



Kendall College
RIVERWORKS CAMPUS • CHICAGO



Academic Catalog 2008-2009

900 N. North Branch
Chicago, IL 60642
www.kendall.edu

Table of Contents

Mission	3
Accreditation, Certification and Approvals	3
History	3
Admissions	4
Mission Statement of the Office of Admissions	4
Guidelines for Admission	5
Academic Affairs	8
Student Services	8
The Office of the Registrar	11
Matriculation and Status	11
Academic Policies	13
Academic Integrity	17
Course Selection	17
Internship Policy	17
Adding, Dropping or Withdrawing	21
Graduation	23
Honors and Awards	23
Business Office	25
Student Accounts	26
Financial Aid	27
Types of Assistance	27
Application Process	29
Study Abroad	31
Student Financial Aid Rights and Responsibilities	31
Financial Aid Eligibility and Satisfactory Academic Progress	32
Withdrawal - Institutional and Federal Refund Policies	34
Ombudsman Notification	36
National Student Loan Data System (NSLDS) Information for Students	36
Information Systems	37
Computing Facilities	37
Printing and Copying	37
Technical Support	37
Responsible Use of Information Technology	37
Website Privacy	38
Office of Student Life and Leadership	39
Student Accident & Sickness Insurance Plan	40
Counseling	40
Parking and Transportation	40
Dining and Cafeteria Information	41
Housing	41
Student Organizations and Clubs	41

Table of Contents (cont.)

Additional Kendall College Policies	42
Required Disclosure Reporting:.....	42
Family Educational Rights and Privacy Act (FERPA)	43
Directory Information.....	44
Standards of Conduct.....	44
Disciplinary Sanctions.....	46
Student Judicial Policies & Procedures	48
Equal Opportunity and Anti-Harassment Policy.....	49
Students with Disabilities.....	50
Relationships Between Individual Employees and Students.....	51
Standards of Dress	51
Campus Security.....	51
Incident and Emergency Response	52
Emergency Notification System	52
Smoking Policy	52
Academic Programs	53
Kendall College General Studies Core	53
The Les Roches School of Hospitality Management	56
Blended On-Line and Weekend Hospitality BA Program	60
The School of Business	63
Online and Weekend Business BA Program.....	65
The School of Culinary Arts	68
Bachelor of Arts in Culinary Arts	68
Associate of Applied Science in Culinary Arts.....	70
Accelerated Associate of Applied Science in Culinary Arts	71
Associate of Applied Science in Baking and Pastry	73
Certificate in Baking and Pastry.....	74
Certificate in Professional Cookery	74
Certificate in Personal Chef and Catering	75
The School of Education	76
BA in Early Childhood Education (ECE).....	76
Post-Baccalaureate Illinois Type 04 Teacher Certification Preparation Only Track.....	79
Appendix A: 2008 – 2009 Tuition and Fee Information	81
Appendix B: 2008 – 2009 Academic Calendar	82

The college reserves the right to change any provision, offering, requirement, or fee at any time within the student's enrollment period.

Mission

The mission is to provide access to education that prepares employment-ready professionals, poised for leadership roles in the service sector. The college inspires students to act as responsible global citizens and to support environmental stewardship. Through a focus on assessment of student learning, faculty and staff inspire and support a diverse student population as it achieves its academic goals, by fostering a student centered environment focused on academic excellence and real-world experiences.

Accreditation, Certification and Approvals

Kendall College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA contact information is www.ncahlc.org; (800) 621-7440; (312) 263-0456.

The academic degree programs described in this catalog have been approved by the Illinois Board of Higher Education.

The AAS in Culinary Arts and the AAS in Baking and Pastry in the School of Culinary Arts are accredited programs, American Culinary Federation, Inc. Accrediting Commission.

The Early Childhood Education program in the School of Education is approved by the Illinois State Board of Education for Type 04 Illinois Teacher Certification (birth through grade 3).

Contact the Compliance Officer to review copies of Kendall College accreditation or approvals.

History

In 1934 at the height of the Great Depression, the leaders of a Swedish seminary and a Danish-Norwegian seminary located in downtown Evanston agreed to merge their assets and form the Evanston Collegiate Institute. The two seminaries and the preparatory school were sponsored by a Scandinavian Conference of the Methodist Church, as was the new junior college. Its purpose was to provide, in a Christian environment, two years of college education to young people who could not have afforded to go to college except through the distinctive work-study program offered by the new school.

In 1950, Evanston Collegiate Institute changed its name to Kendall College in honor of the late Curtis P. Kendall and the Kendall family. Harry R. Kendall, his father, and his uncle, George R. Kendall, both founders of the Washington National Insurance Company of Evanston, provided general financial support to the College and, through their company, employed many Kendall work-study students.

During its first ten years, Kendall offered a strong junior college curriculum with programs organized on a work-study basis. The system enabled students without sufficient funds for school to begin college without going into debt. Through the late 1970s, Kendall provided the preliminary two years of a liberal arts education for students interested in transferring to other institutions to earn a Bachelor's degree, and selected two-year degree programs, permitting students to enter directly into career fields. Kendall College added four-year degrees in 1977 and gained full accreditation as a Bachelor degree granting institution in 1979. The Higher Learning Commission of the North Central Association of Colleges and Schools has continuously accredited Kendall College since 1962.

Building on the success of the culinary program, a Bachelor of Arts in Hotel and Restaurant Management was launched in 1987. Revised into a Bachelor of Arts in Hospitality Management in 2005, the program focus broadened to teach the art and science of hospitality management. The program also formed a strategic partnership with the internationally acclaimed Les Roches School of Hotel Management. This partnership established exchange programs with Les Roches campuses in Switzerland and Spain and expanded international internship opportunities for students.

While business programs at Kendall College began in the 1970s, a new business curriculum was launched in 2007 to build on the college reputation for service excellence and professionalism. Through a combination of theory, analytic frameworks, and situation-based learning, the business program grounds students in the fundamentals of management while developing skills of professional intuition.

The two-year Early Childhood Education program was first offered when Kendall was a junior college. The program has expanded as Kendall developed into a four-year institution. In 1994, Kendall launched an Illinois State 04 teacher training certification, a Bachelor of Arts in Early Childhood Education, and a non-certification Bachelor of Arts program. Today, the School of Education has established Kendall College as a leader in the Early Childhood Education field. The School of Education also facilitated the entrance of Kendall College into online delivery of coursework.

Today, Kendall has also integrated hybrid learning into its Business and Hospitality programs enabling students to complete their degrees through a combination of online courses and periodic classroom instruction.

For 70 years (1934-2004), the college was located on a single square block in the city of Evanston, one block away from Northwestern University. Faced with aging facilities offering limited room for expansion, Kendall College took radical steps to ensure a viable future. In 2003, the college acquired the Riverworks site in downtown Chicago. In January 2005, construction on the state-of-the-art facility was completed and the entire college was moved to the downtown Chicago location.

The move downtown represented a rebirth for the college and has allowed Kendall to serve a much broader community. With immediate access to the wealth of Chicago businesses, restaurants, hospitality venues, schools, internship opportunities, and rich culture, Kendall now integrates world-class resources with a personal touch and caring environment. The new location, dynamic programs, international ties, and growing reputation have resulted in the largest student body in college history.

Throughout the history of Kendall College, the institutional has capitalized on service, access, and innovation to inspire and nurture student passions for professional leadership and success in a service-oriented and global work place. With nearly 1500 current students, Kendall continues to refine and sharpen its focus, seeking new ways to serve students and the broader college community.

Admissions

Mission Statement of the Office of Admissions

The Kendall College Admissions office exists to support the goals of our institution by selecting and enrolling students that will succeed at the college. To this end, Admissions provides prospective students with high-touch, personalized services that include:

- Assisting students in understanding the Kendall experience as it might relate to their own goals, for both college and career.
- In-depth discussions to evaluate the student's academic as well as personal needs.
- Thoughtful and comprehensive interviews to explore the student's academic experiences, achievements, and passions with the goal of assessing if Kendall is ultimately "the best fit" for the student.
- A student-oriented environment that promotes professional communication and protects students' confidentiality at all times.

Strong ethical commitment to providing a consistently high standard of service to all students, regardless of race, religion or ethnicity.

- Well-trained Enrollment Advisors committed to student success.
- A consistent set of admissions standards that support the best interest of the student as well as our institution.

We aspire to continually improve our selection and service procedures and processes and become a “best practice” institution for admissions practices among other four-year private institutions.

Guidelines for Admission

Each student who applies to Kendall College is evaluated on individual merit. Each applicant is evaluated on the basis of probable success at Kendall College. Cumulative grade point average(s) (GPA's), standardized test scores, admissions interviews are among the methods of evaluation. Special consideration is given to adult students who are returning to school. To determine official GPAs, official transcripts must be received by the college and require delivery in a sealed envelope. Admissions interviews are required either via a face to face tour of the campus or on the phone to help determine the admission decision.

All applicants must submit the admissions application with completed Personal Statement and the \$50 nonrefundable application fee.

Guidelines for Admission

Academic Entry Requirements

The following are required for admission to Kendall College:

- Official high school transcript with graduation date and unweighted final GPA of at least 2.0 (on a four-point scale), **or**
- Official documentation of passing GED scores, **or**
- Official college transcript with at least 16 earned semester credits or 24 quarter credits with a cumulative GPA of at least 2.0.

All applicants are required to submit at least unofficial transcripts from all post-secondary education institutions attended. To be eligible for transfer credit, official transcripts must be received by the end of the first quarter of coursework. Additionally, applicants are encouraged to submit ACT or SAT scores.

Applicants for the Post-Baccalaureate Illinois Type 04 Teacher Certification Preparation program must submit college transcripts documenting completion of a baccalaureate degree from a regionally accredited institution.

A student who is not able to provide any of the aforementioned academic documents because the official High School transcripts are not available due to a situation beyond the student's control (i.e. Destruction of school/records, closure of school without maintenance of student records, etc.) should do the following: a.) Submit a signed statement to the Enrollment Advisor documenting date of graduation and circumstances surrounding the unavailability of the records; b.) provide independent verification of record unavailability (i.e. Article, letter from school, etc.). When these documents are received and approved, they will stand in place of official academic documents for purposes of admissions and financial aid.

Provisional Admission

Kendall College is committed to academic access and academic success. Students whose academic record does not meet Kendall admission standards in one or more admission categories (high school GPA, transfer GPA) but who demonstrate the potential for success at Kendall may be admitted with provisions. The provisions will be designed to help the student be successful at Kendall College and may include reduced course loads, developmental coursework and appointments with the Academic Success Center. Provisional status will be removed at the end of the first quarter if the student achieves a 2.0 grade point average. If the student earns below a 2.0 GPA during the first quarter of provisional status, s/he will be put on academic probation for the second quarter of study and must achieve a 2.0 to continue studies at Kendall. Students must fulfill the provisions under which they are admitted by the end of the second quarter of provisional status. All students are required to meet Kendall College standards for satisfactory academic progress.

Policy on Transfer Credit

Official evaluation of transfer credit earned at other institutions is completed by the Office of the Registrar once official transcripts have been received. All transcripts received become the official property of Kendall College and will not be returned or issued to the student or to another institution. Evaluations will be kept in the student's academic file. All evaluations are considered provisional until official transcripts are received.

Kendall College accepts transfer credits from colleges and universities accredited by agencies recognized by the United States Secretary of Education, College Level Examination Program (CLEP), DSST and Advanced Placement (AP). The college accepts courses with a grade or grade point average value of C or 2.0. Courses which are remedial or developmental will not be accepted in transfer.

Transfer courses are recorded as credit earned and are not computed into the student's GPA at Kendall College or the student's enrollment status for any given term. Kendall College credits are recorded in quarter hours. Semester hours are multiplied by 1.5 to calculate equivalency to quarter hours. Transfer credit is evaluated in relationship to the desired degree program. Only credit which is applicable to the degree program requested will be accepted in transfer. General Education requirements and electives will be assessed by the Office of the Registrar. Major requirements will be assessed by the Office of the Registrar in consultation with the Program Dean or Chair. The total amount of transfer credit will not exceed the necessary residency requirement of the desired degree program.

To be eligible for transfer credit, official transcripts must be submitted to the Office of the Registrar by the end of the student's first quarter of study. Students requesting the transfer of courses taken after matriculation at Kendall College must obtain the approval of the Office of the Registrar before registration. Those courses not approved will not be guaranteed as transferable to the Kendall College degree program.

Kendall College also accepts non-standard academic credit in the form of external proficiency examinations, credit for experiential learning, and examinations for proficiency credit. Interested students should see the Office of the Registrar for additional information.

Non-Native English Speakers

All students who are non-native English speakers must demonstrate English proficiency prior to acceptance to the College. Kendall College's TOEFL standards are: 71 for internet-based test, 200 for computer-based test, or 525 for paper-based test. International applicants may also submit ACT scores (18 composite) or SAT scores (850 combined math and verbal) to prove English proficiency. English proficiency waivers may be granted to students who can demonstrate prolonged residence in countries where English is the predominant language or extended courses of study in specific international education systems.

International Students

Kendall College is authorized under Federal law to enroll nonimmigrant students.

International students must include the following with a completed application: final official high school and/or college transcripts, translated to English, as well as an un-translated copy. Cumulative unweighted GPA must be equivalent to 2.0 or above when translated to the US grading system.

Transcripts must also be evaluated professionally by a credential evaluation service. The Admissions Office can provide the address of possible service providers.

International students who are non-native English speakers must demonstrate English proficiency, as described above.

Financial documentation showing at least \$30,000 in available funds to cover the first year of tuition and living expenses must also be shown, as well as letters of support where needed. Students in the School of Culinary Arts must also demonstrate sufficient available funds to cover uniforms and supplies. When an international student submits all necessary documentation and is accepted for admission, Kendall College will issue the I-20 form and any appropriate support documentation required to apply for a student visa.

Students-At-Large (Visiting Students)

The above term defines students wishing to enroll, but who are not actively seeking degrees or academic certificates. Such students may be admitted by submitting Student-At-Large Applications (which can be found in the Office of Admissions), as well as proof of high school graduation; Contact the Office of Admissions for details on this documentation. Students-at-Large may complete up to twelve (12) quarter hours of coursework for transfer into one of Kendall's degree programs. Such students seeking enrollment into CUL114 (Sanitation) are not required to submit proof of high school graduation, as it is a non-credit class, but they are required to submit the aforementioned application.

Admissibility under student-at-large status is entirely within the discretion of the Office of Admissions and the appropriate Program Dean. These students are not eligible for standard financial aid programs.

Exceptions to the 12 credit hour limit may be granted to students covered by articulation agreements that stipulate higher numbers of credit hours.

Former Students

Formerly enrolled Kendall College students wishing to return after an absence of four or more consecutive quarters must submit official transcripts of any colleges attended subsequent to Kendall and must complete the application process, including the \$50 application fee and submission of official documents necessary to meet academic entry requirements if not already present in the student file. Students who left Kendall College not in good academic standing, either probation or suspension, must also complete an academic appeals process. Information on this process can be obtained through the Office of the Registrar or the Academic Advising Department. Students who were expelled from Kendall College for disciplinary reasons may not be eligible for readmission to the school. Students in this situation should discuss their appeals for readmission with the Dean of Student Affairs.

Service Members Opportunity College (SOC)

Kendall College participates in the Service members Opportunity College (SOC) program, providing enlistees in the Army / Army Reserve with deferred admission following completion of two, three, or four years of service entitling them to G.I. Bill / college fund benefits. Applications for Educational Benefits are available in the Office of the Registrar.

Health and Immunization

The State of Illinois requires that all students born on or after January 1, 1957, attending public or private colleges or universities at least half time be able to provide proof of proper immunization from Rubeola, Rubella, Mumps, and Tetanus. Students in any Kendall College program who are enrolled in six or more credits per quarter on campus are required to submit appropriate documents for immunization. In addition, School of Education students (regardless of the student's course load or delivery method) are encouraged to provide proof of immunization since these students will be working with children in classrooms during field work experiences.

The School of Education also requires proof of clearance from tuberculosis within the past three years for all School of Education students.

Students who attended high school in Illinois should be able to obtain their immunization records through their high school (a request form is available through the Admissions Office.) Students who did not attend high school in Illinois may need to obtain these records through their physician. Some students may need to use a combination of these methods to demonstrate compliance.

Required immunization forms must be submitted prior to the commencement of classes at Kendall College.

Mandatory Health Insurance Policy

Kendall College is committed to the health and welfare of all its students, as such, the college has enacted a new policy effective beginning with the 2008-2009 academic year. Beginning with the fall 2008 quarter, all newly admitted and re-admitted students who attend at least part-time are required to have health insurance and will be enrolled in the College's Student Health Insurance plan. Students who have their own health insurance must complete a Student Health Insurance Waiver Statement. Failure to complete the waiver will result in a student being enrolled and charged the Health Insurance Fee. Insurance Plan details and rates can be found by visiting the Kendall College website at: www.kendall.edu.

Tuition & Fees

Details of Current Active Tuition and Fees can be found in Appendix A of this catalog, or by visiting the Kendall College website at: www.kendall.edu

Academic Calendar

The current academic calendar is published as Appendix B of this catalog.

Academic Affairs

Student Services

Academic Success Center (ASC)

Kendall College provides academic assistance options for its students. These services are provided to students at no cost.

- *Study Skills Seminars* – These hour-long workshops offer groups of students strategies for improving their skills in the following areas: taking tests, reading textbooks, writing research papers, managing time and memorizing material. At least three seminars are offered each term and are usually within the first few weeks of classes.
- *Culinary Arts Practical Tutoring* – Students in culinary and baking and pastry classes may attend scheduled tutoring sessions.
- *Academic Tutoring* – Students work individually with a trained tutor. The sessions are organized around specific assignments students are working on or upon improving study skills.

- *Peer Tutoring* – Students who have successfully completed higher-level courses guide individuals and study groups in understanding content for a specific course. Peer tutors are available to assist with preparing for tests or completing assignments. Subjects include accounting, information technology and Block I of the culinary program. Peer tutors are trained and supervised by the professional ASC director. In addition, all tutoring is assessed and documented.
- *Facilitated Group Study* – Research supports the value of studying with others. The ASC offers a quiet, set-apart space for study groups to prepare for a test or to complete an assignment. Students in some classes will be able to schedule regular review sessions with a peer tutor.
- *Services for International Students* – Staff in the ASC help with EFL support and English tutoring. In addition, they are experienced helping international students with the often bewildering experience of studying in America.

Special Needs Accommodation – Students who require accommodations for any disabilities submit their documentation to the Director of the ASC. The Kendall College ADA Policy in the Kendall College Policies section of this catalog provides details on this process.

Career Services

Serving as students' bridge to work opportunities, Career Services offers a wide range of programs to help students gain perspective on their career choices and to understand the value of their education in relation to work. The office also plays a central role for building the college's reputation among employers and business leaders.

The Career Services department offers a full range of resources and assistance to current students and alumni including:

- *Professional Development Classes* – These required classes engage students in conversations about internship goals and career aspirations. Students participate in this course six months in advance of their planned internship.
- *Career counseling and Employment* – The department is available to meet with students and alumni **to discuss** internship and employment opportunities, continuing education and aspects of the job search process as students plan for their futures.
- *Job Search Skills* – Students receive assistance in the following areas:
 - Researching career options
 - Resume writing
 - Cover letter writing
 - Interview preparation
 - Mock interviews
 - Using the Internet to search for a job
- *Walk in counselors* – Career Services counselors are available for quick questions about resumes and cover letters, etc. Appointments are required for more in depth services.
- *Job Postings on ERecruiting* – Easy access 24/7 on line job posting database listing full time, part time, seasonal, volunteer and internship opportunities for current students and graduates and alumni. Averages 300 postings weekly and includes positions available locally and nationally at over 1,000 approved Internship sites.
- *Career fairs and On-Campus Job Interviews* – Students are provided with the opportunity to interview with local, national, and internationally-based companies for internship and full-time positions.
- *Industry Relevant Guest Speakers* – Lectures given by industry professionals on current and future industry trends educate students on important aspects of their chosen fields.

- *Field Trips and Industry Site Visits* – Visits allow students to experience real-life laboratories, helping students reach beyond the framework of classroom theory and better inform career-planning strategies.

Library

The Kendall College Library, located on the sixth floor, is the information hub of the college. Library staff members continuously educate students, faculty, and staff about the ever-growing set of information resources available to them. At the same time, the Library itself remains a quiet, inspiring, and fully internet enabled, place of study and reflection

The Library's extensive collection includes books, journals and online resources. As a member of the Consortium of Academic and Research Libraries in Illinois, Kendall is a portal to major libraries throughout the State of Illinois, and most materials are available through our interlibrary loan delivery service.

Professional librarians are available in person, by phone, or via e-mail to help with class assignments. In addition, regular library programming highlights authors and topics both timely and useful.

