

**KENDALL
COLLEGE
STUDENT
HANDBOOK
& ACADEMIC
CATALOG
2011-2012**

**Addendum II
July 9, 2012**



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Content included in this Addendum are additions or replacements to the full policies and academic requirements found in the Student Handbook and Academic Catalog.

The information in this document was the best available at the time of release. Kendall College endeavors to present an accurate view of the policies, programs, facilities, fees, and personnel of the College in this document. However, Kendall College reserves the right to alter any policies, programs, facilities, and fees described herein without notice or obligation. Changes in personnel may be made subsequent to publication. This document is updated regularly, and usually published annually, through the Office of the Dean of Students and the Office of the Registrar. It can also be found on the Kendall College website and the “My Kendall” intranet (<https://my.kendall.edu>).

Admissions Policies

Policy on Transfer Credit

Kendall College accepts transfer credits from colleges and universities accredited by agencies recognized by the United States Department of Education, Council on Higher Education Accreditation (CHEA), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Advanced Placement (AP), and credit approved by the American Council on Education (ACE). The College may accept courses with a grade or grade point average (GPA) value of “C” or 2.0 or better (on a 4.0 scale). Remedial or developmental courses 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 transferability of major requirements should be addressed to the Office of Admissions.

Academic Policies

Kendall College New Student Assessment Policy

The Kendall College New Student Assessment is designed to place new students in the academic classes most appropriate to their academic background and experience. The goal is to place students in classes where they will be challenged and successful. Placement decisions are based on multiple factors including past academic record (GPA and performance in specific academic classes) and placement exams. Any student who does not complete the Kendall College New Student Assessment prior to enrollment in the first quarter may be placed in developmental courses (MTH 016 and/or MTH 011) before taking credit-bearing English and math courses at the college.

- All incoming applicants for AAS and BA degree programs are required to take the Kendall College New Student Assessment prior to registering for classes at Kendall College.
- Applicants who do not meet *all* Kendall College admission guidelines are *required to take the Kendall College New Student Assessment as part of the admission process.*

Kendall College X Grade Designation

Due to the recent federal regulation for higher education that requires students to participate within the first week of every course, the grade of “X” has become redundant and is no longer included in the Kendall Letter Grade designations. Students who do not participate within the first week are withdrawn.

Business Office

Account Refunds

Approximately one to two weeks after a credit balance has been posted to a student’s account, a refund check will be issued to the student. Students are notified by email when a refund is processed. There are three options available for how the student will receive a refund:

- Sallie Mae no-fee student checking with debit Mastercard:
 - Automatic, same day refund transfer to the student’s open and active account (students will no longer need to wait for checks to arrive and clear).
 - Surcharge-free access to over 35,000 in-network ATMs nationwide.
- Direct Deposit:
 - Students provide Kendall Business Office with their checking or savings account information, and refunds are wired directly within one to two business days.
- Direct Mail:
 - Checks will be mailed to students who do not choose either option above.
 - Students should be sure to keep their address updated with the Business Office to ensure timely delivery.

Sallie Mae Bill Payment Policies for Students

- Students are advised to review the student statement to ensure that all charges have been placed on the account. This includes the correct tuition amount, housing, meal plan, and appropriate fees.
- Payments may be made with cash on campus, check, or credit card through the student portal <https://my.kendall.edu>. Checks may also be mailed using the Sallie Mae booklet.
- The account balance will consist of all current charges minus only the guaranteed and finalized financial aid. Students are required to make payment on the current balance even if financial aid is pending. Please note that if the student’s financial aid includes loans, the bank fees will be deducted from each loan disbursement.
- Students who wish to pay their bill in full, must do so on/before the first day of classes
- Payment dates are final. Any student who has not received the bill/student statement for the current term must contact the Business Office to inquire about the current balance or to request a statement.
- Sallie Mae will assess a late fee of 5% of the installment amount (but not more than \$10) on the 11th day after the payment is due.
- Students may increase the payment amount if their current balance increases due to additional charges.
- The payment plan option will not be available after the open enrollment period has closed for the quarter. Students who do not choose this option must make the payment in full for the current quarter. New students can visit the Business Office if they register after the open enrollment period
- All questions and/or clarification regarding payment policies should be directed to the Business Office (businessoffice@kendall.edu).

