. They also develop global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.

To qualify for the bachelor's degree in food business leadership, students must have completed a CIA AOS or AAS degree and provide evidence of four years of progressive work experience, post-graduation. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students in the Food Business Leadership major may be eligible to receive up to 30 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 27 upper-level food business leadership credits at the CIA.

Program Learning Outcomes

This program is intended to prepare students for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, as well as a sense of personal and social responsibility necessary for effective, reflective, and ethical leadership. The program emphasizes a higher level of proficiency in culinary techniques, baking and pastry skills, service skills, and beverage management. Students will practice the fundamental

business and management concepts of the foodservice industry, and learn to analyze business issues and implement solutions.

In addition to foundational and advanced knowledge in business management and leadership studies, the program will additionally focus on the science and nutritional value of food, the history and cultures of food, the economics and sustainability of food systems, and justice and ethics within food systems. Students will follow a curriculum which builds upon both their associate degree and prior industry work experience in order to provide a solid business leadership education with a liberal arts understanding

Communication

- Students will demonstrate effective written and oral communication skills appropriate for food business leaders.

Problem Solving and Critical Thinking

- Students will analyze, evaluate and solve managerial problems that utilize quantitative reasoning and critical thinking skills.

Professional Knowledge and Skills

- Students will identify and explain leadership concepts, principles and processes within operational areas of food businesses.

Leadership

- Students will describe and demonstrate the fundamental principles of leadership and model the behavior of effective food business leaders.

Cultural and Global Awareness

- Students will comprehend the challenges and opportunities of working effectively with people in a diverse environment.

Instructional Programs and Schedule

While enrolled in the program students will attend online class over a semester of about 15 weeks. Some courses will be delivered over the full semester and others will be delivered in a 7-week compressed format. The college's academic

schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

Students enrolling in the Food Business Leadership major are encouraged to work with the student's career and academic advisor to select the courses that both meet the graduation requirements of the degree and align with the student's academic goals and career aspirations. All courses will be delivered online. The basic requirements are as follows:

Please note: Credits completed in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	AOS or AAS in Culinary Arts	69
	Sub-Total Credits	69

OR Baking and Pastry Arts Focus

Course Number	Title	Credits
	AOS or AAS in Baking and Pastry Arts	69
	Sub-Total Credits	69

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science	9
	Math/Science - Select one	3
	World Languages and Cultures 6 (2 Spanish courses)	6
	World History - Select one	3
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	27

Liberal Arts Electives

	Sub-Total Credits	3
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Food Business Leadership Requirements

Course Number	Title	Credits
FBL-300	Food Business Leadership	3
FBL-400	Project in Food Business Leadership I	3
FBL-401	Project in Food Business Leadership II	3
MGMT-115	Financial Accounting	3
MGMT-205	Marketing Principles	3
MGMT-210	Human Resource Management	3
MGMT-225	Managerial Accounting	3
MGMT-337	Advanced Food Service Operations	3
BPSE-351	Sustainable Food Systems	3
	Sub-Total Credits	27
	Total Credits	126

AOS or AAS in Culinary Arts

Elective Credits

69

Degree conferred

AOS or AAS in Baking and Pastry Arts

Elective Credits

69

Degree conferred

Social Science

Elective Credits

9

Course Number	Title	Credits
SOCS-175	Industrial and Organizational Psychology	3
LART-260	Justice, Ethical Leadership & Truth	3
SOCS-210	Food, Nutrition & Public Health	3
	Sub-Total Credits	9

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
Sub-Total Credits		15

World Languages and Cultures (2 Spanish courses)

Elective Credits

6

Course Number	Title	Credits
SPAN-101	Elementary Spanish I	3
SPAN-102	Elementary Spanish II	3
SPAN-201	Intermediate Spanish	3
Sub-Total Credits		9

World History - Select one

Elective Credits

3

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

Food Business Management (BBA) (NY) (SG)

Degree Type

Bachelor of Business Administration (BBA)



New York Campus

The **bachelor's degree program in food business management** fully prepares students for all areas of the industry, in positions such as chef, baker, pastry chef, hotel food services manager, purchasing manager, and dining room manager; management training positions in corporate settings; and, ultimately, upper-management positions such as executive chef, executive pastry chef, restaurant owner, bakeshop owner, hotel culinary services manager, and catering manager. In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, and information literacy. They also develop global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.

Management students also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Advanced Concepts in Baking and Pastry (semester in California; for baking and pastry arts associate degree graduates only)
- Advanced Wine, Beverage, and Hospitality (semester in California)

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Intrapreneurship: Driving Innovation from Within an Organization (fully in New York)
- Japanese Cuisine: A Study of Tradition, Flavor, and Culture (semester in New York including 10 days in Japan)
- Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

See [Food Business Management with Concentration](#) for more information on these concentrations.

To qualify for the bachelor's degree in food business management, students must be in good standing at the college and earn a total of 129 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students in the Food Business Management major may be eligible to receive up to 36 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 15 upper-level courses at the CIA.

Instructional Programs and Schedule

The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

CIA Singapore

The CIA offers a **bachelor's degree program in food business management** to meet the growing demands of the dynamic foodservice and hospitality industry. Providing students with the broadest culinary arts education possible, the program awards the degree Bachelor of Business Administration (BBA). It exposes students to the different styles and experiences of the college's faculty members, acquaints them with a wide variety

of foodservice equipment, and prepares them for whatever area of the foodservice and hospitality industry they choose to enter.

The bachelor's degree program in food business management fully prepares students for all areas of the industry, in positions such as chef, hotel food services manager, purchasing manager, and dining room manager; management training positions in corporate settings; and, ultimately, upper-management positions such as executive chef, restaurant owner, hotel culinary services manager, and catering manager. In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, and information literacy. They also develop global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.

To qualify for the bachelor's degree, students must successfully complete an appropriate diploma program, such as the Diploma of Culinary and Catering Management, Diploma of Hospitality and Resort Management, or Diploma of Leisure and Resort Management. In accordance with the transfer credit policy of the CIA, students may transfer 46.5–49.5 credits from the diploma program to the CIA's bachelor's program as follows:

- Students who have graduated from the Diploma of Culinary and Catering Management will be eligible to transfer 49.5 credits.
- Graduates of either the Diploma of Hospitality and Tourism Management or the Diploma of Leisure and Resort Management will be able to transfer 46.5 credits.

Students who have not completed one of the aforementioned diploma programs may still apply for admission. Their transcript will be evaluated based on the transfer credit policy of the CIA, and they may require additional time to complete the program.

At the CIA Singapore, students will take courses that will fulfill the remaining 82.5–85.5 credits, to graduate with a total of 132 credits for the bachelor's degree. The bachelor's degree curriculum consists of 85.5 credits that normally take six semesters (of about 15 weeks each) of study, including a course—currently offered in the U.S.—exploring

global cuisines and cultures. In some cases, students may take additional "top up" modules during the six semesters. In addition, to be considered for a degree, students must adhere to food safety certification standards throughout the curriculum.

If students do not have a diploma in a relevant course of study (Culinary and Catering Management, Hospitality and Tourism Management, or Leisure and Resort Management), or grades of a "C" or above in relevant courses for transfer credits, additional course work will be necessary to complete the required 132-credit program. Additional charges may be incurred. Visit the Singapore Institute of Technology (SIT) website at www.SingaporeTech.edu.sg for further details.

Instructional Programs and Schedule

While enrolled in the program, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate culinary theory and practice. Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Please note: Students pursuing the BBA at the CIA Singapore who receive transfer credit for a previously completed, hospitality-related internship/externship for which transfer credit has been awarded will be scheduled for a non-credit Professional Bridge.

Program Learning Outcomes

This program is intended to prepare students for positions of leadership in an ever-changing global economy by developing intellectual and practical

skills, as well as a sense of personal and social responsibility necessary for effective, reflective, and ethical leadership. The program emphasizes a higher level of proficiency in culinary techniques, baking and pastry skills, service skills, and beverage management. Students will practice the fundamental business and management concepts of the foodservice industry, and learn to analyze business issues and implement solutions.

Communication

- Students will demonstrate effective written and oral communication skills appropriate for food business management professionals.

Problem Solving and Critical Thinking

- Students will analyze, evaluate and solve managerial problems that utilize quantitative reasoning and critical thinking skills.

Professional Knowledge and Skills

- Students will identify and explain management concepts, principles and processes within operational areas of food businesses.

Leadership

- Students will describe and demonstrate the fundamental principles of leadership and model the behavior of effective food business managers.

Cultural and Global Awareness

- Students will comprehend the challenges and opportunities of working effectively with people in a diverse environment.

Graduation Requirements

Students enrolling in the Food Business Management major should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. Students choose either the Culinary Arts focus or the Baking and Pastry Arts focus. The basic requirements are as follows:

Please note: Credits earned in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Liberal Arts Courses at the 100 and 200 Level	9
	Sub-Total Credits	60

OR Baking and Pastry Arts Focus

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Liberal Arts Courses at the 100 and 200 Level	7.5
	Sub-Total Credits	60

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures - Select two	6
	World History - Select two	6
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	24

Liberal Arts Electives

	Sub-Total Credits	3
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Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6

Business Management Requirements

Course Number	Title	Credits
	MGMT-225 or MGMT-255	3
MGMT-115	Financial Accounting	3
MGMT-450	Foodservice Management	3
MGMT-210	Human Resource Management	3
MGMT-205	Marketing Principles	3
	Sub-Total Credits	15

Business Management Electives

	Sub-Total Credits	9
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Advanced Concepts Requirements

Select one:

Course Number	Title	Credits
ADVC-301	Advanced Cooking	3
ADVP-301	Advanced Pastry	3
HSBV-380	Advanced Principles of Service Management in Hospitality	3
	Sub-Total Credits	3

Free Electives

	Sub-Total Credits	9
	Total Credits	129

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
	Complete One Back-of-House from Restaurant Operations	6
	Complete One Front-of-House from Hospitality and Service Management	6
	Sub-Total Credits	51

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

9

Culinary Arts Focus

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	9

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

7.5

Baking and Pastry Arts Focus

Course Number	Title	Credits
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
	LITC-100 or LITC-100A	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	7.5

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
	Sub-Total Credits	15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
	Sub-Total Credits	9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
	Sub-Total Credits	6

MGMT-225 or MGMT-255

Elective Credits

3

Course Number	Title	Credits
MGMT-225	Managerial Accounting	3
MGMT-255	Finance	3
	Sub-Total Credits	6

Food Business Management with Concentration (BBA) (NY)

Degree Type

Bachelor of Business Administration (BBA)

The **bachelor's degree program in food business management** fully prepares students for all areas of the industry, in positions such as chef, baker, pastry chef, hotel food services manager, purchasing manager, and dining room manager; management training positions in corporate settings; and, ultimately, upper-management positions such as executive chef, executive pastry chef, restaurant owner, bakeshop owner, hotel culinary services manager, and catering manager. In the program, students develop skills including inquiry and

analysis, critical and creative thinking, written and oral communication, and information literacy. They also develop global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.

Management students also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Advanced Concepts in Baking and Pastry (semester in California; for baking and pastry arts associate degree graduates only)
- Advanced Wine, Beverage, and Hospitality (semester in California)
- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Intrapreneurship: Driving Innovation from Within an Organization (fully in New York)
- Japanese Cuisine: A Study of Tradition, Flavor, and Culture (semester in New York including 10 days in Japan)
- Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

To qualify for the bachelor's degree in food business management, students must be in good standing at the college and earn a total of 129 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students in the Food Business Management major may be eligible to receive up to 36 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 15 upper-level courses at the CIA.

Instructional Programs and Schedule

While enrolled in the junior and senior years of the bachelor's degree programs, students will attend class over a semester of about 15 weeks. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Program Learning Outcomes

This program is intended to prepare students for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, as well as a sense of personal and social responsibility necessary for effective, reflective, and ethical leadership. The program emphasizes a higher level of proficiency in culinary techniques, baking and pastry skills, service skills, and beverage management. Students will practice the fundamental business and management concepts of the foodservice industry, and learn to analyze business issues and implement solutions.

Communication

- Students will demonstrate effective written and oral communication skills appropriate for food business management professionals.

Problem Solving and Critical Thinking

- Students will analyze, evaluate and solve managerial problems that utilize quantitative reasoning and critical thinking skills.

Professional Knowledge and Skills

- Students will identify and explain management concepts, principles and processes within operational areas of food businesses.

Leadership

- Students will describe and demonstrate the fundamental principles of leadership and model the behavior of effective food business managers.

Cultural and Global Awareness

- Students will comprehend the challenges and opportunities of working effectively with people in a diverse environment.

Graduation Requirements

Students enrolling in the Food Business Management Major with Concentration should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. Students choose either the Culinary Arts focus or the Baking and Pastry Arts focus. The basic requirements are as follows:

Please note: Credits earned in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Liberal Arts Courses at the 100 and 200 Level	
	Sub-Total Credits	60

OR Baking and Pastry Arts Focus

*Baking and Pastry Arts Focus required for **Advanced Concepts in Baking and Pastry Concentration**.*

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Liberal Arts Courses at the 100 and 200 Level	7.5
	Sub-Total Credits	60

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures - Select two	6
	World History - Select two	6
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	24

Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6

Business Management Requirements

*For all concentrations except **Intrapreneurship: Driving Innovation from Within an Organization Concentration** (see Business Management Requirements for Intrapreneurship Concentration below).*

Course Number	Title	Credits
MGMT-115	Financial Accounting	3
MGMT-205	Marketing Principles	3
MGMT-210	Human Resource Management	3
	MGMT-225 or MGMT-255	3
MGMT-450	Foodservice Management	3
	Sub-Total Credits	15

Requirements for Food Business Management Concentrations

Select ONE of the Following:

Food Business Management, Advanced Concepts in Baking and Pastry Concentration

Advanced Concepts in Baking and Pastry

Offered in the May and September semesters only.

Course Number	Title	Credits
	Liberal Arts Elective	3
	Business Management Electives 6.0 credits	6
ADVP-301	Advanced Pastry	3
ACBP-450	Creative Artisanal Chocolates	3
ACBP-451	Pastry Concepts and Design	3
ACBP-452	Modern Entremets, Pastries, and Petit Fours	3
MGMT-407	Business Planning	3
	Sub-Total Credits	24

Advanced Wine, Beverage, and Hospitality

Offered in the January, May, and September semesters

Required prerequisite for this

concentration: Beverage Operations Management
(HSBV-305)

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
HSBV-380	Advanced Principles of Service Management in Hospitality	3
HSBV-404	Advanced Wine Studies	3
HSBV-375	La Sommelierie: Developing and Delivering a Professional Beverage Program	3
LART-400	A Sense of Place: Critical Perspectives on the California Wine Industry	3
HSBV-300	Spirits and Principles of Mixology	3
	Sub-Total Credits	24

Asian Cuisine: An Edible Journey from Traditional to Contemporary

Offered in the January and September semesters

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
ADVC-301A	Advanced Cooking: Asian	3
BPSE-423	Asian Cuisine I	3
BPSE-424	Asian Cuisine II	3
LART-405	Traditional Foodways, Culinary Customs, and Ingredients of Asia	3
BPSE-425	Transcultural Studies	3
BPSE-450A	Concentration Capstone: Asian Cuisine	3
	Sub-Total Credits	24

Beverage Production and Service

Offered in the January, May, and September semesters

Course Number	Title	Credits
	Business Management Electives 3.0 credits	3
	Liberal Arts Elective	3
HSBV-300	Spirits and Principles of Mixology	3
HSBV-305	Beverage Operations Management	3
HSBV-365	Art and Science of Brewing	3
HSBV-380	Advanced Principles of Service Management in Hospitality	3
HSBV-404	Advanced Wine Studies	3
MGMT-412	The Business of Craft	3
	Sub-Total Credits	24

Farm-to-Table: Practices of a Sustainable Table

Offered in the May semester

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
ADVC-301F	Advanced Cooking: Farm to Table	3
APFS-320	Ecology of Food	3
BPSE-351	Sustainable Food Systems	3
BPSE-402	Farm to Fork: Practices of a Sustainable Table	3
BPSE-407	Chef-Community Relations	3
	Sub-Total Credits	24

Intrapreneurship: Driving Innovation from Within an Organization

Offered in the January, May, and September semesters

Course Number	Title	Credits
	Free Electives (9 credits)	9
MGMT-317	Intraventure Operations Technology	3
MGMT-330	Menu Development and Testing	3
MGMT-421	Intraventure Operations	3
MGMT-422	Intraventure Critique, Analysis, and Evaluation	3
MGMT-445	Intraventure Planning	3
	Sub-Total Credits	24

Japanese Cuisine: A Study of Tradition, Flavor, and Culture

Offered in the September semester

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
LART-340	Japanese Culture and History	3
ADVC-305	Advanced Japanese Cuisine (Kaiseki)	3
BPSE-440	Basic Japanese Cuisine	3
BPSE-441	Japan As Inspiration	3
BPSE-450J	Concentration Capstone: Japanese	3
	Sub-Total Credits	24

Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques

Offered in the January and May semesters

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
ADVC-301L	Advanced Cooking: Latin	3
LART-335	Ancient Foods in a Modern World: Latin American Crops in the Global Arena	3
BPSE-420	Latin Cuisines: Mexico, Central America, and the Caribbean	3
BPSE-421	Latin Cuisines: South America	3
BPSE-450L	Concentration Capstone: Latin Cuisine	3
	Sub-Total Credits	24

Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors

Offered in the January semester

Course Number	Title	Credits
	Business Management Electives 9.0 credits	9
ADVC-301M	Advanced Cooking: Cuisine of the Northern Mediterranean	3
LART-345	Mediterranean Food Studies	3
BPSE-428	Cuisine of the Southern Mediterranean	3
BPSE-429	Cuisine of the Iberian Peninsula	3
BPSE-450M	Concentration Capstone: Mediterranean	3
	Sub-Total Credits	24
	Total Credits	129

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
	Complete One Back-of-House from Restaurant Operations	6
	Complete One Front-of-House from Hospitality and Service Management	6
	Sub-Total Credits	51

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

9

Culinary Arts Focus

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	9

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

7.5

Baking and Pastry Arts Focus

Course Number	Title	Credits
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
	LITC-100 or LITC-100A	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	7.5

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
	Sub-Total Credits	15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

MGMT-225 or MGMT-255

Elective Credits

3

Course Number	Title	Credits
MGMT-225	Managerial Accounting	3
MGMT-255	Finance	3
Sub-Total Credits		6

Applied Food Studies (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)



The **bachelor's degree program in applied food studies** integrates liberal learning with the CIA's professional education to create a highly experiential food studies curriculum that is practical, critical, and creative. Drawing from a robust collection of food studies courses, this major helps prepare students for responsible citizenship in an increasingly diverse world by considering human differences and connections through the lens of cultures and cuisines. The degree prepares graduates to pursue careers working for advocacy groups, food education and health agencies, food industry associations, and non-profit organizations, as well as in farm-to-table restaurants, communications and marketing, ecotourism, government policy, and production, sales, and sourcing of products for farm-to-table hospitality.

