The French Pastry School

Academic Year 2017

The French Pastry School
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THE
FRENCH PASTRY
SCHOOL
OF KENNEDY-KING COLLEGE
AT CITY COLLEGES OF CHICAGO

Mission and Objectives

The French Pastry School of Kennedy-King College at City Colleges of Chicago strives to offer an innovative, effective, intensive education in which students are equipped to achieve excellence in the pastry, baking and confectionery arts.

Our students are optimally prepared to pursue a career in pastry after learning to use the finest ingredients and equipment and receiving intensive hands-on instruction from internationally acclaimed master pastry chefs. Whether in our full-time certificate programs or a Continuing Education course, students are personally mentored by experts in their crafts. The French Pastry School's goal is to transmit the knowledge, commitment and passion necessary for our students to continually elevate the art of pastry.

At The French Pastry School, we pride ourselves on the following:

1. Providing personal instruction and hands-on training in a comfortable atmosphere ;
2. Giving personal attention to each student's career goals from the minute they come in contact with the school, after graduating, and throughout their careers;
3. Keeping class sizes small with access to all the needed equipment and tools at all times;
4. Providing the best ingredients and equipment in the industry;
5. Providing teaching kitchens and educational facilities that are expertly designed specifically for the art, science, technique and method dedicated to the pastry profession;
6. Providing our instructors great autonomy in their use of top-of-the-line ingredients as they share their knowledge with our students who, in turn, have the rare ability to practice the craft without limitation;
7. Providing world class pastry chef instructors;
8. Providing courteous financial options, consultation, and student services.

THE FRENCH PASTRY SCHOOL

OF KENNEDY-KING COLLEGE AT CITY COLLEGES OF CHICAGO

The French Pastry School's physical and administrative offices and all teaching facilities are located at:

The French Pastry School
of Kennedy-King College at City Colleges of Chicago
226 W. Jackson Blvd.
Chicago, IL 60606
312.726.2419

The content of this catalog is accurate as of October 11, 2016. It is subject to change.

Bienvenue

We can hardly believe that The French Pastry School celebrated its fifteenth year in 2010. Time flies when you are doing what you truly love to do. We are proud that we have become a landmark of vocational education in the United States. With our school's substantial growth over the years, our mission remains the same.

A great education builds the necessary, solid foundation for your future. The hospitality industry requires passion and hard work, and with the proper training, strategy, vision and dedication, you will obtain the desired result.

The French Pastry School is always looking for ways to improve the education we offer to you. We hire and collaborate with expert Chef Instructors who are passionate and experienced leaders in their field. We constantly improve our kitchens and equipment with the latest technology to provide you with the most effective learning environment in a comfortable setting.

The French Pastry School is committed to the pursuit of excellence in the art of pastry and baking and we hope you will soon join the many career changers, food enthusiasts, and culinary professionals who have decided to embark on an exciting career in baking.

Chef Sébastien Canonne, M.O.F.
Co-Founder / Co-Owner

Chef Jacquy Pfeiffer
Co-Founder / Co-Owner / Dean

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About The French Pastry School and Academic Programs

The French Pastry School of Kennedy-King College **– Certificate Programs**

Programs are taught at District Office of City Colleges of Chicago at 226 W. Jackson Blvd., Chicago, IL 60606.

The French Pastry School of Kennedy-King College at City Colleges of Chicago is a premier international institution of pastry arts education. Superb instruction, superior equipment, and top quality ingredients enable the co-founders, Chefs Jacquy Pfeiffer and Sébastien Canonne, M.O.F., to uphold an exceptional educational facility for pastry and baking.

The French Pastry School instructs passionate, aspiring pastry professionals in the full-time pastry programs, L'Art de la Pâtisserie and L'Art du Gâteau. Our student body represents a wide variety of experience and background. Students are often career changers, or have completed their culinary Associate's Degree or Bachelor's Degree in another subject before entering this intensive program. We also see motivated high school graduates enroll in our programs.

Additionally, The French Pastry School offers short-term Continuing Education courses, both for professionals in the pastry industry and for food enthusiasts, or those having no prior professional kitchen experience.

We offer our students the rare opportunity to learn the art of pastry in an intimate setting, being personally mentored by masters. Students' skills are finely honed through hands-on practice and repeated exposure to the best pastry techniques, tools, and ingredients.

The French Pastry School's programs (L'Art de la Pâtisserie and L'Art du Gâteau) are approved by the Illinois Community College Board through Kennedy-King College at City Colleges of Chicago. Students in our full-time certificate programs earn from 16 to 24 college credit hours. Kennedy-King College is accredited. Kennedy-King College is also accredited by The Higher Learning Commission of the North Central Association.

Living in Chicago

The motto of the city of Chicago is "I will" – a spirit that has always been exemplified in the endeavors of its residents who strive for excellence, innovation, and a unique Chicago character, from building some of the nation's tallest skyscrapers to creating extraordinary schools.

The city of "I will"

Chicago is a wonderful, dynamic, and friendly city to call home, whether you are moving here from across the state, country, or world, or whether you have lived here for some time. The French Pastry School of Kennedy-King College at City Colleges of Chicago is conveniently located near many of the city's best restaurants, shops, museums, and other cultural venues and happenings. The city's plethora of colleges and universities presents a vibrant student community across the city. Public transportation makes every unique neighborhood easily accessible from downtown, where The French Pastry School is located.

Although it may seem daunting to move to a new big city, it is relatively simple to find a comfortable, affordable apartment in Chicago. Our team is happy to steer you in the right direction and make recommendations for you on apartment searching services and convenient resources to use to help you find a neighborhood and living situation that is right for you.

Our students thrive in their metropolitan community. While able to enjoy the many activities the city has to offer, they also benefit greatly from the many pastry chefs in the city's top restaurants, bakeries, cafés, wedding cake boutiques, and other businesses. These chefs welcome our students for stage opportunities, where they can observe fine professionals in action, acquiring real-life experience outside the teaching kitchens.

We are happy to give you suggestions on where to start looking for housing and helpful resources to use in your search; however, **The French Pastry School does not provide housing.**

L'Art de la Pâtisserie
The Professional Pastry and Baking Program

Course Descriptions

L'Art de la Pâtisserie is the premier 24-week, 24 semester credit, hands-on certificate program in pastry, baking, and confectionary arts education that offers its students superb instruction, superior equipment, and top-quality ingredients. For six hours a day, five days a week, students will experience this intensive program, designed to meet the needs of students wishing to attain a broad and thorough foundation in the art of pastry and baking, from bread to chocolate to ice cream, and everything in between.

In 24 weeks, everything from the fundamentals to advanced techniques are taught in these courses:

- Food Service Safety and Sanitation
- Food Service Theory and Basic Skills
- Breads and Breakfast Pastries
- Sugar Confectionery
- Chocolate Confectionery
- Ice Cream and Sorbet
- Plated Desserts
- Chocolate and Sugar Decoration and Sculpture
- French Cakes and Tarts
- Petits Fours and Miniature Pastries
- Celebration Cake Making and Decorating
- Capstone Course: Final Buffet

In L'Art de la Pâtisserie, students receive the rare opportunity to learn the art of baking and pastry in an intimate setting while being personally mentored by masters in their field. Continuous personal attention is given to each student's needs and goals from the moment the program begins, until graduation, and throughout their careers. L'Art de la Pâtisserie, the Professional Baking and Pastry Program, is the ideal educational experience for passionate pastry enthusiasts. Students are instructed at a student to teacher ratio of 18:1 with one Graduate Intern Assistant per class.

