



CATALOGUE

2021 – 2022



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This catalog was created for information purposes only and does not constitute a contract between the student and the college. Course and curricula changes, tuition modifications, or other unforeseen changes may occur after the publication of this catalog. The college reserves the right to alter its curricula, tuition, fees, and policies as deemed necessary. A reasonable effort will be made to inform students of these changes as they occur.

Students are expected to familiarize themselves with the policies contained in this catalog as well as those outlined in the Student Handbook.

SP -Indicates stock photos. All other photographs appearing in this catalog were taken on site at Walnut Hill College.

Catalogue Amended: 09/2020



The Walnut Hill College

DIFFERENCE

- 1** Documented graduate success. Career opportunities await you in the hospitality field.
- 2** Seven innovative majors.
- 3** A dynamic, hands-on educational experience.
- 4** Resume-building internships.
- 5** Rewarding travel experiences enrich each student. Our degree programs feature the tuition-paid Tour of France, Cruise and Resort Tour, and Cultural Tour of England.
- 6** Student-centered environment.
- 7** Our programs stem from experience and innovation. For more almost half of a century, WHC has inspired hospitality students.
- 8** Student services: clubs, activities, special events, academic support, and a residential learning program that are truly distinctive.
- 9** Real Value: WHC has one of the lowest tuitions for private hospitality and culinary colleges and still offers the special travel experiences.
- 10** A world-class city in which to live and learn.

Academic Calendar 2021/2022

FT Full-Time Students EP Extended Program Students

August 2021

Monday, August 16
Wednesday, August 25
Wednesday, August 25
Saturday, August 28
Sunday, August 29
Monday, August 30
Tuesday, August 31

September 2021

Wednesday, September 1
Saturday, September 4 – Monday, September 6

October 2021

Tuesday, October 5
Friday, October 22

November 2021

Saturday, November 6
Tuesday, November 9

Wednesday, November 10
Wednesday, November 24
Wednesday, November 24
Wednesday, November 24 – Sunday, November 28
Sunday, November 28
Monday, November 29
Tuesday, November 30

December 2021

Tuesday, December 7
Wednesday, December 22
Thursday, December 23

Winter Break

Thursday, December 23 – Wednesday, January 5

January 2022

Wednesday, January 5
Thursday, January 6

February 2022

Saturday, February 5
Saturday, February 5
Monday, February 7

Faculty Return to Campus
Professional Development for All Faculty
All Staff Meeting • All Faculty & Staff in Attendance
Term Begins • EP Students
“Welcome Home” • All Faculty & Staff Available
“First Class Residents” • All Faculty & Staff Available
“First Class Commuters” • All Faculty & Staff Available

Start of Term for FT Students • Classes Resume
Labor Day Weekend • No Classes in Session

Board of Trustees Meeting
Freshman Showcase • All Faculty & Staff Available

“First Class” for EP Students
End of Term for FT & EP Students
FT & EP Grades Due Monday, November 15
Start of Term for FT & EP Students
Faculty Development Day • No Classes in Session
Residence Halls Close at Noon
Thanksgiving Break • No Classes in Session • Staff Holiday
Residence Halls Open at 10 am
Classes Resume for FT & EP Students
Holiday Buffet Begins

Board of Trustees Meeting & Holiday Buffet at 4:30 pm
Last Day of Classes for FT & EP Students
Residence Halls Close at Noon

Winter Break • No Classes in Session • Faculty Vacation

Residence Halls Open at 10 am
Classes Resume for FT & EP Students

End Term FT & EP • Grades Due Friday, February 11
“First Class” Orientation for FT Students
Start of Term for FT & EP Students

March 2022

Tuesday, March 1
Friday, March 25

April 2022

Saturday, April 16

Saturday, April 16
Sunday, April 17
Sunday, April 17 – Friday, April 23

Monday, April 18 – Sunday, April 24

Saturday, April 23

Sunday, April 24
Monday, April 25

May 2022

Tuesday, May 3

Saturday, May 28 – Monday, May 30

June 2022

Tuesday, June 7

July 2022

Friday, July 1

Saturday, July 2
Saturday, July 2
Sunday, July 3

Monday, July 18

Saturday, July 23

Board of Trustees Meeting
Freshman Showcase
All Faculty & Staff Available

End of Term for FT & EP
Grades Due Tuesday, April 19
“First Class” for EP Students
Residence Halls Close at Noon
Spring Break for EP
No Classes in Session
Spring Break for FT
No Classes in Session
Start of Term for EP
Classes Resume
Residence Halls Open at 10 am
Start Term FT • Classes Resume

Teacher Appreciation Day
All Faculty in Attendance
Memorial Day Holiday
No Classes in Session

Board of Trustees Meeting

Last Day for Operations
& Pastry Shop
Residence Halls Close at Noon
End of Term FT & EP
Summer Break Begins
Students Only
Graduation Ceremony
All Faculty & Staff Available
(tentative)
Faculty Vacation Begins

Staff Holidays

Labor Day • Monday, September 6, 2021

Thanksgiving Break
Thursday, November 25 – Sunday, November 28, 2021

Winter Break Part 1
Thursday, December 24 – Sunday, December 26, 2021

Winter Break Part 2
Thursday, December 30, 2021 – Sunday, January 2, 2022

Memorial Day Break
Saturday, May 28 – Monday, May 30, 2022

Independence Day • Monday, July 4, 2022

Faculty Holidays/Vacation
Labor Day • Monday, September 6, 2021

Thanksgiving Break
Thursday, November 25 – Sunday, November 28, 2021

Winter Break
Wednesday, December 23, 2021 – Wednesday, January 5, 2022

Spring Break
Sunday, April 17 – Friday, April 22, 2022

Memorial Day Break
Saturday, May 28 – Monday, May 30, 2022

Independence Day
Monday, July 4, 2022

Summer Vacation
Saturday, July 23 – Sunday, August 14, 2022

Faculty Development Days
Wednesday, August 25, 2021
Wednesday, November 24, 2021

July 2022 Summer Institute/Camp Dates
Summer Institute Admissions
Wednesday, July 13 – Friday, July 15
Wednesday, July 20 – Friday, July 22

Summer Camp/Community Education
Monday, July 11 – Friday, July 15
Monday, July 18 – Friday, July 22
Monday, July 25 – Friday, July 29
Monday, August 1 – Friday, August 8

Please note that the College reserves the right to change or adjust the Academic Calendar at any time as it deems necessary.



Mission Statement

Walnut Hill College is dedicated to providing a distinctive educational experience that inspires students towards professionalism, civic responsibility and lifelong learning for success in their chosen career field.

Core Values

- Hospitality is at the heart of all we do.
- Service is at the core of the operations at Walnut Hill College. It defines us by our commitment to our “students as customers” through the exceptional service we provide.
- We have pride in product excellence. Education is our product, and our faculty and staff take great pride in sharing their wisdom, experience and professionalism with our students.
- We value interpersonal regard. We strive to create a sense of community and belonging that nurtures and supports all members.
- We promote personal growth and citizenship. We inspire our students to develop a sense of pride in themselves as well as in others through participation in public service programs which are an integral part of their education.



Walnut Hill College Accreditations

Walnut Hill College is:

- Approved to confer Associate of Science degrees and Bachelor of Science degrees by the Department of Education of the Commonwealth of Pennsylvania.
- Accredited by the Accrediting Commission of Career Schools and Colleges.
- Approved for veterans’ training by the state-approving board.
- Approved to participate in Title IV and federal financial aid programs by the United States Department of Student Financial Assistance.
- Approved by U.S. Immigration and Customs Enforcement to grant student visas.
- Recognized as a Professional Management Development Partner of the Educational Foundation of the National Restaurant Association.

Professional Memberships at Walnut Hill College

Walnut Hill College is a Member of:

- | | |
|--|---|
| • Pennsylvania Association of Private School Administrators | • International Association of Culinary Professionals |
| • Council on Hotel, Restaurant and Institutional Education | • Philadelphia Women’s Culinary Guild |
| • Pennsylvania Association of Student Financial Aid Administrators | • American Institute of Wine and Food |
| • National Restaurant Association | • Les Dames d’Escoffier Philadelphia |
| • Greater Philadelphia Hotel Association | • Penn Restaurant and Lodging Association |
| • Philadelphia Convention and Visitors Bureau | • American Association of Collegiate Registrars and Admissions Officers |
| • American Culinary Federation | • Penn Association for College Admission Counseling |

Non-Discrimination Policy

Walnut Hill College is firmly committed to a policy of non-discrimination on the basis of ethnicity, national origin, disability, race, religion, gender, sexual orientation, or age in its admissions decisions, as well as in its educational and student programs.

The History of WHC

Established in 1974 as The Restaurant School, Walnut Hill College is an accredited, independent, degree-granting institution dedicated to educating those who wish to pursue careers in the hospitality industry.

Founded by a restaurateur, chef, maître d and an educational specialist nearly 50 years ago, Walnut Hill College is Philadelphia's first college focusing on hospitality education.

As The Restaurant School grew in size, scope, and reputation, Culinary Arts, Pastry Arts, and Hotel Management programs were added to meet market demands. In time, the school earned national accreditation and approval to grant specialized associate degrees.

Today, Walnut Hill College educates more than 600 students each year, meeting the needs of the growing restaurant and hospitality industries.

The Philosophy of WHC

There are several theories on the proper education required for a career in the hospitality industry. Some say that to be a success in business, you must start at the bottom and work your way to the top. While experience is a great teacher, the hospitality industry is becoming increasingly competitive and technical in nature.

More and more, restaurateurs do not have time to wait for managerial candidates to work their way up through the ranks. Instead, they turn to professionally educated individuals who arrive at work industry-ready.

We believe that as the hospitality industry grows and becomes more technologically advanced, a four-year degree is increasingly necessary for upper-level management positions.



The programs offered at Walnut Hill College combine intensive academic studies with practical experience. This means students will fine-tune the knowledge gained in their courses of study and apply it in a challenging industry setting.

Students are responsible to meet with their Financial Aid Officer to discuss credits and full-time status.

Educational Objectives

Upon program completion, graduates of Walnut Hill College are prepared for a variety of exciting positions in the industry. The practical and professional experience Walnut Hill College students gain early in their careers can lead to increased marketability and earning potential.

Walnut Hill College offers seven majors at both the associate and baccalaureate levels:

- Associate of Science Degree in Culinary Arts
- Associate of Science Degree in Pastry Arts
- Associate of Science Degree in Hospitality Management
- Bachelor of Science Degree in Culinary Arts
- Bachelor of Science Degree in Pastry Arts
- Bachelor of Science Degree in Restaurant Management
- Bachelor of Science Degree in Hotel Management

Each program provides students with a broad-based knowledge of the overall workings of fine restaurants and hotels. Additionally, the programs equip students with the day-to-day skills and specific knowledge required for their future in the hospitality industry.



The Walnut Hill College

KEY LEARNING PRIORITIES

- 1 Professionalism and Ethical Decision Making**
Exhibit professional behaviors and execute ethical decisions to create value and successful outcomes in employment and societal situations.
- 2 Technical Proficiency**
Employ practical career and life related skills at an advanced level.
- 3 Technology and Digital Literacy**
Effectively utilize technology to access quality information along with advances in relevant tools and equipment in a manner that promotes efficiency in life and career advancements.
- 4 Critical Thinking, Analysis and Innovation**
Utilize divergent (free flowing ideas) and convergent (evaluation) thinking to gather and synthesize information permitting the generation of novel, implementable and sustainable solutions to complex problems.
- 5 Self-Directed Learning**
Identify personal ambitions permitting the establishment of attainable goals on which a plan for professional and personal growth can be developed, evaluated and assessed.

Nearly half a century ago, our first graduating class of only a dozen students began the college's long tradition of launching inspired restaurateurs.

University City



A Vibrant University Setting

University City is home to one of the largest student populations in America. Four great colleges create a vibrant environment: the University of Pennsylvania, Drexel University, the University of the Sciences in Philadelphia, and, of course, Walnut Hill College.

University City features an array of coffeehouses, restaurants, museums, theaters, shops, and more. The area is also rich with culture and educational excitement. Our campus is just minutes away from the urban excitement of Center City, the bohemian appeal of South Street, the artsy vibe of Manayunk, and the ethnic charms of Chinatown and South Philly.

Because of the ideal location of Walnut Hill College, students can have fun all year round. There is surfing at the New Jersey shore, skiing in the Poconos, tours of Amish farms in Lancaster, or roller coaster rides at one of numerous amusement parks. Day trips are also an option. The Big Apple, Baltimore’s Inner Harbor, and the nation’s capital are just a train ride away. At Walnut Hill College, you’ll enjoy being at the center of it all.



Walnut Hill College Campus Life

Looking back, some of people’s most treasured memories involve the individuals they met in college. At Walnut Hill College, many of our students form friendships that enrich their lives.

At Walnut Hill College, there is no clear boundary between work and play. Each day, an hour or two are devoted to student success activities; these may involve expanding your knowledge outside the classroom or focusing on mastering course material. You can choose from a variety of exciting activities: enjoy a chocolate tasting, meet a celebrity from the Food Network, surf the net in our computer lab or simply curl up in a lounge chair with one of our Resource Center’s many books or magazines. If increased study time is needed, you can attend a peer-led study session or meet with faculty regarding assignments or academic assistance.

You can join one of our student organizations. They provide students with a chance to explore famous restaurants, hotels, pastry shops, and local wineries. *The choice is yours.*

How About Sports? At Walnut Hill College, a year-round intramural program lets students participate in the sport of their choice whether it be volleyball, flag football, softball or basketball.

College-wide events fill the calendar... so get ready!

At Walnut Hill College, we’re pleased to offer an array of activities and services to enhance your educational experience. To accommodate as many students as possible, these events are scheduled at a wide variety of times. These special events are times when students can work closely with the faculty. Clubs and organizations are industry- specific and enable students to network with industry leaders and build their resumes.

Students participate in local and national culinary arts competitions, attend national and regional trade shows, and lend a hand at charity fundraising events. Students also assist visiting chefs in the kitchen and take part in banquets, dinners and promotional events at the college.

You’re encouraged to join and participate in clubs, which enable you to learn more, have fun, and get to know your classmates. As students take charge of club activities, they build leadership, social and organizational skills. These are qualities that students can take with them into the real world.

Take charge of Walnut Hill College’s vast array of student clubs and activities to learn more, build leadership skills and forge enriching friendships.





European
Courtyard

Walnut Hill College Campus & Facilities

Students will find that our welcoming campus will quickly become a home away from home. With centralized buildings that enhance student learning, you will have a rewarding educational and social experience at Walnut Hill College.

The newest addition, *The Center for Hospitality Studies*, is located at 4100 Walnut Street. The Center houses four classrooms, including two large demonstration classrooms; academic faculty offices; and meeting areas for study groups. The college store is also located here.

The beautiful Allison Mansion houses faculty and administrative staff offices, as do the adjacent Perrier Hall, Hunter Hall, and College House — making things as convenient as possible for our students. Also located within the Mansion is Walnut Hill College’s inviting Pastry Shop, offering fragrant breads, delectable cakes and tarts, and special desserts prepared by our Pastry Arts students.

The Pastry Shop’s welcoming atmosphere makes it a popular place to sit and relax with a steaming cup of cappuccino while sampling some of the chefs’ chocolate and hazelnut biscotti. You will also find an array of unique salads, soups, pastas, and light entrees for an informal cafe lunch in the Courtyard, which is located at the heart of Allison Mansion.

The most notable part of the Allison Mansion is our elegant *Great Chefs Restaurant*. Beneath a ceiling adorned with hundreds of modern glass orbs that illuminate a sleek, white backdrop, guests enjoy inspired cuisine developed by some of Philadelphia’s top chefs. This grand setting — coupled with impeccable service — makes for a memorable dining experience.

The Atrium Building houses three additional uniquely-themed restaurants. A *European Courtyard* or square is recreated in the atrium, which is theatrical in design with beautiful store fronts, cobblestone paths and “outdoor” dining

terraces. Pass through this beautiful setting to *The Italian Trattoria*, featuring casual dining with regional Italian pasta specialties or to *The Heartland*, a contemporary American restaurant with an innovative approach to down-home American cuisine.

In these hands-on “classrooms,” students get opportunities to practice and perfect skills learned every day at Walnut Hill College. These skills will become a part of each student’s professional repertoire.

The college’s Resource Center features computer labs and a large collection of both hospitality-related and general educational materials to supplement in-class learning.

A more traditional approach to instruction takes place within our modern kitchens and multimedia-enhanced lecture halls. Within these classrooms, our faculty members draw from their numerous years of experience to provide students with the knowledge they need to succeed in the hospitality industry. Furthermore, the college’s experienced faculty inspire in students a sense of pride in their daily accomplishments.

The Allison Mansion at 4207 Walnut Street is a three-story building that houses administrative offices, a computer lab and Library and Resource Center, a bar and lounge area, a wine classroom, the reception area, and The Pastry Shop. The Education Building houses six commercial participation kitchens, purchasing and receiving areas, a store room, and student lounge areas.

The Center of Hospitality studies, located at 4100 Walnut Street, houses four classrooms, including two large demonstration classrooms, academic faculty offices, and meeting areas for study groups. The college store is also located in the Center for Hospitality Studies.

General Information About Campus Life

Notes on the Use of College Facilities

- Stools are provided in the kitchens. Sitting on worktables and equipment is not permitted.
- Tablet-arm chairs are provided in the demonstration and lecture rooms. Students may not put their feet on the chairs and absolutely may not sit on the tablet-arm.
- The rear of the Education Building must be clear of any items (bicycles, motorcycles, etc.).
- The student lounge is provided for student use at any time; however, the college and other students expect other's consideration in keeping these areas clean and orderly.
- Students are not permitted to lounge on the staircases in any of the buildings.
- Students are expected to use college equipment and facilities in an orderly, professional manner. Any infractions will result in dismissal from the college.
- Bicycle racks have been provided alongside the Culinary Building, close to the receiving area. Bicycles, or bicycle parts, are not permitted inside the buildings. Bicycles may not be locked to any stationary object (i.e. fences, lampposts).

Class Size

Labs are limited to 26 people. Lectures and demonstration classes can range from 20 to 85.

Lockers

Lockers are provided on the lower level of the Education Building. Lockers are available for daily use only. Please do not leave a locker filled or locked overnight. If locks remain on lockers overnight they may be removed. If a student loses his/her key or lock combination he/she should not pry open a locker. Personnel in the purchasing center can help to properly open a locker without causing any damage.

The college is not responsible for students' personal property.

Parking

The college offers limited parking on a first-come, first-served basis at 4207 Walnut Street. Students are not permitted to park at 4100 Walnut Street. Parking is free of charge and *at your own risk*. Overnight parking is not permitted. Students are encouraged to be wise by not displaying valuables in their cars.

The parking attendant may require that a student leave his/ her keys in certain instances such as double-parking (as directed) and because of the ingress/egress of delivery trucks. Students are asked to understand that staff parking is reserved. Therefore, it is likely the parking lot may be closed to students even though there are empty spaces. This is because staff arrives at varied hours. In addition, spaces are reserved for visitors to the college, pastry shop customers, and the handicapped. Occasionally, during certain special events, the parking lot will be closed to students.

If a student wishes to park in the lot, we require that he/she stop his/her car near the parking attendant's booth. The parking attendant will assist students with parking spaces. To ensure everyone's safety, we kindly request that anyone driving into the lot, including those who may be dropping off/picking up, observe a 5 mph speed limit.

When the college's parking lot is full, we recommend that students consider parking in the Acme lot at 40th and Walnut Street. There are no special discounts, but it is reasonably priced. We do not recommend parking on Sansom Street or illegally on public or private property. For monthly parking options, visit the Campus Apartments office at 40th and Walnut Street to check on available local lots.

Lost and Found

Lost and found claims can be made in the purchasing center, located on the lower level of the Education Building.

Telephones

Students are not permitted to use any school or restaurant phone lines. The college staff will not take phone messages for students, nor will students be disturbed in any class. Students are encouraged to inform their families about this policy. Students are permitted to bring cell phones into class. However, they must be turned off during class.

Walnut Hill College Student ID Card (WHCard)

With our University City location, this area abounds with shops, restaurants, and merchants that offer discounts to students. Be certain to ask and present the card. Additionally, some merchants such as house ware and gourmet shops, even those located outside of University City, may offer a discount to food service and hospitality students.

Student ID cards must be carried at all times. You may be asked to show your Student ID card at any time by any faculty or staff member. If lost, the replacement fee is \$10. If asked to provide identification and the ID Card is lost, students must present a photo driver's license. If no identification can be shown, the student may not be admitted into class.

Students can establish an on-campus account to use their student ID card for making on-campus purchases and receiving certain student discounts at the college. You can establish an account and add funds to your card, known as The Walnut Hill Card, at the Bursar's Office.

To make purchases or receive any discounts in the Student Store, Pastry Shop or our restaurants, you must present your student ID card at the time of purchase and the funds will be deducted automatically from the dollar amount previously available on your account.





Student Discounts

Each student is issued a WHCard that entitles him/her a discount on purchases in The Pastry Shop, Marketplace and dinner, except for alcoholic beverages. There are some basic limitations. Large volume purchases in The Pastry Shop, as determined by the manager, will not be discounted (for example, numerous cakes and pastries for catering events/parties, snack food items, bottled or canned beverages etc. in all outlets). Discounts in the restaurant are limited to eight people. The student is required to be present. Gift certificates are not discounted.

College Store

The college operates a store as a service to our students. Each student is issued a WHCard that entitles him/her a discount on equipment and clothing purchases in the student store. Located in the Center for Hospitality Studies, the store features a varied selection of utensils and cooking equipment, as well as clothing and school supplies.

The store also handles the distribution of books, uniforms, and other essentials. The items are sold at a great discount in order to encourage students to build their “batterie de cuisine” and practice at home. The hours for the college store are Monday to Friday from 9 am to 5 pm.

The Purchasing Center

The Purchasing Center is the Main Food and Equipment Distribution Center at Walnut Hill College. The Purchasing Center takes pride in providing the finest products available from Philadelphia’s leading purveyors.

First Aid for minor cuts and burns and our Lost and Found are also located at The Purchasing Center. Hours of Operation are 6 am to 7 pm, Monday through Friday and 8 am to 5 pm on Saturday.

Purchasing Center Procedures

The most important procedure to remember is all requisitions for equipment, food or liquor, must come from your instructor. All equipment or food item requests must have a signed requisition from your instructor.

Students may not fill out a requisition or add to one signed by your instructor.

Borrowed equipment must be returned clean and dried. Please use caution not to misplace small parts or attachments of any equipment. This is very important for the next student who will need to request that equipment.

Food Bins are carried one bin at a time, to avoid crushing items. Please never stack food bins.

All food items that are returned must be returned wrapped, labeled and dated when needed and refrigerated. Please use caution with cross contamination.

Students must have their ID card to request any piece of equipment.

All trash is taken directly to dumpster area. All trash removal is done by two students only, to avoid injury and damage to floors and stairwells. Never take bag out of trash can. Always remove trash in can directly to dumpster area.

All kitchen grease is discarded in grease barrel can located near dumpster area.

All cardboard should be flattened and place inside cardboard dumpster.

Foods Prepared in School Kitchens

Foods prepared in school kitchens will be used in the restaurants, pastry shop or for school functions. Other remaining foods will be sent to the purchasing center, as directed by the instructor. The College works with local food banks and centers for the homeless to donate food whenever possible. Food is never to be removed from the kitchens by students for consumption elsewhere.



Visitors to Class

A guest may join a class by first obtaining permission from the department director. On the day of the visit, the guest must obtain a visitor’s pass. The visitor’s pass is to be presented to the instructor before entering the class. We regret that students may not bring guests to wine tastings or hands-on classes.

Smoking Policy

Walnut Hill College promotes a smoke-free environment. Smoking is not permitted anywhere on campus property. This includes all parking lots, porches, as well as front and back yards.

Regarding the Center for Hospitality Studies at 4100 Walnut Street, 100 S. 42nd Street and all dormitory buildings, smoking is not permitted within 50 feet of their entrances. This includes vaping, e-cigarettes and hookahs.

Please do not throw cigarettes anywhere.

Food and Drink

No eating or drinking of beverages is permitted during class, in the classrooms, or in the library or computer labs at any time.

School Equipment and Furniture

Students are responsible for obtaining their own stationery and school supplies. Students may not rearrange the furniture or place their feet up on the chairs. If a student sits on the tablet of a tablet-arm chair, it will break; so please do not do so. Students are not permitted to use school equipment for personal use.

Contacting Faculty and Staff

Students are encouraged to contact any faculty member or staff member by e-mail or telephone. For personal meetings, students must check in with a school receptionist who will announce him/her to the faculty or staff member. Students are asked to wait in the reception area until they have been announced.

Veterans Administration

Covered individuals may attend or participate in the course of education during the period beginning on the date on which the individual provides Walnut Hill College with a certificate of eligibility for entitlement to education assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28- 1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1. The date on which payment from VA is made to Walnut Hill College.
- 2. 90 days after the date Walnut Hill College certified tuition and fees following the receipt of the Certificate of Eligibility.

Walnut Hill College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the College due to the delayed disbursement funding from VA under Chapter 31 or 33.

Chapter 31 and Chapter 33 students must submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of their program.

Fire and Safety Drills

Periodically, the school will hold fire and safety drills. Students will be given advance notice of the

drills. When the alarm sounds, follow the directions of the staff and instructors. Walk, do not run.

Fire Exits and Evacuation Procedures

Fire exits are easily accessible from all of the classrooms, kitchens, and common areas of the buildings. Each building on campus is assigned an Emergency Coordinator who is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment are inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (ext. 3333) will be updated with any announcements or instructions.

Accidents

Students should be aware that the kitchen can be a potentially hazardous place and should refrain from any action or behavior that may result in injury to themselves or others. If a student is hurt during class or while at school, an instructor or staff member will make a determination if medical attention is required. Please note that it is college policy to insist on an evaluation by a medical professional for most incidents.

Student Accident Insurance

Walnut Hill College advises all student to maintain personal medical insurance, however, the college has secured, for the protection of our students, the accident insurance described below. Coverage commences at the time the student starts school and ceases when he or she is no longer actively enrolled in the school.

Hazards Insured Against

Students will be covered only for accidents and injury sustained while participating in school sponsored and supervised activities in this country and abroad, including travel as a group in connection with these sponsored activities. Coverage is provided on a full excess basis.

Jeanne Clery Disclosure of Campus Security and Campus Crime Statistic Act (Clery Act)

To be in compliance with the Clery Act, federal regulations require schools to complete an annual report of campus crime and security measures.

The purpose of this report is two-fold. First, it allows applicants to the college to be duly aware of the crime statistics for the school, as well as what preventative measures are in place to manage security.

Second, it allows staff and current students to review the report on an annual basis and become aware of not only the statistics, but also how the college community can work together towards creating a safe and pleasant environment.

Any student who would like to read a copy of the report can do so by contacting the Vice President of Administrative Services.

Resident Halls

University City is home to some of the most delightful buildings in Philadelphia: charming Victorian limestone mansions and manor houses with dramatic architectural features – fireplaces, bay windows, and details found only in the gracious homes of yesteryear. These buildings are home to students of College Residential Learning program.

Our Residential Learning program combines comfortable, home-like, convenient housing with a fun, interactive approach to education. Upon request, the Office of Admissions will provide you with a complete packet of housing options and fees. Following are descriptions of some of the available options.

Bachler Hall • 4220 Walnut Street

Bachler Hall is a supervised student residence in a charming brick townhouse directly across the street from the college. This historic building is named in honor of Hans Bachler, one of the founders of The Restaurant School and a noted maître d’ in fine restaurants and hotels in Austria, Switzerland, Italy, England and the United States.





Bachler Hall (*continued*)

Bachler Hall has a limestone façade and features many of the historic and architectural details that distinguish buildings from the turn of the century. It offers an excellent view of both Walnut Hill College and St. Mark's Square, a quaint street lined with flagstone sidewalks, trees, and historic houses.

Hunter Hall • 4231 Walnut Street

Hunter Hall is a brick townhouse located on campus. This fully furnished student residence features comfortable suites that come in a variety of sizes.

This charming building with mahogany woodwork and floor to ceiling mirrors is named in honor of Tom Hunter, a noted chef and co-founder of The Restaurant School.

Perrier Hall and College Hall

These two halls are turn-of-the-century Victorian-style brick four-story townhouse.

Perrier Hall is named in honor of Georges Perrier, the world-renowned chef and owner of Le Bec-Fin, the famous Philadelphia restaurant that was rated number one in the United States by Condé Nast Traveler magazine for many years.

College Hall features beautiful, hand-carved mahogany woodwork, high ceilings, and unique architectural details. These historic buildings have been renovated and redecorated with beautiful furnishings.