Applied Food Studies students also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)

- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

See [Applied Food Studies with Concentration](#) for more information on these concentrations.

To qualify for the bachelor's degree in applied food studies, students must be in good standing at the college and earn a total of 126 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 15 upper-level applied food studies credits at the CIA.

Program Learning Outcomes

This program is intended to prepare students for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, as well as a sense of personal and social responsibility necessary for effective, reflective, and ethical leadership. The program emphasizes a proficiency in culinary techniques, baking and pastry skills, service skills, and beverage management. Students will actively collaborate in a hands-on learning community that integrates theory and practice to explore challenging and complex issues in food studies.

- Students will execute group projects exploring scholarly and practical issues in food studies.
- Students will recognize the relationship between food and culture, and understand the structure of the current food and farming systems.
- Students will trace the history of human relationship with food, and identify the role of politics, policy, and power relationships in shaping the current global food system.

Instructional Programs and Schedule

While enrolled in the junior and senior year of the bachelor's degree program, students will attend class over a semester of about 15 weeks. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

Students enrolling in the Applied Food Studies major should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. Students choose either the Culinary Arts focus or the Baking and Pastry Arts focus. The basic requirements follow.

Please note: Credits earned in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Liberal Arts Courses at the 100 and 200 Level	9
	Sub-Total Credits	60

OR Baking and Pastry Arts Focus

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Liberal Arts Courses at the 100 and 200 Level	7.5
	Sub-Total Credits	60

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science - Select one	3
	Math - Select one	3
	World Languages and Cultures - Select two	6
	World History - Select two	6
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	24

Liberal Arts Electives

	Sub-Total Credits	3
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Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6

Applied Food Studies Requirements

Course Number	Title	Credits
APFS-200	Applied Food Studies	3
APFS-400	Project in Applied Food Studies	3
LART-355	Research Methods	3
	Select four:	12
	Sub-Total Credits	21

Applied Food Studies Electives

	Sub-Total Credits	6
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Free Electives

	Sub-Total Credits	6
	Total Credits	126

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/ 105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
	Complete One Back-of-House from Restaurant Operations	6
	Complete One Front-of-House from Hospitality and Service Management	6
	Sub-Total Credits	51

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

9

Culinary Arts Focus

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	9

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/ 105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

7.5

Baking and Pastry Arts Focus

Course Number	Title	Credits
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
	LITC-100 or LITC-100A	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	7.5

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
	Sub-Total Credits	6

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French

- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
	Sub-Total Credits	9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
	Sub-Total Credits	6

Select four:

Elective Credits

12

Course Number	Title	Credits
	SOCS-200 or SOCS-205	3
APFS-320	Ecology of Food	3
APFS-310	Food History	3
APFS-420	Food Policy	3
BPSE-351	Sustainable Food Systems	3
APFS-305	Building Sustainable Food Communities	3
	Sub-Total Credits	18

Applied Food Studies with Concentration (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in applied food studies** integrates liberal learning with the CIA's

professional education to create a highly experiential food studies curriculum that is practical, critical, and creative. Drawing from a robust collection of food studies courses, this major helps prepare students for responsible citizenship in an increasingly diverse world by considering human differences and connections through the lens of cultures and cuisines. The degree prepares graduates to pursue careers working for advocacy groups, food education and health agencies, food industry associations, and non-profit organizations, as well as in farm-to-table restaurants, communications and marketing, ecotourism, government policy, and production, sales, and sourcing of products for farm-to-table hospitality.

Applied Food Studies students also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

To qualify for the bachelor's degree in applied food studies, students must be in good standing at the college and earn a total of 126 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 15 upper-level applied food studies credits at the CIA.

Program Learning Outcomes

This program is intended to prepare students for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, as well as a sense of personal and social responsibility necessary for effective, reflective, and ethical leadership. The program emphasizes a proficiency in culinary techniques, baking and pastry skills, service skills, and beverage management. Students will actively collaborate in a hands-on learning community that integrates theory and practice to explore challenging and complex issues in food studies.

- Students will execute group projects exploring scholarly and practical issues in food studies.
- Students will recognize the relationship between food and culture, and understand the structure of the current food and farming systems.
- Students will trace the history of human relationship with food, and identify the role of politics, policy, and power relationships in shaping the current global food system.

Instructional Programs and Schedule

While enrolled in the junior and senior year of the bachelor's degree program, students will attend class over a semester of about 15 weeks. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

Students enrolling in the Applied Food Studies major with concentration should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. Students choose either the Culinary Arts focus or the Baking and Pastry Arts focus. The basic requirements follow.

Please note: Credits earned in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Liberal Arts Courses at the 100 and 200 Level	9
	Sub-Total Credits	60

OR Baking and Pastry Arts Focus

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Liberal Arts Courses at the 100 and 200 Level	7.5
	Sub-Total Credits	60

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science - Select one	3
	Math - Select one	3
	World Languages and Cultures - Select two	6
	World History - Select two	6
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	24

Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6

Applied Food Studies Requirements

Course Number	Title	Credits
APFS-200	Applied Food Studies	3
LART-355A	Research Methods for Applied Food	3
APFS-400	Project in Applied Food Studies	3
	Sub-Total Credits	9

Requirements for Applied Food Studies Concentrations

Select ONE of the Following:

Sub-Total Credits	27
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Asian Cuisine: An Edible Journey from Traditional to Contemporary

Offered in the January and September semesters

Course Number	Title	Credits
	Applied Food Studies Requirement, Select Four	12
ADVC-301A	Advanced Cooking: Asian	3
BPSE-423	Asian Cuisine I	3
BPSE-424	Asian Cuisine II	3
LART-405	Traditional Foodways, Culinary Customs, and Ingredients of Asia	3
BPSE-425	Transcultural Studies	3
BPSE-450A	Concentration Capstone: Asian Cuisine	3
	Sub-Total Credits	27

Farm-to-Table: Practices of a Sustainable Table

Offered in the May semester

Course Number	Title	Credits
	Liberal Arts Elective	3
	Applied Food Studies Elective	3
	Applied Food Studies Requirement, Select Two	6
ADVC-301F	Advanced Cooking: Farm to Table	3
APFS-320	Ecology of Food	3
BPSE-402	Farm to Fork: Practices of a Sustainable Table	3
BPSE-351	Sustainable Food Systems	3
BPSE-407	Chef-Community Relations	3
	Sub-Total Credits	27

Japanese Cuisine: A Study of Tradition, Flavor, and Culture

Offered in the September semester

Course Number	Title	Credits
	Applied Food Studies Requirement, Select Four	12
BPSE-440	Basic Japanese Cuisine	3
ADVC-305	Advanced Japanese Cuisine (Kaiseki)	3
BPSE-441	Japan As Inspiration	3
LART-340	Japanese Culture and History	3
BPSE-450J	Concentration Capstone: Japanese	3
	Sub-Total Credits	27

Latin American Cuisine Studies: New World Flavors, Ingredients, and Techniques

Offered in the January and May semesters

Course Number	Title	Credits
	Applied Food Studies Requirement, Select Four	12
ADVC-301L	Advanced Cooking: Latin	3
LART-335	Ancient Foods in a Modern World: Latin American Crops in the Global Arena	3
BPSE-420	Latin Cuisines: Mexico, Central America, and the Caribbean	3
BPSE-421	Latin Cuisines: South America	3
BPSE-450L	Concentration Capstone: Latin Cuisine	3
	Sub-Total Credits	27

Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors

Offered in the January semester

Course Number	Title	Credits
	Applied Food Studies Requirement, Select Four	12
ADVC-301M	Advanced Cooking: Cuisine of the Northern Mediterranean	3
LART-345	Mediterranean Food Studies	3
BPSE-429	Cuisine of the Iberian Peninsula	3
BPSE-428	Cuisine of the Southern Mediterranean	3
BPSE-450M	Concentration Capstone: Mediterranean	3
	Sub-Total Credits	27
	Total Credits	126

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/ 105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
	Complete One Back-of-House from Restaurant Operations	6
	Complete One Front-of-House from Hospitality and Service Management	6
	Sub-Total Credits	51

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

9

Culinary Arts Focus

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	9

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/ 105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMF210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

7.5

Baking and Pastry Arts Focus

Course Number	Title	Credits
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
	LITC-100 or LITC-100A	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	7.5

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
	Sub-Total Credits	6

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
	Sub-Total Credits	9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
	Sub-Total Credits	6

Baking and Pastry Arts (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in baking and pastry arts** is a degree completion program for students with at least 30 eligible transfer credits to matriculate into this program. The program prepares graduates for a variety of foodservice industry positions such as executive pastry chef, chocolatier, catering manager, food entrepreneur, bakeshop owner, purchasing manager, and more.

In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative information literacy, problem-solving, and teamwork. They also build global and intercultural awareness, knowledge of contemporary food systems, and an appreciation for sustainable food resources.

Bachelor's students majoring in baking and pastry arts also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

See [Baking and Pastry Arts with Concentration](#) for more information on these concentrations.

To qualify for the bachelor's degree in baking and pastry arts, students must be in good standing at the college and complete a total of 123 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree.

Program Learning Outcomes

In this program, students can complete their bachelor's degree while gaining a deep knowledge of the foodservice and hospitality industries. The bachelor's degree program in baking and pastry arts provides an in-depth view of advanced baking and pastry taught by seasoned veterans, business owners, master bakers and pastry chefs, wine experts, managers, and maître d's. Students will practice the rigor of organization that enables great leaders, bakers, and pastry chefs. They will be able to use this baking and pastry vocabulary and skill to communicate globally about flavor, food safety, health and wellness, sustainability and, most important, the joys of achieving great flavors through excellent techniques.

- Students will demonstrate skill in baking and pastry methods and techniques, product knowledge, and food handling and organization.

- Students will practice sanitation and safety skills and will demonstrate the ability to use tools and equipment effectively.
- Students will also demonstrate critical thinking skills and strong foundations for lifelong learning.

Instructional Programs and Schedule

While enrolled in this bachelor's degree program, students will attend class over a 15-week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Baking and Pastry Arts Requirements

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	48
	Sub-Total Credits	48

Liberal Arts Courses

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures 6 - Select two	6
	World History - Select two	6
LITC-100	College Writing	3
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	27

Liberal Arts Electives

	Sub-Total Credits	3
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Advanced Concepts Requirements
AND Approved Baking and Pastry
Electives OR Concentration

Course Number	Title	Credits
	Advanced Concepts Requirements - Select One	3
	Approved Baking and Pastry Electives	12
	Baking and Pastry Arts Concentration	15
	Sub-Total Credits	15

Free Electives

Course Number	Title	Credits
	Complete 30 credits from any subject area	30
	Sub-Total Credits	30
	Total Credits	123

Baking and Pastry Arts Requirements

Elective Credits

48

Course Number	Title	Credits
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
CUSC-110	Nutrition	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
APFS-110	Introduction to Food Systems	1.5
MTSC-100	Mathematical Foundations	1.5
EXTN-200	Externship Orientation	
EXTN-205	Externship Prep Seminar II	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-151	Baking and Pastry Practical Examination I	
BAKE-210	Hearth Breads and Rolls	3
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
APFS-150	Introduction to Gastronomy	1.5
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
HOSP-305	Wine Studies	3
BAKE-254	Café Operations	3
	Sub-Total Credits	48

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
Sub-Total Credits		12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
Sub-Total Credits		15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

Advanced Concepts Requirements - Select One

Elective Credits

3

Course Number	Title	Credits
ADVC-301	Advanced Cooking	3
ADVP-301	Advanced Pastry	3
HSBV-380	Advanced Principles of Service Management in Hospitality	3
Sub-Total Credits		9

Approved Baking and Pastry Electives

Elective Credits

12

Course Number	Title	Credits
HSBV-305	Beverage Operations Management	3
HSBV-375	La Sommelierie: Developing and Delivering a Professional Beverage Program	3
HSBV-300	Spirits and Principles of Mixology	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
Sub-Total Credits		12

Baking and Pastry Arts Concentration

Elective Credits

15

- Advanced Wine, Beverage, and Hospitality (semester in California)

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

Complete 30 credits from any subject area

Elective Credits

30

Baking and Pastry Arts with Concentration (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in baking and pastry arts** is a degree completion program for students with at least 30 eligible transfer credits to matriculate into this program. The program prepares graduates for a variety of foodservice industry positions such as executive pastry chef, chocolatier, catering manager, food entrepreneur, bakeshop owner, purchasing manager, and more.

In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative information literacy, problem-solving, and teamwork. They also build global and intercultural awareness, knowledge of contemporary food systems, and an appreciation for sustainable food resources.

Bachelor's students majoring in baking and pastry arts also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or

New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

See Bachelor's degree concentrations for more information on these concentrations.

To qualify for the bachelor's degree in baking and pastry arts, students must be in good standing at the college and complete a total of 123 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree.

Program Learning Outcomes

In this program, students can complete their bachelor's degree while gaining a deep knowledge of the foodservice and hospitality industries. The bachelor's degree program in baking and pastry arts provides an in-depth view of advanced baking and pastry taught by seasoned veterans, business owners, master bakers and pastry chefs, wine experts, managers, and maître d's. Students will practice the rigor of organization that enables great leaders, bakers, and pastry chefs. They will be able to use this baking and pastry vocabulary and skill to communicate globally about flavor, food safety, health and wellness, sustainability and, most important, the joys of achieving great flavors through excellent techniques.

- Students will demonstrate skill in baking and pastry methods and techniques, product knowledge, and food handling and organization.
- Students will practice sanitation and safety skills and will demonstrate the ability to use tools and equipment effectively.
- Students will also demonstrate critical thinking skills and strong foundations for lifelong learning.