FPS 001 - Food Service Safety & Sanitation
Clock Hours: 14.00 (14.00 lecture hours, 0 supervised lab hours)
Credit Hours: 1 (1 lecture credit, 0 supervised lab credit)
This course module conveys the utmost importance for food professionals to provide safe food to their customers. Students learn the fundamental concepts of food safety, sanitation, equipment, and food delivery. This is a comprehensive immersion into all aspects of handling food safely. Completing the National Restaurant Association ServSafe® Manager examination is the culminating activity of this course. Students must pass this exam in order to complete the program. Those who do not pass will have the opportunity to re-take the exam. Upon their successful completion, students are eligible for city and state sanitation certification.

LAP001 - Food Service Theory & Basic Skills
Clock Hours: 44.00 (14.00 lecture hours, 30.00 supervised lab hours)
Credit Hours: 1.75 (1 lecture credit, 0.75 supervised lab credit)
This course module focuses on exploring foundational food service theory specific to pastry and baking ingredients, including the chemistry of milk and dairy products, eggs, various types of sugars and wheat, as well as the equipment used. Students learn the components of the sense of taste, and how the taste cells affect the ways people perceive flavor and are influenced by texture. The history of bread, from ancient times to present day, is studied with emphasis on how established recipes

influence those of today. The proper set-up of the pastry station in a professional kitchen is introduced, along with the duties of various personnel and the general role hierarchy of kitchens. Students learn why the proper set-up is essential for maintaining cleanliness, organization, and efficiency. Students put this set-up into practice through hands-on learning that applies basic skills in pastry, knife skills, and equipment use. They create basic recipes to practice these skills and gain confidence for advancing in the program.

LAP002 - Breads & Breakfast Pastries
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
This course module introduces students to the science of the ingredients of pastry and baking, and the practice of creating a variety of baked goods through use of the latest mixing techniques and cost-effective production methods. Students delve deeply into baking technology in this course, learning the different types of flours, sugars, and yeast, and how the interactions of these ingredients affect the outcome in leavened, unleavened, and laminated products. This course provides instruction in classic European recipes and new ones. Students learn how to make a levain or bread starter; how to take temperatures of all various elements used in bread making; how to properly mix; how to produce yeast doughs using direct sponges and levain sponges; how to properly allow the breads to ferment through proofing; and how to shape and bake. Students also learn about oven technology and different types of ovens.

LAP003 - Sugar Confectionery
Clock Hours: 37.50 (14.00 lecture hours, 23.50 supervised lab hours)
Credit Hours: 1.5 (1 lecture credit, 0.5 supervised lab credit)
In this course module, students study the chemistry of sugar at various stages of the cooking and cooling processes. Students learn how to make sugar confectioneries such as pâte de fruit (fruit pastes) in a variety of flavors, guimauve (marshmallow), praliné, caramels with salted butter, chocolate caramels, nougats, lollipops, and gummies. Students also learn how to appropriately package their candies and how to display them for sale.

LAP004 - Chocolate Confectionery
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit Hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
In this course module, students study the history of chocolate, learning about the first cultivation of cocoa pods by the Aztecs to present-day manufacturing of chocolate and its worldwide distribution. They learn the fundamentals of the science of chocolate, the principles of tempering, and practice hand-tempering high-grade chocolate couverture. Students learn to produce a wide range of chocolate candies including ganache fillings, hand-dipped candies, molded bonbons, and truffles. This class is taught using updated methods of traditional French recipes in combination with efficient production methods, including the use of an enrobing machine.

LAP005 - Ice Cream & Sorbet
Clock Hours: 37.50 (14.00 lecture hours, 23.50 supervised lab hours)
Credit Hours: 1.5 (1 lecture credit, 0.5 supervised lab credit)
In this course module, students learn the complex theory behind the recipe formulas for balancing sorbet and ice cream bases while using efficient production methods. They learn formulas that can be applied to any flavor of ice cream or sorbet, so that going forward they not only can reproduce the recipes learned in this course but also can create their own flavors. Students make a variety of ice creams and sorbets, as well as ice cream cakes and other frozen desserts. They learn how to develop the ideal texture of ice creams and sorbets, and how to preserve flavor and texture while extending product shelf life through use of fresh, natural ingredients.

L'Art de la Pâtisserie
The Professional Pastry and Baking Program

LAP006 - Plated Desserts
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit Hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
In this course module, students learn how to incorporate ice creams and sorbets into hot, cold, and frozen desserts, fruit soups, parfaits, soufflés, and à la minute plated desserts. Students become familiar with the flavor and texture elements in successful plated desserts. They learn how to use all five senses to evaluate them. Students learn and explore classic French and modern presentations that can be applied to creating their own plated desserts. Students also learn the fundamentals of jam and jelly making. During the final phase, students use all these elements to create their own plated desserts.

LAP007 - Chocolate & Sugar Decoration & Sculpture
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit Hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
In this course module, students are taught a variety of chocolate and sugar decorations and sculpting techniques to produce decorations that can embellish other desserts or artistic showpieces for display. They will learn techniques such as applying chocolate colors with a spray gun, use of various types of molds, and making cut-out decorations and silk screens that will be applied to showpieces. Students are introduced to various sugar techniques such as pastillage, saturated sugar, pulled sugar (e.g., ribbons and flowers), blown sugar (spun, piped, bubble, straw) to create three-dimensional shapes, and poured sugar to create a variety of showpieces. Students will use a given theme to design and build a sugar as well as a chocolate showpiece.

LAP008 - French Cakes & Tarts
Clock Hours: 105.00 (21.00 lecture hours, 84.00 supervised lab hours)
Credit Hours: 3.5 (1.5 lecture credit, 2 supervised lab credit)
In this course module, students learn to produce a wide variety of classic and modern French cakes, or "entremets," suitable for large- or small-scale production, using the latest assembling techniques and cost-effective production methods. These cakes will be highlighted with glazes and chocolate and sugar decorations. Students will utilize updated methods of traditional French recipes using fresh ingredients. Students' cakes in this course will represent a variety of textures and flavors. Classic French tarts also will be taught, giving students further practice in refining their knowledge and techniques in preparing different types of crusts, doughs, and fillings, as well as presenting them new opportunities for combining these elements in their cakes and tarts repertoires.

LAP009 - Petits Fours & Miniature Pastries
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit Hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
In this course module, students will learn how to make individual mini French pastries and petits fours such as the traditional éclair, fruit and lemon tartlettes, macarons, and Madeleines. This course focuses on engaging students in building these types of pastries by using many different French pastry elements such as pastry cream, buttercream, glazes, cream-based fillings, fruit-based fillings, chocolate-based fillings, and doughs. Students also will learn how to present a beautiful display of their petits fours that meets saleable production standards.

LAP010 - Celebration Cake Making & Decorating
Clock Hours: 75.00 (14.00 lecture hours, 61.00 supervised lab hours)
Credit Hours: 2.5 (1 lecture credit, 1.5 supervised lab credit)
In this course module, students learn the history of celebration cakes such as the wedding cake, and how to make British- and American-style celebration cakes, including baking, decoration, and assembly work. Students will bake sponge cakes, create buttercream fillings, make gumpaste flowers, royal icing piped decorations,

and rolled fondant. Students will then produce wedding and celebration cakes incorporating all these elements, from design, baking, and assembly to covering and decorating. Students also will make the classic French wedding cake, the Croquembouche.