Upper-Class Student Housing

The college provides housing for upper-class students in leased apartment buildings located within a block of Walnut Hill College campus. These buildings feature beautiful, completely renovated apartments.

Off-Campus Housing

Off-campus housing is abundantly available for Walnut Hill College students because of our proximity to the University of Pennsylvania. A variety of apartment options for any budget are located within walking distance of the college.

Who Are the Student Leaders?

Student Leaders or SLs are upperclassmen who have been selected to assist residents with their transition to life at the college. SLs are a dedicated and knowledgeable group of students who can do much to enhance your on-campus living experience. SLs plan social and educational programs, trips and much more. SLs are also available if you just need someone to talk to. SLs are a valuable resource for students. They can help point you in the right direction.

Get to know them!

An Interactive Learning and Living Experience

Walnut Hill College's Residential Learning program provides living and learning with interactive style! Weekly activities give residents the option of participating in dinner groups at local restaurants, themed dinner parties, movie nights, softball games, bowling outings, concerts, and much, much more.

Our Residential Learning Coordinators (RLC) are always on hand with special surprises — perhaps a midnight breakfast or ice cream social, pizza and videos on a cold dreary night, a Celebrate Spring BBQ on a sunny afternoon, or even an *Arctic-que...* for those who don't want to wait for spring to get out the grill!

We offer amenities and activities that are hard to find in other college residence hall settings. From the special gifts that celebrate your arrival to the heart- warming holiday activities that enhance the season's magic, you will feel at home at Walnut Hill College.

The strength of the Residential Learning program is one of the reasons Walnut Hill College residents become such good friends. Come visit the halls to get a feel for the comfortable and inviting environment. You will find spacious bedrooms and attractive furnishings, along with friendly faces and warm smiles. Our residential halls are the perfect homes away from home.

Because of our commitment to fostering a safe and healthy community, a full-time RLC, Security Officer and Student Leaders help provide a safe and supportive environment.

Because Walnut Hill College's residence halls are right next door to the college, our halls could not be more convenient for our busy students.

World Dining

Unlike typical college meal programs, Walnut Hill College's Residential Learning World Dining program takes dining to new heights. Here's a sampling of how our student dining services will complement your studies in the hospitality industry.

Breakfast

You can start your day with a light continental breakfast with a notably European flair, indulging in a chocolate croissant and steaming coffee. Yearning for a heartier American breakfast? Select from omelets, French toast, and more. And, of course, there are assorted fresh juices, croissants, Danishes, and muffins, as well as a variety of teas and great coffee.

Lunch

The Marketplace is the gathering place for a casual lunch. Mingle with friends and classmates as you enjoy made-to-order pasta prepared in our European market-place setting. The menu features a selection of soups, salads, sandwiches, pastas, quiche, pizza, and light entrées.

For dessert, you will find our display case filled with delicious pastries a great temptation. There are not many college dining programs where you can end your meal with a raspberry tart, a chocolate Bavarian, or a classic Napoleon. There is also a full selection of soft drinks, teas and flavored coffees. So whether it's a simple ham and cheese sandwich on crispy French bread, a garden salad, or a hearty beef stew, lunch in our World Dining program is always a delight.

Dinner

There is nothing better than sharing a great meal with friends. Dinner in our World Dining program is truly an international experience. Each evening brings a new surprise. Featured dishes range from classic French cuisine to Asian and Mediterranean specialties to favorite American standbys. One night you will enjoy traditional Southern cooking with fried chicken, biscuits, and crisp, fresh vegetables. Other nights, there will be great pastas such as classic spaghetti Bolognese, linguine with clam sauce, and fettuccine Alfredo.

You will love our ***Blue Plate Specials***: meatloaf with mashed potatoes, roast turkey with stuffing, and roast chicken with buttered noodles. International surprises include spicy kung pao chicken, shepherd’s pie, Middle Eastern shish kebabs and Mexican fajitas. Casual dining events include make your own pizza, where you can top fresh-baked pizza with your choice of specialties.

Don’t be surprised if dinner happens outside, such as an old-fashioned barbecue with all-American hot dogs, hamburgers, salads, watermelon, and all the usual fixings. Finish off your meal with a fabulous dessert from our Pastry Shop.

Our dinner plan also features wonderful home-made breads, vegetables, and salads that will make dinner a highlight of your day.

Guest Meals

A student holding a Walnut Hill card may invite up to two guests for any meal service. Payments for guest meals will be charged to your card.

Great Meals Are Available Six Days a Week

The World Dining program is available to Walnut Hill College students Monday through Saturday. There are no meals available on Sundays. The program is available to both Residential Learning students and to those who live off-campus.

World Dining Offers Real Flexibility

Your Walnut Hill card can be used as a debit card. You can also select from many meal plan options.

A continental or full breakfast is available beginning at 7:30 am. Lunch options include such favorites as homemade soups, hearty sandwiches, fresh pizza and pasta, salads, and entrées. Dinner features a variety of freshly prepared entrée and dessert selections available until 7pm. Please review the College Meal Plan Brochure for the various options.

Restaurant Options

If you want to treat yourself to a special dinner, you can use your Walnut Hill card in any of Walnut Hill College’s open-to- the-public restaurants. You can enjoy the Old World setting of the Italian Trattoria, the down- home comfort of The Heartland, or the elegant European style of the Courtyard and The Great Chefs — all at a 10 percent student discount.

College Store

You can also use your Walnut Hill card for purchases from the college store. There is a wide selection of shirts, jackets, caps, cookware, and other specialty items from which to choose.

Student Activities

Students may also use their Walnut Hill card to pay for any student activities, such as student club events, ski trips, and sporting events.

Community Education Classes

The Walnut Hill card can be used to purchase community education classes. Students receive a 20 percent discount.

Walnut Hill College Meal Plans

Any actively enrolled student may purchase one of the Colleges Meal Plans or place WHC Dollars on the Walnut Hill card.

Freshman resident students must choose one of the Meal Plan options. With four Meal Plan choices, one will be right for you. More details can be found in the Meal Plan brochure, which is available in the Admission Office.

Meal Plans can be purchased at the Bursar Office. Additional funds can be added to the card throughout each term through the Bursar or online store.

Refunds

There is a \$50 administrative fee charged to cancel an account. To receive a refund, all tuition, book, equipment, and housing accounts must be current. Refunds are not offered unless the college’s business office receives written authorization from the initial purchaser. Cash refunds are not offered on remaining balances of \$100 or less, after the administrative fee has been deducted. Bonuses added to larger accounts are forfeited.

If the balance is \$100 or less the card purchaser will receive a gift certificate in the amount for use in the college’s open- to-the-public restaurants, The Pastry Shop, college store, or to take community education classes.





Student Calendar

Each month a calendar will be published listing all the important events for the month, such as activities, holidays and school promotions. We strongly urge students to refer to it as a reminder of upcoming events. The calendar is available on the web at walnuthillcollege.edu/events and on Schoology.

Special Events

Scheduled throughout the school year, special events are times when students can work closely with the chefs and instructors. Events may include banquets and dinners, participation in local and national culinary arts competitions, orientations, graduation, career fairs, and various promotional events for the college. Notices about these special events are always distributed and/or posted.

Video Messages and Electronic Bulletin Board

Television monitors on campus display video messages to keep students informed of all current events.

Electronic Bulletin Boards

Located at the student entrance by the purchasing center and at the entrance to The Center for Hospitality Studies, these boards deliver information on upcoming events and happenings throughout the day. These events are scheduled at different times and locations in order to give as many students as possible the opportunity to participate in a variety of activities.

Student Hotline

To find out the latest information on school happenings dial the school’s telephone number: 215-222-4200 and enter in ext. 3333. This recording offers up-to-date information on many activities. This same line is used for information regarding snow days. Refer to the Policies and Procedures section under Academic Information for more information.

Student Memberships in Professional Associations

We encourage all students to join the many professional associations for our trade. These associations will offer seminars and meetings, but more importantly, they build a network with established food service and hospitality professionals.

Memberships will enhance each student’s résumé and career possibilities.

Career Fairs

Career fairs are scheduled twice per year offering students the opportunity to network and interview with many employers at one time. These events are held on campus. This is a professional event for all students and alumni of Walnut Hill College. Class schedules are adjusted to permit student attendance. Attendance is highly suggested for all full-time students and professional dress or chef whites are required. Students are required to conduct themselves with decorum and professionalism befitting a hospitality student at Walnut Hill College.

Student Demeanor

Students are expected to conduct themselves on campus and off as positive, professional representatives of Walnut Hill College. Students are expected to behave with proper discretion at the worksite, when visiting any hospitality setting and during all school-related functions.

Students are our ambassadors; therefore we count on them to uphold the tradition of excellence and hospitality for which Walnut Hill College stands.

Appropriate workplace behaviors include:

- Arriving for work on time.
- Dressing in appropriate uniform or professional wardrobe.
- Working all scheduled shifts.

- Contacting the manager immediately if he/she is unable to work due to illness.
- Doing the work to the best of his/her ability.
- Maintaining a positive attitude.

- Dealing respectfully with all co-workers and managers.
- Keeping the manager informed about changes in his/her school schedule
- Keeping track of his/her own internship hours
- Providing the manager with the necessary forms to record his/her internship hours
- Reporting all workplace injuries to the manager immediately
- Reporting any occurrence of illegal activity in the workplace
- Refraining from the use of drugs and alcohol in the workplace, or arriving at work under the influence of drugs or alcohol
- Refraining from taking unscheduled breaks
- Refraining from fighting or violence in the workplace
- Refraining from bringing a gun or weapon to the workplace
- Securing and maintaining a professionally sanitary toolbox
- Giving proper two weeks written notice of his/her intention to leave the job

Infractions of these policies may result in disciplinary action up to, and including, expulsion from the college.

Please note: Should a student choose to leave a job without proper two-week notice, the hours he/she may have accrued at that worksite will not be counted toward his/her internship requirement.

Walnut Hill College Student Associations and Clubs

Students are encouraged to join and participate in student associations. Membership will afford each student the opportunity to supplement and enhance their education, have fun, meet classmates, and in some cases, network with industry professionals. In addition, they will enhance students' résumés.

We are always looking to add more variety to our membership options. If any student is interested in starting a new club, please see a staff member in the Office of Student Life who will be happy to offer assistance.

The following is a list of active campus organizations.

Culinary Team

Dedication, details and patience distinguish the award-winning chef from the standard chef. As members of the Culinary Team, students will learn from two of our faculty members who have competed in both national and international culinary competitions. Students will participate in workshops and hone competition skills.

Our culinary team has achieved tremendous success in past competitions. Culinary Team members represented the United States in the 2004 Culinary Olympics in Germany, winning both a gold and a bronze medal. The Culinary Team won a gold medal in August 2002 in the Student Team National Championship in Las Vegas and was named the American Culinary Federation (ACF) Culinary Youth Team USA in 2004.

Representing the United States, the ACF Culinary Youth Team brought home a gold medal from the 31st World Congress of the World Association of Cooks Societies in Dublin, Ireland in March 2004, where they competed against 15 other teams from around the world.

At the 2003 ScotHot competition in Scotland, the team came in second place overall with a silver medal in the hot kitchen and a gold medal and first place award for cold food.

The Cocktail Club

The Cocktail Club offers the opportunity to be part of one of the most active organizations on campus. Learn to make a variety of brewed beverages, beer, cider, birch beer as well as the subtle skill of flavoring.

Expose yourself to the diverse nature of brewing and why it has grown in popularity here and abroad. We offer unique tastings and field trips to local brewers. Enjoy food matchings and the value of brewed beverages in cooking.

The Cocktail Club will teach you what you need to know about brewing, storing and serving fine brewed beverages.

The Garden Club

The Garden Club allows everyone on campus to enjoy and learn from their efforts, from cultivating age-old culinary and medicinal herbs to growing nontraditional ones from other diverse cultures.

While making the best of the four seasons are region enjoys, club members will study, plan and procure seeds, plants and cuttings for our next growing season. Salad greens, vegetables, flowers, and herbs will pinpoint our efforts — some utilized right here in our kitchens!

Join us on a visit to local farm or green house to see firsthand the true joys of the garden. Introduce yourself to the wonders of growth, flavor and taste as part of the slow-food concept.





Walnut Hill College Student Associations and Clubs *(continued)*

The Gourmands

The Gourmands offers adventurous students the opportunity to expand their culinary repertoire and explore cuisines of the world by arranging special ethnic cooking classes, trips to markets, food processing centers, special dinner parties and visits to trade shows.

They also have a passion for discovering new techniques and trends in the industry, with a focus on organic foods. A faculty member acts as a mentor while the students help set the agenda for the club and plan the activities.

Tastevin Society

The Tastevin Society is the college's wine club, which organizes special wine tastings and visits to local wineries and wine cellars of notable restaurants and hotels.

The aim of the Tastevin Society is to expand each members' wine repertoire and help them glean as much as possible from the vast world of wines.

All students are encouraged to join. The name of the club is taken from the special wine-tasting cup used by sommeliers. Students and their faculty mentors will develop the seminars and agenda.

Hospitality Management Club

Like to peek in a banquet room before it's set, visit hotel rooms and suites, and see as many kitchens as you can? The Management Club takes a hands-on approach to excitement by visiting the many luxury hotel and restaurants in the Philadelphia area. Students will have the opportunity to meet industry leaders and learn the secrets of their success.

The Pastry Club

If you enjoy the aromas that come from the Pastry Shop, then this is the club for you! Students interested in pastry, bread, and decorating techniques join together to expand their pastry repertoire and practice to make them perfect.

There are demonstrations by Philadelphia's top pastry chefs as well as trips to chocolate factories and pastry shops. The ideas and opportunities are limitless.

WHC Book Club

Are you an avid reader? Have you wanted to read more, but just didn't have the time? Well, the time is now!

Join our very own WHC Book Club and enjoy exploring the many possibilities that a good book opens to you. From fiction, to memoirs, to historical accounts — there is something for everyone to enjoy in this club.

The group meets once a month to discuss the book in detail and keeps in touch with online message boards during the off- weeks.

Open your mind to a whole new world above and beyond the hospitality industry.

NEW Clubs: Please see The Office of Student Life for new clubs forming this year. Interested in forming a new club yourself? Contact the Student Life office. We'll be happy to help.

Library Resources and Usage at Walnut Hill College

Access

Access to the library is limited to Walnut Hill College students, staff and faculty and to Drexel University students with a valid I.D. card and appropriate signatures from their institution. Other individuals may be permitted to use the library by contacting the librarian to make advance arrangements.

Library hours vary throughout the year. Please check the library website for current hours of operation. When classes are in session, the library opens one hour before academic classes begin and remain open one hour after academic classes end.

Loan Periods

Loan periods vary for different materials; generally, materials will be loaned for a 21-day period. There may be a shorter loan period for audiovisuals, reserve books, and textbooks.

To renew, please contact a library staff member in person, by telephone, or via e-mail. Please note that there may be a limit on the number of renewals.

Circulation Limit

Students may borrow up to five items at one time.

Recalls and Holds

All three-week loan items are subject to recall after two weeks if requested by another user. If a student wishes to see an item that is checked out, a hold can be placed on the item and the student will be notified when the item is returned.

Overdue Notices

Students checking out library materials assume responsibility for returning or renewing materials on time and for paying fines incurred. Failure to return material or to clear outstanding fines may result in suspension of borrowing privileges. Privileges will be automatically suspended if a recalled item is not returned by the date requested.

Fines

Fines of 25 cents a day per item are charged for overdue material. A five-day grace period is observed after the due date, during which time materials may be returned or renewed without a fine. Fines on materials returned after the grace period are calculated from the due date (i.e. on the sixth day a book is overdue, a fine of \$1.50 will be owed).

Fines for reserve or audiovisual materials are \$1.00 per day. A fine of \$1.00 a day is charged for recalled material not returned by the requested due date (no grace period). The maximum fine for an overdue item is \$20.00. For unreturned items, the maximum fine plus a replacement charge dependent upon the price of the book is charged.

Fines should be paid to library staff when returning overdue material. At the end of each term, unpaid fines will be reported to the bursar.

Care of Library Materials

Students are responsible for returning library materials in good condition for the benefit of future users. Students should not mark library materials with ink, pencil, or anything else. Students are asked to report to library staff any book damage they discover.

Computer Lab Usage

Two computer labs are located on the third floor of Allison Mansion. There are also computers available in the library. A third computer lab is located adjacent to the Wine Lab on the second floor of Allison Mansion.

Computer lab hours can vary, but while classes are in session they typically are:

Monday through Thursday, 8 am – 8 pm
Friday, 8 am – 6 pm
Saturday, 10 am – 5 pm
Sunday, Closed



If students need to use a computer outside of these hours, the second-floor lab is available for their use. (Occasionally, classes are held in the computer labs or library. In these instances, we will do our best to ensure space is available for students to work.)

All students have computing and printing privileges; access may be denied to non-students. Please also keep in mind that computers and

printers are provided primarily for students to complete school-related research, assignments, and projects. Non-school-related use may be denied access.

Conduct in the Library and Computer Labs

No food or drink is allowed in the library and computer labs. Students are also asked to refrain from long or unnecessary cell phone use and loud conversations.

Gastronomical Tour of France

2.5 Credits

France is the ideal destination for gastronomy. From the chalky soil of Champagne that nurtures the sparkling elixir of celebrations and the stately château where a nobleman creates stellar wines from hand-picked grapes to the farmhouses in Burgundy where families handcraft wonderfully earthy cheeses and the streets of Paris that are alive and bustling with markets, shops and renowned restaurants, a journey to France is a dream for anyone serious about fine cuisine and wine.

For Walnut Hill College Culinary Arts and Pastry Arts students, the dream certainly comes true with the college's Tour of France. As the exciting culmination of the associate degree program, the Tour of France is a seven-day gastronomic journey that will transform the charming villages, famous vineyards and magnificent countryside of the Champagne and Burgundy regions of France into your own personal classrooms.

The teachers are local chefs, winemakers and food artisans who will guide you through fascinating tours, tastings and meals. During the trip, you'll discover the country and the culture that transformed fine cuisine and hospitality into an art form.

Hosted by faculty members, along with a guest chef, the Tour of France is the perfect way to be introduced to this wonderful country. You will stay in modern hotels and travel in a deluxe motor coach, fully equipped with many amenities. Nearly all of the expenses are covered by tuition: airfare, ground transportation, most meals, tips, taxes, hotel stays and admission fees.

The trip takes off in the Champagne region, where you will be on the guest list for a tour and tasting at one of the region's luxury champagne houses. Then, you will step into the monastery where the monk Dom Perignon is credited with discovering the champagne fermenting process.

You'll then travel to Burgundy, a region rich in wonderful culinary creations and renowned wines. Next, you will visit the fascinating city of Dijon, famous for its mustard, spice bread, and the black currant liquor, cassis. You will move on to Beaune, a charming medieval town most noted for its annual wine auction.

Upon arrival in Auxerre, you will stroll this beautiful city's cobblestone streets lined with Tudor houses, amazed by what you have already experienced. Exploring the riverboat houses and floating cafés that dot the Yonne River, you'll wish the trip would never end.

But no visit to France would be complete without seeing the City of Lights — Paris! It is a milage of neighborhoods, each with its own distinct flavor. From the chic Right Bank and the bohemian Left Bank to the art and charm of Montmartre, Paris unfolds itself with marvelous surprises.

In each city, you'll enjoy a hotel breakfast and a day full of activities, tours and tastings. There is also free time every afternoon for shopping, dining and discovering the special charms of each area. And, at the end of each day, you'll share a wonderful meal with your classmates and mentors. College should always be this incredible!

The tour doesn't end with goodbye, but with *bientôt*, which means until next time.



Hospitality Tour of England

2.5 Credits

On the fringe of Europe but often in a world of its own, England is a place of diversity, reflected in its wealth of history, its landscape, its architecture, its customs and its people. England is a place of rolling pastures, ancient pathways, tranquil waterways and busy motorways. For students enrolled in any of the six baccalaureate programs, this course marks the culmination of their program with an exploration of some of the best of England.

Appropriately enough, the tour begins in historic Oxford, renowned the world over as home of one of the oldest and most highly revered universities in Europe. Oxford is a city dominated by its colleges, numerous quadrangles, halls and chapels. You'll walk along the paths and see sixteenth-century libraries and the spectacular Christ Church College, which houses a massive bell in the huge Tom Tower. These are experiences not to be missed.

Next, it's on to the neighboring town of Windsor, which has been a royal residence for 900 years. Windsor is home to England's largest castle. Standing on a cliff above the River Thames, the castle dominates this beautiful and historic town.

In Bath, you will see the great Roman bathing complex and some of the most impressive Roman remains in Britain, superbly preserved and presented. This town owes its importance

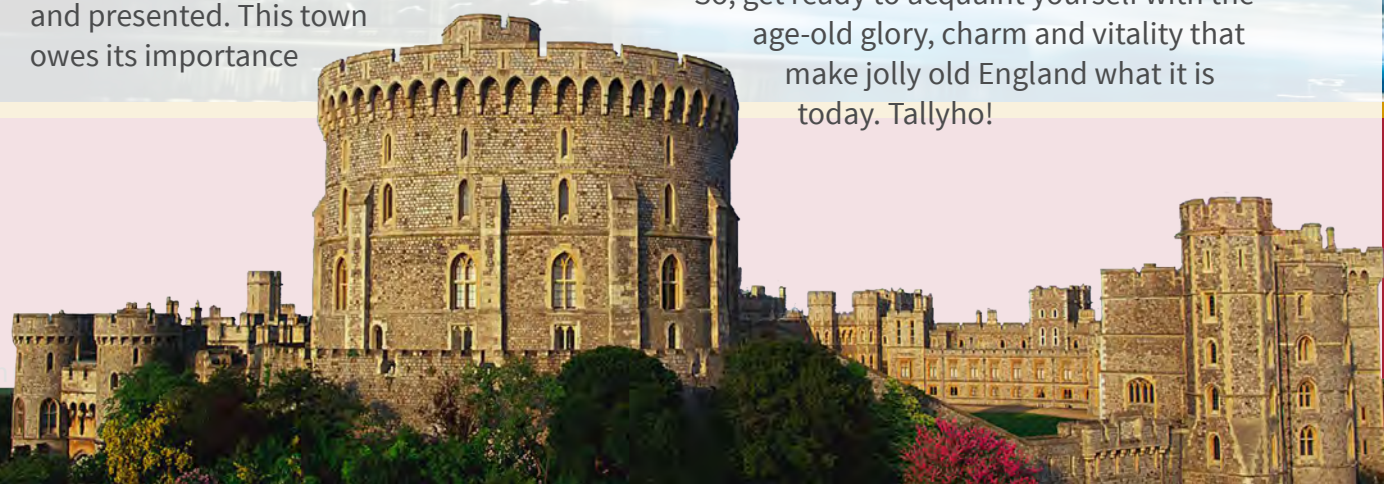
to its hot springs, which are found nowhere else in Britain. Walking past the tiny shops and fashionable stores, the roads lead to the Sally Lunn House. Built in the sixteen hundreds, it is always ready to welcome visitors to its delightful tearooms.

You'll then prepare for your visit to London, the most vibrant of cities. You will experience the ceremony, tradition, entertainment, food and contrasting faces of this modern city. It is intensely cosmopolitan and multi-cultural but still retains the pomp and circumstance that honors ancient traditions. London is a city that has undergone several reincarnations yet has managed to emerge unscathed each time, continuing to draw people the world over.

The enormous choice of restaurants in central London and beyond is evidence of the city's many faces and diverse inhabitants. Dining options include modern European cuisine, the ever-present fish and chips, authentic Indian dishes and fresh seafood specialties. You'll sample the best of British fare as well as traditional high tea.

As Samuel Johnson wrote, "When a man is tired of London, he is tired of life, for there is in London all that life can afford." Britain, as a whole, offers infinite variety: history, royalty, Roman ruins, crumbling castles, stately homes, parks, posh neighborhoods, shopping, theater and museums.

So, get ready to acquaint yourself with the age-old glory, charm and vitality that make jolly old England what it is today. Tallyho!



Cruise Ship and Resort Tour

2.5 Credits

At Walnut Hill College, the world is your classroom — literally. As a Hospitality Management major, your education includes a seven-day, behind-the-scenes tour of Walt Disney World® and central Florida resorts and a Bahamas cruise.

People who experience the wonders of the great cruise liners realize that cruise ships are floating luxury hotels and resorts. These massive ships entertain more than 2,000 guests, 24 hours a day.

Therefore, what better way for our Hospitality Management students to learn the art of true hospitality than by spending seven days on our specially created cruise and resort tour?

You will go behind the scenes to learn from noted experts in the field of hospitality. Nearly all of your expenses are covered by tuition. This includes airfare, ground transportation, hotels, taxes, tips and the full cruise to the Bahamas with onboard meals.

The Cruise Ship and Resort Tour is hosted by members of the management faculty of Walnut Hill College. Your classrooms may be Main Street in the Magic Kingdom®, a luxury cruise ship, or a major Caribbean resort. Your teachers will be hotel managers, convention coordinators, cruise ship directors, chefs and

hotel marketers.

The tour begins in central Florida, where you'll stay at Walt Disney World's beautiful Key West Resort. You'll be treated to a rare opportunity to go behind the scenes of the Disney operation, visiting their famous underground service tunnel system that serves the Magic Kingdom® theme park. You will tour many of Disney's hotels and resorts and speak with Disney staff on subjects such as customer service, sales, marketing, and hotel and restaurant management.

The seven-day excursion continues with tours and management briefings at some of central Florida's most renowned resort hotels and restaurant complexes.

At Port Canaveral, you'll board a luxury cruise ship that becomes your floating classroom for three days. While on board, you'll participate in management seminars with the ship's executive staff, as well as a half-day session at a resort/casino on Paradise Island.

During the cruise and resort tour experience, you'll also complete your own independent projects, evaluating certain aspects of the hospitality industry. This dynamic 2.5 credit course proves to be invaluable to our hospitality management students. It will be an experience you will never forget!





Walnut Hill College

DEGREES AWARDED

Walnut Hill College offers seven majors including both the associate and baccalaureate levels:

Associate of Science Degree in Culinary Arts

Associate of Science Degree in Pastry Arts

Associate of Science Degree in Hospitality Management

Bachelor of Science Degree in Culinary Arts

Bachelor of Science Degree in Pastry Arts

Bachelor of Science Degree in Restaurant Management

Bachelor of Science Degree in Hotel Management

CULINARY ARTS

Program Goals and Student Learning Outcomes for the Culinary Arts ASSOCIATE of Science Degree

18 Months comprised of six, 10-week quarters

Program Description

The Culinary Arts Associate of Science Degree from Walnut Hill College features a repertoire-driven program to provide students with the foundational elements for productive professional development throughout their food service career. Through active participation in a combination of classroom, hands-on lab and experiential learning environments, students develop the creative, professional, and technical skills needed for entry or advancement in the hospitality industry.

Academic classes will introduce and reinforce the essential skills necessary for enhanced and continued learning as a life-long industry professional. The operations focused curriculum will prepare graduates of the Culinary Arts Associate Degree program for further study in Baccalaureate degree programs focused on Culinary Arts and/or entrance into the culinary field in a variety of entry- and mid-level positions, such as Chef de Partie; Cook I, II, or III; Station Chef; Banquet Cook; or Catering Cook.

Program Goal

Culinary Arts Associate of Science degree program students will gain exposure to, and experience in, operational kitchens allowing them to demonstrate proficiency in a variety of food preparation and production techniques, as well as comprehension of all aspects of the flow of food, including safe food handling, purchasing and storage, and costing.

Student Learning Outcomes

Upon successful completion of this program, associate degree graduates will be able to:

1. Demonstrate professionalism through modeling appropriate attire, attitude, commitment to punctuality, and contributing ideas in a collaborative workenvironment.
2. Demonstrate the concepts associated with recipe costing as they relate to purchasing, receiving, spoilage, and issuing practices.
3. Model professional attributes essential to success in the hospitality industry including stamina, dexterity, creativity, collaboration, and attention to detail.
4. Apply principles associated with timely food production in clean, safe, sanitary food service environments to prepare a variety of plated dishes using meats, poultry, vegetables, game and seafood.
5. Exhibit proficient use of traditional and current culinary terminology and techniques.
6. Produce food service recipes utilizing accurate measuring, converting, and weighing of ingredients, appropriate use of tools and equipment, and effectively demonstrating culinary techniques and cost effectiveness.
7. Comprehend essential components of an effective food protection management system that includes recognized and accepted food safety and sanitation techniques.