2012-2013 Academic Year Tuition and Fees (Effective July 1, 2012) and Housing Expenses

Business Domestic	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$5,121.00
Part-Time Tuition Per Credit (1-11 cr)	\$397.00
Internship / Quarter	\$3,710.00
Audit Per Credit	\$397.00
Housing	
One Bedroom Single / Quarter	\$-
One Bedroom Double / Quarter	\$-
Two Bedroom, Quad Occupancy / Quarter	\$-
Residence Hall Deposit (One-Time, Non-Refundable)	\$-
Meals	
Per Quarter	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

Business International	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$5,556.00
Part-Time Tuition Per Credit (1-11 cr)	\$431.00
Internship / Quarter	\$4,025.00
Audit Per Credit	\$431.00
Housing	
One Bedroom Single / Quarter	\$-
One Bedroom Double / Quarter	\$-
Two Bedroom, Quad Occupancy / Quarter	\$-
Residence Hall Deposit (One-Time, Non-Refundable)	\$280.00
Meals	
Per Quarter	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

Culinary Arts Certificate	Approved
Tuition and Fees	2012-2013
Full-Time Tuition	\$8,400.00
Part-Time Tuition Per Credit	\$700.00
Audit Per Credit	\$700.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$200.00
Meals	
Per Quarter*	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Sanitation Fee	\$235.00
Ice Carving Fee	\$100.00
Photography Fee	\$100.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

* Included in Culinary Arts Tuition

Culinary Domestic	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$7,807.00
Part-Time Tuition Per Credit (1-11 cr)	\$636.00
Internship / Quarter	\$4,770.00
Audit Per Credit	\$636.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$ -
Meals	
Per Quarter*	\$ -
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Sanitation Fee	\$235.00
Ice Carving Fee	\$100.00
Photography Fee	\$100.00
Culinary Extended Internship	\$636.00
Wine Lab Fee	\$100.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

* Included in Culinary Arts tuition

Culinary International	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$8,197.00
Part-Time Tuition Per Credit (1-11 cr)	\$668.00
Internship / Quarter	\$5,009.00
Audit Per Credit	\$668.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$280.00
Meals	
Per Quarter*	\$ -
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Sanitation Fee	\$235.00
Ice Carving Fee	\$100.00
Photography Fee	\$100.00
Culinary Extended Internship	\$636.00
Wine Lab Fee	\$100.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

* Included in Culinary Arts tuition

Early Childhood Education	Approved
Tuition and Fees	2012-2013
Online Tuition Per Credit	\$231.00
On-Ground Tuition Per Credit	\$231.00
Online Internship Cost Per Credit	\$231.00
On-Ground Internship Cost Per Credit	\$231.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$200.00
Meals	
Per Quarter	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Clinical Practicum: Pre-Prim	\$200.00
Clinical Practicum: Prim	\$200.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter*	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 imposed on the 11th day after the payment is due	

* On-ground students

Hospitality Management	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$7,026.00
Part-Time Tuition Per Credit (1-11 cr)	\$640.00
Internship / Quarter	\$3,763.00
Audit Per Credit	\$640.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$200.00
Meals	
Per Quarter	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Sanitation Fee	\$235.00
Wine Class Lab Fee - HOS 345	\$100.00
Wine Class Lab Fee - HMI 345, HMI 346	\$50.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Hospitality Extended Internship	\$640.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated / Year)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

Total Tuition = 10 quarters plus 2 internship quarters

Hospitality Management (International)	Approved
Tuition and Fees	2012-2013
Full-Time Tuition / semester (12-19 cr)	\$7,894.00
Part-Time Tuition Per Credit (1-11 cr)	\$718.00
Internship / Quarter	\$4,227.00
Audit Per Credit	\$718.00
Housing	
One Bedroom Single / Quarter	\$ -
One Bedroom Double / Quarter	\$ -
Two Bedroom, Quad Occupancy / Quarter	\$ -
Residence Hall Deposit (One-Time, Non-Refundable)	\$200.00
Meals	
Per Quarter	\$175.00
Miscellaneous Fees	
Facility Fee / Quarter	\$250.00
Application Fee	\$25.00
LE & CE Application Fee	\$25.00
Payment Plan Fee / Quarter Plan	\$35.00
Payment Plan Fee / Annual Plan	\$60.00
Credit by Examination - College Programs	\$115.00
Academic Math Development Lab	\$250.00
Developmental English	\$250.00
Sanitation Fee	\$235.00
Wine Class Lab Fee - HOS 345	\$100.00
Wine Class Lab Fee - HMI 345, HMI 346	\$50.00
Capstone Fee - per course - CAP / HOS 495, 496	\$75.00
Graduation Fee	\$100.00
Late Registration Fee	\$50.00
Official Transcript Fee	\$7.00
Student Insurance (Prorated /Y ear)	\$995.00
Parking / Quarter	\$60.00
Student Activity Fee / Quarter	\$25.00
Payment Plan Late Fee - 5% of the installment with a maximum of \$10.00 assessed on the 11th day after the payment is due.	

Total Tuition = 10 quarters plus 2 internship quarters

Financial Aid Policies

Federal Financial Aid Changes for 2012-2013

The Office of Financial Aid would like to share with you a number of changes to student federal loans and grants for the 2012–2013 academic year as a result of the Consolidated Appropriations Act, 2012 and the College Cost Reduction and Access Act of 2007.

Expected Family Contribution

A change has been made to the income amount that is used to determine if a student qualifies for an automatic Expected Family Contribution (EFC) of zero.