LAP011 - Capstone Course: Final Buffet
Clock Hours: 24.00 (1 lecture hour, 23.00 supervised lab hours)
Credit Hours: 0.5 (0 lecture credit, 0.5 supervised lab credit)
In this cumulative course module, students work in teams to reproduce key recipes and techniques learned in the 24-week program. Under their chef instructors' supervision and with their graduate interns' assistance, students recreate everything for the final "Grand Buffet" which will be enjoyed by them and their invitees to the program graduation ceremony. The Grand Buffet gives students additional practice in all these areas of pastry, as well as practice in large-scale production for an event that hosts approximately 400 people. From pastry production to kitchen organization, set-up and display, students' Grand Buffet provides a capstone experience that launches students into the world of French pastry work.From pastry production to kitchen organization, set-up and display, students' grand buffet provides a culminating experience to the 24-week program.

L'Art du Gâteau
The Professional Cake Decorating and Baking Program

Course Descriptions

The premier 16-week, 16 semester credit, hands-on certificate program in the art of cake baking, assembling and decorating offers superb instruction, superior equipment, and top -quality ingredients to our students. This intensive program is designed to meet the needs of students wishing to attain a thorough foundation in the art of cake, from wedding cakes to specialty cakes to petits fours and everything in between. All courses are taught at The French Pastry School, 226 W. Jackson Blvd., Chicago, IL.

L'Art du Gâteau program is a 16-week long, one-semester experience. Two program cohorts are offered per year beginning in January and August respectively. By enrolling in L'Art du Gâteau, students take all of the following courses sequentially. Students are instructed at a student to teacher ratio of 18:1 with one Graduate Intern Assistant per class.

- FPS 001 – Food Service Safety & Sanitation
- LAG001 – Baking & Pastry Theory
- LAG002 – Cake Baking & Construction
- LAG003 – Cake Decorating Techniques
- LAG004 – Cake Business Planning
- LAG005 – Capstone Course: Final Buffet

FPS 001 - Food Service Safety & Sanitation
Clock Hours: 14.00 (14.00 lecture hours, 0 supervised lab hours)
Credit Hours: 1.00 (1 lecture credit, 0 supervised lab credit)
This course module conveys the utmost importance for food professionals to provide safe food to their customers. Students learn the fundamental concepts of food safety, sanitation, equipment, and food delivery. This is a comprehensive immersion into all aspects of handling food safely. Completing the National Restaurant Association ServSafe® Manager examination is the culminating activity of this course. Students must pass this exam in order to complete the program. Those who do not pass will have the opportunity to re-take the exam. Upon their successful completion, students are eligible for city and state sanitation certification.

L'Art du Gâteau
The Professional Cake Decorating and Baking Program

LAG001 - Baking & Pastry Theory
Clock Hours: 105.00 (21.00 lecture hours, 84.00 supervised lab hours)
Credit Hours: 3.5 (3 lecture credits, 0.5 supervised lab credits)
This course takes students through the technology and science of the ingredients of pastry. Students learn the differences between various dairy products and eggs, the different types of flours and sugars, and how the interactions of ingredients affect the outcome. Students learn basic skills and modeling, petits fours and party favors, as well as the historical development of celebration cakes. Students immerse themselves in the history of French pastry and cake making, the development of palate, the hierarchy of a kitchen, and an exploration of the wide variety of settings where graduates can use their craft.

LAG002 - Cake Baking & Construction
Clock Hours: 125.00 (59.00 lecture hours, 66 supervised lab hours)
Credit Hours: 6 (4 lecture credits, 2 supervised lab credits)
This course covers all aspects of wedding, celebration, and specialty cake baking, constructing, and assembling. Recipe creations with taste and texture profile methods are covered in depth. Students learn a variety of doughs and fillings; the art of cake architecture; European classic recipes; cutting-edge creations; current trends; and sculpted cake methods. All this gives students a solid foundation necessary to create their own unique cake designs. Efficient production methods are taught and students will use these techniques to produce their own designs.

LAG003 - Cake Decorating Techniques
Clock Hours: 150.00 (30.00 lecture hours, 120 supervised lab hours)
Credit Hours: 5 (2 lecture credits, 3 supervised lab credits)
In this course students learn a wide variety of cake decorating techniques including elaborate gumpaste work, detailed piping techniques, French buttercream frosting, making rolled fondant from scratch and rolled fondant cake covering, chocolate decorations specifically tailored for cakes, pastillage and pressed sugar accents, pulled and blown sugar flowers and ribbons, mold making methods, airbrushing skills, figurine modeling and 3-D sculpted cakes.

LAG004 - Cake Business Planning
Clock Hours: 14.00 (14.00 lecture hours, 0 supervised lab hours)
Credit Hours: 1 (1 lecture credit, 0 supervised lab credits)
This course provides in-depth lecture focusing on critical information needed to operate a successful wedding cake business such as pricing, customer consultation, cake portions, design, packaging, and delivery logistics. Career counseling and personal attention to each student's career goals are provided.

LAG005 - Capstone Course: Final Buffet
Clock Hours: 25.00 (0 lecture hour, 25 supervised lab hours)
Credit Hours: 0.5 (0 lecture credits, 0.5 supervised lab credits)
In this cumulative course, students work in teams to reproduce all recipes and techniques learned in the 16-week program. Under their Chef Instructors' and Graduate Interns' guidance, students recreate everything for the final "Grand Buffet" which is enjoyed by them and their invitees to the graduation ceremony. The Grand Buffet gives students additional practice in all areas of cake art. From petits fours and cake production to kitchen organization, cake template design to executing the final decorated piece, set-up and display, students' grand buffet provides a culminating experience to the 16-week program.

The French Pastry School's L'Art du Gâteau clock hours are converted to credits through the City Colleges of Chicago. One lecture credit is equal to 800 minutes of instruction and one lab credit is equal to 1600 minutes of instruction. This conversion is utilized for both academic and financial aid purposes. The lecture to lab ratio is 1:2 for most courses given the emphasis on hands-on training. All hours are supervised by a French Pastry School Chef Instructor.

Method of Instruction and Evaluation

For each course in our full-time programs, the method of instruction and evaluation is as follows:

Method of Instruction:
Students will be required to complete the following activities:

1) Attend demonstrations and lectures every day.
2) Participate in all hands-on activity including replicating the recipes and techniques demonstrated by the chef instructor.
3) Complete the bi-monthly journal (self-evaluation) assignment. The bi-monthly journal allows the student to reflect on their progress with regards to practice of pastry techniques and recipes as well as reflection on their growing professionalism.
4) Complete and pass all practical and written exams.

Methods of Evaluation:
Grade Ratios:

L'Art de la Pâtisserie

15% Written Exams: Multiple-choice and short-answer.

Exam items are drawn from content taught through the textbook, chef instructor lectures, and chef instructor demonstrations. There are four written exams.

50% Practical Exam: Individual preparation of signature course module products over a three-day period toward the end of the course module.

Students are graded on taste, texture, presentation/appearance, organization and team work in each exam. Four practical examinations are administered.