Instructional Programs and Schedule

While enrolled in this bachelor's degree program, students will attend class over a 15-week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Culinary Arts Requirements

Course Number	Title	Credits
	Culinary Arts Requirements	48
	Sub-Total Credits	48

Liberal Arts Courses

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures 6 - Select two	6
	World History - Select two	6
LITC-100	College Writing	3
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	27

Liberal Arts Elective

Course Number	Title	Credits
	Complete 3 credits from	3
	Sub-Total Credits	3

Free Electives

Course Number	Title	Credits
	Complete 30 credits from any subject area	30
	Sub-Total Credits	30

Requirements for Culinary Arts Concentrations

Select ONE of the Following:

	Sub-Total Credits	15
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Asian Cuisine: An Edible Journey from Traditional to Contemporary

Course Number	Title	Credits
ADVC-301	Advanced Cooking	3
BPSE-423	Asian Cuisine I	3
BPSE-424	Asian Cuisine II	3
LART-405	Traditional Foodways, Culinary Customs, and Ingredients of Asia	3
BPSE-425	Transcultural Studies	
BPSE-450A	Concentration Capstone: Asian Cuisine	3
	Sub-Total Credits	15

Farm-to-Table: Practices of a Sustainable Table

Course Number	Title	Credits
ADVC-301F	Advanced Cooking: Farm to Table	3
APFS-320	Ecology of Food	3
BPSE-402	Farm to Fork: Practices of a Sustainable Table	3
BPSE-351	Sustainable Food Systems	3
BPSE-407	Chef-Community Relations	3
	Sub-Total Credits	15

Japanese Cuisine: A Study of Tradition, Flavor and Culture

Course Number	Title	Credits
BPSE-440	Basic Japanese Cuisine	3
ADVC-305	Advanced Japanese Cuisine (Kaiseki)	3
BPSE-441	Japan As Inspiration	3
LART-340	Japanese Culture and History	3
BPSE-450J	Concentration Capstone: Japanese	3
Sub-Total Credits		15

Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques

Course Number	Title	Credits
ADVC-301L	Advanced Cooking: Latin	3
LART-335	Ancient Foods in a Modern World: Latin American Crops in the Global Arena	3
BPSE-420	Latin Cuisines: Mexico, Central America, and the Caribbean	3
BPSE-421	Latin Cuisines: South America	3
BPSE-450L	Concentration Capstone: Latin Cuisine	3
Sub-Total Credits		15

Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors

Course Number	Title	Credits
ADVC-301M	Advanced Cooking: Cuisine of the Northern Mediterranean	3
LART-345	Mediterranean Food Studies	3
BPSE-429	Cuisine of the Iberian Peninsula	3
BPSE-428	Cuisine of the Southern Mediterranean	3
BPSE-450M	Concentration Capstone: Mediterranean	3
Sub-Total Credits		15
Total Credits		123

Culinary Arts Requirements

Elective Credits

48

For Culinary Arts (BPS)(NY)

(Courses listed in typical sequence)

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
MTSC-100	Mathematical Foundations	1.5
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
APFS-150	Introduction to Gastronomy	1.5
APFS-110	Introduction to Food Systems	1.5
CUSC-110	Nutrition	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-200	Externship Orientation	
EXTN-205	Externship Prep Seminar II	
CULP-115	Introduction to À La Carte Cooking	3
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULA-260	Modern Banquet Cookery	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
CULS-116	Seafood Identification and Fabrication	1.5
EXTN-220	Externship (Culinary Arts)	3
HOSP-350	Hospitality, Service, and Restaurant Management	6
	CULP-301 or CULP-321 or CULP-311	3
CULP-225	Garde Manger	3
HOSP-355	Wine and Beverage Studies	1.5
Sub-Total Credits		48

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
Sub-Total Credits		12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
Sub-Total Credits		15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

Complete 3 credits from

Elective Credits

3

LART, LITC, MTSC, FREN, ITAL, SPAN, SOCS, HIST

Complete 30 credits from any subject area

Elective Credits

30

Culinary Arts (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in culinary arts** is a degree completion program for students with at least 30 eligible transfer credits to matriculate into this program. The program prepares graduates for a variety of foodservice industry positions such as chef, purchasing manager, catering manager, culinary entrepreneur, farm-to-table liaison, research and development chef, private chef, and more.

In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative information literacy, problem-solving, and teamwork. They also build global and intercultural awareness, knowledge of contemporary food systems, and an appreciation for sustainable food resources.

Bachelor's students majoring in culinary arts also have the option of taking a concentration to focus their studies on the industry career track that

interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

See [Culinary Arts with Concentration](#) for more information on these concentrations.

To qualify for the bachelor's degree in culinary arts, students must be in good standing at the college and complete a total of 123 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree.

Program Learning Outcomes

In this program, students can complete their bachelor's degree while gaining a deep knowledge of the foodservice and hospitality industries. The bachelor's degree program in culinary arts provides an in-depth view of complex food systems taught by seasoned veterans, business owners, restaurateurs, chefs, wine experts, managers, and maître d's. Students will practice the rigor of organization that enables great leaders and great chefs. They will be able to use this culinary vocabulary and skill to communicate globally about flavor, food safety,

health and wellness, sustainability and, most important, the joys of achieving great flavors through excellent techniques.

- Students will demonstrate skill in culinary methods and techniques, culinary knowledge, product knowledge, and food handling and organization.
- Students will practice sanitation and safety skills and will demonstrate strong teamwork, oral communication, and professionalism.
- Students will apply basic management principles, and practice service techniques and use of service equipment.

Students will also demonstrate critical thinking, foundations for lifelong learning, information literacy, problem solving, and quantitative literacy.

Instructional Programs and Schedule

While enrolled in this bachelor's degree program, students will attend class over a 15-week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

This program is designed for students who wish to complete their bachelor's degree. Therefore, students must have at least 30 eligible transfer credits to matriculate into this program. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree. Students enrolling in the Culinary Arts major should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

Culinary Arts Requirements

Course Number	Title	Credits
	Culinary Arts Requirements	48
	Sub-Total Credits	48

Liberal Arts Courses

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures 6 - Select two	
	World History - Select two	6
LITC-100	College Writing	3
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	27

Liberal Arts Elective

Course Number	Title	Credits
	Complete 3 credits from	3
	Sub-Total Credits	3

Advanced Concepts Requirements AND Approved Culinary Electives

Course Number	Title	Credits
	Advanced Concepts Requirements - Select One	3
	Approved Culinary Electives	12
	Sub-Total Credits	15

Free Electives

Course Number	Title	Credits
	Complete 30 credits from any subject area	30
	Sub-Total Credits	30
	Total Credits	123

Culinary Arts Requirements

Elective Credits

48

For Culinary Arts (BPS)(NY)

(Courses listed in typical sequence)

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
MTSC-100	Mathematical Foundations	1.5
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
APFS-150	Introduction to Gastronomy	1.5
APFS-110	Introduction to Food Systems	1.5
CUSC-110	Nutrition	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-200	Externship Orientation	
EXTN-205	Externship Prep Seminar II	
CULP-115	Introduction to À La Carte Cooking	3
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULA-260	Modern Banquet Cookery	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
CULS-116	Seafood Identification and Fabrication	1.5
EXTN-220	Externship (Culinary Arts)	3
HOSP-350	Hospitality, Service, and Restaurant Management	6
	CULP-301 or CULP-321 or CULP-311	3
CULP-225	Garde Manger	3
HOSP-355	Wine and Beverage Studies	1.5
	Sub-Total Credits	48

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
Sub-Total Credits		15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

Complete 3 credits from

Elective Credits

3

LART, LITC, MTSC, FREN, ITAL, SPAN, SOCS, HIST

Advanced Concepts Requirements - Select One

Elective Credits

3

Course Number	Title	Credits
ADVC-301	Advanced Cooking	3
ADVP-301	Advanced Pastry	3
HSBV-380	Advanced Principles of Service Management in Hospitality	3
Sub-Total Credits		9

Approved Culinary Electives

Elective Credits

12

Course Number	Title	Credits
BPSE-351	Sustainable Food Systems	3
HSBV-365	Art and Science of Brewing	3
CULP-301	Cuisines and Cultures of the Americas	3
Sub-Total Credits		9

Complete 30 credits from any subject area

Elective Credits

30

Culinary Arts with Concentration (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in culinary arts** is a degree completion program for students with at least 30 eligible transfer credits to matriculate into this program. The program prepares graduates for a

variety of foodservice industry positions such as chef, purchasing manager, catering manager, culinary entrepreneur, farm-to-table liaison, research and development chef, private chef, and more.

In the program, students develop skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative information literacy, problem-solving, and teamwork. They also build global and intercultural awareness, knowledge of contemporary food systems, and an appreciation for sustainable food resources.

Bachelor's students majoring in culinary arts also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA in California, Texas, Singapore, or New York; a semester in Italy; a semester in Spain; or a semester in New York that includes a 10-day culinary tour of Japan:

- Asian Cuisine: An Edible Journey from Traditional to Contemporary (semester in Singapore)
- Farm-to-Table: Practices of a Sustainable Table (semester in California or New York)
- Japanese Cuisine: A Study of Tradition, Flavor and Culture (semester in New York including 10 days in Japan)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)
- Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors (semester in Spain)

To qualify for the bachelor's degree in culinary arts, students must be in good standing at the college and complete a total of 123 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree.

Program Learning Outcomes

In this program, students can complete their bachelor's degree while gaining a deep knowledge of the foodservice and hospitality industries. The bachelor's degree program in culinary arts provides an in-depth view of complex food systems taught by seasoned veterans, business owners, restaurateurs, chefs, wine experts, managers, and maître d's. Students will practice the rigor of organization that enables great leaders and great chefs. They will be able to use this culinary vocabulary and skill to communicate globally about flavor, food safety, health and wellness, sustainability and, most important, the joys of achieving great flavors through excellent techniques.

- Students will demonstrate skill in culinary methods and techniques, culinary knowledge, product knowledge, and food handling and organization.
- Students will practice sanitation and safety skills and will demonstrate strong teamwork, oral communication, and professionalism.
- Students will apply basic management principles, and practice service techniques and use of service equipment.

Students will also demonstrate critical thinking, foundations for lifelong learning, information literacy, problem solving, and quantitative literacy.

Instructional Programs and Schedule

While enrolled in this bachelor's degree program, students will attend class over a 15-week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

This program is designed for students who wish to complete their bachelor's degree. Therefore, students must have at least 30 eligible transfer credits to matriculate into this program. CIA associate degree graduates with eligible transfer credits from other institutions must also complete at least one semester beyond the associate degree. Students enrolling in the Culinary Arts major should work with their advisor to select the proper mix of

in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

Culinary Arts Requirements

Course Number	Title	Credits
	Culinary Arts Requirements	48
	Sub-Total Credits	48

Liberal Arts Courses

Course Number	Title	Credits
	Social Science - Select one	3
	Math/Science - Select one	3
	World Languages and Cultures 6 - Select two	6
	World History - Select two	6
LITC-100	College Writing	3
LITC-200	Literature and Composition	3
	Economics - Select one	3
	Sub-Total Credits	27

Liberal Arts Elective

Course Number	Title	Credits
	Complete 3 credits from	3
	Sub-Total Credits	3

Free Electives

Course Number	Title	Credits
	Complete 30 credits from any subject area	30
	Sub-Total Credits	30

Requirements for Culinary Arts Concentrations

Select ONE of the Following:

	Sub-Total Credits	15
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Asian Cuisine: An Edible Journey from Traditional to Contemporary

Course Number	Title	Credits
ADVC-301	Advanced Cooking	3
BPSE-423	Asian Cuisine I	3
BPSE-424	Asian Cuisine II	3
LART-405	Traditional Foodways, Culinary Customs, and Ingredients of Asia	3
BPSE-425	Transcultural Studies	
BPSE-450A	Concentration Capstone: Asian Cuisine	3
	Sub-Total Credits	15

Farm-to-Table: Practices of a Sustainable Table

Course Number	Title	Credits
ADVC-301F	Advanced Cooking: Farm to Table	3
APFS-320	Ecology of Food	3
BPSE-402	Farm to Fork: Practices of a Sustainable Table	3
BPSE-351	Sustainable Food Systems	3
BPSE-407	Chef-Community Relations	3
	Sub-Total Credits	15

Japanese Cuisine: A Study of Tradition, Flavor and Culture

Course Number	Title	Credits
BPSE-440	Basic Japanese Cuisine	3
ADVC-305	Advanced Japanese Cuisine (Kaiseki)	3
BPSE-441	Japan As Inspiration	3
LART-340	Japanese Culture and History	3
BPSE-450J	Concentration Capstone: Japanese	3
	Sub-Total Credits	15

Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques

Course Number	Title	Credits
ADVC-301L	Advanced Cooking: Latin	3
LART-335	Ancient Foods in a Modern World: Latin American Crops in the Global Arena	3
BPSE-420	Latin Cuisines: Mexico, Central America, and the Caribbean	3
BPSE-421	Latin Cuisines: South America	3
BPSE-450L	Concentration Capstone: Latin Cuisine	3
Sub-Total Credits		15

Mediterranean Cuisine: Exploring Cultures, Traditions, and Flavors

Course Number	Title	Credits
ADVC-301M	Advanced Cooking: Cuisine of the Northern Mediterranean	3
LART-345	Mediterranean Food Studies	3
BPSE-429	Cuisine of the Iberian Peninsula	3
BPSE-428	Cuisine of the Southern Mediterranean	3
BPSE-450M	Concentration Capstone: Mediterranean	3
Sub-Total Credits		15
Total Credits		123

Culinary Arts Requirements

Elective Credits

48

For Culinary Arts (BPS)(NY)

(Courses listed in typical sequence)

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
MTSC-100	Mathematical Foundations	1.5
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
APFS-150	Introduction to Gastronomy	1.5
APFS-110	Introduction to Food Systems	1.5
CUSC-110	Nutrition	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-200	Externship Orientation	
EXTN-205	Externship Prep Seminar II	
CULP-115	Introduction to À La Carte Cooking	3
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULA-260	Modern Banquet Cookery	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
CULS-116	Seafood Identification and Fabrication	1.5
EXTN-220	Externship (Culinary Arts)	3
HOSP-350	Hospitality, Service, and Restaurant Management	6
	CULP-301 or CULP-321 or CULP-311	3
CULP-225	Garde Manger	3
HOSP-355	Wine and Beverage Studies	1.5
Sub-Total Credits		48

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
Sub-Total Credits		12

Math/Science - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
MTSC-200	Introduction to Statistics	3
MTSC-115	Science Fundamentals	3
MTSC-105	Survey of Mathematics	3
Sub-Total Credits		15

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

Complete 3 credits from

Elective Credits

3

LART, LITC, MTSC, FREN, ITAL, SPAN, SOCS, HIST

Complete 30 credits from any subject area

Elective Credits

30

Culinary Science (BPS) (NY)

Degree Type

Bachelor of Professional Studies (BPS)

The **bachelor's degree program in culinary**

science prepares graduates to pursue careers in research and development (chains and packaged goods); work for large foodservice operations such as hospitals, schools, and military organizations; serve as field representatives; use science for creative impetus as a restaurant chef; and more.

To qualify for the bachelor's degree in culinary science, students must be in good standing at the college and earn a total of 129 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. Students may be eligible to receive up to 60 credits toward their degree for prior course work, certain examinations, military experience, and/or life achievement. Students must schedule a minimum of 33 upper-level culinary science credits at the CIA.

Program Learning Outcomes

In this program, students will apply a science-based understanding of the culinary arts to improve food production systems, food delivery systems, and customer satisfaction. The program compares traditional food production techniques and food delivery systems to new methods using modern equipment technologies. Students will study how culinary science is used to enhance food quality and to advance understanding of food in every area of the foodservice and hospitality industry. The

knowledge that students gain will help graduates of this program become leaders and innovators in the food industry.

- Students will analyze food using foundational physical, chemical, and biological scientific principles.
- Students will develop professional-quality products for small- and large-scale production systems using a science-based understanding.
- Students will compare and appraise food production techniques and food delivery systems.
- Students will develop interdisciplinary problem-solving skills applicable to real-world food production challenges.
- Students will apply sensory science principles to guide the food development and evaluation process.
- Students will explore and evaluate career tracks in foodservice, food manufacturing, and research and development.
- Students will develop advanced culinary and baking skills.

Instructional Programs and Schedule

While enrolled in the junior and senior years of the bachelor's degree programs, students will attend class over a 15- week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

Students enrolling in the Culinary Science major should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. Students choose either the Culinary Arts focus or the Baking and Pastry Arts focus. The basic requirements follow.

Please note: Credits earned in the CIA's AOS and AAS degree programs apply towards the requirements of this program.