Academic Advising

Academic Advising works closely with students and the Registrar's office from the beginning of their education at Kendall through graduation. The overall goal of academic advising is to facilitate student success at Kendall College. The Academic Advisors work with students in the following ways:

- *Counsel students on program requirements* – Advisors work with students before they even start classes to clearly explain degree components and transfer credits.
- *Register students for classes on a quarterly basis* – This is an opportunity for students to check in with their Advisors at least once per quarter. Questions and concerns about classes or programs can be discussed at this time or as students or Academic Advisors deem necessary.
- *Work with students to develop and maintain paths to graduation* - Advisors work with students to discuss and design the best route to degree completion for each individual.
- *Connect students to college programs and services* – Academic Advisors facilitate communication between faculty, students and administration on various topics, including student life activities, student housing, student finance, career services, academic support, and student counseling.
- *Identify students who are at-risk academically* – Faculty are asked to report class absences regularly and keep Advisors apprised of students at risk of failure in their classes. The Academic Advisors then work with the student, the faculty member, and the Academic Success Center to create and execute a plan for a success. This same process applies to all students on academic probation.
- *International student status maintenance* – The Academic Advising department works with all students on F-1 visas to ensure that SEVIS reporting is timely and accurate and that the basics of status maintenance are understood by all students. The Academic Advising department provides support to international students to facilitate a successful transition to the U.S.

Advisors are assigned to all new students at the beginning of the first quarter of coursework and may be found on the 2nd floor. Ideally, a student works with the same Advisor for the duration of his or her studies at Kendall. If, for any reason, a student wishes to have a new Advisor, he or she may ask the Director of Advising, in writing or in person, for a change of Advisor. The decision to change Advisors remains with the Director.

The Office of the Registrar

The Office of the Registrar's principal goal is to maintain accurate records and required documentation on academic programs and student progress. In addition to important processing functions, the Registrar plays important roles in admissions, scheduling, graduation, reporting, records management policy development, communications and Academic Status Committee determinations. The Registrar works hand-in-hand with academic advising to ensure that students are in compliance with all academic requirements.

- *Academic Policies* – The Registrar's Office develops policies which are consistent with the standards of the American Association of Collegiate Registrar's and Admissions Officers (AACRAO). The Registrar is also responsible for implementing policies which support the policies of other offices within the Kendall College community.
- *Reports* – The Registrar's Office provides reports throughout the term to the National Student Loan Clearinghouse regarding current student enrollment, as well as graduated students. In addition, the Registrar is responsible for coordinating annual data collection for the Integrated Postsecondary Educational Data System (IPEDS).
- *Registration* – All student registrations, withdrawals, or any other changes to a student's academic schedule are processed through the Registrar's Office.
- *Transcripts* – The academic records of all current and former students are maintained by the Registrar's Office. The Registrar is also responsible for issuing official and unofficial transcripts of those records.
- *Transfer Credit* – The evaluation of all transfer credit is coordinated by the Registrar's Office and the appropriate dean of the various schools of the College regarding transfer credit for major requirements. All non-major related course evaluation is handled by the Registrar's Office in accordance with the policies of Kendall College and AACRAO.
- *Graduation Audit* – Every student who intends to graduate from Kendall College must petition to graduate through the Office of the Registrar. A final graduation audit of academic requirements is made to determine eligibility for graduation. The Registrar's Office is responsible for notifying the Business Office, Financial Aid Office, and the Board of Trustees of those students intending to graduate each term.
- *Academic Standing Updates* – The Office of the Registrar is responsible for entering and maintaining final grades for all courses offered at Kendall College. In accordance with the academic policies of Kendall College the Registrar notifies students who are on academic probation or suspension, as well as those students who are on the Dean's List.
- *Academic Schedules* – Class schedules and final exam schedules are maintained by the Registrar's Office and are published for the Kendall College community.
- *VA Certification* – The enrollment of all veterans must be certified by the Registrar's Office with the Veteran's Administration on a quarterly basis.

Matriculation and Status

Admission to the College

Upon completion of the admission process, students will be admitted, admitted under specified conditions, or denied admission to the College. Admissions standards and required documentation are covered in the Admissions section.

Readmission to the College

Students who have not registered for classes for four or more consecutive quarters and are seeking readmission must meet the academic requirements in place at the time of readmission. They must follow the admissions process for new students and are subject to the requirements of the most recent catalog in use upon their return. Students interested in readmission to Kendall should speak with the Admissions Department. If students are applying for readmission and are not in good academic standing, they are required to submit a statement that explains the reasons for their dismissal and how they will avoid the same circumstances if readmitted. Students applying for readmission who were previously expelled for disciplinary reasons may not be eligible for readmission and should contact the Dean of Student Affairs for more information.

Associate Degree Graduates Continuing to Baccalaureate Degree

Students who are admitted to, and successfully complete, an Associate Degree program may continue and earn a Baccalaureate Degree in the same field if such a Baccalaureate program is being offered or if a crossover program exists.

This continuation, however, should begin with the academic term following the term in which the Associate Degree is completed. Students who complete their degrees and do not return in the next academic term must follow the requirements in place at the time of their return. Students wishing to complete a Baccalaureate Degree in a field other than that of their Associate Degree program must meet the requirements from the catalog in use at the time of their entry into baccalaureate study.

Please see your Academic Advisor to discuss continuing your studies.

Transfers within the College

Students who are interested in transferring between programs at the college should consult with their Academic Advisor to determine eligibility and to plan their courses through the new program and develop a new plan for graduation.

Student Status

Student classifications for degree students are defined as follows:

- Freshman Standing 0-44.9 Quarter Hours
- Sophomore Standing 45-89.9 Quarter Hours
- Junior Standing 90-134.9 Quarter Hours
- Senior Standing 135 or more Quarter Hours

For purposes of financial aid, students in the culinary certificate programs are enrolled at the freshman level.

Part-time students are enrolled for less than 12 quarter hours for the term. Part-time students who wish to obtain most financial aid must enroll for at least 6-quarter hours.

Full-time students are enrolled for 12 or more quarter hours for the term. Successful completion of 36-48 quarter hours in an academic year of three successive quarters will allow the student to progress reasonably toward graduation.

Students are in overload status if they take more than 19 quarter hours. Students who wish to take additional credits constituting an overload status must have the following:

- Minimum cumulative grade point average (GPA) of 3.0
- Approval of their Advisor and the appropriate Dean or Program Chair

Students in overload status will also be assessed tuition charges beyond the full-time tuition rate.

Academic Policies

Class Attendance

Each student is responsible for regular class attendance and for following the attendance policy of each course in which he or she is enrolled. Each instructor will outline his or her specific attendance policy for that course in the course syllabus

Grading – Letter Grades

Definitions of letter grades are as follows:

A – Genuinely outstanding work. Calculated in GPA as 4 points

B – Superior work. Calculated in GPA as 3 points

C – Work meets all course requirements in an acceptable manner. Calculated in GPA as 2 points

D – Work below “C” level that meets most course requirements. Calculated in GPA as 1 point

F – Failure in the course. This grade is assigned by instructors to students who attended throughout the term, but did not complete the coursework satisfactorily. This grade is calculated in GPA as zero points and does count as credits attempted for maximum timeframe.

W – Official withdrawal from the course after Add/Drop. This grade cannot be assigned by an instructor, but is the result of a student submitting a written withdrawal via the Academic Advisor to the Registrar within the established time frame. This grade is not calculated in GPA, but does count as credits attempted for maximum timeframe.

X – No Show. This grade is assigned by instructors to students who fail to begin attendance in a course for which they have registered and failed to drop. This grade is not calculated in GPA, and does not count as credits attempted for maximum timeframe.

N – Not Completed. This grade is assigned by instructors to students who attempted the term but stopped attending before the end of the term and did not officially withdraw. The grade of “N” is considered to be an “unearned F”. This grade is calculated as an “F” in GPA and does count as credits attempted for maximum timeframe.

AU – Audit – This grade option must be arranged by the student within the first week of classes, and may not be utilized for culinary coursework. This grade is not calculated in GPA and does not count as credits attempted for financial aid eligibility or for maximum timeframe.

Grading – Non-Letter Grades

Satisfactory/Unsatisfactory

A student may elect to take one course per term on a Satisfactory/Unsatisfactory basis. Courses that are required within the student’s major may not be taken under this option and the Satisfactory/Unsatisfactory courses are not counted toward the residency requirement or calculated into the student’s GPA. Students wishing to take a course on the satisfactory/unsatisfactory basis must have approval from his or her instructor. The instructor will then be required to give the student a final grade of either an “S” or an “F”.

Incomplete/Default Grades

A student qualifies for an incomplete grade only if:

- All work is completed through 60% of the quarter.
- Work through that time period is at least “C” level.
- Student can document one of the following: certified physical or emotional illness or death of an immediate family member.

It is the student’s responsibility to contact his instructor and to document condition certified illness or death in the family prior to the date on which final grades are due at the end of the quarter in which the course took place. The student and instructor should agree, in writing, to the work that is to be completed and to the time frame allowed for completion of the work.

Under most circumstances, this time frame should be limited to five weeks into the following term. When this is not possible (due to laboratory needs, etc.), the completion deadline should never extend beyond the last day of classes of the following term, except when the documented problem qualifying the student for the incomplete extends into the next term.

The instructor awards the student an incomplete grade on the grading roster and changes the grade when and if the work is completed according to the agreement. Incomplete classes do not impact GPA until a letter grade is entered. Incomplete work must be completed during the following quarter or the grade will be changed to an “F.”

Grade Point Average Computation

At the end of each term, a grade-point average (GPA) is computed for each student. Grades of “A,” “B,” “C,” “D,” “F,” and “N” for courses taken at Kendall are used in computing a GPA and have grade-point values of 4, 3, 2, 1, 0 and 0, respectively. For each course taken, the grade-point value is multiplied by the quarter-hours credit for the course. These products are added together and then the sum is divided by the total of the quarter-hours credit for the courses used. A term GPA is computed from those courses taken that term at Kendall. A cumulative GPA is calculated each term for all courses taken in total at Kendall.

Final Examinations

Students may be excused from a final exam only in cases of serious circumstances, such as illness, and then only if permission for absence is granted by the instructor in advance of the exam. This permission may be arranged by phone, but confirming letters must be sent.

Academic Grievance Procedure

Students may consult the Director of the Library Services for impartial advice on how to appeal, petition, and resolve non-academic integrity grievances. For this information, students should refer to the Academic Integrity policy for more information.

A student may be accompanied during any portion of this grievance process by a parent or family member, by the Director of Student Life (acting in the capacity of Student Advocate), or by legal counsel, who may give advice to the student during the process. A parent, family member, Student Advocate, or legal counsel may also ask questions or may respond to questions posed by the instructor, program coordinator, respective Academic Dean, or Academic Status Committee. If the student plans to bring legal counsel, the student must notify the Registrar in writing 24 business hours (excluding weekends) in advance of the meeting to provide an opportunity for the College to have its own legal counsel present. The grievance process is not a legal process and consequently, the rules of the legal process do not apply.

A student should follow these steps to resolve academic grievances:

1. Within 10 business days of being notified of the aggrieving act, the student may request a discussion of the grievance with the instructor or group involved. The instructor or group shall, within five class days of the request, discuss it, notify the student why the decision or action was taken, reaffirm or modify the action and notify the appropriate Academic Dean in writing of any modification in the original decision or action.
2. If the student is not satisfied after step (1), the student may, within 5 business days, request a discussion of the grievance with the Academic Dean. The Dean shall, within 5 business days of the request, discuss with the student and the instructor or group why the decision or action was taken, reaffirm or modify the action and notify the student in writing of the outcome.
3. If the student is not satisfied following step (2), the student may, within 5 business days, submit a written petition to the Academic Status Committee through the Registrar. The petition should state clearly the details of the student's grievance and request. The Director of the Library or the Director of Student Life can help the student write the petition. Within 10 business days of the petition, the Registrar will convene the Academic Status Committee to hear both sides and make decision binding on both parties. The student will be notified in writing of the outcome.
4. If the student is not satisfied after following step (3), the student may, within five business days, request a discussion of the grievance with the Provost. The Provost shall, within five business days of the request, discuss with the student and the instructor or group why the decision or action was taken, reaffirm or modify the decision, and notify the student and appropriate Dean in writing of the outcome.

Transcripts

A transcript is a record of all the courses for which the student has registered and received grades while at Kendall College. Transfer credits from other colleges accepted by Kendall as applying toward degree or certificate requirements will also appear on the transcript.

A student who wishes to have a transcript sent to another college must obtain a Transcript Request Form from the Registrar. The following policies apply to transcript requests:

The request must be made in writing. Because of the highly confidential nature of student records the student's signature is required. As such, transcript requests made by phone or email are not acceptable. A request may be faxed if it is accompanied by a credit card number (and expiration date) in order to cover the processing fee. All financial obligations to the college must be met. Transcripts will ordinarily be issued within a few days of request

Academic Good Standing, Probation and Suspension

In order to progress satisfactorily at Kendall College and to be in good academic standing, a student must maintain a:

- Term grade-point average of at least 2.0
- Cumulative grade-point average of at least 2.0

A student who fails to meet either of the above conditions in any term may be placed on Academic Probation for the following term. Students on probation will be required to sign a Performance Contract with their Advisor no later than the first week of the start of the next term. The Contract will require students to meet weekly with their Advisor and to maintain at least a "C" average during the quarter they are on probation. In addition, all probation students enrolled in on-campus coursework must attend a meeting of the Probation Student Advisory Committee to lay out a plan for academic success during the probationary quarter.

For students enrolled only in Pass/Fail courses during a probationary period, an “S” must be earned for all credits for satisfactory completion. Probationary status will then continue into the next quarter, during which time the student must achieve the minimum 2.0 GPA.

At the end of the probationary quarter, students will not be allowed to register early for the next quarter. They will be required to wait until all of their final grades have been posted. After a review of their grades, their Advisor will determine if they have successfully complied with the terms of their Performance Contract. If successful, they will be removed from probation and permitted to register for classes. If the student has not complied with the terms of his or her Performance Contract, the student will automatically be suspended for the following quarter.

Students placed on academic probation should make every effort to improve their grades in order to avoid the automatic academic suspension. Kendall College will assist in the process of trying to improve academic performance, but ultimately success at Kendall College is up to the student.

Students on probation should check their status on the day that grades are due, either in person or by email, with the Registrar. Students who are on probation should carefully monitor this process – checking email, determining from the Registrar whether all their grades are in, finding out as soon as possible whether they have returned to good academic standing– and then registering as soon as they are permitted to do so.

Students on probation who go on break or vacation should not assume there will be time upon their return to check on their academic status and enroll before the beginning of the next term. Probationary status means that students must take responsibility for the process and focus on what needs to be done to remain enrolled in the College.

This procedure may also mean that some classes may be full by the time such students are allowed to register. Every effort will be made to quickly determine whether a student has been successful in completing his or her probation so that he or she can proceed with registration. Students coming off probation whose opportunity to register is delayed will not be charged a late fee in this situation.

If a student placed on Academic Probation fails to earn a term GPA of at least 2.0 during the subsequent term of enrollment or fails to maintain the stipulations of his or her Performance Contract, he or she will be academically suspended. Additionally, students admitted conditionally will be academically suspended if they do not meet the conditions of their admission.

A student may appeal an Academic Suspension. In order to assist with this process, students may consult the Director of the Academic Success Center, or another non-teaching member of the College staff, for impartial advice on how to make appeals and petitions, and resolve academic grievances. The Academic Advising Department or the Registrar can direct a student to an appropriate staff member for help with the appeals process.

All appeals to the Academic Status Committee must be in writing and directed to the Director of Academic Advising. Students with appropriate explanations for failing to meet the grade requirement must take responsibility for documenting (in writing) this explanation and getting it to the Committee in advance of the scheduled hearing date and time (usually the Friday before classes begin for the new term). Students appealing for readmission should incorporate into their documentation a plan for improving academic performance. It is recommended that students appear in person to make their appeal.

Any appeal of an Academic Suspension must be submitted to the Director of Academic Advising before the next scheduled meeting of the Academic Status Committee. Students should contact the Director of Academic Advising for more information regarding the Academic Status Committee. In all cases, decisions of the Academic Status Committee are final.

Academic Integrity

Kendall College expects all students to act responsibly and ethically throughout all phases of their college experience.

The College is committed to helping students understand how to avoid plagiarism, cheating, copying, and inappropriate use of intellectual property, as well as how to appropriately cite their work. However, students are expected to avail themselves of the resources available to them on this topic, asking questions where clarification is necessary. Students who are found to be cheating or plagiarizing by an instructor will be reported to their Academic Dean and may face disciplinary action ranging from failure on an assignment to suspension or expulsion. More information is available in the Student Handbook.

Where Can Students Get Help?

- From textbooks and handouts received on the topic
- From faculty and administration and especially from English / Communication Faculty
- From the Academic Success Center or Library
- From courses :
 - Communication and English courses
 - CIS courses

Course Selection

Registration

Kendall recognizes that students hold the primary responsibility for their education and program choices. The Academic Advisors assist students by providing them with information that can inform their academic decision making. It is the obligation of students to know and observe all of the regulations that apply to their program. Advisors assist, but final responsibility rests with the student.

Registration occurs each quarter. Every on-campus student is expected to register in person, with the approval of his or her Advisor, during the designated registration periods. Registration periods are outlined in the Academic Calendar.

Courses are filled on a first-come- first served basis. There are also specific deadlines after which registration is considered late and is penalized with a fee. Consequently there is benefit to early registration.

Tutorials

All tutorials must be approved by the Program Dean or Chair. Tutorials can be requested by students when a course required for graduation is not offered during the current term schedule, but which a student needs to complete during the current term for graduation. General education courses cannot be taken as tutorials. Courses that are under-enrolled may be offered as tutorials by the College.

Students taking courses on a tutorial basis will be required to complete assignments and exams, and to maintain a minimum number of contact hours with the course instructor as outlined by the instructor in the tutorial syllabus.

Internship Policy

Academic Standing

All students must be in good academic standing when they go out on internship. In the event that a student goes onto academic probation the quarter before his or her internship, he or she is required to delay internship and take coursework to improve GPA.

Internship Portfolios

Student portfolios must be submitted by the end of the second week of the quarter following the registered internship quarter(s); this is true even if the student is not enrolled in coursework in this quarter. In the event that a student cannot complete the internship portfolio within this timeframe, he or she must contact Career Services in writing to request an extension before the due date passes. The Internship Portfolio Extension Authorization form must be completed by the student and signed by Career Services and Academic Advising. The maximum amount of time allowed for extension is the end of the fifth week of the quarter following internship. Students who do not meet either the initial or the approved extended deadline will receive an F for the Internship Theory component of the quarter and will be placed on Academic and Financial Aid probation.

Extended Six-Month Internship

All students who register for a six-month, two quarter internship must have a grade logged for at least the practical component by the time coursework begins for the quarter following internship. This grade is necessary to determine financial aid eligibility. Absence of a grade for this internship component will result in financial aid ineligibility until the grade is posted and Kendall's Satisfactory Academic Progress policy can be applied. Students should also meet with the Financial Aid Office prior to an extended internship to determine the effect of the extension on financial aid eligibility and loan repayment requirements.

Internship Grades

Students cannot graduate with a grade of "F" on any internship component. Students who fail practical components of internship must repeat them. Students who fail theory components will have the opportunity to work with Career Services to complete the requirements. This must be completed in the academic quarter following internship.

Independent Studies

An Independent Study is a course designed by the instructor and the student to pursue advanced studies in a specific area. Independent studies are typically not listed in the course catalog or the quarterly schedule of class offerings. In order to qualify, a student must have a minimum GPA of 3.25 and must have at least junior standing unless enrolled in the School of Culinary Arts where students must have at least sophomore standing. To enroll in a tutorial/independent study course, the student should see his or her Advisor.

Course Audits

Students may choose to audit a course only with the approval of the course instructor and his or her Advisor. Culinary courses may not be audited.

Students who choose to audit courses will be charged the Auditing Student rate for the hours audited. Audited hours do not apply toward credits attempted, and subsequently do not apply toward a student's full-time status.

Course Repeats

A student may retake a course taken at Kendall. In this instance, both grades will appear on the transcript. The higher grade is flagged with an "R" and the requisite number of credit hours and is used to calculate the student's GPA. The lower grade is listed without the number of credit hours and is not factored into the student's GPA.

Course Section Changes

Students enrolled in a course that has two or more sections may change sections during the first week of the term if space is available. To change sections, a student must:

- Consult his or her Academic Advisor to complete the required form.
- Take the completed form to the Registrar's Office and receive an updated course schedule.

Substitutions and Waivers

Academic requirements such as general education courses and concentration requirements may only be waived by the appropriate Dean, and then only by documenting the reason for the waiver. Students should work with their Advisor if it is necessary to substitute for a requirement. All exceptions must be brought to the Appropriate Dean for approval.

Definition of Credit

Kendall schedules courses by quarters, and the quarter hour is our standard unit of credit. One-quarter hour of credit is given for satisfactory work in one 50-minute period of class instruction per week per quarter and for every four hours of lab time per week per quarter.

Transfer Credit

Official evaluation of transfer credit earned at other institutions is completed by the Registrar once all official transcripts have been received. All transcripts received become the official property of Kendall College and will not be returned or issued to the student or to another institution. Evaluations will be kept in the student's academic file. All evaluations are considered provisional until official transcripts are received.

Transfer credit is accepted from all appropriately accredited colleges and universities, College Level Examination Program (CLEP), DSST and Advanced Placement (AP). The college accepts courses with a grade or grade point average value of C or 2.0. Courses which are remedial or developmental will not be accepted in transfer. Because of the changing nature of Kendall's fields of study, transfer credit for major requirements may not be valid beyond a certain date. Specific questions regarding the transferability of major requirements should be addressed to the Registrar.

Transfer courses are recorded as credit earned and are not computed into the student's GPA at Kendall College or the student's enrollment status for any given term. Kendall College credits are recorded in quarter hours. Semester hours are multiplied by 1.5 to calculate equivalency to quarter-hours.