25% Participation Evaluation: Cumulative participation grades

Students receive these grades during one-on-one verbal evaluations with their chef instructor throughout the program. The chef identifies the knowledge, skill, and attitudinal learning outcomes that students are demonstrating successfully, as well as those that are relative weaknesses. The grade reflects students' organization, team work, and product (scale: 1-10, with 10 being the highest score).

10% Journal Self Evaluation:

Students are required to write four short self-evaluations. They are graded on the effort and thought put in to evaluating their own progress. They receive a grade from 1-15, with 15 being the highest, on each.

Written exams are mandatory and can only be rescheduled with prior consent or written medical certificate.

L'Art du Gâteau

40% Weekly Skill Proficiencies:

Students will prepare an assigned product individually at a weekly skills evaluation. They are graded on technique, appearance/presentation, organization, and attitude for each evaluation.

25% Verbal Evaluation:

Students receive these grades during one-on-one verbal evaluations with their chef instructor during the program. The chef identifies the

Method of Instruction and Evaluation

knowledge, skill, and attitudinal learning outcomes that students are demonstrating successfully, as well as those that are relative weaknesses. The grade reflects students' organization, attitude, teamwork, and product (scale: 1-10, with 10 being the highest score).

5% Team Final Project:

Students will design and create a birthday cake with a teammate within assigned parameters. They will be graded on technique, appearance/presentation (including originality of design), organization, and teamwork.

20% Individual Final Project:

Students individually will design and create a wedding cake within assigned parameters. They will be graded on a set of criteria discussed when receiving the assignment, based on the nature of the actual theme plus color, shape, and balance in design; planning and time management; placement and neatness of design and decorations; and overall organization.

10% Journal Self Evaluation:

Students are required to write four short self-evaluations during the program. They are graded on the effort and thought put in to evaluating their own progress. Students receive a grade from 1-15, with 15 being the highest, on each.

Additionally for L'Art de la Patisserie and L'Art du Gateau
Mandatory Assignments
You must pass and/or receive a ServSafe® Manager Sanitation Certificate
You must submit two passing Stage Journals
You must submit a passing Resume, Thank You Note and Cover Letter and all Career Services worksheets
You must complete two passing Production Assignments

Homework
1.5 hours/night
Homework is an essential component of your program. It is designed to guide you in deepening your knowledge base; planning for your upcoming daily classwork; pacing your prep load; developing your professional artifacts; and reflecting upon your program experiences.

Homework assignments include but are not limited to:
Reading through recipes for the next day's class
Creating scaling labels for these recipes' ingredients
Self-Evaluations (10% of your program grade)
Career Services worksheets (required for program completion)

It is assumed you will arrive to each class with the assigned homework completed. In-class assignments and discussions will build upon the previous evening's homework.

In addition to grades given, Chef Instructors hold individual conferences with their students every other week to discuss their progress and potential areas of improvement.

Written and practical exams are mandatory and can only be rescheduled with prior consent or written medical certificate.

Student Conduct

Students and Instructors must maintain, at all times, an environment of mutual respect and a professional demeanor. The French Pastry School strictly observes a zero tolerance for harassment or discrimination of any kind and reserves the right to remove disruptive or abusive students. Any individual behavior that hampers the successful delivery of instructional services will be grounds for expulsion from the program. Such conduct includes, but is not limited to: habitual interpersonal conflict; hoarding supplies, tools, or workspace; obscene language or gestures; disruptive classroom demeanor; uncooperative classroom demeanor; refusal to follow instructions and procedures; unsolicited interference in the work of others; unwelcome and/or persistent personal violations of privacy; name calling; and any conduct that undermines the efficiency and success of student teams and the class collective. Further details can be found in the Student Handbook and Enrollment Agreement.

Criteria for the Issuance of Certificates

On graduation day, each student will receive a certificate. If the student has completed their course of study and achieved a minimum grade of "C" they will be awarded a Certificate of Completion from The French Pastry School.

Students with delinquent accounts, students with insufficient grades, and/or students that have not completed their course of study will not officially graduate but will receive a Certificate of Attendance from The French Pastry School. Once a student has satisfied their debt and/or achieved a completing grade, The French Pastry School will mail a Certificate of Completion to the mailing address on file for that student.

The French Pastry School must receive a written request for all replacement certificates. The following information should be included in the request:

- Current and all former names
- Social Security number
- Current mailing address and phone number
- Approximate dates of attendance
- The number of copies required
- A complete name and address of where the transcript should be sent
- Appropriate fees (detailed below)

Send the written request to:

Attn: Admissions Department
The French Pastry School
226 W. Jackson Blvd. Ste. 106
Chicago, IL 60606
Fax: 312-726-2446

Replacement certificates may also be ordered in person at the Admissions Office.

There is a $25 fee for each replacement certificate requested that should be paid at the time of the request. The fee for overnight delivery is $40 per location ($25 for the certificate and $15 for postage).

Please note: Replacement certificates cannot be processed for students with outstanding financial obligations to The French Pastry School. If you have questions regarding financial holds on your record, please call the Student Finance Director (312.726.2419).

Admissions Policies

Admissions are conducted on a rolling basis

Prerequisites - Official high school transcript or GED transcript.

- Admission requirements include the following:
  - o High school diploma or equivalency
  - o High school transcript – must be official with the school seal and postal mailed to the school.
  - o Completed application form. The application form asks for personal information, contact information, date of birth, social security number, citizenship status, emergency contact information, preference of morning session (6:45am – 12:45pm) or afternoon session (1:15pm – 7:15pm), education history, and signature of the applicant.
  - o Application fee of $150 (this amount is applied toward the total tuition cost upon admittance to the program).
  - o Two letters of reference. Letters of reference should be from someone who can comment on the applicant's career progress, contribution to the community or academic progress. This includes teachers, employers, clergy and community leaders. References from family members will not be considered. Examples of commendable achievements are encouraged.
  - o Current resumé.
  - o Digital photo for a Student ID and a free public transportation pass provided by the Chicago Transit Authority.
  - o Short essays (about 150 words) answering these questions:

    1) Why have you chosen to pursue a career in pastry? What exposure, if any, have you had to the pastry profession?

    2) What do you consider to be the most important qualities in a successful pastry chef?

    3) What do you imagine will be your greatest challenge in completing L'Art de la Pâtisserie program at The French Pastry School?

    4) What are your expectations of the food industry pertaining to working hours, pay, and overall chef-to-employee demeanor?

    5) Why did you select The French Pastry School for your pastry education?

- Once all of these application pieces are received, the applicant will be contacted for an interview.
- Once the admissions department has reviewed the applicant's entire application package, the applicant is notified of his/her acceptance or rejection.

Upon receiving acceptance to The French Pastry School, the applicant must confirm his/her acceptance by completing the following:

1. Read the Student Enrollment Agreement and return the following, steps (a) through (c):
   (a) Sign and return "Notice to Buyer" page of the Student Enrollment Agreement
   (b) Sign and return the Medical Forms (Medical Disclosure Form, Medical Authorization Form, Physician's Request for Unsupervised Self-Administration of Medication Form)
   (c) Sign and return the Waiver of Liability indicating any food allergies
2. Pay a deposit (this is a portion of tuition). This may be paid by cash, check or credit card.
   (a) $1,385.00 if you are financing your tuition with federal or personal loans.
   OR
   (b) $3,850.00 if you are paying for the majority if your tuition with personal funds.
3. Provide proof of funding for the remaining tuition balance (minus the deposit and application fee). If the student plans to use loans, the Student Finance Director must be informed. If the student plans on using personal funding, the school must be provided with a written statement of how and when tuition will be paid. Tuition must be paid in full by graduation. International students are required to pay the full tuition on or before the first day of class.

