



CATALOG



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Welcome to the

DETROIT INSTITUTE OF GASTRONOMY

We are pleased and honored that you have chosen to join our hands-on, multi-sensory, online apprentice culinary arts education program offered in the State of Michigan and registered with the U.S. Department of Labor. We believe that for the motivated and goal-oriented student, this is the best route for building a productive culinary career with a strong foundation acknowledged by industry recognized stackable certification credentials.

The faculty and staff at the Detroit Institute of Gastronomy (DIG) are committed to assisting you in successfully completing your educational goals. We pledge an educational quality assurance to our students (prospective, current, and graduates), food service institutions, industry professionals, the public, and the United States government.

You may plan to learn culinary arts and go directly into the workforce, or you may plan to complete our culinary education and transfer to a two or four-year institution. Whatever your personal path is, you are important to us. For this reason, we are committed to unwavering development of our unique and structured methods for delivering curricula. We strive to be consistent with educational best practices and provide students with an education that is valuable and worth their time, money, and effort.

Please use this catalog as a resource for information on services and activities that are available to you. Also, in the catalog is information on your rights and responsibilities as a student.

If you are unable to find the information you need in this catalog, please ask a faculty member or your personal concierge team member for direction. Best wishes for a successful experience here at Detroit Institute of Gastronomy.

We wish you much success in reaching your goals and fulfilling your dreams in the global industry of food.

Sincerely,

John T Piazza, CEC, CCA
Executive Director of Business Development
Soil2Service, Inc.

www.soil2service.org

www.detroitinstituteofgastronomy.org



Soil2Service, Inc. (S2S) is a Michigan Non-Profit Corporation organized under Section 501(c)3 of the Internal Revenue Service code. S2S is organized exclusively for charitable, educational, and/or scientific purposes.

Mission: "Soil2Service, Inc. is committed to improving the human condition through all things positive with a focus on food; providing experiences and education to improve communities, individuals and systems."



www.soil2service.org

Detroit Institute of Gastronomy (DIG) is the education division of Soil2Service, Inc.

Detroit Institute of Gastronomy Mission Statement

We are committed to provide quality education crafted to build students with a well-informed mind, skillful hands, feet that willingly carry responsibility, a head held high in confidence yet bowed down in respect, a heart for hospitality, and the spirit to serve others.

Philosophy of Detroit Institute of Gastronomy

Detroit Institute of Gastronomy is a student-centered Institute both in its philosophy and its operation. With our industry partners, we lead the way in preparing students by supporting and empowering their achievement of knowledge, skills, and abilities resulting in productive individuals who contribute to their community, continue lifelong learning and become global citizens.

We affirm equal access to all aspects of the institute for the diverse population it serves. The institution approaches all endeavors with the highest standards of ethics and professionalism focused on increasing and enhancing employment opportunities for students who graduate from DIG. The institute, with its faculty and staff, is committed to excellence in its services, programs, and practices which meet rigorous standards established by education industry professionals. Graduates, upon completion of the program, should possess the requisite knowledge and skills to meet their educational goals.

Institutional Governance

The Soil2Service, Inc. Board of Directors oversee and provide leadership which assures ethical decision-making processes in the efficient and effective use of the institute's resources, enabling the achievement of strategic initiatives in the successful education of its students.

Advisory Committee

Detroit Institute of Gastronomy systematically seeks program guidance and support from an advisory committee made up of representatives from education, industry and human resources. The committee's opinion is a basis for evaluating and improving curricula, instructional materials, method of delivery, as well as the discovery of alternate student learning experiences and student services. The



Committee’s support aids in the development of sponsoring apprenticeship sites, apprenticeship placement, recruitment of qualified instructors, and support of student satisfaction. DIG regularly collects evidence that students are satisfied with the administrative, educational, and support services provided.

Detroit Institute of Gastronomy Concierge System

Our trained Concierge are dedicated to ensuring the success of DIG students. From the first contact through graduation, each student is assigned a personal concierge team member advisor. This adviser will work with the student to ensure the education and experience they receive meets or exceeds expectations.

Concierge Student Advising

The Student Concierge team focuses on aiding students with personalized academic advising and completion pathway planning, apprenticeship site management, LMS navigation, scheduling ACF testing for certification, transfer information, crisis intervention and referral, career guidance, decision-making skills, clarifying educational and personal goals, and other problems or concerns that interfere with the attainment of academic, technical, professional or personal goals. Student support is provided to assist students in achieving institutional and program requirements, program outcomes, course learning outcomes, and educational goals consistent with best educational practices and as required by applicable federal and state laws. DIG’s policies and procedures optimize interaction between the institute and students. The interaction of the student’s concierge proactively promotes student completion and success. Services are free and confidential for students at DIG.

Equal Opportunity Non-Discrimination Pledge at Detroit Institute of Gastronomy

Detroit Institute of Gastronomy is committed to a policy of non-discrimination. No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Detroit Institute of Gastronomy on any basis prohibited by applicable law, including, but not limited to race, color, creed, age, marital status, national or ethnic origin, religion, sex (including pregnancy and gender identity), sexual orientation, disability, political affiliation or belief, genetic information, status as a qualified disabled veteran or Vietnam era veteran or a person 40 years or older. Detroit Institute of Gastronomy will take affirmative action to provide equal opportunity and will operate the program as required under Title 29 CFR Part 30.

Affirmative Action Plan

The Detroit Institute of Gastronomy has an affirmative action plan (AAP) that documents reasonable outreach and recruitment efforts designed to increase minority and women’s participation in the program.



Purpose Statement

The purpose of Detroit Institute of Gastronomy is to provide:

- ✓ Hospitality programs up to one, two and three years in length leading to a certificate.
- ✓ Hospitality programs leading directly to employment in semi-skilled and skilled occupations.
- ✓ A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- ✓ Workforce development programs designed to meet local and statewide needs.

Role of Detroit Institute of Gastronomy

Detroit Institute of Gastronomy is an open door, institution offering quality career, technical, and academic courses in the State of Michigan for the student's achievement of culinary industry credentialing in culinary arts.

American Culinary Federation Educational Foundation (ACFEF) recognizes the need for structured training programs to maintain the highest level of skill and competency demanded in the food-service industry. A registered apprenticeship is the most practical and sound training system available to meet that need to develop individuals to be skilled culinary industry workers and to ensure industry an adequate supply of these skilled workers.

Apprenticeship

Apprenticeship is an old and time-honored method of developing skills. Apprenticeship training in culinary arts has been modernized to incorporate the learn by doing hands on kitchen training with online content delivery which has created a high-quality method to acquire skills at the same time exploring the opportunities which exist within the culinary profession.

Apprentices are members of a production force as they train on the job and in the virtual classroom. Apprentices are paid wages and work a regular workweek.



CULINARY ARTS PROGRAM SUMMARY

Apprenticeship Program Academic Information

Program Level: Sous Chef Apprenticeship

*Occupation O*NET-SOC Code:* 35-2014.00

RAPIDS CODE: 0663HY

Program Length: 24 Months (96 weeks of contact time)

Program Cost: Tuition and Fees - \$18,340.

Tuition and fees include: first-time payment by DIG to challenge the certification exams chosen by DIG; a knife kit and a chef uniform consisting of chef coats (2), chef pants (2), chef hat (1), kitchen apron (1); student membership in the American Culinary Federation; apprenticeship registration; technology.

Utilizing the US-DOL registered guidelines provided by the American Culinary Federation Education Foundation's Apprentice department's curriculum, enhanced with our unique course offerings, the student is fully engaged in a "learn while you earn" environment. Over seven globally recognized certifications are built into the program to measure student progress and produce a graduate that is ready to launch their career.

Since 1937, the U.S. Department of Labor (DOL), Office of Apprenticeship (OA) has worked closely with employer and labor groups, vocational schools, state apprenticeship agencies, and others concerned with apprenticeship programs in U.S. industry. Each state has one or more apprenticeship agencies which monitor and regulate the programs within their state. Each one has different requirements relating to labor law and as such sometimes requires multiple governing agencies.

In 1979, the ACFEF apprenticeship program became a US DOL registered apprenticeship program. This program was developed with the help of Jack Braun, CEC, AAC, Ferdinand Metz, CMC, AAC, and L. Edwin Brown. This program took the traditional European system of apprenticeship and combined it with the education system of the United States. Over the years of development and refinement, this program is a dynamic culinary arts program that combines on-the-job learning with online classroom instruction to provide future culinarians entering today's workplace with comprehensive training in both the practical and theoretical aspects of work required in this highly skilled profession.

The standards of this training program are developed by chefs with a realistic view of a foodservice operation that includes competency-based learning objectives designed for the classroom and workplace setting. This model is purposefully designed to provide complimentary and reinforceable knowledge and skills.

The Detroit Institute of Gastronomy culinary arts program is a comprehensive hands-on culinary arts program designed to expand the student's understanding of cooking and gastronomy through on-the-job training combined with distance education instructor led classes.



Academic Period Definition

DIG follows a quarterly academic system offering 4 quarters annually; Winter, Spring, Summer, and Fall.

Academic Credit Hour Definition

Credit hour determination is defined below and used by Detroit Institute of Gastronomy to establish the value of educational hours per 12-week quarter. Quarterly credit hours are equivalent to the commonly accepted and traditionally defined units of academic measurement. Online distance education lecture courses (LC) are measured by the learning outcomes normally achieved through 30 hours of student work for one (1) quarter credit. However, for OJL field experience such as student apprenticeship OJL training, a student earns 6 credits for the quarter for successfully completing 60 hours of academic engagement and a minimum of 360 hours of field experience employment. A minimum of 480 OJL field experience hours per quarter is recommended to reach 4000 hours and on-time graduation. All student OJL work is documented in the curricula materials and syllabi, including a reasonable approximation of time required for students to complete the assignments. Evaluation of the student’s academic achievement is identified as a grading criterion and weighted appropriately in the determination of a final course grade.

LC classes – 1 credit = 10 hrs. (10 online academic engagement + 20 preparation hrs.)

OJL classes - 1 credit = 10 hrs. (10 online academic engagement + 80 field experience hrs.)

OJL IND class - 1 credit = 10 hrs. (10 online academic engagement + 480 field experience hrs.)

Credit Value and Course Type Description

Online Distance Education/Lecture Courses (LC) – Hybrid courses are divided into weekly units. These courses engage the learner through lecture, reading and activities. They include instructor-assessed assignments and work and culminate in a final exam assessment of knowledge retention.

Course Type	Credit Unit Value	Online Class Academic Engagement Hours per Quarter	Online Class Preparation Hours per Quarter
Lecture/Online	3	30	60



Online Distance Education/On the Job Training Courses (OJL) – Working with the place of employment, these hybrid courses include online learning tied to required competency on-the-job training tasks which are to be completed by the student and assessed by the instructor. Knowledge is delivered through course activities, reading and hands-on practical application. The hybrid approach measures the individual learner’s skill acquisition through a combination of field experience and the successful demonstration of competency as described in the defined knowledge sections established in these culinary standards. The weekly OJL field experience schedule is determined by the Place of Employment (POE) and can vary from week-to-week. A minimum of 480 OJL field experience hours per quarter is recommended for on-time graduation.

Course Type	Credit Unit Value	OJL Online Academic Engagement Hours per Quarter	OJL Field Experience Hours per Quarter
On the Job training/online instruction	6	60	480

Independent Study/On the Job Training Courses (IND OJL) – This OJL course provides the student with additional hands-on-working experience allowing them to learn and demonstrate their skills in a live kitchen environment under the direct supervision of the sponsoring food service operation and course instructor. Guidance and supervision are the key to a successful apprenticeship. This interactive course builds on the student’s live practical application of culinary skills while working to meet the US DOL OJL 4000 minimum apprenticeship hours of on-the-job training required for graduation.

Course Type	Credit Unit Value	OJL Online Academic Engagement Hours per Quarter	OJL Field Experience Hours per Quarter
Independent Study/On the Job training	1	10	480



Instructor Qualifications

Apprenticeship Instructors: Minimum Qualifications

- Associate degree in Culinary Arts from an appropriately accredited institution or a graduate of an ACFEF NAC apprenticeship program or ACF Certified or certifiable at Chef de Cuisine (CCC).
- Meet the State Department of Education's requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual who is recognized within an industry as having expertise in a specific occupation and

Related Instruction Instructors: Minimum Qualifications

- A Bachelor's degree and demonstrate expertise in the subject field of the discipline.
- DIG recognizes an individual that possess a minimum of an associate degree in culinary arts from an appropriately accredited institution and both American Culinary Federation certifications of Certified Executive Chef (CEC) and Certified Culinary Educator (CCE) as the equivalent to a master's degree.