Culinary Arts Focus

Course Number	Title	Credits
	Culinary Arts Requirements	51
	Liberal Arts Courses at the 100 9 and 200 Level	
	Sub-Total Credits	60

OR Baking and Pastry Arts Focus

Course Number	Title	Credits
	Baking and Pastry Arts Requirements	52.5
	Liberal Arts Courses at the 100 7.5 and 200 Level	
	Sub-Total Credits	60

Liberal Arts Requirements

Course Number	Title	Credits
	Social Science - Select one	3
	Math - Select one	3
	World Languages and Cultures 6 - Select two	
	World History - Select two	6
LITC-200	Literature and Composition	3
	Economics - Select one	3
MTSC-115	Science Fundamentals	3
MTSC-200	Introduction to Statistics	3
	Sub-Total Credits	30

Business Management Courses at the 100 and 200 Level

Course Number	Title	Credits
FRSH-100	Professionalism and Life Skills	1.5
MGMT-100	Introduction to the Hospitality Industry	1.5
MGMT-250	Principles of Menus and Managing Profitability in Foodservice Operations	3
	Sub-Total Credits	6

Culinary Science Requirements

Course Number	Title	Credits
CUSC-420	Advanced Concepts in Precision Temperature Cooking	3
CUSC-310	Culinary Chemistry	3
CUSC-410	Culinary Research and Development	3
CUSC-200	Culinary Science: Principles and Applications	3
CUSC-315	Dynamics of Heat Transfer and Physical Properties of Food	3
CUSC-320	Flavor Science and Perception	3
CUSC-415	Ingredient Functionality: Texture Development, Stability, and Flavor Release	3
CUSC-350	Microbial Ecology of Food Systems	3
CUSC-425	Modern and Industrial Cooking Tools, Techniques, and Ingredients	3
CUSC-325	Research Methods: Scientific Evaluation of Traditional Cooking Techniques	3
CUSC-450	Senior Thesis: Culinary Science Research Projects	3
Sub-Total Credits		33
Total Credits		129

Culinary Arts Requirements

Elective Credits

51

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CUSC-100A/105A	ServSafe Exam	
APFS-110	Introduction to Food Systems	1.5
CULS-115	Meat Identification, Fabrication, and Utilization	1.5
CULS-116	Seafood Identification and Fabrication	1.5
CULA-260	Modern Banquet Cookery	3
CULP-115	Introduction to À La Carte Cooking	3
CULP-135	Non-Commercial Foodservice and High-Volume Production	3
BAKE-241	Baking and Pastry Skill Development	3
EXTN-220	Externship (Culinary Arts)	3
CULP-225	Garde Manger	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
CULP-321	Cuisines and Cultures of Asia	3
HOSP-355	Wine and Beverage Studies	1.5
	Complete One Back-of-House from Restaurant Operations	6
	Complete One Front-of-House from Hospitality and Service Management	6
Sub-Total Credits		51

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

9

Culinary Arts Focus

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
LITC-100	College Writing	3
MTSC-100	Mathematical Foundations	1.5
Sub-Total Credits		9

Baking and Pastry Arts Requirements

Elective Credits

52.5

Course Number	Title	Credits
CUSC-100	Food Safety	1.5
CUSC-100A/105A	ServSafe Exam	
BAKE-105	Baking and Pastry Techniques	6
BAKE-110	Baking Ingredients and Equipment Technology	1.5
EXTN-200	Externship Orientation	
BAKE-115	Café Savory Foods Production	1.5
BAKE-205	Basic and Classical Cakes	3
BAKE-215	Individual and Production Pastries	3
BAKE-210	Hearth Breads and Rolls	3
EXTN-225	Externship (Baking & Pastry)	3
BAKE-240	Confectionery Art and Special Occasion Cakes	3
BAKE-242	Chocolate and Confectionery Technology and Techniques	3
BAKE-245	Contemporary Cakes and Desserts	3
BAKE-254	Café Operations	3
BAKE-202	Specialty Breads	3
HMFB-210	Service and Beverage Management	3
BAKE-251	Advanced Baking Principles	3
BAKE-255	Beverages and Customer Service	3
HOSP-201	Restaurant Operations: Baking and Pastry	3
BAKE-300	Restaurant and Production Desserts	3
	Sub-Total Credits	52.5

Liberal Arts Courses at the 100 and 200 Level

Elective Credits

7.5

Baking and Pastry Arts Focus

Course Number	Title	Credits
CUSC-110	Nutrition	1.5
APFS-150	Introduction to Gastronomy	1.5
	LITC-100 or LITC-100A	3
MTSC-100	Mathematical Foundations	1.5
	Sub-Total Credits	7.5

Social Science - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-200	Anthropology of Food	3
SOCS-205	The Archaeology of Food	3
SOCS-110	Psychology of Human Behavior	3
SOCS-115	Social Psychology	3
	Sub-Total Credits	12

Math - Select one

Elective Credits

3

Course Number	Title	Credits
MTSC-205	Calculus I	3
MTSC-110	College Algebra	3
	Sub-Total Credits	6

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
	Sub-Total Credits	9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
	Sub-Total Credits	6

Hospitality Management (BS) (NY)

Degree Type

Bachelor of Science (BS)



The **bachelor of science program in hospitality management** gives students a strong foundation for successful career options at world-class hotels, restaurants, resorts, and other top tourist attractions and destination management locations. In the program, students learn to blend business savvy, culinary excellence, social engagement, and high-end beverage service while leading teams of professionals to create unique experiences for guests. They sharpen their skills in finance, marketing, staff management, facilities operations, customer service, food and beverage operations, and the latest culinary technology.

To qualify for the bachelor's degree in hospitality management, students must be in good standing at the college and earn a total of 123 credits. Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. In addition, they are required to have NRA ServSafe® certification as a prerequisite to their internship. Students in the Hospitality Management major may be eligible to receive up to 60 credits toward the degree for prior course work, certain examinations, military experience, and/or life achievement. At a minimum, students must complete 30 credits of food and beverage core courses and 18 credits of upper-level hospitality management courses at the CIA to receive their degree.

Program Learning Outcomes

The mission of this program is to prepare students for professional careers in hospitality management by providing theory-based instruction and practical experience. Built on the strength of the CIA's culinary tradition, this program is distinctive in that food and beverage management is the curricular focus.

The program provides students with a broad liberal arts education, an understanding of business management, a solid foundation of classes with a food and beverage focus, and hands-on experiences in the hospitality industry. Students complete a management-focused internship prior to graduation.

The hospitality management program prepares students for managerial careers in all facets of the hospitality industry, including restaurants, hotels, resorts, convention and visitors bureaus, tourism, meeting planning organizations, and much more.

Communication

- Students will demonstrate effective written and oral communication skills appropriate for hospitality professionals.

Problem Solving and Critical Thinking

- Students will analyze, evaluate, and solve managerial problems that utilize quantitative reasoning and critical thinking skills.

Professional Knowledge and Skills

- Students will identify, explain, and apply management concepts, principles and processes within operational areas of hospitality organizations.

Leadership

- Students will describe and demonstrate the fundamental principles of leadership and model the behavior of effective managers.

Teamwork

- Students will demonstrate teamwork by contributing to an individual and shared team goal, and a response to team climate through self, peer, or project evaluation.

Cultural and Global Awareness

- Students will comprehend the challenges and opportunities of working effectively with people in a diverse environment.

Graduation Requirements

Students enrolling in the Hospitality Management major should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

Liberal Arts Requirements

Course Number	Title	Credits
LART-250	Globalization in Historic and Contemporary Contexts	3
SOCS-175	Industrial and Organizational Psychology	3
MTSC-200	Introduction to Statistics	3
LART-260	Justice, Ethical Leadership & Truth	3
LART-101	Public Speaking	3
LART-355	Research Methods	3
CUSC-120	Science of Food	3
	World Languages and Cultures - Select two	6
LITC-100	College Writing	3
LITC-105	College Writing II	3
LITC-305	Interpreting Literature	3
	World History - Select two	6
	Economics - Select one	3
	Sub-Total Credits	45

Liberal Arts Electives

	Sub-Total Credits	15
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Food and Beverage Requirements

HMFB-300: All Hospitality Management students are required to have NRA ServSafe® certification as a prerequisite to their internship.

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CULA-260	Modern Banquet Cookery	3
CULP-325	Global Cuisines	3
HMFB-110	Foundations of Hospitality Management	3
HMFB-115	Hospitality Supply Chain Management	3
HMFB-210	Service and Beverage Management	3
HMFB-300	Hospitality Management Internship	3
	Sub-Total Credits	24

Business Management Requirements

Course Number	Title	Credits
MGMT-115	Financial Accounting	3
MGMT-210	Human Resource Management	3
MGMT-205	Marketing Principles	3
	MGMT-225 or MGMT-255	3
	Sub-Total Credits	12

Hospitality Management Requirements

Course Number	Title	Credits
HMHC-310	Hospitality Law	3
HMHC-315	Hospitality Operations Management	3
HMHC-320	Managing Technology in the Hospitality Industry	3
HMHC-490	Strategic Management in the Hospitality Industry	3
	Sub-Total Credits	12

Hospitality Management Electives

	Sub-Total Credits	15
	Total Credits	123

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
Sub-Total Credits		9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
Sub-Total Credits		6

MGMT-225 or MGMT-255

Elective Credits

3

Course Number	Title	Credits
MGMT-225	Managerial Accounting	3
MGMT-255	Finance	3
Sub-Total Credits		6

Hospitality Management with Concentration (BS) (NY)

Degree Type

Bachelor of Science (BS)

The **bachelor of science program in hospitality management** gives students a strong foundation for successful career options at world-class hotels, restaurants, resorts, and other top tourist attractions and destination management locations. In the program, students learn to blend business savvy, culinary excellence, social engagement, and high-end beverage service while leading teams of professionals to create unique experiences for guests. They sharpen their skills in finance, marketing, staff management, facilities operations, customer service, food and beverage operations, and the latest culinary technology.

To qualify for the bachelor's degree in hospitality management, students must be in good standing at the college and earn a total of 123 credits (138 credits with concentration). Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program. In addition, they are required to have NRA ServSafe® certification as a prerequisite to their internship. Students in the Hospitality Management major may be eligible to receive up to 60 credits toward the degree for prior course work, certain examinations, military experience, and/or life achievement. At a minimum, students must complete 30 credits of food and beverage core courses and 18 credits of upper-level hospitality management courses at the CIA to receive their degree.

Program Learning Outcomes

The mission of this program is to prepare students for professional careers in hospitality management by providing theory-based instruction and practical experience. Built on the strength of the CIA's culinary tradition, this program is distinctive in that food and beverage management is the curricular focus.

The program provides students with a broad liberal arts education, an understanding of business management, a solid foundation of classes with a food and beverage focus, and hands-on experiences in the hospitality industry. Students complete a management-focused internship prior to graduation.

The hospitality management program prepares students for managerial careers in all facets of the hospitality industry, including restaurants, hotels, resorts, convention and visitors bureaus, tourism, meeting planning organizations, and much more.

Communication

- Students will demonstrate effective written and oral communication skills appropriate for hospitality professionals.

Problem Solving and Critical Thinking

- Students will analyze, evaluate, and solve managerial problems that utilize quantitative reasoning and critical thinking skills.

Professional Knowledge and Skills

- Students will identify, explain, and apply management concepts, principles and processes within operational areas of hospitality organizations.

Leadership

- Students will describe and demonstrate the fundamental principles of leadership and model the behavior of effective managers.

Teamwork

- Students will demonstrate teamwork by contributing to an individual and shared team goal, and a response to team climate through self, peer, or project evaluation.

Cultural and Global Awareness

- Students will comprehend the challenges and opportunities of working effectively with people in a diverse environment.

Graduation Requirements

Students enrolling in the Hospitality Management major with concentration should work with their advisor to select the proper mix of in-person, online, or hybrid courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

Liberal Arts Requirements

Course Number	Title	Credits
LART-250	Globalization in Historic and Contemporary Contexts	3
SOCS-175	Industrial and Organizational Psychology	3
MTSC-200	Introduction to Statistics	3
LART-260	Justice, Ethical Leadership & Truth	3
LART-101	Public Speaking	3
LART-355	Research Methods	3
CUSC-120	Science of Food	3
	World Languages and Cultures 6 - Select two	
LITC-100	College Writing	3
LITC-105	College Writing II	3
LITC-305	Interpreting Literature	3
	World History - Select two	6
	Economics - Select one	3
	Sub-Total Credits	45

Liberal Arts Electives

Sub-Total Credits 15

Food and Beverage Requirements

HMFB-300: All Hospitality Management students are required to have NRA ServSafe® certification as a prerequisite to their internship.

Course Number	Title	Credits
BAKE-105	Baking and Pastry Techniques	6
HMFB-420	Contemporary Topics in Food and Beverage	3
	CULP-301 or CULP-321 or CULP-311	3
CULS-100	Culinary Fundamentals	6
HMFB-115	Hospitality Supply Chain Management	3
HMFB-300	Hospitality Management Internship	3
CULA-260	Modern Banquet Cookery	3
HMFB-210	Service and Beverage Management	3
	Sub-Total Credits	30

Business Management Requirements

Course Number	Title	Credits
	MGMT-260 or MGMT-255	3
MGMT-225	Managerial Accounting	3
MGMT-115	Financial Accounting	3
MGMT-210	Human Resource Management	3
MGMT-205	Marketing Principles	3
	Sub-Total Credits	15

Hospitality Management Requirements

Course Number	Title	Credits
HMHC-315	Hospitality Operations Management	3
HMHC-310	Hospitality Law	3
HMHC-320	Managing Technology in the Hospitality Industry	3
HMHC-490	Strategic Management in the Hospitality Industry	3
	Sub-Total Credits	12

Hospitality Management Electives

	Sub-Total Credits	3
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Requirements for Hospitality Management Concentrations:

Select ONE of the Following:

	Sub-Total Credits	18
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Beverage Production and Service

Course Number	Title	Credits
	Food and Beverage Requirement	3
HSBV-365	Art and Science of Brewing	3
HSBV-380	Advanced Principles of Service Management in Hospitality	3
HSBV-404	Advanced Wine Studies	3
HSBV-300	Spirits and Principles of Mixology	3
MGMT-412	The Business of Craft	3
	Sub-Total Credits	18

Intrapreneurship: Driving Innovation from Within an Organization

Course Number	Title	Credits
MGMT-317	Intraventure Operations Technology	3
MGMT-330	Menu Development and Testing	3
MGMT-421	Intraventure Operations	3
MGMT-422	Intraventure Critique, Analysis, and Evaluation	3
MGMT-445	Intraventure Planning	3
	Sub-Total Credits	15
	Total Credits	138

World Languages and Cultures - Select two

Elective Credits

6

Two in the same language, in sequence:

- French
- Italian
- Spanish

World History - Select two

Elective Credits

6

Course Number	Title	Credits
HIST-215	Origins to Empires	3
HIST-220	Medieval to Age of Revolution	3
HIST-225	The Modern World	3
	Sub-Total Credits	9

Economics - Select one

Elective Credits

3

Course Number	Title	Credits
SOCS-105	Principles of Macroeconomics	3
SOCS-100	Principles of Microeconomics	3
	Sub-Total Credits	6

CULP-301 or CULP-321 or CULP-311

Elective Credits

3

Course Number	Title	Credits
CULP-301	Cuisines and Cultures of the Americas	3
CULP-321	Cuisines and Cultures of Asia	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
	Sub-Total Credits	9

MGMT-260 or MGMT-255

Elective Credits

3

- **MGMT-260** for Intrapreneurship: Driving Innovation from Within an Organization Concentration
- **MGMT-255** for Beverage Production and Service Concentration

Course Number	Title	Credits
MGMT-260	Corporate Finance	3
MGMT-255	Finance	3
	Sub-Total Credits	6

Master's Degrees

Master's in Sustainable Food Systems (MPS) (Online)

Degree Type

Master of Professional Studies (MPS)

Recognizing the need to create leaders who think about sustainability from the field to the fork, including special considerations for the health of their suppliers, employees, and diners and to transform food-centered organizations and institutions into more resilient enterprises engaged in innovation around a range of social, economic, and environmental imperatives, this master's degree aims to:

- Equip changemakers with applied knowledge and skills needed to lead positive change in the development of food systems that provide equitable and optimal nutrition for a global population nearing 10 billion (in 2050) while staying within evidence-based planetary boundaries.
- Build capacity of professionals to identify, design, implement and evaluate food system interventions that address current and future sustainability challenges in communities and organizations, locally and globally.
- Train professionals to center sustainability around the health of the planet as well as the health of its people, including understanding what makes for a sustainable workforce throughout the food system, from farmworkers and suppliers to restaurant workers and owners—all within sustainable business models for the future.

To qualify for the master's degree, students must successfully complete the entire course of study: five online semesters, two on-site residencies, and a final capstone semester online. The program consists of 30 credits completed over two years. Once students have successfully completed the required 30 credit hours while maintaining at least a 3.0 grade point average, they will be awarded the Master of Professional Studies degree in Sustainable Food Systems.

Program Learning Outcomes

- Students will apply systems thinking to critical analyses of the social, environmental, and economic sustainability of existing food systems.
- Students will evaluate food system contributions to climate change and appropriate interventions for decreasing the carbon footprint of a food system.
- Students will assess current approaches to theories of change and key elements of leadership cultivation relevant to food system transformation within organizational structures and through grassroots action.
- Students will appraise the nutritional, social, and geographic components of healthy, sustainable, and culturally appropriate cuisines, dietary patterns, and dining choices.
- Students will examine institutional and public policies that address issues of systemic racism, class disparity, labor justice, and gender bias within the food system.
- Students will develop and apply strategies to cultivate engagement, collaboration, resource acquisition, visibility, and impact within organizations and communities.
- Students will illustrate innovative and critical thinking in the development of interventions that address current problems in local, regional, and global food systems.

Graduation Requirements

The Master of Professional Studies Program is offered once per year, with courses beginning in Fall semester (September), and includes a residency in October.

Students enrolling in the Master of Professional Studies in Sustainable Food Systems degree program must complete a specified set of courses, with a cohort, in a particular and set order, to meet the graduation requirements of the degree. All courses are online with the exception of Exploring San Francisco Bay Area Food Systems and Exploring Hudson Valley and New York Food Systems which are in-person residencies.

Sustainable Food Systems Requirements

Course Number	Title	Credits
MSFS-501A	Exploring the Greater San Francisco Bay Area Food System	1
MSFS-500	Sustainability and Climate Change	2
MSFS-505	Systems Thinking Seminar	1
MSFS-510	Local, Regional, and Global Food Systems	2
MSFS-520	Race, Class, and Justice from the Field to the Table	3
MSFS-530	Sustainable Agriculture	3
MSFS-501B	Exploring Hudson Valley and New York Food Systems	1
MSFS-540	Sustainable Diets and Public Health	3
MSFS-550	Culinary Strategy and Food System Innovation	3
MSFS-560	Food Movement Voices: How to Create Change	3
MSFS-570	Leadership, Engagement, and Impact	3
MSFS-580	Applied Project in Food System Sustainability	3
MSFS-590	Making Change in the Food System: Leadership Perspectives	2
Sub-Total Credits		30
Total Credits		30

Master's in Wine and Beverage Management (MPS) (Online)

Degree Type

Master of Professional Studies (MPS)

The core of the **Master of Professional Studies (MPS) in Wine and Beverage Management** degree program is offered through the CIA's School of Graduate and Professional Studies. The core of this program involves instruction in those topics critical to professionals working in this area of the industry and will enhance prior education in areas of hospitality management, culinary arts, or other related fields.

The objective is to deliver a comprehensive overview of wines and beverages of the world—from varietals and winemaking practices to wine laws, contemporary business practices, and understanding of distribution channels—that will be of immediate value to employers looking to bring a wine and beverage professional into their organizations.