Transfer credit is evaluated in relationship to the desired degree program. Only credit which is applicable to the degree program requested will be accepted in transfer. General Education requirements and electives will be assessed by the Office of the Registrar. Major requirements will be assessed by the Office of the Registrar in consultation with the Program Coordinator. The total amount of transfer credit will not exceed 150 quarter hours in a Baccalaureate program, and does not supersede the residency requirement of 48 hours.

Students requesting the transfer of courses taken after matriculation at Kendall College must obtain the approval of the Registrar before registration. Those courses not approved will not be guaranteed as transferable to the Kendall College degree program.

Non-Standard Academic Credit

Academic credit will be granted to students who demonstrate academic competencies through one or more of the following methods. Kendall limits the number of credits earned through the means described below to 48 quarter hours of credit. These credits are awarded as transfer credit and do not apply to program residency requirements for graduation.

External Proficiency Tests

The College awards credit for the following external proficiency tests: Advanced Placement (AP), College Level Exam Program (CLEP), Proficiency Exam Program (PEP), Dantes Subject Standardized Tests (DSST), and U.S. Armed Forces Institute (USAFI).

Specific scores required to receive credit are available in the Office of the Registrar. Credit will be awarded only upon admission to the college. Only credit that is applicable toward the degree being sought and that would be acceptable in transfer will be accepted.

A student wishing to receive credit for any examinations previously taken should request that his or her test results/transcripts be sent directly to the Registrar by the testing institution. The Registrar will then make the determination as to whether or not the test results can be accepted for academic credit.

Credit for Experiential Learning

Kendall College recognizes that college-level learning can take place through experiences obtained outside of the traditional college classroom. Students may apply for credit if they have a minimum GPA 2.5 and if the credit:

- Is given for an area of knowledge traditionally granted college credit, which would
- Qualify in course-by-course transfer to Kendall
- Represents verifiable college-level learning and
- Is needed by the student for progress toward graduation.

All applications for this type of credit must be approved by the appropriate Program Dean. As this type of credit may not be permitted for all classes in a given program, students should work with their Academic Advisor to determine the courses for which this credit may be eligible. The cost associated with obtaining this type of credit must be paid in advance of the credits posting to the transcript. Additional information and Experiential Learning Credit applications are available from the student's Academic Advisor or the Office of the Registrar. The maximum number of credits that can be awarded for Experiential Learning is 32 quarter hours.

Credit by Proficiency Examination

Kendall recognizes the ability of some students to supplement prior learning with self-study that will enable them to prove mastery of a subject area through an examination process. Students who have gained such mastery, or who have enough self-discipline to gain such mastery outside of the classroom, may be able to obtain college credit through an examination or demonstration procedure.

When appropriate, the College may provide a student with an opportunity to prove his or her mastery through an examination prepared by Kendall College. The following restrictions apply to such an examination:

Kendall-written examinations may not be given in any area where there is a CLEP examination that tests the same learning. When questionable, this decision will be made by the Registrar.

A student may not receive credit for learning in a course for which credit has already been granted.

A student must be enrolled in a degree-granting program of study at Kendall College in order to be eligible.

A student may not receive credit by examination for learning that is used as a foundation for another course for which the student has already received credit. When questionable, this decision will be made by the Registrar.

The examination requested must be in a subject area in which Kendall College has an expert as a part of its full-time faculty.

The credit to be earned must be applicable toward the student's current major. If the student is enrolled in an associate program, the credit may also be applicable to an intended baccalaureate degree.

If a student wishes to seek credit by examination using a Kendall-written examination, the student must work with his or her Advisor to complete the following steps:

- Obtain a Credit by Proficiency Examination (CPE) Request Form from the Registrar's office and complete the form.

- Seek the signature of the Registrar, who must verify qualifications listed immediately above.
- Seek the signature of the appropriate Dean. The appropriate Dean will verify qualifications and will designate a Kendall College faculty member to create, proctor, and evaluate the necessary examination. The appropriate Dean may, at this time, require that he or she see and approve the examination before it is administered.
- Receive the signature of the faculty member who will proctor the test. The appropriate Dean will contact the student when the examination is approved so that the student can retrieve the CPE Request Form.
- The student should return the CPE Request Form, along with a receipt from the Cashier showing payment of the Credit by Proficiency Examination Application Fee, to the Registrar's office.
- The student and the faculty member should set a time and date on which the examination will be given.
- Once the examination is given, the faculty member should evaluate the student's demonstrated learning against the course learning objectives. The faculty should submit a CPE Score Results Form to the Registrar's office indicating whether the credit should be granted. Notification will be sent to the student and the student's Academic Advisor.
- If credit is granted, the student will be billed the appropriate Credit by Proficiency Examination Fee as described in the section titled, "Tuition and Fees" in this addendum. Payment of the fee must be received before the credit will post to the student's transcript.

Adding, Dropping or Withdrawing

The dates for add drop periods, like registration periods, are printed in the Kendall Course Catalog. Students may add a course only during the specified add/drop periods. A student should work with his or her Academic Advisor to complete the required form. If a student wishes to drop a course, he or she should do so quickly to avoid financial and academic consequences. Failure to attend a course does not take the place of completion of this required paperwork and may result in both a failing grade and financial aid reduction.

Dropping a course

This differs from withdrawing from a course. Dropping a course happens only during the first week of the term. A dropped course will not appear on a student's transcript. Deadlines for dropping a course are specified for each term in the course catalog. When adding or dropping a course, a student must consult with his or her Academic Advisor to complete the required form and take the completed form to the Registrar's Office.

Withdrawing from a course

If a student withdraws from a course, the withdrawal is noted as a "W" on the student's transcript. A student may withdraw from a course any time before 60% of a particular class' sessions have occurred. Students must withdraw in a timely manner to be eligible for any refunds. Please see the academic calendar for the relevant dates for each quarter.

A student who wishes to withdraw from a course, but who will still be enrolled in one or more courses, must consult his or her Advisor to complete the required form and take the completed form to the Registrar's Office and receive an updated course schedule.

Leave of Absence

Students are either enrolled in or withdrawn from the College. Students wishing to take a leave of absence from the College should notify their Advisor, and officially withdraw from the College. The Advisor will keep

the student apprised of upcoming registration and financial aid deadlines and alert them to program and schedule changes that might affect their long-term graduation plans.

Withdrawing from all courses

A student who wishes to withdraw from all courses for a particular quarter but who plans to return in the subsequent quarter must:

- Consult his or her Advisor to complete the required form – the Advisor will submit the form to the Registrar's Office.
- Visit the departments below to ensure that there are no outstanding obligations:
 - Financial Aid (if receiving assistance)
 - Housing (if living in student housing)
 - Business Office
 - International Student Advisor (if an international student)

The student's Advisor will be in contact regarding upcoming registration periods.

A student who does not wish to return to Kendall and wishes to withdraw from the College must:

- Conduct an exit interview with the relevant Program Dean or the Dean of Student Affairs
- Consult his or her Advisor to complete the required form – the Advisor will submit the form to the Registrar's office.
- Visit the departments below to ensure that there are no outstanding obligations:
 - Financial Aid (if receiving assistance)
 - Housing (if living in student housing)
 - Business Office
 - International Student Advisor (if an international student)
- Participate in a Financial Aid Exit Interview

A student who does not return in any quarter in which he or she is expected to return but seeks to return within one year of last attending should contact the Academic Advising department.

Under extraordinary circumstances which are beyond the control of the student, a student may apply for an Administrative Withdrawal after the posted last day for academic withdrawal. The student must document the extraordinary circumstances and receive faculty approval for the administrative withdrawal.

Any type of withdrawal is not official unless a form is submitted. Any student failing to follow the withdrawal procedure will earn an "N" or "X" grade, which will appear on his or her transcript.

Expulsion from the College

Students who have been expelled have a "Dean's Hold" on their record and cannot register without the approval of the Dean of Student Affairs.

Graduation

Degree Completion

In order to earn a degree at Kendall, the final 12 credits of coursework must be completed at Kendall.

Graduation Applications

All students must submit a Graduation Application at least one term before the anticipated term of graduation. The Academic Calendar reflects the specific application deadlines for each term. In order to participate in ceremonial activities, all academic and financial obligations must be met. Graduating students with Federal student loans must complete required loan exit counseling before their diplomas will be released by the Registrar's Office.

Degree Requirements

Degree requirements are detailed in the college catalog section Degree Programs and General Education Requirements. Program requirements are detailed under each program of study.

Honors and Awards

Dean's Honor List

The Dean's list is restricted to students carrying a full-time course load who achieve a quarterly GPA of 3.6 or higher. Such students will be named to the Dean's list for that quarter.

Culinary Students

Albert L. Furbay Award

Named after the founder of the Kendall's culinary school, this award is presented to a single culinary AAS student at the end of every quarter. This student must have successfully completed the requirements for the AAS, have a cumulative GPA of 3.5, and the endorsement of the majority of culinary faculties.

George Bay Award

This award is named in honor of George Bay, President of Bays English Muffins, member of the Culinary Advisory Board, and friend of Kendall College. To qualify for this award, the graduating student must have completed the requirements for an AAS in Baking and Pastry and have a minimum cumulative GPA of 3.5. The entire Culinary Faculty votes on candidates who meet these criteria to determine who will receive this award at graduation.

Escoffier Award

Named after a legendary French culinarian, this award is presented annually. All Furbay award and George Bay award winners from that academic year are eligible. The award is given to the student who receives the endorsement of the majority of chef faculty.

Judith Goldinger Award

This award is named in memory of Judith Goldinger, the first culinary mentor of Christopher Koetke, Dean of the School of Culinary Arts. It is awarded annually to a graduate of the Culinary Arts BA program who demonstrates a passion for the culinary arts, solid culinary skills, and a positive attitude. To be a candidate for this award, students must have a cumulative GPA of at least a 3.0 and receive the endorsement of the majority of the culinary faculty.

Hospitality Management Students**Hospitality Management Academic Achievement Award**

Each spring, hospitality faculty vote to honor a student who has excelled academically and contributed to the college community over the course of the academic year. The award recipient is chosen from a list of candidates based on GPA, level of professionalism, and overall contribution to the college.

Hospitality Management Professional Distinction Award

Each spring, hospitality faculty vote to honor a student who personifies professionalism. The award recipient is chosen from a list of candidates comprised of students who have received outstanding evaluations from their internship supervisor or who have contributed to the professionalism of the program.

All Students**David L. Zemsky Humanitarian Award**

This award is given in memory of a former Kendall College student. Each spring the upperclassmen vote to recognize a peer who has outshone others in terms of contribution to his or her fellow students or others during the academic year.

Louis C. Proesch Memorial Award

Each spring the upperclassmen vote to recognize the student who has grown most significantly throughout the academic year. This award recognizes personal growth and is not an academic achievement award.

Dedicated Peer Award

Each spring the Academic Success Center honors a peer tutor who has demonstrated exceptional skill and commitment in helping others achieve.

Peer tutors assist students whose needs cannot be met by professional tutors. This option is most often used when a student needs assistance in understanding content within advanced courses that require specific background knowledge.

Honor Societies**Alpha Chi**

Kendall College is a regionally accredited institution, offering full four-year Bachelor of Arts programs. As such, it invites students to membership in Alpha Chi, a national college honor society. To be eligible students must:

- Be a full-time or part time student at Kendall
- Have completed at least 48 hours at Kendall
- Be in the top 10% of the junior and senior classes of their respective BA programs

Additional information about Alpha Chi may be found at www.harding.edu/alphachi/chapters.htm.

Phi Theta Kappa

Kendall College is a regionally accredited institution offering associate degree programs. As such, it invites students to membership in Phi Theta Kappa, the International Honor Society of the two-year college. To be eligible, students must:

- Be a full-time or part-time student at Kendall
- Have completed at least 45 hours of coursework leading to an associate degree program, 30 of which have been completed at Kendall
- Be in the top 10% of the sophomore and junior classes in their respective AAS programs
- Be enrolled in a two year program

Additional information about Phi Theta Kappa may be found at www.ptk.org.

Eta Sigma Delta

Eta Sigma Delta is an international honor society that recognizes the scholastic and professional achievement of students in the field of hospitality, culinary arts and tourism. Eta Sigma Delta is administered by the International Council on Hotel, Restaurant and Institutional Education (I-CHRIE). To be eligible students must:

- Be a Hospitality Management or Culinary Arts BA student
- Have completed 50% or more of the credit hours required for graduation (junior standing)
- Have a cumulative GPA of at least 3.3.
- Agree to uphold the values of excellence, leadership, creativity, service and ethics.

Additional information for Eta Sigma Delta may be found at <http://www.chrie.org>.

Graduation Honors

Kendall recognizes the academic achievement of its graduates. Students graduating from any BA program can also be awarded the following distinctions:

- Cum Laude to students with a cumulative GPA of 3.70 (with Honors)
- Magna Cum Laude to students with a cumulative GPA of 3.80 (with high Honors)
- Summa Cum Laude to students with a cumulative GPA of 3.90 (with highest honors)

Business Office

The Business Office, including the Cashier, is responsible for assisting students, faculty, and staff with all business matters relating to the College. Students can make payments, add funds to their ID cards for meals/printing/copying, and purchase various culinary items.

Student Accounts

Student Accounts is the office responsible for all tuition revenue and the primary gatekeeper of student financial account information. The goal of the Students Account office is to provide excellent customer service and to maintain fiscal responsibility to the College. Representatives are available to answer all questions about tuition bills and payment options. Students may also request vouchers for both books and supplies.

The Student Accounts Office is located on the 8th floor in room 826 and is open:

- *Monday - Thursday 8:00 am - 8:00 pm*
- *Friday 8:00 am – 5:00 pm*
- *Saturday 9:00 am – 4:00 pm*
- *After hours by appointment only by calling 312-752-2220.*

Billing and Tuition Payments

Bills are only generated if there is account activity since the previous bill cycle. Bills will reflect the total charges for all enrolled classes. Also indicated on the bills will be any guaranteed Financial Aid which will give the student the total balance due at that time.

All tuition and fees are due to Kendall College by the published tuition due date (approximately two weeks prior to the first day of the term). Tuition charges for any course registrations made after the due date must be paid in full or added to the student's payment plan. Tuition is due by the tuition due date whether or not a bill has been received. If a student has not received a bill, they may contact Student Accounts at 312-752-2220 to determine the required amount due. Students can also view their accounts online at <https://my.kendall.edu>.

Students are expected to make the first payment of the payment plan or payment in full by the scheduled payment date. Students who opt for the Payment Plan must make a one-third monthly payment to ensure all charges are paid during the term. A \$25 payment plan fee will be added to the first payment each quarter for those who do not make Payment in Full on the first payment date and who have not packaged tuition and fee costs with financial aid. Payments may be made with cash, check or credit card (at no additional fee). A \$50 late fee will be assessed for each late payment or for failure to make a payment on the scheduled payment plan dates.

Payment must be received by the Student Accounts Office by the tuition due dates. Students may pay by check, cash, money order or credit card (Visa, MasterCard, American Express or Discover). Payments may be made to the Student Accounts Office by mail, in person (room 826), by phone at 312-752-2220 or online at <https://my.kendall.edu>.

Students whose accounts show a balance due after the tuition due date(s) will be assessed a \$50 Late Payment fee for each missed payment and will be prohibited from future registration and from receiving transcripts. Any requests appealing the assessment of delinquency fees must be submitted in writing to Student Accounts. In the event a student account becomes delinquent, the student is responsible for all costs of collection including collection agency fees, court costs, judgment interest, and other allowable charges in accordance with State regulation.

Account Refunds

Account credit balances resulting from payments other than Federal financial aid may be left in place to be applied to future term expenses, or the student may apply for a refund through Student Accounts.

Students who receive Title IV financial aid may submit a Credit Authorization Form to the Financial Aid Office to authorize retention of a credit balance on the student's account for future expenses within an academic year. If an account has a Title IV credit which will not be retained on the account, the refund will be generated according to the preference in the file.

Please note, Kendall institutional awards (Grants and Scholarships) will not be considered for refunds until the course add/refundable drop period is closed.

Business Office and Registration

Students should have an account balance of zero to register for any upcoming terms. Students who do not register during the designated registration week may be charged a late registration fee. Students who do not have a completed financial aid file, and/or whom the College has been unable to award prior to the start of a term, will be asked to submit the first payment of a payment plan before they can attend class.

Financial Aid

Kendall College assists students with application and eligibility determination for various types of financial aid to assist with the cost of items such as tuition, books, meals, uniforms, and housing. We advise on Federal and state grant eligibility, but as an Institute, Kendall College values the commitment a student makes with current and future earnings to the education, and includes self-help (loans and work) as part of the Kendall aid package.

Types of Assistance

Financial aid programs available for Kendall students include:

1. **FEDERAL PELL GRANT**

The Federal Pell Grant is gift assistance which does not have to be repaid. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2008-2009 award year, the minimum grant for a full year for an eligible student is \$523 and the maximum grant is \$4731.

2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The FSEOG is gift assistance which does not have to be repaid. FSEOG is awarded from limited funds to students who have an exceptional financial need as determined by the U.S. Department of Education standards. Students with the lowest "Expected Family Contribution" (EFC) are awarded FSEOG. The maximum annual award is \$800.

3. **FEDERAL WORK-STUDY**

The Work-Study program offers students a limited number of opportunities to meet part of their expenses by working part-time for at least minimum wage. A limited number of assignments are available, and priority is given to students with the greatest need who are qualified for the available job assignments on a first-come, first-served basis. Once approved for work study, students must work with the Career Services Department to identify and apply for available positions. A Work Study student will not be authorized to work more than 20 hours per week while classes are in session. Eligible students are encouraged to apply for community service jobs which comprise a portion of the Kendall College Federal Work Study program.

4. **SUBSIDIZED FEDERAL STAFFORD STUDENT LOAN**

The Subsidized Federal Student Loan program provides low interest loans through banks, savings and loans, and other lending institutions. Eligibility for this loan is determined by need as calculated using Federal methodology for students who are attending at least half-time (6 credits per quarter). The maximum annual loan amount for the first academic year (grade level 01) is \$3,500, less origination and other fees (if applicable). The minimum annual amount is \$250. The maximum Subsidized Stafford Loan for grade level 02 is \$4500, and this loan is capped at \$5500 each for

grade levels 03 and 04. Interest does not accrue and payments are not made until six months after the student leaves school. The minimum payment amount is \$50 per month as long as the loan can be paid in full in ten years. Subsidized Federal Student Loans provide many flexible repayment plans including a plan which takes into consideration the student's ability to make payments. For loans first disbursed on or after 7/1/2006, the interest rate is fixed at 6.8%, and for loans first disbursed after 7/1/2008, the interest rate is fixed at 6%. Borrowers who have other outstanding loans may be eligible to consolidate these loans into one consolidated loan payment.

5. UNSUBSIDIZED FEDERAL STAFFORD STUDENT LOAN

The Unsubsidized Federal Stafford Student Loan program provides loan eligibility for students who do not qualify for a full or partial Subsidized Stafford Loan based on financial need and who are attending at least half-time (6 credits per quarter). Additionally, all students may qualify for \$2000 Unsubsidized Stafford Loan, and independent students and certain dependent students may borrow additional Unsubsidized amounts up to \$4000 per year for the first and second academic years (grade levels 01 and 02), and \$5000 per year for grade levels 03 and 04. Interest accrued during in-school and deferment periods is not subsidized for these loans, and the borrower is responsible for these amounts. However, these Interest amounts will be capitalized when the loan enters repayment. For loans first disbursed on or after 7/1/2006, the interest rate is fixed at 6.8%. Repayment terms are the same as the Subsidized Stafford Loan except as noted above for in-school and deferment periods.

6. PARENT PLUS FEDERAL LOAN

The Federal PLUS loan is a credit-based loan available to parents who wish to apply for additional assistance for their dependent child's education. The PLUS loans are made by through banks, savings and loans, and other lending institutions. The amount of the PLUS loan cannot exceed the student's cost of attendance less other financial aid. PLUS loans through the Federal Family Education Loan Program first disbursed on or after 7/1/2006 have a fixed interest rate of 8.5%. For loans first disbursed after 7/1/2008, the parent may begin making interest and principal payments 60 days after the loan is fully disbursed, or may contact the loan holder to defer payments until six months after the student ceases eligible enrollment.

7. FEDERAL PERKINS LOAN PROGRAM

The Federal Perkins loan is available based on need and availability of funds. The current interest rate is 5%. Repayment on the loan begins 9 months after the student leaves school. No fees are involved.

8. ACADEMIC COMPETITIVENESS GRANT (ACG)

The ACG Grant program is gift assistance which does not need to be repaid. An ACG Grant recipient must be eligible for Pell Grant, be a first-time full-time student in Year One or Year Two of a degree program, be a United States Citizen, and have graduated from a Federally defined rigorous high school program on or after January 1, 2005. The maximum 2008-09 ACG Grant is \$750 for first year students and \$1300 for second year students. Final high school transcripts must be submitted to the Registrar's Office prior to consideration for this award.