Program Goals and Student Learning Outcomes for the Culinary Arts **BACHELOR** of Science Degree

36 Months comprised of 12, 10-week quarters. Requires earning an AS degree before enrollment.

Program Description

The Culinary Arts Bachelor of Science program provides students with the opportunity to develop advanced culinary knowledge and conceptual skills linked to culinary management positions in the food service industry. Active participation in hands-on lab, experiential learning and classroom instruction is combined to create a rigorous academic environment where students will develop the conceptual, collaborative, critical thinking and effective decision-making skills associated with leaders within the food service industry. Practical experience and competencies are achieved through theory and application based classes, as well as on-the-job departmental training and experiential immersions in hospitality organizations. A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the program. Culinary Arts Bachelor Degree graduates may secure key roles in positions such as Chef de Partie, Cook III, Station Chef and Sous Chef while advancing down the career path into roles such as Chef De Cuisine, Banquet Chef, Executive Chef or Food Service/Kitchen Manager.

Program Goal

Students completing the Culinary Arts Bachelor of Science degree program will be proficient in culinary techniques essential for kitchen operations, will develop the ability to supervise kitchen employees by applying managerial principles, as well as be able to plan, execute and analyze recipes and menus for revenue generation and profitability.

Student Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Recognize the importance of continued educational, professional development and business relationships in a number of different settings, such as actively maintaining a professional membership.
2. Demonstrate advanced culinary techniques through the ability to prepare nutritionally balanced foods with various techniques, textures, flavors and tastes.
3. Effectively demonstrate the use of research applications to learn new ingredients and cooking methods.
4. Explain the importance of nutritive cooking techniques by discussing the characteristics of food sources and describing how nutritional cooking methods can support healthy lifestyles.
5. Employ integral professional and technical skills essential to success in the industry, including guest service, supervisory management, time management, ethical decision making, collaboration and multi-tasking.
6. Conceptualize relationships between food systems, culture, sustainability and its impact on society.
7. Examine and prepare international recipes from a variety of cuisines across the globe discussing how they can be utilized as a part of a contemporary hospitality operation.

8. Evaluate the results of a hospitality business utilizing critical analysis of outputs and recommending solutions by employing creativity and problem solving skills based on operational theory and procedures.
9. Design and execute a short-term operational

hospitality business inclusive of menu design, recipe development and costing, marketing and operational execution.

10. Design, develop, and implement a variety of recipes and menus in food service environments.





PASTRY ARTS



Program Goals and Student Learning Outcome for the Pastry Arts ASSOCIATE of Science Degree

18 Months comprised of six, 10-week quarters

Program Description

The Pastry Arts Associate of Science Degree from Walnut Hill College is designed to provide the fundamental knowledge, skills and attributes necessary for a career in the pastry arts profession. Through active participation in a combination of classroom, hands-on lab and experiential learning environments, students develop the creative, professional and technical skills needed for entry or advancement in the pastry field. Academic classes will introduce and reinforce the essential skills necessary for enhanced and continued learning as a life-long industry professional. The Pastry Arts Associate degree program prepares students for further study in Baccalaureate degree programs focused on Pastry Arts and prepares them for entry-level baking positions in pastry shops, independent or retail bakeries or other food service facilities.

Program Goal

Pastry Arts Associate of Science degree students will gain exposure to, and experience in, operational pastry kitchens allowing them to demonstrate proficiency in fundamental pastry techniques while developing the creative and professional skills associated with success in the pastry field.

Student Learning Outcomes

Upon successful completion of this program, associate degree graduates will be able to:

1. Demonstrate professionalism through modeling appropriate attire, attitude, commitment to

punctuality, and contributing ideas in a collaborative work environment.

2. Illustrate the effective use of traditional and contemporary pastry techniques and presentation styles.

3. Model professional attributes essential to success in the hospitality industry including stamina, dexterity, creativity, collaboration and attention to detail.

4. Apply the principles associated with timely food production in clean, safe, sanitary work environment to prepare a variety of baked goods and plated desserts.

5. Exhibit proficient use of terminology and functionality of ingredients used in preparing desserts as well as baked and pastry items.

6. Properly utilize tools, equipment, accurate measuring, converting, and weighing of ingredients to prevent waste and produce cost-effective food service recipes.

7. Comprehend and apply science-based applications in baking and pastry production.

8. Demonstrate the concepts associated with recipe costing as they relate to purchasing, receiving and issuing practices.

9. Interpret the essential components of an effective food protection management system that includes recognized and accepted food safety and sanitation techniques.



PASTRY ARTS

Program Goals and Student Learning Outcomes for the Pastry Arts **BACHELOR** of Science Degree

36 Months comprised of 12, 10-week quarters. Requires earning an AS degree before enrollment.

Program Description

The Pastry Arts Bachelor of Science program provides students interested in pursuing leadership positions in the pastry industry. The Bachelor program builds on the associate degree by offering more advanced pastry arts courses and more in-depth academic classes. These courses are designed to enhance and solidify pastry production, preparation, and decorating skills. Active participation in hands on lab, experiential learning, and classroom instruction is combined to create a rigorous academic environment where students will develop the conceptual, collaborative, critical thinking, and effective decision making skills associated with leaders within the pastry field. A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the degree program. Upon completion of the program graduates may seek key roles in positions such as entry-level pastry chefs, retail or wholesale bakers while advancing down the career path into roles such as Executive Pastry Chef.

Program Goal

Students completing the Pastry Arts Bachelor of Science degree program will be proficient in pastry techniques essential for kitchen operations, will develop the ability to supervise kitchen employees by applying managerial principles, will be able to create and design professional pastries, as well as plan, execute and analyze recipes and menus for revenue generation and profitability.

Student Learning Outcomes

Upon successful completion of this program, bachelor degree graduates will be able to:

1. Demonstrate advanced pastry techniques by employing traditional and contemporary pastry techniques and presentation styles.
2. Assess and critique the results of a completed pastry and dessert.
3. Employ integral professional and technical skills essential to success in the pastry industry including supervisory management, ethical decision making, collaboration and multi-tasking.
4. Design, develop, and implement a variety of recipes and menus in food service environments.
5. Effectively demonstrate research applications in hands on practice.
6. Design and execute a short-term operational hospitality business inclusive of menu design, recipe development and costing, marketing, and operational execution.
7. Evaluate the results of a hospitality business utilizing critical analysis of outputs and recommending solutions by employing creativity and problem solving skills based on operational theory and procedures.
8. Recognize the importance of continued educational and professional development in a number of different settings such as actively maintaining a professional membership, safety and sanitation techniques.





HOSPITALITY MANAGEMENT

Program Goals and Student Learning Outcomes for the Hospitality Management ASSOCIATE of Science Degree

18 Months comprised of six, 10-week quarters

Program Description

The Hospitality Management Associate of Science Degree is designed to provide students with the foundational knowledge, skills, and abilities related to the multi-faceted hospitality industry. Academic classes will introduce the essential skills necessary for enhanced and continued learning as a life-long industry professional. Practical experience and competencies are achieved through theory and application-based courses. The program emphasizes key hospitality and management principles in classroom settings and integrates the learned theories with relevant experience in its open to the public restaurants, exposure to industry guest speakers, and experiential management tours within segments of the hospitality industry, serving as a basis for further study in baccalaureate degree programs focused on the hospitality industry and/or entrance into the hospitality industry as supervisors or managers-in-training in the industry.

Program Goal

Students completing the Hospitality Management Associate Degree program can expect to foster an understanding of the hospitality field while developing their ability to operate and manage hospitality businesses, such as restaurant and beverage operations, event venues, meeting planning and hotel services.

Student Learning Outcomes

Upon successful completion of this program, associate degree graduates will be able to:

1. Demonstrate professionalism through modeling

appropriate attire, attitude, commitment to punctuality and contributing ideas in a collaborative work environment.

2. Exhibit attributes essential to success in the hospitality industry including stamina, creativity, and attention to detail.

3. Recognize the importance of, and develop interpersonal skills that facilitate successful interaction with guests and professionals in a hospitality setting.

4. Demonstrate and prioritize the proper steps of service in upscale, fine dining and banquet settings.

5. Demonstrate timely food and beverage production and service in clean, safe, sanitary work environment.

6. Recognize and discuss the importance of safe beverage handling and proper service of alcohol.

7. Defend the use of proper purchasing, storage and costing techniques as they relate to profitable operation of a food service establishment.

8. Exhibit proficient use of hospitality terminology in food and beverage, events, and lodging segments.

9. Identify the concepts of planning, organizing, leading, and controlling as associated with hospitality management.

RESTAURANT MANAGEMENT

Program Goals and Student Learning Outcomes for the Restaurant Management **BACHELOR** of Science

36 Months comprised of 12, 10-week quarters. Requires earning an AS degree before enrollment.

Program Description

Building upon the foundational knowledge, skills, abilities and attitudes developed in the Hospitality Management Associate of Science degree program, students in the Restaurant Management Bachelor degree program will broaden their awareness of key industry issues related to management of a restaurant or food service operation. Courses focus on the development of analytical skills establishing enhanced abilities in critical thinking, creative problem solving and effective decision making. Practical experience and competencies are achieved through theory and application-based classes as well as on-the-job departmental training and experiential immersions in hospitality organizations. Managerial techniques are refined while leadership traits and abilities are formed through active, team-oriented coursework focused on interpersonal communications, collaboration, financial management and guest relations. A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the degree program. Restaurant Management graduates may secure key roles in fine dining restaurants or pursue entry-level management positions in a variety of food service establishments.

Program Goal

Students completing the Restaurant Management Bachelor of Science degree program will develop the ability to lead team members, supervise

a variety of food service operations, apply managerial principles, and enhance revenue and profitability of a hospitality operation.

Student Learning Outcomes

Upon successful completion of this program, bachelor degree graduates will be able to:

1. Utilize interpersonal skills to manage/lead employees and collaborate affectively with professionals in a hospitality setting.
2. Analyze and evaluate financial statements, statistics, and calculations and apply them to decision-making situations and strategic planning.
3. Apply the concepts associated with foodservice management as they relate to planning, organizing, leading, and controlling.
4. Comprehend, solve and interpret financial statements, statistics, and calculations relevant to the food and beverage industry.
5. Compare and contrast the benefits and challenges associated with employment in a variety of hospitality operations and venues.
6. Develop a holistic sense of grape, wine, and spirit production as it relates to the evaluation and recommendation of wines and spirits.
7. Design and execute a short-term operational

hospitality business inclusive of menu design, recipe development and costing, marketing, and operational execution.

8. Evaluate the results of a hospitality business utilizing critical analysis of outputs and recommending solutions by employing creativity and problem solving skills based on operational theory and procedures.

9. Discuss local, state, and national laws as they relate to the successful operation of a food service establishment.

10. Evaluate organizational development, human resources, and risk awareness issues that have been established within the local, state and federal government with specific application to food and beverage industry.



HOTEL MANAGEMENT

Program Goals and Student Learning Outcomes for the Hotel Management **BACHELOR** of Science Degree

36 Months comprised of 12, 10-week quarters. Requires earning an AS degree before enrollment.

Program Description

The Bachelor of Science in Hotel Management further develops students from the Hospitality Management Associate of Science degree program for management positions in hotels and resorts, travel and tourism, and hospitality organizations throughout the world. General academic courses will emphasize critical thinking, problem solving and analytical skills promoting effective decision making. Specialized major-specific classes are designed to equip students with pertinent industry skills and theoretical knowledge required to succeed

in the management and administration of the ever-changing lodging and tourism fields. Practical experience and competencies are achieved through theory and application-based classes, as well as on-the-job departmental training in a variety of hospitality organizations. Students will synthesize and apply technical industry skills and managerial theory in a comprehensive field research project for a hospitality organization of choice. Hotel Management graduates may pursue supervisory and assistant management positions in a variety of lodging, gaming, and tourism industry organizations.

Program Goal

Students completing the Hotel Management Bachelor of Science degree program will develop the ability to lead team members, supervise departments in hotel and hospitality operations, apply managerial principles, and enhance revenue and profitability of a hospitality operation.

Student Learning Outcomes

Upon successful completion of this program, bachelor degree graduates will be able to:

1. Utilize interpersonal skills to manage/lead employees and collaborate affectively with professionals in a hospitality setting.
2. Analyze and evaluate financial statements, statistics, and calculations and apply them to decision-making situations and strategic planning.
3. Apply the concepts of planning, organizing, leading, and controlling as associated with hotel management.
4. Comprehend, solve and interpret financial statements, statistics, and calculations relevant to the lodging industry.

5. Compare and contrast the benefits and challenges associated with employment in a variety of hospitality operations and venues.
6. Recognize and compare the interdependency of successful hospitality operations between hotels, events, restaurants, conferences and conventions, resorts, casinos and the tourism industry.
7. Discuss technologies used to effectively manage guest interactions, revenue, departmental functions, marketing and other operational needs.
8. Research and evaluate the results of a hospitality business utilizing critical analysis of outputs and recommending solutions by employing creativity and problem solving skills based on operational theory and procedures.
9. Discuss local, state and national laws as they relate to the successful operation of a hotel operation.
10. Evaluate organizational development, human resources, and risk awareness issues that have been established within the local, state and federal government with specific application to lodging and tourism industries.



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For nearly half a century,
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Our excellence has earned us
recognition as one of the
Top 10 Culinary Arts Schools
in the Northeast United States.

* Food Drink & Franchise Magazine, 2015
<https://www.fdfworld.com/top-10/top-10-culinary-arts-schools-northeast>

COURSE REQUIREMENTS

Culinary Arts Associate Degree

Major-Specific Courses

Course Code	Course Name	Credits
CUL1130	Culinary Techniques	1.5
FSM1100	Sanitation	1.5
CUL1120	Culinary for Hospitality Professionals 1	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0
CUL1220	Cold Pantry	2.0
CUL1221	Garde Manger	2.0
CUL1330	Meat & Seafood Identification	2.0
CUL1331	Culinary Classics	2.0
CUL2420	Foundations in Soups and Sauces	2.0
PAS2401	Pastry for Hospitality Professionals 1	2.0
PAS2402	Pastry for Hospitality Professionals 2	2.0
CUL2510	Vegetable & Starch Preparations	2.0
CUL2511	Contemporary Dishes	2.0
FSM2600	Purchasing & Cost Controls	1.5
CPP2600	Culinary Proficiency Preparation	2.0
BEV2520	Wines: Grapes & Varietals	1.5
STC2610	Gastronomic Tour of France	2.5
COPS1200	Culinary Operations 1	7.5
COPS1300	Culinary Operations 2	7.5
COPS2400	Culinary Operations 3	7.5
COPS2600	Culinary Operations 4	7.5
DROPS1100	Dining Room Operations	3.5

General Education Courses

Course Code	Course Name	Credits
CCS1100	First Year Freshman Seminar	2.0
CCS1110	Social Media & Technology	2.0
ENG1300	English Composition	2.0
MTH1200	College Math	2.0
CCS1300	Strategies for Success	3.0
CCS2410	Public Speaking	3.0
CCS2510	Personal Finance & Investments	2.0
LAW1300	American Courts & Legal Systems	3.0
HUM2500	Shaping American Cultures	2.0
LEAD2400	The Leading Supervisor	3.0
HUM2600	Understanding World Cultures	2.0
PSY1200	Exploring Psychology	3.0
SCI2600	Nutrition for a Healthy Life	3.0
HUM2620	Culture of France	1.5

Total Credits: 99.5 Major: 66 General Education: 33.5
Clock Hours: 1,500



COURSE REQUIREMENTS



Pastry Arts Associate Degree

Major-Specific Courses

Course Code	Course Name	Credits
FSM1100	Sanitation	1.5
PAS1120	Pastry Techniques	2.5
CUL1120	Culinary for Hospitality Professionals 1	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0
PAS1210	Baking Science	1.5
PAS1200	Professional Bread Baking	2.0
PAS1201	Cake Baking & Decorating	2.0
PAS1310	Advanced Baking Science	1.5
PAS1320	Custards, Mousses & Frozen Desserts	2.0
PAS1321	Chocolate & Confections	2.0
PAS2510	Advanced Pastry Decorations	2.0
FSM2600	Purchasing & Cost Controls	1.5
PAS2520	European Tortes & Gateaux	2.0
PAS2521	Wedding Cakes	2.0
BEV2520	Wines: Grapes & Varietals	1.5
POP2510	Pastry Plating & Presentation	3.5
PPP2600	Pastry Proficiency Preparation	2.0
STC2610	Gastronomic Tour of France	2.5
POPS1100	Pastry Operations 1	5.0
POPS1200	Pastry Operations 2	5.0
POPS1300	Pastry Operations 3	5.0
POPS2400	Pastry Operations 4	5.0
POPS2500	Pastry Operations 5	5.0
POPS2600	Pastry Operations 6	5.0

General Education Courses

Course Code	Course Name	Credits
CCS1100	First Year Freshman Seminar	2.0
CCS1110	Social Media and Technology	2.0
ENG1300	English Composition	2.0
MTH1200	College Math	2.0
CCS1300	Strategies for Success	3.0
CCS2410	Public Speaking	3.0
CCS2510	Personal Finance & Investments	2.0
LAW1300	American Courts & Legal Systems	3.0
HUM2500	Shaping American Cultures	2.0
LEAD2400	The Leading Supervisor	3.0
HUM2600	Understanding World Cultures	2.0
PSY1200	Exploring Psychology	3.0
SCI2600	Nutrition for a Healthy Life	3.0
HUM2620	Culture of France	1.5

**Total Credits: 99.5 Major: 66.0 General Education: 33.50
Clock Hours: 1,500**

Hospitality Management Associate Degree

Major-Specific Courses

Course Code	Course Name	Credits
HOSP1100	Introduction to Hospitality	1.5
FSM1100	Sanitation	1.5
FSM2600	Purchasing & Cost Controls	1.5
HMGT2400	Hospitality Facilities Management	1.5
HMGT1200	Guest Services for Hospitality Professionals	1.5
BEV2500	Wines: Grapes & Varietals	1.5
EEP2600	Meetings & Events	1.5
BEV2410	Responsible Beverage Service	1.5
CUL1120	Culinary for Hospitality Professionals 1	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0
HOPS1200	Hospitality Operations 1	7.5
HOPS1300	Hospitality Operations 2	7.5
HOPS2400	Hospitality Operations 3	7.5
HOPS2500	Hospitality Operations 4	7.5
HOPS2600	Hospitality Operations 5	7.5
BEV1100	Bartending	1.5
STC2650	Management Tour of Florida & the Bahamas	2.5
PAS2401	Pastry for Hospitality Professionals 1	2.0
PAS2402	Pastry for Hospitality Professionals 2	2.0
RMGT1200	Tableside Presentations	1.5
DROP2500	Dining Room Operations	3.5

General Education Courses

Course Code	Course Name	Credits
CCS1100	First-Year Freshman Seminar	2.0
CCS1110	Social Media & Technology	2.0
ENG1300	English Composition	2.0
MTH1200	College Math	2.0
CCS1300	Strategies for Success	3.0
CCS2410	Public Speaking	3.0
CCS2510	Personal Finance & Investments	2.0
LAW1300	American Courts & Legal Systems	3.0
HUM2500	Shaping American Cultures	2.0
LEAD2400	The Leading Supervisor	3.0
HUM2600	Understanding World Cultures	2.0
PSY1200	Exploring Psychology	3.0
SCI2600	Nutrition for a Healthy Life	3.0
HUM2650	Culture of Florida & the Bahamas	1.0

**Total Credits: 99.5 Major: 66.5 General Education: 33.0
Clock Hours: 1,515**



Culinary Arts Bachelor Degree

Major-Specific Courses

Course Code	Course Name	Credits
CUL3130	Retail Product Development	2.5
CUL3140	Italian Rustica & Modern Spanish Cuisine	2.0
CUL3150	Contemporary Plating & Arrangements	2.0
CUL3230	Canning & Jarring	2.5
CUL3240	New Style & Country Cuisine	2.0
CUL3250	Taste Flavors & Devils Food	2.0
FSM4400	Menu Planning	1.5
CUL4430	Charcuterie	2.5
CUL3320	The Chef's Palate	2.0
CUL4550	American Road Food: Cuisine of the Americas	2.0
HOSP4510	Hospitality Design	1.5
MGT4400	Marketing for Hospitality Professionals	1.5
CUL3330	Retail Foods of the Future: My Test Kitchen	2.5
CUL4440	Modernist Cuisine	2.0
CUL4530	Emerging World & Nordic Cuisine	2.5
CUL4510	Freestyle Cooking	2.0
CUL4450	Amuse Bouche, Mise En Bouche & Verrine	2.0
CUL4620	Nutritive Cooking	2.5
PAS4611	Contemporary Plated Desserts	2.0
HOSP4610	Hospitality Operations & Assessment	3.0
EI3200	Experiential Immersion 1	2.0
EI3300	Experiential Immersion 2	2.0
STC4600	Hospitality Tour of England	2.5
CUL4630	Contemporary Asian Cuisine	2.0
INTC3210	Culinary Arts Internship	3.0
INTC3310	Culinary Arts Internship	3.0
INTC4410	Culinary Arts Internship	3.0
INTC4510	Culinary Arts Internship	3.0
ACC3120	Introductory Hospitality Accounting	1.5

General Education Courses

Course Code	Course Name	Credits
PSY3100	Communication & Interpersonal Relationships	3.0
HUM4100	Community Engagement & Accountability	2.0
SCI3200	Advanced Nutrition	2.0
HUM4610	Culture of England	2.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking & Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life & Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HUM4620	Perspectives on Contemporary Civilization	2.0
HUM4600	Analysis of Film & Literature	3.0
PHL4300	Philosophy as a Way of Life	3.0

Total Credits: 197.0 Major: 130.5 General Education: 66.5
Clock Hours: 3,015

Pastry Arts Bachelor Degree

Major-Specific Courses

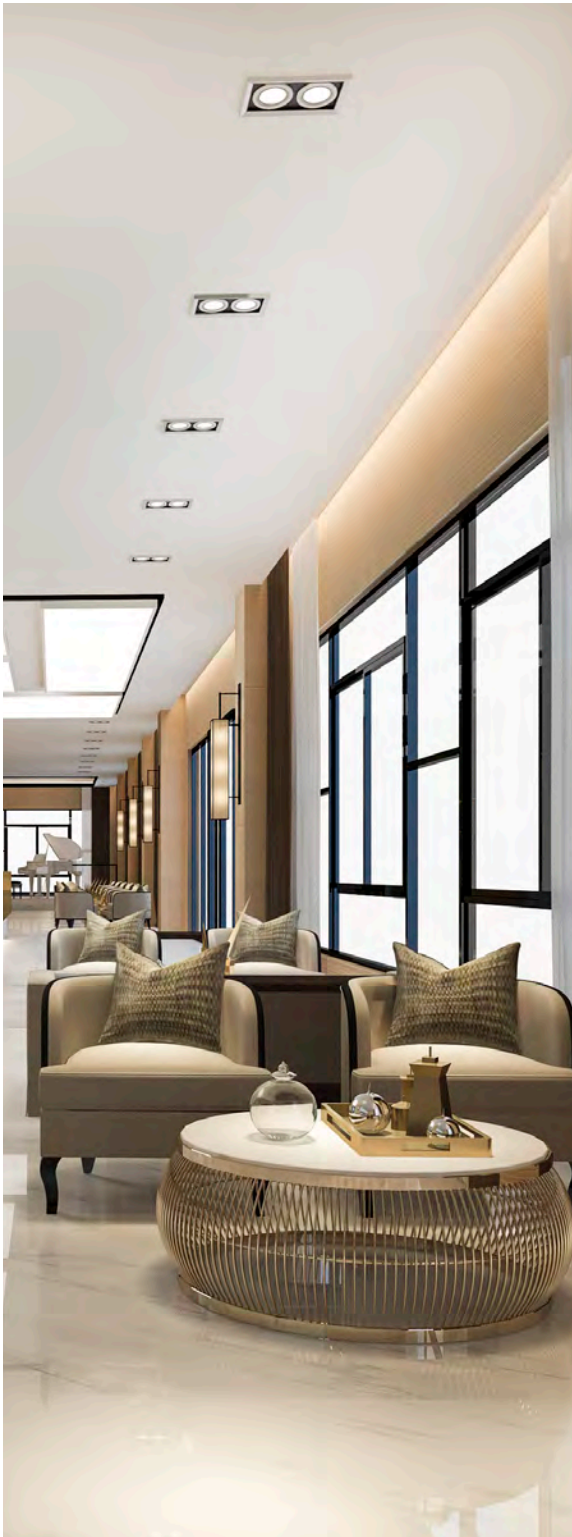
Course Code	Course Name	Credits
PAS3100	Artisan Breads 1	2.0
PAS3110	Artisan Breads 2	2.0
CUL3120	Art & Presentation	2.0
PAS3200	Advanced Boulangerie 1	2.0
PAS3210	Advanced Boulangerie 2	2.0
FSM4400	Menu Planning	1.5
PAS3300	Contemporary Dessert Styling	2.0
PAS3310	Celebration Cakes 1	2.0
PAS3320	Celebration Cakes 2	2.0
HOSP4510	Hospitality Design	1.5
MGT4400	Marketing for Hospitality Professionals	1.5
PAS4400	International Desserts	2.0
PAS4410	The Art of the Chocolatier 1	2.0
PAS4420	The Art of the Chocolatier 2	2.0
PAS4500	Pastry Freestyle 1	2.0
PAS4510	Pastry Freestyle 2	2.0
PAS4600	Sugar Artistry	2.0
PAS4610	Advanced Confections	2.0
HOSP4610	Hospitality Operations and Assessment	3.0
EI3200	Experiential Immersion 1	2.0
EI3300	Experiential Immersion 2	2.0
STC4600	Hospitality Tour of England	2.5
PAS3340	Pastry Test Kitchen	2.5
INTPB3100	Pastry Arts Internship	3.0
INTPB3200	Pastry Arts Internship	3.0
INTPB3300	Pastry Arts Internship	3.0
INTPB4400	Pastry Arts Internship	3.0
INTPB4500	Pastry Arts Internship	3.0
ACC3120	Introductory Hospitality Accounting	1.5

General Education Courses

Course Code	Course Name	Credits
PSY3100	Communication and Interpersonal Relationships	3.0
HUM4100	Community Engagement and Accountability	2.0
SCI3200	Advanced Nutrition	2.0
HUM4610	Culture of England	2.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking & Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life & Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HUM4620	Perspectives on Contemporary Civilization	2.0
HUM4600	Analysis of Film & Literature	3.0
PHL4300	Philosophy as a Way of Life	3.0

Total Credits: 195.5 Major: 129.0 General Education: 66.5
Clock Hours: 3,025





Hotel Management Bachelor Degree

Major-Specific Courses

Course Code	Course Name	Credits
HMGT3100	Executive Housekeeping Operations	1.5
HMGT3110	Principles in Hotel Management	1.5
HOSP3110	Risk Management in Hospitality	1.5
INTHM3100	Hotel Management Internship 1	5.0
HMGT3220	Casino Organization & Culture	1.5
HMGT3210	Managing Front Office Operations	1.5
EEP3100	Event & Entertainment Planning	1.5
EI3200	Experiential Immersion 1	2.0
INTHM3200	Hotel Management Internship 2	5.0
ACC3120	Introductory Hospitality Accounting	1.5
MGT3300	Human Resource Management	1.5
HMGT3300	Hospitality Information Management Systems	1.5
EEP3300	Convention Service & Sales	1.5
HMGT3300	Hotel Management Internship 3	5.0
EI3300	Experiential Immersion 2	2.0
TTM4100	Travel & Tourism	1.5
TTM4110	Resort Management	1.5
MGT4400	Marketing for Hospitality Professionals	1.5
HMGT4400	Hotel Management Internship 4	5.0
HOSP4530	Hospitality Management Strategies & Logistics	1.5
HMGT4540	Lodging Development, Investment & Finance	1.5
HMAR4500	Hotel Management Analytical Research Prep	2.0
HMGT4500	Hotel Management Internship 5	5.0
HMAR4600	Hotel Management Analytical Research	2.0
HMGT4600	Hotel Management Internship 6	5.0
STC4600	Hospitality Tour of England	2.5
AAC4520	Hospitality Accounting & Revenue Management	1.5

General Education Courses

Course Code	Course Name	Credits
PSY3100	Communication & Interpersonal Relationships	3.0
HUM4100	Community Engagement & Accountability	2.0
SCI3200	Advanced Nutrition	2.0
PHL4300	Philosophy as a Way of Life	3.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking and Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life & Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HUM4620	Perspectives of Contemporary Civilization	2.0
HUM4600	Analysis of Film, Literature & Art	3.0
HUM4610	Culture of England	2.0
HUM4620	Perspectives of Contemporary Civilization	2.0
HUM4600	Analysis of Film & Literature	3.0
HUM4610	Culture of England	2.0

Total Credits: 197.0 Major: 131.0 General Education: 66.0
Clock Hours: 3,225

Restaurant Management Bachelor Degree

Major-Specific Courses

Course Code	Course Name	Credits
FSM3110	Catering & Off-Site Food Services	1.5
CUL4101	Culinary for Restaurant Professionals 1	2.0
CUL4102	Culinary for Restaurant Professionals 2	2.0
RMOP3100	Maitre D' Operations 1	7.5
BEV3110	Wines of the World	1.5
RMGT3200	Restaurant Facilities Layout & Design	1.5
EI3200	Experiential Immersion 1	2.0
RMOP3200	Maitre D' Operations 2	7.5
ACC3120	Introductory Hospitality Accounting	1.5
MGT3300	Human Resource Management	1.5
FSM4400	Menu Planning	1.5
RMGT3100	Managing Restaurant Operations	1.5
INTR3300	Restaurant Management Internship 1	4.0
EI3300	Experiential Immersion 2	2.0
BEV3100	Spirits & Wines	1.5
MGT4400	Marketing for Hospitality Professionals	1.5
INTR4400	Restaurant Management Internship 2	4.0
HOSP4530	Hospitality Management Strategies & Logistics	1.5
HOSP4510	Hospitality Design	1.5
AAC4520	Hospitality Accounting & Revenue Management	1.5
HOSP3110	Risk Management in Hospitality	1.5
INTR 4500	Restaurant Management Internship 3	4.0
HOSP4610	Hospitality Operations & Assessment	3.0
INTR4600	Restaurant Management Internship 4	4.0
STC4600	Hospitality Tour of England	2.5

General Education Courses

Course Code	Course Name	Credits
PSY3100	Communication & Interpersonal Relationships	3.0
HUM4100	Community Engagement & Accountability	2.0
SCI3200	Advanced Nutrition	2.0
PHL4300	Philosophy as a Way of Life	3.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking & Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life and Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HUM4620	Perspectives of Contemporary Civilization	2.0
HUM4600	Analysis of Film & Literature	3.0
HUM4610	Culture of England	2.0

Total Credits: 196.5 Major: 130.5 General Education: 66.0
Clock Hours: 3,160



COURSE DESCRIPTIONS

Culinary Arts Associate Degree Course Descriptions

Culinary Techniques • CUL1130 1.5 Credits

Like any fine art, great cooking requires knowledge and understanding of basic principles. Essential to the development of the culinary professional is awareness of the fundamental skills that define a skilled technician. Through lecture and demonstration, this course introduces the culinary arts student to the necessary fundamental traits and technical knowledge that define the culinary professional.