By completing the steps to confirm acceptance, the student secures a position in the program. The French Pastry School does not discriminate on the basis of sex, race, ethnic origin or religion.

The total cost of the program includes tuition, books and course materials, three full uniforms, complete pastry tool kit, all premium ingredients, and use of state-of-the-art equipment. Students due to receive financial aid and/or student loans will be reimbursed for the cost of their books, uniforms and equipment when their funds have been disbursed if the deposit amount was included in their original loan amount. All students must wear The French Pastry School uniform and purchase the books and equipment from the school.

Should there be any special payment terms between the student and The French Pastry School, these will be documented by invoice. The invoice forms an agreement between The French Pastry School and the student and is to be signed by both parties. Payments are expected in accordance with the terms of the agreement. Late payment is unacceptable and may result in the student not completing the program.

The French Pasty School is not responsible for lost or stolen pastry tool kits, books or uniforms. Students should also take time to engrave or mark their individual items so that they are easily identified in the kitchen. The pastry tool kit cannot be left in the classroom. It may be kept in a locker provided to each student or taken home.

Students must provide notebooks, pens, sharpies and personal calculators for class.

Admissions Definitions

- **Student Enrollment Agreement** is the agreement that evidences an obligation binding a student to purchase a course of instruction from The French Pastry School.
- **Date of Acceptance** is the date The French Pastry School officer signs the Student Enrollment Agreement.
- **Date of Enrollment** is the date The French Pastry School sends a letter to the student confirming their space in the program. To receive this, they must have been accepted into the program, provided the school with a signed Student Enrollment Agreement, Waiver of Liability, Medical Forms, deposit, and proof of funding for the remaining tuition.
- **Date of Admission** is the first scheduled date of class attendance.

Grading Scales

Written and practical exams are graded on the following scale:

- 90-100=A
- 80-89=B
- 70-79=C
- 60-69=D
- Less than 60=F

Grading will be based on:

- Practical exams
- Written exams
- Kitchen performance
- Attendance and participation
- Journal entries
- Verbal evaluations by the Chef Instructor
- Other assignments as requested

All students must maintain a "C" average to complete this program and receive a certificate.

Written and practical exams are mandatory and can only be rescheduled with prior consent. Additional assignments may be required and will be announced. All required assignments must be completed when due. Late and/or incomplete student assignments will be graded as zero.

Plagiarism is strictly prohibited and is grounds for immediate removal. Plagiarism is the representation of another's work as one's own and applies both to written and practical exams.

For information on how classroom attendance affects your grades, please see the Attendance Policy section in this document.

Attendance Policy
Absences, late arrivals or leaving early need to be documented and approved by the Dean of Student Affairs prior to the leave being taken.

Absences and how they affect your grades:

- You are permitted two unexcused absences without penalty.
- Your third and every unexcused absence that follows will each result in a 2% deduction in your final grade.
- Leaving early or arriving late are considered tardies. Three unexcused tardies will equal one absence.
- Students whose attendance falls below 80% of their required program time is subject to academic withdrawal and not eligible for a certificate of program completion. This includes excused absences.

Leave of Absence Policy
The French Pastry School does not have a Leave of Absence Policy.

Stage Grading
You are required to participate in TWO stages during your time at The French Pastry School, but we do strongly encourage you to take part in this beneficial experience as much as possible during your time here. The Stage due date is found in your syllabus. The effort for each stage attended is graded on a Pass/Fail basis. The chef overseeing your stage will report your actions to The French Pastry School. These stage experiences are incredibly valuable and your current actions affect your future opportunities as well as the opportunities for future French Pastry School students.

Work Experience Grading
We offer many opportunities at The French Pastry School to build your network of contacts and work experience. It is mandatory that you assist for two production shifts at The French Pastry School. When a student signs up we expect and rely on them to be there to fulfill a role. These efforts will be graded on a Pass/Fail basis. If you sign up and renege without giving proper notice or communication, it will result in a 1% decrease in your final grade. Failure to complete these requirements will be reflected in your grade as well with a 1% decrease in your final grade. You must give three days notice to the coordinator if you desire to no longer participate in the event you signed up for. Emergency situations will be reviewed on a case-by-case basis.

Career Services Assignment Grading
Your updated Resume, Cover Letter and Thank You Note, including pastry industry related stage/work experience since beginning your program, is mandatory to receive a Certificate of Completion. Deadlines and due dates for turning in your assignments can be found in your course syllabus. This assignment is pass/fail.

Grading Scales

Intellectual Property

The intellectual property of the L'Art de la Pâtisserie 24-week program includes copyrighted material (text, graphics, logos, photographs, video, books, course materials, software, website, or any other materials) owned or licensed by The French Pastry School.

You are provided this intellectual property in order to pursue this course of instruction, however, you may not:

- Make copies of the intellectual property for distribution
- Sublicense, rent or lease any portion of the intellectual property
- Post any intellectual property on the Internet.

Your right to use the intellectual property terminates automatically if you violate any part of this Agreement. In the event of termination, you must immediately return the intellectual property to The French Pastry School.

Gainful Employment Disclosure

L'Art de La Patisserie

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: $7,125

Private education loans: $0

Institutional financing plan: $0

The school has elected to provide the following additional information: 55% of program graduates used loans to help finance their costs for this program.

L'Art du Gateau

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: $0

Private education loans: $0

Institutional financing plan: $0

The school has elected to provide the following additional information: 54% of program graduates used loans to help finance their costs for this program.

Schedule of Tuition

L'Art de la Pâtisserie - represents tuition for January and July 2017 terms

Application Fee	$ 150.00
Deposit	
Books	$ 195.00
ServSafe Sanitation ® Manager Course & Book*	$ 140.00
Pastry Tool Kit and Uniforms	$ 1,050.00
Tuition	$ 22,165.00
Total Cost of Program	$ 23,700.00

L'Art du Gâteau - represents tuition for January and September 2017 terms

Application Fee	$ 150.00
Deposit	
Books	$ 195.00
ServSafe Sanitation ® Manager Course & Book*	$ 140.00
Pastry Tool Kit and Uniforms	$ 1,050.00
Tuition	$ 15,465.00
Total Cost of Program	$ 17,000.00

*ServSafe course and book are applied as tuition if student has already taken the course and provides proof of certification.

Tuition rates in all programs and courses are subject to change without prior notice. Tuition is to be paid by the first day of term unless otherwise agreed upon - in writing - by The French Pastry School.

Submission of a completed application form with a $150.00 application fee is required. Admissions are conducted on a rolling basis, and classes fill quickly, so it is in your best interest to apply early to ensure your space in the desired session. It is very important to remember that there are more applicants admitted into the program than there are positions available. It is recommended that you confirm your acceptance as soon as possible. Once an applicant has met all of the application requirements, they will be admitted into the program pending confirmation of acceptance.