Place of Employment

Before a student is recommended to a State of Michigan food service establishment for apprenticeship, it must be approved according to the ACFEF National Apprenticeship Committee Standards, recognized by the local DIG Advisory Committee and has agreed to employ, train and rotate apprentice(s) through the required OJL sections. The supervising chef must be certified/certifiable as a Certified Chef de Cuisine®/Certified Executive Pastry Chef® or higher.

Cultivating Places of Employment

DIG will establish a list of potential Places of Employment (POE) in the community that meet the qualifications for an ACFEF-recognized apprenticeship program. As part of the enrollment process, the concierge will discuss the most current POE site availability. If an approved POE is not currently in the student's community, the concierge team will work with the student to cultivate one. Please note that the cultivation of a new POE may take some time which can result in the student's delayed start of the Sous Chef Apprenticeship program. DIG does not guarantee that a POE that meets the qualifications for an ACFEF-recognized apprenticeship program can be found in every community.

Place(s) of Employment Responsibilities:

- Guarantee the apprentice all the rights, privileges, and benefits that other similar employees receive.
- Adhere to the conditions of any ongoing labor contract.
- Provide a device to capture skills completed or permit the apprentice use of a device to capture required skills (i.e. digital camera).



- Provide opportunity for the apprentice to complete 100% of OJL Level I & II sections and 80% of OJL Level III sections.
- Employ the apprentice as a full-time employee and provide regular progressive wages based on skill acquisition.
- Provide a sanitary and safe work environment.
- Must have a qualified Supervising Chef.
- The apprentice to mentor ratio cannot exceed 3:1.

Supervising Chefs Responsibilities:

The chef who has agreed to supervise the training of an apprentice within a place of employment. This chef must be certifiable at the Certified Chef de Cuisine (CCC) or Certified Executive Pastry Chef (CEPC) level or higher.

- Treat all apprentices in a fair and equitable manner.
- Supervise and provide training to apprentice on OJL required knowledge and competencies.
- Rotate the apprentice through the required OJL sections.
- Check and approve skill gallery items.
- Approve the apprentice weekly hours entry.
- Allow apprentice time off to attend related instruction courses.
- Keep current with related instruction and integrate it into training.
- Notify the DIG program coordinator of any changes to the apprentice's employment.
- Prepare apprentice for both ACF certification written and practical exams.

Place of Employment Agreement

The Place of Employment will complete and check off on the requirements listed in the ACFEF Apprenticeship Place of Employment Agreement to confirm they understand the responsibilities employing a Detroit Institute of Gastronomy culinary arts student. They will sign this agreement guaranteeing the student will be assigned to a skill and competency mentor and will be rotated through all phases of the OJL sections identified by ACFEF standards.

Student Certification

DIG includes in its educational program the American Culinary Federation (ACF) certification practical and written exams for the Certified Fundamentals Cook[®], Certified Culinarian[®], and the Certified Sous Chef[®]. To increase the value, credibility and recognition of ACF Certification, the final certification in the program, the Certified Sous Chef[®], is accredited by the National Commission for Certifying Agencies (NCCA). Successful completion of these skill level appropriate exams results in the student earning these ACF credentials. A student earns the ability to test for certification after the successful completion of



the education and experience ACF prerequisites. The student's concierge team member will assist in the scheduling of this certification process.

All ACFEF written exams are administered through PSI, <https://home.psiexams.com/#/home>, a full-service testing provider with testing centers nationwide. The minimum written exam score required to qualify for ACF certification is 72%.

All practical exams are conducted at ACF approved practical exam test sites. The student will be evaluated by certified evaluators with level specific assessment criteria divided into four general areas: Safety and Sanitation Skills; Organization; Craftsmanship Skills; Finished Product Skills. Points in these specific areas are calculated creating a numerical score. The minimum practical exam score required to qualify for ACF certification is a total average score of 75% (75 points).

Seven globally recognized certifications built into the DIG culinary arts program are:

- ACF Certified Culinarian®
- ACF Certified Sous Chef®
- NRAEF ServSafe® Food Protection Manager
- World Food Safety Organization (WFSO) – Essentials of Food Hygiene
- World Food Safety Organization (WFSO) – HACCP Level 1
- Customer Service Institute of America (CSIA) – Principles of Customer Service
- NRAEF ServSafe® Allergens

Prerequisites and Co-Requisites

The course prerequisite(s) identifies classes that require successful completion prior to the class being attempted. Co-requisite(s) identifies classes that require successful completion prior to the course being attempted or concurrent enrollment in both classes.



Course Descriptions

CODE TYPE CREDIT

CUL 1010 (OJL) 6 Culinary Foundation I

This OJL course provides the student with actual hands-on-working experience allowing them to both learn and demonstrate their skills in a live kitchen environment under the direct supervision of the sponsoring food service operation and course instructor. Guidance and supervision are the key to a successful apprenticeship. The student will be immersed in the professional kitchen environment. The student's focus will be directed to tools and equipment identification, knife skills, mise en place, ingredient measuring, recipe conversions, food preparation techniques and proper food storage. This interactive course includes an orientation to both the Sous Chef program and the student's apprenticeship site as well as on-the-job training. Documentation of hours is required.

CUL 1011 (LC) 3 Sanitation and Safety

Explore the science behind food safety and learn the global standards for food service. Students will be educated in personal hygiene, food protection from agriculture to service. Understand pathogens that are of high risk to food and methods to reduce the risk to the consumer. The course will result in multiple industry, globally recognized certifications.

CUL 1012 (LC) 3 Introduction to Food Service

An introduction to the many sectors of the food service and hospitality industry. This course will expose the student to customer service principles, professional industry associations, trends in the industry and prepare the student to understand the different tasks and responsibilities of a professional kitchen.

CUL 1020 (OJL) 6 Culinary Foundation II

This OJL course provides the student with actual hands-on-working experience allowing them to both learn and demonstrate their skills in a live kitchen environment under the direct supervision of the sponsoring food service operation and course instructor. Guidance and supervision are the key to a successful apprenticeship. The student will continue to explore 10 key culinary topics that will become the foundation of the kitchen education. The student's focus will be directed to mise en place; product identification, classification, and market forms of common ingredients, as well as cooking techniques and reinforcement of the lessons learned in CUL 1010. This interactive course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1010*



CUL 1021 (LC) 3 Food Preparation Theory I

This course will provide students an understanding of the science and methods of dry heat cooking, moist heat cooking and combination cooking. Instruction will include plate composition, flavor development and organizational techniques in operating a professional kitchen task list.

CUL 1030 (OJL) 6 Culinarian I

Building on Culinary Foundations I and II, this course will focus on expanding exposure to fruits, vegetables, grains, pasta and starches. Culinarian I will provide the student information about hors d'oeuvres, appetizers, breakfast and more. The final section of the course will further the knowledge of stocks, soups and contemporary sauces. This interactive course includes online education and hands on experience with the student's apprenticeship site. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1010 and 1020*

CUL 1040 (OJL) 6 Culinarian II

Preparing both land and water proteins will be explored in depth with a focus on preparing poultry, beef, veal, pork, lamb, whole fish and shellfish. Proper handling, sanitation techniques, and meat terminology will be emphasized. Baking and pastry techniques will be provided in this course along with the opportunity to prepare quick breaks and cookies. This interactive course includes online education and hands on experience with the student's apprenticeship site. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1010 and 1020*

CUL 2050 (OJL) 6 Sous Chef I

This course continues to build on the foundational skills and knowledge obtained, the student is now exposed to running a station as well as continuing to learn vegetable, grain, pasta and starch preparations. This interactive course includes online education and hands on experience with the student's apprenticeship site. Organizational skills, team building, independent learning and critical thinking are practiced in this course. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1030, CUL 1040*

CUL 2051 (LC) 3 Food Preparation Theory II

This course provides the student to build on and advance the concepts presented in Food Preparation Theory I. Students will have the opportunity to learn contemporary cooking principles and how to maximize flavor development with the use of technology. Students will compare classical cooking principles to modern methods and conduct a comparative analysis to create recipe formulation to be applied to final exams. *Prerequisite: CUL 1021*



CUL 2052 (LC) 1 ACF Practical Exam Preparation

This course prepares students for ACF Practical Examinations up to the Certified Chef de Cuisine level. How to approach the exam, preparation techniques and expectations are discussed and analyzed against what has been learned throughout the program. *Prerequisite: CUL 1040*

CUL 2060 (OJL) 6 Sous Chef II

The on-the job training will continue with Buffet presentation in this course as well as making classical sauces from scratch and derivative sauces from the classical bases. This interactive course includes online education and hands on experience with the student's apprenticeship site. Organizational skills, team building, independent learning and critical thinking are practiced in this course. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1030, CUL 1040*

CUL 2061 (LC) 3 Garde Manger Theory

Since the development of agricultural systems, food preservation and theories of garde manger have been applied to food. The student will learn the theories and techniques of the garde manger kitchen and how to enhance flavors through methods of preservation, utilization and optimization of materials as they relate to the cold production areas of an operation. *Prerequisite: HIS 1042*

CUL 2070 (OJL) 6 Sous Chef III

Advanced cooking techniques and flavor development concepts for proteins including poultry, beef, pork, lamb, veal, fish and shellfish are covered in this course. The student will prepare a variety of composed dishes building on the knowledge gained. This interactive course includes online education and hands on experience with the student's apprenticeship site. Organizational skills, team building, independent learning and critical thinking are practiced in this course. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1030, CUL 1040*

CUL 2072 (LC) 3 Food Cost Accounting

This course provides students insight into profit and loss statements, budgeting and projecting for financial success in the hospitality industry. Methods to reduce fixed and variable costs will be analyzed and compared using case studies from the industry. Using accounting concepts outlined in this course, the student will create a financial plan for a restaurant operation in the modern food service industry that is profitable and applicable. *Prerequisite MAT 1031*



CUL 2080 (OJL) 6 Sous Chef IV

The student will build on the baking and pastry foundation acquired and prepare, yeast breads, pies and tarts as well as preparing cakes and icing. The student will prepare a variety of composed dishes building on the knowledge gained. This interactive course includes online education and hands on experience with the student's apprenticeship site. Organizational skills, team building, independent learning and critical thinking are practiced in this course. The course will cover the required hours of on-the-job training. Documentation of hours is required. *Prerequisite: CUL 1030, CUL 1040. Co-requisite: CUL 2081, CUL 2082.*

CUL 2081 (LC) 3 Baking Fundamentals Theory

The fundamentals of the bakeshop will be taught from ingredient functionality and production techniques to packaging and sales. Classifications of yeast dough, chemical leavened, savory and sweet products will be explored as well as how to produce. Equipment, tools and other unique ingredients to the bakeshop will be taught.

CUL 2082 (LC) 3 Pastry Fundamentals Theory

Classical and modern pastries will be explored and studied. Students will gain an understanding of the unique products, ingredients and techniques required to work in a pastry kitchen. Students will develop and understanding of the techniques and methods that can be applied to the savory kitchen while comparing those that cannot.

HOS 1022 (SP) 3 Nutrition/Allergens

The student will gain education in nutrition science that is critical to the foodservice industry. Human nutritional needs, special diets, allergens and the safety of them will be taught. An understanding of health and wellness and how to deliver full flavor and delicious food while meeting nutritional requirements will taught. Recipe manipulation and functionality of ingredients will be discussed.

HOS 2071 (LC) 3 Menu Planning

Menu planning and seasonality in agriculture systems will be covered and applied to how they affect the hospitality industry. Menu mix and how it relates to finances and customer perceptions will be analyzed against industry trends. Concepts of SWOT and PEST Analysis will be discussed in the relation to planning a menu to meet and exceeds operational goals. *Prerequisite: MAT 1031, ENG 1032*

MAT 1031 (LC) 3 Fundamentals of Math - Purchasing and Receiving

Fundamentals of math will be delivered while the student learns the importance of purchasing and receiving for the hospitality industry. Basics of recipe formulation, conversations, yields, par levels and financials will be discussed. Fundamentals of food costing, As Purchased and Edible Purchased concepts are introduced.



ENG 1032 (LC) 3 Composition I – Hospitality Icons

The multi stage writing process will be covered using student selected materials focused on hospitality industry icons and influencers. Students will read, analyze and write essays to demonstrate competencies as they relate to composition.