Sanitation • FSM1100 1.5 Credits

Providing consumers with safe food is one of the most important responsibilities of the food service professional. Developing an understanding of what causes foodborne illnesses and the steps that can be taken to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and food service organization safe.

**Culinary for Hospitality Professionals 1 • CUL1120
2.0 Credits**
This course introduces students to working in a professional kitchen environment. It develops the foundational skills that are critical to success in food service occupations. Correct safe usage of kitchen equipment is practiced, with a focus on developing effective kitchen skills through the preparation of stocks, soups, and sauces. Proper knife handling and cutting techniques are a key focus of the course. The course also ensures student understanding and execution of sanitary preparation of food in a commercial operation, ensuring students can provide safe food in a professional kitchen throughout the flow of food.

**Culinary for Hospitality Professionals 2 • CUL1121
2.0 Credits**
A companion course to CUL1120, Culinary for Hospitality Professionals 2 introduces students to working in a safe and sanitary professional kitchen environment. It continues to support the development of necessary foundational skills that are critical to success in food service occupations. Skills are practiced via the preparation of vegetables, starches and a variety of proteins. The development of the skills introduced and practiced in CUL1120 and CUL1121 are essential to the success of food service professionals throughout their careers.

**Cold Pantry • CUL1220
2.0 Credits**
This hands-on supervised lab course introduces students to the preparation and production associated with the cold pantry and Garde Manger, the station that often creates the guests' initial impression of the menu and food. Students rotate through stations, gaining an understanding of the ingredients utilized and also applying the techniques and skills associated with production methods for cold food items, including salads, cold sauces, pickles, condiments, appetizers, and hors d'oeuvres. Additionally, students will gain an understanding of effective cross-utilization of product throughout a foodservice operation.

**Garde Manger • CUL1221
2.0 Credits**
A companion course to CUL1220, Garde Manger, a historical term referring to the chef who "guards" a place in the kitchen where cold foods are kept, utilizes products and skills learned in Cold Pantry (CUL1220). The Garde Manger position in the foodservice operation is responsible for the production of charcuterie, salads, hors d'oeuvres, and appetizers, all of which will be introduced and practiced as a part of this course. Students rotate through various stations of the cold kitchen, preparing foods for tasting, presentation, and discussion.

**Meat and Seafood Identification • CUL1330
2.0 Credits**
Proteins account for a large percentage of food purchased, prepared, and sold in commercial foodservice organizations. This course provides students with an introduction to meat, seafood, and other proteins. Students learn the origins of different cuts, how they are fabricated, and proper cooking techniques for each category. In this supervised, production-focused lab course, students rotate through a variety of stations, practicing the preparation of each of these proteins.

**Culinary Classics • CUL1331
2.0 Credits**
A companion course to CUL1330, students will begin to build a repertoire of recipes and foundational dishes from which they can create a variety of new items. The term "classic" often implies the original or best of its kind. In culinary arts, one cannot help but turn to dishes from classic French cuisine to find a version of dishes that were, and still are, considered excellent. Students will study and practice the techniques used to produce a variety of dishes using the proteins practiced on in CUL1331, providing them with a sound technical foundation for recipe development.

Key to Course Codes

ACC	Accounting
BEV	Beverage Management
CCS	College and Career Success
COPS	Culinary Operations
CPP	Culinary Proficiency Preparation
CUL	Culinary Arts
DROP	Dining Room Operations
EED	Event and Entertainment Planning
EI	Experiential Immersion
ENG	English
FSM	Foodservice Management
HIS	History
HMAR	Hotel Management Analytical Research
HMG	Hotel Management
HOPS	Hospitality Operations
HOSP	Hospitality Management
HUM	Humanities
INTC	Internship-Culinary Arts
INTHM	Internship-Hotel Management
INTP	Internship-Pastry Arts
INTR	Internship-Restaurant Management
LAW	Law
LEAD	Leadership
MGT	Management
MTH	Math
PAS	Pastry Arts
PHL	Philosophy
POPS	Pastry Operations
PPP	Pastry Proficiency Preparation
PSY	Psychology
RMGT	Restaurant Management
RMOP	Restaurant Management Operations
SCI	Science
SOC	Sociology
STC	Study Tour Course
TTM	Travel-Tourism Management

Course Numbers

Course numbers reflect the scope of the courses and the level of difficulty of skills and concepts covered. Prerequisites are noted in the course descriptions.





Foundations in Soups and Sauces • CUL2420

2.0 Credits

This hands-on supervised lab course prepares students to efficiently produce soups and sauces utilizing a variety of ingredients, including student-produced brown, white, and fish stocks. Students rotate through three stations, gaining an understanding of the ingredients utilized and also applying the techniques and skills associated with production methods for stocks, broth, and thickened and cream-based soups, as well as the five mother sauces. Students will explore variations of soups and sauces that can be produced utilizing soup and sauce bases.

Pastry for Hospitality Professionals 1 • PAS2401

2.0 Credits

In many restaurants and foodservice operations, the production and presentation of sweet desserts and savory baked goods will fall under the role of the culinary professionals. This course takes place in a hands-on environment, where students will work with traditionally used pastry doughs and creams to create a variety of pies, tarts, eclairs, and other pastries. In addition, students will be introduced to Professional bread making concepts and techniques and will utilize these concepts to produce a variety of bread styles.

Pastry for Hospitality Professionals 2 • PAS2402

2.0 Credits

A companion course to PAS2401, Pastry for Professionals 2 introduces students to the essential skills required for producing cakes, ranging from the simple creamed cake to the delicate and classic genoise. These foundational skills will allow students to develop the technical concepts of baking, assembly, icings, and decorating techniques. By developing cakes, constructive critiques, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product and plated dessert presentation.

Vegetable and Starch Preparations • CUL2510

2.0 Credits

Vegetables and starches are starting to play an important role in menu compositions. As more consumers develop a higher-level awareness of non-meat options, having a wide variety of vegetables, grains, and starches on hand is

vital to the successful execution of the menu in food service operations. This course exposes the culinary student to the effective and efficient production of a variety of vegetables, grains, and pasta that can serve as accompaniments or main dishes on a modern menu.

Contemporary Dishes • CUL2511

2.0 Credits

This hands-on supervised lab course prepares students to efficiently prepare cost-sensitive proteins. Students produce contemporary dishes utilizing proteins that require careful fabrication and waste controls due to the high costs. Introduction to a variety of proteins and appropriate cooking methods of each will be explored. Students will practice menu pricing based on effective costing techniques. A proficiency is required that will allow the students to utilize the practiced techniques in a creative, cost-effective, and efficient manner.

Purchasing and Cost Controls • FSM2600

1.5 Credits

Controlling costs is the number one challenge for all chefs and hospitality managers. In this course, students learn the ins and outs of the cost control process, by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control.

Culinary Proficiency Preparation • CPP2600

2.0 Credits

As the capstone course of the Culinary Arts associate degree program, Culinary Proficiency Preparation links together all coursework. Students formalize their understanding of how a foodservice operation is run in a planned, cost-effective, and efficient manner. Students will work with all of the products they have been exposed to throughout the program in preparation for their final proficiency exams.

Wines: Grapes and Varietals • BEV2520

1.5 Credits

An introductory course on the world of wines, this course will introduce culinary, pastry, and hospitality students to the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. Students will explore the

multitude of varieties of wines and wine cultures as well as begin to understand the importance of wine as it relates to food. Students will explore the essentials associated with wine and food pairings.

Gastronomic Tour of France • STC2610

2.5 Credits

This immersive learning course takes place entirely in France, where students will be exposed to the wines, gastronomy, and cultures of France while engaging in professional tours of hospitality operations. They will observe and experience hospitality, gastronomy, and viniculture from industry professionals. Students will take a multi-day tour of a variety of first-rate hospitality outlets, examine their operations, and complete a personal review of tourism and how it impacts the hospitality industry of France.

Culinary Operations 1 • COPS1200

7.5 Credits

A companion course to COPS1300, COPS2400, and COPS2600, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Culinary Operations 2 • COPS1300

7.5 Credits

A companion course to COPS1200, COPS2400, and COPS2600, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Culinary Operations 3 • COPS2400

7.5 Credits

A companion course to COPS1200, COPS1300, and COPS2600, this practical, hands-on course is held in

the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Culinary Operations 4 • COPS2600

7.5 Credits

A companion course to COPS1200, COPS1300 and COPS2400, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Dining Room Operations • DROPS1100

3.5 Credits

Equally as important to food production and preparation in a restaurant is the food delivery and guest service associated with hospitality. This practical, hands-on course is held in the college's open-to-the-public restaurants. Students explore the essentials of dining room service, focusing on the key areas of hosting, bartending, and service as a front- and back-server. Students will develop an understanding of each role and its importance in successful dining room operations, and they will also practice the skills, techniques, and attitudes required for each role.

Culinary Arts Bachelors Degree Course Descriptions

Retail Product Development • CUL3130

2.5 Credits

Students will design their own food-based product and perform market research, plan, draft recipes, produce, design packaging, market, and advertise the product. They will then conduct market research by presenting samples of their product to the general College student body.



Italiana Rustica and Modern Spanish Cuisine • CUL3140
2.0 Credits
The development of world cuisine is a direct result of topography, location, climate, and cultural influence. This hands-on course offers the students practical exposure and historical insight to the regional cuisines of Italy and Spain. As the particular aspects of regional ingredients and traditional cooking techniques are discovered, a rich source of inspiration is cultivated in future culinary professionals.

Contemporary Plating and Arrangements • CUL3150
2.0 Credits
Plate arrangements and plate decoration are essential skills for a chef. It is no longer enough for the food to taste good. Taste or anticipation of taste is what makes the food experience memorable. The tools necessary for this transition are taught in this course, including the basic principles of plate presentation, from classical to contemporary. The exercises are project-oriented, using a variety of sauces, garnishes, and design elements.

Canning and Jarring • CUL3230
2.5 Credits
Prepared foods for later use is an important concept for culinary professionals to understand and practice. The process of pickling, preserving, and cheese making are all practiced in this course. These processes allow restaurants to create additional revenue streams, as canned, jarred, and preserved items can be both held for use in a restaurant and sold in a marketplace. Comprehending the preparation techniques, as well as the marketing aspects associated with selling products, allows for greater revenue generation and profitability.

New Style and Country Cuisine • CUL3240
2.0 Credits
The study of French cuisine reveals rich layers of history

from a culinary perspective. One of the most relevant culinary periods to explore is nouvelle (“new”) cuisine. This new French cuisine sought to improve upon the classic historical basis from which chefs worked, by altering techniques and food values. By turning to the regional dishes of the countryside and embracing what came to be known as cuisine gran mere, nouvelle chefs highlight the simple but elegant foods of the countryside through clean techniques and lighter flavors.

Taste Flavors and Devils Food • CUL3250
2.0 Credits
One of a chef’s most important tools is his or her palate. Exposure to tastes and flavors is vital to understanding how to utilize spices effectively. Students will be exposed to the world of flavors and taste sensations. While exploring the physiology of taste and the relationship between flavors that create a finished dish, students are guided to develop a pronounced sense of flavor and sensual perception.

Menu Planning • FSM4400
1.5 Credits
The first of five companion courses (MGT4400, HOSP4510, CUL3330, HOSP4610), this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the centerpiece of the restaurant, supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the foodservice industry, in order to recognize the relationship between the menu and operational success. Students will work in teams to design cost-effective and balanced menus.

Charcuterie • CUL4430
2.5 Credits
Students expand their knowledge of charcuterie, or the art of preparing and assembling cured meats and other meat products. They can expect to develop skills associated with many varieties of charcuterie, including sausages, terrines, salami, confits, and dry-cured products, and to gain an understanding of accompaniments to charcuterie, such as sauces, toast, and cheeses. Presentation of charcuterie will also be explored, with students creating charcuterie plates, boards, and platters for presentation to guests.

The Chef’s Palate • CUL3320
2.0 Credits
As the perfect segue from the “Culinary Taste” block, this course leads the student through a seasonal exploration of clearly defined groups of foods that are The Chef’s Palate. Each section will commence with a guided discussion that will explore the individual nuances that each element brings to the culinarian, with suggestions that will exemplify each element’s particular traits and flavor profile. This is then followed by the student creation of menu items that will showcase these traits as they would appear in a restaurant setting.

American Road Food: Cuisine of the Americas • CUL4550
2.0 Credits
This course explores American national cuisine using a region-by-region format. Students will investigate the indigenous ingredients, cooking techniques, and international influences of each distinct geographic region of The United States. Students will prepare many traditional and modern recipes from multiple regions that define the melting pot of American cuisine.

Hospitality Design • HOSP4510
1.5 Credits
The fourth in a series of five companion courses (MGT4400, CUL3330, HOSP4610, FSM4400), Hospitality Design incorporates information from lectures, strategic planning activities, and action plan development from prior courses to complete the implementation and execution of a practical management experience in a college-run facility. Students focus on the analysis of three key data points: guest surveys, financial data, and employee feedback. Utilizing real-time data from the operation, students evaluate reports and recommend courses of action to be taken to improve overall operational results. As recommendations are implemented weekly, students review the ongoing effects of their decision making.

Marketing for Hospitality Professionals • MG4400
1.5 Credits
The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College’s open-to-the-public restaurants, where the students’ designed menu will be presented during the following term.

Retail Foods of the Future: My Test Kitchen • CUL3330
2.5 Credits
In the second in a series of five companion courses (MGT4400, HOSP4510, HOSP4610, FSM4400), students test recipes for menu items that were previously composed and costed by students as a part of their Menu Planning course. After writing menus for use in foodservice organizations, how do we ensure their consistent quality? How can we be sure they’re profitable? These are essential questions that are vital to the success of any foodservice organization. In this class, we explore one of the most critical activities within successful foodservice organizations: developing and testing recipes for both production and financial purposes.

Modernist Cuisine • CUL4440
2.0 Credits
In the middle 1980s, various culinary trends were set into motion that would lead to what we now call “modernist cuisine”. Best described as a departure from the established nouvelle, classic, and regional cuisines, modernist cuisine follows a path of relentless innovation, striving to create a new dialogue with the client. In this course, we will explore the theory and techniques of modernist cuisine and apply them to create customized dishes reflecting this modernist stance toward gastronomy.

Emerging World and Nordic Cuisine • CUL4530
2.5 Credits
The study of regional cuisine is essential for the developing culinarian. Globalism has brought a wide variety of regional cuisines to the mainstream. This course focuses on cuisines from a variety of regions that have emerged on the global gastronomic scene in recent history. This course will touch on Scandinavian, African, South American, and Mexican cuisines, to name a few.

Freestyle Cooking • CUL4510
2.0 Credits
In this exciting course, students will be challenged to create an amuse bouche, an appetizer, and an entrée from a weekly “market basket”. By designing dishes based on a variety of themes, the culinarian is challenged to utilize their knowledge and create marketable dishes for an upscale restaurant. Dishes are prepared and presented to the group for tasting and discussion. Students will reflect upon their work by submitting a weekly reflective assessment and peer evaluation of a colleague’s dish.

Amuse Bouche, Mise En Bouche, Verrine • CUL4450
2.0 Credits
First impressions often mean everything to guests. Pre-starter courses do more than immediately satisfy a hungry guest. They stimulate interest and create anticipation for the meal to come. In some cases, the amuse bouche has become so popular that diners request multi-course tasting menus! There is no question that hors d’oeuvres offer the professional chef an opportunity to develop creative items in a variety of forms. As a part of this course, students will explore the many options for these starters and gain an understanding of how they can improve cross-utilization and overall cost effectiveness.

Nutritive Cooking • CUL4620
2.5 Credits
Vegetarian eating has been around for as long as man, but it was not until the twentieth century, with the advent of nutritional research, that the actual preparation of vegetarian food became important. In this course, we will examine what drives vegetarian and vegan styles of eating, analyze the philosophies behind creating balanced plant-



based meals, and demonstrate how to create delicious, nutritious meals.

Contemporary Plated Desserts • PAS4611
2.0 Credits
This course is the final piece in the puzzle of the culinarian’s pastry and dessert development. In this hands-on lab course, students will further develop and apply techniques previously learned to produce professional bakery-quality tarts and tortes and learn how these can be transferred into plated dessert form. Students will hone their ability to create mousse as well as frozen desserts, including ice cream and sorbet. In addition, more elaborate garnishing and saucing techniques will be covered and directly applied to create complex, elegant plated desserts.

Hospitality Operations and Assessment • HOSP4610
3.0 Credits
The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400), Hospitality Operations and Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories, and a variety of checklists to support the operations of the College’s open-to-the-public restaurants.

Experiential Immersion 1 • EI3200
2.0 Credits
Baccalaureate degree students will be scheduled to complete two Experiential Immersion (EI) courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Experiential Immersion 2 • EI3300
2.0 Credits
Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic

exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Hospitality Tour of England • STC4600
2.5 Credits
At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour of a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of “hospitality”. Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

Contemporary Asian Cuisine • CUL4630
2.0 Credits
Building on the repertoire of global cuisines, students explore Asian cuisine as a part of this course. This course focuses on regional cuisines from a variety Asian nations that have emerged on the global gastronomic scene in recent history. This course will focus on China, Japan, and India, while highlighting other Asian cuisines.

Culinary Arts Internship • INTC3210
3.0 Credits
The learning objective of this course is for students to perform all duties according to standards associated with in-house catering and banquets, including exposure to banquet event ordering and production sheets.

Culinary Arts Internship • INTC3310
3.0 Credits
The learning objective of this course is for students to perform all duties according to standards associated with

the back-of-the-house stations in a restaurant, focused on the set up, break down, and execution of various stations.

Culinary Arts Internship • INTC4410
3.0 Credits
The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, focused on the leading service at various stations.

Culinary Arts Internship • INTC4510
3.0 Credits
The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, shadowing the chef de partie/sous chef and gaining an understanding of managerial duties, including receiving and storage, ordering and inventory, scheduling, and expediting of orders.

Introductory Hospitality Accounting • ACC3120
1.5 Credits
Hospitality chefs and managers must have a working understanding of accounting principles to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

Pastry Arts Associates Degree Course Descriptions

Sanitation • FSM1100
1.5 Credits
Providing consumers with safe food is one of the most important responsibilities of the foodservice professional. Developing an understanding of what causes foodborne illnesses and the steps that can be taken to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and foodservice organization safe.

Pastry Techniques • PAS1120
2.5 Credits
Successfully mastering dough making requires the knowledge of a variety of specialized techniques. Proficiency in this area is critical for the professional pastry chef. This introductory lab class will expose students to the essential techniques for pastry dough production. Students will learn to utilize the skills necessary for developing specialty doughs such as pâte sucrée, pâte brisée, puff pastry, and pâte à choux.

Culinary for Hospitality Professionals 1 • CUL1120
2.0 Credits
This course introduces students to working in a professional kitchen environment. It develops the foundational skills that are critical to success in foodservice occupations. Correct safe usage of kitchen equipment is practiced, with a focus on developing effective kitchen skills through the preparation of stocks, soups, and sauces. Proper knife handling and cutting techniques are a key focus of the course. The course also ensures student understanding and execution of sanitary preparation of food in a commercial operation, ensuring students can provide safe food in a professional kitchen throughout the flow of food.

Culinary for Hospitality Professionals 2 • CUL1121
2.0 Credits
A companion course to CUL1120, Culinary for Hospitality Professionals 2 introduces students to working in a safe and sanitary professional kitchen environment. It continues to support the development of necessary foundational skills that are critical to success in foodservice occupations. Skills are practiced via the preparation of vegetables, starches, and a variety of proteins. The development of the skills introduced and practiced in CUL1120 and CUL1121 are essential to the success of foodservice professionals throughout their careers.

Baking Science • PAS1210
1.5 Credits
In this lecture class, Pastry Arts students will begin to learn the science behind the professional baking and pastry industry. Learning how baking works on a foundational level will include topics like precision scaling, mathematical recipe conversions, heat transfer through various mediums, and sensory properties of food. Exploring various grains and their similarities, differences, and applications is also an emphasis. Sugar from processing and all of its forms and functionality are a must for any pastry professional.

Professional Bread Baking • PAS1200
2.0 Credits
In this hands-on supervised lab course, students are introduced to professional methods of producing bread. Beginning with the basic ingredients of all breads—flour, yeast, and water — tudents will gain an understanding of and practice every step involved in the breadmaking process, including mixing, kneading, scaling, shaping, proofing, scoring, and baking. Additionally, students will gain an understanding of ingredient calculations, proper baking temperatures, and how and when to use different types of yeast and starters.

Cake Baking and Decorating • PAS1201
2.0 Credits
This course teaches the skills required for producing cakes, ranging from the simple creamed cake to the delicate and



classic genoise. With this foundation in place, the students will gain the technical understanding of baking, assembly, icings, and decorating techniques. By developing and assembling cakes and producing daily turnouts, students will learn how each component serves a special purpose and how each component functions within the final product.

Advanced Baking Science • PAS1310
1.5 Credits

In this lecture class, students will continue to develop a strong foundation in the science of baking and numerous essential pastry ingredients. Dairy products, including egg and milk products, are discussed from farm to application. Lipids and fats in various forms, including oils, plant-based fats, and animal-based fats, are explored. Flavorings from fresh fruits, natural and artificial flavors, and chocolate are emphasized as core ingredients that give products their special and unique flavor profiles. A discussion on today’s food culture wouldn’t be complete without covering various specialty diets, including gluten-free, vegan, and other healthy diets.

Custards, Mousses and Frozen Desserts • PAS1320
2.0 Credits

This course focuses on professional dessert presentations by practicing both classic and modern techniques of making mousses, custards, ice creams, and sorbets. The students will study the theory and applications necessary to prepare these light desserts; the science and effects of egg coagulation; ice crystallization; and gelatin on liquids and fats in a hands-on situation. In addition, students will be guided through the current application of fruit cookery and dessert sauces.

Chocolate and Confections • PAS1321
2.0 Credits

In this hands-on lab class, students will discover the universal appeal and application of chocolate. They should

be able to correctly temper chocolate and create filled candies, truffles, and garnishes. This course will also introduce the fundamentals of working with sugar, both to create various candy confections and to garnish plated desserts.

Advanced Pastry Decorations • PAS2510
2.0 Credits

This course teaches the skills required to produce decorated cakes and petit fours using various techniques and styles. Students will be introduced to new media and hone their piping and baking techniques.

Purchasing and Cost Controls • FSM2600
1.5 Credits

Controlling costs is the number one challenge for all chefs and hospitality managers. In this course, students learn the ins and outs of the cost control process, by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control.

European Tortes and Gateaux • PAS2520
2.0 Credits

In this class, students will be exposed to the various traditional cakes and pastries of Europe. Focusing on technique, students will learn to properly handle nuts and meringues to create cakes such as the Sacher Torte and Concord cake. Students will also refine their decorating skills using French buttercream and chocolate writing to execute nut sponge tortes in the classic European style.

Wedding Cakes • PAS2521
2.0 Credits

This course is focused on the demonstration and practice of the various techniques used in making traditional wedding cakes. Students will be exposed to a variety of styles before designing and executing their own creation. Techniques include rolled fondant, royal icing piping, pastillage, cocoa painting, and gum paste flower creation.

Wines: Grapes and Varietals • BEV2520
1.5 Credits

An introductory course on the world of wines, this course will introduce culinary, pastry, and hospitality students to the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. Students will explore the multitude of varieties of wines and wine cultures as well as begin to understand the importance of wine as it relates to food. Students will explore the essentials associated with wine and food pairings.

Pastry Plating and Presentation • POP2510
3.5 Credits

Students employ the skills developed in the Pastry Operations course and other courses as they complete

this course in the College’s open-to-the-public restaurants. Students learn the role of a pantry chef, who is commonly responsible for cold food preparation as well as plated dessert turnout.

Pastry Proficiency Preparation • PPP2600
2.0 Credits

This course will allow students to apply core skills and showcase their talents developed throughout their associate program. Students will develop an action plan and then utilize learned techniques to show competency in previously completed curricula. By completing the exercises in this course, students will be given the opportunity to review, practice, and show aptitude in both knowledge and skills obtained throughout their course program, while also preparing for proficiency exams.

Gastronomic Tour of France • STC2610
2.5 Credits

This immersive learning course takes place entirely in France, where students will be exposed to the wines, gastronomy, and cultures of France while engaging in professional tours of hospitality operations. They will observe and experience hospitality, gastronomy, and viniculture from industry professionals. Students will take a multi-day tour of a variety of first-rate hospitality outlets, examine their operations, and complete a personal review of tourism and how it impacts France’s hospitality industry.

Pastry Operations 1 • POPS1100
5.0 Credits

A companion course to POPS1200, POPS1300, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College’s production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Pastry Operations 2 • POPS1200
5.0 Credits

A companion course to POPS1100, POPS1300, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College’s production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and

applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Pastry Operations 3 • POPS1300
5.0 Credits

A companion course to POPS1100, POPS1200, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College’s production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its role in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Pastry Operations 4 • POPS2400
5.0 Credits

A companion course to POPS1100, POPS1200, POPS1300, POPS2500, and POPS2600, this practical, hands-on course is held in the College’s production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks for each position.

Pastry Operations 5 • POPS2500
5.0 Credits

A companion course to POPS1100, POPS1200, POPS1300, POPS2400, and POPS2600, this practical, hands-on course is held in the College’s production classroom for its open-to-



the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. As students continue to focus on production applications, organization systems, and quality, students begin to utilize managerial tools of a production kitchen and develop supervisory kitchen skills. They continue to refine their understanding of each position and how it is managed.

Pastry Operations 6 • POPS2600
5.0 Credits

A companion course to POPS1100, POPS1200, POPS1300, POPS2400, and POPS2500, this practical, hands-on course is held in the College’s production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. As students continue to focus on production applications, organization systems, and quality, they begin to utilize managerial tools of a production kitchen and develop supervisory kitchen skills. They continue to refine their understanding of each position and how it is managed, ultimately preparing them to be pastry chefs.

Pastry Arts Bachelors Degree
Course Descriptions

Artisan Breads 1 • PAS3100
2.0 Credits

This course, along with its companion course, PAS3110, provides students with an intensive investigation of the ingredients and handling techniques involved in producing artisan breads. Students will work with a variety of pre-fermentation types from around the world, developing numerous types of artisan pre-ferments used to create complex flavor profiles. Students will create from scratch and develop throughout the course a traditional sourdough starter and then utilize it in a final bread presentation. By utilizing different bread production techniques, students will develop a strong foundation of breads and their nuances.

Artisan Breads 2 • PAS3110
2.0 Credits

This course, along with its companion course, PAS3100, provides students with an intensive investigation of the ingredients and handling techniques involved in producing artisan breads. Students will work with a variety of pre-fermentation types from around the world, developing numerous types of artisan pre-ferments used to create complex flavor profiles. Students will create from scratch and develop throughout the course a traditional sourdough starter and then utilize it in a final bread presentation, creating an artisan bread showpiece for display.