Methods of Payment

Cash (in person or via postal mail)

Personal Check made out to The French Pastry School (in person or via postal mail)

Cashier's Check made out to The French Pastry School (in person or via postal mail)

Credit Cards: (In person or over the phone)

Visa, MasterCard, American Express, Discover

Title IV Funding* (through Kennedy-King College via the Financial Aid Officer)

Pell Grant, SEOG, Subsidized Stafford Loans, Unsubsidized Stafford Loans

Personal Loans* (through Kennedy-King College via the Financial Aid Officer)

Wells Fargo Collegiate Loan, Sallie Mae Smart Loan

Private Loan offered from the Institution (Arrangements made with The French Pastry School Student Finance Director)

The French Pastry School Payment Plan/Loan

Available through Kennedy-King College for L'Art de la Pâtisserie and L'Art du Gâteau via a Contractual Agreement between the two schools

Cancellation & Refund Policy

We request that any cancellation or withdrawal be submitted in writing to the Director, The French Pastry School, 226 W. Jackson Blvd., Chicago IL 60606. If the student is not admitted into The French Pastry School, a refund of the application fee, deposit and tuition paid will be made within 30 days of determination.

The L'Art de la Pâtisserie is a full time, 24-week program that runs through two semesters of the Kennedy-King College at City Colleges of Chicago (CCC) school year. To be in compliance with the CCC refund policy, the CCC refund policy is triggered on the first day of the program, of the first semester, and, for the purpose of refunds, L'Art de la Pâtisserie is one continuous program with a single start and end date.

Refunds for Dropped Classes Within First Seven Days

Students may drop courses during the first seven days from the start date of class for regular session (or equitable time period for special sessions) without incurring a penalty. If processed during the first seven days from the start of class in a regular session during the fall and spring terms, drop refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only. 100% Refund within First 7 Days of a regular session.

THERE WILL BE NO REFUNDS ALLOWED AFTER THE FIRST SEVEN DAYS OF THE START OF CLASSES FOR A REGULAR SESSION.

Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

Refunds – No-Show Withdrawal (NSW)

Students who do not attend the first two class sessions will be withdrawn from the class by the instructor and issued a No-Show Withdrawals (NSW). No refunds of tuition and/ or fees will be issued for classes with (NSW). Students will be held accountable for the payment of tuition and fees of NSW courses. Federal financial aid cannot be used to cover the cost of NSW classes.

Application-registration fees shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.

Deposits or down payments shall become part of the tuition.

The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

The school shall make all student refunds within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 days shall constitute constructive notice of cancellation to the school for purposes of cancellation the date shall be the

Cancellation & Refund Policy

last day of attendance.

The school may make refunds that exceed those prescribed in this Section.

The French Pastry School shall refund all monies paid to it in any of the following circumstances:

- the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin
- the school cancels or discontinues the course of instruction in which the student has enrolled
- the school fails to conduct classes on days or times scheduled, detrimentally affecting the student

In the event of hardship cases, such as death or serious illness, The French Pastry School will decide on a case by case basis.

The French Pastry School of Kennedy-King College at City Colleges of Chicago follows the payment and refund rules of the Federal Government for students paying for their education with Title IV funds. If the recipient of Title IV* funds withdraws from The French Pastry School after class has begun, the percentage of Title IV funds earned by the student (prorated number of days in class during the payment period) will be retained by the school. The remainder must be returned to the federal government. The student will have earned 100% of the Title IV financial aid if the student withdrew after completing 60% of the course. The student is personally responsible for the remainder of their tuition balance.

Delinquent Accounts

Students with accounts that are past due will be required to have a conference with the admissions staff. If no solution can be reached to resolve the delinquency, the student may be dismissed from The French Pastry School. Students with delinquent accounts will not graduate or receive a certificate from The French Pastry School. Unpaid tuition accounts will be collected by the school within the full extent of the law. Unresolved delinquent accounts will be sent to a collection agency for recourse.

Academic Calendar

L'Art de la Pâtisserie

START DATE	END DATE	TUITION
January 3, 2017	June 16, 2017	$23,700
Holidays/Days off: January 16, 2017; April 14, 2017; May 29, 2017 Graduation: Friday, June 16, 2017		
July 10, 2017	December 22, 2017	$23,700
Holidays/Days off: September 4, 2017; November 23, 2017; November 24, 2017 Graduation: Friday, December 22, 2017		

APPLICATION FEES *Application fees are applied toward tuition*	
January 2017 Session (Jan 3 - Jun 16, 2017)	$150
July 2017 Session (Jul 10 - Dec 22, 2017)	$150

L'Art du Gâteau

START DATE	END DATE	TUITION
January 3, 2017	April 21, 2017	$17,000
Holidays/Days off: January 16, 2017; April 14, 2017 Graduation: Friday, April 21, 2017		
September 5, 2017	December 22, 2017	$17,000
Holidays/Days off: November 23, 2017; November 24, 2017 Graduation: Friday, December 22, 2017		

APPLICATION FEES *Application fees are applied toward tuition*	
January 2017 Session (Jan 3 - Apr 21, 2017)	$150
September 2017 Session (Sept 5 - Dec 22, 2017)	$150

Sessions Available

Morning Session	Afternoon Session*
6:45 am - 12:45 pm Monday through Friday	1:15 - 7:15 pm Monday through Friday *afternoon session offered if morning session is full

Tuition rates in all programs and courses are subject to change without prior notice.

Attendance Policy

Classroom Attendance
Daily attendance is mandatory and documented. Punctuality is essential and a courtesy to class colleagues and instructors. Classes begin promptly at 6:45 am for morning students and 1:15 pm for the afternoon students and class is dismissed by the Chef Instructor. You are to inform the Faculty (faculty@frenchpastryschool.com) when you will be absent, arriving late or need to leave early if not previously documented and approved. No phones calls will be accepted.

Late arrivals or early leaves disrupt the class in progress. If you arrive to class later than 15 minutes after the scheduled start time or leave prior to the Chef's dismissal without prior agreement from the Dean of Student Affairs, you will be marked absent. Unexcused late arrivals or early leaves are grounds for academic probation or expulsion by the program ratio listed in the Absentee Policy.

Absence will seriously impair your ability to successfully complete the program. Excused absences include circumstances such as medical, military, and jury duty. Supporting documents must be submitted to excuse the absences.

For additional information on how absences affect your grade please see the Attendance Policy.

Make Up Class Time and Exams
Make up classes and exams due to excused missed class time will require the student to pay $50.00 per rescheduled class day or $250.00 for make up of a missed exam. The requirement will be determined by the Dean of Student Affairs. The student is responsible for immediate payment and rescheduling for the missed time with the Dean of Student Affairs. If the class the student missed is no longer being taught during the present term the student may be given the opportunity to reschedule during an alternate term. It is the student's responsibility to reschedule this exam with their Dean of Student Affairs immediately upon their return to class. Payments for make up class or exam time must be made prior to the scheduled make up dates.

Procedure for Obtaining Student Transcripts

French Pastry School students are enrolled through Kennedy-King College. Official transcripts are to be obtained through City Colleges of Chicago.

Students who are or were enrolled in City Colleges of Chicago can obtain an official copy of their college transcript from their college.

How Can I Get a Transcript?

You must send a written request with your signature and the following information to the Registrar at your former City College – Kennedy-King College.

What Information Should I Include in the Written Request?

- Your name at the time of enrollment
- Your social security number
- Your date of birth
- Place and date of enrollment(s)
- Complete mailing address for each official transcript

How Much Does It Cost?

The first transcript is free - each additional transcript is $5.00. If you require your transcript sent by fax, the additional fee is $5.00 for each transcript.

