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OVERVIEW

Mission Statement
New Orleans Culinary and Hospitality Institute (NOCHI) is a private, non-profit institute dedicated to creating a world-class workforce and greater opportunities for its local community by creating state-of-the-art culinary and hospitality facilities, programs and research on par with New Orleans’ indisputable standing as a world-class culinary and hospitality city.

Excellence, hospitality and integrity are the core values that guide our efforts.

Educational Objectives
All graduates of the NOCHI Certificate programs will be able to demonstrate fundamental knowledge and technical skills in culinary arts or baking and pastry arts, as well as a professional work ethic and demeanor. Graduates will possess the abilities necessary to be active contributors to a successful culinary team with solid foundational skills that provide for progressive career growth as culinary professionals.

All graduates of the NOCHI Culinary Arts Certificate and NOCHI Baking and Pastry Arts Certificate programs will be able to demonstrate the basic foundational skills that are critical to a production-oriented professional cook or baker. They will have the ability to understand job tasks associated with line level professional cooks or bakers and execute them as directed in a typical hotel, restaurant or industry setting. They will be well suited for career growth within a culinary team setting based on their ability to build on the knowledge and skills gained during the program.

Legal Structure and Licensure
New Orleans Culinary and Hospitality Institute, Inc. is a 501(c)(3) non-profit organization established in July 2013 and governed by a Board of Directors that includes David Blitch, Dickie Brennan, George Brower, Edgar Chase III, Deborah Elam, Ti Martin, Barbara Mollere, Nicole Regan, Amanda Aiken, Wayne Baquet, and Carol Markowitz. New Orleans Culinary and Hospitality Institute, Inc. assumes full responsibility for the educational agreement between the school and the student. New Orleans Culinary and Hospitality Institute, Inc. is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission and all applicable state, federal and local laws, regulations and ordinances.

Physical Description of Facilities and Equipment
NOCHI is located in a five-story, 90,000 square foot building at 725 Howard Avenue in New Orleans, Louisiana. Instructional spaces include two culinary laboratory kitchens, two baking and pastry arts laboratory kitchens, one dining laboratory, one beverage laboratory, two lecture classrooms and one computer laboratory.
The NOCHI Café is open to the public during business hours on the first floor, providing foodservice for NOCHI students, employees, and guests. Additionally, there is an event center on the fifth floor with a large catering kitchen and terrace views of iconic Lee Circle, the Crescent City Connection bridge and the Central Business District. Student amenities include day-use lockers, student commons areas and Wi-Fi service throughout the building. While there is no private parking for NOCHI, options for adequate, lighted parking are available to students, employees and guests. All kitchens at NOCHI are furnished and regularly updated with new kitchen equipment.

The two culinary laboratory kitchens are the same in size (each accommodating up to 16 students) and equipped with the following:

- An instructor’s station with a four-burner range and under-counter refrigerator
- Eight student stations, each with a six-burner range, salamander, fryer (one for every two stations), 24” charbroiler (one for every two stations), kettle/pot filler faucet and work-table with a sink and under-counter refrigerator
- Food processors, slicers, 20-quart mixers and food cutters
- Dry storage area
- Pot wash area

The two baking and pastry arts laboratory kitchens vary slightly in size (each accommodating up to 16 students) and configuration, but each is equipped with at least the following:

- An instructor’s table and eight baker’s tables with a drop cord and planetary mixer for each student (i.e., two per table)
- Reach-in refrigerator, reach-in freezer, large planetary mixers, deck oven, roll-in oven, convection ovens, doughnut fryer, six-burner range, roll-in proofer retarder, proofer holding cabinets, dough divider rounders and a dough sheeter
- Dry storage area and additional ingredient bins
- Pot wash area

The dining laboratory (accommodating up to 40 students) includes:

- Seating for 70, including counter seating
- A hostess station
- Three POS stations with printers
- A kitchen with:
  - Food prep areas (i.e., worktables and/or counters with under-counter refrigerators, a meat slicer and sink)
  - A pastry prep area (i.e., pastry prep counter with under-counter refrigerators)
  - A large walk-in refrigerator with mobile shelving, a reach-in freezer and ice machines
o Cooking suite with a 36” charbroiler, 36” countertop griddle, two sixburner ranges, a fryer, drop-in hot well, cheesemelter (gas) and refrigerated equipment bases all around
o Hot food (i.e., a drop-in hot well and heat lamp) and cold food (i.e., a cold food counter with refrigerated sandwich unit) pick-up stations
o Dry storage area
o China and pot wash area
• A beverage station with a coffee brewer, tea brewer, iced tea dispenser and mobile ice bin
• A service bar area (i.e., a modular bar system with a hand sink, ice bin with bottle wells, glass rack, under-counter refrigerator and an espresso/cappuccino machine)