Art and Presentation • CUL3120
2.0 Credits

Plate arrangements and plate decoration are essential skills for a chef. It is no longer enough for the food to taste good. Taste or anticipation of taste is what makes the food experience memorable. The tools necessary for this transition are taught in this course, including the basic principles of plate presentation, from classical to contemporary. The exercises are project-oriented, using a variety of sauces, garnishes, and design elements.

Advanced Boulangerie 1 • PAS3200
2.0 Credits

This course is an in-depth study of the specific procedures for working with various specialized doughs. As with its companion course, PAS3210, students are exposed to laminated doughs, such as croissant, Danish, puff pastry, and phyllo dough, as well as various fried doughs and sweet pastas. Students will learn the theory, required techniques, and classic presentations for these and other complex and delicate ethnic creations. Students will become familiar with and be able to produce tasteful, quality products using the various specialized doughs discussed throughout this course.

Advanced Boulangerie 2 • PAS3210
2.0 Credits

This course is an in-depth study of the specific procedures for working with various specialized doughs. As with its companion course, PAS3200, students are exposed to laminated doughs, such as croissant, Danish, puff pastry,

and phyllo dough, as well as various fried doughs and sweet pastas. Students will learn the theory, required techniques, and classic presentations for these and other complex and delicate ethnic creations. Students will become familiar with and be able to produce tasteful, quality products using the various specialized doughs discussed throughout this course. Students will be able to work with and produce bakery-quality products as well as develop a bakery menu.

Menu Planning • FSM4400
1.5 Credits

The first of five companion courses (MGT4400, HOSP4510, CUL3330, HOSP4610), this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the centerpiece of the restaurant, supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the foodservice industry, in order to recognize the relationship between the menu and operational success. Students will work in teams to design cost-effective and balanced menus.

Contemporary Dessert Styling • PAS3300
2.0 Credits

This course is designed for students to investigate classic desserts and contemporize them with an upscale flair. Students will research and develop their own recipes. Each week, students will prepare a modern version of old favorites, composing desserts using classic themes with a modern twist. Use of exotic flavors and unique shapes and components is expected while creating various presentation styles.

Celebration Cakes 1 • PAS3310
2.0 Credits

In this advanced cake design course, paired with its companion course PAS3320, students will continue to develop and refine their skills through the practice of both traditional and modern wedding and celebration cake designs. Artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, airbrush painting, and alternative cake supports, utilizing these advanced techniques to execute a traditional and a modern cake.

Celebration Cakes 2 • PAS3320
2.0 Credits

In this advanced cake design course, paired with its companion course, PAS3310, students will continue to develop and refine their skills through the practice of both traditional and modern wedding and celebration cake designs. Artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, airbrush painting, and alternative cake supports, utilizing these advanced

techniques to execute a traditional and a modern cake. Ultimately, students will prepare a four-tiered rolled fondant wedding cake with royal icing decorations and gum paste flowers for presentation at a college-wide and community event.

Hospitality Design • HOSP4510
1.5 Credits

The fourth in a series of five companion courses (MGT4400, CUL3330, HOSP4610, FSM4400), Hospitality Design incorporates information from lectures, strategic planning activities, and action plan development from prior courses to complete the implementation and execution of a practical management experience in a college-run facility. Students focus on the analysis of three key data points: guest surveys, financial data, and employee feedback. Utilizing real-time data from the operation, students evaluate reports and recommend courses of action to be taken to improve overall operational results. As recommendations are implemented weekly, students review the ongoing effects of their decision making.

Marketing for Hospitality Professionals • MGT4400
1.5 Credits

The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College’s open-to-the-public restaurants, where the students’ designed menu will be presented during the following term.

International Desserts • PAS4400
2.0 Credits

Students explore international cuisines, in particular desserts, while studying various cultures. Ranging from regional classics to seasonal favorites, a variety of ethnic desserts is studied and prepared, all while students look at the different international customs and traditions of baking. Through exposure to ingredients and techniques specific to other cultures, students enhance their dessert plating skills while creating contemporary desserts influenced by the flavors of the world.

The Art of the Chocolatier 1 • PAS4410
2.0 Credits

During this chocolate-focused course and its companion course, PAS4420, students develop an in-depth understanding of chocolate production. Students learn



proper melting (de-crystallizing) and tempering (crystallizing) of chocolate. Through the study of various types of chocolate, students gain skills and techniques to work with chocolate, candy, decorations, and showpieces. Throughout the course, students practice their skills by creating nut pastes, marzipan, cream and butter ganache, piped truffles and coating, and molded chocolates.

The Art of the Chocolatier 2 • PAS4420 **2.0 Credits**

During this chocolate-focused course and its companion course, PAS4410, students develop an in-depth understanding of chocolate production. Students learn proper melting (de-crystallizing) and tempering (crystallizing) of chocolate. Through the study of various types of chocolate, students gain skills and techniques to work with chocolate, candy, decorations, and showpieces. Throughout the course, students practice their skills by creating nut pastes, marzipan, cream and butter ganache, piped truffles and coating, and molded chocolates. The course culminates in the students' execution of a planned showpiece.

Pastry Freestyle 1 • PAS4500 **2.0 Credits**

Along with its companion course, PAS4510, Pastry Freestyle 1 is designed to help students develop critical thinking skills in the kitchen. Students will utilize their knowledge and skills developed throughout their programs to create plated desserts and petit fours each week, utilizing a mystery bin of ingredients. Students are challenged to think on their feet and create a menu that is skillful, delicious, and reflective of the theme of the ingredients. The class will also use self and peer critique as a means of evaluation and continual development. Preparation and the ability to work on your feet is critical.

Pastry Freestyle 2 • PAS4510 **2.0 Credits**

An extension of PAS4500, this course is designed to help students develop critical thinking skills in the kitchen. Students will utilize their knowledge and skills developed throughout their programs to create plated desserts and petit fours each week, utilizing a variety of ingredients. By the end of the course, students are challenged to think on their feet and create a menu that is skillful, delicious, and reflective of the theme of the ingredients provided to them in a mystery bin. Students will gain an appreciation for proper preparation, quick thinking, and creativity in the kitchen.

Sugar Artistry • PAS4600 **2.0 Credits**

During this course focused on the utilization of sugar in the pastry kitchen, along with its companion course, PAS4610, students are introduced to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered. The students will work to develop skills that will enable them to produce artistic and technically sound showpieces.

Advanced Confections • PAS4610 **2.0 Credits**

During this course focused on the utilization of sugar in the pastry kitchen, along with its companion course, PAS4600, students are introduced to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered. The students will work to develop skills that will enable them to produce artistic and technically sound showpieces. The course culminates in the students' design and preparation of a showpiece that highlights skills in pastillage, casting sugar, pulled sugar, and blown sugar.

Hospitality Operations and Assessment • HOSP4610 **3.0 Credits**

The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400), Hospitality Operations and Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories, and a variety of checklists to support the operations of the College's open-to-the-public restaurants.

Experiential Immersion 1 • EI3200 **2.0 Credits**

Baccalaureate degree students will be scheduled to complete two Experiential Immersion courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic,

and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Experiential Immersion 2 • EI3300 **2.0 Credits**

Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Hospitality Tour of England • STC4600 **2.5 Credits**

At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of "hospitality". Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

Pastry Test Kitchen • PAS3340 **2.5 Credits**

In the second in a series of companion courses (MGT4400, HOSP4510, HOSP4610, FSM4400), students test recipes for menu items that were previously composed and costed by students as a part of their Menu Planning course. After writing menus for use in foodservice organizations, how do we ensure their consistent quality? How can we be sure they're profitable? Answering these essential questions is vital to the success of any foodservice organization. In this class, we explore one of the most critical activities within successful foodservice organizations: developing and testing recipes for both production and financial purposes.

Pastry Arts Internship • INTPB3100 **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with production methods for cold food items, including salads, cold sauces, pickles, condiments, appetizers, and hors

d'oeuvres. This includes handling ingredients and applying techniques and skills specific to cold food production.

Pastry Arts Internship • INTPB3200 **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with in-house bread production and savory pastries.

Pastry Arts Internship • INTPB3300 **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with in-house dessert preparation, including à la carte and banquet-style production.

Pastry Arts Internship • NTP4400 **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, focusing on plating design and techniques associated with desserts.

Pastry Arts Internship • INTPB4500 **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, shadowing the chef de partie/sous chef and gaining an understanding of managerial duties, including receiving and storage, ordering and inventory, scheduling, and order expedition.

Introductory Hospitality Accounting • ACC3120 **1.5 Credits**

Hospitality chefs and managers must have a working understanding of accounting principles to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

Hospitality Management Associates Degree Course Descriptions

Introduction to Hospitality • HOSP1100 **1.5 credits**

The hospitality industry is one of the modern world's fastest growing industries. The course looks at its various constituents and important aspects that govern this industry. Hospitality students need to understand the



diverse and vast commercial operations that are crucial to local as well as global economies. This course is designed to introduce students to the foundations of the hospitality industry, including food and beverage, hotels, and travel and tourism.

Sanitation • FSM1100
1.5 credits

Providing consumers with safe food is one of the most important responsibilities of the foodservice professional. Developing an understanding of what causes foodborne illnesses and steps that can be done to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and foodservice organization safe. This course is designed to equip students with the knowledge required to complete the ServSafe Food Service Manager certification and practice excellent levels of food safety.

Purchasing and Cost Controls • FSM2600
1.5 credits
Controlling costs is the number one challenge for all hospitality managers. In this course, students learn the ins and outs of the cost control process by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control. This course introduces the student to the cost accounting specifics of a foodservice operation. The course focuses on key competencies and covers essential communication, financial and problem-solving skills.

Hospitality Facilities Management • HMG2400
1.5 credits
This course will provide a basic understanding of hospitality design and facility management, including lighting, HVAC, and furniture, fixtures, and equipment (FFE) selection and maintenance. The course also explores obligations such as ADA compliance and other regulatory design elements, culminating in the completion of a Systems Design project. Students will learn to consider the engineering design, maintenance, and property operations of a hospitality facility.

Guest Services for Hospitality Professionals • HMG1200
1.5 credits
Taking care of the guest is the heart of offering hospitality. Doing so means understanding and anticipating what the guest needs and then knowing how to meet and exceed those needs. This course explores the intricacies of quality guest services through several frameworks of thought across the hospitality industry.

Wines: Grapes and Varietals • BEV2500
1.5 credits
An introductory course about the world of wines, this course will cover the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. It will also delve into wine and food pairings.

Meetings and Events • EEP2600
1.5 credits
Conventions, meetings, and events are one of the fastest growing segments of the hospitality industry. This introductory course covers the major aspects of conventions, meetings, and event planning as they are carried out in the hospitality industry.

Responsible Beverage Service • BEV2410
1.5 credits
Students will undertake an in-depth overview of dram shop liability, physiological effects of alcohol, and the establishment and management of alcohol service policies. This course is the nationally recognized certification course administered under the auspices of the National Restaurant Association.

Culinary for Hospitality Professionals 1 • CUL1120
2.0 credits
This course introduces students to working in a professional kitchen environment and develops necessary, foundational skills that are critical to success as a food service professional. Studying knife skills, soup and sauce production, and breakfast cooking is an excellent way to develop foundational knowledge that is useful to any hospitality career.

Culinary for Hospitality Professionals 2 • CUL1121
2.0 credits
This course continues the study of culinary arts and further develops necessary, foundational skills that are critical to the success of food service professionals. This course focuses on the preparation of vegetable and starch dishes, salads, and hors d'oeuvres as a means to develop fundamental knowledge that is useful to any hospitality career.

Hospitality Operations 1 • HOPS1200
7.5 credits
The Hospitality Operations courses are designed to provide students with the opportunity to experience realistic hospitality operations in the safety of a classroom environment. The classes take place in Walnut Hill College's open-to-the-public and student dining restaurants and student dining facilities. Students are exposed to all aspects of an operational restaurant, including hosting, bartending, serving, butlering, prepping, cooking, and many other facets of a successful operation. Students are scheduled for five operations terms, during which they will learn both front-of-the-house and back-of-the-house positions and how they relate to excellent food and guest service. Students will gain exposure to dining room operations, developing an understanding of the required skills for all aspects of successful guest service of a hospitality operation.

Hospitality Operations 2 • HOPS1300
7.5 credits
The Hospitality Operations courses are designed to provide students with the opportunity to experience realistic hospitality operations in the safety of a classroom environment. The classes take place in the College's open-to-the-public and student dining restaurants and student dining facilities. Students are exposed to all aspects of an operational restaurant, including hosting, bartending, serving, butlering, prepping, cooking, and many other facets of a successful operation. Students are scheduled for five operations terms, during which they will learn both front-of-the-house and back-of-the-house positions and how they relate to excellent food and guest service. Students will gain exposure to and practice all areas of kitchen operations, while developing an understanding of the required skills for supervising the back-of-the-house areas of a successful hospitality operation.

Hospitality Operations 3 • HOPS2400
7.5 credits
The Hospitality Operations courses are designed to provide students with the opportunity to experience realistic hospitality operations in the safety of a classroom environment. The classes take place in the College's open-to-the-public and student dining restaurants and student dining facilities. Students are exposed to all aspects of

an operational restaurant, including hosting, bartending, serving, butlering, prepping, cooking, and many other facets of a successful operation. Students are scheduled for five operations terms, during which they will learn both front-of-the-house and back-of-the-house positions and how they relate to excellent food and guest service. Students will practice the essential skills related to all areas of hospitality operations, with a focus on hosting, serving, and bartending at a successful hospitality operation.

Hospitality Operations 4 • HOPS2500
7.5 credits
The Hospitality Operations courses are designed to provide students with the opportunity to experience realistic hospitality operations in the safety of a classroom environment. The classes take place in the College's open-to-the-public and student dining restaurants and student dining facilities. Students are exposed to all aspects of an operational restaurant, including hosting, bartending, serving, butlering, prepping, cooking, and many other facets of a successful operation. Students are scheduled for five operations terms, during which they will learn both front-of-the-house and back-of-the-house positions and how they relate to excellent food and guest service. Students will perform the essential skills related to all areas of hospitality operations, with a focus on hosting, serving, and bartending, while gaining an aptitude for supervising positions in a successful hospitality operation.

Hospitality Operations 5 • HOPS2600
7.5 credits
The Hospitality Operations courses are designed to provide students with the opportunity to experience realistic hospitality operations in the safety of a classroom environment. The classes take place in the College's open-to-the-public and student dining restaurants and student dining facilities. Students are exposed to all aspects of an operational restaurant, including hosting, bartending, serving, butlering, prepping, cooking, and many other facets of a successful operation. Students are scheduled for five operations terms, during which they will learn both front-of-the-house and back-of-the-house positions and how they relate to excellent food and guest service. Students will perform the essential skills related to all areas of hospitality operations, with a focus on hosting, serving, and bartending, while overseeing positions and gaining exposure to managing the daily outcomes of a successful hospitality operation.

Bartending • BEV1100
1.5 credits
This course will cover the fundamental aspects of bartending. We will cover how various liquors are produced, bartending terminology, and current practices. The class will practice bartending skills by making the most popular cocktails.



Management Tour of Florida & Bahamas • STC2650

This course, an immersion learning course, will provide students with first-hand observations of hospitality businesses in Florida and the Bahamas by engaging in professional tours of hospitality operations. Students will have the opportunity to spend time speaking with and observing hospitality managers in several upscale, luxury, hotels and restaurants, and other hospitality businesses. Students complete a multi-day tour of a variety of first-rate hospitality outlets, examine an operational cruise line, and complete a personal review of tourism and how it impacts the hospitality industry of Florida and the Bahamas.

Pastry for Hospitality Professionals 1 • PAS2401

In a hands-on environment students will work with traditionally used pastry doughs and creams to create a variety of pies, tarts, eclairs, as well as other pastries. In addition, students will be introduced to professional bread making concepts and techniques utilizing these concepts to produce a variety of bread styles.

Pastry for Hospitality Professionals 2 • PAS2402

This course teaches the skills required for producing cakes, ranging from the simple creamed cake, to the delicate and classic genoise. With this foundation in place, the students will gain the technical concepts of baking, assembly, icings, and decorating techniques. By developing cakes, constructive critics, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product. This course also reviews plated dessert presentations.

Tablesides Presentations • RMGT1200

1.5 credits

This popular course introduces students to the entertaining and specialized skill of tableside cookery. This style of service, the hallmark of what is commonly referred to as French service in the United States, is currently executed in the finest European restaurants. The Chef de Rangs and the Commis de Rangs perform this demanding and elegant service in the dining room in front of the guests. This “hands-on” class will cover the classic presentations as well as modern and contemporary variations. The student will learn and develop the skills to debone fish and carve meats and poultry, as well as cook and flambé a variety of dishes.

Dining Room Operations • DROP2500

3.5 credits

The Dining Room Operations course is designed to expose students to a realistic hospitality operation. Students are introduced to dining room operations, including dining room setup and breakdown, seating plans, and organizational structure. Students begin their front-of-the-house education by shadowing the host, bar, server, and butler positions, preparing them to begin practicing and honing their skills in each area.

Restaurant Management Bachelors Degree Course Descriptions

Catering and Off-Site Food Services • FSM3110

1.5 credits

The increased demand for catering operations for social and specialized events has brought in a new focus on the subject of catering management. This course will help students to understand catering as a profession, as well as its contents and requirements. The course is designed to introduce catering as a business venture and to serve as a model for those who may pursue it as their field of specialization.

Culinary for Restaurant Professionals 1 • CUL4101

2.0 credits

Focusing on appetizers and starters, this course expands on students’ knowledge, skills, and attitudes related to working in a professional kitchen environment. This class will enable the student to recognize the importance and position of appetizers on today’s menu. Students develop advanced skills that are critical to success as a food service professional studying the transformation of prepared foods in a manner in which the final product is attractive to consumers and viable for sale.

Culinary for Restaurant Professionals 1 • CUL4102

2.0 credits

Building on students’ knowledge, skills and attitudes about working in a professional kitchen environment and the advanced skills that are critical to success as a food service professional studying the transformation of prepared foods,

students focus on entrée menu item development that is not only attractive to consumers, but is also financially viable for sale.

Maitre D’ Operations 1 • RMOP3100

7.5 credits

Building on the foundational knowledge, skills and attitudes developed in the associate degree Operations courses, management students are exposed to leadership and managerial duties related to front-of-the-house operations. They will learn the essentials of supervising dining room and banquet facilities through being exposed to managerial functions.

Wines of the World • BEV3110

1.5 credits

This course offers an introductory approach to understanding the commercial world of wine in the restaurant context, with an emphasis on developing in-depth knowledge of wine service and the world’s commercially significant wine regions. The goal of the course is to help students to identify the six factors that influence the production of wines and recognize the world’s top commercial grape varieties and classic wine regions.

Restaurant Facilities Layout and Design • RMGT3200

1.5 credits

This course will provide an understanding of restaurant design and facility management. Coverage will include furniture, fixture, and equipment selection and their impact on the design and operational flow of a restaurant. Obligations such as ADA compliance and other regulatory design elements will be explored. Students will learn to consider the restaurant layout and engineering design of a restaurant facility.

Experiential Immersion 1 • EI3200

2 credits

This course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected and self-directed by the student, with guidance by a selected faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Maitre D’ Operations 2 • RMOP3200

7.5 credits

Building on the foundational knowledge, skills, and attitudes developed in the associate degree Operations courses and Maitre’s D’ Operations 1, management students apply leadership and managerial duties related to front-of-the-house operations. They will practice the essentials of supervising dining room and banquet facilities utilizing managerial tools and techniques.

Introductory Hospitality Accounting • ACC3120

1.5 credits

This course will introduce basic accounting for the hospitality industry. Topics will include journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Students will also learn how to apply the information in financial statements during the forecasting and budgeting process. Students will obtain the skills and knowledge necessary to understand and practice basic accounting functions as applied to the hospitality industry.

Human Resource Management • MGT3300

1.5 credits

Building on the foundations presented in Supervision, this course is designed to provide hospitality management students with a detailed review of employment laws, planning and staffing; human resource development activities; compensation and labor issues; and safety, discipline and ethical concerns in the workplace. Students will examine and analyze functional areas of a human resources department and the impact it has on operations, ensuring managers operate a lawful workplace.

Menu Planning • FSM4400

1.5 credits

This course combines theory and application to provide an in-depth look into the world of crafting and managing menu design and execution. The goal of the course is to introduce students to the creative and managerial aspects of menu planning and development, providing the opportunity to design a three-course prix fixe menu.

Managing Restaurant Operations • RMGT3100

1.5 credits

Managing Restaurant Operations focuses students on utilizing the four key elements of management: planning, organizing, leading, and controlling. In this course, students will apply these elements via online and in-class discussions, role-plays and assignments.

Restaurant Management Internships

INTR3300 • INTR4400 • INTR4500 • INTR4600

4 credits each

Internships are designed to give students an opportunity to learn from industry professionals. Area hotels, resorts, restaurants, bars, and convention or meeting facilities that meet the requirements set forth by Walnut Hill College are designated as approved sites.

Experiential Immersion 2 • EI3300

2 credits

This course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected and self-directed by the student,



with guidance by a selected faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Spirits and Wines • BEV3100

1.5 credits

The first part of this course will introduce students to the current brands of alcoholic spirits, where and how they are produced, and how to identify their flavors. The second part will cover the “how and why” of creating a successful restaurant wine list. Students will develop a working knowledge of a variety of distilled products, along with the ability both to comprehend the flavors of a variety of distilled spirits and to develop complimentary spirit and wine lists.

Marketing for Hospitality Professionals • MGT4400

1.5 credits

This course is designed to provide students with fundamental knowledge and practical skills associated with marketing a hospitality business. The course’s goal is to provide students with knowledge of core marketing strategies and prepare them to apply marketing techniques that promote sustainable business operations.

Hospitality Management Strategies & Logistics • HOSP4530
1.5 credits

Derived from the basics of systems theory, this course examines the micro- and macro-environments that have an impact on how hospitality businesses select and act on strategies for sustained success. Considerations of logistical needs to run a hospitality organization and the practice of critical decision-making strategies that are in alignment with the business vision, mission, and core values will be further developed. Students will learn to apply functions of operational management, finance, human resources, and marketing to make strategic decisions for the success of a hospitality business.

Hospitality Design • HOSP4510

1.5 credits

Hospitality Design focuses on organizing, executing, and controlling an open-to-the-public hospitality operation.

The class will incorporate lectures, strategic planning, action plan development and implementation, profit maximization, and practical hands-on management experience in a college-run facility. The objective of this capstone course is to place students in a real-world experience of managing an operational restaurant, allowing them to complete management functions and react to operational issues as they arise.

Hospitality Accounting & Revenue Management • AAC4520
1.5 credits

Building on the knowledge and skills attained in the Introductory Hospitality Accounting (ACC3120) course, students learn how to make managerial decisions based on financial statements and revenue management strategies. Higher-level hospitality industry accounting concepts, as well as product, service, and price manipulation strategies will be covered. Learning how these decisions impact operational and overall business goals is key. Students will learn to apply the methods of advanced accounting and revenue management practices in the hospitality industry.

Risk Management in Hospitality • HOSP3110

1.5 credits

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions of risk identification, analysis, measurement, control, financing, insurance, coverage, and benefits. The goal of the course is to evaluate industry best practices of security, safety, and loss prevention programs.

Hospitality Operations Assessment • HOSP4610
3 credits

Hospitality Operations Assessment focuses on organizing, executing, and controlling an open-to-the-public hospitality operation. The class will incorporate lectures, strategic planning, action plan development and implementation, profit maximization, and practical hands-on management experience in a college-run facility. The objective of this capstone course is to place students in a real-world experience of managing an operational restaurant, allowing them to complete management functions and react to operational issues as they arise.

Hospitality Tour of England • STC4600

2.5 credits

Running concurrently with The Culture of England (HUM4610), the Hospitality Tour of England is a Study Tour Course that is designed to provide students with first-hand observations of established hospitality operations. Students will take a 6-day tour of a variety of unique hospitality operations in the United Kingdom focusing on the industry as a whole as well as how every area of a hospitality operation is dependent upon one other to achieve organizational success.

Hotel Management Bachelors Degree Course Descriptions

Executive Housekeeping Operations • HMGT3100

1.5 credits

Housekeeping is critical to the success of today’s hospitality operations. The course examines what it takes to direct day-to-day operations of this department, from big-picture management issues such as department organization, inventories, and safety to technical details such as cleaning and the selection of furniture, fixtures, and equipment. The goal of this course is to help students to recognize the various management functions of an executive housekeeper and the roles and responsibilities of the housekeeping department.

Principles in Hotel Management • HMGT3110

1.5 credits

This course introduces students to the rooms division of a hotel. It includes a systematic approach to front office procedures by detailing the flow of service through a hotel, including reservations, registration, and security. The goal of this course is to express the various types of lodging properties and the basics of rooms division operations.

Risk Management in Hospitality • HOSP3110

1.5 credits

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions of risk identification, analysis, measurement, control, financing, insurance, coverage, and benefits. The goal of this course is to evaluate industry best practices of security, safety, and loss prevention programs.

Hotel Management Internships • INTHM3100 • NTHM3200 • INTHM3300 • INTHM4400 • INTHM4500 • INTHM4600
5 credits

Internships are designed to give students an opportunity to learn from industry professionals. Area hotels, resorts, restaurants, bars and convention or meeting facilities that meet the requirements set forth by Walnut Hill College are designated as approved sites.

Casino Organization and Culture • HMGT3220

1.5 credits

This introductory course examines the history and development of gaming and casino operations and how it is rapidly growing throughout the United States. Particular attention is paid to casino operations in the states of Delaware, New Jersey and Pennsylvania. The goal of this course is to distinguish the unique considerations in the development and operation of the gaming segment within the hospitality industry.

Managing Front Office Operations • HMGT3210

1.5 credits

This course presents an examination of common management practices to evaluate room inventory and business success. Students will understand the basic processes for guest account management, settlement, and reconciliation of property accounts. The course will apply higher-level management functions of front office operations, including guest accounting, revenue management, and human resources management.

Event and Entertainment Planning • EEP3100

1.5 credits

This course is designed to allow students to learn the theories of event management. The students will learn how to formulate event strategies for places/destinations and apply the steps involved in event management, from conception to the planning of an on-campus event.

Experiential Immersion 1 • EI3200

2 credits

This course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected and self-directed by the student, with guidance from a selected faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Introductory Hospitality Accounting • ACC3120

1.5 credits

This course will introduce basic accounting for the hospitality industry. Topics will include journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Students will also learn how to apply the information in financial statements during the forecasting and budgeting process. Students will obtain the skills and knowledge necessary to understand and practice basic accounting functions as applied to the hospitality industry.



Human Resource Management • MGT3300

1.5 credits

Building on the foundations presented in Supervision, this course is designed to provide hospitality management students with a detailed review of employment laws, planning and staffing; human resource development activities; compensation and labor issues; and safety, discipline and ethical concerns in the workplace. Students will examine and analyze functional areas of a human resources department and the impact it has on operations, ensuring managers operate a lawful workplace.

Hospitality Information Management Systems • HMG3300
1.5 credits

This course introduces students to information technology management issues and demonstrates how technology can be utilized to increase efficiency and productivity in the hospitality field. The goal of this course is to examine how information technology systems are integrated into the operations of hospitality organizations.

Convention Service and Sales • EEP3300

1.5 credits

This course provides an advanced study of the convention, corporate, and group tour markets. Topics include establishing records and systems maintenance and promotional, advertising, and servicing techniques for this segment of the hospitality industry. The goal of this course is to identify the various sales and management functions of the convention and other meetings markets.

Experiential Immersion 2 • EI3300

2 credits

This course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth.

An independent research, professional network, and/or project will be selected and self-directed by the student, with guidance from a selected faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

Travel and Tourism • TTM4100

1.5 credits

This course provides students with an opportunity to explore the dynamic and diverse industry of tourism. Topics include the history and growth of tourism and hospitality service providers, such as airlines, attractions, destination marketing organizations, tour operators, and travel agents. The goal of this course is to recognize the depth, diversity, and interrelatedness of the travel and tourism industries.

Resort Management • TTM4110

1.5 credits

The course is designed to offer insight into the niche market of resort operations. Besides learning about basic hospitality services, such as lodging and F&B, students will explore other elemental considerations, like recreational attractions and activities that lure guests to these facilities. The goal of this course is to evaluate considerations in the development and operation of various types of resort facilities.

Marketing for Hospitality Professionals • MGT4400

1.5 credits

This course is designed to provide students with fundamental knowledge and practical skills associated with marketing a hospitality business. The goal of the course is to provide students with knowledge of core marketing strategies and prepare them to apply marketing techniques that promote sustainable business operations.