Please make a check or money order payable to City Colleges of Chicago for the entire cost of issuing your transcript(s) as you requested.

Where Do I Mail My Transcript Request?

Kennedy-King College
6301 S. Halsted St.
Chicago, IL 60621
General Information: 773.602.5000

A student's official transcript with current college credits must be requested from KKC as outlined in the Procedure for Obtaining Student Transcripts section of this document. Due to the highly specialized nature of training provided by The French Pastry School, we will provide students and alumni with unofficial transcripts including student grades and module descriptions. Setting our students up for a **successful career** is the driving force behind all that we do. Within **The French Pastry School Career Services**, we distinguish between Career Education and Career Placement.

Student Services

Career Services

We define **Career Education** as teaching students how to effectively network, find their own employment, present themselves professionally online, and create and maintain their own professional resumes. We require all students to actively engage in the Career Education piece of our curriculum as we believe the experience will serve them well in many areas throughout their lives.

We define **Career Placement** as seeking multiple positions for each of our graduates and forming corporate alliances to make as many connections as possible for our students to take advantage of.

While we work diligently to encounter and communicate every possible job opportunity in the pastry industry to ensure our students can find multiple employment options, the ultimate responsibility of finding and securing a job falls on the student.

We strongly encourage all our students to enter the market with a paying position as early as possible, but we recognize that this is a service which may or may not be taken advantage of by our students.

Career Education assistance begins as soon as you submit your **résumé** with your application. With this as a starting point, we help you edit and tailor it to the food industry throughout your time here as a student. The full-time program curriculum includes **brief lectures on topics such as marketing, accounting, and the job search process** from specialists in their industries.

In the classroom, our Chef Instructors, who come from successful pastry careers themselves, provide insight and real life anecdotes of their experiences in the kitchen.

In addition to your kitchen classroom education, students of L'Art de la Pâtisserie and L'Art du Gâteau are required to complete a minimum of two stages. **Staging** is the traditional practice of volunteering in a kitchen for one shift (or more) to gain experience. It is also an ideal way to find out, first hand, which type of food business and position is ideal for you.

Staging can be a great résumé builder and a way to open doors to future employment. We strongly encourage all of our students to participate in as many stages as they are able to throughout their time at The French Pastry School.

During the program, you are provided with opportunities to form a variety of contacts in Chicago and across the nation. We help you to make connections, establish relationships with chefs and businesses, and encourage you to take advantage of the school's **extensive network**. These relationships last a lifetime and The French Pastry School will remain a resource for the rest of your career.

Potential employers from all over the United States, as well as elsewhere in the world, contact us every day seeking to hire our alumni.

There are many career directions that our graduates have taken: working in restaurants, catering companies, hotels, bakeries, food styling, food writing, food sales, wedding and celebration cake boutiques, teaching, research and development, country clubs, resorts, cruise ships, new business ventures, chocolate candy businesses, among others. Many alumni have opened their own businesses in all of these areas, and continue to hire new graduates of The French Pastry School's full-time programs.

The French Pastry School cannot and does not guarantee employment or promise a particular level of income, or wage rate to any student or graduate.

Students with Special Needs

The French Pastry School accepts Individual Education Plans from students or prospective students and coordinates services such as note sharing, reading of tests, extra exam time and other services to help students with special needs be successful in our programs.

Furthermore, under current contract with City Colleges of Chicago, The French Pastry School is able to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Each student's needs will be assessed on a case-by-case basis.

The priority of The French Pastry School is the safety of all students, faculty and visitors to our kitchens. Therefore, due to the demanding physical nature and types of equipment involved with hands-on, kitchen training, The French Pastry School may not be able to accommodate all special needs. The French Pastry School works diligently to provide accessibility to all interested parties.

Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification in a timely fashion during the admissions process and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Centers of City Colleges of Chicago.

Transfer of Credit

A student's official transcript with current college credits must be requested from KKC as outlined in the Procedure for Obtaining Student Transcripts section of this document. Due to the highly specialized nature of training provided by The French Pastry School, we will provide students and alumni with unofficial transcripts including student grades and module descriptions. Transferability of these credits to other institutions is on a case-by-case basis with many contributing factors. It is for this reason that it is very important to consult with The French Pastry School and the institution to which you wish to transfer.

Advanced Standing

Sanitation class will be held in the first two weeks of class. If you are already ServSafe® Manager certified, please send a copy of your certificate to your admissions contact for your file. Certified students are not required to attend classes on the two days that the sanitation course is being administered. In addition, you will receive a tuition credit of $140. A successful completion of this course is necessary to graduate. Only a United States issued certificate will be accepted.

Credit for Previous Education and Training for Students receiving GI Bill Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of The French Pastry School of Kennedy-King College at City Colleges of Chicago. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

Student Placement Data

DISCLOSURE REPORTING CATEGORY	LAP	LAG
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction as of July of this reporting period.	116	53
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts	0	0
b) Re-enrollments	0	0
c) Transfers into the program from other programs as the school	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	116	53
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program of course at the school	0	0
b) Completed or graduated from a program or course of instruction	107	46
c) Withdrew	0	2
d) Are still enrolled	0	0
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	73	27
b) Placed in a related field	0	0
c) Placed out of field	0	0
d) Not available for placement due to personal reasons	13	7
e) Not Employed*	21*	12*
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	0
B2) The number of students who took and passed a State licensing examination or professional certification, if any, during the reporting period.	0	0
C) The number of graduates who obtained employment in the field who did not sure the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondance.**	$8.15**	$8.00**

* Numbers based on response to email and telephone survey. Any non-responder was calculated as unemployed.

** Average includes graduates involved in unpaid internships/externships within the field.

Receiving and Processing Student Complaints

Student Grievances

The French Pastry School recognizes the importance of a process for attending to grievances properly, without fear of prejudice or reprisal on the part of anyone bringing a grievance or anyone being grieved against. Accordingly, The French Pastry School encourages the informal and prompt settlement of grievances and, if necessary, the use of the orderly processes set forth in this grievance procedure, designed to protect due process and academic freedom and to respect professional conduct.

Grievance proceedings shall be maintained as confidentially as possible, allowing for the need of the grievant, the person(s) grieved against, and the institutions to gather and present evidence concerning the grievance at these institutions and in other outside proceedings. All hearings shall be held in private and the school shall maintain a written record of its handling of all student complaints.

If any student feels he/she has been mistreated by another student, or a member of The French Pastry School staff, the following procedure should be followed:

1. If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor's findings the grievance will be presented to the Deans of the school.
3. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the committee. The student filing grievance should be notified in writing of the final ruling within five (5) school days of the hearing.

Grievances with an instructor or staff member or with policy and procedure should first be discussed with the individual involved, or the person enforcing the policy. Should this fail to be resolved, a written grievance should be addressed to the Director of The French Pastry School.

If the school fails to satisfy the student grievance, the student may file a complaint with the City Colleges of Chicago following the procedures outlined in the City Colleges Student Policy Manual or with the State Board of Education. A written finding will be issued to the person filing the complaint and the Director of The French Pastry School.

Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, IL 62701-1377
(217) 782-2551
http://complaints.ibhe.org/

Certificate of Approval To Operate Issued By the Illinois State Superintendent of Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

Students' Rights and Responsibilities to Review Records Policy

I. OBJECTIVE
The objectives of the Students' Right and Responsibilities to Review Records Policy is to inform students and staff of the procedure for requesting, challenging, security and limitations of access to students' records for various parties.