ENG 1061 (LC) 3 Composition II - Supervisory Management Theories

This course is focused on the theories of supervisory management, students will research, develop and write persuasive and argumentative papers. Critical thinking and logical reasoning will be applied to writing a documented research paper based on supervisory management theories common in hospitality systems. *Prerequisite ENG 1032*

HIS 1042 (LC) 3 World Civilizations I – Food Systems Development and Culture

Students will explore cultural, social, religious, economic and political institutions traced through the development of agriculture in human society. Comparative analysis will outline and illustrate the changes in human diversity, development and the cultural impacts food systems have had from the origins of man to modern day civilizations. *Prerequisite: ENG 1032*

HIS 2053 (LC) 3 World Civilizations II – Service Culture in Hospitality

Expanding on the analytical comparisons of agricultural development, the students will investigate the service culture in the hospitality industry and the influence it has on American society. The development of service in both food and beverage will be critiqued by the student in relation to culture, diversity and the socioeconomics of the service industry. *Prerequisite: HIS 1042*

ENG 2062 (LC) 3 Professional Communication

This course will focus on communication skills (writing, speaking, reading, listening) for career-oriented fields. Students will be provided an opportunity to use critical thinking skills and technology to analyze, design, produce, and present written projects. Projects (detailed descriptions, directions, process analysis, memos, letters, proposals, summaries, instructions) will be career-oriented and focus on communication within a professional food production operation.

IND 2090 (OJL IND) 1 Independent Study

This OJL course provides the student with additional hands-on-working experience allowing them to learn and demonstrate their skills in a live kitchen environment under the direct supervision of the sponsoring food service operation and course instructor. Guidance and supervision are the key to a successful apprenticeship. This interactive course builds on the student's live practical application of culinary skills while working to meet the US DOL OJL 4000 minimum apprenticeship hours of on-the-job training required for graduation. Documentation of hours is required. Students who take this course must have a minimum cumulative GPA of 2.0 and prior approval of the Culinary Arts Program Director. This course is offered as credit/no credit only. *Prerequisite: CUL 2080.*



Academic Advisement

Each student is assigned a concierge team member who will provide the information necessary to allow the student to make informed decisions in determining their academic plan and scheduling their coursework. The Concierge will make suggestions and recommendations on how a student may achieve their academic goals; however, it is the ultimate responsibility of the student to meet the requirements of the program.

Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation.

As the world of culinary arts continues to evolve, so do the standards and competencies of the ACFEF apprenticeship program. Note that the standards may be amended during the student's period of apprenticeship which may add or remove specific requirements for completion.

Academic Course Progression

Academic Year One

Quarter 1 Credits Course

CUL 1010	6	Culinary Foundation I
CUL 1011	3	Sanitation and Safety
CUL 1012	3	Introduction to Food Service
Total 12 credits		

Quarter 2 Credits Course

CUL 1020	6	Culinary Foundation II
CUL 1021	3	Food Preparation Theory I
HOS 1022	3	Nutrition/Allergens
Total 12 credits		

Quarter 3 Credits Course

CUL 1030	6	Culinarian I <i>(Prerequisite: CUL 1010, CUL 1020)</i>
MAT 1031	3	Fundamentals of Math - Purchasing and Receiving
ENG 1032	3	Composition I – Hospitality Icons
Total 12 credits		

Quarter 4 Credits Course

CUL 1040	6	Culinarian II <i>(Prerequisite: CUL 1010, CUL 1020)</i>
ENG 1061	3	Composition II - Supervisory Management Theories <i>(Prerequisite: ENG 1032)</i>
HIS 1042	3	World Civilizations I – Food Systems Development and Culture <i>(Prerequisite: ENG 1032)</i>
Total 12 credits		

1st Year ACF Exams ACF – Certified Fundamental Cook Practical and Written Exam for Certification.

1st Year Total Credits: 48

Academic Year Two

<u>Quarter 1</u>	<u>Credits</u>	<u>Course</u>
CUL 2050	6	Sous Chef I <i>(Prerequisite: CUL 1030, CUL 1040)</i>
CUL 2051	3	Food Preparation Theory II <i>(Prerequisite: CUL 1021)</i>
CUL 2052	1	ACF Practical Exam Preparation <i>(Prerequisite: CUL 1030, CUL 1040)</i>
HIS 2053	3	World Civilizations II – Service Culture in Hospitality <i>(Prerequisite: ENG 1032 and HIS 1042)</i>
Total 13 credits		

<u>Quarter 2</u>	<u>Credits</u>	<u>Course</u>
CUL 2060	6	Sous Chef II <i>(Prerequisite: CUL 1030, CUL 1040)</i>
CUL 2061	3	Garde Manger Theory <i>(Prerequisite: HIS 1042)</i>
ENG 2062	3	Professional Communication
Total 12 credits		

2nd Year ACF Midterm Exams ACF – Certified Culinarian Practical and Written Exam for Certification

<u>Quarter 3</u>	<u>Credits</u>	<u>Course</u>
CUL 2070	6	Sous Chef III <i>(Prerequisite: CUL 1030, CUL 1040)</i>
HOS 2071	3	Menu Planning
CUL 2072	3	Food Cost Accounting <i>(Prerequisite MAT 1031)</i>
Total 12 credits		

<u>Quarter 4</u>	<u>Credits</u>	<u>Course</u>
CUL 2080	6	Sous Chef IV <i>(Prerequisite: CUL 1030, CUL 1040) (Co-requisite: CUL 2081, CUL 2082)</i>
CUL 2081	3	Baking Fundamentals Theory
CUL 2082	3	Pastry Fundamentals Theory
Total 12 credits		

2nd Year ACF Exams ACF – Certified Sous Chef Practical and Written Exam for Certification

2nd Year Total Credits: 49

Sous Chef Total Quarter Credits: 97



Apprenticeship Wage Schedule

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$15.37. (source O-Net, Line supervisor)

Working with local apprenticeship employment partners, apprentices will be paid no less than minimum wage (\$9.65 hourly), with the possibility of a progressively increasing schedule of wages during their apprenticeship. Wage increase opportunities are based on the student’s acquisition of increased skill and competence in on-the-job training and related instruction. Before an apprentice is advanced to the next segment of training, the place of employment or supervising chef will evaluate the student’s progress to determine whether advancement has been earned by satisfactory performance in their on-the-job training and related instruction courses.

Sample Schedule: Sous Chef program

1st starting wage 1000-1500 hours = \$9.65 or 60% (whichever is higher) of journey worker wage, not less than minimum wage

2nd 1000-1500 hours = 70% of journey worker wage

3rd 1000-1500 hours = 80% of journey worker wage

4th 1000-1500 hours = 90% of journey worker wage

Student Time Commitment

The following list represents the typical weekly time commitment for a full-time student (12 quarterly credits) attending Detroit Institute of Gastronomy.

Academic studies and apprenticeship working hours

On-The-Job Training Class (OJL) – 6 credits

OJL Academic Engagement	5 Hours
OJL Class Field Experience	40 Hours on site

Lecture Class 1 (LC) – 3 credits

LC Academic Engagement	2.5 Hours
LC Class Preparation	5 Hours

Lecture Class 2 (LC) – 3 credits

LC Academic Engagement	2.5 Hours
LC Class Preparation	5 Hours



Class Load

A student registered for 12 or more quarter hours of credit is classified by DIG as a full-time student. Students may not register for more than 18 quarter credit hours in any given quarter without approval from the Executive Director of Hospitality.

Grading Scale

Transcript Letter	Description	Points
A	90.00 - 100%	4.00
B	80.00 - 89.99%	3.00
C	70.00 - 79.99%	2.00
D	60.00 - 69.99%	1.00
F	00.00 - 59.99%	0.00
WD	Withdraw	0.00
INC	Incomplete	0.00
TC	Transfer Credit	0.00
EXP	Experiential	0.00
CR	Credit	0.00
NC	No Credit	0.00

Grade Point Average

The overall cumulative grade point average (CGPA) is calculated based on all credit courses taken at Detroit Institute of Gastronomy. CGPA is calculated by:

1. multiplying the credits for each course by the grade points associated with the grade earned
2. totaling the points earned for all courses
3. dividing the total points by the total number of credits attempted.

The assigned values for the grades are referenced in the Grading Scale.

In calculating an overall cumulative CGPA, credit hours from courses receiving the following grades are not included: EXP, INC, TC, WD. To be a student in good standing, you must maintain a grade point average of 2.0 or higher. Generally, a student must have a grade point average of 3.0 or higher to be eligible for scholarships or scholastic honors.

Withdraw Policy

Students who officially withdraw by the 10th week of the quarter receive a WD (see academic calendar for actual date each quarter). Hours attempted are included in total hours. This does not count in the grade point average.



Transfer/Experiential Credits

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. Detroit Institute of Gastronomy (Sponsor) will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional): Detroit Institute of Gastronomy provides a fair and equitable credit policy. After applying to DIG, students seeking credit for previous experience gained outside the DIG program must request an evaluation as well as furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. DIG will respond on how your earned credits/ACF certification apply to DIG. DIG charges a one-time fee of \$25.00, for the transcripts, records, affidavits assessment.

The maximum Transfer/Experiential credit allowance is 48 credits. Each RTI Transfer/Experiential credit approved will be assessed a fee equal to 15% of the current credit hour cost.

Transfer credits transferred in from another post-secondary institution are assigned the grade of TC on the transcript. Transferred credits are not counted in the grade point average.

Experiential course work which is exempted through experiential learning as demonstrated by a previously earned ACF certification is awarded a grade of EXP. Credit is awarded, but grade points are not calculated.

Course Repetition Policy

When a course is repeated, credit is only granted once. The latest grade and credits earned for a repeated course are used in computing a student's grade point average and for awarding class credit. This applies even if the new grade is lower than the previous grade.

All attempts to take a course will be recorded on the student's transcript, regardless of the last grade and credits awarded. Credits attempted in repeated classes will be included in the cumulative credits attempted. Repeated courses may affect satisfactory academic progress (SAP). Registration into a course for an additional attempt is subject to availability and is not guaranteed.

Incomplete Grades Policy

Students who have extreme hardships or verifiable extenuating circumstances may be assigned the INC grade and given additional time to complete course work. The student has the first three weeks in the next quarter to complete the work. If the incomplete work is not completed by the third week as noted on the academic calendar of the following quarter, the INC grade converts to an F.



Satisfactory Academic Progress (SAP)

Detroit Institute of Gastronomy adheres to the satisfactory academic standards outlined by its own policy, the ACEF policies, as well as the eligibility criteria of Federal Title IV financial aid.

To maintain a satisfactory academic progress at DIG, students must maintain a minimum cumulative grade point average (CGPA) of 2.0, pass 67% of all credits attempted, maintain a minimum of 75% average POC of OJL apprenticeship working hours and remain within a maximum time frame (MTF) for program and apprenticeship hours completion of 1.5 times the length of the program. All quarters of a student's enrollment count when assessing SAP, including quarters when a student does not receive Federal Student Aid (FSA) funds.

Cumulative Grade Point Average SAP

CGPA – The CGPA is calculated on a scale of 4.0 and is cumulative (includes entire program academic history).

Pace of Completion (POC) SAP

Hours Completion – Grades A, B, and C are considered “satisfactory” in the calculation of successful completion. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the number of cumulative credit hours the student has attempted.

Maximum Time Frame (MTF)– the student must complete the program within one and one-half times the length of the program in which they are enrolled. The culinary arts program consists of 97 credit hours required for graduation. The student is eligible to take up to 145 credits to complete the program.

Apprenticeship Working Hours - the student must complete the apprenticeship working hours within one and one-half times the length of the program in which they are enrolled. The apprenticeship portion of the program consists of 4000 hours required for graduation. The student is eligible to take up to 12 quarters to complete the program.

If a student is not meeting any one of the SAP requirements the student will be placed on SAP probation. When placed on SAP probation, the student will work with their concierge to develop an *academic counseling plan (ACP)* designed to return the student status back to good standing as soon as possible. Once the student has regained SAP, the probation status will be removed.

Academic Status

Toque List - Students who maintain a quarter GPA of 4.0 while earning at least 12 credits and who are in academic Good Standing are placed on the quarterly Toque List.



Director's List - Students who maintain a quarter GPA of 3.5 while earning at least 12 credits and who are on academic Good Standing are placed on the quarterly Director's List.

Honor Graduate - Students completing program requirements with a cumulative grade point average (CGPA) of 3.75 or higher will be recognized as an honor graduate.

Honor Graduate with Distinction - Students completing program requirements with a cumulative grade point average (GPA) of 4.0 will be recognized as an honor graduate with distinction.

Good Standing – Students, who maintain a quarter GPA of 2.0 and/or a maximum time frame (MTF) of 1.5 times the length of the program, are considered in good standing.

Academic Probation - Students who fail to maintain a CGPA of 2.0 and/or pace of completion (POC) are placed on academic probation. The purpose of academic probation is to alert the student to the need to improve performance.

Academic Suspension – Students on probation who fail to meet the requirements of the academic counseling plan (ACP) are placed on suspension. This designation is printed on the official transcript. A student placed on academic suspension must stay out of school one full semester before applying for readmission.

Readmission from Academic Suspension - Students placed on the first academic suspension are eligible to reapply for admission following the one quarter's suspension. For any subsequent suspensions, students are eligible to reapply after one calendar year provided the program can be completed in within the MTF.