Graduates of the MPS in Wine and Beverage Management will have the skills and knowledge for entry-level positions in food and beverage management, service, wine hospitality, winery sales, distribution, catering, and wine and food event management.

To qualify for the master's degree, students must successfully complete the entire course of study: four online semesters, three on-site residencies, and a final capstone semester online. The program consists of 30 credits, with a total of 78 weeks of course work completed over two years. Once students have successfully completed the required 30 credit hours while maintaining at least a 3.0 grade point average, they will be awarded the Master of Professional Studies in Wine and Beverage Management upon graduation.

Program Learning Outcomes

- Students will demonstrate an advanced level of proficiency in sensory analysis of wines, distilled spirits, and fermented and non-fermented beverages.
- Students will analyze similarities and differences between major wine and selected beverage producing regions of the world.
- Students will analyze complex business issues specifically related to wine and beverages and recommend solutions.
- Students will examine the synergies between food and beverage – focusing on key processes such as marketing, distribution and retail.
- Students will develop effective management strategies for relationships with vintners, distillers, distributors, retailers and beverage leaders throughout the United States.
- Students will demonstrate effective communication skills through collegial online discussion posts, peer reviewing, and developed scholarly writing.

Instructional Program and Schedule

While enrolled in this program, students will be assigned to instructional groups of up to 36 students. These groups are scheduled for all lecture and lab classes together as a team to integrate theory and practice while stressing human relations and communication skills.

Throughout the program, students will actively participate in learning assignments in classrooms specifically designed to support sensory analysis of wines and beverages. Students will progress through the curriculum, building essential knowledge of regional grape growing and winemaking techniques, geography and terroir, wine laws and regulations appropriate to each region of the world, gastronomy, and contemporary service topics. Beverage service topics are woven into each class to comprise a modern lesson in hospitality management that can be immediately applied upon graduation.

The first semester's concurrent class schedule weaves together foundations of viticulture and viticulture as students are simultaneously introduced to systematic, professionally recognized sensory analysis of wines and spirits using a process that gives each student a common language with which to discuss and describe beverages. Beverage management disciplines and the historical context of beverages in world cultures are also explored as a foundation for providing in-depth learnings in wines of the world from traditional regions.

In the second semester, students build upon this knowledge base to further grow and develop expertise in tasting skills while adding deeper knowledge about beverages of the world and ways in which to compose successful, satisfying, and profitable business offerings.

An online graduate seminar spans both semesters resulting in a capstone project for the program.

Supporting exercises, field trips, and special guest speakers provide additional depth and critical real-world examples to the learning experience.

The college's academic schedule ensures that students will progress from basic to intermediate to

advanced subject matter in the proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

The Master of Professional Studies program is offered once per year, beginning with a residency in September. Online classes begin in September.

Students enrolling in the Master of Professional Studies in Wine and Beverage Management degree program must complete a specified set of courses, with a cohort, in a particular and set order, to meet the graduation requirements of the degree. All courses are online with the exception of Viticulture and Viniculture, Orientation and Cohort Formation, Global Wine Summit + Framing of Capstone; and Capstone Presentation Residency, which are in-person residencies.

Wine and Beverage Management Requirements

Course Number	Title	Credits
MWBM-501A	Viticulture, Viniculture and Cohort Formation Residency	2
MWBM-510	The New World--Northern Hemisphere	3
MWBM-530	The New World--Southern Hemisphere	3
MWBM-501B	Global Wine Summit and Framing of Capstone	1
MWBM-540	The Old World--Northern Wine Countries of Europe	3
MWBM-550	Spirits, Fermented Beverages, and Non-Alcoholic Beverages	3
MWBM-560	The Old World--Southern and Eastern Europe	3
MWBM-501C	Capstone Presentation Residency	1
Sub-Total Credits		19

Liberal Arts Requirements

Course Number	Title	Credits
MWBM-580	Graduate Seminar and Capstone Project	2
Sub-Total Credits		2

Business Management Requirements

Course Number	Title	Credits
MWBM-500	Global Wine Business Operations	3
MWBM-520	Advanced Beverage Management	3
MWBM-570	Entrepreneurial Innovation and Business for Wine and Beverage	3
Sub-Total Credits		9
Total Credits		30

Master's in Food Business (MPS) (Online)

Degree Type

Master of Professional Studies (MPS)

The **Master of Professional Studies (MPS) in Food Business** gives students the knowledge, skill set, and tools to launch their own food businesses, lead innovations within a company, and more. This online master's program provides skills and connections unique to the food business. The program offers advanced, food industry-specific learning to assess market opportunity, become a next-level leader, and prepare for what's coming in the food world. Students will be mentored by experts from the food, beverage, and hospitality world along with CIA faculty. In addition to the online courses, the curriculum includes short residencies at both the CIA at Copia in Napa, CA and at the main campus in Hyde Park, NY, where students have the opportunity to network with industry thought leaders at the college's influential Menus of Change® conference. The MPS program is offered through the CIA's Food Business School, a part of the CIA's School of Graduate and Professional Studies.

To qualify for the master's degree, students must successfully complete the entire course of study: four online semesters, three on-site residencies, and a final capstone semester online. The program consists of 30 credits, with a total of 78 weeks of course work completed over two years. Students can choose from two program tracks: Restaurant/Foodservice or Food Product/Concept. Once students have successfully completed the required

30 credit hours while maintaining at least a 3.0 grade point average, they will be awarded the Master of Professional Studies degree in Food Business upon graduation.

Program Learning Outcomes

This pioneering online CIA Master of Professional Studies (MPS) in Food Business is designed to equip students with the knowledge and network needed to design, deliver, and lead transformative innovations that address the world's most pressing food-system challenges—as well as its greatest business opportunities. Over the course of the program, students discover and practice new leadership and business skills. They learn how to identify, understand, and anticipate the interlocking trends—in science, consumer tastes, technology, and public policy—facing the food system. Their newfound knowledge, hands-on learning, and connection to the CIA's network will help position them—and the organizations where they work—to lead toward greater and sustainable success.

- Students will analyze and apply real-world implications of ethics, legal, financial, and safety practices.
- Students will develop operational strategies connected to food business execution, including analytical and problem-solving skills in decision-making.
- Students will analyze various models for developing an organizational culture, including hiring practices, human resource management, team-building, the opportunities of international business, and planned growth.
- Students will examine approaches for food venture formation, financing, stakeholder relations, and exit strategy.
- Students will assess and evaluate global food systems.
- Students will analyze the current marketplace, identify food business opportunities, and create market-ready concepts utilizing design thinking skills.
- Students will demonstrate effective communication skills through listening, negotiations, and presentations.

Graduation Requirements

The Master of Professional Studies Program is offered once per year, beginning with a residency in August. Classes begin in September.

Students enrolling in the Master of Professional Studies in Food Business degree program must complete a specified set of courses, with a cohort, in a particular and set order, to meet the graduation requirements of the degree. They must also choose from two tracks: Restaurant/Foodservice or Food Product/Concept. All courses are online with the exception of Orientation and Cohort Formation, Framing the Business Playbook, and Practice, Pitch, Present, which are in-person residencies.

Food Business Management Requirements

Course Number	Title	Credits
MFBS-501A	Cohort Formation	1
MFBS-500	Business Fundamentals	3
MFBS-510	The Science of Food Systems	3
MFBS-520	Design Thinking for Food	3
MFBS-530	Ethical Leadership in the Food Business	3
MFBS-501B	Framing the Business Playbook	1
MFBS-580	Food Business Playbook	3
MFBS-501C	Practice, Pitch, Present	1
Sub-Total Credits		18

Restaurant/Foodservice OR Food Product/Concept Track

Course Number	Title	Credits
	Restaurant/Foodservice Track	12
	Food Product/Concept Track	12
Sub-Total Credits		12
Total Credits		30

Restaurant/Foodservice Track

Elective Credits

12

Course Number	Title	Credits
MFBS-540	Legal Strategies and Challenges for the Restaurateur	3
MFBS-550	Restaurant Operations and Management Strategies	3
MFBS-560	Marketing and Brand Strategies for the Restaurateur	3
MFBS-570	Real Estate, Capitalization, and Partnership Strategies	3
Sub-Total Credits		12

Food Product/Concept Track

Elective Credits

12

Course Number	Title	Credits
MFBS-545	Concept Building, Proving, Prototyping	3
MFBS-555	Differentiation, Branding, and Packaging	3
MFBS-565	Manufacturing, Co-Packing, Supply Chain, and Legal Contracts	3
MFBS-575	Sales, Marketing, Distribution	3
Sub-Total Credits		12

Certificate Program

Accelerated Culinary Arts Certificate (CA)

Degree Type

Accelerated Culinary Arts Certificate Program (CA)

The **Accelerated Culinary Arts Certificate Program (ACAP)** is designed for graduates of baccalaureate programs in hospitality management, food science, nutrition, and other closely related fields who want to understand the inner workings of a professional kitchen, gain skills that will enhance their degree, and provide expanded career opportunities. These skills are developed through hands-on exercises designed to teach culinary techniques and enhance an understanding of flavors and the dynamic interaction of ingredients.

Graduates of the Accelerated Culinary Arts Certificate Program will have the skills and knowledge for such positions as cook, research assistant, restaurant assistant manager, and other entry-level positions.

To qualify for the certificate, students must successfully complete the entire course of study: two on-campus semesters of about 15 weeks each. The program consists of 30 credits of lecture and hands-on participation in a culinary laboratory. The ACAP is approximately 30 weeks in length, and depending on the calendar, students may have an occasional weekday off during the program.

Once students have successfully completed the required 30 credit hours while maintaining at least a 2.0 grade point average and no more than five absences, they will be awarded the "Accelerated Culinary Arts Program" certificate upon graduation.

Program Learning Outcomes

- Students will demonstrate skill in culinary methods and techniques, including culinary knowledge, and organization (mise en place*).
- Students will be able to understand global differences between cuisines and the Culinary Arts.
- Students will be able to explain issues in contemporary Culinary Arts.

*Definition: Mise en Place a culinary process in which ingredients are prepared and organized (as in a restaurant kitchen) before cooking. At the CIA this refers not only to equipment and ingredients but also to a state of mental preparedness and a way of life.

Instructional Program and Schedule

While enrolled in the CIA's courses, students will be assigned to small instructional groups. These groups, normally up to 20 students, are scheduled for all practical or laboratory courses, which integrate culinary theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in the proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Offered once per year, beginning in September.

Program Requirements

Course Number	Title	Credits
CULS-100	Culinary Fundamentals	6
CULS-105	Ingredients and Techniques of Fabrication	3
CULP-115	Introduction to À La Carte Cooking	3
CULS-125	Contemporary Topics in Culinary Arts	3
CULP-321	Cuisines and Cultures of Asia	3
CULP-311	Cuisines and Cultures of the Mediterranean	3
BAKE-241	Baking and Pastry Skill Development	3
CULP-301	Cuisines and Cultures of the Americas	3
CULP-225	Garde Manger	3
	Sub-Total Credits	30
	Total Credits	30

Courses

Advanced Concepts in Baking and Pastry

ACBP-450 : Creative Artisanal Chocolates

In this hands-on course, students will conceive, design, develop, and produce a line of confectionery items that is appropriate for a proposed business model. They will take confectionery items from concept through formula development into production, and ultimately to packaging and sales. Students will use their knowledge of confectionery techniques and ingredient function to evaluate and troubleshoot products that they design and put into production.

Credits 3

Prerequisites

Chocolate and Confectionery Technology and Techniques (BAKE-242).

Prerequisite or Corequisite

Advanced Pastry (ADVP-301), Business Planning (MGMT-407), Modern Entremets, Pastries, and Petit Fours (ACBP-452), and Pastry Concepts and Design (ACBP-451).

ACBP-451 : Pastry Concepts and Design

This course will introduce students to the practical application of the principles for the designing of both baked goods as well as assorted pastry items. Participants will take a variety of products through the entire cycle of production, from concept and design to planning production needs to the packaging and display of such products. Topics include product design; production requirements, focusing on equipment strategy; and packaging design, including the history of packaging as well as cultural and environmental concerns. The material covered in this course will play an important part in adding knowledge and understanding of how the baking and pastry industry navigates the flow process from conception to completion.

Credits 3

Prerequisite or Corequisite

Advanced Pastry (ADVP-301), Business Planning (MGMT-407), Creative Artisanal Chocolates (ACBP-450), and Modern Entremets, Pastries, and Petit Fours (ACBP-452).

ACBP-452 : Modern Entremets, Pastries, and Petit Fours

During this course, students examine the art and craft of contemporary entremets, pastries, and petit fours. Focusing on current designs, flavors, and production techniques, students will create a wide variety of products that are progressive in style, flavor, and appearance.

Credits 3

Prerequisites

Contemporary Cakes and Desserts (BAKE-245).

Corequisites

Advanced Pastry (ADVP-301), Business Planning (MGMT-407), Creative Artisanal Chocolates (ACBP-450), and Pastry Concepts and Design (ACBP-451).

Advanced Culinary

ADVC-301 : Advanced Cooking

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

30 culinary arts lab credits and Externship.

ADVC-301A : Advanced Cooking: Asian

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

30 culinary or baking and pastry lab credits and Externship.

Corequisites

Asian Cuisine I (BPSE-423), Asian Cuisine II (BPSE-424), Traditional Foodways, Culinary Customs, and Ingredients of Asia (LART-405), Transcultural Studies (BPSE-425), and Concentration Capstone: Asian (BPSE-450A).

ADVC-301AF : Advanced Cooking: African

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

36 culinary or baking and pastry lab credits

ADVC-301F : Advanced Cooking: Farm to Table

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

30 culinary or baking and pastry lab credits and Externship.

Corequisites

Ecology of Food (APFS-320), Farm to Fork: Practices of a Sustainable Table (BPSE-402), Sustainable Food Systems (BPSE-351), and Chef-Community Relations (BPSE-407).

ADVC-301I : Advanced Cooking: Italian

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

36 culinary or baking and pastry lab credits.

Corequisites

Food and Cultures: Italy (LART-312), Regional Northern Italian Cuisine (BPSE-426), Regional Southern Italian Cuisine (BPSE-427), and Concentration Capstone: Italian (BPSE-450I).

ADVC-301L : Advanced Cooking: Latin

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course.

Credits 3

Prerequisites

30 culinary or baking and pastry lab credits and Externship.

Corequisites

Ancient Foods in a Modern World: Latin American Crops in the Global Arena ([LART-335](#)), Latin Cuisines: Mexico, Central America, and the Caribbean ([BPSE-420](#)), Latin Cuisines: South America ([BPSE-421](#)), Concentration Capstone: Latin ([BPSE-450L](#)).

ADVC-301M : Advanced Cooking: Cuisine of the Northern Mediterranean

This course focuses on the regional cuisines of the Northern Mediterranean area. It will explore indigenous ingredients and cooking techniques unique to this region and its relationship to human health. This class will focus on the food, culture, and identity of the Northern Mediterranean region, with a special focus on the cultural history. Prepare, taste, serve, and evaluate traditional, regional dishes from France, Italy, Greece, and the Levant. Emphasis will be placed on ingredients, flavor profiles, and techniques representative of the different regions of the North Mediterranean diet.

Credits 3

Prerequisites

30 culinary or baking and pastry lab credits and Externship.

Corequisites

Mediterranean Food Studies ([LART-345](#)), Cuisines of Southern Mediterranean ([BPSE-428](#)), Cuisine of the Iberian Peninsula ([BPSE-429](#)), Concentration Capstone: Mediterranean ([BPSE-450M](#))

ADVC-305 : Advanced Japanese Cuisine (Kaiseki)

In this course, students will learn advanced techniques of preparing Japanese cuisine. They will study the variety of cooking techniques for Japanese cuisine and advanced principles of seasonality, colors, tableware, kitchenware, and seasonings, as well as basic serving principles of Kaiseki. Weekly lessons will include advanced skills related to Kaiseki Ryori, highlighting geographical factors, historical background, and origins. Students will also focus on the structure of a full-course Kaiseki meal and how to plan such a meal, synthesizing with expressions of seasonality.

Credits 3

Prerequisites

30 culinary arts lab credits and Externship.

Corequisites

History and Culture of Japan ([LART-340](#)), Basic Japanese Cuisine ([BPSE-440](#)), Japan as Inspiration ([BPSE-441](#)), Concentration Capstone: Japanese ([BPSE-450J](#)).

Advanced Pastry

ADVP-301 : Advanced Pastry

This course is designed to integrate students' training in baking and pastry arts, academic studies, and field experience using fundamental baking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Pastry is an examination of taste, baking and pastry techniques, ingredients, and spices. Students will research and evaluate recipes, comparing and contrasting ingredient functionality and methodology.

Credits 3

Prerequisites

36 baking and pastry lab credits.

Applied Food Studies

APFS-310 : Food History

Cuisines are like history; they begin as raw ingredients and raw "facts," and it is the human hand and mind that create them and give them meaning. This class is designed to serve three purposes: first, it is a broad survey of particular moments of change with political, economic, technological, and cultural shifts that impact food. Second, it is a survey of historiography (the practice of historical discipline) by considering the role of theory and methods within the field. Third, we will ruminate on culinary history, meaning how dishes themselves change, as well as how they are made, how they are eaten, and how they are valued. With all of this taken together, students will gain greater understanding of the cultural construction of food and history, by taking not only food and "facts," but also how these "truths" are contested and interpreted by people to give meaning to both the past and the present. These topics are weighty and complicated, certainly, and it would be a disservice to attempt to cover them all from the dawn of civilization to the present, and spanning across the globe. As such, we will concentrate largely on the west, but consider global perspectives as points of comparison.