II. RESPONSIBILITY
Every employee is required to manage records in possession of the school. The Admissions Director or his/her designee must be responsible for monitoring the dispersion and viewing of records.

III. DEFINITIONS
Student Information Maintained by the Office of Admissions and Records

- Admissions data
- Permanent record cards
- Student information cards and class scheduling cards (If applicable)
- Class revisions cards (If applicable)
- Transcripts from other educational institutions
- Class lists
- Mid-term grades
- Final grades
- Test scores
- Petitions for readmission
- Attendance records
- Correspondence from Social Security, Department of Homeland Security, etc.

Student Financial Aid Information Maintained in the Student Records

- Applications for Financial Aid (If applicable)
- Grants awarded (If applicable)
- Supplemental documentation in support of financial aid applications (If applicable)
- Payment plans (If applicable)

IV. IMPLEMENTATION
Educational Records – Student Access
Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the Academic Dean of Student Affairs. The requested educational records will be made available to the student within 45 calendar days of the student's written request. A staff member of the school office must be present at all times during the course of the inspection.

The student, during the inspection, has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records.

*EXCEPTION - The School may refuse the copy but only if in doing so, the institution does not limit the student's right to inspect and review that record. For example, a copy of a student's transcript can be refused if the student is in negative standing (hold) for a financial obligation exists. In such a case no transcripts or Certificate of Completion will be released to the student or other educational institutions.

Students' Rights and Responsibilities to Review Records Policy

Educational Records – Limitations of Students' Rights to Inspect and Review

The school is not required to permit students to inspect and review the following:

- Financial information submitted by parents.
- Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- Education records containing information about more than one student; however, in such cases the institutions must permit access to that part of the record that pertains only to the inquiring student.

Educational Records – Challenge of the Contents

Students will have the right to challenge the contents of their records that they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. The students must utilize the following procedure in order to properly raise their challenge:

- The challenge must: (1) be made in writing, (2) include the title and date of the document being challenged, and (3) include the reason(s) for such challenge as well as any documented evidence that the student desires to submit.
- The written challenge must be submitted to the Academic Dean of Student Affairs, within ten (10) school days of the date of knowledge, but in no event later than two (2) years from when the record was placed in the student's record. The Administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.
- If the Administrator's resolution to the challenge is not satisfactory, the student will have the right of appeal to the of Student Affairs within ten (10) school days of receipt of the Administrator's decision. The Academic Dean of Student Affairs will investigate the matter and respond in writing with his/her decision within ten (10) school days.

Educational Records – Disclosure

Disclosure with written student consent – The School must obtain written consent from students before releasing any personally identifiable information from their education record (with the exception as noted below). In order for the written consent to be valid, it must specify:

- The records to be released
- The purpose of the disclosure
- The identity of the party(s) to whom disclosure may be made
- Written consent be signed and dated by the student

Disclosure without written student consent – Written student consent is not always necessary; the School must disclose student records when requested by the following:

- Students who request information from their own records, however, the request must be appropriately documented
- Authorized representatives for audit and evaluation of Federal supported programs or for the enforcement of or compliance with Federal legal requirements related to those programs (for example: Comptroller General or Attorney General of the United States; The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education; State and local educational authorities, etc.)
- Student Education records may be disclosed to the following:
    1. Personnel within the school determined by the school to have legitimate educational interests.
    2. Persons or organizations providing to the student financial aid or

determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid

3. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
4. Accrediting organizations carrying out their accrediting functions.
5. Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152.
6. Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first makes a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
7. Persons in compliance with a lawfully signed release form from the student.
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.
9. In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
10. In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
11. In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any Federal, State or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational Records – Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

- Obtaining the student's written consent
- Having the parent establish the student's dependency as defined by Internal Revenue Code of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.

School Responsibility towards Released Information

A School is responsible for informing parties to whom personally identifiable information is released, that the recipients are not permitted to disclose the information to others without written consent of the students. When a response is made pursuant to any request for student information, other than those requests by students, a document with the following statement should be attached to the disclosed information:

"The attached information has been forwarded to you at the request of the student with understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information

Students' Rights and Responsibilities to Review Records Policy

without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

Student Responsibilities

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. Each student must accurately record and provide proof of their residential status and demographic data to complete their registration. Each Student must provide proof of financial funding if needed to complete their registration. Failure to fulfill these responsibilities can cause and/or affect enrollment status.

Satisfactory Academic Progress Policy

The French Pastry School's L'Art de la Pâtisserie program is 24 credits, divided into 6 courses of varying credits. The L'Art du Gâteau program is 16 credits, divided into 5 courses of varying credits. All students are evaluated for satisfactory academic progress every two weeks.

- Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 75% (9 of 12) credits attempted at each interval of evaluation.
- The student's cumulative grade point average is reviewed to determine qualitative progress. The minimum GPA required is 2.0.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length (in credit hours) of the program.

Students who withdraw from the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

Academic Warning

If a student fails to maintain the required academic progress at the end of any term, he/she will be placed on Academic Warning for the next term. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she may be dismissed from school.

Students will be notified in writing (email & hand delivered or certified mail when necessary) when they are placed on warning and be informed of the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Chef Instructor or Academic Dean of Student Affairs, as appropriate, when they are placed on warning.

The French Pastry School and City Colleges of Chicago's SAP Policy

At program midterm, the current academic standing of a student is reported to the City Colleges of Chicago. Failure to meet satisfactory progress and exceeding the maximum time frame can affect a student's eligibility for financial aid.

The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from school.

The student is eligible for financial aid during his/her warning status. The French Pastry School reports on credit hours and grade point average completed within the FPS program.

Appeal Process

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by email and hand delivered to the student, using certified mail if necessary. The student may submit a written appeal of his/her dismissal within five business days of receipt of the dismissal notice. The appeal should be addressed to the Dean of Student Affairs. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the individual's immediate family or in the individual themselves. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Dean of Student Affairs will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the school's receipt of the appeal. The decision of the Dean is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of probationary period, and monthly thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. The LAP program, 24 credits in length, must be completed within 36 attempted credits. The LAG program, 16 credits in length, must be completed within 24 attempted credits.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated with the above measures only on the work completed while at this school.

Administrative Staff and Faculty

Sébastien Canonne, M.O.F. – Academic Dean for Faculty & Programs
Jacquy Pfeiffer - Academic Dean for Student Affairs
Nicole Bujewski - Chef Instructor
Courtney Clark - Chef Instructor
Jonathan Dendauw - Chef Instructor
Michelle Fujioka – Culinary Administrator Coordinator
Mark Gyure - Chef Instructor
En-Ming Hsu – World Pastry Champion Pastry Chef Instructor
Sunny Lee - Chef Instructor
Nicholas Lodge – Master Cake Artist Chef Instructor
Eric Perez - Chef Instructor
Joel Reno – Chef Instructor
Alissa Wallers - Chef Instructor

Renée Bohus – Student Finance Director
Joseph D'Alessandro – Career Service Director
Jennifer Delaney – Media and Communications Specialist
Anne Kauffmann – Associate Dean
Elaine Kilby – Admissions Counselor
Daisy Marquez – Admissions Counselor
Megan McCarthy – Admissions Director
Susan Walker - Marketing Director