- When you complete the Free Application for Federal Student Aid (FAFSA), you receive an EFC number that is used to determine your federal student aid eligibility. For the 2012–2013 school year, you will automatically qualify for an EFC of zero if your family income does not exceed \$23,000. This is a reduction from the previous maximum income of \$32,000.

Federal Verification Process

Schools are no longer allowed to accept personal tax returns for verification purposes. If a student is selected for the verification process, he or she must now submit an official IRS tax return transcript.

Federal Pell Grant Program

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants.

- Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%. If you have exceeded the 600% maximum, you will lose eligibility for additional Pell Grants beginning in the 2012–2013 school year.
- For example, if your maximum Pell Grant award amount for the 2010–2011 school year was \$5,550, but you only received \$2,775, you would have used 50% of your maximum award for that year. If you then receive 75% of your eligibility in the next year, the total received in two years would be 125% out of the total 600% lifetime limit.

Federal Direct Loan Changes

Interest subsidies for subsidized loans have been eliminated.

Direct subsidized loans will not be eligible for an interest subsidy during the six-month grace period.

Interest rates have changed for undergraduate subsidized loans.

All subsidized loans made to undergraduate students will have a fixed interest rate of 6.8%.

- Subsidized loans for which the first disbursement is on or after July 1, 2012, will have a 6.8% fixed interest rate. Note: In the President's FY2013 budget request, the administration has proposed maintaining the interest rate on subsidized loans at the current rate of 3.4% for the 2012–2013 school year.

The U.S. Department of Education can no longer offer borrowers repayment incentives.

- Effective for loans first disbursed on or after July 1, 2012, the Department of Education is prohibited from offering any repayment incentives to Federal Direct Loan borrowers. Incentives include upfront interest rebates, reduced interest rates, and reduced origination fees. However, interest rate reductions to borrowers who agree to have payments automatically electronically debited from their bank account are allowed.

Student Policies

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 violation will be subject to disciplinary action up to and including expulsion from the College.

- **Alcohol.** Students eating in the Dining Room are prohibited from drinking alcohol if they are wearing their uniform whites.

ID/Meal Passes

The Kendall photo ID provided to each student at orientation also serves as the student's meal pass and print card. Participation in the student meal plan is mandatory for non-Education full-time students. A quarterly fee is automatically assessed to full-time students except as noted below:

Participation in the student meal plan is mandatory for part-time students. A quarterly fee is automatically assessed to part-time students except as noted below:

- Any student in the combined online/Saturday programs in Business and Hospitality must see the Business office if they wish to opt-in to the meal plan.
- Students in the School of Culinary Arts are not assessed an additional meal fee because meals are included in the regular tuition rate.

Student Allergies

Students must alert the College, by informing the dean in writing, regarding any food allergies. Students with allergies that may affect their ability to complete required coursework are encouraged to contact the Academic Success Center regarding possible accommodations. Depending on the nature and severity of the student's condition, Kendall may not be able to make accommodations for all coursework and students should seek information regarding their ability to complete the required coursework before enrolling in a course or choosing their degree program.

The School of Business

Kendall College is no longer accepting enrollments into the Food Service Management Bachelor of Arts Degree program. Students currently enrolled in this program will continue and receive the BA Degree at its conclusion. The Food Service Management Concentration will continue to exist as a concentration for students in the School of Business, the School of Culinary Arts, and the School of Hospitality Management.

Foodservice Management Concentration

The Foodservice Management Concentration deals with the "business" of food regarding large-scale retailing, distribution, and management. It merges knowledge of general business operations with the foodservice industry to prepare graduates to manage establishments, institutions, and companies

responsible for large-scale food packaging, preparation, and/or service. The following courses are included in this concentration:

- CUL 114 Sanitation (0)
- FSM 101 Introduction to Foodservice Management (4)
- FSM 201 Foodservice Production (4)
- FSM 301 Logistics of Foodservice Management (2)
- FSM 105 Ingredients (2)
- HOS 324 Food & Beverage Management (4)
- PSY 322 Consumer Behavior (4)*
- SCI 123 Human Nutrition I (4)
- PSY 309 Organizational Psychology (4)
- PSY 350 Psychology of Business and Industry (4)* or PSY 360 Diversity in the Workplace (4)
- SOC 101 Introduction to Sociology (4)

The School of Culinary Arts

Kendall College is no longer accepting enrollments into the Culinary Arts Certificate programs. Those students currently enrolled in a declared certificate program will receive the necessary course work and certificate.

The following courses are not program requirements for the Culinary BA Degree as they are zero credit.

- CUL 352 Advanced Culinary Skill Development
- CUL353 Advanced Culinary Skill Development
- CUL 354 Advanced Culinary Skill Development
- CUL355 Advanced Culinary Skill Development
- CUL 356 Advanced Culinary Skill Development