Credits 3

Prerequisites

Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155), and College Writing (LITC-100).

APFS-320 : Ecology of Food

This course will look at the food system in a way that takes into account the social, economic, political, environmental, and cultural impacts of food on our lives as citizens. Essentially, it connects individuals to their food in terms of how it is grown, produced, marketed and its consequences on society, be it positive, negative or a little of both.

Credits 3

Prerequisites

Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155), and College Writing (LITC-100).

APFS-420 : Food Policy

The landscape of food policy is shaped in a highly contested environment in which actors from government, industry, non-governmental organizations (NGOs), and international organizations all exert influence. This course will examine the role these actors play in the disputed environment that shapes food policy in both rich and poor countries. We will review the influence of agribusiness, social movements (food activists), NGOs, state actors, and intergovernmental actors. The course uses an interdisciplinary approach utilizing resources from several academic disciplines including political science, economics, sociology, law, and anthropology; but emphasis will be on the political economy of food-understanding the power of dynamics that underlie both food and farming policy in domestic and international context.

Credits 3

Prerequisites

Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155), and College Writing (LITC-100).

Business Management

BUSM-242 : Menu Development

An analysis of menu development for foodservice establishments. Topics to be covered include menu development, descriptions, layout, design, and pricing; sales mix; and station balance. Students will critique and create menus from the perspective of concept, clarity, cost, price, and efficiency.

Credits 1.5

Prerequisites

Introduction to the Hospitality Industry (MGMT-100).

Culinary Production

CULP-115 : Introduction to À La Carte Cooking

The foundation of cooking techniques and theories from Culinary Fundamentals will be applied in a production setting. Emphasis is placed on individual as well as team production. The focus is on cooking fundamentals, ratios, and formulas in a professional kitchen. Multi-course menus will be prepared, with a focus on batch cooking as executed in an à la carte-style service.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100).

Corequisites

Take Non-Commercial HVP (CULP-135)

CULP-130 : High-Volume Production Cookery

This course provides an overview of the food preparation and serving techniques used by the casual dining, on-site catering, non-commercial, and retail segments. This course emphasizes high-volume food production, station setup, timing, service, and menu concept development and execution. Basic cooking and serving competencies are reinforced and new skills specific to high-production preparation and serving are taught. Menu items consistent with the retail and non-commercial segments and also common to the casual dining segment of foodservice are covered. Cooking competencies include egg cookery, grain cookery, sandwich preparation, pasta cookery, and preparation of simple and composed salads, moderate-cost entrées, and cooking with consideration for dietary needs and restrictions.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100).

CULP-135 : Non-Commercial Foodservice and High-Volume Production

This course will review the concepts of high-volume food production typical with non-commercial foodservice applications. Emphasis will be placed on station setup, timing, and service. Basic cooking and serving competencies will be reinforced and new skills specific to high-volume production preparation will be introduced. Additionally, accommodations for customer dietary restrictions will be discussed along with eating trends such as vegetarianism and veganism. The course will also provide an overview of food preparation and serving techniques used by the non-commercial segment of foodservice as well as restaurants, hotels, and other businesses that prepare food in high-volume quantities. The non-commercial segment includes dining services, such as in areas of education, health care, and/or business.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100) or Culinary Immersion Technology and Theory (CULS-120)--Cornell students only.

CULP-225 : Garde Manger

An introduction to three main areas of the cold kitchen: reception foods, plated appetizers, and buffet arrangements. Students learn to prepare canapés, hot and cold hors d'oeuvre, appetizers, forcemeats, pâtés, galantines, terrines, salads, and sausages. Curing and smoking techniques for meat, seafood, and poultry items will be practiced, along with contemporary styles of presenting food and preparing buffets.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100)

CULP-300 : Cuisines of the Americas

Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean.

Credits 2

CULP-301 : Cuisines and Cultures of the Americas

Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100).

CULP-310 : Cuisines of the Mediterranean

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe and the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Spain, France, Italy, Morocco, Tunisia, Greece, and Egypt.

Credits 2

CULP-311 : Cuisines and Cultures of the Mediterranean

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe and the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Spain, France, Italy, Morocco, Tunisia, Greece, and Egypt. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100).

CULP-320 : Cuisines of Asia

Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India.

Credits 2

CULP-321 : Cuisines and Cultures of Asia

Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100)

CULP-325 : Global Cuisines

Students will study the cultures and cuisines of the Americas, Mediterranean, Africa and Asia. They will prepare, taste and evaluate traditional and iconic regional dishes and discuss the unique applications of ingredients, tools, methods and techniques used. Contemporary concepts will be introduced to examine how global cuisine has evolved and will continue based on developing trends and current and future challenges. Studying global cuisine with past, present and future in mind, contextualizes the kitchen experience.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100) and Hospitality Supply Chain Management (HMFB-115)

Culinary Skills

CULS-100 : Culinary Fundamentals

An introduction to the application and development of fundamental cooking theories and techniques. Topics of study include tasting, kitchen equipment, knife skills, classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing and multi-tasking, station organization, palate development, culinary terms, and food costing. The course also introduces the student to fundamental concepts and techniques of basic protein, starch, and vegetable cookery. Emphasis is placed upon the study of ingredients and an introduction to the concepts of ratios and formulas will be given.

Credits 6

CULS-105 : Ingredients and Techniques of Fabrication

An introduction to the identification, use, and storage of animal proteins, vegetables, fruits, herbs, dairy, and other foundation ingredients of the professional kitchen. Additional topics include receiving, identifying, fabricating, and storing beef, pork, poultry, flat and round fish, and shellfish. Hands-on exercises emphasize techniques specific to each variety.

Credits 3

CULS-115 : Meat Identification, Fabrication, and Utilization

This course will introduce the student to the subject of meats and their application in foodservice operations, building a strong foundation that supports the principles to be learned in the cooking courses to follow. Through lectures, demonstrations, hands-on activities, and reviews, students will learn about the muscle and bone structure of beef, veal, pork, lamb, game, and poultry; fabrication methods for sub-primal and foodservice cuts; and proper tying and trussing methods. Lectures will introduce meat inspection, quality and yield grading, costing and yield testing, purchasing specifications, and basic information concerning the farm-to-table trail. Discussions will include preferred cooking methods for all meats, proper knife selection, and butchery equipment. Sanitation and safety standards will be stressed throughout.

Credits 1.5

Prerequisites

Culinary Fundamentals (CULS-100) or Culinary Immersion Technology and Theory (CULS-120)-- Cornell students only.

Corequisites

Take Non-Commercial HVP (CULP-135)

CULS-116 : Seafood Identification and Fabrication

An overview of the principles of receiving, identifying, fabricating, and storing seafood. Identification will involve round fish, flat fish, crustaceans, and shellfish. Topics include knife skills, yield results, quality checks, product tasting, storage of various types of fish, techniques for fabricating cuts for professional kitchens, special storage equipment, commonly used and underutilized species of fish, fishing and aquaculture techniques, and how to choose sustainable species.

Credits 1.5

Prerequisites

Culinary Fundamentals (CULS-100) or Culinary Immersion Technology and Theory (CULS-120)-- Cornell students only.

Corequisites

Take Non-Commercial HVP (CULP-135)

CULS-120 : Culinary Immersion Tech & Theory

An introduction to, and application of, fundamental cooking theories and techniques. Topics include: tasting, kitchen equipment, knife skills, classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing, station organization, palate development, culinary French terms, and food costing. (Available to Cornell University students only.)

Credits 3

CULS-125 : Contemporary Topics in Culinary Arts

An exploration of contemporary issues to complement a professional chef's skill set. Students will complete hands-on cooking exercises to better understand the dynamics of seasoning, flavor balance, salts and sugars, fats and oils, and umami. Special emphasis is placed on building flavor in a healthy kitchen through appropriate cooking techniques and ingredients such as grains and legumes. Northern California gastronomy is discovered through field trips and a select research topic.

Credits 3

CULS-151 : Culinary Practical Examination I (Cooking Practical)

This culinary examination, offered in Singapore only, tests knowledge and proficiency in the principles of cooking and certain fundamental cooking methods--roasting, sautéing, frying, stewing, poaching, and braising. Students will be given an assignment (which includes a soup, protein, vegetable, and starch) to prepare, present, taste, and explain. (High Pass/Pass/Fail grading)

Non-Credit Course

Corequisites

Take [CULS-152](#)

CULS-152 : Culinary Practical Examination I (Written Exam)

This culinary examination, offered in Singapore only, tests knowledge and proficiency in the principles of cooking and certain fundamental cooking methods--roasting, sautéing, frying, stewing, poaching, and braising. Students will be given an assignment (which includes a soup, protein, vegetable, and starch) to prepare, present, taste, and explain. (High Pass/Pass/Fail grading)

Non-Credit Course

Corequisites

Culinary Practical: Cooking (CULA-151).

CULS-251 : Culinary Practical Examination II

This culinary examination, offered in Singapore only, tests students' understanding of fundamental and more advanced proficiency in the principles of cooking. Students will prepare a menu for two that will include a fish starter and a main course. They are also tested on station setup, preparation skills, product presentation and flavor, and ability to answer a range of questions posed by the faculty member. (High Pass/Pass/Fail grading)

Non-Credit Course

Event Planning

HMCE-301 : Event Planning I

This course is an introduction to the major concepts and issues of event planning and the specific discipline of culinary tourism as a topic of academic study. The course covers a broad range of topics related to event planning. Students will investigate the conference and meeting industry, its' scope and responsibility, and multidimensional nature.

Credits 3

HMCE-302 : Culinary Tourism I

This course is an introduction to the major concepts and issues of tourism and the specific discipline of culinary tourism as a topic of academic study. The course covers a broad range of topics related to tourism and the importance of the emerging field of culinary tourism. Students will investigate the sectors of food and beverage tourism, the demographics of culinary tourists, and cultural and ethical issues in culinary tourism.

Credits 3

HMCE-321 : Event Planning II

Students will build on the knowledge gained from event planning I to further explore the economic, financial and social aspects of event planning. Students will learn about event planning as a means to economic and community development, and how to apply the tools of marketing and financial fundamentals to event planning. Students will also be introduced to the process of researching venues for the purpose of planning an event.

Credits 3

HMCE-322 : Culinary Tourism II

Students will build on the knowledge gained from Culinary Tourism I to further explore the economic, financial and social aspects of culinary tourism. Students will learn about culinary tourism as a means to economic and community development, and how to apply the tools of marketing and financial fundamentals to a culinary tourism event. Students will also be introduced to the process of researching a tourist destination for the purpose of planning a culinary tourism event.

Credits 3

HMCE-325 : Logistics & Tech for Tourism & Event Planning

This course is designed to introduce the student to technological and logistical issues and applications in culinary tourism and event planning. Students will be exposed to technologies for conference/travel and event management. Usage of media to develop market presence and attract clients.

Credits 3

HMCE-491 : Applied Event Planning

Capstone course. This course builds skills in the creation, planning, and oversight of an event. Students will design, develop, and produce various types of events.

Credits 3

HMCE-492 : Applied Culinary Tourism

Capstone course. This course builds skills in the creation, planning, and oversight of group-based travel. Students will design, develop, market and lead a regional based food tour based on skills learned in the preceding courses.

Credits 3

HMCE-495 : Entrepreneurship in Culinary Tourism and Event Planning

Seminar course. Students use case studies and guest speakers to explore starting a culinary tourism or event planning business. Students will prepare a business plan outline for a culinary tourism or event planning business. Understanding markets, customer demand, pricing, finances, marketing, sales, and operations of new ventures will all be explored through the business planning process.

Credits 3

Externship

EXTN-200 : Externship Orientation

An introduction to the requirements of the Externship course. Students will explore the steps for planning and conducting a full-time job search. Topics include the course requirements, policies and procedures, the process to secure the position, résumé and cover letter writing, interviewing skills, and career planning. Researching approved externship locations as well as travel and housing accommodations are all discussed. (Pass/No Show grading)

Non-Credit Course

EXTN-205 : Externship Prep Seminar II

The seminar includes a discussion of the college's expectations and a full overview of the externship manual assignment. In addition, the CIA's values and the importance of maintaining professionalism are reviewed. A completed training agreement is required. (Pass/No Show grading)

Non-Credit Course

Prerequisites

Externship Prep Seminar I ([EXTN-200](#)).

EXTN-210 : Externship Orientation

An introduction to the requirements of the Externship course. Students will explore the steps for planning and conducting a full-time job search. Topics include the course requirements, policies and procedures, the process to secure the position, résumé and cover letter writing, interviewing skills, and career planning. Researching approved externship locations as well as travel and housing accommodations are all discussed. (Pass/No Show grading)

Non-Credit Course

EXTN-220 : Externship (Culinary Arts)

A supervised work experience designed to expand career knowledge while increasing speed, timing, organization, and ability to handle cooking or baking and pastry creation in an approved commercial foodservice and hospitality establishment. Students on externship will receive feedback from their supervisor and keep an externship manual to record and reflect on their work experience.

Credits 3

Prerequisite or Corequisite

15 culinary lab credits

EXTN-225 : Externship (Baking & Pastry)

A supervised work experience designed to expand career knowledge while increasing speed, timing, organization, and ability to handle cooking or baking and pastry creation in an approved commercial foodservice and hospitality establishment. Students on externship will receive feedback from their supervisor and keep an externship manual to record and reflect on their work experience.

Credits 3

Prerequisite or Corequisite

15 baking and pastry lab credits

French

FREN-101 : Elementary French I

For students who have had little or no previous exposure to the language. This course is a foundation in spoken and written French, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in French and students will spend weekly sessions in a language laboratory.

Credits 3

FREN-102 : Elementary French II

A continuation of Elementary French I. This course is a foundation in spoken and written French, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in French and students will spend weekly sessions in a language laboratory.

Credits 3

Prerequisites

Elementary French I ([FREN-101](#)).

FREN-201 : Intermediate French

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments, and selected readings on a variety of topics. Students also gain knowledge of French vocabulary, grammar, and culture. Class will be conducted in French and students will spend weekly sessions in a language laboratory.

Credits 3

Prerequisites

Elementary French II ([FREN-102](#)).

FREN-355 : Intermediate French II

Level 4 of French mainly offered as an independent study on rare occasions.

Credits 3

Prerequisites

Intermediate French ([FREN-350](#))

History

HIST-200 : History and Cultures of Asia

An examination of the major historical and geographical developments in Asia and ways in which these developments have affected the creation of various cultural patterns. Topics include the plurality of cultures of Asia, and global interdependency and reactions to it. Offered at CIA Singapore only.

Credits 3

Prerequisites

College Writing ([LITC-100](#)).

HIST-205 : History and Cultures of Europe

An exploration of the major historical and philosophical developments that have shaped the European and western experience. Topics include the European Union, Christianity, systems of government, Enlightenment, Revolution, and Nationalism.

Credits 3

Prerequisites

College Writing ([LITC-100](#)).

HIST-210 : History and Cultures of the Americas

An examination of the major historical and cultural underpinnings of the societies that constitute the Americas. Inherent in this endeavor is an effort to understand not only the culture of the United States but also those of Latin America. As we proceed through the twenty-first century, the global community takes on increased significance; therefore, it is imperative that we understand the historical and cultural developments of other nations.

Credits 3

Prerequisites

College Writing ([LITC-100](#)).

HIST-215 : Origins to Empires

This course introduces students to the processes of historical investigation. Causation, continuity, and change provide the context of the global historical experience through primary sources, maps, and secondary readings. These historical tools foster an interdisciplinary approach to the study of the past by integrating the history of peoples in a global context. Course content begins with the rise of Homo sapiens, ends with the rise of empires, and focuses on topics that include the relationships between the natural world and civilizations, cultures and institutions, and the power relationships involved. As well, students in the course will examine the creation and evolution of knowledge and ideas over time, and the roles of geography, politics, economics, philosophy, and religion in societies.

Credits 3

Prerequisites

College Writing ([LITC-100](#))

HIST-220 : Medieval to Age of Revolution

Students study the processes of historical investigation in this course. Causation, continuity, and change provide the context of the global historical experience through primary sources, maps, and secondary readings. These historical tools foster an interdisciplinary approach to the study of the past by integrating the history of peoples in a global context. The course begins with the Medieval period and ends with comparative revolutions. It focuses on topics that include the interrelationship between institutions and cultures and the power dynamics involved; challenges to the political and economic status quo; the growing interconnectedness of the world; and new ideas about identity, equality, and power.

Credits 3

Prerequisites

College Writing (LITC-100)

HIST-225 : The Modern World

Students in this course learn the processes of historical investigation. Causation, continuity, and change provide the context of the global historical experience through primary sources, maps, and secondary readings. These historical tools foster an interdisciplinary approach to the study of the past by integrating the history of peoples in a global context. The course begins with Romanticism and the impact of modern nationalism, and considers the global impacts of the Industrial Revolution and Imperialism, and of the quest for domination through world war. Finally, the course examines the development of cultural politics, and shifting values and beliefs over autonomy.