The beverage laboratory (accommodating up to 32 students) includes:
• A main bar with two cocktail stations, two glass racks, bottle display, ice bin, refrigeration backbar cabinets, draft beer dispenser, draft wine dispenser kits and sinks
• 16 mobile student bars
• A Service area with:
  o Worktables
  o Coffee brewer
  o Coffee dispenser
  o Tea brewer
  o Iced tea dispenser
  o Glass washer
  o Reach-in refrigerator
  o Heated holding cabinet
  o Mobile refrigerator cabinet

The catering kitchen (accommodating at least 20 students) includes:
• A large walk-in refrigerator/freezer
• Cold and hot food prep areas with worktables, a reach-in refrigerator, planetary mixers and a sink
• A cooking suite with two combi ovens (stacked), a convection oven, a 40-gallon tilting skillet, two six-burner ranges with oven bases, a plancha, two fryers with a dump station, a 36” charbroiler with refrigerated/freezer base and two kettle/pot filler faucets
• Plating area with plating tables
• Pass-through freezer and refrigerators
• Large dry storage area
• Dish/pot wash station with drop-off area
In addition to the equipment in the catering kitchen, students training in the event center also use the following equipment in the service pantry area off the main event hall space:

- Ice machines
- Coffee brewer
- Tea brewer
- Hot water boiler
- Coffee dispensers
- Tea dispensers
- Reach-in display refrigerator
- Heated banquet carts

Campus Visits
To arrange for a campus visit, please call or email the school at admissions@nochi.org
CULINARY ARTS CERTIFICATE PROGRAM

The Culinary Arts Certificate program consists of four semesters for a total program length of approximately five months. Students attend classes Monday through Friday for six and a half hours per day for a total of 643.5 clock hours of instruction.

Program Outline

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Total Hours</th>
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NOTE: The program requires five months for completion.
Course Descriptions

Below are brief descriptions of all the Culinary Arts Certificate program courses.

**FOOD AND KITCHEN SAFETY (FKS 101)**
Clock hours: 12.5 (Lecture: 12.5)
Students will participate in discussions and demonstrations of proper food and kitchen safety procedures. Students’ food and kitchen safety practices will be observed and discussed.

**KITCHEN EQUIPMENT OPERATION AND MAINTENANCE (CKE 101)**
Clock hours: 12.5 (Lecture: 12.5 hours)
Students will participate in discussions and demonstrations of the proper nomenclature, use, operation and care of large and small kitchen equipment items such as ovens, ranges, fryers, grills, mixers, ice machines, refrigerators, steam tables, kettles, slicers and blenders. Students’ practices using these equipment items will be observed and discussed.

**PRODUCT KNOWLEDGE I (CPK 101)**
Clock hours: 12.5 (Lecture: 12.5)
Students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple culinary ingredients. Students’ practices handling these ingredients will be observed and discussed.

**CULINARY MATH ACROSS THE CURRICULUM I (CMC 101)**
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Students will participate in discussions and demonstrations of how to employ the principles of mathematics to various culinary applications. Students will submit written work for feedback and grading.

**CULINARY FUNDAMENTALS I (CCF 101)**
Clock hours: 45 (Lecture: 10 | Lab: 35)
Students will participate in discussions and demonstrations of the proper and safe handling of knives and other common kitchen tools; the preparation and use of a variety of classic vegetable cuts; and the preparation of basic stocks, sauces and soups. Students will taste and discuss the differences in quality between scratch-made and commercial based stocks, soups and sauces. Students’ practices will be observed and discussed.

**PROTEIN IDENTIFICATION AND FABRICATION (CPF 101)**
Clock hours: 22.5 (Lecture: 2.5 | Lab: 20)
Students will participate in discussions and demonstrations of the anatomy, inspection standards and quality grading standards for beef, pork, lamb and poultry, finfish, and shellfish, as well as the fabrication techniques for making smaller restaurant cuts from
larger wholesale cuts. Student practices of handling and fabricating meats, finfish, and shellfish will be observed and discussed.