Students who do not attend Detroit Institute of Gastronomy for two consecutive quarters will be required to complete updated course requirements for their program of study.

Class Cancellation

Detroit Institute of Gastronomy reserves the right to cancel classes because of low enrollment or other reasons. Decisions to cancel classes are made by the Culinary Arts Program Director and the Executive Director of Hospitality. A full refund is made for any class canceled by DIG.



STUDENT SERVICES & INFORMATION

Accommodations for Persons with Disabilities

In accordance with federal and state laws and regulations, Detroit Institute of Gastronomy does not discriminate based on disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. The Director of Education is designated as the coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The ADA provides a comprehensive civil rights protection for “qualified individuals with disabilities”. Students with a disability should contact the Detroit Institute of Gastronomy Concierge Team, for information and assistance with obtaining accommodation services.

A disability is defined by the Americans with Disabilities Act as any condition that substantially limits one or more of life’s major activities. “Major activities” include such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The condition can be permanent or temporary.

Students with disabilities will be responsible to self-disclose their disability and the need for accommodations to the Concierge team. Documentation provided will need to be from a professional in the field, who is properly licensed or certified in the field appropriate for the diagnosis of the disability claimed and not more than 3 years old from the date of the request. Requests for accommodations must be received thirty (30) days prior to entering the desired quarter if reasonable accommodations are requested that require equipment, resources, material, or personnel. Requests for accommodations totaling over \$500.00 may require a 60-90-day notice.

A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity. The essential eligibility requirements will depend on the type of service or activity involved. The ability to meet specific skill and performance requirements may be “essential”.

Recommendations made by the professional will be incorporated as appropriate into the academic advisement plan for the student. Accommodations for placement testing are available and must be planned for in a timely manner, to plan accordingly for the targeted quarter to attend classes.

ADA Accommodations for American Culinary Federation (ACF) Testing

A testing candidate with a disability, as defined by the Americans with Disabilities Act, may petition the ACF in writing for reasonable accommodations. The candidate should submit the Request for Special Examination Accommodations form along with documentation of related disability or need at least 45 days prior to the requested examination date. The ACF in conjunction with the Test Site Administrator will consider all requests and attempt to accommodate reasonable requests for accommodation as it relates to the practical exam.



American Culinary Federation’s (ACF) Legal Opinion related to ADA Policy

“The Certification Commission of the American Culinary Federation (ACF) provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program.

ACF will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examinations for those candidates whose documentation supports such a determination. The purpose of documentation is to validate that an applicant for test accommodations is covered under the ADA as a disabled individual. Comprehensive information by a qualified professional is necessary to allow ACF to understand the nature and extent of the applicant’s disability and the resulting functional impairment that limits access to its examinations. Documentation also allows ACF to provide appropriate accommodations for such a disability.

In no case will accommodations be provided which would compromise the examination’s ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the examination. The ACF practical exam meets the exception as described in Section 36.309 of the ADA Regulations. In sum, a certification exam can require that a certain skill be demonstrated, if necessary, to the performance of the profession that is the subject of the certification, even if an applicant's disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification.

ACF strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Arrangements for persons with disabilities will be provided upon approval.

However, for those applicants who, for example, are unable to hold kitchen implements, it is extremely difficult to come up with an auxiliary aid that could potentially assist such an applicant without fundamentally altering what the practical exam is designed to test (i.e., cooking skills). Similarly, while an applicant with a contagious disease such as Hepatitis may be able to physically prepare food, there is simply no way to fully and accurately assess his or her performance without taste testing the food that has been prepared, and this would raise serious health concerns.

In sum, a certification exam can require that a certain skill be demonstrated, if necessary, to the performance of the profession that is the subject of the certification, even if an applicant’s disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification.” Submitted by Pillsbury Winthrop Shaw Pittman, LLP



Admissions

Admission to Detroit Institute of Gastronomy is a multi-step process which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants. Applications for admission are processed by DIG. Students are required to submit to Detroit Institute of Gastronomy transcripts from other institutes they have attended, an earned GED transcript, or a high school transcript if the student is entering DIG directly from high school. If transcripts are not in English, they will be translated and evaluated by a third party with expertise in the educational practices of the country of origin. All transcripts become the property of Detroit Institute of Gastronomy and each student's record.

Application Procedures

DIG offers an open application process with the application for admissions to be completed online. Once reviewed, a member of the student concierge team will schedule a convenient appointment to discuss with the student the requested program and its requirements as well as to further explain the admissions requirements, start dates, and the student's motivation and commitment to the training.

Admissions Requirements

Applicants must be a high school graduate, or equivalent, with an eligible starting age no less than 17 years of age. Applicants must send their final secondary school transcript or equivalent, showing proof of graduation before they can be accepted for enrollment. Applicants who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education and who have completed an associate's degree or higher may use their official postsecondary school transcript to establish proof of high school graduation/GED. All applicants must also meet the specific requirements as stated by the individual state DOL registration agency. (Applicants must be physically fit to perform the work of the trade and may be subject to a medical examination prior to being employed.)

The applicant may have to verify an English language proficiency for applicants whose native language is not English and have not completed education from an appropriately accredited institution where English is the principle language of instruction.

The applicant must satisfy the local apprenticeship advisory committee requirements of having the ability, aptitude, and desire to master the rudiments of the trade by completing the application process objectives. Previous work experience is not a prerequisite for entering this program, however, previous work experience can be considered during the selection process.

The place of employment can require the student to meet additional employment specific requirements. **All requirements will be listed by the employer in the Appendix D documentation. These requirements can include but are not limited to: a criminal background check, preventative health care check, and/or drug testing. A history of a criminal background and/or drug abuse can be reason to deny an applicant a specific apprenticeship site.



Application Evaluative Objectives:

The following evaluative objectives are suggested in the DOL standards and utilized by DIG:

Item	Points
1. Culinary arts knowledge check	0
2. Previous related work experience (references)	10
3. Three letters of recommendation	30
4. Interview (physical adaptability, interest, and sincerity)	30
5. Two essays of 1000 words each	30
Total	100

Admission Acceptance or Denial

Detroit Institute of Gastronomy will inform applicants they have been accepted for admission. The Detroit Institute of Gastronomy communicates to the applicant and document the basis for any denial of admission.

Enrollment Commitment

Once an applicant has been accepted for enrollment of DIG, the applicant will secure their place for the next academic quarter by paying a non-refundable commitment deposit. Once secured, the applicant will be contacted by the concierge team to complete the official enrollment paperwork and begin the orientation process.

Orientation – Welcome to your On-Line Campus

An orientation session is mandatory for all new students prior to the registration of classes. This session provides an opportunity for students to become familiar with policies and regulations and learn more about their program and the services of the Institute.

Registration Dates

With the support of the student concierge team and subject to class availability, enrolled students may register for classes at any time up to 14 days prior to the start of a new quarter. A student's start date may be subject to apprenticeship site availability.

Tuition Payment Plans

Detroit Institute of Gastronomy offers several manageable payment solutions for your convenience.

1. Monthly electronic payment plan
2. Quarterly payment in full by check
3. Quarterly payment in full by electronic-check



Probationary Period

The student apprentice shall serve a probationary period of no more than 25% of the hours of the program which is equal to 1000 hours. This period begins once the student is registered as an apprentice and classes begin. During the probationary period, the apprentice or the program coordinator may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The probationary period is full credit towards completing the program.

If a student was allowed to enroll under a waiver for receipt of transcripts or other required forms and does not supply the information in the time frame agreed to, DIG personnel will place a hold on the student's record. That hold will block registration for subsequent terms.

Re-Admission

A student at Detroit Institute of Gastronomy who has been gone for a calendar year or longer without enrolling for a class at DIG is required to complete full admissions process including a new application before registering for class(es).

School Supplies and Bookstore

The Detroit Institute of Gastronomy Campus Bookstore can be reached by logging into your student portal. Students may purchase textbooks, professional kitchen supplies, school supplies, backpacks, notebooks, etc., from this online campus store. In addition, the online bookstore carries special DIG clothing - shirts, sweatshirts, jackets and more.

Instructional Equipment

The cost of tuition and fees includes the complete professional knife kit which includes the instructional kitchen equipment for all classes. Culinary Arts students are also supplied with two chef coats, two chef pants, a chef hat during the first quarter of training. All other instructional supplies including textbooks, the cost of replacement supplies for previously issued items are the responsibility of the student.

Scholarships and Grants

Soil2Service, Inc. (S2S) awards DIG students grants and scholarships. Applications for these programs are available on the Soil2Service, Inc. website (www.S2S.org) under scholarships and grants.

Students who receive a S2S grant or scholarship must maintain at least a 2.0 grade point average and complete 66% of the classes for which they enroll. Students must check with the DIG concierge before dropping any classes during the quarter. If a student who is awarded a S2S scholarships or grant completely withdraws from classes, the student may be responsible for repaying a portion or all the scholarship and grant.



Email

Detroit Institute of Gastronomy will setup a special Gmail account for each student usually within 24 hours of the first time you register for classes at DIG. DIG will use this email account to communicate about activities, official announcements and communications with DIG offices. The login and password for your Gmail account will also work for your student portal (though you must change your initial Gmail password). Your LMS Logins will be different.

Student Email Login Username: first-initial-last-initial-DIGstudentID@gmail.com

Password: DIG-last4SSN! (Password IS case sensitive)

Example:	Name: John Doe	DIG ID: 0123456	SSN: XXX-XX-6789
Email Username:	jd123456@Gmail.com	Email Password:	DIG6789!

Your Gmail account also gives you access to Goggle Apps which has a word processor, spreadsheet and a slideshow tool all of which are compatible with Microsoft Office. Google Apps are available anywhere you have an Internet connection and a web browser and supports 7 GB of online storage.

Student Management System

A student management system is a management information system for DIG to manage student data. Our student management system provides a portal for online applications, registering students in courses; education delivery with a learning management system (LMS); documenting grading, transcripts, results of student tests and other assessment scores; building student schedules; a calendar, student email, and payment resources as well as managing many other student-related data needs.

Learning Management Systems

Detroit Institute of Gastronomy utilizes a Learning Management Systems (LMS) to deliver education to the students. All courses offered through Detroit Institute of Gastronomy will delivered through our student portal. The student will be able to access the LMS through the portal anywhere there is an Internet connection.

DIG Students will be enrolled in a quarterly group in accordance to their scheduled classes. Once the student logs into the LMS, they will find the courses needed for their quarter. The student will also gain access to the ACEF Apprenticeship Portal that functions as an electronic logbook, resource/document library and resume/portfolio display. All assignments, lecture and homework will be submitted through the LMS. It is required that a student complete all the assignments, including all discussions and lectures in the course on the LMS. The student will be required to log in frequently as to not fall behind in course work.

ACEF Apprenticeship Portal

The student can create logbook entries for the supervising chef to review and approve online. Entries can be linked to specific stations in the logbook. The electronic ledger will allow apprentices to track



their hours worked in each station. The apprentice can instantly view totals and percentage complete in each station. Apprentice portfolios are a way for apprentices to share their talents. Portfolios combine logbook entries and uploaded photos, as well as a resume building and display tool.

Student ID Card

Detroit Institute of Gastronomy issues a student identification card. The student ID card is issued during the first registration and orientation period. The student ID card is the official Institute I.D. and must be carried while on the institute's premises, at the student's apprenticeship site, an institute sponsored/managed event, practicum, field trips, or competition. The student's ID Card and/or valid government-issued photo identification is required for access to certain examinations as well as used as proof of ownership when submitting both academic and practical application school work for evaluation.

The first student ID is free; however, any additional ID needed in the future will be \$15. per student ID.

Publicity and Media Release

By signing and submitting an enrollment agreement to Detroit Institute of Gastronomy, you understand that your name, voice, quotations, and photographic likeness – including video footage – may be used in all forms of media for advertising, trade, and any other lawful purposes on behalf of Soil2Service, Inc. and Detroit Institute of Gastronomy. You will not receive now or in the future any compensation for this usage. You also understand that your name, quotations, and photographic likeness may be gathered from and posted to DIG's social media sites and website and can be downloaded by any computer user.

You also understand that, as a student age 18 or older, it is your responsibility to notify the Detroit Institute of Gastronomy, if you refuse to have your name, quotations, or photographic likeness used for the Institute's unlimited lawful purposes. In addition, all students under the age of 18 must have parental or guardian permission for his/her name, quotations, or photographic likeness to be used by the Institute. In this instance, this form may be obtained from your concierge team.

Enrollment Verifications

Enrollment verification is a statement that a person is enrolled as a full- or part-time student at Detroit Institute of Gastronomy for a stated quarter. This verification may be required by insurance companies, loan granters, prospective employers or other entities. Since information included in enrollment verification is classified as directory information, it is released to third parties unless the student has issued direction in writing that such information not be released. Enrollment verifications may be requested only after the semester has officially begun.