9. STATE AWARDS

Kendall students who meet the requirements for Illinois residency are assessed for eligibility for the following State programs as part of their standard application process: Illinois Incentive for Access Grant, Monetary Award Program Grant (MAP), and Merit Recognition Scholarship. Students, and parents of dependent students, must document a minimum one year of Illinois residency. Students must complete a separate application to the State to be considered for the Illinois Future Teacher Corps (IFTC) Program Scholarship and the Minority Teachers of Illinois Scholarship. The specific award amounts for all of these programs are set by the State and are affected by the student's major, credit load, and need as calculated by Federal methodology. Some states other than Illinois will provide awards to students who are domiciled in the home state but attend school in other states. Students with residency in states other than Illinois may contact their state education agency

for additional information. Telephone numbers and links to state agency websites can be found at: www.ed.gov/Programs/bastmp/SHEA.htm

10. KENDALL INSTITUTIONAL AWARDS

Kendall Merit Scholarships are awarded based on prior educational achievement as reviewed at the time of enrollment and Kendall major. The maximum 2008-09 award is \$400 per term. The Kendall Grant is awarded annually based on financial need and Kendall major. The maximum 2008-09 Kendall Grant award is \$850 per term. Kendall Institutional Awards are not concurrent. A student with eligibility for more than one Kendall Institutional Award will be awarded the higher of the two Kendall Institutional Awards.

11. ENDOWED SCHOLARSHIPS

There is a separate application process each Spring for endowed scholarships such as the Joseph L. Karp Scholarship, Genevieve Rockwood MacDougal Scholarship; Eric D. Lane Scholarship; Joe Mrowka Scholarship; Jason Roth Scholarship; 1950's Alumni Scholarship; Ray Geraldson, Jr. Scholarship; Aaron David Collar Memorial Scholarship; Capitanini Family Scholarship, US FoodService Scholarship., Kendall Business Scholarship, Helen Graham Scholarship, Hispanic Advisory Board Scholarship, Kendall Hospitality Scholarship, and Jean Banchet Scholarship.

Information about additional outside scholarships is available from the Financial Aid Office.

12. ALTERNATIVE/PRIVATE LOANS

The Financial Aid Office will assist borrowers with applications for credit-based alternative or private loan programs utilized by Kendall College students and their families. Additionally, students and their families may consider other consumer loan options available through their current lending institutions.

Application Process

STEP ONE – APPLICATION FORMS: Kendall encourages students to begin the Financial Aid process as early as possible. In fact, students may begin the Financial Aid application process before full acceptance by the College. The annual application procedure for new and continuing students is as follows:

- Complete the Free Application for Federal Student Assistance (FAFSA) via the Internet at www.fafsa.ed.gov. List Kendall College, using the School Code 001703.
- Complete a Kendall College Financial Aid Application. Answer all questions and do not leave any items blank. Sign the certification statement and submit it to the Financial Aid Office.

STEP TWO – ADDITIONAL DOCUMENTATION: Once the two initial forms (FAFSA and Kendall Financial Aid Application) are processed, the Financial Aid Office will advise the student of any additional documentation requirements. Required documentation may include signed copies of tax returns, proof of permanent residency or citizenship.

STEP THREE – AWARD DETERMINATION AND ACCEPTANCE: Financial aid is awarded by academic year based on the family's ability to contribute as determined by Federal methodology, the overall cost of attending Kendall College, merit, and other eligibility criteria including credit load (**the dollar amount of the student's financial aid is affected by the number of credit hours the student takes each quarter**) and program-specific requirements.

The cost of attendance includes tuition fees, room, board, books, supplies, and miscellaneous expenses. Kendall College estimates 2008-09 indirect costs as follows: \$3495/quarter room and board budgets for students attending at least half time and living on or off-campus. The room and board budget for students attending at least half time but living with their parents is \$1903. Transportation expenses are estimated at \$400/quarter for students attending at least half time, and \$200/quarter for those attending less than half time. Miscellaneous expenses such as clothing, entertainment, and personal items are estimated at \$1658/quarter for students attending at least half time.

Kendall College operates on a Standard Academic Year which includes the Fall, Winter and Spring quarters and a Summer header. The minimum academic year definition for degree programs is 45 quarter credits and 30 weeks. The minimum academic year definition for certificate programs is 36 quarter credits and 30 weeks.

Financial aid is awarded on a rolling basis as the FAFSAs and Kendall Applications are received. When all necessary documents have been received, the Financial Aid Advisor will prepare an award letter using the most beneficial package of available funds for which the student is eligible. The award letter detailing specific awards and amounts for each term in the academic year is sent to the student with enclosures of additional forms and information pertinent to the awards. The student must review the letter and either accept or decline the award(s). Student loans and most other aid will not be certified until a signed award letter accepting the awards is returned to the Financial Aid Office. Aid will not be processed until all required documents are completed and returned, and the Master Promissory Note must be signed electronically or signed and returned to the Financial Aid Office for either Stafford or PLUS loans.

Students and parents may obtain additional Federal loan funds without having to sign a new MPN for each academic year or period of enrollment. However, Kendall College requires active confirmation of subsequent loan amounts, which means the College must receive written confirmation of the new loan amount before proceeding to certify the loans.

Although the College has no financial aid deadlines, some funds are limited. Students who complete the process early have greater opportunity to access these funds. It is important for students to respond promptly to any requests for additional clarification or documentation. The priority date for the next academic year is March 1, and students are encouraged to submit their FAFSAs and Kendall Application for the 2009-10 year by March 1, 2009.

After financial aid has been awarded and accepted, a student with a remaining tuition balance for a term must make payment by the published due date on the Academic Calendar (approximately two weeks prior to start of term). Other payment arrangements can be made through the Business Office.

STEP FOUR – DISBURSEMENT OF FUNDS: With one exception, a portion of each Federal award is credited to the student's tuition account each term. A full-time student may only receive 3 full-time Pell awards during the year, and the State programs typically do not provide disbursements for the Summer term. A first year, first-time borrower's account will not be credited with Stafford Loans until 30 days after the first day of class and until the student completes entrance loan counseling.

Most financial aid is disbursed electronically to the student's account in accordance with the terms/amounts listed on the accepted award letter once enrollment status and progress have been confirmed.

OFFICE HOURS: The Financial Aid Office is open:

- Monday – Thursday: 8:00 am – 8:00 pm
- Friday 8:00 am – 5:00 pm
- Saturday 9:00 am – 4:00 pm
- The office is located on the 8th floor at the Chicago campus, and may be reached as follows:
 - Culinary Arts, Hospitality, and Business Students 312-752-2070 or 866-952-3243 (toll free)
 - School of Education Students 312-752-2028 or 866-803-9988 (toll free)

Email: financial_aid@kendall.edu

Study Abroad

A Kendall College student's enrollment in a program of study abroad approved for credit by Kendall College may be considered enrollment at Kendall College for the purpose of applying for assistance under the Federal Title IV financial aid programs.

Student Financial Aid Rights and Responsibilities

Kendall College financial aid recipients have the following rights:

- You may decline all or any part of your financial aid award. This must be done in writing
- You may cancel a Federal loan disbursement within 14 days of the date of disbursement notification and assume responsibility for any resulting tuition account balance.
- You will be notified in writing of any changes to your financial aid eligibility and/or your awards.
- You may request review of your financial aid application due to special or unusual circumstances that would change the Expected Family Contribution and/or the Cost of Attendance. All such requests should be submitted in writing on the Request for Review of Special Circumstances form available on the Kendall website and from the Financial Aid Office. Be sure to include supporting documentation.
- In protection of your rights under the Family Education Rights and Privacy Act (FERPA), the staff at Kendall College will not release specific information about your financial aid award to third parties without your permission.
- Students have the right to contact the Federal Student Financial Aid Ombudsman to resolve issues related to student loans. More information on problem resolution and the Ombudsman is located later in this section of the catalog.
- Students may contact the Director of Financial Aid with unresolved concerns about their financial aid.

Kendall College financial aid recipients have the following responsibilities:

- Be admitted by the Office of Admissions to a course of study leading to a degree or certificate.
- Promptly attend scheduled Financial Aid appointments.
- Provide all documentation as requested by the Financial Aid Office to complete the file. All requested verification or confirmation documents (such as signed copies of tax returns or proof of citizenship) must be provided before Kendall College will finalize the awards.
 - Failure to provide timely documentation may jeopardize the student's ability to start the next term (unless cash payment is made) or to have access to limited financial aid funds.
- While the intent is to complete all documentation in time to receive financial aid disbursements for the immediate term, all Federally-required documentation must be completed no later than the Secretary of Education's published deadline, usually mid-September following each award year. Report to the Financial Aid Office any additional resources such as Veterans Education Benefits, scholarships, tuition waivers, and funding from outside agencies, etc.
- Confirm the awarded loan amounts on the award letter and return a signed copy to the Financial Aid Office.
- Maintain Satisfactory Academic Progress (SAP) as described below in this section of the catalog..
- Immediately inform Kendall College of any address changes.
- Federal student loan applicants will complete Loan Entrance Counseling as requested, and Loan Exit Counseling upon graduation, withdrawal, or enrollment in fewer than six credits for a term.

Financial Aid Eligibility and Satisfactory Academic Progress

Kendall College academic policies require that a student maintain a term average and cumulative GPA of 2.0. Students who do not maintain these benchmarks are placed on Academic Probation for the following term and must contract to correct their performance. Students who return to the required levels during the Academic Probation term are returned to good standing, and those who do not will be academically suspended and ineligible for financial aid. Students may follow academic policies to appeal academic suspension, and the Financial Aid Satisfactory Academic Progress Appeals procedure listed below to appeal the loss of financial aid eligibility.

Federal regulations require the College to establish an academic progress policy for Federal financial aid recipients which is at least as strict as the academic progress policies applied to all students. The financial aid policy must address both minimum academic standards and a maximum time frame in which students must complete their program or degree.

Financial Aid Satisfactory Academic Progress Standards

In order to maintain Satisfactory Academic Progress for financial aid purposes, a student must meet the minimum qualitative and quantitative academic benchmarks or be on Financial Aid Probation as described in this section.

The **qualitative** benchmarks mirror the 2.0 requirement in the academic policy described above and elsewhere in the Kendall College catalog. This is measured at the completion of each term. A student falling below this benchmark will be put on Financial Aid Probation for a single term during which the student must work with Academic Advising to achieve at least a 2.0 for courses attempted during the probationary term and, increase or maintain a cumulative GPA of at least 2.0. The student is eligible for financial aid while on

Financial Aid Probation. If a student fails to remedy the GPA during the term of Financial Aid Probation, the student becomes ineligible for financial aid funds until the GPA benchmarks are met.

If a student achieves a GPA of 2.0 during a term of Financial Aid Probation, but the cumulative GPA does not reach 2.0, the student must continue to achieve a minimum GPA of 2.0 during an additional term of Financial Aid Probation or become ineligible for financial aid funds until the GPA benchmarks are met. If all credits during the probationary term are "Pass/Fail", the student must earn an "S" for satisfactory completion of all credits attempted in order to continue in probationary status during the next quarter during which the student must achieve the minimum 2.0 GPA.

The **quantitative** benchmark requires the student to complete at least 67% of credits attempted. Degree students are evaluated on all credits attempted during the award year (which begins July 1 and ends June 30), and measurement is at end of each spring term. Certificate students are evaluated for 67% completion after every two terms of study. A student falling below this benchmark will be put on Financial Aid Probation for a single term to improve the percentage of completed credits. The student is eligible for financial aid while on Financial Aid Probation. If a student fails to complete at least 80% of credits attempted during the term of Financial Aid Probation, the student becomes ineligible for financial aid until or unless the overall credits completed/credits attempted percentage for Kendall College credits (including transfer credits) is brought to at least 67%. If a student completes at least 80% of credits attempted during a term of Financial Aid Probation, but the overall credits completed/credits attempted percentage is still less than 67%, the student must continue to achieve a minimum of 80% completion of credits attempted during an additional term of Financial Aid Probation or become ineligible for financial aid funds until the overall 67% benchmark is met.

A student may attempt no more than 150% of the credits in the major/degree program. If a student reaches a point in training where it is impossible for the program to be completed within 150% of the credits, the student immediately loses eligibility for financial aid.

The "credits attempted" total includes all credits attempted at Kendall College (or transferred in) for coursework which can be accepted toward the current major or degree. All terms at Kendall are included, not just those for which Title IV received. However:

- Courses dropped during the term's "add/drop" period are not considered to have been attempted.
- Courses dropped after the "add/drop" period receive a grade of "W" and do count as attempted credits.
- Original credits for repeated courses do count as attempted credits, but do not count in the GPA.
- Incomplete grades count as credits attempted and not completed, but do not impact GPA.

Financial Aid Satisfactory Academic Progress Appeals

A student may appeal a determination of failure to maintain the qualitative and/or quantitative academic progress standards for mitigating circumstances. The student must demonstrate there were extreme and unusual circumstances, such as serious illness or injury to the student, death or serious illness of an immediate family member, or significant trauma in the student's life that impaired the student's emotional and/or physical health, which prevented the student from maintaining the required standards during a specific time period. The appeal must be submitted in writing to the Director of Financial Aid.

The appeal must include an explanation and supporting documentation of the mitigating circumstances which caused the student to fall below the required benchmarks as well as confirmation that the mitigating circumstances will no longer affect the student's ability to progress as required. If the appeal is granted, the College's satisfactory academic progress requirements for financial aid eligibility will be suspended and not applied to the credits in question. The student will continue to be eligible for financial aid, and must meet standards moving forward.

Except in the case of a successful appeal, the student must return to standards in order to regain financial aid eligibility. Simply paying cash or sitting out for a period will not suffice.

Withdrawal - Institutional and Federal Refund Policies

A student who wishes to withdraw from the College should contact their Academic Advisor and complete a "Kendall College Withdrawal Notice" to begin the withdrawal process.

The **Kendall College Refund Policy** determines whether there will be a refund of institutional charges for the withdrawn student. The student will receive a prorated refund of educational fees and room/board fees according to the following schedule:

Continuing Students:

- Withdraw during first week of classes 100%
- Withdraw during second week of classes 80%
- Withdraw after second week of classes 0%

New (First Term) Students:

- Withdraw during first week of classes 100%
- Withdraw during second week of classes 90%
- Withdraw during third week of classes 80%
- Withdraw after third week of classes 0%

The Federal **Return of Title IV Funds Policy** determines the amount of Federal loan and grant (Title IV) aid a student may retain based on the amount of time the student spent in attendance at the College. Title IV funds include Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Family Educational Loans (Subsidized Stafford, Unsubsidized Stafford or PLUS Loan), Perkins Loan, and the Academic Competitiveness Grant (ACG). The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Calculation: The Return of Title IV Funds amount is calculated for any Title IV recipient who withdraws before the end of the term. The calculation may result in a required return of Title IV funds to their source if the student withdrew before completing 60% of the quarter. The percentage of Title IV to be retained is equal to the number of calendar days from the beginning of the quarter to the withdrawal date divided by the total number of calendar days in the quarter. Breaks of more than four days are excluded from the number of days in the formula. After the 60% point in the quarter, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If a student does not complete a term but fails to follow the official withdrawal procedures, the Return of Title IV Funds amounts will be calculated using the midpoint of the quarter as the withdrawal date unless attendance at an academically-related event is documented on a later date.

Credit Balance: If a Title IV credit balance remains after calculation of both the Kendall College Refund and the Return of Federal Funds policies, the balance will be paid to the student unless the student requests the additional credit be returned to Federal student loans. A non-Title IV credit will be used to repay Kendall College funds, state funds, other private sources, and the student in proportion to the amount received from each non-Federal source.

Additional Funds: If a student earned more Title IV aid than was disbursed, the institution will credit earned grant funds to unpaid institutional charges and will disburse additional earned grant funds to the student. Any unpaid earned loan funds will be offered to the student to apply to unpaid institutional charges, and any additional amounts will be offered to the student. The student should accept these funds within 14 days of the date of the notification. Any post withdrawal loan disbursement must be paid within 180 days of the student's withdrawal.

Ombudsman Notification

Please contact the Financial Aid Office at Kendall College. We are always ready to assist you with any questions or concerns regarding your Family Federal Educational Subsidized, Unsubsidized, or Parent (PLUS) Loans.

If the Financial Aid Staff are unable to resolve your questions or concerns, ensure your concern is brought to the attention of the Associate Vice President of Financial Aid.

After all above options have been exhausted, if you are unable to resolve a FFEL issue, The Department of Education's Office of the Ombudsman for student loan issues is available. An ombudsman resolves disputes from a neutral, independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower problem and suggest solutions to resolve the problem. Student borrowers can contact the Department's Office of the Ombudsman by:

Via e-mail:

fsaombudsmanoffice@ed.gov

Via on-line assistance:

<http://www.ombudsman.ed.gov>

Via (toll free) telephone:

1-877-557-2575

Via fax:

(202) 275-0549

Via mail:

U.S. Department of Education
FSA Ombudsman
830 First Street, N.E.
Washington, DC 20202-5144

National Student Loan Data System (NSLDS) Information for Students

Students may access their Federal loan information at the NSLDS Student Access Web Site by providing the following information: Social Security Number, Date of Birth, Federal PIN (used to complete the FAFSA on the Web), and the first two letters of the last name. <http://www.nsls.ed.gov>

Information Systems

Computing Facilities

Students with laptops can access Kendall's wireless network anywhere on campus with proper Kendall user name and password. The following computing facilities are provided for students in addition to the campus-wide wireless internet access. The Kendall ID must be visible at all times while in any of the computing facilities or classrooms:

- **Academic Success Center:** ASC is located in the Kendall Library on 6th floor. The ASC has 12 computers throughout the center with network access for students to dedicate their time for study and obtain tutoring in quiet environment.
- **Computer Classrooms:** There are four dedicated computer classrooms - three of them on the 4th floor (Rooms 422, 423, and 424), and one on 6th floor (Room 622). Mobile Computer Labs can also be delivered to any classroom or kitchen on campus.
- **Computer Kiosks:** Students also have access to computer kiosk stations in the lounge/study area on the second floor and the library. Conveniently located, these kiosks are designed for students to quickly access the internet, e-mail, Blackboard, and other study materials.
- **Computer Lab:** The computer lab is located on the 4th floor and is open 24 hours a day, 7 days a week. A Kendall ID is required to obtain access to the computer lab. To enter the lab, place the Kendall ID over the proximity reader to unlock the doors.

Printing and Copying

ID cards are required to use printers and copy machines on campus. At the start of each term student ID cards will be pre-loaded with \$25 worth of free printing. This equates to 500 black and white or 70 color prints. Additional prints cost:

\$ 0.05 for black and white copy/prints

\$ 0.35 for color

Value may be added to an account by using one of the money loader machines located on the 3rd and 4th floors or at the cashier's office on the 8th floor.

Technical Support

Technical support is provided on-site in the 4th floor computer lab. Questions or issues may also be addressed by sending an email to support@kendall.edu.

Responsible Use of Information Technology

Access to information technology resources owned or operated by Kendall is a privilege, which imposes certain responsibilities and obligations. Privileges are granted subject to College policies, local, state, and Federal laws. Acceptable use is always ethical, reflecting academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Information technology resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, copiers, voice-mail and other telecommunications facilities, as well as all information contained therein owned or managed by Kendall.

Computers, networks, and communications equipment owned by Kendall are provided to support the educational mission of the College. This policy applies to all members of the College community: faculty, staff, and students.

At the minimum users are expected to:

- Regard the use of the Internet/Computer Network as a privilege.
- Respect the integrity of computing systems; for example, users shall not install unauthorized software without specific permission of the IT Department. Only software directly related to Kendall College's curriculum will be installed on any institutional computers.
- Not creating and/or displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail (SPAM)
- Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, passwords belonging to other users, or representing themselves as another user unless explicitly authorized to do so.
- Respect the legal protection provided by copyright and license to programs and data.
- Not use the resources of the Internet/Computer Network for personal financial gain.
- Follow all rules and regulations of the Computer Labs and the Lab Attendant on duty.
- Provide courtesy to other students by keeping noise level to a minimum.
- Use personal headphones when sound is required for the computers and not bring food or drinks into computer lab.
- Not view and/or download any pornographic, discriminative, and offensive materials including images, MPEGs, videos, etc.
- Not use P2P software to download illegal copies of MP3s, video and software. Reporting Violations – Any violations of Acceptable Usage Policy must be reported to an instructor, technology support staff, or an administrator. Each user has the responsibility to report any suspected violation of his/her own personal privacy to the administration.

Consequence of Violations – Kendall College reserves the right to discontinue account privileges to any user who violates the acceptable usage policies. Repeated or severe infractions of the policies may result in appropriate disciplinary action in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, intentional deletion, damage to files and data belonging to the college or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities.

Website Privacy

This Overall Privacy Statement discloses the privacy practices for the entire Kendall College Web site.

Privacy is extremely important to us. Please read the following to understand our views and practices regarding this matter and how they pertain to you. Kendall College gathers several types of information about our visitors: data that prospective students provide when inquiring about academic programs, information about how many people visit our site, and personal contact information supplied by visitors signing up for services provided and transmitted by Kendall College or other promotions such as our dining services, courses and various surveys. Such information enables us to better tailor our products/services to our visitors' needs and to help us better understand the demographics of our visitors. Kendall College may

from time to time use contractors to help it deliver its educational programs. NEITHER KENDALL COLLEGE NOR ANY OF ITS CONTRACTORS SHARES INFORMATION ABOUT INDIVIDUAL VISITORS WITH ANY OTHER PARTY.

Kendall College gathers user information in the following processes: Electronic newsletter - Kendall College offers a free e-mail newsletter to visitors. Kendall College gathers the e-mail addresses of visitors who voluntarily subscribe. Customers may remove themselves from this mailing list by following the instructions included in every newsletter. Usage tracking - Kendall College tracks visitor traffic patterns throughout our site. However, we do not correlate this information with data about individual visitors. Kendall College may/does break down overall usage statistics according to a visitor's domain name, browser type, and MIME type using the information supplied by the user's Web browser, such as IP address, browser type, version and platform.