Hospitality Management Strategies & Logistics • HOSP4530
1.5 credits

Derived from the basics of systems theory, this course examines the micro- and macro-environments that have an impact on how hospitality businesses select and act on strategies for sustained success. Considerations of logistical needs to run a hospitality organization and the practice of critical decision-making strategies that are in alignment with the business vision, mission, and core values will be further developed. Students will learn to apply functions of operational management, finance, human resources, and marketing to make strategic decisions for the success of a hospitality business.

Lodging Development, Investment & Finance • HMG4540
1.5 credits

Students will be introduced to concepts in the development of hotel properties. Development topics include the phases of domestic and international market site selection, conceptual and architectural design requirements, and construction management. Opportunities for investment and financial strategies, such as capital budgets, REITs, mergers and acquisitions, will also be covered. The goal of this course is to identify the integral management methods and approaches in supporting lodging project development.

Hotel Management Analytical Research Prep • HMAR4500
2 credits

This course examines the core principles, procedures, and applications of hotel business research and analytics. With one-to-one guidance from their instructor, the student will identify an area of focus for the Hotel Management analytical research project. This course is designed to provide students with advanced knowledge of hotel operation decision making and further develop their critical thinking skills. Students will examine a hotel property's operations and identify institutional challenges and opportunities in preparation for the successful completion of Hotel Management Analytical Research (HMG4600).

Hotel Management Analytical Research • HMAR4600
2 credits

The course offers a framework for designing and appraising a research project using the Hotel Management Internship (INTHM4300) site as the case study. Taking the knowledge and skills learned from the HMAR Prep (HMAR4500) course, the students will apply these skills in a role as a student/manager decision maker. This course places an emphasis on examining, reporting and/or solving a real business opportunity using real data. Students will design and appraise appropriate solutions in resolving institutional problems and then present their findings.

Hospitality Accounting and Revenue Management • AAC4520
1.5 credits

Building on the knowledge and skills attained in the

Introductory Hospitality Accounting (ACC3120) course, students learn how to make managerial decisions based on financial statements and revenue management strategies. Higher-level hospitality industry accounting concepts, as well as product, service, and price manipulation strategies will be covered. Learning how these decisions impact operational and overall business goals is key. Students will learn to apply the methods of advanced accounting and revenue management practices in the hospitality industry.

Hospitality Tour of England • STC4600
2.5 credits

Running concurrently with The Culture of England (HUM4610), the Hospitality Tour of England is a Study Tour Course that is designed to provide students with first-hand observations of established hospitality operations. Students will take a 6-day tour of a variety of unique hospitality operations in the United Kingdom focusing on the industry as a whole as well as how every area of a hospitality operation is dependent upon one other to achieve organizational success.

General Education Associates Degree
Course Descriptions

First Year Freshman Seminar • CCS1100

2.0 Credits

This interactive course supports students as they embark on their collegiate experience. First Year Freshman Seminar is designed to support students by introducing them to the College, the student handbook, Schoology, note-taking skills, study skills, test-taking skills, goal setting, learning styles, multiple intelligences, and more.

Social Media and Technology • CCS1110
2.0 Credits

Students will expand their skills in the utilization of technology in today's world. The course fosters a respect for the responsible use of social media in society, exposing students to the dangers and benefits associated with digital media. Students will engage with social media as it relates to health, both mental and physical, politics, advertising, and personal interactions. How do we survive Big Social? This course will also spend time familiarizing students with spreadsheet and budgeting software by giving them an introduction to the basic concepts of Microsoft Excel. On completion of this course, students will be able to create and use spreadsheets effectively for straightforward calculation and simple data manipulation.

English Composition • ENG1300

2.0 Credits

Students will learn the art of composition through reading and writing various kinds of prose, such as personal narratives, reviews, and persuasive essays. Theclass'

purpose is to hone students’ writing skills and prepare them for leadership positions in whatever industry they choose.

College Math • MTH1200
2.0 Credits

College Math provides algebraic knowledge to equip students with necessary skills needed in everyday life, through step-by-step development of concepts, numerous practice exercises, and real-world application of techniques. Topics will include solving equations and inequalities, graphing, polynomials, functions, and complex numbers.

Strategies for Success • CCS1300
3.0 Credits

This course provides a practical approach to information literacy for professionals and an in-depth review of current trends in career exploration and application. This includes trends in resume writing, networking, references, and interview techniques. Students will explore how employers determine who is to be hired and also learn how to organize, develop, and effectively utilize a professional portfolio as a tool in their career development process.

Public Speaking • CCS2410
3.0 Credits

All humans have the behavior of speech; however, speaking in public for many is a learned skill. Students will study the principles of argumentation and arrangement, while critically examining their own speeches and the speeches of others. This course provides students with strategies to be effective, professional public presenters and the opportunity to practice and refine this skill. Whether a future presentation is in an office, a conference room, at an association conference, or in a simple public setting, this class will prepare the students to present in an impactful, professional, and meaningful manner.

Personal Finance and Investments • CCS2510
2.0 Credits

Financial literacy is essential in meeting the financial challenges of the 21st century. The competencies, which form the basis for this course, enable students to analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

American Courts and Legal Systems • LAW1300
3.0 Credits

This course provides an overview of the legal system of the United States and examines the origins of legal systems and their impact on society. Included is an analysis of the diverse historical, political, economic, and cultural conditions under which law arises and functions within society. Students will learn the terms, structures, and roles within the American legal system, with a focus on the

public’s impact on the courts and the courts’ impact on the public.

Shaping American Culture • HUM2500
2.0 Credits

American culture has come to be defined by the amalgamation of cultures brought to the country by immigrants from all over the world. Some of the country’s most treasured traditions came from people who arrived from across the globe, and all have continued to evolve with the changing face of immigration and the “America” that it has helped create. During this course, we will see how this multi-cultural history has helped define America and how American culture continues to evolve as a vibrant community today.

The Leading Supervisor • LEAD2400
3.0 Credits

This course provides a study of effective leadership strategies that may be utilized by managers and supervisors. The course employs a two-way perspective that provides students with insights into the employment cycle, from recruitment, selection, training, evaluation, and proper handling of discipline and discharge. It enhances the learner’s ability to be a strong leader, as well as a good follower and a knowledgeable worker, as it exposes them to the basic laws that govern the workplace and employee protection.

Understanding World Cultures • HUM2600
2.0 Credits

Students will explore the cultural history of the world, from pre-history and early man to the present. The course will explain how various events during that timeline changed civilizations throughout the world. We will explore and analyze different events and factors that brought about change, such as the Agricultural Revolution, the rise and fall of the Roman Empire, the Crusades, and the Columbian Exchange, up through modern forms of globalization and other issues that continue to shape our world today.

Exploring Psychology • PSY1200
3.0 Credits

Students are introduced to the field of psychology and, more specifically, topics that include foundations and history of psychology, research methods and ethical guidelines, biology of behavior, sensation and perception, basic principles of learning, states of consciousness, and memory.

Nutrition for a Healthy Life • SCI2600
3.0 Credits

This introductory course examines basic nutrition as it relates to everyday health and overall well being. Current issues and the role of diet and lifestyle will be discussed, specifically addressing their impact on chronic disease.





Culture of France • HUM2620

1.5 Credits
CULINARY ARTS AND PASTRY ARTS
ASSOCIATE DEGREES ONLY

As one of the largest, most politically powerful and culturally influential countries in Europe, France remains one of the world's most popular destinations. With diverse geographical and climatic differences between French regions, the inhabitants lead very different lifestyles. France is home to numerous farms, industries, and commercial centers, as well as museums, art galleries, and a rich cultural, educational, and political heritage. This course is an overview of France's turbulent history through revolutions on the forefront of European development, its geography, traditions, and culture. Discussion will focus on the regions of Burgundy, Champagne, and the City of Paris. Throughout the course, students will become versed in the culture, society, and modern customs of France to prepare them to travel to these regions.

Culture of Florida and the Bahamas • HUM2650

1.0 Credits
HOSPITALITY MANAGEMENT ASSOCIATE DEGREE ONLY
Culture of Florida and the Bahamas is designed to provide students with insight into the cultures, values, and norms associated with Florida and the Bahamas, in preparation for their immersive learning experience. Students will gain a deeper understanding of how to interact in these areas of the world and be prepared to travel as professional.

General Education Bachelors Degree Course Descriptions

Communication & Interpersonal Relationships • PSY3100
3.0 Credits

Students are exposed to and gain an understanding of the basic concepts, vocabulary, theories, and processes relevant to the study of initiating, maintaining, and terminating relationships through interpersonal communications. An equally important goal of this course is to develop the students' own interpersonal skills by increasing their repertoire of behavioral choices. Lectures, discussions, classroom activities, written and oral assignments, and out-

of-class observations will be used to aid the development of knowledge and skills relating to interpersonal communication competence. During each class, we will strive to merge theory with practice.

Community Engagement and Accountability • HUM4100

2.0 Credits
This course is designed to facilitate students' appreciation for citizenship, while fostering an understanding of the practical aspects of being a productive and valuable member of a society as well as the rights and duties contained therein. Students develop an appreciation for societal living and learn how to make a difference in the communities in which they live by developing a combination of knowledge, skills, values, and attitudes to make that difference.

Advanced Nutrition • SCI3200

2.0 Credits
Building on Nutrition for a Healthy Life, this course explores how macronutrients and micronutrients impact health and the importance of lowering the risk of chronic diseases, specifically obesity, diabetes, and cardiovascular disease. Current government guidelines regarding nutritional requirements for American diets will be presented. Additional reading assignments will include research articles focusing on the most recent studies related to diet, lifestyle, and disease.

Culture of England • HUM4610

2.0 Credits
The Culture of England course is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire. This is a preparatory course for the students' immersion learning course, during which students complete a multi-day tour experiencing the cultures and hospitality of the United Kingdom. In order to be prepared to gain the most from that course, students will learn about the culture in which they will be immersed and develop goals for learning during the travel experience.

Ethics • PHL3300

2.0 Credits
This course is an introduction to the philosophical study of morality and moral reasoning, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. In addition to providing familiarity with the primary questions addressed within moral philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop abilities to read, analyze, and evaluate philosophical theories, write and express themselves well about their own ethical positions, and think critically and analytically about ethical issues.

Critical Thinking and Psychology • PSY3300

3.0 Credits
Building on the knowledge gained in Exploring Psychology, this course introduces new topics related to personality, motivation, emotions, stress and health, psychological disorders and treatment, and social psychology. Students develop critical thinking skills with regard to human behavior, enabling them to re-evaluate current information and apply acquired knowledge from this course to real-life situations.

Leadership • LEAD4400

3.0 Credits
An in-depth study of leadership, this course is designed to allow students to gain insight into the function and importance of leadership. Self-discovery and evaluation are paramount in this course, allowing the students to conclude the class with an assessment of their own leadership style. Students examine and analyze various leadership concepts to develop a personalized leadership portfolio.

Current Issues in Society • SOC4400

3.0 Credits
Social issues can be defined as problems or matters that affect a person, a group of persons, or a whole society in general. Issues of health, economics, gender roles, and even international relations can be related to a society's perception of people's roles but may differ in other societies. Students examine current societal issues and apply critical thought, reasoning, and argumentation to these issues.

Sustainability in Life and Work • HUM4500

2.0 Credits
Students will explore the conceptual challenges of maintaining a sustainable planet. Since personal and corporate responsibilities are equally important, the course will take a holistic approach in the examination of these concepts. To support sustainability literacy, students will develop a capacity to address these problems with environmentally and socially responsive solutions. Students

will explore the complex issues related to one's personal and societal impact on the environment, while defining and brainstorming solutions relating to sustainability.

Sociology of Popular Culture • SOC4500

3.0 Credits
Students investigate popular culture from a sociological perspective, identifying the differences between high culture and popular culture. Students explore the impact of popular culture and its role in today's society. The class focuses on how culture influences society, how society influences culture, and how people construct and interpret popular culture. Popular culture is explored from a sociological perspective, while the impact of popular culture on individuals, social groups, and institutions and how popular culture is shaped by people as they reject it or embrace it is investigated.

Perspectives on Contemporary Civilization • HUM4620

2.0 Credits
This course explores the role of civilization in the human journey. It provides a comprehensive history of the world in the twentieth and twenty-first centuries, examining key events and underlying issues that helped to shape the modern world. Students are exposed to and encouraged to reflect on key historical events and figures that have shaped the modern world.

Analysis of Film and Literature • HUM4600

3.0 Credits
This course explores the complex relationship between film and literature by examining the interaction of film and literary texts and the qualities of each. By considering what happens to a literary work, such as a novel, short story, or play, when it is adapted into a film, we will study how the work translates into film. Does the film retain the voice of the author and timeframe in which it was written? Does it make a difference if the literary work was written in the 1600s, but turned into a film in 2011? And how do varying versions of the same literary work reflect the time periods in which they were produced?

Philosophy as a Way of Life • PHL4300

3.0 Credits
Philosophy as a Way of Life is an introduction to the study of philosophy, with a particular focus on philosophical reasoning, the history of philosophy, and questions regarding existence, reality, and consciousness. In addition to providing familiarity with the primary questions addressed within philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop abilities to read, analyze, and evaluate philosophical theories, write and express themselves well about their own positions, and think critically and analytically about philosophical issues.



Admissions at Walnut Hill College

An application for admission to Walnut Hill College is available to any individual with a high school diploma or its equivalent and an interest in developing a career in fine restaurants, foodservice or hospitality.

To Apply for Admission:

Contact the Office of Admissions to schedule an initial interview either by phone or online:

(215) 222-4200, extension 3011

(877) 925-6884, toll-free

info@walnuthillcollege.edu

During this interview, an admissions representative will discuss the college's programs, act as your host on a tour of the college and answer any questions you may have. Once a personal interview has been completed, a complete application packet may be offered that explains the process below in detail.

- Submit the application form, including your goal statement.
- Submit the application fee of \$50 and the registration fee of \$150.
- Submit an authorized copy of a high school transcript or GED scores or equivalent.

- Submit two letters of reference from former employers, supervisors, counselors, or instructors, dated not more than two years before the date of application. Previous work experience in the hospitality field is not an admissions requirement; therefore, it's acceptable to obtain references from professionals outside the hospitality industry.
- Make an appointment to take the Skaddron Achievement Analysis test or submit your SAT scores with a combined score of 900 (Math and Critical Reading) and above, in which case the test will be waived.

Candidates taking the Skaddron Achievement Analysis must score in the 25th percentile or above to be considered for admission to the College.

Admissions materials may be submitted together or individually as they become available. Once all admission requirements are fulfilled, an applicant will receive notice regarding the status of his or her application within two weeks of the completion of the full application packet.

There are no application deadlines; however, we encourage applicants to apply as early as possible. Enrollment is on a first-come, first-served basis. Applications remain valid for up to 18 months from the date appearing on the application form.

Acceptance is based on a review of all admissions requirements and demonstrated level of interest in the Hospitality Industry. It is also important to have an understanding of the requirements needed to successfully complete the programs offered at Walnut Hill College. Previous experience in any area of the hospitality industry is helpful, but it is not required.

Articulation Agreements

Walnut Hill College has articulation agreements in place with a number of institutions. For a list of articulated institutions, contact the Office of Admissions. Educational and financial credit are

given for designated courses taken at these schools, provided that all qualifications were met.

As part of these agreements, Walnut Hill College has committed to furnishing technical support and assistance to participating schools to help them develop strong programs and courses.

International Students

All international students must meet the same application procedures with two exceptions.

1. Applicants whose native language is other than English must demonstrate proficiency in the English language. Proficiency may be demonstrated by proof of graduation from a secondary or post-secondary institution whose language of instruction was primarily English, the Test of English as a Foreign Language (TOEFL) or proof of proficiency from an approved English as a Second Language (ESL) program. If the TOEFL is used, Walnut Hill College requires a minimum score of 480 on the written TOEFL.
2. Official bank statements that verify sufficient funds to cover the cost of the educational program and living expenses for the first academic year. If the applicant is being sponsored the sponsor must provide an Affidavit of Support (Form I-134) verifying that funds will be available for all educational and living expenses.

For more information, please call the Office of Admission either by phone or online:

(215) 222-4200, extension 3011

(877) 925-6884, toll-free

info@walnuthillcollege.edu at (215)

Tuition and Fees

Please refer to the addendum in the back of this catalog for the most recently updated figures of tuition and fees.

Financial Aid Resources at Walnut Hill College

Financial aid is available to Walnut Hill College students who meet the aid qualifications. It’s recommended you apply for aid early.

Please do not assume you will be turned down for financial aid; if you are interested in receiving aid, contact our Financial Aid Office for further information.

Helpful Hints When Applying for Financial Aid

- Apply as early as possible.
- Carefully review all forms submitted to the Financial Aid Office and make certain they are completed correctly and signed.
- Do not use estimates when completing the financial aid applications. Use figures from your tax returns.
- Remember to keep a copy of your federal income tax returns to submit for verification.
- Remember to keep copies of your completed financial aid applications before you submit them to the Financial Aid Office.
- As soon as you receive the Student Aid Report, review for accuracy. If needed, submit change online at www.FAFSA.ed.gov.
- You may apply for a Federal Direct Subsidized Stafford Loan, a Federal Direct Unsubsidized Stafford Loan, or a Federal Direct Parent Plus Loan for each academic year. An academic year at Walnut Hill College is 30 weeks for full-time program and 40 weeks for the extended program.
- Remember to review your financial aid award letter immediately upon receiving it. Please contact the Financial Aid office for changes in eligibility.
- You and your parents should check with employers or unions for available scholarships or loans for employees or their

children. Also check the Internet and the library for other scholarship opportunities.

All Financial Aid Programs Eligibility

Eligibility for grants and loans is determined by governmental agencies and lending institutions.

Here are some of the requirements:

- Be an established United States citizen or eligible non-citizen.
- Have no current default history on an educational loan or an outstanding balance on an educational grant refund.
- Register with Selective Service (only for males age 25 and under).
- Be accepted for enrollment in an approved program of study on at least a half-time basis as an undergraduate.
- Have earned a high school diploma or the equivalent.
- Demonstrate academic progress for continued aid. Government regulations require students receiving federal financial aid make satisfactory progress in their academic standings. Students must maintain a grade point average of 1.50 or higher to meet the minimum academic progress standard for the first academic year and a 2.0 thereafter.

Grants to Explore

Federal PELL Grant

The Federal PELL Grant program provides the foundation of financial aid to which other grants, loans or other assistance may be added.

Additional Eligibility Requirement

Students must meet financial need criteria according to the Department of Education and cannot have earned another bachelor’s degree.

Rules for Repayment

Federal PELL Grant do not have to be repaid.

How to Apply

Complete and submit the Free Application for Federal Student Aid (FAFSA) that is available from the Financial Aid Office, your high school, your local library or online at www.FAFSA.ed.gov.

Pennsylvania Higher Education Assistance Agency State Grant (PHEAA)

The PHEAA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial aid to attend Walnut Hill College.

Additional Eligibility Requirements

Students must meet financial need criteria according to PHEAA, show established Pennsylvania residency of at least 12 months, and have not already earned a bachelor’s degree.

Rules for Repayment

A PHEAA State Grant does not get repaid.

How to Apply

Complete the FAFSA that is available in the Financial Aid Office (for applicants to Walnut Hill College only) and online and submit the completed application online at www.FAFSA.ed.gov.

Loans to Explore

Federal Direct Subsidized Stafford Loan

Every student who wishes to apply for a Federal Direct Subsidized Stafford Loan must first complete the FAFSA and submit a Student Aid Report and consent verification (if selected) to the Financial Aid Office.

Rules for Repayment

A Federal Direct Subsidized Stafford Loan must be repaid. The federal government pays the interest while the student is in college and during grace and deferment periods. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment can take up to 10 years.

Interest Rate

Interest rates are variable and are reset each July, but will not exceed 8.25 percent.

How to Apply

Complete the Federal Direct Stafford Loan Application. Submit the completed copy of the Master Promissory Note (MPN) to the Financial Aid Office for review.

Federal Direct Unsubsidized Stafford Loan.

Every student who wishes to apply for the Federal Direct Unsubsidized Stafford Loan must be independent of their parents according to the federal guidelines and must first complete and submit the FAFSA and complete the consent verification (if selected) to the Financial Aid Office.

Students whose parents don’t qualify for the Federal Direct Parent Plus Loan may apply for additional Federal Direct Unsubsidized Stafford Loan.

Rules for Repayment

A Federal Direct Unsubsidized Stafford Loan must be repaid. The student borrower is responsible for all interest from the date his or her loan is issued. Repayment begins 30 to 60 days after disbursement. Repayment may take up to 10 years.

Interest Rate

Interest rates are variable and are reset each July, but will not exceed 8.25 percent.

How to Apply

Complete the Federal Direct Stafford Loan Application online at www.studentloans.ed.gov.

Federal Direct Parent PLUS Loan

Parent Loan for Dependent Students

Eligibility Requirements

Eligibility based on parents’ credit history. Applicants must be the dependent student’s natural parents or adoptive parents.

Loan Request Amounts

Cost of education minus any other financial aid.

Rules for Repayment

The PLUS Loan must be repaid. Repayment begins 30 to 60 days after the second check is issued and may take up to 10 years to repay. Requests can be

Financial Aid (continued)

made to pay interest only while a student is still attending college.

Interest Rate
Interest rates are variable and are reset each July, but will not exceed 9 percent.

How to Apply
Complete the Federal Direct Parent PLUS Loan Application at www.studentloans.ed.gov. Both parent and student are required to complete and sign this application.

Alternative Loans
There are several alternative loans available for educational expenses. The student may apply for these loans to cover such costs as tuition, lab fees, books, equipment, uniforms, dormitory and other school-related fees.

Alternative loans are credit-worthy applications. These loans have variable interest rates. Borrowers cannot be in default on a prior student loan.

Interest Free Payment Loans
Walnut Hill College offers its students **Interest Free Payment Plans**. Students will have the opportunity to finance any outstanding balances using one of several payment options. Payments must be complete before graduation.

Comparable Program Information
The Accrediting Commission of Career Schools and Colleges has information on comparable colleges. This information includes program length, tuition and fees.

If you would like to receive information on comparable colleges, please contact:

Accrediting Commission of Career
Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
ACCSC.org

Academic Information at Walnut Hill College

Definition of Academic Year
A full-time academic year consists of three, 10-week terms. The extended program runs from November to November or April to April and encompasses four, 20-week terms.

Walnut Hill College awards credits in compliance with ACCSC’s quarter credit hour computations.

Associate of Science – 2 Academic Years
Bachelor of Science – 4 Academic Years

Maximum Program Length
Students must complete all of their educational requirements within a maximum time frame of 1.5 times the length of the program. If a student fails to

complete his/her studies within this maximum time frame, he/she will be dismissed. The Executive Vice President will review any extenuating circumstances to determine if an extension should be granted.

Grading System
Assessment is the process of gathering evidence of a student’s knowledge and skills. A variety of assessment methods are employed to determine whether students have met prescribed standards of performance in their courses.

The transcript issued at the end of each term provides a grade point average (GPA) for each term and a cumulative GPA. The cumulative GPA is used



Academic Information (continued)

to determine Satisfactory Academic Progress. The Grade History Report will also indicate a numerical grade, a letter grade, and the credits earned for each course taken during the term, as well as the corresponding cumulative indicators.

The Grading System is as Follows:

Percentage	Letter Grade	Quality Points
90 – 100%	A	4.00
80 – 89%	B	3.00
70 – 79%	C	2.00
60 – 69%	D	1.00
59% and less	F	0.00

Satisfactory Academic Progress (SAP)

“Satisfactory Progress” is defined as achieving the following grade point averages (GPA) as well as successfully completing 67 percent of the cumulative attempted and transfer credits:

Academic Year Quarter Minimum

Associate Degree

	Credits	Minimum Cumulative GPA
Year 1	0 – 36	1.5
Year 2 * **	36 – 72	2.0

Academic Year Quarter Minimum

Baccalaureate Degree

	Credits	Minimum Cumulative GPA
Year 3***	72 – 108	2.0
Year 4* ** ***	108 & up	2.0

* 2.0 GPA is the minimum requirement for graduation for Associate and Baccalaureate Degrees.

** 1.75 GPA at the end of the second term in the second academic year of either the Associate Degree or Baccalaureate Degree is required to participate in all credited travel courses.

*** 2.0 GPA must be maintained throughout the duration of all Bachelor Degree programs.

Government regulations require students receiving federal financial aid achieve and maintain satisfactory progress in their academic standing.

All students, regardless of their tuition payment agreements, must maintain satisfactory academic progress as described above.

GPA is calculated by the following formula:

Quality Points X Credits ÷ by Total Credits = GPA.

Associate of Science Degree

Upon completion of the first academic year students who fail to meet SAP requirements as described above will be placed on *Academic and Financial Aid Warning* for the following term. Students placed on *Academic and Financial Aid Warning* will be notified in writing via email/LMS messaging by the Student Success Office within two weeks of the completion of the first academic year. Students will remain eligible to continue taking new courses and to receive financial aid for this probationary term. The student will be reviewed for SAP at the completion of the single-term warning period.

A student who fails to meet the SAP requirement of having a cumulative GPA above 1.50 and/or a minimum of 36 quarter credits following the Academic and Financial Aid Warning term will be placed on Academic and Financial Aid Suspension. Any student placed on *Academic and Financial Aid Suspension* will be notified in writing via email/LMS messaging by the Student Success Office within two weeks of the completion of their Academic and Financial Aid Warning term and their progress in the program will be stopped. These students will be placed into ‘Academic Retake’ status. Academic Retake status permits students to complete retakes of courses until SAP, a 1.5 GPA or higher, and/or a minimum of 36 quarter credits can be obtained.

Students may choose to appeal the *Academic and Financial Aid Suspension*. A student who wishes to appeal must complete an appeal form and submit it to a Student Success Advisor. Appeals may be denied, approved, or approved with an academic plan. Should the appeal be approved, students will be allowed to continue in the program of study and receive financial aid for one additional probationary

term. An appeal process is available for the student who experienced any of the following:

- A personal injury or illness
- Death of a relative
- Other circumstances affecting the ability to meet SAP

Should the student not wish to appeal or their appeal be denied, the student must meet SAP requirements via successful course retakes resulting in a 1.5 GPA or higher, and/or a minimum of 36 quarter credits can be obtained. Students may continue to attempt paid course retakes until such time that they achieve a 1.5 GPA or higher to be removed from Academic and Financial Aid Suspension. Any student who does not satisfactorily progress towards obtaining SAP in three consecutive terms will be terminated. A notification in writing will be sent via email/LMS messaging and mailed to the student’s primary address.

Bachelor of Science Degree

A 2.0 cumulative GPA or higher must be maintained throughout the duration of all bachelor degree programs. A student who fails to meet this SAP requirement during the program will be placed on *Academic and Financial Aid Warning*. Students placed on *Academic and Financial Aid Warning* will be notified in writing via email/LMS messaging by the Student Success Office within two weeks of the completion of the first academic year. Students will remain eligible to continue taking new courses and to receive financial aid for one additional probationary term. The student will be reviewed for SAP at the completion of the single term warning period.

Bachelor degree students who fail to meet the SAP requirements of having a cumulative GPA of 2.0 or higher following the *Academic and Financial Aid Warning* term will be placed on *Academic and Financial Aid Suspension*. Any student placed on *Academic and Financial Aid Suspension* will be notified in writing via email/LMS messaging by the Student Success Office within two weeks of the completion of their *Academic and Financial Aid Warning* term and their progress in the program

will be stopped. These students will be placed into ‘Academic Retake’ status. Academic Retake status permits bachelor degree students to complete retakes of courses until SAP, a 2.0 GPA or higher, can be obtained. Any bachelor degree student who does not satisfactorily progress towards obtaining SAP in three consecutive terms will be terminated from the college. A notification in writing will be sent via email/LMS messaging and mailed to the student’s primary address.

Academic Assessments

Assessments are given periodically throughout the term. If a student earns a low score on an assessment, particularly a mid-term, it is recommended that students visit a student success advisor, and/or take other steps to improve their grade in the course.

Grading for Certification Courses

Several nationally certified courses are included as a part of the curriculum. These courses are regulated by the individual certifying authorities and the certifications are not controlled by the College. Upon successful completion of these courses earning a passing grade certification assessment, you will receive a separate national certification for each course that will greatly enhance your résumé and professional portfolio.

As with other courses at the college, the passing grade for the course is 60. To receive the certification, however, you must receive a minimum passing grade on the certification exam as identified by the certifying authority. This passing grade is set by the certifying authority. The grades issued for the certification assessment by the certifying authority are the “final” grades, with no appeals process possible.

The certification exam may be utilized as the final exam for the course. See your instructor for additional details on course assessments. If you pass the college course, but fail the certification assessment, you may appeal to retake the certification assessment without retaking the

Academic Information (continued)

course. This is a one-time option, and there is an administrative fee that you must pay. You are responsible for being present when the test is scheduled to be administered. Special appointments cannot be made for this process.