Credits 3

Prerequisites

College Writing (LITC-100)

Hospitality Management Core

HMHC-310 : Hospitality Law

This course will introduce the student to various business structures, ethical practices, and governmental regulations. Legal issues with regard to employees, menus, beverages, contracts, and management responsibilities will be reviewed. Safety and security of guests and employees will be studied. Emphasis will be placed on the examination, interpretation, and analysis of hospitality related legal cases.

Credits 3

Prerequisites

Hospitality Management Internship (HMFB-300).

HMHC-315 : Hospitality Operations Management

(Formerly Hospitality Facilities and Operations Management.) This course investigates the distinctive operational characteristics, mechanics, and management practices of hospitality organizations. Throughout the course, students will be provided with advanced techniques and tools to analyze the operational capabilities of any organization and offer viable solutions to problems. Topics such as the design of effective service delivery systems, capacity planning, pricing strategies and restaurant revenue management, cost control, labor management and customer service processes are addressed. Emphasis will be placed on principal operating problems facing managers in the restaurant industry. Students will perform the service delivery analysis of an existing restaurant.

Credits 3

Prerequisites

Hospitality Management Internship (HMFB-300)

HMHC-320 : Managing Technology in the Hospitality Industry

This course will introduce students to the information needs of hospitality businesses and the technologies utilized by those businesses. Current technologies will be evaluated along with the selection, implementation, and management of those technologies. Security and the effective use of technology to support management decision-making will be explored. In addition, students will research emergent technologies and evaluate their future impact on hospitality businesses.

Credits 3

Prerequisites

Hospitality Management Internship (HMFB-300)

HMHC-490 : Strategic Management in the Hospitality Industry

This capstone course will provide an in-depth study as to how hospitality organizations develop and maintain competitiveness in a global environment. Topics will include strategy formation, branding, mergers, acquisitions, new entrants, crisis management, and the development of new brands. Emphasis will be placed on how companies maintain their competitive focus, develop strategic thinking, make effective use of internal and external resources, and develop strategies for future growth and sustained success. Additional emphasis will be placed on ethical practices and socially responsible management, while staying true to all stakeholders.

Credits 3

Prerequisites

Marketing Principles (MGMT-205), Human Resources Management (MGMT-210), and Managerial Accounting (MGMT-225) or Finance (MGMT-255).

Hospitality, Food and Beverage Management

HMFB-110 : Foundations of Hospitality Management

(Formerly know as Introduction to Food and Beverage Management.) Students will learn about preparing themselves as professionals with the attitudes and self-preparations for a rewarding career. They will prepare communications for a successful employment search, engage in active practice interviews, learn how to conduct themselves at a career fair and in telephone interviews, and be able to manage the employment search process. Students will learn about the knowledge, skills, and abilities necessary to flourish as a food and beverage manager, and food and beverage career options will be explored within the context of the hospitality industry.

Credits 3

HMFB-115 : Hospitality Supply Chain Management

(Formerly Food Product Identification, Selection, and Procurement.) Students will examine principles and practices concerned with the sourcing, quality assessment, and proper care and handling of meat, seafood, produce, dairy, and grocery products available to today's food buyer. Special topics include expert product information on various food groupings and the need for clear and concise specifications. Testing and evaluation techniques are also emphasized. This course will also include observation and experience in a "Manager in Training" role in storeroom operations utilizing campus meat/fish fabrication and storeroom facilities.

Credits 3

HMFB-200 : Hospitality Internship Orientation

Non-Credit Course

HMFB-210 : Service and Beverage Management

This course explores table service principles and skills with an emphasis on customer service in a restaurant. Topics to be examined include guest relations, professional communication, and order taking in an à la carte environment; service sequence; point-of-sale systems; cash handling; beginning merchandising; table skills; and dining room preparation. The focus is on service to the guest, while looking at various styles such as Russian, American, and family-style service. Students will also learn the basic principles of beverage service, including suggesting wines and opening wine bottles correctly; serving wine in appropriate glassware and at the correct temperature; identifying key differences between New and Old World wine styles; understanding basic principles of how climate and geography affect the quality and style of wine; showing competence in reading labels from the major wine-producing nations; experiencing the wine tasting process; and identifying grape types used as well as the flavors of wines. The course will also focus on interacting with guests: student will put to work concepts including sequence of service, table maintenance, etiquette, and salesmanship, which will be discussed during lectures.

Credits 3

Prerequisite or Corequisite

Introduction to Food and Beverage Management (HMFB-110)

HMFB-300 : Hospitality Management Internship

A required 500-hour, 12 week experiential course designed as a complementary work experience to enhance the students' knowledge, skills and abilities in hospitality business management. Students will work alongside industry professionals, experiencing real-life context and application of their course work. Internship site selections are individually tailored to support each student's academic goals and experience. All sites require the use of research, writing, analytical, and presentation skills in a supervised setting to accomplish a specific project or goal within a designated time frame.

Credits 3

Prerequisites

Modern Banquet Cookery (CULA-260), Service and Beverage Management (HMFB-210), and Managerial Accounting (MGMT-225) or Finance (MGMT-255), ServSafe Exam (CUSC-100A/105A).

HMFB-420 : Contemporary Topics in Food and Beverage

An exploration of contemporary issues in the culinary world, this class will explore a number of key issues in different hospitality businesses. Students will explore current nutrition fads and analyze culinary topics in specific hospitality concepts. These topics will include food safety, nutrition, food allergies, healthy menus, food trends, technology in and out of the kitchen and the evolution and disruption of the food service industry. We will look at food sourcing and traceability, molecular gastronomy, modern kitchen science, the local and sustainable movement and other important topics in the quickly changing culinary world.

Credits 3

Prerequisites

Marketing Principles (MGMT-205), Human Resources Management (MGMT-210), and Managerial Accounting (MGMT-225) or Finance (MGMT-255).

Italian

ITAL-101 : Elementary Italian I

This course is for students who have had little or no previous exposure to the language. This course is a foundation in spoken and written Italian, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Italian.

Credits 3

ITAL-102 : Elementary Italian II

A continuation of Elementary Italian I, Elementary Italian II is a foundation in spoken and written Italian, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Italian.

Credits 3

Prerequisites

Elementary Italian I (ITAL-101).

ITAL-201 : Intermediate Italian

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments and selected readings on a variety of topics. Students also gain knowledge of Italian vocabulary, grammar, and culture. Class will be conducted in Italian.

Credits 3

Prerequisites

Elementary Italian II (ITAL-102).

Liberal Arts Electives

LART-101 : Public Speaking

Speaking clearly and confidently is essential to success in both professional and personal situations. Effective speech is also crucial to citizenship and civic engagement. This introductory course will provide students with the opportunity to develop and strengthen their ability to speak in public in a variety of contexts. Public Speaking is a performance-based class in which students will be expected to deliver introductory, informative, persuasive, and special occasion speeches. Students will also learn the proper techniques for delivering a PowerPoint presentation. Preparation for effective oral presentation will also help develop students' organizational and critical thinking skills.

Credits 3

LART-200 : Global Cuisines and Cultures: Italy

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Italy. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-205 : Global Cuisines & Cult: France

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of France. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-210 : Global Cuisines and Cultures: Spain

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Spain. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100)

LART-215 : Global Cuisines & Cult: China

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of China. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-220 : Global Cuisines and Cultures: Peru

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Peru. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-225 : Global Cuisines & Cultures: Costa Rica

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Costa Rica. We will visit farms, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production, consumption, and culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-230 : Global Cuisines and Cultures: U.S. Northern California

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Northern California. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition. The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.

Credits 3

LART-235 : Global Cuisines and Cultures: Tanzania

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of Tanzania. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-250 : Globalization in Historic and Contemporary Contexts

This course examines the interdisciplinary topic of globalization, beginning with the history of increasing interconnection, including colonialism and imperialism, and highlighting the differences and similarities of previous forms of exchange from those practiced today. Students will discuss the impact of globalization on the state, individuals, and multinational entities such as corporations and NGOs, while avoiding the over-generalized use of the term that reduces it to the trope of McDonald's in Siberia or sushi in American grocery stores. At the end of this class, students will emerge with an understanding of how new global mobility and the power structures implicit in that mobility require us to reexamine previously accepted units such as state, company, or social group.

Credits 3

LART-255 : History of Africa

This course surveys the history of Africa from the beginnings of human civilization to the present. Africa is home to one of the earliest cradles of civilization and, at present, 54 sovereign nations. Over 1.2 billion people live there and together, they speak more than 2,000 languages. Given this vast swath of time and experiences, this course can not be comprehensive; instead, it is structured to offer a deep dive into topics crucial to understanding Africa's past and its peoples. It begins by asking to students to consider how we know what we know about African history and cultures. In its second section, it addresses the origins of humanity and the development of early technologies before continuing on through the rise of kingdoms and empires. From there, it turns to Africa's incorporation into the modern global system with the growth of slave trade networks and the ensuing diaspora. The fourth section takes up the spread of colonization and responses to it, the results of which take root in a broad range of independence movements. The course concludes with a study of contemporary African identities.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-260 : Justice, Ethical Leadership & Truth

This course will examine the intersection of leadership and ethics as it relates to the idea of justice in a variety of contexts including, but not limited to, political, social, and economic. Students will examine the ethical dilemmas of leadership and the moral implication of decision-making for both personal integrity and citizenship. The purpose of this course is to make visible the ethical challenges and decisions facing leaders as they decide what is just. Readings that focus on equality, liberty, empathy, and rights will be interrogated throughout the course.

Credits 3

LART-300 : World Cultures and Cuisines

Food is a critical component of culture within any society. This course investigates its impact on lifestyle, commerce, and politics in key global regions. Students learn why and how agriculture, religion, history, and environmental sustainability influence the characteristics of a culture and its food. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Credits 3

LART-305 : Equality, the "American Dream," and the Struggle for Wealth

The purpose of this course is to explore the idea of equality in the American historical experience by analyzing class conflict and the competition for economic resources. The focal point of the course is working people and their efforts to achieve the "American Dream." The tension between labor and capital will provide the framework for the course. Ideas about equality from the American Revolution through the Civil War will be examined, and then tested by uncovering how the idea of equality translates into the industrial age and beyond. Specific attention is devoted to the Gilded Age and the Progressive Era, as well as the New Deal, and the current debate over income equality.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-306 : Food Photography and Food Styling

Students will be introduced to the principles and techniques of creating visual content and visual storytelling through digital photography. This course will give the student a basic understanding of digital capture utilizing 35mm DSLR camera systems, digital darkroom techniques, and best digital workflow practices. Students will develop a visual literacy by analyzing historical trends of visual communication as well as critically examining current marketing and communication trends in the food industry, and will also learn to work on location and in the studio creating food-based content. In addition, they will be introduced to food styling techniques.

Credits 3

Prerequisites

Culinary Fundamentals (CULS-100) or Baking and Pastry Techniques (BAKE-105).

LART-311 : Food and Cultures: France

In this class, you will study the regional foods, drinks, and foodways of France to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Credits 3

Prerequisites

College Writing (LITC-100) and Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155).

LART-312 : Food and Cultures: Italy

In this class, you will study the regional foods, drinks, and foodways of Italy to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Credits 3

Prerequisites

College Writing (LITC-100) or College Writing for English Language Learners (LITC-100A), and Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155).

Corequisites

Advanced Cooking (ADVC-301I), Regional Northern Italian Cuisine (BPSE-426), Regional Southern Italian Cuisine (BPSE-427), and Concentration Capstone (BPSE-450I).

LART-313 : Food and Cultures: Spain

In this class, you will study the regional foods, drinks, and foodways of Spain to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-317 : Food in Film

This course seeks to turn students from passive viewers to informed and involved critics of food in film. Students will examine food films as a unique genre, and jump into the academic conversation of film analysis through in-class discussions, papers and a final project. The course's main arc follows cultural issues raised by U.S. food films released between 1990 and 2015, as well as their antecedents, as appropriate, and a selection of films released after 2015. For each film, students will examine food's role in crafting a cultural statement. Areas of focus include film's portrayals of U.S. restaurants and consumer consumption, the role of women in the industry, the objectification of women and food, the portrayal of domestic masculinity, the reflection of identity in animated films, and the commodification of ethnicity.

Credits 3

Prerequisites

Literature and Composition (LITC-200) or College Writing II (LITC-105).

LART-320 : Food Writing

In this course, students will write various assignments, essays and stories that demonstrate their ability to read and think critically about food through a variety of food writing techniques, changing the shape of their writing to match the requirements of each method. At the midpoint and the course conclusion, students will submit a portfolio of their work. Portfolio collections will include assigned writing pieces and a reflection on the writing process. Additionally, at the course's conclusion, students will present their written work in a multimedia format for the class. Readings include essays, articles, and literature.

Credits 3

Prerequisites

Literature and Composition (LITC-200) or College Writing II (LITC-105).

LART-325 : American Freedom: A People's History of the Constitution

This course examines the evolution of constitutionally protected rights in the history of the United States, as well as the social, political, and economic forces that have helped shape the creation and dissemination of those rights, and the extent to which those rights have advanced the cause of freedom in America. The course materials focus on the creation of the Constitution, the Bill of Rights, and constitutional amendments. Attention is paid to the historical periods in which these amendments came to fruition and how the amendments and the Supreme Court decisions that followed have helped shape American freedom. The course concludes with an assessment of the relevance of the Constitution in the 21st century.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-330 : Feasting and Fasting in Latin America

This liberal arts elective explores the role of feasting and fasting in Latin American culture and literary traditions from pre-Colonial times to the twentieth century. This includes an examination of the relationship between food consumption, religious practices, rituals of passage, gender roles, and culinary traditions in Latin America.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-335 : Ancient Foods in a Modern World: Latin American Crops in the Global Arena

Around the world, attention is being paid to unfamiliar ingredients emerging from Pre-Columbian Latin American foodways. Often these ancient foods are marketed for their nutritional value, exoticism, and "authenticity." Global interest in crops such as quinoa and amaranth has created an economic boom for producers, but often with the effect of driving the rural villagers who traditionally consumed these crops out of the marketplace in favor of first-world gourmets. While a great deal of traditional farming knowledge was lost during the Columbian Exchange, most of the ingredients being "discovered" today have enjoyed a long history of uninterrupted cultivation and consumption in their lands of origin. This class seeks to address the culture of colonialism and globalization that allows such ingredients to be simultaneously "discovered" and exploited, and the various issues of agency, ownership, and social justice that underlie the adoption of new foods from Latin America.

Credits 3

Prerequisites

College Writing (LITC-100).

LART-336 : Latinx in the United States

This interdisciplinary course is an introduction to Latinx in the United States. It focuses on the contemporary social, racial and economic challenges they experience in their country. The course also explores the contributions of Latinx to business, education, medicine, the food industry, and the arts. Some of the topics discussed are the origin of Latinx in the U.S., the reasons fueling modern immigration, social and class differences amongst different groups, racial discrimination, gender bias and inequalities, religious beliefs, and entrepreneurship. The course seeks to engage students to share their insight about topics discussed in class, the assigned readings, and their personal experiences.

Credits 3

Prerequisites

College Writing (LITC-100)

LART-337 : African American Chefs and Southern Food

In no other time has the conversation of southern food been more passionate. Major debates have been surrounded by the authenticity of dishes, how they are prepared and who can claim the tradition of southern food. Often the holders of these traditions are overlooked. In this course we will examine the stories of the enslaved and freed cooks from Charleston, who through their skill created the authentic cuisine still alive today. This course examines the food of the South as it related to the ingredients that make up the African Diaspora. We will examine these things not only through foodways but through, race relations, gender roles, power and privilege.

Credits 3

Prerequisites

Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155) or Globalization in Historic and Contemporary Contexts (LART-250)

LART-340 : Japanese Culture and History

This course will give students an overview of the currents of Japanese history, from its early beginnings in the Jomon Period through the post-World War II era. Students will examine various types of evidence that historians use to interpret the past, and gain an appreciation of the ways in which analysis-of classic works of literature, political documents, diaries, painting, weaponry, clothing, and poetry-reveals history as dramatic. That analysis of historical evidence also teaches us that history is something created by actual people who held opinions about their social worlds and made decisions in their daily lives. Finally, students will consider Japan's remarkable ecological conditions and the influence they have exerted on the societies that inhabited its islands.

Credits 3

Corequisites

Basic Japanese Cuisine (BPSE-440), Advanced Japanese Cuisine/Kaiseki (ADVC-305), Japan as Inspiration (BPSE-441), Concentration Capstone: Japanese (BPSE-450J).

Prerequisite or Corequisite

College Writing (LITC-100) or College Writing for English Language Learners (LITC-100A)

LART-345 : Mediterranean Food Studies

This course focuses on key historical, political, and socio-cultural contexts that have defined the food cultures of the Mediterranean region, to understand the region as a whole. With a multidisciplinary approach aiming to intersect theory with practice, it will examine factors that have shaped the culinary traditions of the region, including professional and home cooking, wealth and poverty, feasts and rituals, industrialization and globalization, rural and urban life, family structure, gender roles, sustainability, and innovation. The course will also build students' understanding of the Mediterranean diet and examine current trends reshaping traditional foodways, from changing employment patterns and the rising influence of processed food to the decline of active lifestyles.