Kendall College does not share mailing lists or personal information supplied with any third parties, including advertisers, constituencies or partners except as necessary for the purposes of marketing, delivering, and evaluating our own programs. We use tracking information to determine which areas of our site visitors like and don't like based on traffic to those areas. Kendall College does not track what individual users read, but rather how well each page performs overall. Kendall College uses the information described above to tailor our products and content to suit your needs and help us better understand our audience's demographics.

Kendall College will not disclose any of your personal information, except as described above, or when we believe in good faith that the law requires it, or to protect the rights or property of Kendall College. Kendall College does disclose aggregated user statistics in order to describe our services to prospective constituencies, partners, advertisers, and other third parties, and for other lawful purposes. Virtual Postcards- When you send one of our virtual postcards, the information you provide to us is used to customize your greeting with the recipient's name and with your message, and to deliver an email notification to the recipient. We treat our cards as private correspondence between the sender and the recipient and will not disclose the contents of a card, other than to the intended recipient, unless we are required to do so by law or we in good faith believe that such action is necessary to (1) comply with the law or with legal process; (2) protect and defend our rights and property; (3) protect against misuse or unauthorized use of Kendall College; or (4) protect the personal safety or property of our users or the public. However, if you provide a false email address or attempt to pose as someone else when sending information about you - including your computer's IP address - may be disclosed as part of any investigation into your actions.

Kendall College uses reasonable precautions to keep the personal information disclosed to us secure and to disclose such information where appropriate only to third parties we believe to be responsible. However, we are not responsible for any breach of security or for any actions of any third parties which receive the information. Kendall College also links to a wide variety of other sites. We are not responsible for their privacy policies or how they treat information about their users.

Office of Student Life and Leadership

Student Life connects students with campus resources including:

- Student health: sickness and accident insurance, first aid kit
- UPASS and School IDs
- Lockers
- Advocacy
- Housing
- Student activities
- Student clubs and organizations

Student Life also sponsors quality, non-academic activities for students. Student clubs and organizations involving members of diverse: age, ethnicity, gender, nationality, orientation and religious backgrounds all contribute to the world of student life.

These contributions begin by assisting students in developing a sense of belonging, acquiring skills and knowledge, and developing informed attitudes that ultimately lead to a sense of responsibility demonstrated through student organization self-governance.

Basic information about Student Life activities is included in this catalog. More information is available in the Student Handbook.

Student Life is located in Room 235 and is open Monday through Thursday from 8:00 am – 7:00 pm, and Friday from 8:00 am – 5:00 pm. Saturday hours are offered during peak need times. Stop by the office for more information.

Student Accident & Sickness Insurance Plan

Kendall has made available to its students and their dependents, a plan of Blanket Accident and Health Insurance underwritten by Guarantee Trust Life Insurance Company. The coverage is designed to provide benefits for medical expenses arising from an injury or sickness, including those that occur off campus and during interim vacations. Student Accident and Sickness Insurance Plan Brochures are available in the Student Life office.

Counseling

A professional counselor is available to all Kendall students at no additional cost. Services include: short and long-term counseling, individualized clinical counseling sessions, support groups, and referrals to counseling resources in the community. The Counseling Office can assist students with issues in the following areas: relationships, self-esteem, family problems, alcohol and/or drug use, eating disorders, stress management and problem solving, and sexual/physical abuse.

The Counseling Office is located on the second floor in room 258, telephone 312-752-2266. For referral suggestions for private therapists or local clinics, schedule an appointment or come to the Counseling Office. The counselor can provide referral options appropriate to your particular needs and can help evaluate a student for insurance eligibility.

Parking and Transportation

Parking Stickers

Kendall College parking stickers may be purchased at the Cashier's Office. The cost of the sticker for the 2008-09 academic year is \$60 per quarter. Parking stickers are non-refundable.

Parking Lot

Students, faculty, and staff must park in the large, gated parking lot across the street from the school, or on the street. A current Kendall College parking sticker is required to park in the gated lot. Students, faculty, and staff may not park in the Visitor Lot in front of the College. Cars parked contrary to these requirements may be towed without warning at the owner's expense. Direct questions or concerns to the Director of Facilities Management at 312-752-2510.

UPASS

The U-Pass provides unlimited rides aboard CTA buses and trains. Full-time campus-based students are eligible to receive the CTA U-Pass as part of the tuition and fees package. The cards of students who change to part-time status will be deactivated. Please note that the U-Pass is not valid for travel on PACE suburban busses or Metra commuter trains.

Additional information about the U-Pass may be found at www.chicagotransitauthority.com.

Dining and Cafeteria Information

Meal Plan

As a courtesy, meals are made available to full-time and part-time students at no additional cost. Full-time students are allowed up to two meals per day in the Café and part-time students are allowed one meal per day on the days they have class. The student's Kendall ID also serves as a meal card and is "swiped" upon entry to the cafeteria for documentation.

Café du Jour

The Café Du Jour, Kendall's student-run cafeteria, is located on the third floor. The Café is a living student classroom providing breakfast, lunch, and dinner with a wide variety of menu choices that change daily. The cafeteria routinely serves breakfast, lunch, and dinner Monday through Friday when classes are in session. Periodically, limited meal service is made available to students attending specific classes on weekends. The cafeteria is closed Sundays, holidays and during college breaks. For more information about hours and menu choices, students should check the Café's posted signs.

Coffee Bar

The coffee bar is located on the 2nd floor in the student lounge area and is open to all students, faculty and staff. The coffee bar offers gourmet coffee options along with pastries fresh from the kitchens at Kendall. The coffee bar is open Monday through Friday from 7:00 am until 5:00 pm.

Dining Room

The Dining Room at Kendall College is renowned for its exceptional food and attentive service. Open to the general public, the Dining Room is also an extraordinary "classroom" offering culinary students the opportunity to gain real-world experience in a professional, fine-dining restaurant. Reservations may be made by calling 312-752-2328. Kendall Students get a 30% discount on their meal in the Dining Room.

Housing

Student Housing at Kendall College is offered through the Housing Office. Kendall's apartment-style student residences, located in the stylish Presidential Towers at the heart of Chicago's financial district at 555 W Madison, promote academic and professional success in a rich, stimulating metropolitan environment. These secure, luxury high-rise residences include many amenities and are footsteps away from compelling job and internship opportunities at world-class restaurants, hotels, and businesses. You'll be surrounded by first class "Windy City" attractions. Full-time campus based students will receive a transit pass for unlimited bus and rail system use anywhere on the Chicago Transit Authority (CTA). Additionally, residential students take advantage of the numerous activities and programs that Kendall College Resident Assistants sponsor. These events are designed to give our students opportunities to create new friendships, expand their horizons, strengthen their ties to our community and ultimately enhance their college experience.

Additional information is available from the Housing Office at 312-752-2182. Alternative off-campus housing options can be found through numerous sources and at: www.chicagoapartmentfinders.com.

Student Organizations and Clubs

The Student Government Federation

The Student Government Federation (SGF) is the students' organization. It provides students with a leadership role, a voice within Kendall College, and access to improve the campus community. SGF represents the student body on various committees and boards within the College, such as the Board of Trustees and Faculty Senate. SGF also oversees all student clubs and organizations, along with program activities for students.

SGF is elected at the beginning of the Fall Quarter with the term of service extending for three academic quarters. Elected Officials must be in good standing with the college and may not be freshman. Every student is allowed to be member of SGF but only upper classman can hold titles.

To receive information about student government or to get involved, e-mail studentgovernment@kendall.edu.

Student Organizations and Clubs

NSMH [National Society of Minorities in Hospitality] is the premier professional organization for minority hospitality students. We address diversity and multiculturalism, as well as the career development of our student members. We feel that these lessons are important to the future leaders of this industry and that anyone of any ethnicity, gender, or other demographic group can find value in our conversation. We provide events and programs that bring together college-level students with company sponsors, industry representatives, other hospitality organizations, advisors and mentors, and hospitality high school students.

Connections Club is all about awareness. This club objective is to create a forum where issues that concern everyone who eats and cooks can be discussed. We work to provide resources to the Kendall community so that they can better evaluate food supply issues that affect all consumers. We believe it is important to know how food reaches our plates. The path it takes from farm through processors to consumer affects everyone's health, the global economy and United States politics in a major way. We invite expert speakers, hold tastings, and show videos to increase awareness about the path agricultural products travel before reaching the table.

Volunteer Club strives to connect students to volunteer opportunities on campus and within the community. The Volunteer Club promotes community involvement and "learning through service". Frequently collaborating with other organizations throughout the college, the club sponsors the popular annual "Student Auction" that raises money for clothing for needy children and families.

Garden Club of Kendall College functions through the Spring to Fall quarters. This club meets to discuss the organization of a small vegetable and herb garden in the Spring. Throughout the Summer and Fall club members work to plant and harvest the garden. This is a great way to learn about restaurant gardens.

Book Club allows you to read the books you want and discuss them with your peers. Contact ifreeman@kendall.edu.

Other opportunities include Intramural Soccer, KCStore events, Running Club, Student Programming Board, and International Club.

In order to be a registered student organization or club, four main requirements must be met: 1) The organization's objectives must be "consistent with the broad organizational goals of the College", 2) The club or organization must have a staff or faculty member willing to be an advisor to the group. 3) The group must complete the Student Organization Registration Form and submit it to the Office of Student Life, and 4) the Club/Organization must be passed through Student Government.

The Office of Student life has a complete list of contact information for clubs and information, and well as copies of the Student Organization and Club Registration Form.

Additional Kendall College Policies

Required Disclosure Reporting:

Cleary (Campus Security) Act: Kendall College publishes the Annual Security Report by October first of each year. This report is distributed to all enrolled students and current employees via e-mail, direct mail, or manual distribution, and is available to prospective students and employees upon request to the Dean of Student Affairs. The report includes information on the College's institutional security policies and crime statistics.

Student Right to Know Act: Each year, Kendall College makes available information about graduation and completion rates as required by the Student Right to Know Act. The completion/graduation rates for the group of first-time, full-time fall start students for which 150% of the normal time for completion elapsed in the one year prior to August 31st, 2007 is as follows: Associates Degrees 36.8% and Bachelors Degrees 43.5%.

Prior to the Amendments of 1998, all schools were required to disclose transfer-out rates. Now, a school is required to calculate and disclose its transfer-out rates only if it determines that its mission includes providing substantial preparation for its students to enroll in another eligible school (such as a community college). This is not part of Kendall College's mission.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by Kendall College. Kendall College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Kendall College may charge a fee for copies. The College will provide requested records within 45 days of the day the College receives a request for access. Students should submit to written requests which identify the record(s) they wish to inspect to the Registrar's Office. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records sought are not maintained by the official to whom the request was submitted, the official shall advise the students of the correct individual to whom such request should be addressed.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. To initiate such a challenge, the student shall, within 60 days after he/she has inspected and reviewed the record in question for the first time, file with the appropriate dean a written request for correction clearly identifying the part of the record to be changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students have the right to request this information not be released. If you do not want your directory information released, please contact the Registrar's Office.

Students with questions or concerns which are not satisfied by the College may contact the US Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Directory Information

Kendall may make accessible to any person external to the college "directory information" concerning a student unless that student notifies the Registrar that she or he objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Therefore, directory information listed below with respect to each student enrolled at Kendall College will be available to any person unless the student files a request in writing with the Registrar to restrict release of student information to external sources.

- Student name
- Address
- E-Mail address
- Major Field of study
- Participation in recognized activities
- Dates of attendance (including current classification and year, matriculation dates and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Photographic, video or electronic images of students taken and maintained by the institution

Any student who does not wish to have released any or all of the above listed items of information should contact in person the Registrar and complete the appropriate form.

The restriction of the release of student information will be valid for only one school year and must be renewed annually each fall quarter.

Students wishing to verify or correct existing student directory information must submit a request in writing to the Registrar.

Standards of Conduct

GENERAL RESPONSIBILITY: Where violations of the following standards of conduct or other disciplinary violations occur, all students found to be knowingly in the presence of, or directly responsible for, such violations will be subject to disciplinary action up to and including expulsion from the College.

1. **Illegal Drugs** – Students are prohibited from the possession, sale or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances or any other form of illegal drug on campus or at student activities conducted on campus. The Residence Hall Handbook contains additional information on residence policies regarding illegal drugs and alcohol.
2. **Alcohol** – Kendall Students are prohibited from the possession sale or consumption of alcohol on campus or at student activities conducted on campus.
3. **Firearms, Explosives, and Other Weapons** – Possession of a firearm, explosive or other weapons will result in discipline, which may include, but is not limited to, suspension or expulsion. Culinary knife kits are considered to be instructional tools and should be used only as such. However, any item or object used to threaten or inflict bodily harm on another individual will be considered, at the time of its use, to be a weapon.
4. **Theft/Vandalism** – Theft of or vandalism to property of the College or the property of a member of the College community is a violation of civil law and prohibited by Kendall College. Kendall College is not responsible for replacing items lost or stolen from student lockers, residence hall rooms, classrooms, lounges, or other public or private areas. Losses should be reported to the Director of Student Life.
5. **Disorderly Conduct** – Lewd, obscene, or disorderly conduct on College property or at College-sponsored functions is prohibited.
6. **Assault and Battery** – Actions or behavior, including threats, which endanger the safety and/or well being of others, or which cause injury to another person on College property are prohibited. This prohibition is intended to cover assaults on College property or fighting among students. This prohibition includes any harassment and/or intimidation based on race, gender, ethnicity, religion, color, national origin, sexual orientation, age or disability. Hazing, intimidation or harassment. (Including phone harassment)
7. **Sales and Solicitations** – The sale or promotion of commercial products by students are restricted to promotional (non-sales) gatherings and must be approved by the Director of Student Life. Approved student clubs and organizations are allowed to participate in fund-raising activities that may involve sales of a commercial product. All other promotion or sale of products, without approval of the Director of Student Life, is prohibited. Outside vendors are not permitted on College property without prior approval of the Dean of Student Affairs or Director of Student Life.
8. **Failure to Comply** – Failure to comply with the instructions of any authorized College representative, faculty, staff, or student, acting lawfully in the performance of his/her duties is considered noncompliance and is prohibited and may result in disciplinary action.
9. **Breach of Security/Safety** – Students are prohibited from entering or providing entry into restricted rooms, buildings, and other areas of the campus after normal closing hours. Such areas are designated by posted signs, locked doors and/or gates. Students are not allowed to possess or use restricted keys without the permission of the appropriate Kendall College staff member.
10. **Identification** – Every student and staff member must visibly wear his or her Kendall College ID card. Upon request, students must give their ID card to authorized personnel (faculty, administrative staff, security staff, resident assistants, etc.) and comply with the directives of such officials.
11. **Fire Alarms** – Tampering with or misusing fire alarms or fire equipment is an offense that jeopardizes the safety of other members of the community, and is strictly prohibited.
12. **Windows** – The throwing or dropping of objects, or any type of liquid, out of windows and off balconies, ledges or roofs is prohibited. Being on a building roof or ledge is prohibited.

13. Guests – Students are always responsible for the actions of their guests. All guests must have a guest pass on their person while on College property. Guest passes for student guests are issued at the Security Desk on the first floor or by the First Floor Receptionist..

Disciplinary Sanctions

Any Kendall student who is sanctioned for violation of College rules and regulations will first meet with the Director of Student Life to attempt to resolve the situation. If the Director of Student Life's decision is not acceptable to the student, or if circumstances require greater investigation and/or discussion, the student may request, or the Director of Student Life may require, a judicial hearing. In all cases, the judicial procedures and format of appeal outlined below shall be followed. Any of the listed sanctions may be recorded in the student's permanent file.

Definitions of Common Sanctions

Disciplinary Warning - Verbal or written notification that the student has violated provisions of the standards of conduct or other policies, rules, and procedures. Additional violations or behavioral problems will subject the student to further disciplinary action.

Disciplinary Probation/Final Strike Option - A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined in each particular situation.

Suspension - A temporary denial of the privilege of continuing as a student at the College. At the termination of the suspension, the student will be entitled to resume his or her education.

Expulsion - A permanent denial of the privilege of continuing as a student at the College.

Other - Disciplinary sanctions designed to address the conduct of the individual may be imposed if the Dean of Student Affairs determines conduct is detrimental to the College. See below for greater detail.

General Explanation of Sanctions Structure

Regulations/offenses are categorized in four levels (with Level 1 being the least serious, up to Level 4 as the most serious, category). Recommended (but not all inclusive) sanctions are categorized with each level. Inappropriate behavior, and failure to comply with applied sanctions, may be categorized in any level. The levels are as follows:

Level I

Offenses (include but are not limited to):

- Failure to comply with Student Activities policies, or inappropriate behavior at events.
- Littering or Graffiti.
- Participating as an accessory to a Level I offense.

Sanction (one or more may be applied):

- Disciplinary warning.
- Three hours of Kendall community service.
- Educational and other sanctions as deemed appropriate.

Level II

Offenses (include but are not limited to):

- Unauthorized entry to restricted area on campus.
- Publicly violating any campus policy or actively challenging any campus authority figure (administrators, faculty, RAs, student employees enforcing policy, etc.).
- Participating as an accessory to a Level II offense.
- Participating in a second or repeated Level I offenses.

Sanction (one or more may be applied):

- Administrative probation (including, but not limited to: registration holds applied if other sanctions are not fulfilled on time; required weekly updates signed by instructors; temporary suspension of campus privileges such as access to computer labs, events, etc.).
- Notification of Level II violation provided to Dean of Student Affairs, Academic Dean, faculty advisor, Director of Student Life, Registrar, and other appropriate administrative staff.
- Seven hours of Kendall community service.

Educational or other sanctions as deemed appropriate.

Level III

Offenses (include but are not limited to):

- Interfering with officials' response to emergency calls.
- Unauthorized entry.
- Fire safety (tampering with fire equipment, negligently setting a fire, etc.)
- Falsifying ID.
- Deception (including fraud, plagiarism, and/or dishonesty)
- Harassment.
- Disorderly conduct.
- Participating as an accessory to a Level III offense.
- Participating in a second or repeated Level II offense.

Sanction (one or more may be applied):

- Administrative and academic probation.
- Suspension.
- Ten hours of Kendall community service.
- Notification of Level III violation provided to Dean of Student Affairs, Academic Dean, faculty advisor, Director of Student Life, Registrar, and other appropriate administrative staff.
- Educational or other sanctions as deemed appropriate.

Level IV

Offenses (include but are not limited to):

- Physical abuse, or any form of endangerment to self and/or others.
- Vandalism and/or theft.
- Alcohol or Drug use, possession, distribution, manufacture and/or sale of any sort.
- Possession of a weapon.
- Off-campus behavior, which adversely affects Kendall College's name and reputation.
- Fire safety, level II (setting off false alarms; knowingly or recklessly setting a fire, etc.).
- Assault and/or battery (including verbal, physical, emotional, and sexual forms).
- Failure to comply with previously applied judicial sanctions.
- Participating as an accessory to a Level IV offense.
- Participating in a second or repeated Level III or IV offenses.

Sanction (one or more may be applied):

- Suspension and/or expulsion.
- Restitution for time and damages.
- 15-30 hours of Kendall community service.
- Notification of "final strike" status provided to Dean of Student Affairs, Academic Dean, faculty advisor, Director of Student Life, Registrar, and other appropriate administrative staff.
- Educational and other sanctions as deemed appropriate.

Student Judicial Policies & Procedures**Non-Academic Grievances**

Kendall College student judicial hearings regarding non-academic grievances are designed to protect the interests of all members of the College community. To this end, hearings have the goal of fostering growth and understanding within the community. Whenever possible, actions taken by a judicial/appeals board are designed not to be punitive, but educational and growth enhancing.

Suspension or expulsion from the College for disciplinary reasons is not desirable but may be necessary in order to protect the well being of the College community. Where violations of the Standards of Conduct or other serious violations occur, a student may be suspended or expelled from the College in order to protect the College community. Such suspension or expulsion may be imposed by the Dean of Student Affairs. If the student appeals the decision, the suspension or expulsion will be temporary, pending the outcome of the appeal. All requests for review or appeal must be made in accordance with the time line set forth in the procedures for the initial or appeals hearings.

Judicial hearings are internal matters of the College and therefore are not open to the public. A student may be accompanied during any portion of the grievance process by a parent or family member, or by the Director of Student Life, or other counsel. Counsel may assist the student but is not permitted to participate directly during the process. If the student plans to bring legal counsel, the student must notify the Dean of Student Affairs in writing 48 business hours (excluding weekends) in advance of the meeting to provide the opportunity for the College to have its legal counsel present. The grievance process is not a legal process and the rules of legal process do not apply.

Explanation of Judicial Process

Kendall College has a judicial process designed specifically to hear and make rulings on disciplinary cases. Each party (accused and accuser) involved in a discipline case is entitled and expected to participate in any

hearing and/or subsequent appeal of a ruling. A maximum of one appeal is available, regardless of which party files the appeal. All decisions shall be final when a ruling has been made on a second appeal.