Health Emergencies

Regular health care is the responsibility of the student. A person who becomes aware of the need for first aid or other health emergency while at their apprenticeship site should inform the employer's management team as well as contact the Detroit Institute of Gastronomy Concierge Team Member. If



emergency medical services are required, the employee will call 911 and the EMT unit will assist in recommending treatment. As a distance education institution, Detroit Institute of Gastronomy, expects that the student will secure medical services through a private physician. In case of accident or illness notification, the student will be referred to the nearest hospital for care. It is understood that the student or parent will assume full responsibility for all the costs associated with the accident or illness.

Learning Resources Center

To meet the needs of students, the LRC provides online resources for learning a language, eLearning resources for subject classes, testing, computer skills, and career (eBooks, streaming videos, magazines, newspapers, and scholarly journals).

The LRC has on-line collaboration spaces, and group chat rooms available for students to use. A list of resources is available to the student and include –

General Education Preparation

<https://www.edx.org/high-school>

<https://www.khanacademy.org/math>

Hospitality Resources

All courses will contain a list of resources available for the student that correlate directly to the topic of education.

Professional Personal Counseling Service

WellConnect by Student Resource Services! (*proposed*) <https://wellconnect.cuthrive.com/>

Detroit Institute of Gastronomy offers short-term personal counseling for individuals, households and families (at least one person in the counseling relationship must be a current student). Services are offered by a state licensed professional counselor (LPC) or LPC-intern under advisement of a full-time LPC. Students seeking assistance with anxiety, grief, depression, suicidal ideology, or other personal issues may seek services for no fee.

Resources and Support: Students can obtain support and resources from a specialist who can help them to address issues in their daily life which maybe an obstacle to success in their program. The types of resources that are available include: researching community-based housing, moving, and relocation options; informed referrals for healthcare services, transportation, and utilities; assistance with identifying volunteer opportunities; legal services; financial services; family and caregiving resources; and health and wellness resources.



Mental & Physical Health

If officials of the institute determine that a student's mental or physical condition prohibits the student from benefiting from instruction at the institute, or if the student creates a continuing disturbance to the learning process or creates a safety hazard to himself or others, the student will be advised of the situation. Every attempt will be made to give the student the opportunity to remedy the situation in question and obtain assistance, if needed. If the situation cannot be resolved, the student may be referred to the school administration as well as the Culinary Arts Program Director.

If the situation still cannot be resolved, an instructor may request that the student be withdrawn from the class(es) in question. When a withdrawal of this nature is made, it is for the welfare of the student and the institute. No special notation will be made on the student's transcript regarding the withdrawal.

Student Organizations

Included, for the DIG student, is a paid annual membership in the American Culinary Federation for the duration of the student's enrollment. A notification of membership will be sent to the student's local ACF chapter.

Veterans

Veterans of the U.S. armed forces and their dependents may be entitled to educational benefits. To apply for benefits, Veterans and their eligible dependents may consult the Concierge for information and assistance.

Chromebook *(proposed)*

As a student of DIG, you are offered the ability to purchase a Chromebook at a discounted rate. Please log into --- to review the offer and purchase.



GENERAL INSTITUTE POLICIES & INFORMATION

Academic Progress

DIG degree plans require that students have a GPA of 2.0 or higher for graduation; therefore, students are in good standing if they maintain a GPA of 2.0 or higher on a quarterly and cumulative basis. See Satisfactory Academic Progress (SAP) section for further information.

Adding or Dropping a Class

Adding or dropping a class can affect a student's schedule considerably. Adds and drops can also affect whether a student is considered full time or not. Students are recommended to consult their concierge for more information before adding or dropping classes.

Alcohol Policy

Students must comply with all state and federal laws regulating alcohol as well as the institutes policy.

1. Students are not permitted to consume alcoholic beverages on the institute's premises, the student's apprenticeship site, an institute sponsored/managed event, practicum, field trips, or competitions.
2. Students in a state of intoxication on the institute's premises, the student's apprenticeship site, an institute sponsored/managed event, practicum, field trips, competitions are prohibited.

Sexual Assault, Sexual Harassment, Non-Sexual Offences and Discrimination

Detroit Institute of Gastronomy is opposed to any and all forms of Sexual Harassment, Sexual Assault, Non-Sexual Offences and Discrimination within the DIG community and will take the steps necessary to stop such conduct. All DIG students and personnel are expressly prohibited from engaging in any form of harassing, discriminating, intimidating, or retaliatory behavior or conduct in all interactions with each other, whether the interaction occurs during a class, on the institute's premises, the student's apprenticeship site, an institute sponsored/managed event, practicum, field trips, or competition.

Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

Determining what constitutes sexual harassment can vary according to individual circumstances, but it can be described in general terms as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- a. submission to such conduct is made either DIG explicitly or implicitly a term or condition of an individual's employment or schooling.



- b. submission to or rejection of such conduct by an individual is used as the basis for employment or school decisions affecting such individual.
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile or offensive working or school environment.

This statement of zero tolerance for sexual harassment applies to DIG students and personnel as well as educational support personnel at apprenticeship sites. Detroit Institute of Gastronomy's sexual harassment policy and procedures are designed to deal with complaints of sexual harassment in a reasonable and orderly fashion.

Federal law requires that the DIG appoint a Title IX coordinator, who is responsible for serving as a resource person on sexual harassment issues and all other forms of discrimination. The Culinary Arts Program Director is the designated harassment prevention/Title IX coordinator. The Culinary Arts Program Director will serve as an advocate for students in distress or a person of contact to initiate investigations. For students working at an apprenticeship site, it is essential that you report incidents of sexual harassment to the Institute, directly to the coordinator listed above as well as the designated official at your place of apprentice work.

Detroit Institute of Gastronomy is committed to providing a safe, secure environment for students and employees. DIG provides educational materials to staff and students promoting safety awareness and crime prevention.

Sexual Assault

Sexual assault/sexual misconduct is defined as contact without consent by an acquaintance or stranger whether made directly or indirectly through clothing and whether contact is made with the non-consenting person or the non-consenting person is forced to have such sexual contact with the perpetrator represent violations of criminal and civil law and constitute breaches of student or employee conduct as well. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the survivor due to any cause including the survivor's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this Policy. It includes, but is not limited to:

- Rape (sexual intercourse without consent).
- Sodomy (oral or anal intercourse without consent).
- Aggravated sodomy (sexual penetration with an object without consent).
- Assault (intentional touching without consent of genitals, breast, groin, thighs, or buttocks).
- Aggravated assault.
- Child molestation.
- Aggravated child molestation.
- Non-consensual kissing.
- Statutory rape.



- Voyeurism (observing the sexual organs or acts of another for sexual satisfaction, usually from a hidden vantage point).
- Public indecency (in a public place, performing an act of sexual intercourse, lewd exposure of sex organs, lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent fondling of the body of another person).

Sexual Harassment

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Assaults

Students are prohibited from assaulting any person while under the DIG's jurisdiction. An "assault" is defined as:

- Intentionally, knowingly or recklessly causing bodily injury to another
- Intentionally or knowingly threatening another with imminent bodily injury
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative

Unlawful Harassment (Non-Sexual Offense)

Verbal or physical conduct that ridicules or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, sexual orientation, or disability and which:

- Has the purpose or outcome of creating an intimidating hostile, or offensive educational environment
- Has the purpose or outcome of unreasonably interfering with an individual's educational performance

Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, sexual orientation, or disability. This includes jokes or pranks that are hostile or demeaning about race, color, religion, gender, national origin, age, sexual orientation, or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or



group because of race, color, religion, gender, national origin, age, sexual orientation or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in the institute's community in any format.

Detroit Institute of Gastronomy Calendar

Detroit Institute of Gastronomy follows a published calendar for each academic year. This calendar is published in the Detroit Institute of Gastronomy schedule of classes that is available on the Detroit Institute of Gastronomy's student portal.

Consult the institute calendar for important dates such as registration dates, deadlines for dropping classes and filing for graduation, final exams, graduation, holidays and spring break.

Computer Usage

Privacy Procedures for Computer Usage Detroit Institute of Gastronomy complies with the Family Education Rights and Privacy Act (FERPA) and protects the privacy of students' educational records regardless of delivery mode. The Culinary Arts Program Director enforces FERPA and is the main point of contact for all FERPA related issues. The Culinary Arts Program Director is responsible for ensuring that faculty and staff receive training in their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student's privacy using a secure portal, a secure login and password. Online courses are hosted on Detroit Institute of Gastronomy secure learning management systems. Faculty post assignments and exams within the learning management system to ensure the privacy of student information.

Faculty Responsibility

Student's records are kept private by faculty, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

Student Responsibility

It is the student's responsibility to keep his/her login and password confidential. A password reset is accomplished through an e-mail response sequence protocol. Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.



Password Security

Both students and faculty are responsible for maintaining the security of their secure-portal passwords.

Communication

Detroit Institute of Gastronomy students are required to use their assigned e-mail address to communicate with online instructors or contact the instructor through the communication feature of the learning management system. This is to ensure that electronic communications with the instructor are secure.

Controlled Substances

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the institute's policy prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

In compliance with the Drug-Free Schools and Communities Act requirements, Detroit Institute of Gastronomy provides printed information on the legal penalties for possession and use of illicit drugs and associated health risks. The information covers Controlled Substances: Uses and Effects; Federal Trafficking Penalties; Criminal Penalties Relating to Controlled Substances; and Criminal Penalties Relating to Marijuana.

Disciplinary action for violations of this policy may include: monetary fine, referral to drug and alcohol counseling, rehabilitation programs or student assistance programs; suspension; expulsion; and referral to appropriate law enforcement officials for prosecution.

Apprenticeship Transfer Procedure

The student can transfer between ACEF apprenticeship programs under a new apprenticeship agreement. The new program coordinator will review the apprentice's progress in completing the OJL and related instruction (RI) to determine how much credit will be transferred into the DIG program. The transfer must comply with the following:

- a. The transferring apprentice must be provided a transcript of related instruction and a report of OJL RKC's completed by the program sponsor.
- b. Transfer must be to the same occupation.
- c. A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.
- d. Refer to the Transfer/Experiential Credits section for further information



Shift in place of employment

The student apprentice can shift from one place of employment to another within the same ACFEF apprenticeship program only with prior approval of DIG administration.

Disruptions

The place of employment's written employment policy and procedure supersedes ACFEF National Apprenticeship Policies & Procedures. In the absence of a policy, should any employment issues arise, they must first be addressed between the apprentice and supervising chef/employer.

On-Time Graduation

The length of the Apprentice program involves a commitment from the student to full time education. The program consists of eight, twelve-week quarters to be completed consecutively within two years from the start date.

Graduation Procedures

To be eligible to graduate a student must complete and file an application for graduation by the published deadline for the quarter that course work will be completed. The plan should be on file at the time the application for graduation is filed.

Graduation Honors

A student with a GPA of 3.5 to 3.699 will be graduated cum laude, a student with a grade point average of 3.7 to 3.899 will be graduated magna cum laude, and a student with a GPA of 3.9 to 4.0 will be graduated summa cum laude.



STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

For Detroit Institute of Gastronomy to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established.

FERPA rights are granted to parents of students under age 18 and transfer to the student when he or she turns 18 or enters a postsecondary institution. A student at Detroit Institute of Gastronomy, regardless of age, retains FERPA rights for him- or herself, unless the student completes a FERPA Grant Access form for a parent or another individual. Education records are defined by FERPA to include but are not limited to records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Annual Notification

Detroit Institute of Gastronomy will give annual notice to current students of their rights under the Act by publishing information in the Catalog. A copy of this policy will be on file.

Access to Education Records

All students have the right to review their education records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents
2. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors
3. Educational records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student. To review records, students and former students may contact DIG, verify their identity, and ask to review the record. Students will be asked to complete a "Request to Review Education Records" form. Because of various circumstances, the Institute may delay, to a maximum of 45 days, the release of the records for review. DIG is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.



The permanent record for each student may consist of:

1. Application for admission documents.
2. Appropriate transcripts (high school, GED, other colleges attended).
3. Enrollment/Apprenticeship Agreement.
4. Apprenticeship registration form
5. Transcript of coursework completed at the Institute.
6. Place of Employment Agreement.
7. Correspondence with student.
8. Registration forms.
9. Student Catalog Commitment Signature.
10. Schedule change forms.
11. Withdrawal forms.

Disclosure of Personal Information

Detroit Institute of Gastronomy shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must specify the records to be released; state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student. A state- or country-issued identification card, including the student's signature, may be required for such a request.