Key Points to Know for Certification Course

- You can pass a certification course and graduate from college without being certified by the certifying authority.
- If you fail the certification exam, you can still graduate from Walnut Hill College.
- If you fail the certification exam you are allowed one retake of the exam for a fee.

Extra Credit Policy

Students are encouraged to take advantage of the opportunities instructors provide for gaining extra credit points towards a final grade. A maximum of five grade points per course may be earned. Instructors are not required, by the college, to offer extra credit opportunities. Any work submitted for extra credit must relate directly to material covered in class and must meet all college standards for academic integrity. Extra Credit will not be accepted after the official final day of the term. The college's plagiarism policy must be adhered to. Please see your individual instructors for detailed information on their requirements for earning extra credit points.

Transcripts and Appeals Procedure

Progress reports are compiled at the end of every term and issued approximately three weeks later. If a student disputes a grade on his/her progress report, he/she has 30 calendar days to contact the Registrar and request a review. After 30 calendar days, requests for reviews will no longer be honored.

Progress reports are not issued to students who have tuition and/or other financial obligations in arrears.

Final Transcripts

Final transcripts are issued one month after completion of all required credit hours. If a student wishes to dispute a grade on his/her final transcript, he/she has 30 calendar days to contact the Registrar to request a review. After 30 calendar days, requests for reviews will no longer be honored. Final transcripts are not issued to students who have tuition and/or other financial obligations in arrears.

Student Success & Academic Advising

The aim of the Student Success Office is to enable each student to reach their potential, both as a scholar and as a person. As partners, mentors and teachers, the faculty at Walnut Hill College is committed to helping all students succeed.

We recommend that students schedule regular meetings with their instructors to review progress and course material or if they have any course-related questions. If there is a specific question that cannot be addressed by an instructor, students are encouraged to make an appointment to see the Department Director or Dean.

The Student Success Office provides assistance for all students at the college. Students may contact an academic success advisor to review their programs, check their academic progress and attendance, bolster their study skills, or strengthen their academic performance.

The academic advising program encompasses study groups, tutoring and mentoring. Individualized care is provided to help students achieve their full academic potential. Students with special academic needs may choose to meet with the Chief Academic Officer or a Student Success Advisor.

Eligibility for Graduation

Each course is an integral part of the whole program. Students must complete all courses successfully and receive a minimum GPA of 2.0 to graduate.

In addition to passing all courses for each term, students must have completed all required projects and proficiencies, hours for internships, and student life and learning points. They must also have fully settled any financial obligations.

Also, students must participate in financial aid exit interviews and have all financial aid paperwork properly completed. If these requirements have not been fulfilled, the student will be ineligible to graduate and will not be permitted to participate in the graduation ceremonies.

Failure of a Course

Students must earn a minimum of a 60 percent average to pass a course. Students who fail a course will be short the number of credits needed to successfully graduate and receive his/her degree. Students are cautioned that the failure of a course could have significant financial implications. Students may lose their financial aid if they fall below the required number of credit hours or fail to maintain SAP as outlined in the Academic Policies section of this handbook.

For specifics on failing the Tour of France, the Management Florida Resort Tour or the Hospitality Tour of England, please review the section for these courses carefully on page 116.

Retaking a Course

A student who fails any course by not achieving a 60 percent average or above will fall short of the required credits and therefore will not be eligible to graduate or receive a degree. A student should meet with the Registrar to arrange to retake a course. Retaking a course more than once requires approval from a Student Success Advisor. After the retake is approved, the student must pay the tuition in advance of the scheduled retake. Students will not be allowed into class until the retake has been formally approved and paid in full.

The tuition charge will be based on the number of credit hours. A charge of \$225 per retake credit will be assessed. An F grade will remain on the transcript, but only the new grade for the course

will be calculated in the student's GPA.

If scheduling does not permit the student to complete a retaken course prior to graduation, the student will not be eligible to graduate or participate in the ceremony until all requirements have been met. The retake must be completed within six months of the originally scheduled graduation date.

For specifics on retaking the Tour of France, the Management Florida Resort Tour or the Hospitality Tour of England, please review the section outlined in the student handbook for these courses carefully. Students who are required to retake any of these courses will be charged a retake fee of \$900.

Transfer Credit Policy

Transfer students from accredited post-secondary institutions may submit their transcripts for a course-by-course evaluation to determine if credits are transferable. Students from non-accredited institutions may be eligible for transfer credit if it is determined that completed coursework met appropriate levels of content and intensity.

Each applicant's transcript is given individual attention and evaluated by the Dean of Academics and the department directors; however, there is no guarantee that transfer credits will be awarded. The Dean of Academic Affairs or a Student Success Advisor will ultimately determine whether transfer credits will be accepted.

The following standards will apply:

- The institution awarding the credit must be an accredited two-year or four-year degree-awarding institution.
- Only credits earned in courses in which the student received a grade equivalent to a C or better will be eligible for a transfer.
- Courses taken beyond the past 10 years may be considered, unless a degree has been granted. The student is responsible to meet with his/her Financial Aid Officer to discuss credits and full-time status.

Academic Information (continued)

- To be granted an associate of science or bachelor of science degree from Walnut Hill College, the student must complete a minimum of 50 percent of their program at this institution.

Applying for Transfer Credit Evaluation:

1. Notify your Admissions Representative and Financial Aid Officer that you have previously attended another college or university.
2. To submit your request to a Student Success Advisor for evaluation, ensure you have fulfilled the following requirements:
 - A. Download the transfer application from our website at walnuthillcollege.edu.
 - B. An official sealed transcript must be submitted to a Student Success Advisor for evaluation with the following:
 - i. A separate completed transfer application form for each course to be evaluated.
 - ii. Copies of the course description or syllabi for each course to be reviewed.
 - C. All requests must be submitted to a Student Success Advisor one month before your first term at Walnut Hill College.
 - D. Students will receive a notification by mail from the Student Success Advising Department stating whether their request was approved.
 - E. Students must then make an appointment with a Student Success Advisor for their initial transfer credit meeting.
3. Students are responsible to meet with their Financial Aid Officer to discuss credits and full-time status.

4. The Chief Academic Officer or a Student Success Advisor will ultimately determine whether transfer credits are accepted.

The following standards will apply:

- a. Only credits earned in courses in which the student received a grade with an equivalent of C or better will be eligible for transfer.

- b. To be granted an associate of science or bachelor of science degree from Walnut Hill College, students must complete a minimum of 50 percent of their program at this institution.

Transfer Student Financial Aid Policies and Procedures

For Federal and State Financial Aid TITLE IV (Federal Student Aid) Policy

Before disbursing Title IV (Federal Student Aid) funds to transfer students, Walnut Hill College must obtain a financial aid history for students who have received federal student aid at a prior post-secondary institution and must inform the National Student Loan Data System (NSLDS) with identifying information about the transfer students to receive updates through the Transfer Student Monitoring Process.

Through the Transfer Student Monitoring Process, students’ financial aid history is used to identify those who are ineligible for federal student aid due to issues such as: exceeding aggregate loan limits, loan default or overpayment on grants or loans.

TITLE IV (Federal Student Aid) Procedure

To adhere to TITLE IV policy during the admissions application process, undergraduates who wish to transfer credits into their program of choice, official documentation of approval of transfer credits and enrollment status must be presented to the financial aid administrator along with the financial aid file to determine Title IV eligibility.

PHEAA - Pennsylvania State Grant Policy

When certifying eligibility for the PHEAA State Grant for a recipient who has transferred to Walnut Hill College, the financial aid administrator must complete the State Grant academic progress testing. The grant should not be credited until the student or school at which the student received prior state grants provides Walnut Hill College with the information needed to test academic progress and eligibility determined. The certifying financial

aid administrator may delay and/or reject the transfer student’s eligibility for lack of progress until the student provides the academic transcript, in accordance with the state grant academic progress policy.

Walnut Hill College PHEAA — Pennsylvania State Grant Procedure

- To adhere to the PHEAA State Grant policy, prior to the final crediting of funds to transfer students, a copy of the official academic transcript from the prior post-secondary institution where PHEAA state grant was last credited must be submitted to Walnut Hill College’s financial aid office to complete the academic progress testing.
- PHEAA State Grant final crediting is also reviewed and confirmed at the certification of the fall, winter and spring rosters, summer rosters, and the annual reconciliation rosters.

Transferring Programs Internal Transfer Policy

A current student who wishes to transfer programs internally at Walnut Hill College must contact a Student Success Advisor to initiate the transfer. Students transferring within the current college programs must submit an internal application and written goal statement reflecting how the new degree program will better assist them in achieving future aspirations. Any student wishing to transfer from his or her program to another program within the college must follow the internal transfer procedure. Students must first meet with a Student Success Advisor and a Financial Aid Officer to discuss reasons for transferring and the outcomes of the forthcoming decision. Students should keep in mind that transferring programs may affect their financial aid eligibility and graduation date.

Internal Transfer Procedure

- Students must complete an Internal Transfer Application (located outside the Registrar’s Office) and a written goal statement expressing reasons

for the major change and how the transfer will support future goal attainment after graduation.

- Students must then make an appointment with a Student Success Advisor to submit their application and evaluate their decision. If the application is approved, the Student Success Advisor will then determine a new course plan with the student.

- Students must then consult with a financial aid officer prior to submitting the accepted application to the Registrar.

- After meeting with a financial aid officer, students can then submit their internal transfer application to the Registrar for approval.

- After the student is officially transferred, they must see their Admissions Representative to sign a revised Enrollment Agreement reflecting the change in program.

- Upon approval, the Registrar will change the status of the student and officially transfer them in the new program. (Students who wish to transfer programs within the college must apply and submit approval before the start of the following term to be officially enrolled in the new program.)

High School Articulation

Walnut Hill College has established articulation agreements with several area vocational high schools. Students with questions regarding the acceptance of their vocational high school credits should meet with the Dean of Academic Affairs during orientation. A list of articulated schools may be viewed in the Office of Admissions.

Academic Honors

Three levels of academic honors are awarded to recognize levels of achievement based upon a student’s GPA.

- The following ranges apply for term honors:
- | GPA Range | Term Honors |
|-------------|------------------|
| 3.75 – 4.00 | President’s List |
| 3.50 – 3.74 | Dean’s List |

Academic Information (continued)

The following ranges apply for graduation honors:

GPA Range Graduation Honors

3.75 – 4.00 Summa Cum Laude

3.50 – 3.74 Magna Cum Laude

3.25 – 3.49 Cum Laude

Cumulative GPAs are used to determine graduation honors for each degree independently. In addition, for students to graduate with honors they must meet the following criteria:

- No academic, attendance or behavior probation
- Name has never been on any suspension list
- Student has met all graduation requirements:
 - Completed Student Life and Learning hours.
 - Met all tuition and financial aid requirements.
 - Successfully completed all assessments, courses and internship hours.

Family Educational Rights and Privacy Act (FERPA)

Students may inspect and review their educational records upon request. A student desiring to review his/her records must submit a written request which specifically identifies the record(s) to be reviewed. A copy of the College’s FERPA policy is available for review in the student success office.

The college will not release any non-directory information about a student to outside parties without written consent from the student. Release of non-directory without consent is guided by state or federal laws. The release of directory information is not considered a violation of your rights of privacy under FERPA. The College is permitted to release this information unless the student specifically requests otherwise. Directory information is considered to be the student’s name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the institution attended.

Suspension

Students who have tuition payments and/or other financial obligations in arrears will be suspended. Suspension can occur at any time.

- While on suspension a student may not:
- Attend classes.
 - Take exams or proficiencies.
 - Submit assignments or project materials
 - Utilize services at the Career Success Office.

Suspended students will be marked absent, without regard to whether the student disregards the suspension notices and attempts to attend class. Notices of suspensions are sent to all instructors. Attempts to attend class while on suspension can result in dismissal.

A lengthy suspension could result in a dismissal due to excessive absences. It will also result in being automatically disqualified for term or final honors.

Tour of France, Management Florida Resort Tour and Hospitality Tour of England.

All actively enrolled students in the culinary and pastry associate degree programs participate in the Tour of France. Restaurant and Hotel Management students participate in the Management Florida Resort Tour at the end of the associate program. All bachelor’s degree candidates participate in the Hospitality Tour of England.

Upon successful completion of these tours, students will earn 2.5 credits necessary toward receiving their degree. Students will be graded on a numerical basis with an average of 60 percent as the minimum for passing. Grading will be based upon a combination of assessment tools. Any student who does not pass will be required to retake the course paying the full expenses of the travel experience (including ,but not limited to airfare, hotels, ground arrangements, meals, admission fees, taxes, gratuities and other costs).

Students who have tuition payments and/or other

financial obligations in arrears may not participate in the tours. Any student who does not have a GPA of 1.75 or above at the end of the term preceding their scheduled tour will not be eligible for either the Tour of France, Management Florida Resort Tour or Hospitality Tour of England. Students who do not meet this requirement will be notified by their department director not later than six weeks before the course departure. The student will be scheduled instead for the Tour Retake at no additional charge in order to receive the 2.5 credits normally earned during the tour.

As a student’s behavior should be representative of a hospitality or foodservice professional, it is also important to the college. Students who abuse any of the college’s policies may be dismissed from the tour and from school without any formal probation or previous notice.

Foreign students who cannot obtain a proper visa to travel into Europe or the Bahamas will need to complete the Tour Retake to receive the 2.5 credits normally earned during the tour. This special course work will be developed by the appropriate department director. There are no reductions in tuition for students who do not participate or who do not complete the tour.

Students must travel with the college, without alterations to the itinerary or length of stay. Students must travel during their assigned week. There are no options to change schedules or travel dates. Failure to receive a valid passport on time will result in the student being ineligible for the scheduled tour and, therefore, a failure to earn the 2.5 credit course. Those without passports may not reschedule their tour.

Planning Ahead for Your Tour
You are required to obtain any passports and visas necessary to participate in the Tour of France, the Management Florida Resort Tour or the Hospitality Tour of England.

Students who hold passports or travel documents from foreign countries are urged to see the Vice President of College Advancement immediately

because the French or British governments may require a visa. Visas and other travel documents can take months to process.

If a student misses the Tour of France, Hospitality Tour of England or Management Florida Resort Tour for any reason, it is not refundable. Students must pay to retake the course at a cost of \$900. The student will then complete a course at the college. Should a student be unable to go on their scheduled tour they must meet with the Vice President of College Advancement and the Dean of Academic Affairs to determine an appropriate course of action.

Other considerations when planning ahead include dress code and wardrobe. Students should be aware that the purposes of these trips are purely educational; therefore, you will be expected to be in proper business attire for most of the trip.

Proper business attire includes suits or sports jackets, button shirts and ties for men and the proper business suits and dresses for women. If necessary, you may want to evaluate, budget and plan for your wardrobe now.

Leave of Absence and Withdrawal

Leave of Absence
Students are not permitted to take a leave of absence from a program. They may, however, withdraw from a program and will be granted credit for any courses completed with passing grades. Students retain the option to reapply for admission at a later date.

Withdrawal from a Course
If a student is not making sufficient academic progress in a course, it may be advantageous for him/her to withdraw from that particular course. To withdraw, the student must meet with a Student Success Advisor who will consider all mitigating circumstances before permitting a withdrawal. Withdrawals from all production or operations courses are not permitted at any time.

All individual course withdrawals must be completed five weeks before the last class meeting.

Academic Information (continued)

A “WD” notation will appear on the transcript to indicate a withdrawal. Students are responsible for all aspects of retaking a course, including any course retake charges.

Students should keep in mind that withdrawing from a course may affect financial aid. Students should not withdraw from a course if withdrawal will cause them to fall below 12 credits or full-time status. Dropping below 12 credits will reduce your financial aid.

Withdrawal from a Program
Students or applicants who wish to withdraw from Walnut Hill College must contact the College to initiate withdrawal procedures. Any student wishing to withdraw from their program must follow the withdrawal procedure. Students must first meet with financial aid officer and a Student Success Advisor to discuss their reasons for withdrawal and the implications of their decisions.

Federal law requires that any student withdrawing or graduating from the college complete a financial aid exit interview. This may be completed with the financial aid officer or by mail. Withdrawing will initiate cancellation of financial aid, loans, grants and scholarships. Any payment due to the college, a financial institution or the student will be calculated based on the last date of attendance, as determined by a Student Success Advisor.

Withdrawal from College Dismissal

A student may be dismissed from the college or residential living without any formal written notification for any one of the following instances:

- 1. Using, possessing or being in the presence of illegal drugs or alcohol on college premises, which includes dormitories and any other school-related properties. The college has a **zero tolerance** policy on students under the influence, in possession of, or in the presence of drugs or alcohol.
- 2. Being under the influence of drugs or alcohol

- during school hours or during any school-sponsored activities or functions.
- 3. Having a cumulative GPA below 1.5.
- 4. Removing or damaging school property, including food, beverages and equipment.
- 5. Displaying any behavior that could endanger the well being of another person.
- 6. Failure to uphold the college’s standards of professionalism and behavior.
- 7. Attending any classes while on suspension for any reason.

Appeal for Reinstatement
A student dismissed from the college or residential living has the right to appeal the dismissal decision and request reinstatement. To initiate the appeals process, the student must submit, in writing, detailed documentation as to why he/ she feels the decision for dismissal was in error. The letter must be submitted the Executive Vice President within seven days of the dismissal.

The decision to have an appeal heard by an appeals panel rests solely with the Executive Vice President. The appeals panel will be comprised of a selection of the college’s department directors, deans and other staff as directed by the Executive Vice President. The appeals panel will use the student’s written documentation as the main source of information for the appeal. It is imperative that the written information is clear, detailed and accurate. The decision of the appeals panel is final.

Refund Policy
Students or applicants who wish to withdraw from Walnut Hill College must contact the college to initiate withdrawal procedures. For withdrawal before the start of school, the student must submit verbal or written notice to the Office of Admissions. Withdrawal after the first class requires a verbal or written notice to the Student Success Office. The address for both offices is:

Walnut Hill College
4207 Walnut Street, Philadelphia, PA 19104

- An applicant rejected by Walnut Hill College is entitled to a refund of all monies paid.
- For cancellations within five days of signing the enrollment agreement and before the start of classes, all monies paid will be refunded.
- For cancellation six days or more after the signing of the enrollment agreement, but before the start of classes, all monies shall be refunded except the \$50 application fee and the \$100 termination fee.

Refunds calculated under this policy shall be sent to the student within 30 days of notice of cancellation, or the date the school determines the student has withdrawn. Walnut Hill College reserves the right to discontinue the enrollment of any student who’s academic, attendance or behavior performance does not meet the published standards set for students.

The refund date for actual refund computation purposes is the last date of actual attendance by the student. Refunds for the term are as follows:

Full Time Program	
Week 1	90 percent of tuition, less \$100
Weeks 2–3	55 percent of tuition, less \$100
Weeks 4–5	30 percent of tuition, less \$100
Weeks 6–10	No refund due
Extended Program	
Week 1	90 percent of tuition, less \$100
Weeks 2–5	55 percent of tuition, less \$100
Weeks 6–10	30 percent of tuition, less \$100
Weeks 11–20	No refund due

- Refunds are credited in the following order:
- 1. Unsubsidized Federal Stafford Loan
 - 2. Subsidized Federal Stafford Loan
 - 3. Federal Plus
 - 4. Pell Grant
 - 5. Any other Title IV Program
 - 6. Other federal, state, private or institutional financial assistance
 - 7. The student

Additional monies will be sent directly to the student who signs the enrollment agreement unless a prior, specific written request is made by the student and any third party. This notice must be sent to the Office of Admissions in the same manner established above.

Federal Student Aid Return of Title IV Funds Policy
Important Notice to Federal Student Aid Recipients
The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and, if they are not enrolled long enough to earn all of their aid, the unearned portion must be returned to the appropriate Title program.

- When a student withdraws on or before 60 percent of a term, the Federal Return of Title IV Funds calculation is performed. The calculated percentage of the term completed becomes the percentage of Title IV aid earned. The total Title IV aid disbursed to the student, or that could have been disbursed to the student minus the amount of Title IV aid earned by the student, yields the amount of Title IV loan and grant aid that is unearned and that must be returned. The percentage is determined by dividing the total number of calendar days completed by the total number of calendar days in the term. Students that have completed more than 60 percent of the term are considered to have earned 100 percent of the Title IV aid received for the term.
- Any unearned funds will be returned as soon as possible, but no later than 45 days after date the college determined student withdrawal. If a student has received disbursed aid in excess of the calculated earned aid, then funds must be returned to the federal financial aid programs in the following order:
 - 1. Federal Direct Unsubsidized Stafford Loan
 - 2. Federal Direct Subsidized Stafford Loan
 - 3. Federal Direct Parent Plus Loan
 - 4. Pell Grant

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- 5. Any other Title IV program
- 6. Other federal, state, private or institutional financial assistance
- 7. The student

Additional monies will be sent directly to the student who signs the enrollment agreement unless prior, specific written request is made by the student and any third party. This notice must be sent to the Office of Admissions in the same manner as established above.

Students are only be eligible for a post-withdrawal disbursement of federal financial aid if the amount of the disbursed aid is less than the amount of the earned federal financial aid for outstanding current, allowable charges. Refunds are calculated according to state, federal and accrediting commission guidelines. The calculation most favorable to the student will be the one used.

Clock Hours to Credit Hours

Use this information to see how many actual clock hours are in a credit hour:

- For classroom activities, 1 clock hour in a didactic learning environment equals 2 units. This includes the Tours.
- For laboratory activities, 2 clock hour equals 1.5 units. This includes Restaurant Operations, Retail Foods, and Retail Pastry Production, Baking and Culinary lab classes.
- For internship activities, 1 hour equals 1 unit.

Student Complaint Procedure

Any concerns students have regarding the College may be addressed with the Executive Vice President. Should a student have concerns with a specific class or instructor, the following steps should be followed:

- 1. Meet with the class instructor and attempt to resolve the issue.
- 2. Should there be any unresolved issues; students may then meet with the appropriate Dean, Chief

- Academic Officer or Vice President:
- a. Restaurant and Hotel Management students should see the Chief Academic Officer.
 - b. Culinary and Pastry Arts Students should see the Executive Chef of Operations.
3. To further pursue a matter, students may submit a complaint in writing to the Executive Vice President.

If the student feels the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed of the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201

A copy of the Commission’s complaint form is available at the college and may be obtained by contacting the admissions department or online at www.accsc.org.

Policies and Procedures
Professional Standards of Attitude and Behavior
One of the most important educational and developmental processes students will experience at Walnut Hill College is developing the attitude and temperament required of successful hospitality professionals.

Students should view enrollment in the college

as an important step in professional development and must understand the level of standards and expectation of performance.

- Listed below are some guidelines:
- 1. Adhere to the dress code for all classes.
 - 2. Arrive for class on time.
 - 3. Submit assignments on time.
 - 4. Turn cell phones off during any class or during any official college function.
 - 5. The use of foul language is unacceptable.
 - 6. Act in a professional and refined manner, with respect for fellow students, faculty and staff.
 - 7. Address staff members and faculty as Mr. or Ms. and chefs as Chef.
 - 8. Be supportive, fair and helpful to classmates.
 - 9. Treat College buildings, furnishings, and equipment with care and respect.
 - 10. Be supportive of Walnut Hill College. It is now an important part of your career.

Whenever you represent the college, whether it be at a special event, career fair, internship, or Student Life and Learning event, you are expected to follow the rules of conduct laid out in this handbook and to act in a manner that will reflect positively on the college. You’re expected to respect staff, faculty, classmates, school premises, and the profession for which you are training. Should you exhibit behavior that is less than acceptable, you’ll be required to meet with the department director to address deficiencies. Behavior problems may result in your probation or dismissal.

Code of Student Rights, Responsibilities and Conduct
Walnut Hill College, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the well being of society.

Free inquiry and free expression are indispensable to the attainment of these goals. Students are

expected to exercise their freedom to learn with responsibility and to respect the general conditions that enable such freedom. The college has developed the following regulations concerning student conduct that safeguard the right of every individual to exercise fully the freedom to learn without interference.

Academic Misconduct
Walnut Hill College promotes and upholds academic integrity and intellectual honesty among its students and staff. The College recognizes plagiarism and cheating on any academic work as a serious offense against school policy. Walnut Hill College may discipline a student for academic misconduct, which is defined as any activity that undermines the academic integrity of the institution.

- Academic misconduct includes:**
- 1. Plagiarism/Cheating
 - a. A student must not adopt or reproduce words or statements of another person without appropriate acknowledgement. Credit must be given whenever the student has used any facts, statistics, graphs, or pieces of information that are another person’s spoken or written words.
 - b. A student must not use or attempt to use external assistance on any test or examination, unless the instructor specifically has authorized external assistance. This prohibition includes the use of books, notes, calculators, cell phones and other electronic equipment.
 - c. A student must not steal examinations or any course materials.
 - d. A student must not allow others to conduct research or prepare work for him or her without the authorization of the instructor. Under this prohibition, a student must not use materials obtained from commercial term paper companies or papers that have been written by other persons.
 - e. A student must not alter a grade or score in any way.

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- f. A student must not submit a copy of a written report, which is represented as the student's individual work, if it has been written by others.
- 2. Facilitating Academic Dishonesty
 - a. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.
- 3. Professionalism and Language
 - a. All written and oral assignments, project, journals, etc. must be presented in a professional manner.
 - b. The use of foul language or inappropriate language will not be tolerated, and the appropriate sanctions will be enforced.

Plagiarism Policy

A fundamental goal of education is to produce students who can evaluate ideas — both through analysis and synthesis — and who can produce significant original thoughts. Plagiarism is simply repeating words or thoughts of other people without adding anything new. Therefore, submitting a plagiarized paper, in addition to the wrongful conduct, does not demonstrate the level of understanding and skill that an educated person is reasonably expected to have. The plagiarist knows that he is not the true author of the work, yet the plagiarist willfully and deliberately puts his name on the work.

(Standler, R.B. (2000), Plagiarism in Colleges in USA. Retrieved February 14, 2009, from <http://www.rbs2.com/plag.htm>)

Turnitin is a web-based originality checking program that ensures originality, as well as use of proper citation. Turnitin will be used by Walnut Hill College to detect potential plagiarized papers.

College Proceedings

First Offense: Student must meet with the Chief Academic Officer or Dean. Student will automatically fail the assignment and be required to complete a one-hour tutoring session on citing and creating a bibliography. No make-up work or

extra credit work will be allowed in that course for the remainder of the term.

Second Offense: Student must meet with the Chief Academic Officer or dean. Student will automatically fail the course in which the infraction occurred. Student will be charged for the course re-take at the prevailing per credit fee.

Third Offense: Student will be asked to meet with the Chief Academic Officer or Dean as well as the Executive Vice President. At that time, the student will be dismissed from the college effective immediately. Financial Aid will be notified the student has been dismissed and that all loans, grants and scholarships are to be cancelled for that student.

The Academic Misconduct Policy is upheld throughout the student's entire career at the college. Matriculating into the bachelor of science degree program does not automatically delete any prior offenses that may have occurred during their associate of science degree program. If a student has plagiarized, it may impact his/her eligibility for any college-supported grants or scholarships.

Code of Personal Conduct and Community Regulations

Walnut Hill College students are subject to the provisions of this catalog while on college property and when involved with off-campus programs, activities and events related to, or sponsored by, the college.

Students are also expected to follow the tenets of the student code of conduct when privately off-campus. Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the college's educational functions, its community members, or the local community are subject to adjudication within the campus judicial system. This misconduct includes, but is not limited to:

1. Dishonest conduct including false accusation of misconduct, forgery, alteration or misuse of any college document, record or identification.

2. Providing information known to be false to any college official.
3. Lewd, indecent or obscene conduct.
4. Disorderly conduct that interferes with teaching, administration or other college activities.
5. Actions that endanger the student, the college community or the academic process.
6. Failure to comply with the directions of college officials or the terms of a disciplinary sanction.
7. Unauthorized entry or use of a college facility or refusal to vacate a facility when directed to do so by an authorized official of the college.
8. Damage or destruction of college property or the property of others on the college premises.
9. Possession of firearms or other weapons on college property contrary to law.
10. Acting with violence or aiding, encouraging, or participating in acts of violence.
 - a) Physical behavior that involves an express or implied threat to interfere with an individual's personal safety or that causes the person to have a reasonable apprehension that such harm is about to occur.
 - b) Personal insults and/or personally abusive language likely to provoke a violent reaction by the listener or listeners to the speaker.
11. Unauthorized possession or use of alcoholic beverages on college property or in the course of a college activity.
12. Unauthorized possession or use of illegal drugs.
 - a) The sale, gift or transfer of drugs, controlled substances or drug paraphernalia to another student on college property or in the course of a college or student organization activity.
 - b) The term "controlled substances" is defined in Pennsylvania law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants and hallucinogens.
13. A violation of any Pennsylvania or federal criminal law.