Judicial Board - The Director of Student Life is responsible for convening a Judicial Board, which is comprised of three to five persons representing, to the greatest extent possible, faculty, students, and staff. A quorum shall consist of a minimum of three Board members. The Judicial Board listens to all parties and witnesses involved with the case and make a decision as to which party or parties is/are responsible or not responsible for the alleged infractions. Based on the Judicial Board's assessment of responsibility, the Director of Student Life will decide on the appropriate sanctions to be applied to the student(s) involved. The Director of Student Life may include past behavior and prior disciplinary involvement in determining the extent and severity of the sanctions to be levied (see above for a more detailed explanation of the sanction structure). A student may file an appeal, in writing, with the Dean of Student Affairs, if he/she wishes to challenge the sanctions levied by the Director of Student Life.

Appeal - The Dean of Student Affairs will review a written petition submitted by a student who wishes to challenge sanctions levied as a result of a judicial hearing and/or a decision by the Director of Student Life. Students submitting petitions are strongly encouraged to present a clear and cogent argument that includes a realistic perspective on their responsibility and behavior, and how they propose alternately to demonstrate accountability and positive learning. Following review of the student's petition by the Dean of Student Affairs, the Dean may modify, lessen, or remove the resulting sanctions, or take no action changing the original determination. The student will be notified in writing, by the Dean of Student Affairs, regarding the outcome of his/her petition. In all cases the decision of the Dean of Student Affairs is final.

Equal Opportunity and Anti-Harassment Policy

Kendall College is committed to the maintenance of an educational and work environment that is free of discrimination. Admission, employment, housing, and all other institutional decisions are made to ensure all persons associated with the College receive fair and equal treatment and that there is no discrimination based on race, color, religious creed, age, disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information, veteran status or any other category covered by law.

The **Dean of Student Affairs** has been appointed to coordinate institution-wide efforts to comply with this policy.

In keeping with this commitment to equality and fairness, we will not tolerate harassment of Kendall College students or employees on College property by anyone, including any student, staff member, faculty member, co-worker, vendor, or any third party. Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, or other protected group status. The College will not tolerate any harassing conduct that affects tangible benefits of education or employment that interferes unreasonably with an individual's educational or working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing or practical jokes directed at a person based on his/her protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment as follows:

- (1) When submission to the conduct is an explicit or implicit term or condition of education or employment.
- (2) When submission to or rejection of the conduct is used as the basis for an educational or employment decision.
- (3) When the conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include (but is not limited to) “kidding” or “teasing,” “practical jokes,” jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body.

All College students and employees are responsible for helping to avoid harassment.

Anyone who feels that he/she has experienced or witnessed harassment should notify the **Dean of Student Affairs**. Students or employees may choose/request to report to a person of the employee’s same sex. The College forbids retaliation against anyone who reports harassment, assists another person in making a harassment complaint, or who cooperates in a harassment investigation. The College’s policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the College will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the College will take corrective action, including discipline, up to and including immediate termination of employment and/or expulsion.

Students with Disabilities

These guidelines promulgate policies and procedures that applicants and students of Kendall College should follow when seeking disability accommodations, and/or when disputing decisions that Kendall makes in response to accommodation requests. These guidelines are designed to comply with the disability accommodation requirements of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (“ADA”) of 1990. For more information about Kendall’s disability accommodation policies, see the school’s Academic Success Center (“ASC”).

General Provisions

Kendall does not discriminate on the basis of disability in any of its programs, services or activities. The school will not deny any otherwise qualified student with a disability the opportunity to participate in, or benefit from, any aid, benefit or service that Kendall provides. Kendall will also strive to accommodate applicants and students with disabilities on an individual basis.

Kendall College strives to ensure that all disabled students have full access to the benefits of the College. As such, Kendall will engage in a good-faith, interactive process with all disabled students to attempt to identify reasonable accommodations. However, reasonable accommodations do not include measures which fundamentally alter the academic programs of Kendall College, or which place an undue financial burden on the school, or which may endanger the student or others at the College.

Requesting Accommodations

Students requiring accommodations must first complete the process of applying for accommodations through the Academic Success Center and provide professional verification of the condition(s) that necessitate the accommodations.

Students with physical disabilities must provide verification by a licensed health care provider who is qualified to diagnose the disability being claimed. Verification may be made by forms available at the ASC (i.e., the ASC will provide the forms to the students who will then have the forms filled out by their respective medical providers). The verification must indicate how the student is limited by his or her disability (e.g., cannot sit for periods longer than 30 minutes, cannot see or hear beyond certain distances, etc.), and how long the limitation(s) is/are expected to last. The student shall provide the verification documentation to the ASC. The ASC may ask the student to provide additional verification if the initial verification the student provides is incomplete or inadequate to determine the need for accommodations.

Students with learning disabilities must provide professional testing and evaluation results which reflect the students’ present levels of achievement and information processing. The ASC can provide more information about eligibility for learning disability adjustments or accommodations, as well as documentation criteria. The cost of obtaining professional verification of a learning disability shall be borne by the student.

Granting Accommodations

The ASC will review all documents submitted to verify a disability and will conduct a personal interview to explore the particular needs of the student requesting an accommodation. The student may be asked to submit a history, if any, of academic adjustments and/or accommodations received in secondary or post-secondary institutions, or in places of employment. Such a history of adjustments and/or accommodations will be subject to verification by the institution or place of employment that facilitated the adjustments or accommodations.

After considering the verification documents, the results of the personal interview, and the history of academic adjustments and accommodations, the ASC will devise a schedule of academic adjustments and/or accommodations appropriate for the individual student. The student shall be notified, in writing, of the ASC's accommodation decision promptly after it has been made. Unless the student challenges the decision subject to the provisions of Section IV below, the ASC's accommodation decision will be implemented as soon as is practicable. Every student who receives accommodations and/or academic adjustments shall meet upon request with the ASC to evaluate the effectiveness of the accommodations and/or adjustments in place. Each student shall immediately report any dissatisfaction with an accommodation or academic adjustment to the ASC. Kendall faculty and staff will be informed of qualifying students' accommodations and/or academic adjustments on a need-to-know basis.

Challenging Accommodation Decision

If a student does not feel that an accommodation decision will adequately address the student's disability, then the student should contact the Provost. After reviewing the case, the Provost will make a determination about what accommodation(s) will be offered to the student. Accommodation decisions by the Provost are final.

Relationships between Individual Employees and Students

Kendall College does not approve of or allow amorous relationships between members of its staff and faculty, and currently enrolled students. Students who are involved in an amorous relationship with a staff or faculty member or who have knowledge of the existence of an amorous relationship between a staff or faculty member and a Kendall College student should report the relationship to the Director of Student Life. Students who feel they have been sexually harassed should consult the College's anti-harassment policy in this Handbook, or contact the Director of Student Life at 312-752-2154.

Standards of Dress

The College requires students to dress appropriately for safety and professional development.

Culinary students who are in a teaching kitchen, in class, or representing the College are required to be dressed in full uniform. When on campus and not in class or the kitchens, students must be either in full uniform or in street clothes – partial uniform is not appropriate.

Hospitality and Business students who are in class or on official duty representing the College are to be dressed in business attire.

More specific dress code requirements are provided in the Student Handbook.

Campus Security

Campus security is everyone's responsibility. For the benefit of all, it is necessary to maintain sound and sensible precautions. **All Kendall College faculty, staff, and students must visibly wear their Kendall IDs while on campus.** The only exception to this rule is culinary staff and students who are dressed in their full uniforms **while in Kitchens**. Students are reminded to be respectful when asked to wear their ID card.

Discourteous behavior may subject the student to disciplinary actions.

Any and all questionable incidents, unlocked doors or windows, suspicious activities or persons should be reported. During the day, reports should be made to the Director of Student Life, 312 752-2154 or the Facilities Manager, 312 752-2110. After 6:00 p.m., all incidents should be reported to Kendall Security: 312 752-2445.

Security officers are on duty 24 hours a day on campus and are trained to intervene and enforce civil law and campus policies.

ENTERING and EXITING CAMPUS

BETWEEN 8AM and 8PM all students are required to enter and exit the building through the security entrance, immediately to the left of the main entrance. During these hours, the main reception area is used for guests. Again, students are reminded to abide by this policy and be respectful when asked to adhere to it.

Incident and Emergency Response

Kendall College is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus crisis/Incident Response plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. To accomplish these objectives, the college has developed an Emergency Response plan. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The Incident Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the campus, surrounding community, and the City of Chicago. The plan is set in operation whenever a natural or induced emergency affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

Emergency Notification System

The most important function of any emergency plan is the ability to quickly communicate information to potentially affected individuals. To that end, the college has implemented a notification system that simultaneously sends email, voice announcements, and text messages. This externally hosted, web based system allows administrators to record and immediately transmit messages to phone numbers and email addresses through text, voice and fax.

In the event of a campus emergency, including weather and campus closings, students, faculty and staff members will receive emergency messages on wired and wireless telephones, cell phones and computers. If no one answers the phone, a message will be left in the end user's voice mail. To ensure that the system is operating properly and contains accurate contact information, a test message will be sent once per quarter.

Emergency contact information for the Notification System is collected from students, faculty, and staff . Each individual is required to ensure that their emergency contact information is updated. Every member of the College community is asked to verify and/or update their contact information on a quarterly basis. Updates may be made through a link hosed on My Kendall at any time.

Smoking Policy

Kendall College is a **smoke free facility**. This policy is adopted for the health and safety of the College community, and in conjunction with local ordinances. Smoking is prohibited in all offices, hallways, breezeways, classrooms and common areas, the area near the front doors of the main entrance and within 15 feet of any entrance to the building. Kendall Community Members are reminded to follow the posted signs related to this policy. Community members who violate this policy may be subject to disciplinary proceedings and/or fines.

Academic Programs

All academic programs at Kendall College prepare students for a life beyond the campus walls. We focus on careers, but do so expansively because in a lifetime of work people change jobs several times and interact with literally thousands of others. Rigorous, challenging, and thought provoking, our programs are reviewed by faculty and panels of industry experts to ensure the curriculum is up to date and relevant to the workplace.

The following degree programs are currently accepting applications:

- Bachelor of Arts in Culinary Arts
- Bachelor of Arts in Hospitality Management
- Bachelor of Arts in Business
- Bachelor of Arts in Early Childhood Education
- Bachelor of Arts in Early Childhood Education with Illinois Type 04 Teaching Certificate Preparation
- Associate of Applied Science in Baking and Pastry
- Associate of Applied Science in Culinary Arts

All degree programs share a 45 credit hour residency requirement and each builds on a General Studies Core.

In addition, the College offers several Certificate Programs. These include Personal Chef and Catering, Professional Cookery, and Baking and Pastry.

The School of Education also offers post-baccalaureate Illinois Type 04 Teaching Certificate preparation coursework.

Kendall College General Studies Core

Success in the workplace and civic responsibility share some common themes. Both require strong communications skills and creative and sensitive ways to resolve conflicts and manage in diverse environments. Both require an ethical foundation and an understanding of our place in a global environment. Critical thinking and quantitative reasoning are important. A solid work ethic, professionalism, prudent judgment, and an ever higher level of tech savvy are essential. The faculty designed the general studies core with these outcomes in mind.

Our course work and the College environment complement each other, so by learning and reflection students grow and gain mastery of the tools to affect the social context in which work –and life- takes place.

The general studies core requirements differ slightly among programs. Please read the following charts carefully to determine what is required.

The Bachelor of Arts General Studies Core

These are the requirements for the General Studies Core for all Bachelor of Arts Degree programs except Early Childhood Education. Certain programs may make requirements for the fulfillment of elective general education courses.

Freshman Seminar (4 credit hours)

COL110 Professional Roadmapping

Communication (16 credit hours)ENG111 English Composition I
ENG112 English Composition II
ENG113 English Composition III
Communication/Speech Elective**Mathematics (8 credit hours)**College-level Mathematics Elective
College-level Mathematics Elective**Science (8 credit hours)**SCI121 Environmental Science
SCI220 Science and Culture
SCI123 Human Nutrition (Culinary and Food and Beverage students only)**Humanities (8 credit hours)**HUM320 The Arts and Culture
ENG113 Introduction to Literature**Foreign Language (8-credit hours)**Elective – Foreign Language I
Elective – Foreign Language II**Social Sciences (8 credit hours)**SOC255 Multicultural Dimensions of Society
Social Science Elective**Computer Science (4 credit hours)**

CIS190 Principles of Computer Applications

TOTAL - 64 credit hours

Humanities include: Philosophy (PHL), Religion (REL), Literature (LIT), Fine Arts (FAA), Foreign Languages (LNG), or History (HIS).

Social sciences include Political Science (PSC), Anthropology (ANT), Economics (ECO), Psychology (PSY), Geography (GEG), or Sociology (SOC)

The Bachelor of Arts Core for Early Childhood Education

These are the requirements of the General Studies Core for the Bachelor of Arts Degree in Early Childhood Education.

Communication (16 credit hours)ENG111 Composition I
ENG112 Composition II
ENG113 Composition III
Communication/Speech Elective

Mathematics (8 credit hours)

College-level Mathematics Elective
College-level Mathematics Elective

Science (8 credit hours)

Life Science elective
Science elective

Humanities (16 credit hours)

Ethics Elective
Humanities Elective
Humanities Elective
Humanities Elective (300-499)

Social Sciences (12 credit hours)

SOC255 Multicultural Dimensions of Society
PSC112 U.S. Government
Geography elective

TOTAL – 60 credit hours**The Associate of Applied Science General Studies Core**

These are the requirements of the General Studies Core for all Associate of Arts Degree programs.

Freshman Seminar (4-credit hours)

COL110 Professional Roadmapping

Communication (8 credit hours)

ENG111 Composition I
ENG112 Composition II

Mathematics (4 credit hours)

Mathematics elective

Science (4 credit hours)

Science elective

Humanities (4 credit hours)

Humanities elective

Social Sciences (4 credit hours)

SOC255 Multi-Cultural Dimensions of Society

Computer Science (4 credit hours)

CIS190 Principles of Computer Applications

The Les Roches School of Hospitality Management

The Les Roches School of Hospitality Management at Kendall College is part of a growing network of schools throughout the world offering complementary curricula and opportunities for exchange and transfer between campuses. Building on the reputation of its sister school, the Les Roches International School of Hotel Management in Bluche, Switzerland, Kendall's Les Roches School of Hospitality Management combines the recognized strengths of American management practice with the service and aesthetic qualities characteristic of European hotel-keeping.

The Kendall College Bachelor of Arts Degree in Hospitality Management integrates the art of hospitality with the science of management preparing students to advance rapidly through the ranks of management securing leadership positions in the world's largest and fastest growing industry. Concentration and elective coursework prepares students for careers in hotels, asset management, restaurants, on and off premises catering, convention, meeting and events planning, casinos, cruise ships, private clubs, sports venues, financial and operational consulting, and many other hospitality and hospitality-related domains.

The program consists of a blend of management theory with practice-based experiential learning, lab-based simulations, case studies and project work. Internships (1200 hours required) provide the opportunity to apply theory in practice and to build a résumé of work experience prior to graduation.

State of the art on-site facilities bring coursework to life:

- Hyatt Hotels suite
- Dining Room with full-service bar
- Culinary and baking & pastry kitchens / storeroom
- Computer laboratories featuring office automation and hospitality application software

Students enjoy study abroad options at our sister schools in Switzerland and Spain with new options coming on line in the near future.

Program Content

Students choose one of three operations specializations. Choices are:

- Rooms Operations
 - HOS129 Front Office Operations (2)
 - HOS130 Property Management Systems (2)
 - HOS131 Housekeeping Operations (1)
 - HOS182 Meetings and Events (3)
 - HOS228 Lodging Management (4)
 - HOS240 Sustainable Tourism (4)
 - HOS428 The Boutique Hotel (2)
- Food and Beverage Operations
 - HOS124 The Art of Dining (4)
 - HOS123 Mixology (1)
 - HOS182 Meetings and Events (3)
 - SCI123 Human Nutrition (4)
 - HOS221 Advanced Culinary Arts (4)
 - HOS424 The Concept Restaurant (2)

- Meeting Planning
 - HOS124 The Art of Dining (4)
 - HOS180 Meeting Management Systems (1)
 - HOS181 Executing the Small Meeting (3)
 - EDU270 Fundamentals of Adult Education (4)
 - HOS240 Sustainable Tourism (4)
 - HOS485 The Gala Event (2)

In their final quarters, students also select one of seven management concentration options. Choices are:

- Hotel and Lodging Management
 - HOS442 Management of Sales and Promotions (4)
 - HOS406 Management of Multiple Business Units (4)
 - HOS472 Revenue Management (4)
- Restaurant and Foodservice Management
 - HOS404 Foodservice Strategies (4)
 - HOS482 Special Events and Event Marketing (4)
 - HOS 425 Foodservice Topics and Trends (4)
- Asset Management
 - HOS471 Corporate Finance and Risk Management (4)
 - HOS406 Management of Multiple Business Units (4)
 - HOS473 Real Estate Finance (4)
- Meetings and Events Management
 - HOS442 Management of Sales and Promotions (4)
 - HOS482 Special Events and Event Marketing (4)
 - HOS481 Conventions and Large Meetings (4)
- Casino Management
 - HOS487 Gaming (4)
 - HOS482 Special Events and Event Marketing (4)
 - HOS486 Sports and Entertainment (4)
- Club Management
 - HOS488 Club Management (4)
 - HOS482 Special Events and Event Marketing (4)
 - HOS486 Sports and Entertainment (4)
- Sports and Leisure Management
 - HOS481 Conventions and Large Meetings (4)
 - HOS 482 Special Events and Event Marketing (4)
 - HOS486 Sports and Entertainment (4)

While these specializations and concentrations may affect later career choice and direction, the competencies learned are applicable across a wide spectrum of hospitality-related professional activities.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	64
Additional General Education Requirements	8
Hospitality Core Requirements	53
Management Requirements	44
Internships	18
Management Concentration Requirements	12
Capstone Project Credits	6
Total Credits	205

Typical Course Sequence

During the first year of the program, students acquire the vocabulary, culture and comporment specific to the hospitality industry and develop the academic skills needed for advanced study. They learn to critique and to apply service and production concepts in the Kendall-specific Hyatt Hotels suite, in computer laboratories, and in Kendall's world-class kitchens and renowned Dining Room open to the public. Through realistic practice-based experience and simulations, they develop teamwork skills and learn to accept and appreciate workforce diversity.

First year:

Quarter 1 – 16 credits

HOS101 Survey of Hospitality (4)
 COL110 Professional Roadmapping (4)
 Operations Specialization – see above for courses (8)
 HOS125 The Hospitality Professional (0)
 Developmental English – as necessitated by placement tests (0)

Quarter 2 – 16 credits

HOS103 *À la carte* Service (5)
 HOS104 Quantity Foodservice (1)
 HOS105 Ingredients (2)
 HOS114 Sanitation and Safety (0)
 ENG111 Composition I (4)
 CIS190 Principles of Computer Applications (4)
 HOS126 The Hospitality Professional (0)
 Developmental Math – as necessitated by placement tests (0)

Quarter 3 – 20 credits

ENG112 Composition II (4)
 HOS121 Culinary Arts (6)
 HOS119 Baking & Pastry (2)
 HOS272 Financial Accounting (4)
 MTH122 Quantitative Literacy or MTH140 Statistics I (4)
 HOS127 The Hospitality Professional (0)

Quarter 4 –10 credits

HOS206 Internship I Practicum (4)
 HOS207 Internship I Theory (2)
 SCI121 Environmental Science (4) (online course)

The second year of the program introduces students to the standard business management literature as applied to hospitality while expanding their operational competencies. General education coursework enhances the students' understanding of the broader environment while developing essential critical thinking and decision-making capabilities.

Second year:

Quarter 5 – 16 credits

HOS241 Hospitality Marketing (4)
MTH140 Statistics I or MTH240 Statistics II (4)
ENG113 Composition III (4)
Foreign Language I (4)
HOS226 Professional Development (0)

Quarter 6 – 16 credits

Operations Specialization (see above for courses) (4)
HOS372 Hospitality Managerial Accounting (4)
Foreign Language II (4)
HUM125 Introduction to Design (4)
Optional Hospitality Elective
COL210 College in the City (0)

Quarter 7 – 20 credits

Operations Specialization (see above for courses) (4)
HOS324 Food and Beverage Management (4)
HOS470 Finance (4)
Foreign Language III (4)
COM220 Organizational Communication (4)
HOS227 Seminars and Tastings (0)

Quarter 8 – 12 credits

HOS414 Internship II Practicum (4)
HOS415 Internship II Theory (4)
HOS333 Organizational Behavior (4) (Online course)

Quarter 9 – 8 credits

HOS416 Internship II Extension (4)
HOS311 Legal Issues in Hospitality Management (4) (Online course)

The final year features advanced study in management of multiple business units, an integrative capstone project, and a management concentration. Students develop general leadership competencies, depth in a particular hospitality domain, and a broad cultural perspective. The integrative capstone brings together all of the students' prior learning and developed capabilities, demanding creativity and managerial rigor in the planning and partial execution of a major hospitality development project.