FERPA states that certain information from student records may be classified as directory information. Directory information may be made available to the public without a student's consent. The following categories of information have been designated by Detroit Institute of Gastronomy as directory information:

1. Student's name, address(es), telephone number(s)
2. County of Residence
3. Dates of attendance
4. The most recent previous educational institution attended by the student
5. Major Field of study, degree desired, and student classification
6. Degrees, certificates and other awards received
7. Participation in official activities
8. Enrollment Status
9. Photograph(s)
10. Email address(es)

If any student has an objection to any of the aforementioned information being released about himself or herself during any given quarter, the student must notify DIG and complete the Disclosure of Directory Information form. This request will remain in effect until the student submits to the concierge team an updated Disclosure form, allowing the release of directory information.



FERPA established rules stating that some personnel and agencies may have access to students' education records without written consent of the students. Detroit Institute of Gastronomy will disclose information from a student's education record only with the written consent of the student except:

1. To school officials determined by the institution to have a legitimate educational interest. A school official is a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position; a person employed by or under contract to the Institute to perform a special task, such as an attorney or auditor; performing a task that is specified in his or her job description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, advising, job placement, or financial aid. When doubt is raised by DIG about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the Culinary Arts Program Director.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To authorized personnel of the following government agencies if the disclosure is in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs:
 - Comptroller General of the United States
 - Secretary of Education
 - U.S. Attorney General (for law enforcement purposes only)
 - State and local education authorities
4. To any party who is providing financial aid to the student ("financial aid" does not include any payments made by parents).
5. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the Institute.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of eligible students who claim the student as dependents for income tax purposes. The parents must furnish a copy of their most recent Federal Income Tax Form.
9. To appropriate parties in a health or safety emergency subject to a determination by the President or the Deans or their designees.
10. To personnel complying with a judicial order or lawfully issued subpoena provided the Records Office makes a reasonable attempt to notify students in advance of compliance. The Institute is not required to notify students if a federal grand jury subpoena or any other



subpoena issued for a law enforcement purpose orders the Institute not to disclose the existence or contents of the subpoena.

11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against alleged perpetrator of that crime with respect to that crime.
12. To appropriate parties in response to requests for directory information.
13. To parents/legal guardians when their children (under age 21) are found to have violated the alcohol policy of the Institute (Warner Amendment).
14. To appropriate parties requesting the results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offender (Foley Amendment).
15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Student recruiting information is directory information.
17. To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
18. To authorized personnel of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Rights Post-Attendance

Students who have ceased attendance or have graduated from Detroit Institute of Gastronomy have basically the same FERPA rights as students currently attending including the right to:

- Inspect their education records
- Have a hearing to amend an education record
- Have their education record privacy protected by the Institute. Former students do not have the right to request of the Institute non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Rights of Deceased Students

For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Challenge of Contents in Records

Students may challenge information in their education records that they believe to be incorrect or inappropriate. This challenge must be in writing and must be submitted to the Culinary Arts Program



Director. The Culinary Arts Program Director must decide within a reasonable period whether corrective action will be taken, and the Culinary Arts Program Director must provide written notification to the student and the Executive Director of Business Development of Soil2Service, Inc. of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Executive Director of Business Development of Soil2Service, Inc.

Should DIG decide not to amend the record in accordance with the student's request, the Culinary Arts Program Director must inform the student that the student can add to their education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained as part of the record for as long as the Institute holds the record. This record, when disclosed to an authorized party, must include the statement filed by the student.

Filing a FERPA complaint

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



STUDENTS' RIGHTS & RESPONSIBILITIES

Once an individual has paid tuition and fees, that person is classified as a student at Detroit Institute of Gastronomy. It is each student's responsibility to be aware of the rights, responsibilities and opportunities indicated in this Detroit Institute of Gastronomy Catalog.

Detroit Institute of Gastronomy strives to ensure the constitutional rights of each of its students. It also works to provide each student with the type of environment that will maximize his/her education. To this purpose, the Institute has set certain rules, regulations and policies in order to ensure an educational environment. It is within the framework of state, local and federal laws as well as institute regulations that the student must comply in order to assert his/her freedoms while at Detroit Institute of Gastronomy. The institute has the obligation of providing policies to guarantee a student's rights, while the student has the responsibility of abiding by the rules and regulations of the institute.

The Five Student Commitments

Detroit Institute of Gastronomy students are committed to being successful in life and career. Part of the preparedness for a successful life after Detroit Institute of Gastronomy involves self-commitments that ensure the path to graduation or other identified academic goals. Therefore, students at Detroit Institute of Gastronomy have endorsed the following five guiding E.A.R.T.H. values:

Educate	ourselves by asking questions, utilizing resources, and being disciplined to complete what we start.
Appreciate	people around you, ingredients you utilize, and skillful work habits.
Respect	the process, the systems, and the craft of cooking for others.
Transcend	life's expectations, situations, and implications.
Help	develop hospitality in ourselves and others as we grow in service to our community.

Student Code of Conduct

DIG exists for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of our academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the online classroom, on apprenticeship sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of



which DIG is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same logic, students are also subject to all laws, the enforcement of which is the responsibility of proper authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, institute discipline will be initiated if the presence of the student on the apprenticeship site is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process or business of the site. However, when a student's violation of the law also adversely affects the institute's recognized educational objectives, or violates the institute's Student Code of Conduct, DIG will enforce its own regulations. When students violate institute's regulations, they are subject to disciplinary action by the institute whether their conduct violates the law.

Generally, DIG jurisdiction and discipline shall be limited to conduct which occurs on the institutes premises, the student's apprenticeship site, an institute sponsored/managed activity or function, a practicum, field trips, competitions, during an examination or part of any other written or oral work submitted for evaluation and/or a grade, as well as behavior which otherwise adversely affects members of the institute's community and/or the pursuit of the institute's objectives. These policies and regulations shall apply to any currently enrolled or former student who has been accepted for admission or readmission to Detroit Institute of Gastronomy, to any registered student organization, or to any prospective student while he or she is at any facility designated for institute use.

Professional Appearance

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance. A proper chef uniform is designed to protect the student from slips, burns and physical hazards as well as protecting the guest from food contamination during production. Therefore, DIG requires all students to maintain a healthy, clean, and well-groomed appearance and uniform in adherence to all employer and health department standards. Students in violation of these rules will be sent home by the employer. Repeated violations will result in termination from the apprenticeship site and DIG.

Dress Code

1. **Students must follow all local and state food service handler health regulations.**
2. **Chef Coat-** Must always be worn while the apprentice is in the kitchen/lab. The chef coat must be clean and pressed (free of wrinkles). Place of employment uniform will override these guidelines. **Reason-** Safety-Protect the apprentice. Sanitation- protect from food contamination
3. **Work Shoes-** Must always be worn. Shoes must be leather, non-slip sole, closed-toed and cleanable. **Reason-** Safety-Protect the apprentice from slips, spills and falls
4. **Pants-** Long pants must always be worn in the kitchen. Pants should be worn at the waist and pants length should be ankle length but not touch the ground. Hounds tooth/checked or black. Non- denim. Place of employment uniform pant guidelines will override these guidelines. **Reason-** Safety -Protect the apprentice from spills and burns

5. **Hair Covering-** All hair must be covered, if hair extends beyond shoulder-length both hat and a hairnet must be used (Chef Hat, Cap, or Hairnet), this includes bangs which must be secured off the face or under a hairnet. **Reason-**Sanitation- prevent hair from falling into food.
6. **Jewelry-** Hands: No jewelry of any kind is to be worn in the kitchen except for plain band. Ears: limit to one stud per ear, nothing dangling. Face: all facial studs, piercings, chains need to be removed. This includes nose, cheek, eyebrow and neck. Wrist: watches need to be removed and or buttoned to Chef Coat or shirt. No bracelets. **Reason-** Safety and sanitation- earrings, earrings backs, ring settings which can fall into food products, piercing jewelry can be caught on pieces of equipment and can harbor food and germs causing unsanitary and unsafe conditions. Wrist watches, wrist bands and bracelets are a potential source of cross contamination.
7. **Nails and Nail Polish-** No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length. **Reason-** Sanitation and physical hazards.

American Culinary Federation Culinarian's Code

The American Culinary Federation Educational Foundation (ACFEF) Board of Governors adopted the below pledge on August 3, 2010 and requires all ACFEF apprentices to understand the code and express a commitment to honor it. The code is:

As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another's personal gain. I will support the success, growth, and future of my colleagues and this great federation.

Responsibilities

Each student shall be charged with notice and knowledge of the contents and provisions of the Institute's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy and hospitality, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class and take appropriate materials and assignments to the apprenticeship site.
5. Obey all class and apprenticeship site rules and policies.
6. Respect the rights and privileges of students, faculty, other Institute staff and volunteers, and apprenticeship site employees.



7. Respect the property of others, including Institute's property and facilities.
8. Cooperate with and assist Institute's staff in maintaining safety, order, and discipline.
9. Peruse education with both integrity and academic honesty.

In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty or the possession or use of intoxicating liquors.
2. The illegal use, possession, control, manufacture, transmission, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. The use, possession, control, manufacture, transmission, and/or sale of paraphernalia related to any prohibited substance.
4. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, fabrication, and collusion. "Cheating " shall include:
 - Copying from another student's test.
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an un-administered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
 - Substituting for another student, or permitting another person to substitute for one's self, to take a test.
 - Bribing another person to obtain an un-administered test or information about an un-administered test.
 - "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
 - "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
 - "Fabrication" shall be defined as the falsification of any information, citation, or food production in a written or practical examination or any other written, photographed, or oral work submitted for evaluation and/or grade.
5. Owing a monetary debt to the Institute that is considered delinquent or writing/authorizing an "insufficient funds" payment to the Institute.
6. Violations of the Penal Statutes of the State or of the United States occurring on Institute premises, on an apprenticeship site, or in connection with Institute-sponsored activities may also constitute violations of the Institute's rules and regulations when such violations affect the educational process and goals of the Institute.

7. Possession or use of firearms on Institute controlled property or at an apprenticeship site.

8. Interference with teaching, research, administration, or the Institute's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."

Disorderly conduct or disruptive behavior shall include any of the following activities occurring on property owned or controlled by the institute, at an apprenticeship site, or at institute-sponsored functions:

- Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- Interference with the peaceful and lawful conduct of persons when there is reason to believe that such conduct will cause or provoke a disturbance.
- Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or any other passageway in an institute building or apprenticeship site to such an extent that the employees, officers and other persons, including visitors, having business with the institute or apprenticeship site are denied entrance into, exit from or free passage in such building.

9. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

10. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. "Hazing" means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- Any activity that induces causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

11. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.

12. Threatening another person, including a student or employee.

13. Intentionally, knowingly, or negligently causing physical harm to any person.

14. Engaging in conduct that constitutes harassment, bullying, dating violence, stalking, or sexual abuse directed toward another person, including a student or employee.

15. Violating policies, rules, or agreements regarding the use of technology resources.

16. Attempting to access or circumvent passwords or other security-related information or the Institute, students, or employees.

17. Attempting to alter, destroy, or disable Institute technology resources.

18. Using the Internet or other electronic communications to threaten Institute students, employees, or volunteers.

19. Destruction, theft, alteration, or any other form of sabotage of institute computer equipment or facilities including, without limitation, software and data files.

20. Using hacker programs and trying to access computer systems using hacker techniques.

21. Using computer equipment in any manner that violates federal, state or local laws or other policies of Detroit Institute of Gastronomy, including harassment, intimidation or attempts at such.

22. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

23. Endangering the health or safety of members of the Institute's community.

24. Damaging, defacing or destroying institute property or the property of a member of the institute community.

25. Stealing from the Institute or others.



26. Knowingly giving false information in response to requests from the Institute.
27. Forging, altering or misusing Institute documents, records or ID cards.
28. Violating institute policies or regulations concerning parking; registration of student organizations; use of institute facilities; or the time, place and manner of public expression.
29. Failure to comply with directions of Institute administration acting in the performance of their duties, including failure to provide identification when requested.
30. Ignoring a summons to a conversation with the Institutes administration.
31. Engaging in any conduct that Institute administration might reasonably believe will substantially disrupt the Institute programs or incite violence.

Disciplinary Process

Any student violating this policy shall be subject to discipline up to suspension/expulsion, in accordance with Institute policy. Under supervision of the Vice President of Student Services & Enrollment Management, the Executive Director of Student Life serves as the chief conduct officer and investigator for non-academic and general code of conduct violations. In certain instances, the Institute may refer cases to law enforcement authorities for prosecution under criminal code.

In cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the institute due process procedure.

Reporting a Violation

Incidents of unacceptable student behavior where disciplinary action may be appropriate are to be reported to the Culinary Arts Program Director. In the case where such student behavior is a violation of public law or is causing a threat to the safety of the student, any other person, or to property, campus and/or local police officials should be notified immediately.