Credits 3

Prerequisites

College Writing (LITC-100) or College Writing for English Language Learners (LITC-100A), Introduction to Gastronomy (APFS-150)

Corequisites

Advanced Cooking: Cuisine of the Northern Mediterranean (ADVC-301M), Cuisines of the Southern Mediterranean (BPSE-428), Cuisine of the Iberian Peninsula (BPSE-429), Concentration Capstone: Mediterranean (BPSE-450M)

LART-355 : Research Methods

This course is a survey of research methods with an emphasis on comprehension of business and behavioral science research literature. Its purpose is to introduce students to quantitative and qualitative methods for conducting meaningful inquiry and research. Students will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods. Topics include: developing a hypothesis, a research problem, and related questions; framing the problem with the correct research methodology; collecting data that accurately addresses the research problem; measuring the effectiveness of a program; using data to make decisions; and presenting data to decision-makers and other consumers. The course will provide an overview of the important concepts of research design, data collection, statistical and interpretive analysis, and final report presentation.

Credits 3

Prerequisites

Introduction to Statistics (MTSC-200), Internship (HMFB-300).

LART-355A : Research Methods for Applied Food

This course is a survey of research methods with an emphasis on interdisciplinary and multidisciplinary research in food studies. Its purpose is to introduce students to methods for conducting meaningful and ethical inquiry and research. Students will gain an overview of research intent and design, methodology and technique, format and presentation, and basic data management and analysis. Students will complete a research project during this course.

Credits 3

Prerequisites

Applied Food Studies (APFS-200).

LART-360 : Shakespeare: Play and Performance

This elective is an exploration of Shakespeare's plays as cultural phenomena, focusing on critical reading of the texts and the relationship between text and performance in popular film adaptations. It will accommodate both students new to Shakespeare and those with prior interest and background.

Weekly seminar meetings will involve close reading of plays from all four Shakespearean genres (comedies, tragedies, histories, and romances), as well as viewing and discussion of film versions by directors such as Orson Welles, Kenneth Branagh, Peter Greenaway, and Akira Kurosawa.

Credits 3

Prerequisites

Literature and Composition (LITC-200) or College Writing II (LITC-105).

LART-400 : A Sense of Place: Critical Perspectives on the California Wine Industry

This interdisciplinary course seeks to provide a cultural, historical, and socioeconomic context for the modern California wine industry. Students in this course will not only read about the history and culture of California wine, but also will, by meeting and engaging with visiting speakers, be able to take part in academic and practical conversations that will expand the discourse. Students will be introduced to the social and historical chronology, major events, salient issues, and controversies of the California wine industry through assigned readings, films, and interaction and discourse with experts in order to place California wine in both the professional and larger culture.

Credits 3

Prerequisites

Wine Studies (HOSP-305), Introduction to Wine Studies (HOSP-300), Wine and Beverage Studies (HOSP-355), or Service & Beverage Management (HMFB-210).

Prerequisite or Corequisite

Advanced Principles of Service Management in Hospitality (HSBV-380), Advanced Wine Studies (HSBV-404), La Sommellerie: Developing and Delivering a Professional Beverage Program (HSBV-375), Spirits and Principles of Mixology (HSBV-300).

LART-405 : Traditional Foodways, Culinary Customs, and Ingredients of Asia

This course provides an introduction to primary historical documents, historiographical analysis, and literary texts related to Asia's contribution to world cuisine. In the various contexts of the build-up of ethnic identity, colonialism, the birth of nationalism, and de-colonization in different geographical regions, we will follow the history of ingredients, culinary practices, and the changes of trade routes that were related to food systems, from the Paleolithic to Modernity. At a macro level, the foodways will be followed along past and present migratory patterns, and across borders between nation-states, religious communities, and conflict areas. We will also make an inquiry into the symbolism of food in the context of the domestic space, and try to analyze family patterns related to the acquisition, shopping and storage, preparation, consumption, and disposal of food in a domestic setting at different stages of history. Apart from immersion trips to Southeast Asian countries, we will visit museums and markets to connect past theories and symbols to present techniques, behavioral patterns, and representations related to food.

Credits 3

Corequisites

Advanced Cooking ([ADVC-301A](#)), Asian Cuisine I ([BPSE-423](#)), Asian Cuisine II ([BPSE-424](#)), Transcultural Studies ([BPSE-425](#)), and Concentration Capstone: Asian ([BPSE-450A](#)).

Literature and Composition

LITC-100 : College Writing

Students will write and revise essays that demonstrate their ability to read and think critically, to incorporate evidence into the development of their ideas, and to articulate their responses persuasively. Readings may include essays, articles, literature, or literary criticism. Basic concepts of information literacy will be introduced. Grammar, usage, and mechanics will be reviewed as necessary.

Credits 3

LITC-105 : College Writing II

Based on the assumptions that writing is a way of thinking and the process of writing is an act of discovery, the goals of the CIA's writing program are to help students think, read, and write critically. Through these interrelated activities, students will learn to develop and communicate ideas about focused subjects for particular audiences in a clear, convincing manner. This course proceeds from College Writing to further develop students' abilities to read and think critically and write clearly. Students will compose persuasive, well-developed, and clearly organized essays that synthesize, document, and respond to sources in building arguments. In addition, students will develop a substantial research project that demonstrates the information literacy skills required to find, evaluate, and make appropriate use of primary and secondary materials relevant to their topics.

Credits 3

Prerequisites

College Writing ([LITC-100](#)).

LITC-200 : Literature and Composition

This is a 200-level literature and writing course focusing on the critical thinking, discipline, and skills involved in reading literature and writing analytical essays. While developing your abilities as a writer, you'll be challenged to read literary texts carefully and critically, discovering the reader's role in interpreting the meaning of a text and cultivating a tolerance for (even an appreciation of) ambiguity. The aim of the course is to extend your capacity to think critically—that is, to explore issues from multiple perspectives and, through your reading, to develop ideas that are important to you.

Credits 3

Prerequisites

College Writing ([LITC-100](#)).

LITC-305 : Interpreting Literature

This is an upper-level, discussion-based course focusing on the critical reading and analysis of literature. Students will learn to read texts closely and deeply while understanding them within thematic, historical, and/or cultural contexts. Readings may include novels, short fiction, poetry, drama, essays, and literary criticism. Course work includes reading assessments and writing of critical essays.

Credits 3

Prerequisites

College Writing II (LITC-105).

Managed Service

HMMS-303 : Managed Service I

This course is designed to introduce the students to various segments of the hospitality industry including health care, college/university, school (K-12), business and industry, leisure/ recreation, vending, in-flight, and corrections. The traditional food service opportunities are enhanced, but the course goes further in-depth into the other services now being offered by the hospitality companies; i.e., housekeeping, environmental services, and patient care.

Credits 3

HMMS-323 : Managed Service II

This course provides students with an understanding of the unique management issues facing the operation of the following hospitality venues: sports stadiums, business and industry accounts (B&I), convention centers, colleges and universities, private/public schools, healthcare such as medical centers, hospitals, critical care retirement centers (CCRC's), and museums/performing arts centers. Students will analyze case studies, contracts, and tour local hospitality properties to describe contract food management operations.

Credits 3

HMMS-425 : Hospitality Labor Relations

This course provides an in-depth exposure to the complex and dynamic nature of labor-management relations in the hospitality industry. Students are exposed to the management of the collective bargaining process and union contracts. Within the labor relations process, students learn how to manage areas such as union organization campaigns, strikes, unfair labor practices, disciplinary procedures, and grievances and arbitrations.

Credits 3

Math

MATH-111 : Mathematics

Students will learn basic mathematical concepts and methods that will assist them in using mathematics in their personal and professional lives. Topics include problem solving, consumer mathematics, and college algebra.

Credits 1.5

Math and Science

MTSC-100 : Mathematical Foundations

This course covers the basic mathematical skills that will be utilized in several other courses in the CIA degree programs. Topics include problem solving with fractions and decimals, unit conversion, percentages, ratio and proportion, and introductory algebra concepts. Students will practice using mathematics to solve some of the authentic problems they are likely to encounter in their careers and in their personal lives.

Credits 1.5

MTSC-105 : Survey of Mathematics

This course is an introduction to selected topics in college-level mathematics. Topics may include, but are not limited to: sets, logic, algebra, graphing and modeling, probability, and statistics. Specialized topics may be included at the discretion of the instructor.

Credits 3

MTSC-110 : College Algebra

This course provides an overview of the fundamental concepts of algebra. Topics discussed will include, but are not limited to, real and complex numbers, linear equations and inequalities, quadratic equations, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities. Students will use these concepts to solve real-world problems in a variety of contexts.

Credits 3

MTSC-115 : Science Fundamentals

This course will emphasize the development of basic scientific skills in the larger disciplines of biology, biochemistry, and chemistry, and will enhance students' ability to understand the living world. It will serve as a prerequisite for science-related courses as well as provide students with the basis upon which to evaluate and better comprehend written scientific material from a variety of sources. This is one of the courses students can choose to satisfy the math/science component of the required liberal arts distribution.

Credits 3

MTSC-200 : Introduction to Statistics

This introductory course in descriptive and inferential statistics places emphasis on the application of theory to real-life situations in a variety of contexts. Topics discussed will include, but are not limited to, measures of central tendency and variance, probability, probability distributions, hypothesis testing, confidence intervals, correlation, and regression. Other topics may be included at the discretion of the instructor. Technology--a graphing calculator, Excel, or statistical analysis software--will be used regularly throughout the course.

Credits 3

MTSC-205 : Calculus I

Calculus is the study of functions, how they change, and how they can be used to describe and predict the behavior of various physical systems. This course is an introduction to the fundamental concepts and applications of calculus. Topics will include functions and their graphs, limits, derivatives, and integrals.

Credits 3

MSFS

MSFS-500 : Sustainability and Climate Change

This course offers a deep dive into the subject of sustainability within the context of climate change. It provides a forum for exploring the social, cultural, political, and economic issues that arise when considering what it means to live sustainably in our dramatically changing world. Particular emphasis will be placed on food system contributions to global warming, the way that a changing climate will impact the food system, and the potential of food system change as a tool for slowing the process.

Credits 2

MSFS-501A : Exploring the Greater San Francisco Bay Area Food System

This course provides an introduction to the MPS in Food Systems and Sustainability. Students will meet other members of their cohort, learn to navigate program content, and begin their exploration and analysis of food systems and sustainability. Particular emphasis will be placed on the tension between making change through activism and advocacy and making change from within the mainstream food system. Course material will be delivered through a combination of in person lectures and discussions, and through tours that explore different elements of the greater San Francisco Bay area food system.

Credits 1

MSFS-501B : Exploring Hudson Valley and New York Food Systems

Credits 1

MSFS-505 : Systems Thinking Seminar

Students will delve into the concept of systems thinking as it applies to food systems through a dialogical analysis of the academic literature. Students will apply their understanding of systems thinking tools in the modeling of a complex food system problem. Application of systems thinking tools will be used to design an intervention that addresses the problem based on their analysis of its critical pressure points and connections. Students will map possible intended and unintended consequences of the intervention.

Credits 1

MSFS-510 : Local, Regional, and Global Food Systems

The food system is a series of activities designed to feed and nurture us. This course will examine food systems on a global, regional, and local scale through the lens of sustainability. Students will learn about the industrial functions that formulate a food system and some of the factors that impact it. Topics will include trade, government policies, as well as nutritional, social, economic, and environmental matters. Students will explore a variety of initiatives designed to reform food systems while deliberating the complexities of balancing the Triple Bottom Line: People, Planet, and Profits. Through weekly course work, students will gain broad knowledge of food systems and conceptualize ways to influence improvements.

Credits 2

MSFS-520 : Race, Class, and Justice from the Field to the Table

Credits 3

MSFS-530 : Sustainable Agriculture

Credits 3

MSFS-540 : Sustainable Diets and Public Health

This course will explore the dietary shifts needed in the US and other high, middle, and low-income countries to achieve global sustainability, food security, and public health goals. Students will be challenged to think critically about the characteristics of sustainable and healthy diets, the influencing factors that shape current and emerging food consumption trends, and how different sectors can play a role in advancing evidence-based programs and policies for changing eating patterns in the US and globally. Through readings, videos, interactive discussions, guest lectures, and project assignments, this course will prepare students become effective advocates for programs and policies that support healthy and more sustainable dietary changes among diverse audiences.

Credits 3

MSFS-550 : Culinary Strategy and Food System Innovation

Credits 3

MSFS-560 : Food Movement Voices: How to Create Change

Credits 3

MSFS-570 : Leadership, Engagement, and Impact

Credits 3

MSFS-580 : Applied Project in Food System Sustainability

Credits 3

MSFS-590 : Making Change in the Food System: Leadership Perspectives

Credits 2

Practicum

PRAC-200 : Professional Culinary Practicum

Culinary students pursuing the BBA at the CIA Singapore who receive transfer credit for a previously completed, hospitality-related internship/externship for which transfer credit has been awarded will be scheduled for this non-credit professional bridge.

Non-Credit Course

PRAC-205 : Professional Baking Practicum

Baking and Pastry students pursuing the BBA at the CIA Singapore who receive transfer credit for a previously completed, hospitality-related internship/externship for which transfer credit has been awarded will be scheduled for this non-credit professional bridge.

Social Sciences

SOCS-100 : Principles of Microeconomics

This is a survey course in the theory and application of microeconomics. In contrast to macroeconomics, microeconomics focuses on individual decision-making. The focus throughout the semester will be the understanding of the relationship between economics and policy, which requires an understanding of history and institutions. The course topics focus on microeconomic issues and problems such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.

Credits 3

SOCS-105 : Principles of Macroeconomics

This is a survey course in the theory and application of macroeconomics. In contrast with microeconomics, macroeconomics focuses on aggregate behavior, or the behavior of the economy as a whole. The student will be introduced to methods of economic reasoning and the variety of ways economists develop models based on observed behavior. The focus throughout the semester will be the understanding of the relationship between economics and policy, which requires an understanding of history and institutions. The course develops a theoretical framework for macroeconomic analysis and applies this theory to practical domestic and international economic policy problems, specifically: unemployment, inflation, business cycles (fluctuations in the economy), and growth.

Credits 3

SOCS-110 : Psychology of Human Behavior

An introduction to various schools of thought that explain why people behave the way they do. Topics covered in the course include personality, motivation, memory, learning, perception, nature, nurture, and adaptation.

Credits 3

SOCS-115 : Social Psychology

An examination of how the behaviors, thoughts, and feelings of the individual are influenced by the presence of other persons. Topics such as attitude formation and change, altruism and aggression, interpersonal attraction and love, stereotypes and prejudice, and criminal justice and conformity will be discussed. In addition, various empirical research methods will be examined and applied to these topics.

Credits 3

SOCS-175 : Industrial and Organizational Psychology

This course is an introduction to the major concepts of industrial and organizational psychology: the application of behavioral science research and theory to humans in the workplace. Industrial and organizational psychology is an applied behavioral science, which means that it takes research findings and theories and applies them to human behavior in the workplace. This course will explore individual behavioral patterns relative to job function, the psychological impacts of stress, the development of emotional intelligence, business anthropology's cultural impact, the dynamics of group performance, and motivational and leadership theory.

Credits 3

SOCS-200 : Anthropology of Food

This course examines the way food is produced, prepared, exchanged, presented, and given meaning in cultures around the world both in the present day and in our archaeological past. It will examine the role of food culture in human origins and in the rise of sedentary civilization, the implication of food in culture formation and collapse, the symbolism of specific foodstuffs; who prepares food and how it is done; who feeds whom and how these relations are expressed and valued.

Credits 3

Prerequisites

Introduction to Gastronomy (APFS-150) or Gastronomy (APFS-155), and College Writing (LITC-100) or College Writing for English Language Learners (LITC-100A).

SOCS-205 : The Archaeology of Food

Archaeologists utilize material culture to understand the lives of past and present human societies, including the ways in which humans decide what and how to eat. Material culture related to food choices can give significant insight into how and when human beings evolved, spread through, and interacted with their environments and each other. The analysis of archaeological foodways reveals both practical strategies for survival and cultural norms and values, while the utilization of experimental archaeology can recreate lost foods and drinks.

Credits 3

SOCS-210 : Food, Nutrition & Public Health

This course will explore the expanding role of chefs as facilitators of positive health behavior change among diverse individuals and groups. Students will be introduced to some of the major theories, models, and frameworks commonly used in nutrition and public health interventions that target behavioral changes at the individual, community, and societal levels. The course will give students a theoretical foundation for designing, implementing, and evaluating community-based health promotion programs.

Credits 3

Prerequisite or Corequisite

Nutrition ([CUSC-110](#)) or Food Science ([CUSC-105](#))

Spanish

SPAN-101 : Elementary Spanish I

For students who have had little or no previous exposure to the language. This course is a foundation in spoken and written Spanish, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory.

Credits 3

SPAN-102 : Elementary Spanish II

A continuation of Elementary Spanish I. This course is a foundation in spoken and written Spanish, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory.

Credits 3

Prerequisites

Elementary Spanish I ([SPAN-101](#)).

SPAN-201 : Intermediate Spanish

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments and selected readings on a variety of topics. Students also gain knowledge of Spanish vocabulary, grammar, and culture. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory.

Credits 3

Prerequisites

Elementary Spanish II ([SPAN-102](#)).

SPAN-355 : Intermediate Spanish II

Level 4 of Spanish, used as an independent study when needed.

Credits 3

Prerequisites

Intermediate Spanish ([SPAN-201](#))