Final year:

Quarter 10 – 16 credits

HOS316 Facilities Planning and Management (4)
HOS322 Human Resources Management (4)
ECO310 The Global Economy (4)
HOS398 Business Planning and Feasibility (4)
HOS327 Seminars and Tastings (0)

Quarter 11 – 14 credits

HOS342 Services Management (4)

HOS407 Strategic Management (4)
 Operations Specialization (see above for courses) (2)
 COL310 College in the City (0)
 SCI220 Science and Culture (4)

Quarter 12 – 14 credits

Concentration Course (see above for courses) (4)
 HUM320 The Arts and Culture (4)
 HOS408 Senior Management Seminar (4)
 HOS495 Kendall Integrative Senior Project (2)

Quarter 13 – 14 credits

HOS441 Information Management and e-Marketing (4)
 Concentration Course (see above for courses) (4)
 SOC255 Multi-Cultural Dimensions of Society (4)
 HOS426 Issues in Hospitality Management (0)
 HOS496 Kendall Integrative Senior Project (2)

Quarter 14 – 13 credits

CUL345 Wines, Spirits, and Food Affinities (3)
 Concentration Course (4)
 GEG320 Cultural Geography (4)
 HOS427 Issues in Hospitality Management (0)
 HOS497 Kendall Integrative Senior Project (2)

Co-Curricular and Integrative Coursework

Co-curricular coursework develops the professional “soft skills” of future hospitality managers, exposes students to a broad array of culinary and cultural options, and encourages life-long learning through seminars and lectures featuring current issues and concerns for the industry. Integrative courses bring together the art of hospitality and the science of management in a unified whole.

Blended On-Line and Weekend Hospitality BA Program

The Hospitality BA program is also offered in a condensed, fast-track on-line and weekend format specifically targeted to working adult learners and degree completion candidates. Although primarily developed as a 2+2 option for Associate’s Degree holders, it may be taken either as a full Bachelor’s program for students who have not had previous college experience or as a degree completion top-up for students who already have an Associate’s Degree, a Bachelor’s Degree in another subject area, significant hospitality life experience, or significant college level transfer credit. The content and learning outcomes of the program mirror the daytime program but are offered in a blended on-line / on-ground format conducive to adult study.

Degree Requirements

Transfer or Pre-Requisite Component**
 Minimum 66 Hrs*

Bachelor of Arts General Studies	12 - 21 Hrs*
Hospitality Core Requirements	39 - 50 Hrs*
Management Requirements	38 - 44 Hrs*
Internships	6
Management Research Paper	6

Total Credits **113-136***

*Courses vary depending upon the type of Associate's Degree (AA, AAS, AAS in Hospitality / Foodservice) achieved.

**The program is primarily designed for students with existing two- or four-year degrees. Those students who wish to enroll in the program but do not have existing degrees must complete or transfer in a defined set of general education courses prior to beginning major coursework. Additional courses required of these students are listed following the program sequence.

As in the daytime program, students acquire the vocabulary, culture and comporment specific to the hospitality industry, acquire hospitality-specific basic skill sets, and develop teamwork skills while learning to accept and appreciate workforce diversity through on-ground instruction incorporating realistic practice-based experience and simulations. Management courses are delivered using primarily on-line media. and, as with the daytime program, are designed to ensure that students have the competencies necessary to rise quickly through the management ranks of hospitality organizations to leadership positions.

Typical Course Sequence

First year:

Quarter 1 – 18 credits

HMI101 Survey of Hospitality (4)
SOC255 Multi-Cultural Dimensions of Society (4)
HUM110 Introduction to the Fine Arts (4)
COL110 Professional Roadmapping (4)
HMI127 The Hospitality Professional (2)*

Quarter 2 – 18 credits

HMI333 Organizational Behavior (4)
CIS190 Principles of Computer Applications (4)
MTH 122 Quantitative Literacy (4)
ENG112 Composition II (4)
HMI129 Rooms Division Operations (2)*

Quarter 3 – 18 credits

HMI322 Human Resources Management (4)
HMI240 Sustainable Tourism (4)
HMI272 Financial Accounting (4)
ENG113 Composition III (4)
HMI121 Culinary Arts (2)*

Quarter 4 – 18 credits

HMI228 Lodging Management (4)
HMI241 Hospitality Marketing (4)
HMI372 Managerial Accounting (4)
HMI311 Legal Issues in Hospitality Management (4)
HMI103 Service Techniques (2)*
CUL114 Sanitation (0)*

Second year:

Quarter 5 – 18 credits

HMI324 Food and Beverage Management (4)
HMI442 Management of Sales and Promotions (4)
HMI470 Finance (4)
HMI316 Facilities Planning and Management (4)
HMI429 The Boutique Hotel and Concept Restaurant (2)*

Quarter 6 – 17 credits

HMI407 Strategic Management (4)
HMI398 Business Planning and Feasibility (4)
HMI406 Management of Multiple Business Units (4)
HMI441 Information Management and e-Marketing (4)
CUL345-1 Wines, Spirits, and Food Affinities (1)*

Quarter 7 - 17 credits

HMI342 Services Management (4)
HMI408 Senior Management Seminar (4)
HMI472 Revenue Management (4)
HMI182 Meetings and Events (3)
CUL345-2 Wines, Spirits, and Food Affinities (2)*

Quarter 8–12 credits

HMI402 Internship Practical (4)
HMI403 Internship Theory (2)
HMI410 Management Research Paper (6)

Pre-requisite Coursework Required of Students without Existing Degrees

ENG111 Composition I (4)
Science Elective (recommended course – SCI121 Environmental Science)
Speech/Communication Elective (recommended course – COM220 Organizational Communications)
Foreign Language Elective 1
Foreign Language Elective 2
Economics Elective
SCI220 Science and Culture (in addition to Science elective above)
HUM320 The Arts and Culture
Social Sciences Elective (in addition to required courses in program; recommended course – GEG320 Cultural Geography)
Humanities elective (in addition to required courses in program; recommended course – HUM125 Introduction to Design)
College-level Mathematics Elective (in addition to required courses in program)

The School of Business

Kendall's School of Business transforms students into globally conscious decision-makers who are employment-ready and poised for future leadership positions within the services industries. We generate graduates who don't just *talk* business, but are *in* business. We offer students the best of both worlds--universally-applicable business theory, with practical application in specific areas where we have particular strengths and industry connections. Through their coursework, internships, and/or study abroad, our students learn to implement and integrate the functional areas of business in order to lead successful enterprises worldwide.

BA in Business Content

Students take a number of required business and program-specific general education courses designed to provide broad general management competencies and a strong academic grounding. The courses emphasize instructional methods that engender key management skills and insights, by means of situation-based challenges, real-world case studies, simulations, and integrated individual and group projects. The program culminates in a senior capstone consulting project that gives the student an opportunity to demonstrate his or her acquired business competencies in an integrated, real-world environment.

Throughout the programs students must demonstrate increasing levels of professional ability. Among the areas assessed are the ability to present persuasively and skillfully, to productively work in groups, to write clearly and succinctly, and to study and research effectively.

Concentrations

Kendall's rich heritage allows for a strong business school focus on the fostering and development of customer relationships. Students in the program have the option of concentrating in Management or in Professional Cookery. Both concentrations afford the opportunity to practice concepts learned in real-life business settings.

Management Concentration: The following courses are included in this concentration.

BUS 240	Design as a Competitive Edge
BUS 305	Business Innovation
MGT 270	Decision Making
MGT 321	Entrepreneurship
MGT 341	Global Leadership
MGT 425	Business Investments and Personal Finance.

Several of these courses have prerequisites, as indicated in the course catalog.

Culinary Concentration: Courses encompassed by the Professional Cookery Certificate Program are available to Business School students. The inclusion of these courses within the business program affords associated students preparation for various management positions within the food services industry. Certificate classes are taken at night and on weekends. The certificate program is designed primarily for working adults and is described more fully in School of Culinary Arts section.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	68
Business Requirements	82
Internships/Study Abroad	8-12*
Concentration Electives	24
Total Credits	182-184

*8 credits mandatory, with additional 4 credits available.

Weekday Program Typical Course Sequence

Quarter 1 – 16 credits

COL110 Professional Roadmapping (4)
 BUS110 Theory of the Firm (4)
 CIS190 Principles of Computer Applications (4)
 SCI121 Environmental Science (4)

Quarter 2 – 16 credits

ENG111 Composition I (4)
 BUS140 Sales and Sales Management (4)
 Math Elective (4)
 SOC255 Multi-Cultural Dimensions of Society (4)

Quarter 3 – 16 credits

ENG112 Composition II (4)
 BUS170 Practical Negotiation and Conflict Management (4)
 LNG 001 Foreign Language (4)
 ACC255 Fundamentals of Accounting (4)

Quarter 4 – 16 credits

ENG113 Composition III (4)
 MTH140 Statistics (4)
 LNG002 Foreign Language II (4)
 COM220 Organizational Communications (4)
 BUS126 Professional Development (0)

Quarter 5 -- 16 credits

BUS210 Business Contracts and Law (4)
 ACC355 Accounting Applications (4)
 MKG221 The Art and Science of Marketing (4)
 Social Science elective (4)

Quarter 6 – 12 credits

BUS203&BUS204 Internship (4+4)
 ECO310 The Global Economy (4)

Quarter 7 – 16 credits

BUS250 Project Management (4)
 SCI220 Science and Culture (4)
 ECO311 Services Industry Economics (4)
 BUS280 Business Case Development (4)

Quarter 8 – 16 credits

MGT322 Human Resources Management (4)
 CIS270 Technology and Innovation (4)
 HUM320 The Arts and Culture (4)
 BUS312 Labor Relations (4)

Quarter 9 – 16 credits

Humanities elective (4)
 BUS360 Best Practices in Operations Management (4)
 MKG341 Marketing Management (4)
 Concentration Course (4)

Quarter 10 – 14 credits

BUS407 Strategy (4)
 MGT340 Leadership in Services Industries (4)
 Concentration Course (4)
 BUS495 Kendall Integrative Senior Project I (2)

Quarter 11 – 14 credits

BUS370 Finance (4)
 Concentration Course (4)
 Concentration Course (4)
 BUS496 Kendall Integrative Senior Project II (2)

Quarter 12 – 14 credits

PHL414 Personal Values and Ethics (4)
 Concentration Course (4)
 Concentration Course (4)
 BUS497 Kendall Integrative Senior Project III (2)

Online and Weekend Business BA Program

The Business BA is also offered in a condensed format specifically targeted to accommodate working adult learners and degree completion candidates. Students work online during the week and attend class on some Saturdays. The content and outcomes of the program are the same as that of the daytime program. The program allows students to develop business competencies that lead to increased success in their current careers or to assist them in pursuing new careers.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	68
Business Requirements	86
Concentration Electives	24
Management Research Paper	4
Total Credits	182

Courses in this program are delivered both on-campus and through on-line media. The pre-major coursework listed below is intended for students without a college degree and consists predominantly of general education coursework. The post-major coursework represents courses needed for those who do not already have an associates degree in business.

Typical Course Sequence

Pre-Major Coursework

ENG111 Composition I (4)
Math Elective (4)
SCI121 Environmental Science (4)
ENG112 Composition II (4)
SCI220 Science and Culture (4)
MKG221 The Art and Science of Marketing (4)
Social Science Elective (4)
Humanities Elective (4)

Quarter 1 – 16 credits

BUS110 Theory of the Firm (4)
BUS140 Sales and Sales Management (4)
CIS190 Principles of Computer Applications (4)
COL110 Professional Roadmapping (4)

Quarter 2 –16 credits

BUS170 Practical Negotiation and Conflict Management (4)
COM220 Organizational Communications (4)
MTH140 Statistics (4)
SOC255 Multi-Cultural Dimensions of Society (4)

Quarter 3 – 16 credits

ACC255 Fundamentals of Accounting (4)
BUS210 Business Contracts and Law (4)
CIS270 Technology and Innovation (4)
ENG113 Composition III (4)

Quarter 4 – 16 credits

ACC355 Accounting Applications (4)
BUS250 Project Management (4)
BUS280 Business Case Development (4)
MGT322 Human Resources Management (4)

Quarter 5 – 16 credits

BUS370 Finance (4)
ECO310 The Global Economy (4)
LNG001 Foreign Language I (4)
MKG341 Marketing Management (4)

Quarter 6 – 16 credits

BUS360 Best Practices in Operations Management (4)
BUS407 Strategy (4)
ECO311 Services Industry Economics (4)
LNG002 Foreign Language II (4)

Quarter 7– 12 credits

HUM320 The Arts and Culture (4)
MGT340 Leadership in Services Industries (4)
MGT420 Succession Planning (4)

Quarter 8 - 10 credits

BUS455 Capstone Consulting Project (6)
MGT410 Management Research Project (4)

Post-Major Coursework

- BUS312 Labor Relations (4)
- PHL414 Personal Values and Ethics (4)
- Concentration Course (4)
- Concentration Course (4)
- Concentration Course (4)
- Concentration Course (4)
- Concentration Course (4)
- Concentration Course (4)

The School of Culinary Arts

Kendall College's acclaimed School of Culinary Arts offers a Baccalaureate Degree in Culinary Arts, and Associate of Applied Science Degrees in Culinary Arts and Baking and Pastry. The School also offers certificate programs in Professional Cookery, Baking and Pastry, and Personal Chef and Catering.

The mission of the School of Culinary Arts is to produce the future leaders of the foodservice industry. Our program is rigorous and our standards demanding.

Bachelor of Arts in Culinary Arts

The Baccalaureate Degree in Culinary Arts combines rigorous culinary training with a solid set of business skills and general education studies. The first two years of the program focus intensely on developing culinary skills through significant hands-on kitchen experience in teaching kitchens and functioning restaurants. During these two years, students also learn basic business skills in both the classroom and "real world" environments.

In the junior and senior years, baccalaureate students further their knowledge of the culinary arts with demanding classes in global cuisine, food science, advanced pastry, and research and development. During these two years, students spend significant time honing their business skills and deepening their understanding of the business world.

The Baccalaureate in Culinary Arts prepares students for the ever-changing and increasingly challenging world of foodservice. This degree will position a graduate to excel quickly into managerial positions in many different facets of foodservice.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	60
Culinary Arts Requirements	127
Internships	8
Total Credits	195

Typical Course Sequence

Quarter 1 – 16 credits Hrs

- CUL111 Introduction to Professional Cookery (2)
- CUL112 Introduction to Stocks, Sauces and Soups (2)
- CUL114 Sanitation (0)
- CUL117 Introduction to Garde Manger (2)
- CUL118 Methods of Cooking (2)
- CUL119 Product Identification (4)
- COL110 Professional Roadmapping (4)

Quarter 2 – 14 credits*

CUL113 Storeroom Operations (2)
CUL124 Quantity Food Production (3)
CIS190 Principles of Computer Applications (4)
MTH122 Quantitative Literacy (4)
CUL126 Professional Development (1)

Quarter 3 – 19 credits

CUL101 Survey of Foodservice (1)
CUL127 Breakfast Production (2)
CUL122 Cost Control (4)
ENG111 Composition I (4)
SCI123 Human Nutrition (4)
SPN111 Spanish I (4)

Quarter 4 – 14 credits

CUL139 Advanced Skills (2)
CUL145 Introduction to Baking and Pastry (4)
ENG112 Composition II (4)
SPN112 Spanish II (4)

Quarter 5 – 12 credits

CUL206 Culinary Internship Practicum (4)
CUL207 Culinary Internship Theory (4)
SCI121 Environmental Science (4)

Quarter 6 – 15 credits

CUL252 Advanced Garde Manger (3)
CUL254 Advanced Fish and Sauce (3)
CUL256 Advanced Meat and Sauce (3)
CUL255 Catering or CUL281 Symposium or CUL250 Intro to Foodservice Business Plan (2)
CUL214 Sanitation Refresher Course (0)
SCI223 Advanced Human Nutrition (4)

Quarter 7 – 14 credits

CUL257 Fine Dining Restaurant – Lunch or Dinner (5)
CUL140 Fine Dining Service (5)
CUL136 Menus (2)
CUL304 Foodservice Technology (2)
MTH116 Intermediate Algebra (if necessitated by placement scores) (4)

Quarter 8 – 14 credits

CUL316 Cuisine of Asia (4)
CUL320 Value-added Baking (2)
SPE111 Speech (4)
HIS351 Food History (4)
CUL351 Advanced Culinary Skill Development (0)

Quarter 9 – 16 credits

CUL317 Cuisine of the Mediterranean (4)
ENG113 Composition III (4)
HOS322 Human Resources Management (4)
MTH140 Statistics I (4)
CUL352 Advanced Culinary Skill Development (0)

Quarter 10 – 16 credits

- CUL380 Culinary Operations (4)
- HOS342 Services Management (4)
- HOS241 Hospitality Marketing (4)
- HOS272 Financial Accounting (4)
- CUL353 Advanced Culinary Skill Development (0)

Quarter 11 – 14 credits

- CUL436 Facilities Planning (2)
- HOS333 Organizational Behavior (4)
- SCI300 Food Science (4)
- HOS372 Hospitality Managerial Accounting (4)
- CUL354 Advanced Culinary Skill Development (0)
- CUL495 Kendall Integrative Senior Project (2)

Quarter 12 - 14 credits

- ECO Economics Elective (4)
- CUL420 Foodservice R&D (4)
- HOS311 Legal Issues (4)
- CUL355 Advanced Culinary Skill Development (0)
- CUL496 Kendall Integrative Senior Project (2)

Quarter 13 – 15 credits

- CUL315 Cuisine of Central/South America (4)
- CUL345 Wines, Spirits, and Food Affinities (3)
- CUL321 Contemporary Pastry Arts (2)
- HUM320 The Arts in Culture (4)
- CUL356 Advanced Culinary Skill Development (0)
- CUL497 Kendall Integrative Senior Project (2)

** Based on math placement test scores, many students take MTH116 Intermediate Algebra for an additional four hours in Quarter 2 to prepare them for the Statistics series. This class does not fulfill one of the two math requirements.*

Associate of Applied Science in Culinary Arts

The Associate in Culinary Arts consists of a 7-quarter program that combines rigorous culinary training, an introduction to basic business skills and general education topics. This program focuses intensely on developing the culinary skills needed to excel in a career in the culinary arts. The Associate in Applied Science in Culinary Arts begins with learning the most basic skills and finishes with an experience in the fine dining restaurant. The only way to develop the skill and knowledge level expected of our graduates is through demanding coursework and significant hands-on kitchen experience. In this program, basic business skills are taught both in the classroom and in lab environments.

The Associate of Applied Science in Culinary Arts prepares students to confidently enter any caliber of restaurant and to eventually achieve significant positions of responsibility in the professional kitchen.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	32
Culinary Arts Requirements	58
Internships	8
Mandatory Culinary Electives	2
Total Credits	100

Typical Course Sequence

Quarter 1 – 16 credits Hrs

CUL111 Introduction to Professional Cookery (2)
CUL112 Introduction to Stocks, Sauces and Soups (2)
CUL114 Sanitation (0)
CUL117 Introduction to Garde Manger (2)
CUL118 Methods of Cooking (2)
CUL119 Product Identification (4)
COL110 Professional Roadmapping (4)

Quarter 2 – 14 credits

CUL113 Storeroom Operations (2)
CUL124 Quantity Food Production (3)
CUL126 Professional Development (1)
CIS190 Computer Applications (4)
MTH122 Quantitative Literacy (4)

Quarter 3 – 15 credits

CUL101 Survey of Foodservice (1)
CUL127 Breakfast Production (2)
CUL122 Cost Control (4)
ENG111 Composition I (4)
SCI123 Human Nutrition (4)

Quarter 4 – 14 credits

CUL139 Advanced Skills (2)
CUL145 Introduction to Baking and Pastry (4)
ENG112 Composition II (4)
SPN111 Spanish I (4)

Quarter 5 – 12 credits

CUL206 Culinary Internship Practicum (4)
CUL207 Culinary Internship Theory (4)
SOC255 Multi-Cultural Dimensions of Society – online (4)

Quarter 6 – 15 credits

CUL233 Foodservice Management (4)
CUL252 Advanced Garde Manger (3)
CUL254 Advanced Fish and Sauce (3)
CUL256 Advanced Meat and Sauce (3)
CUL255 Catering or CUL281 Symposium or CUL250 Intro to Foodservice Business Planning (2)
CUL214 Sanitation Refresher Course (0)

Quarter 7 – 14 credits

Culinary Elective (2)
CUL140 Introduction to Dining Room Service (5)
CUL257 Fine Dining Restaurant (5)
CUL136 Menu Development (2)

Accelerated Associate of Applied Science in Culinary Arts

The Accelerated Associate of Applied Science in Culinary Arts consists of a 5 quarter program that mirrors the 7-quarter Associate of Applied Science in Culinary Arts in culinary course content. Because accelerated students must already have a Bachelor's degree to qualify, it is possible to waive most or all of the general education requirements. This allows the accelerated degree to be compressed from 7 to 5 quarters.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	24 (transfer)
Culinary Arts Requirements	58
Internships	8
Human Nutrition	4
Mandatory Culinary Electives	2
Total Credits	96

Typical Course Sequence

Quarter 1 – 15 credits

CUL101 Survey of Foodservice (1)
 CUL111 Introduction to Professional Cookery (2)
 CUL112 Introduction to Stocks, Sauces and Soups (2)
 CUL113 Storeroom Operations (2)
 CUL114 Sanitation (0)
 CUL117 Introduction to Garde Manger (2)
 CUL118 Methods of Cooking (2)
 CUL119 Product Identification (4)
 CUL026 Professional Development (0)

Quarter 2 – 17 credits

CUL122 Cost Control (4)
 CUL124 Quantity Food Production (3)
 SCI123 Human Nutrition (4)
 CUL139 Advanced Skills (2)
 CUL145 Introduction to Baking and Pastry (4)

Quarter 3 – 12 credits

CUL206 Culinary Internship Practicum (9)
 CUL207 Culinary Internship Theory (3)

Quarter 4 – 15 credits

CUL233 Foodservice Management (4)
 CUL252 Advanced Garde Manger (3)
 CUL254 Advanced Fish and Sauce (3)
 CUL256 Advanced Meat and Sauce (3)
 CUL255 Catering or CUL281 Symposium or CUL250 Intro to Foodservice Business Planning (2)
 CUL214 Sanitation Refresher Course (0)

Quarter 5 - 17 credits

CUL140 Introduction to Dining Room Service (5)
 CUL257 or CUL277 Fine Dining Restaurant (5)
 CUL345 Wines, Spirits and Food Affinities (3)
 CUL136 Menu Development (2)
 Culinary Elective (2)

Associate of Applied Science in Baking and Pastry

The Associate of Applied Science in Baking and Pastry consists of a 6-quarter program that combines rigorous training in baking and pastry with an introduction to basic business skills and general education topics. This program focuses intensely on developing baking and pastry skills through significant hands-on kitchen experience in Kendall's state-of-the-art baking and pastry lab kitchens. During the Associate of Applied Science in Baking and Pastry, students learn the basic business skills needed for the baking and pastry profession.