Student Conduct Investigation & Summoning a Student

A preliminary review of the facts of the case will be conducted to determine if enough evidence exists to require a meeting with the student(s) involved. If it is determined that further explanation is warranted, the student(s) involved will be summoned by email to a conversation where the alleged violations will be reviewed with the Culinary Arts Program Director or another appropriate Institute administrator.

It is the student's responsibility to open, read, and act on all emails and correspondence related to a conduct investigation. Failure to comply with a summons and other attempts to contact the student may result in the student forfeiting his/her right to the disciplinary process. In most cases, failure to comply will result in the student being found in violation of the original violation. The student may also be found in violation of 'Failure to comply with directions of institute officials acting in the performance of their duties,' which may result in further disciplinary action.



During the conversation with the Director or representative(s), the student will be given an opportunity to provide their account of the events in questions. The Director or representative(s) will meet with the student (and a translator if necessary). The student can include one concierge of the student's choosing to discipline meetings or hearings, however the concierge may not speak on behalf of the student. Following all necessary investigation and meetings, a decision will be made.

In deliberating a response, the Executive Director of Hospitality or representative will decide based on what he/she considers reasonable evidence, including, but not limited to, testimony from witnesses, written statements and other relevant information. When evaluating conflicting accounts or statements, the Executive Director of Hospitality or representative will determine in good faith which version is more credible. A student may be found responsible or not responsible for a violation. Responsibility is determined by preponderance of the evidence (more likely than not determination).

Sanctioning a Student

Authority for determining disciplinary responses, requirements or conditions rests with the Executive Director of Hospitality and/or the Culinary Arts Program Director, although other institute officials may make decisions in certain cases. Disciplinary sanctions will be made at the lowest level possible. Repeated or aggravated violations may result in further disciplinary sanctions, especially in cases where violations occur while a student is on probation. A student's entire disciplinary record will be considered when decisions related to sanctions are made.

Possible Sanctions

The sanctions listed below may not be all encompassing but represent typical outcomes. Executive Director of Hospitality and/or the Culinary Arts Program Director are given discretion to assign sanctions not listed, as deemed necessary and appropriate.

Formal Warning: A student served with a formal warning is given an official written notice, which carries the message that continued or repeated violations may result in more severe sanctions.

Fine: A financial penalty assessed and recorded in an official written notice. A charge will be made to the student's account in the amount of a fine determined at the discretion of the Executive Director of Hospitality and/or the Culinary Arts Program Director.

Administrative Probation: A student placed on administrative probation is given an official written notice that defines the terms of the probation period. Terms of probation may include other sanctions, including, but not limited to loss of privilege to participate in institute programs, organizations, or activities for a specified period. Probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline up to suspension/expulsion.

Suspension: A student placed on suspension is given an official written notice of termination of his/her status as a student. Suspensions are for a specified period (usually for one quarter



and/or up to a full academic year). Notification of suspension will also be sent via certified mail to the permanent address on file.

Summary Suspension: A suspension may be immediately enforced if it is determined that the student creates a continuing disturbance to the learning process or creates a safety hazard to himself, herself or others. In these circumstances, the student must leave the apprenticeship site and Institute offices immediately and remain away during the investigation phase and/or while an appeal is pending. The student may be permitted to return to the Institute offices only to participate in the appeal process, reporting directly to the meeting location at the specified time.

Expulsion: Expulsion from the Institute is a permanent termination of student status. Expelled students will be granted an automatic appeal with the disciplinary appeals committee. Notification of expulsion will also be sent via certified mail to the permanent address on file.

Additional Conditions: The Institute reserves the right to impose additional requirements and conditions on students in the disciplinary process as determined by the Executive Director of Hospitality or, upon appeal by Culinary Arts Program Director and/or Appeals Committee. Medical or psychological counseling treatment and/or assessment by professionals, including but not limited to drug and alcohol testing, will be at the student's expense.

Appeal Process

A student has a right to due process and to appeal decisions made by the Executive Director of Hospitality and/or the Culinary Arts Program Director or any campus official carrying out the disciplinary process. Under normal circumstances, enforcement of disciplinary responses will be deferred pending the outcome of an appeal.

Appeals will only be granted on the following grounds:

1. The disciplinary sanction is unreasonably disproportionate to the violation (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. The disciplinary process as outlined in the catalog was not followed, and thus affected the student's right to receive a fair hearing.
3. The disciplinary decision was not supported by reasonable evidence.
4. New evidence that would have significantly altered the outcome of the case has become available since the initial decision.

Disciplinary Appeal Process

The procedure for an appeal to the Executive Director of Hospitality or higher is as follows:

1. Within ten class days from the date of decision, the student will file a written notice of appeal with the Executive Director of Hospitality, Culinary Arts Program Director, Soil2Service, Inc.



Executive Director or the Soil2Service, Inc. Board of Directors (in that order), detailing the basis of the appeal.

2. Within ten class days from the date the notice is received, the appropriate committee will meet with the student and appropriate witnesses.

3. The Executive Director of Hospitality, Culinary Arts Program Director, Soil2Service, Inc. Executive Director or the Soil2Service, Inc. Board of Directors will decide based on the facts of the case. The hearing authority will determine to uphold, reverse, or otherwise modify the previous decision. The student and the initial hearing officer will be notified of the decision. A decision by the Board of Directors will be final, as the student will have exhausted all levels of due process.

Disciplinary Appeals Committee

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than expulsion. The request must be filed in writing, on a form provided by the Institute, within ten Institute business days of the date of the administration's written notice.

2. Automatically, if the Executive Director of Hospitality and/or Culinary Arts Program Director determines that a student committed misconduct warranting expulsion.

Composition

The disciplinary appeals committee shall be comprised of at least three Institute employees and a minimum of one current Institute student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the Culinary Arts Program Director. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

Notice of Hearing

The Executive Director of Hospitality or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Executive Director of Hospitality or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten Institute business days after the date of the student's request for the hearing or the Executive Director of Hospitality or designee determination that the student should be expelled.

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.

2. Advise the student of his or her rights:

- To have a private hearing.

- To be assisted by an advisor or legal counsel at the hearing.
 - To call witnesses, request copies of evidence in the Institute 's possession and offer evidence and agreement on his or her own behalf.
 - To make an audio recording of the proceedings, after first notifying the chief student services officer or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
 - To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
 4. Contain a description of the allegations of misconduct in enough detail to enable the student to prepare his or her defense against the charges.
 5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

Procedure of Hearing

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the Institute 's case.
4. The student or representative shall present the student's defense.
5. The designated Institute official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the Institute.
7. The designated official or representative shall summarize and argue the Institute 's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether the student violated Institute policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Executive Director of Hospitality or designee is appropriate and, if necessary, shall assess a different or additional penalty.



12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten Institute business days of the hearing. The notice shall include procedures for appealing the committee's decision to the Culinary Arts Program Director.

Evidence

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the Institute shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

All hearings shall be recorded by the Institute. A recording shall be made if needed for an appeal, and, on request, the student or the student's representative may listen to the recording.

Disciplinary Records

The Executive Director of Hospitality retains responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings in keeping with FERPA. Students may request to review, edit, and challenge disciplinary records in accordance to FERPA guidelines as outlined in this catalog.



DUE PROCESS & GRIEVANCE PROCEDURES

Detroit Institute of Gastronomy is committed to high standards and equitable treatment of all individuals associated with the institute. There are times, however, when conflicts, controversies or differences do arise between a student and an employee or agent of the institute. When a conflict occurs in matters other than alleged discrimination, sexual harassment, and employment questions, the institute has adopted a due process procedure which is designed to resolve the issue as quickly as possible while offering protection to all individuals involved in the conflict.

The institute further recognizes that many conflicts between a student and a member of the faculty or staff are the result of misunderstanding and poor communication. Thus, institute policy encourages people to work together to define their difference of opinion and seek a mutually satisfactory solution.

Students who are enrolled completely online may file complaints or grievances electronically. If the complaint or grievance involves an academic matter or non-academic matter, the student should email a complete description of the situation to the concierge or the Director of Hospitality. The concierge or the Director of Hospitality will initiate due process.

Academic Conflict Resolution

Informal Due Process

If a student has a conflict with a faculty member or lab instructor relating to instructional matters or grading, the student should attempt resolution at the first level possible by conferencing with the following individuals in the order listed: Instructor, concierge, Director of Hospitality.

1. The student meets with the faculty member to attempt to resolve the conflict. If the conflict is resolved, no further action is necessary. Both parties should be certain that terms of the resolution are clearly understood. Notes of the understanding are appropriate.

Conferences with the instructor and concierge are informal steps in conflict resolution. When an institute official at the Director or higher level becomes involved, the process is more formalized, and written documents are utilized.

2. The student or the faculty member has the option of pursuing the matter if the conflict is not resolved. Either may contact the concierge.
3. The concierge should meet with all parties, individually or as a group, to determine or clarify the major issue(s). The concierge will attempt to negotiate a mutually agreeable solution or will decide in favor of one of the parties.
4. If a solution that is satisfactory to both parties is reached, the matter will be considered resolved. If a satisfactory solution is not reached, either party may request that the matter be continued to formal due process. If the chairperson decides in favor of one of the parties, the other party shall have the right to carry the matter to the formal due process stage. If the matter is to be carried forward, concierge will have both the student and the faculty member



complete the Unresolved Conflict Report Form. The concierge will complete the Due Process Report Form. It is the responsibility of the department chairperson to deliver completed forms to the appropriate supervisor for review, if due process continues. This delivery should take place within three working days. Copies of all completed forms should be filed with the Executive Director of Hospitality. The forms are available online in the academic portal.

Formal Due Process

1. The concierge shall review the written reports submitted from the student, faculty member, and department chairperson. The concierge will interview at least the two original parties, either individually or together. The goal of the interview(s) will be to clarify issues and attempt to reach a mutually acceptable solution. The concierge may also decide in support of the position of either of the parties, based on the information provided. A decision must be made within three working days from the time of the last interview or group session. When a decision has been reached at this level, the concierge shall complete the Due Process Report Form and file that form with the Executive Director of Hospitality.
2. If the conflict is not resolved by mediation or if either party does not agree with the decision made by the concierge, the conflict may be appealed to the Executive Director of Hospitality for Instruction. It shall be the responsibility of the concierge to deliver all completed forms to the Director within three working days, if due process continues. The concierge must also notify the Culinary Arts Program Director in writing of the continuation of due process.
3. The Executive Director of Hospitality shall review the completed forms and shall interview at least the two original parties to the conflict. The Director may attempt to negotiate a solution between the parties or may make an administrative ruling in favor of one of the parties. After a solution has been reached or a decision made, the Director shall complete a Due Process Report Form. The completed form, along with all forms from previous levels of review will then be delivered to the Culinary Arts Program Director.
4. If the conflict is not resolved to the satisfaction of both parties by the Director of Hospitality, either party may request a hearing by the Appeals Committee.

Appeals Committee

1. The request for appeal to the committee should be made by the party wishing to appeal. The request must be made to the Executive Director of Hospitality. Written notice must be received by the Executive Director within five working days of the decision by the Vice President for Instruction.
2. The Executive Director of Hospitality will convene the Appeals Committee within three working days of receipt of the written request.
3. The Appeals Committee shall consist of:
 - a. Two students selected by the Executive Director of Hospitality from the current student body. Each student must be enrolled for six or more semester hours and have a cumulative GPA of 2.0 or higher.
 - b. One faculty member appointed from the ranks of full-time faculty.



- c. One professional staff member.
 - d. The Executive Director of Hospitality, who will serve as non-voting chairman.
4. The Appeals Committee shall examine the file of written statements prior to convening with the parties to the appeal in attendance. Attendance shall be limited to only those parties who have been directly involved in the earlier stages of due process. Third parties may not attend unless mutually agreeable to all parties from earlier stages. Both the student and faculty member will be allowed to present their position orally and may refer to written statements or informal notes made during the process. Other parties in attendance may address the committee only upon committee request.
 5. After hearing presentations from both parties to the conflict, the committee may ask for information from other parties directly involved or may request that either party provide additional information or data. When the committee has heard all reports and information, it will meet privately. The committee decision will be made by simple majority vote, with each committee member being entitled to one vote. The committee decision must be delivered in writing to both parties within five working days from the date of the committee meeting. Records of the committee proceedings will be maintained by the Executive Director of Hospitality.

Notes

1. Any of the involved parties has the right to add to their initial statements in response to negotiations at any or all levels of the informal or formal due process.
2. Until the conflict is resolved, the student has a right to continue class attendance if the student's presence is not disruptive, detrimental to safety, or impeding to the instructional environment, or as noted in item 3.
3. If the conflict is related to a laboratory or clinical requirement in an external entity where the policy of the external entity calls for removal of the student, that removal will be enforced.
4. Internal due process does not allow for participation of legal counsel. Should either party employ legal representation, he or she should understand that the internal due process may be terminated, leaving the courts as the recourse for conflict resolution.
5. Failure of either party to comply with steps or deadlines, without just cause, will result in resolution of the conflict in favor of the other party.
6. Determination of just cause will be made by the Executive Director of Hospitality.
7. If either party involved in a conflict finds it necessary to request an extension of time, the request for extension must be made to the Executive Director of Hospitality. The Executive Director shall make the decision as to the granting of the extension.
8. In all cases, when a mutually agreeable solution is reached, the mediator at that level is responsible for collecting all written materials and delivering those materials to the office of the Executive Director of Hospitality.