**CULINARY FUNDAMENTALS II (CCF 102)**
Clock hours: 45 (Lecture: 10 | Lab: 35)
Students will participate in discussions and demonstrations of the proper execution of moist and dry heat cooking methods and apply those methods to various meat and fish cuts. They will also participate in demonstrations and discussions of the proper handling and cooking of various classifications of vegetables, grains and starch preparations. Students will practice preparing multiple complete dishes including a properly cooked main protein and appropriate sauce, vegetable, grain and starch accompaniments. Students’ practices will be observed and discussed.

**PRODUCT KNOWLEDGE II (CPK 202)**
Clock hours: 12.5 (Lecture: 12.5)
Building on topics covered in Product Knowledge I (CPK 101), students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple culinary ingredients. Students’ practices handling these ingredients will be observed and discussed.

**CULINARY MATH ACROSS THE CURRICULUM II (CMC 202)**
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Building on topics covered in Culinary Math Across the Curriculum I (CMC 101), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various culinary applications. Students will submit written work for feedback and grading.

**BAKING AND PASTRY FUNDAMENTALS FOR CULINARY ARTS (CBP 201)**
Clock hours: 55 (Lecture: 10 | Lab: 45)
Students will participate in discussions and demonstrations of the fundamental ingredients, equipment and processes of baking; various mixing methods; custards and creams; and traditional and contemporary desserts and baked goods. Students will practice preparing a variety of components and finished items to create multiple plated desserts and saleable baked goods. Students’ practices will be observed and discussed.

**BREAKFAST AND BRUNCH COOKERY (CBB 201)**
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the proper preparation of a variety of breakfast and brunch dishes and drinks. Students will practice preparing several complete breakfast and brunch dishes and drinks. Students’ practices will be observed and discussed.
ASIAN CUISINE (CAC 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the flavor profiles, systems and identities of various regions of Asia. Students will discuss how different ingredients are used to create distinct and unique dishes and practice preparing many regional dishes. Students’ practices will be observed and discussed.

MEDITERRANEAN CUISINE (CCM 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the flavor profiles, systems and identities of various regions of the Mediterranean. Students will discuss how different ingredients are used to create distinct and unique dishes and practice preparing many regional dishes. Students’ practices will be observed and discussed.

LATIN-AMERICAN CUISINE (CLC 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the flavor profiles, systems and identities of various regions of Latin America. Students will discuss how different ingredients are used to create distinct and unique dishes and practice preparing many regional dishes. Students’ practices will be observed and discussed.

PRODUCT KNOWLEDGE III (CPK 303)
Clock hours: 10 (Lecture: 10)
Building on topics covered in Product Knowledge II (CPK 202), students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple culinary ingredients. Students’ practices handling these ingredients will be observed and discussed.

CULINARY MATH ACROSS THE CURRICULUM III (CMC 303)
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Building on topics covered in Culinary Math Across the Curriculum II (CMC 202), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various culinary applications. Students will submit written work for feedback and grading.

CULINARY CAFÉ PRODUCTION I (CCP 201)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the proper handling of salad ingredients, preparation of various salads and salad dressings and the creation of a number of traditional and contemporary examples of salads and cold dishes. Students will practice preparing an assortment of styles of salads and cold dishes with proper accompaniments and dressings. Students’ practices will be observed and discussed.
CULINARY CAFÉ PRODUCTION II (CCP 202)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the proper handling of sandwich ingredients and the preparation of various styles of sandwiches and traditional and contemporary condiments. Students will practice preparing an assortment of styles of sandwiches in a production model. Students’ practices will be observed and discussed.

PLANT-FORWARD CUISINE (CPF 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the principles of plant-forward cooking and eating, different dietary requirements and eating styles and the application of lighter cooking methods. Students will learn basic nutrition concepts and taste a variety of ingredients including whole grains, vegetable oils, lean and alternative proteins, and legumes. Students will practice preparing dishes that meet the guidelines for modern consumers and those with dietary restrictions. Students’ practices will be observed and discussed.

BANQUETING AND CATERING (CBC 401)
Clock hours: 30 (Lecture: 5 | Lab: 25)
Students will participate in discussions and demonstrations of the various types of catering operations and events (e.g. on-premise, off-premise and drop-off) and the logistics involved with each, as well as the application of principles of batch cookery to the basic culinary fundamentals. Students will plan and execute hot buffet presentations, plated banquets and hors d’oeuvre receptions. Students will practice preparing foods using batch cookery and prepare a variety of hors d’oeuvres and cocktail reception dishes. Students’ practices will be observed and discussed.