Harassment and Bullying Policy

It's the policy of Walnut Hill College that all students, school staff and faculty have an educational setting that is safe, secure and free from harassment and bullying of any kind. The college will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Walnut Hill College's goal is full compliance with provisions of Federal Title IX; Federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009), and the Federal Higher Education Opportunity Act (2008).

Furthermore, Walnut Hill College regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX also states that the sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination. Sex discrimination includes all forms of sexual and gender-based harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking.

Harassment Policy

For the purposes of this policy, Walnut Hill College states that harassment shall consist of verbal, written, graphic, physical or sexual conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, religion or any other legally protected characteristic, which results in any form of harassment of students, faculty or staff. Including but not limited to conditions of harassment cited in this paragraph, harassment in any form is strictly prohibited at Walnut Hill College.

The college encourages any student who has been harassed in connection with college programs or activities to promptly report the incident to the Vice President of Administrative Services, who is the College's Title IX coordinator or to a staff or faculty member with whom the student feels comfortable. Employees who have been harassed in connection

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with performance of professional duties or any college program or activity are encouraged to report such incidents to the Vice President of Administrative Services.

Sexual Harassment Policy

In accordance with the Federal Title IX stipulations, sexual harassment is defined as any unwelcome conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

The College’s Sexual Harassment Policy includes, but is not limited to, prohibitions of the following:

- A. Unwelcome sexual advances or requests for sexual favors.
- B. Any forcible or non-forcible sex offense, including sexual harassment, sexual assault, sexual misconduct, sexual exploitation, stalking, dating violence and domestic violence.
- C. Verbal, written, graphic or physical conduct of a sexual nature.
- D. Other gender-motivated offensive conduct when submission to or rejection of such conduct is made a basis for decisions affecting any student or employee, such as a favorable critique or review of work, attainment of a grade, employment advantage, or access to college-based services or programs.

Sexual harassment also consists of either isolated or repeated incidents of conduct severe or pervasive enough that the purpose or effect of the conduct is to create an intimidating, hostile or offensive learning or working environment, directly or indirectly, for students, faculty or staff.

Instances of harassment of students that involve physical contact with injury, such as rape, acquaintance rape, or abuse involving manual blows or weapons should immediately be reported to any available member of the faculty, staff or administration. Walnut Hill College personnel approached with this kind of information should escort students to or contact the Chief Academic

Officer, Student Success Advisors or Vice President of Administrative Services. Faculty and staff should seek out or be escorted to their supervisor or to the Vice President of Administrative Services.

Victims of violence or sexual abuse or those coming to their aid should not alter any physical or environmental evidence of an incident; preserving evidence for proof of a criminal offense is critical. If requested, students or employees will be assisted in notifying the Philadelphia Police Department or other local resources providing intervention and help. Students will be offered an immediate advising session with a Student Success Advisor. Referrals and resources will be offered.

Definitions

Bystander Intervention: Techniques individuals can employ to safely and actively intervene if it appears someone is at risk for sexual assault include: distraction in a friendly manner (e.g., if you can’t change the tone, change the conversation); never be aggressive or use violence; get help from other bystanders if necessary; and never hesitate to call the police if a situation becomes too serious.

Consent: Informed, freely and actively given communication of permission between or among all persons involved in a sexual encounter. Verbal communication of consent that is ongoing is best and must be mutually understood by all parties. Silence cannot be interpreted as consent.

Dating Violence: Violence that is committed by someone who is or has been in a social or intimate relationship with the victim. The existence of this sort of relationship will be determined based on the following factors: the length of the relationship, the type of relationship and the frequency of interaction between people involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence against a victim by a current or former spouse, a person with whom the victim has a child in common, or who is living with the victim

as a spouse and fits the definition of a spouse according to the domestic or family violence laws of the Commonwealth of Pennsylvania. Domestic violence may also be committed against an adult or youth victim who is protected from such acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

Intimidation: Attempting to keep someone from making a report of sexual harassment or misconduct through fear tactics or threats of physical or emotional harm to that person or anyone associated with him or her.

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Non-consensual contact: Any sexual touching of another person by a male or female without that person’s consent or making another person touch another male or female in a sexual manner without their consent.

Non-consensual intercourse: Any sexual intercourse by a man or woman with another person without that person’s consent.

Whoever initiates sexual contact must be sure of what their partner wants and does not want sexually. Previous relationships and consent to an earlier sexual encounter do not stand as consent to subsequent sexual activity. Consent can be withdrawn at any time. Consent cannot be gained by force, and it cannot be given by minors, mentally disabled persons or persons whose judgment is impaired at the time by alcohol or drugs. The initiator of sexual contact cannot use intoxication or impaired judgment caused by alcohol or drugs as an excuse for not being responsible for obtaining consent as defined here.

Sexual exploitation: Taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or the advantage or benefit or anyone else. Examples include, but are not limited to: watching or making a video of someone undressing or engaging in sexual

acts, prostituting another person, and knowingly transmitting an STD or HIC to someone else.

Retaliation: Any attempt at retribution against someone who has reported activities prohibited by this policy or against anyone who has participated in a policy-related investigation or proceeding.

Stalking: Engaging in a course of conduct directed at a specific person and of a nature that a reasonable person would have cause to fear for his or her own safety or the safety of others and to experience substantial emotional distress.

Bullying: Systematically and chronically inflicting physical pain or psychological distress on one or more students or staff members, including: unwanted and repeated written, verbal or physical behavior such as any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interferes with the individual’s college performance or participation.

Harassment: Any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student or staff member by a student or staff member.

Bullying and Harassment includes cyberstalking, which means to engage in a course of conduct to communicate or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Cases of cyberstalking will be reported to law enforcement.

Walnut Hill College requires students, staff and faculty conduct themselves as appropriate for their respective level of development, maturity and demonstrate capabilities with a proper regard for the rights and welfare of other

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students, staff and faculty as otherwise set forth in college policies.

Students have the responsibility to respect each other’s personal rights and dignity. A student has the right to be free from any form of harassment including sexual harassment in any building or at any location on Walnut Hill College property or during the course of any college-related activity.

Students are responsible to respect each other’s personal dignity. Harassment includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, national origin, religion, creed or sexual identity. Sexual harassment is defined as unwelcome sexual advances, and verbal or physical contact of a sexual nature.

Sanctions

College students and student organizations accept the responsibility to abide by all college policies. Proven failure to meet these obligations will justify appropriate disciplinary sanctions.

Disciplinary sanctions are defined as follows:

Reprimand: An official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions. All reprimands will contain conditions noted under Conditions of Sanction.

Disciplinary Probation: A conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also Violation of Disciplinary Probation that may result in further action up to, and including, suspension or expulsion. Disciplinary probation may place specific restrictions on a student or student organization. These may vary with each case and may include restriction from participating inextracurricular and/or residence life activities,

use of non-educational facilities, or other restrictions as determined by the administration.

Interim Suspension

When the actions of a student threaten the good order and discipline of the college, the Executive Vice President may invoke an interim suspension on the student, pending a prompt investigation and sanction review. The Executive Vice President will also determine whether the suspended student is allowed to stay on college property pending the completion of the investigation.

In the event that the Executive Vice President is away from campus or otherwise unavailable, any member of the executive branch (President, Chief Academic Officer or Vice President of Administrative Services) may impose an interim suspension.

The Executive Vice President initiates an interim suspension by providing the President with information of:

- a. The events causing the threat to exist
- b. The name of the student and actions allegedly violating College regulations
- c. A statement of the college regulations allegedly violated by the student.

• If the Executive Vice President suspends a student, he or she will be notified of the interim suspension and an upcoming procedural interview.

• If the final decision is to suspend or expel the student, the sanction takes effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with Walnut Hill College student handbook.

Suspension

Suspension is the loss of privileges of enrollment

at Walnut Hill College for a designated period of time and prohibits a student from being present without permission on the campus or college-sponsored activities. A student’s suspension shall not exceed one calendar year following the effective date of the sanction. A student suspension is a temporary revocation of College recognition. A student suspension will not exceed five years.

Expulsion

Expulsion is the permanent loss of privileges of enrollment at Walnut Hill College and prohibits a student from ever being present without permission on the property of Walnut Hill College.

Expulsion will be noted on the student’s permanent record. A student organization, expulsion is the permanent revocation of university recognition. The sanction of expulsion is the only judicial sanction reflected on a student’s official academic transcript.

Note: Other areas of the college, such as academic units, student employment and student activities, may place specific restrictions on students or student organizations that are on disciplinary sanctions.

Conditions of Sanction

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, room changes, and letters of apology to those affected, parental meetings and revocation of honors or awards.

The obligation to “protect” our college community which includes students, staff and visitors to our campus is paramount. Any member of Walnut Hill College community who compromises the safety and/or security of the college will be required to participate in “service hours” related to the college

to help “repair” or “repay” the damage they did to their community or the community at large.

Attendance Policies and Procedures

Class Attendance

Maintaining good attendance in every class is vital to each student’s educational success. Students are expected to attend all classes as scheduled, on time, and for the full duration of the class. Most students who do not successfully complete a course often fail to do so because of absenteeism.

Perfect Attendance

Students recognized as having perfect attendance have not missed any:

- Classes (lecture, demonstration or hands-on)
- Restaurant Operations or Production classes
- Internships
- Tour Experiences
- Assessments

Students who have earned perfect attendance for all terms will be recognized with a certificate during the graduation ceremony. Students are not qualified for perfect attendance if they were:

1. Absent from a class regardless of the reason.
2. Absent from Restaurant Operations or Production classes and successfully completed the required make-up time.
3. Late for class.
4. Suspended from school, regardless of the length of time, for tuition and/or other financial obligations in arrears or for failure to complete financial aid files on time.

Attendance As it Affects Grading

Students will receive a grade for each course taken in each term. All courses include a grading criterion for Student Responsibility. Student Responsibility consists of participation, preparation and professional behavior during class. Students absent from class will receive a 0 for Student Responsibility for each absence. The Student Responsibility grade is weighted differently for each class depending upon the

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assessment measures in place.

Tardiness to and Departure from Class

Students arriving after the start of class, up to 30 minutes late, will be marked late. Two late arrivals are equivalent to one absence. After 30 minutes from the start of class, students will be marked absent. However, they are encouraged to attend the remainder of the class so they do not miss the material being covered. Students not returning following an instructor sanctioned break, will be marked absent for that class. Leaving without permission or being dismissed will be marked absent for the day.

Other considerations regarding absences:

1. There are no excused absences.
2. Absences are listed for the term only; they are not cumulative.

Assessment Policies and Procedures

Classroom Attendance Requirements

Students are permitted up to two absences per class per term for any single class with the exception of Production and Operation classes, for which all missed classes must be made up. Any student who exceeds two absences will be withdrawn from the class and must retake the class paying all applicable fees.

Hands-On Classes

Many classes consist of practical applications, including kitchen and hands-on for which the grading criteria is heavily weighted in the area of daily assessments. Absence from a class will result in a zero for the daily assessment on that day.

Production/Operations Classes

Production and Operation classes are: Market Production, Pastry Production, Managing Market Production, Restaurant Operations for Management, and Restaurant Operations. Students missing any of these classes must make up the class at varying degrees, depending upon the day and/or number of classes missed.

- Students who miss a class (first absence) must make up one class.
- The second absence in a term requires two make-up classes.
- Any absence on the day before or the day after a holiday requires three make-up classes.
- Should a student fail to contact the instructor to schedule a make-up class within 48 hours of the initial absence, the student will receive a grade of zero for the missed day's assessment and will still be required to complete the make-up for the missed class.
- Make-up classes must be completed within three weeks from the date of the absence or before the end of the term.
- Failure to complete all scheduled make-up classes before the end of the term will result in a course failure and require a course retake. Students who fail a course for any reason will be responsible for all applicable retake fees.
- Should a student be absent from a Production or Operations class and have insufficient time to make up the class before the end of the term for any reason, they will fail the class due to an attendance failure with a final grade of F.
- Should a student be absent from a Production or Operations class during the last week of the term and have insufficient time to make up the class before the end of the term due to a verifiable and documentable serious medical condition requiring an overnight hospital stay, funeral of an immediate family member, or court-ordered subpoena, the student will receive a grade of Incomplete (I). Upon delivery of documentation of the event within 48 hours to the instructor, the student will be permitted to make up the missed class (in accordance with the make-up class procedures outlined above) during the next available scheduled Production or Operations class in a future term. This situation may cause the student's graduation date to be postponed.

- Students who fail to complete the scheduled make-ups will fail the course. They will be required to repeat the course at an additional tuition charge.
- Make-up days and times are scheduled at the discretion of the instructor. Students must contact the instructor within 48 hours of the absence to determine make-up days. It's the responsibility of the student to confirm the make-up class date.

Missed Assessments

Absences on the day of a scheduled assessment (quiz, test, midterm, final, etc.) are a serious concern as not completing these on a timely basis will greatly impact your grade. If you are absent on the day of a scheduled assessment ,you must contact your instructor within 48 hours to schedule a make-up assessment. The maximum score for any missed assessment will be a 70 percent. Assessments that are missed during the last week of class must be made up prior to the official final day of the term.

Late Assignments

Turning in an assignment past due is considered to be unprofessional and is discouraged. However, should an assignment need to be turned in late, it will be accepted up to seven days late with the following penalties applying: Missed assessments must be made up prior to the next scheduled class session. The maximum score for any missed assessment will be a 70 percent.

Assignments due during the last week of class will not be accepted after the official final day of the term. The same penalties will apply. Any assignments turned in after the official final day of the term will receive a grade of 0.

Earning Full Credit for a Missed Assessment or Late Assignment

You may request to take a missed assessment or submit a late assignment for full credit for one of the following reasons only:

1. Court-ordered subpoena (not a subpoena issued by an attorney).

2. Serious medical situation, defined as an overnight hospital stay.
 3. Funeral of immediate family member.
- To receive full credit for missed or late assignments, you must submit written documentation of one of the above reasons to your instructor before the next scheduled class day. Documentation for a serious medical situation must include the date the student can return to class. All written documentation must be verifiable.

Classroom Policies and Procedures

College Holidays

It is important to note Walnut Hill College does not observe all federally observed, religious and ceremonial holidays.

Snow Closing/Late Openings

It's possible that we can experience a delay in the start of a school day or a cancellation of a full day of classes due to severe snowstorms. Check Schoology for details.

1. Call the school for information. We have set up a special hotline for you to get updates and information about possible class delays and cancellations due to severe snowstorms. Call 215-222-4200 and enter the four-digit code: 3333 when prompted. You will then hear a status report for the day. Check the number frequently during the day as the status may change.
2. What time is a decision made? In general, we try to make a decision by 6:15 am. The most up-to-the minute information on weather and road conditions is needed before a final decision can be made.
3. Restaurant Operations, Market and Pastry Production classes are not cancelled or delayed due to snowstorms.
4. Make-up Classes For classes missed due to weather, you will either be asked to complete an out-of-class assignment, or an alternate meeting date will be scheduled within 10 days of the original class.

Academic Information (continued)

Dress Code and Grooming Policies

Dress Code – General Policy

College faculty and staff encourage students to select attire that meets industry standards. The faculty and staff reserve the right to require changes in a student’s overall appearance. The goal of the college’s dress code is to be fair and responsive to the community at large. Students are permitted to wear appropriate casual attire to lecture classes, demonstration classes and in any “Open to the Public” outlets. Shirts must have sleeves. For safety purposes, open-toe shoes, sandals and exceptionally high heels are not permitted. Clothing that is torn, soiled, or considered offensive is not permitted. Offensive clothing is defined as a word, slogan, phrase or picture that is vulgar and hateful. Pajama, flannel or sweat pants are not permitted. Other than chef hats, all hats or caps should be removed when entering the buildings and remain off until leaving.

Students will not be permitted to enter class if they are not dressed appropriately. If a student is asked to leave class for a dress code violation, he/ she has 50 minutes to return properly dressed and be marked tardy. After 50 minutes, the student will be marked absent from class.

During tour experiences, field trips, trade shows, certain special events and career fairs, students are required to wear proper business attire. Students must adhere to the dress code and grooming at all times. The staff and instructors will make the determination whether or not a student is deficient in any area concerning the dress code.

General Personal Hygiene and Grooming

- 1. All students should arrive to class, internship, Restaurant Operations, and school activities and functions clean and well-groomed.
- 2. Hair can be dyed, but must be a natural hair color and contained within a hat while in kitchens.
 - a) Beards or mustaches are acceptable if you have them on the first day of school, or grow them

- during winter break, spring break or summer break, but must be closely trimmed and fully grown. Partial growth is unacceptable.
- b) Students with a goatee, sideburns, etc. must be clean shaven on any exposed facial areas.
- Grooming and Dress Code for Kitchen Classes**
Uniforms must be exact models as those issued by Walnut Hill College. The following is the dress code for all kitchen classes:
- A school-approved chef’s black hat must be worn, completely covering all hair.
 - Cleaned, pressed, school-approved chef’s jackets and chefs pants must be worn
 - Chef’s jackets must be buttoned to top button.
 - Sleeves must be worn down and cuffed at bottom.
 - School-approved neckerchief and toggle must be worn.
 - Chef’s pants must be hemmed; rolled cuffs are not permitted.
 - A plain, black belt must be worn.
 - Aprons to be worn with the bib up and full-length of the apron down to the knees.
 - Three clean side towels are required at the start of each class.
 - Black, non-skid, polished work shoes must be worn. Black rubber-soled clogs are acceptable (absolutely no sneakers).
 - Only plain white or plain black socks may be worn.
 - No nylon stockings are to be worn.
 - No logo t-shirts, colored t-shirts or turtlenecks can be worn under the uniform. T-shirts must be plain white only.
 - Thermal undergarments may be worn, but must be white in color. No undergarment sleeve may exceed past the cuff of the chef’s jacket.
 - No pierced jewelry may be worn other than one pair of simple post earrings.
 - No tongue or facial piercings are allowed.

- No nail polish or acrylic nails may be worn.
- Other kitchen classroom requirements include:**
- No personal backpacks, handbags or coats should be brought into classes.
 - College-issued toolboxes must be brought to all classes.
- Grooming and Dress Code for Dining Room Classes**
- Men’s Hair**
- Must be a natural color.
 - Must be trimmed.
 - Must be kept off the face.
 - If length is beyond the bottom of your collar, it must be secured behind your head.
- Facial Hair**
- Beards or mustaches are acceptable if you have them on the first day of school.
 - Beards or mustaches may be grown during breaks, but must be closely trimmed and fully grown.
 - Partial growth is unacceptable.
- Jewelry**
- A wristwatch and one ring, only, may be worn.
 - No tongue or facial piercings are permitted.
 - One set of post earrings only may be worn.
 - No hoop or dangling earrings.
 - No tongue or facial piercings are permitted.
- Women’s Hair**
- Must be a natural color.
 - Must be kept off the face.
 - If length is beyond the bottom of your collar, it must be tied back in either a bun or a braid.
- Make-up**
- Should appear natural; not excessive.
- Men and Women Hands**
- Hands and fingernails must be clean at all times.
 - No nail polish or acrylic nails may be worn.
- Scents**
- Cologne or perfume may be used sparingly.
- Uniform Standards Vests**
- Black, school approved.
 - Tailored to fit and buttoned fully.

- Cleaned and pressed at all times.
- Ties**
- School-approved tie must be clean and in place at all times.
- Shoes and Socks**
- Comfortable, conservative black shoes with no-skid soles.
 - Shoes must be polished.
 - No boots or sneakers will be permitted.
 - Black socks only.
- Pants and Belts**
- School-approved black pants; no yoga or spandex.
 - Must be pressed and clean at all times.
 - Must be worn above the waist.
 - Plain black belt only.
 - No large, gaudy buckles or studs are permitted.
- Shirts and Undershirts**
- White, long sleeved Oxford button down with a closed collar
 - Sleeves may not be rolled up; must be kept long and buttoned at all times.
 - Shirt must be cleaned and pressed.
 - White, plain undershirt should be worn
 - Must have a plain collar.
 - There must be no printing or logos on the shirt.
- Aprons**
- School approved White Bistro apron must be cleaned and pressed.
 - Must be tied in the back.
- Equipment**
- Corkscrew
 - Captains pad
 - Two Pens
- Final approval of student’s attire and grooming is at the discretion of the instructor. Students are expected to be in complete uniform at all times during Kitchen and Restaurant Operations classes.
- The first infraction will be addressed, personally, by the dining room instructor. Any additional infractions will cause a grade of zero and an absence for your class grade for the day.

CAREER SUCCESS

RESUMES • INTERVIEWING • RECRUITING • INTERNSHIPS
CAREER FAIRS • NETWORKING • EXPERIENTIAL LEARNING

Career development at Walnut Hill College begins on the first day of school. Training is thorough and realistic. The faculty of Walnut Hill College understands the expectations of the hospitality industry and guides each student toward a successful career.

In the classroom, students learn how to develop effective resumes and portfolios. Various interviewing techniques are exercised. Students are encouraged to meet with their Career Success Coordinator for invaluable counsel, specific recommendations and assistance. Career Success records are kept for each student and continual updates are compiled by the Career Success Office.

The Career Success Office receives numerous requests from food service and hospitality businesses for staffing assistance. These employment requests from various types of businesses in many different locations offer a wide range of employment possibilities and resume enhancements.

Walnut Hill College regularly invites personnel directors and proprietors of successful businesses to visit the school to promote continued success for students in the job seeking process.

Career Success Office Services:

- Resume Assistance
- Interviewing Skills
- Job Board
- Job Resources, References and Guides
- On-Campus Recruiting

Career Fairs

Career fairs are scheduled twice per year offering students of Walnut Hill College the opportunity to network and interview with many employers at one time. We typically host 50 to 60 employers from the Philadelphia metropolitan region, including New Jersey, Delaware, Connecticut and New York.

These events are held on campus or at a nearby hotel. This is a professional event for all students of Walnut Hill College. Class schedules are adjusted to permit your attendance.

Attendance is mandatory, and professional dress or chef whites is required. Students are required to conduct themselves with the decorum and professionalism befitting a hospitality student at Walnut Hill College.

Internships

Students at Walnut Hill College complete an internship as a requirement for graduation. Internships are designed to give students the opportunity to learn from industry professionals. Area hotels, resorts, restaurants and convention or meeting facilities that meet the requirement set forth by the College are designated as approved sites.

Culinary and pastry students must work with an executive or pastry chef who has five or more years' experience and at least 80 percent of the menu must contain freshly prepared ingredients.

Restaurant and hotel management students work the "front of the house" with a manager or assistant manager in a hotel, restaurant, food service or other hospitality-related site. Our selection criteria ensure the facilities offer a strong learning environment in addition to valuable real world experience.

Currently, Walnut Hill College students have internship opportunities at more than 500 sites. The hours are completed over the course of the students' program, allowing them the opportunity to apply skills as they are learned in the classroom.

Student Networking

In addition to working with potential employers during the internship program, students are encouraged to network with hospitality industry professionals in a variety of settings.

Students have opportunities to participate in meetings and activities sponsored by professional culinary and management organizations and to volunteer at many hospitality-related events throughout the region. In addition, students are required to attend a biannual career fair.





Student Life and Learning

This program consists of work performed to support or enhance the College or surrounding community and the professional and personal growth of the student. These events are initiated and supervised by a staff, faculty member or an identified Community Partner only. These activities are industry or non-industry related.

Five hours are required per each full-time term of the associate program (every two terms for any student in the extended program). Students may not carry over completed hours into a new term. The total number of hours necessary to complete the graduation requirement is 30 hours.

Community Partners are local, regional or national nonprofit agencies where students may choose to volunteer time to complete up to 30 hours (half of the 60-hour requirement) based on their availability. These events are student scheduled.

SSL hours must be completed through college-sponsored events or with a recognized Community Partners only. This program allows for the greatest amount of flexibility based on students' schedules.

The actual number of hours worked for each event must be recorded on an official SSL Points paper and turned in to the Student Life Office at the end of each term. SSL points papers can be found in the Student Life Office. Only valid college staff or faculty signatures will be accepted on the documents.

The only person who may sign a SSL point is the on-site supervising event contact or their designated representative. It is each student's responsibility to present the Logbook to the event contact to receive an official signature.

SSL hours are a required for graduation. Students cannot graduate without fulfilling these hours. There are no exceptions.

A "No-Call/No-Show" and/or "Leaving an Event/Abandoning an Activity" without permission of the on-site event contact will result in non-recording

of any hours accrued at the event and an 'assignment of consequences' designated by the event contact will follow. Failure to report to an event that a student committed to without advance notice may result in the loss of hours as an additional penalty.

There are numerous on-campus events throughout each academic year that will allow students to meet great chefs and managers, to make industry connections, continue to build professional skills, and develop as a well-rounded citizen of the student's community.

Experiential Learning

Walnut Hill College's Experiential Learning Opportunity (ELO) is a program for well-qualified students to enjoy a summer abroad, at Walt Disney World resorts or at any number of approved internship sites outside the local Philadelphia area.

Have you always wanted to work at a New England resort? Does a five-diamond hotel in Dallas strike your fancy? How about working for a family resort in a Colorado state park for the summer? You could work in any of these fabulous locales for a summer of professional growth and opportunity.

Please be aware that working abroad requires a minimum of four months to coordinate and will require significant paperwork and follow-through on your part. To see what options are available, please visit the Career Success Office. It's imperative you plan ahead to be a part of this program as it may affect your financial aid and academic schedules.

Eligibility for Experiential Learning

- Students must be in good standing and maintain satisfactory academic progress.
- Students must have good attendance.
- Students need to obtain a staff or faculty member recommendation to participate in the Program.
- Student must submit a completed application, along with a copy of their current transcripts.

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Community Education

Gabriella Westraad
BS Walnut Hill College
Student Engagement and Community
Education Coordinator

Finance

Christopher Molz
Controller

Erica Mitchell
Bursar



NEXT STEPS

Join us the one of our scheduled
WEEKLY TOURS!

We'll treat you to continental breakfast, afternoon tea or an evening hors d'oeuvres reception while you tour our campus, meet students and teachers, and learn how to take the first step to becoming a hospitality professional!

WHERE TO STAY

University City Philadelphia

The section of Philadelphia where Walnut Hill College is located.

Homeward Suites By Hilton

4109 Walnut St, Philadelphia, PA 19104
(215) 382-1111

The Inn at Penn

36th and Sansom Streets
(215) 222-0200

Sheraton University City

36th and Chestnut Streets
(215) 387-8000 • 800-325-3535

Center City Philadelphia

Center City is the business and shopping district of Philadelphia. University City and Walnut Hill College are located just eight minutes by car from

Center City. For a listing of the myriad hotels and inns where you can stay in Center City, check with your travel agent or online.

Historic Area of Philadelphia

Stay in the historic area to get a view of Philadelphia's rich history, while enjoying all of Philadelphia's dynamic contemporary style. University City and Walnut Hill College are located only 10 minutes by car.

Holiday Inn at Independence Mall

4th and Arch Streets Philadelphia, PA 19106
(215) 923-8660 • (800) 541-3425

The Omni Hotel at Independence Park

401 Chestnut Street
Philadelphia, PA 19106
(215) 925-0000 • 800-THEOMNI

HOW TO GET HERE

By Air: The Philadelphia International Airport is only 20 minutes from the college.

By Train: The 30th Street Station, which is serviced by regional Amtrak and local SEPTA trains, is located just five minutes from the college.

By Car: Please refer to the directions on the following page and map on page 12.

DIRECTIONS

TO WALNUT HILL COLLEGE

From the PA Turnpike Heading East

- Take the Pennsylvania Turnpike to Exit 326, the Valley Forge Interchange. Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane. Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.

From the Ben Franklin Bridge

- After crossing the bridge, take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Then follow the first set of directions, starting with the second bullet.

From the PA Turnpike or The Northeast Extension

- Take the Pennsylvania Turnpike to Exit 333, I-476 south.
- Take I-476 to I-76 east. Then follow the directions above, starting with the second bullet.

From I-95 Heading South

- Take I-95 south to the Central Philadelphia exit, I-676 west.
- Take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Then follow the first set of directions above, starting with the second bullet.

From I-95 Heading North

- Take I-95 north to I-76 west, heading toward Central Philadelphia.
- Take I-76 west, the Schuylkill Expressway to Exit 346-A, South Street, which exits from the left lane.
- Turn left on South Street, and then follow the first set of directions, starting with the fourth bullet.

From the Walt Whitman Bridge

- After passing through the bridge's toll booth, go straight onto I-76 west, the Schuylkill Expressway.
- Take I-76 west to Exit 346-A, South St., which exits from the left lane.
- Turn left on South St., and then follow the first set of directions, starting with the fourth bullet.





www.walnuthillcollege.edu
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(215) 222-4200