Culinary Director Review

Decisions of the Appeals Committee may be appealed to Culinary Arts Program Director. Intention to appeal must be made in writing and must be received by Culinary Arts Program Director by the end of the fifth working day after the day of the decision of the Appeals Committee is received by the appealing party. Review by the Culinary Arts Program Director will be procedural only and may be based on the Culinary Arts Program Director's review of the records of the committee proceedings, as maintained by the Executive Director of Hospitality. Should one party be granted an audience with the Culinary Arts Program Director, the other party will be given a similar opportunity. The decision of the Culinary Arts Program Director will be dispatched in writing to all parties within five working days after receipt.

Board Review

Decisions of the Culinary Arts Program Director may be appealed to the Soil2Service Board of Directors. Intention to appeal must be made in writing and must be received by the in the Soil2Service Inc. Board of Directors by the end of the fifth working day after the day of the decision of the Culinary Arts Program Director is received by the appealing party. Review by the Board will normally be procedural based only on review of the records of the committee proceedings received from the Culinary Arts Program Director. Should one party be granted an audience with the Board, the other party will be given a similar opportunity. The decision of the Board will be dispatched in writing to all parties within five working days after the review of the conflict is completed.

A decision by the Board of Directors is the final step in the institute due process.

Non-Academic, General Conflict Resolution

The process specified herein is to be followed for a conflict, non-instructional in nature that may arise between a student and an employee of Detroit Institute of Gastronomy. If the conflict is based on acts that are perceived by the student as sexual harassment or discrimination based on race, sex, age, color, national origin, religion, or condition of disability, the student should immediately report the conflict to the Executive Director of Hospitality. Matters of this nature reported by a student shall be investigated by the Culinary Arts Program Director. The Executive Director of Hospitality shall report to the student on the status of the investigation within five working days after the date the complaint is brought to the attention of the Executive Director of Hospitality.

Conflicts related to a student's employment should be resolved according to procedures in the academic conflict resolution section the Detroit Institute of Gastronomy catalog.

If a student has a conflict with a faculty member, apprenticeship site personnel, or any other Detroit Institute of Gastronomy staff member in an area not related to instruction or grading, that student should attempt resolution at the first level possible, with the first attempt being to contact the institute employee involved. If resolution is not possible, the student should conference with the following persons in the order listed: Supervisor of the employee, or Director of the work area, and the student's concierge.



Conferences through the supervisor are informal.

Resolution of other conflicts between a student and an employee of Detroit Institute of Gastronomy should be accomplished as follows.

Informal Due Process

1. The student should meet with the employee to attempt to resolve the conflict. If the conflict is resolved, no further action is necessary. Both parties should be certain that terms of the resolution are clearly understood. Notes of the understanding are appropriate.
2. If the conflict is not resolved, either the student or the employee has the option of pursuing the matter by contacting the immediate supervisor of the employee involved. This contact should take place within five working days after the student and employee have met and attempted to solve the conflict.
3. The supervisor will meet with both the student and the employee, either together or separately, based on the circumstances of the conflict. The supervisor may mediate the conflict, may dismiss the complaint as unfounded, or may decide in favor of either of the parties.
4. Steps 2 and 3 may be repeated until such time the complaint reaches the Executive Director of Hospitality.

As in academic matters, once the dean or director becomes involved the process becomes formal and written documentation is required. At such time as an unresolved conflict is brought to a vice president, formal due process begins.

Formal Due Process

1. When a complaint reaches the Executive Director of Hospitality, the Director shall have both the student and the employee complete the Unresolved Conflict Report Form. The Executive Director of Hospitality may also request information from institute employees who have had a role in earlier stages of the conflict resolution process. The Executive Director of Hospitality may then mediate the conflict, dismiss the complaint as unfounded, or decide in favor of either of the parties. The Executive Director of Hospitality shall file a written report to include completed forms and a summary of action taken. This report shall be filed with the Culinary Arts Program Director within three working days after the Executive Director of Hospitality has decided. The Executive Director of Hospitality shall also provide written notice of the decision or resolution to both the student and the employee.
2. Either party has the right to request a hearing by the Appeals Committee.

Appeals Committee

In both academic and non-academic matters, both parties involved in a conflict resolution attempt have the right to appeal an institute official's decision to the next administrative level. If a mutually acceptable resolution is not reached at the Executive Director of Hospitality level, an appeals committee is formed to hear both sides of the conflict.



Appeals Committee

1. The request for appeal to the committee should be made by the party wishing to appeal. The request must be made to the Executive Director of Hospitality. Written notice must be received by the Executive Director within five working days of the decision by the Vice President for Instruction.
2. The Executive Director of Hospitality will convene the Appeals Committee within three working days of receipt of the written request.
3. The Appeals Committee shall consist of:
 - a. Two students selected by the Executive Director of Hospitality from the current student body. Each student must be enrolled for six or more semester hours and have a cumulative GPA of 2.0 or higher.
 - b. One faculty member appointed from the ranks of full-time faculty.
 - c. One professional staff member.
 - d. The Executive Director of Hospitality, who will serve as non-voting chairman.
4. The Appeals Committee shall examine the file of written statements prior to convening with the parties to the appeal in attendance. Attendance shall be limited to only those parties who have been directly involved in the earlier stages of due process. Third parties may not attend unless mutually agreeable to all parties from earlier stages. Both the student and faculty member will be allowed to present their position orally and may refer to written statements or informal notes made during the process. Other parties in attendance may address the committee only upon committee request.
5. After hearing presentations from both parties to the conflict, the committee may ask for information from other parties directly involved or may request that either party provide additional information or data. When the committee has heard all reports and information, it will meet privately. The committee decision will be made by simple majority vote, with each committee member being entitled to one vote. The committee decision must be delivered in writing to both parties within five working days from the date of the committee meeting. Records of the committee proceedings will be maintained by the Executive Director of Hospitality.

Notes

1. Any of the involved parties has the right to add to their initial statements in response to negotiations at any or all levels of the informal or formal due process.
2. Until the conflict is resolved, the student has a right to continue class attendance if the student's presence is not disruptive, detrimental to safety, or impeding to the instructional environment, or as noted in item 3.
3. If the conflict is related to a laboratory or clinical requirement in an external entity where the policy of the external entity calls for removal of the student, that removal will be enforced.



4. Internal due process does not allow for participation of legal counsel. Should either party employ legal representation, he or she should understand that the internal due process may be terminated, leaving the courts as the recourse for conflict resolution.
5. Failure of either party to comply with steps or deadlines, without just cause, will result in resolution of the conflict in favor of the other party.
6. Determination of just cause will be made by the Executive Director of Hospitality.
7. If either party involved in a conflict finds it necessary to request an extension of time, the request for extension must be made to the Executive Director of Hospitality. The Executive Director shall make the decision as to the granting of the extension.
8. In all cases, when a mutually agreeable solution is reached, the mediator at that level is responsible for collecting all written materials and delivering those materials to the office of the Executive Director of Hospitality.

Culinary Director Review

Decisions of the Appeals Committee may be appealed to Culinary Arts Program Director. Intention to appeal must be made in writing and must be received by Culinary Arts Program Director by the end of the fifth working day after the day of the decision of the Appeals Committee is received by the appealing party. Review by the Culinary Arts Program Director will be procedural only and may be based on the Culinary Arts Program Director's review of the records of the committee proceedings, as maintained by the Executive Director of Hospitality. Should one party be granted an audience with the Culinary Arts Program Director, the other party will be given a similar opportunity. The decision of the Culinary Arts Program Director will be dispatched in writing to all parties within five working days after receipt.

Board Review

Decisions of the Culinary Arts Program Director may be appealed to the Soil2Service, Inc. Board of Directors. Intention to appeal must be made in writing and must be received by the in the Soil2Service, Inc. Board of Directors by the end of the fifth working day after the day of the decision of the Culinary Arts Program Director is received by the appealing party. Review by the Board will normally be procedural based only on review of the records of the committee proceedings received from the Culinary Arts Program Director. Should one party be granted an audience with the Board, the other party will be given a similar opportunity. The decision of the Board will be dispatched in writing to all parties within five working days after the review of the conflict is completed.

A decision by the Board of Directors is the final step in the institute due process.

Meditation and Arbitration

If a conflict should arise or develop out of the student's enrollment and attendance at DIG, no matter what issues are involved in the dispute and how either the student or DIG might describe, state or plead the dispute, both the student and DIG agree that, if they cannot resolve the dispute through their adherence to the catalog Due Process and Grievance procedures, they shall first make a good faith effort to resolve the dispute by participating in a meditation process with a neutral mediator. The



student and DIG further agree that if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the DIG which the student is attending (the “Local Community”). The mediation will only involve the dispute between the student and the DIG and not the disputes or concerns of any other students (current or former). The DIG shall pay all the mediator’s fee.

b) If arbitration occurs, it shall be conducted at the convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.

c) The student may only present a claim in arbitration for his or her own dispute with DIG and may not present any claims of other student at DIG (current or former) or attempt to act as a representative of a group or class of other students (current or former) of DIG.

The student agrees that he or she may not, and will not, file any lawsuit against DIG concerning his or her claims or the claims of any other student or group or class of students of DIG (current or former) and that the student will not join as party in any lawsuit of any kind, including without limitation a class action, brought against DIG by one or more other students.

d) The student will be responsible for paying the portion of arbitration fees, arbitrator’s fees and facility fees (“Arbitration Costs”) equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community (“Civil Filing Fee”), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the DIG.

e) If either student or DIG decides to hire a lawyer to provide assistance, then the party hiring the lawyer will be responsible for paying the lawyer’s fees.

f) All determinations to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

g) The arbitrator’s award shall be final and binding on both parties and may be filed for enforcement by either the student or DIG in any court having jurisdiction.

Detroit Institute of Gastronomy and the student acknowledge that they are: (i) voluntarily and irrevocably elect arbitration as the remedy for any unresolved dispute they may have and (ii) waiving any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to have their dispute heard and decided by either a judge or jury.

DIG operates in accordance with standards established by the Michigan Department of Licensing and Regulatory Affairs. Students may file complaints with the State of Michigan at www.michigan.gov/lara/



In circumstances where controversies or differences seem not to be able to be adjusted locally or resolved in accordance with the establish catalog Due Process and Grievance procedures listed above, please contact: ACFEF Apprenticeship Dept.,180 Center Place Way, St. Augustine, FL 32095, Email: apprenticeship@acfchefs.net, Phone: 800-624-9458



CONTACT PAGE

ACFEF National Apprenticeship Office

ACFEF Apprenticeship Dept.
180 Center Place Way
St. Augustine, FL 32095
Email: apprenticeship@acfchefs.net
Phone: (800) 624-9458 x217

Michigan Department of Licensing and Regulatory Affairs

P.O. Box 30714
Lansing, MI. 48909
Phone: (517) 373-6774
Website: <http://www.michigan.gov/lara/>

State Department of Education

Michigan Department of Education
P.O. Box 30008
608 West Allegan Street
Lansing, MI 48909
Phone: (833) 633-5788
Website: <http://www.michigan.gov/mde/>

State Higher Education Agency

Michigan Student Aid
PO Box 30462
Lansing, MI 48909-7962
Phone (888) 447-2687
Website: <http://www.michigan.gov/mistudentaid>

U.S. Department of Labor

Marc L. DeCoster
211 W. Fort Street, Room 1319
Detroit, MI. 48226
Phone: 313-226-5654
Email: Decoster.marc.l@dol.gov

Uniforms, School Supplies, and Bookstore

People's Restaurant Equipment Company
2209 Gratiot Avenue
Detroit, MI. 48207
Email: dante@peoplesrestaurantequipco.com
Phone: (313) 567-1944



FERPA

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

Website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

DIG Student Concierge

Detroit Institute of Gastronomy
2211 Gratiot Avenue
Detroit, MI. 48207

Email: concierge@dig.education

Phone: 313-312-4025

Loans for college Student Financial Services

PNC BANK

20500 Woodward Avenue
Detroit, Michigan 48203

Phone: (313) 368-5600

Website: <https://www.pnc.com/en/personal-banking.html>



Detroit Institute of Gastronomy Administration

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Phone: 313-312-4025

Director of Hospitality
Coming soon

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Thomas Giles, CEC – Secretary/Treasurer
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