The Associate of Applied Science in Baking and Pastry prepares students to enter the baking and pastry profession with the confidence attained from completing a challenging program. With this degree, graduates will have the skills and knowledge necessary to attain significant positions of responsibility in the world of baking and pastry.

Degree Requirements

Program Component	Hrs
Bachelor of Arts General Studies Core	32
Culinary Arts Requirements	59
Internship	8
Total Credits	99

Typical Course Sequence

Quarter 1 - 18 Credits

ENG111 Composition I (4)
 BPA100 Intro to Baking (4)
 BPA102 Pastry Theory (4)
 BPA105 Basic Skills (2)
 CIS190 Principles of Computer Apps (4)
 COL110 Professional Roadmapping (4)
 CUL114 Sanitation (0)

Quarter 2 – 17 Credits

BPA130 Art for Baking & Pastry (2)
 BPA131 Basic Cake Decorating (2)
 BPA144 Introduction to Pastry (4)
 CUL122 Cost Control (4)
 CUL126 Professional Development (1)
 MTH122 Quantitative Literacy (4)

Quarter 3 – 18 Credits

BPA111 Culinary Basics (4)
 BPA170 Advanced Baking & Pastry (4)
 BPA180 Breakfast Pastry (2)
 ENG111 Composition I (4)
 SPN111 Spanish I (4)

Quarter 4 – 12 Credits

BPA211 Internship Practicum (4)
 BPA212 Internship Theory (4)
 ENG112 Composition II (online) (4)

Quarter 5 – 18 Credits

BPA203 Sugars (2)
 BPA204 Chocolate Techniques (2)
 BPA208 Wedding Cakes & Gum Paste (2)
 BPA240 Artisan Breads (2)
 BPA281 Banquets (2)
 CUL233 Foodservice Management (4)
 BPA214 Sanitation Refresher Course (0)
 SCI123 Human Nutrition (4)

Quarter 6 – 16 Credits

Social Science Elective (4)
 BPA202 Hotel/Restaurant Dessert Production (4)
 BPA230 Mignardises & Confectionary (2)
 BPA236 Baking & Pastry Facility Planning (2)
 BPA260 Ice Cream & Frozen Desserts (2)
 BPA266 Healthful & Special Needs Baking (2)

Certificate in Baking and Pastry

The Certificate in Baking and Pastry consists of a 24-credit program that focuses exclusively on the basic skill set needed for entry level in the baking and pastry environment. Generally, students take 6 credit hours per quarter for four consecutive quarters. Certificate classes are taken at night and on weekends. The certificate program is designed for working adults.

Certificate Requirements

Program Component	Hrs
BPC101 Baking and Pastry I	4
BPC103 Baking and Pastry II	4
BPC105 Baking and Pastry III	4
BPC111 Intro to Cooking	2
CUL114 Sanitation	0
CUL116 Nutrition	2
CUL255 Catering or CUL250 Foodservice Business Planning	2
CUL279 Wedding and Special Occasion cakes	2
CUL267 Chocolate and Confectionary	2
CUL259 Basic Cake Decorating	2
Total Credits	24

Certificate in Professional Cookery

The Certificate in Professional Cookery is a Culinary Arts 24-credit program that focuses exclusively on the basic skill set needed for entry level in a professional kitchen. Generally, students take 6 credit hours per quarter for four consecutive quarters. Certificate classes are taken at night and on weekends. The certificate program is designed for working adults

Certificate Requirements

Program Component	Hrs
PCC101 Introduction to Baking	4
PCC111 Introduction to Professional Cookery	2
PCC112 Stocks, Sauces, and Soups	2
PCC113 Product ID and Storeroom	2
CUL114 Sanitation	0
CUL116 Nutrition	2
PCC117 Intro to Garde Manger	2
PCC118 Methods of Cooking	2
CUL255 Catering or CUL250 Foodservice Business Planning	2
CUL240/242/243 Cuisine of Mexico, China, or Thailand	2
CUL293 French Bistro Cuisine	2
CUL247 Advanced Sauces	2
Total Credits	24

Certificate in Personal Chef and Catering

The Certificate in Personal Chef and Catering consists of a 24-credit program that focuses exclusively on the basic skill set needed to pursue a career as a personal chef or caterer. Generally, students take 6 credit hours per quarter for four consecutive quarters. Certificate classes are taken at night and on weekends. The certificate program is designed for working adults.

Certificate Requirements

Program Component	Hrs
PCC111 Introduction to Professional Cookery	2
PCC112 Stocks, Sauces, and Soups	2
CUL114 Sanitation	0
CUL116 Nutrition	2
PCC117 Intro to Garde Manger	2
PCC118 Methods of Cooking	2
CUL255 Intro to Catering	2
PCC101 Intro to Baking	4
CUL250 Foodservice Business Planning	2
PCC171 Personal Chef Practicum	2
PCC190 Cooking for Special & Restricted Diets	2
PCC160 Intro to Beverage & Dining Room	2
Total Credits	24

The School of Education

The School of Education at Kendall College offers a Bachelor of Arts Degree in Early Childhood Education that prepares students for work with children and families in both public and non-public school settings, as well as a variety of leadership positions (e.g. social service and governmental agencies, hospitals, parks and recreation, and private schools). In addition, the School of Education offers a teacher preparation program leading to the Illinois Type 04 Teaching Certificate in Early Childhood Education.

The School of Education's objectives for students of its early childhood education program are that students:

1. Develop a foundation for lifelong learning and professional development. They will demonstrate the ability to self-assess professional needs, access necessary resources, and seek opportunities to foster continuous professional growth and lifelong learning
2. Master content knowledge necessary for teaching and learning. They will understand and demonstrate the central concepts, tools of inquiry, and structures of the content areas to be taught
3. Master the curricular, instructional, technologic, and assessment knowledge and skills necessary for effective teaching at the "advanced beginner" stage of development.
4. Form appropriate and ethical relationships with students and maximize student learning. They will understand and demonstrate the ability to form appropriate and ethical relationships with students.
5. Increase their understanding and appreciation for diversity. They will understand and demonstrate the ability to create an inclusive, anti-biased learning community in which individual differences and cultural diversity are valued.
6. Learn and demonstrate professional conduct. They will understand ethical and legal issues and demonstrate standards of appropriate conduct in professional situations, specifically interactions with colleagues, faculty, students, parents, teachers and others in the school community.
7. Learn and engage in leadership activities, with an emphasis on collaboration, that result in improving student learning. They will understand the importance and benefits of leadership, and will demonstrate the foundational skills of leadership: collaboration, communication, decision-making, and critical thinking.

BA in Early Childhood Education (ECE)

Program Content

The B.A. in Early Childhood Education (ECE) has three tracks.

- (1) The **B.A. in ECE with Illinois Type 04 Teacher Preparation Track**, is for those seeking state certification to teach in public school settings. This option leads to a Bachelor of Arts Degree plus IL Type 04 Early Childhood certification by entitlement. This Program is an approved program of the Illinois State Board of Education for students seeking an Early Childhood Type 04 Certificate. This option prepares students for work with young children, birth through age eight, in public school settings.
- (2) The **B.A. in Early Childhood Education Only**, non-certificate track, is also available for those who are interested in the field but do not need to teach in the public sector.
- (3) The **Post-Baccalaureate Illinois Type 04 Teacher Preparation Track** exists for those students who have already earned a B.A. or a B.S. and wish to complete the Illinois Type 04 (Early Childhood Education) Teacher Certification requirements only.

Students may choose from one of two concentrations:

- Special Education
- Infants & Toddlers

The three early childhood education tracks are available at our campus in Chicago, online, or at the University Center of Lake County.

Most early childhood education program courses require one to ten hours of field work experience, not including the Internships (non-certification track) or Clinical Practice (certification tracks).

Degree Requirements

B.A. in Early Childhood Education, Non-Certification Track

Program Component	Hrs
Bachelor of Arts General Studies Core for Early Childhood Education	60
Early Childhood Education Major Requirements	93
Concentration in either Special Education or Infant/ Toddler	12
Internships	8
General Electives	7
Total Hours	180

B.A. in Early Childhood Education with Illinois Type 04 Certification Track

Program Component	Hrs
Bachelor of Arts General Studies Core for Teachers	60
Early Childhood Education Major Requirements (Minimum GPA of 2.5 required)	93
Clinical Practice	12
Concentration in either Special Education or Infants & Toddlers	12
General Electives	3
Total Hours	180

Illinois Teacher Certification Testing Requirements:

Illinois Basic Skills Test (Field 096)

Illinois Content Area Test, Early Childhood Education (Field 107)

Illinois Assessment of Professional Teaching, Birth through Grade 3 (Field 101)

School of Education Assessment Requirements:

Lesson Plan Portfolio

Kendall Teacher Work Sample

Dispositions Assessments

Required Coursework**Course**

EDU 110 Introduction to ECE (4)
PSY 111 Introduction to Psychology (4)#
EDU 215 Child Health, Safety, & Nutrition (4)#
EDU 222 Child Development (4)
PSY 225 Educational Psychology (4)
EDU 240 Observation & Assessment of the Young Child (5)#
EDU 252 Developmentally Appropriate Practices for Infants & Toddlers (5)#
EDU 255 Play & Learning for the Preschool Child (5)
EDU 260 Language Acquisition & Development (5)
EDU 275 Children's Literature (4)
EDU 280 Technology in the Classroom (4)
EDU 290 The Exceptional Child (4)#
EDU 317 Classroom Management for the Early Childhood Teacher (4)
EDU 333 Professionalism & the Early Childhood Educator (4)
EDU 402 Effective Practices in the Diverse Classroom (4)
EDU 403 Early Literacy (5)#
EDU 404 Literacy Development (5)#
EDU 405 Teaching Mathematics (5)#
EDU 406 Teaching Science (5)#
EDU 407 Teaching Social Studies & Arts (5)#

Note: Courses in boldface must be taken at Kendall College.

Note: Courses with a # require field work hours.

Concentrations**Special Education**

This concentration provides a foundation for working with young children with special needs. Students who have earned 04 Certification and taken these courses may apply for Special Education Approval from the Illinois Board of Education. The Approval is limited to three years after which students must earn a certificate in Special Education.

Course

EDU 391 Teaching Young Children with Special Needs (4)
EDU 393 Screening & Assessment of Young Children with Special Needs (4)
EDU 394 Teaming, Collaborating, Communicating: Resources for Families (4)

Infants & Toddlers

This concentration is available for students seeking their bachelor's degree, their bachelor's degree with Illinois Type 04 Certification, or in addition to an existing bachelor's degree. The three courses meet the Illinois State Board of Education Birth to Three Standards and prepare professionals to effectively work in the infant-family field.

Course

EDU 305 Quality Programs for Infants, Toddlers, and Their Families (4)#
EDU 307 Infant, Family & Cultural Studies (4)
EDU 308 Infant Screening & Assessment (4)#

Post-Baccalaureate Illinois Type 04 Teacher Certification Preparation Only Track

This coursework leads to Illinois Type 04 (Early Childhood Education) Teacher Certification by entitlement. The coursework is aligned with the standards required by the Illinois State Board of Education (ISBE) for students seeking an Illinois Early Childhood Type 04 Certificate. This option prepares candidates for work with young children, birth through age eight, in public school settings. This track is also referred to as the "Certification Program" or "Teacher Preparation Program." There are two optional concentrations in Early Childhood Special Education (up to five years old), and Infants & Toddlers. See the Concentration section for more details.

IMPORTANT: In Illinois, institutions of higher education, such as Kendall College, do not actually grant teacher certification. Instead, they give "institutional recommendation" to the Illinois State Board of Education for students who have successfully completed all the program requirements for certification. For more details please see the School of Education Student Handbook.

Program Requirements

Program Component	Hrs
Required coursework with an overall grade point average of 2.5 or above	68
Clinical Practice & Clinical Seminar (12 hours total)	
Pre-primary Clinical Practice & Clinical Seminar	4
Primary Clinical Practice & Clinical Seminar	8
Total Hours	80
<i>Illinois Teacher Certification Testing Requirements:</i>	
Illinois Basic Skills Test (Field 096)	
Illinois Content Area Test, Early Childhood Education (Field 107)	
Illinois Assessment of Professional Teaching, Birth through Grade 3 (Field 101)	
<i>School of Education Assessment Requirements:</i>	
Lesson Plan Portfolio	
Kendall Teacher Work Sample	
Dispositions Assessments	
Optional: Concentration in Special Education or in Infants & Toddlers	12

*Note: Candidates in the Post-Baccalaureate Illinois Type 04 Teacher Certification Preparation Only Program who choose the Special Education concentration must take EDU 260 in addition to the three required concentration courses for Special Education.

Required Coursework**Course**

EDU 215 Child Health, Safety, Nutrition (4)#
EDU 222 Child Development (4)#
EDU 240 Observation & Assessment of the Young Child (5)#
EDU 252 Developmentally Appropriate Practices: Infants & Toddlers (5)#
EDU 255 Play & Learning for the Preschool Child (5)#
EDU 290 The Exceptional Child (4)#
EDU 317 Classroom Management for the Early Childhood Teacher (4)
EDU 328 Technology in the Classroom (4)
EDU 333 Professionalism & the Early Childhood Educator (4)
EDU 402 Effective Practices in a Diverse Classroom (4)
EDU 403 Early Literacy (5)#
EDU 404 Literacy Development (5)#
EDU 405 Teaching Mathematics (5)#
EDU 406 Teaching Science (5)#
EDU 407 Teaching Social Studies & Arts (5)#

Clinical Practice & Clinical Seminar

EDU 451 Clinical Practice: Pre-Primary (3)
EDU 452 Clinical Seminar: Pre-Primary (1)
EDU 453 Clinical Practice: Primary (5)*
EDU 454 Clinical Seminar: Primary (3)*

Note: Courses in boldface must be taken at Kendall College.

Note: Courses with a # require field work hours.

Note: Candidates with current IL Type 03 Certification may apply to have Primary Clinical Practice exempted as indicated by *. Certain conditions apply.

Appendix A: 2008 – 2009 Tuition and Fee Information

TUITION AND FEES					
TUITION RATES SUBJECT TO CHANGE					
TUITION	CULINARY ARTS	HOSPITALITY	BUSINESS	ECE ONLINE	ECE GROUND
FULL-TIME (12-19 CREDIT HOURS/QUARTER)	\$7,150*	\$5,925*	\$4,000*	\$200**	\$250**
PART-TIME (1-11 CREDIT HOURS/QUARTER)	\$600**	\$595**	\$335**	\$200**	\$250**
AUDIT TUITION	\$600**	\$595**	\$335**	N/A	N/A
INTERNSHIP TUITION	\$4,500*	\$3,000*	\$3,000*	\$200**	\$250**
* TUITION DETERMINED PER QUARTER ** TUITION DETERMINED PER CREDIT HOUR					
STANDARD DEPOSITS/FEES					
Application Fee	\$50	Parking	\$60/quarter		
Facility Fee	\$200/quarter	Student Activity Fee	\$25/quarter		
ADDITIONAL FEES					
Payment Plan Fee (per term)	\$25	Resident Hall Deposit: One-Time	\$150		
Payment Plan Late Fee	\$50	Graduation Fee	\$100		
LE & CE Application Fee.....	\$25	Late Registration Fee	\$50		
Credit by Examination - Culinary.....	\$125	Sanitation Certification Fee	\$235		
Credit by Examination-College Programs.....	\$115	Official Transcript	\$7		
Culinary Extended Internship.....	\$600				
RESIDENCE HALLS					
Kendall students living in residence halls will contract with Kendall College and housing charges will be processed to their student account. Introductory apartment sizes and rates (per person) are as follows:					
ONE BEDROOM, SINGLE OCCUPANCY	\$5,985 PER TERM				
ONE BEDROOM, DOUBLE OCCUPANCY	\$2,995 PER TERM				

Appendix B: 2008 - 2009 Academic Calendar

Summer Quarter 2008

Payment Plan - first payment due	Fri, June 21
Orientation - new students	Tue-Wed, July 1-2
College Closed - Independence Day Holiday	Fri, July 4
Classes begin for all students	Mon, July 7
Last day to add or drop a class / Last day for 100% refund	Mon, July 14
Payment Plan - second payment due	Fri, July 18
Last day to withdraw from a course with a 90% refund (new students)	Mon, July 21
Last day to withdraw from a course with an 80% refund (cont students)	Mon, July 21
Last day to withdraw from a course with an 80% refund (new students)	Mon, July 28
Midterm Evaluation (9-week courses)	Fri, Aug 8
Last day for academic withdrawal (9-week courses)	Fri, Aug 15
Payment Plan - third (final) payment due	Fri, Aug 15
Graduation Application deadline for December '08	Fri, Aug 22
College Closed - Labor Day	Mon, Sept 1
Last day of classes	Mon, Sept 8
Final Exams	Tue-Thurs, Sept 9-11
Term Ends	Thu, Sep 11
Final grades due at noon	Mon, Sept 15

Fall Quarter 2008

Payment Plan - first payment due	Fri, Sept 12
Orientation - new students	Thu-Tue, Sep 18-23
Classes begin for all students	Wed, Sept 24
Last day to add or drop a class / Last day for 100% refund	Wed, Oct 1
Last day to withdraw from a course with a 90% refund (new students)	Wed, Oct 8
Last day to withdraw from a course with an 80% refund (cont students)	Wed, Oct 8
Last day to withdraw from a course with an 80% refund (new students)	Wed, Oct 15
Payment Plan - second payment due	Fri, Oct 10
Midterm Evaluation	Wed, Oct 29
Last day for academic withdrawal (10-week courses)	Wed, Nov 5
Payment Plan - third (final) payment due	Fri, Nov 7
Registration for Winter Quarter Begins	Wed, Nov 12
New student registration begins	Wed, Nov 19

Graduation Application deadline for March '09	Fri, Nov 21
Thanksgiving Vacation	Wed-Fri, Nov 26-28
Last day of classes	Sat, Dec 6
Final Exams	Mon-Wed, Dec 8-10
Term Ends	Wed, Dec 10
Culinary graduation (11:00 a.m.)	Fri, Dec 12
Final grades due at noon	Mon, Dec 15

Winter Quarter 2009

Payment Plan - first payment due	Fri, Dec. 12
Orientation - new students	Fri-Sat, Jan 2-3
Classes begin for all students	Mon, Jan. 5
Last day to add or drop a class / Last day for 100% refund	Mon, Jan 12
Payment Plan - second payment due	Fri, Jan 16
College Closed – Martin Luther King	Mon, Jan 19
Last day to withdraw from a course with a 90% refund (new students)	Tue, Jan 20
Last day to withdraw from a course with an 80% refund (cont students)	Tue, Jan 20
Last day to withdraw from a course with an 80% refund (new students)	Mon, Jan 26
Midterm Evaluation (10-week courses)	Fri, Feb 6
Payment Plan - third (final) payment due	Fri, Feb 13
Last day for academic withdrawal (10-week courses)	Mon, Feb 16
Registration for Spring Quarter Begins	Wed, Feb 18
New student registration begins	Mon, Feb 25
Graduation Application deadline for June '09	Fri, Feb 27
Last day of classes	Mon, Mar 16
Final Exams	Tue-Thu, Mar 17-19
Term Ends	Thu, Mar 19
Final grades due at noon	Mon, Mar 23

Spring Quarter 2009

Payment Plan - first payment due	Fri, Mar 20
Orientation - new students	Thu-Fri, Apr 2-3
Classes begin for all students	Mon, Apr 6
Last day to add or drop a class / Last day for 100% refund	Mon, Apr 13
Payment Plan - second payment due	Fri, Apr 17
Last day to withdraw from a course with a 90% refund (new students)	Mon, Apr 20
Last day to withdraw from a course with an 80% refund (cont students)	Mon, Apr 20

Last day to withdraw from a course with an 80% refund (new students)	Mon, Apr 27
Midterm Evaluation	Fri, May 8
Payment Plan - third (final) payment due	Fri, May 15
Last day for academic withdrawal (10-week courses)	Mon, May 18
Registration for Summer and Fall Quarters	Wed, May 20
College Closed – Memorial Day	Mon, May 25
New student registration begins (summer)	Wed, May 27
Last day of classes	Mon, June 15
Final Exams	Tue-Thu, June 16-18
Term Ends	Thu, June 18
Commencement	Sat, June 20
Final grades due at noon	Mon, June 22