CULINARY RESTAURANT PLANNING (CRP 301)
Clock hours: 15 (Lecture: 7.5 | Lab: 7.5)
Students will participate in discussions and demonstrations of the process of designing a restaurant concept. Students will work together in groups to create written restaurant concepts. One concept will be selected for execution and opened to the public for a period of eight days. Students’ concepts will be reviewed and discussed.

CULINARY CAREER DEVELOPMENT (CCD 301)
Clock hours: 15 (Lecture: 7.5 | Lab: 7.5)
Over the course of the quarter, students will participate in discussions and demonstrations of how to create a professional career portfolio including resumes, cover letters and photographs depicting their skills and competencies. Students will take part in field trips and research projects to familiarize themselves with various opportunities in the multiple facets of the foodservice industry and other related fields. Students will create a
professional social media presence and a virtual and physical career portfolio. Students’ portfolios will be reviewed and discussed.

**CULINARY MATH ACROSS THE CURRICULUM IV (CMC 404)**

Clock hours: 12 (Lecture: 6 | Lab: 6)

Building on topics covered in Culinary Math Across the Curriculum III (CMC 303), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various culinary applications. Students will submit written work for feedback and grading.

**INTRODUCTION TO A LA CARTE COOKERY (CAC 401)**

Clock hours: 30 (Lecture: 5 | Lab: 25)

Students will participate in discussions and demonstrations to review the basic cooking fundamentals practiced in previous courses relevant to actual a la carte restaurant service. Students will practice preparing a limited number of menu items that represent the various stations or categories of a restaurant kitchen and menu. Students’ practices will be observed and discussed.

**CULINARY RESTAURANT OPERATIONS (CRO 401)**

Clock hours: 60 (Lecture: 10 | Lab: 50)

Using knowledge gained in previous courses, students will design menus and create recipes to support their restaurant concept and develop a budget. Students will operate their restaurant for a limited period and review the results at the end. Students will also learn and practice customer service and front-of-house skills. Students’ concept submissions, design documents, budgets, execution plans and review reports will be discussed.

**CULINARY FINAL REVIEW AND ASSESSMENT (CFA 401)**

Clock hours: 24 (Lecture: 4 | Lab: 20)

Students will review concepts learned throughout the courses and participate in practical and written exams for their Final Assessment. Strategies for success will be discussed and extensive feedback will be given.
BAKING AND PASTRY ARTS CERTIFICATE PROGRAM

The Baking and Pastry Arts Certificate program consists of four semesters for a total program length of approximately five months. Students attend classes Monday through Friday for six and a half hours per day for a total of 643.5 clock hours of instruction.

Program Outline

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Total Hours</th>
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<tr>
<td>1st Quarter</td>
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<tr>
<td>Food and Kitchen Safety</td>
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<tr>
<td>Basic and Classical Cakes</td>
<td>BCC 101</td>
<td>5.00</td>
<td>17.50</td>
<td>22.50</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td>56.25</td>
<td>106.25</td>
<td>162.5</td>
</tr>
<tr>
<td>2nd Quarter</td>
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<tr>
<td>Bakery Math Across the Curriculum II</td>
<td>BMC 202</td>
<td>6.25</td>
<td>6.25</td>
<td>12.50</td>
</tr>
<tr>
<td>Bakeshop Ingredients, Equipment and Technology II</td>
<td>BET 202</td>
<td>12.50</td>
<td>0.00</td>
<td>12.50</td>
</tr>
<tr>
<td>Hearth Breads and Rolls</td>
<td>BHB 201</td>
<td>10.00</td>
<td>45.00</td>
<td>55.00</td>
</tr>
<tr>
<td>Modern Approaches to Baking</td>
<td>BMA 201</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Culinary Fundamentals for Baking and Pastry</td>
<td>BCF 201</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Bakery Café Production I</td>
<td>BCP 201</td>
<td>5.00</td>
<td>22.50</td>
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<tr>
<td>Sub Total</td>
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<tr>
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<td>0.25</td>
<td>12.50</td>
</tr>
<tr>
<td>Bakeshop Ingredients, Equipment and Technology III</td>
<td>BET 303</td>
<td>10.00</td>
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<td>10.00</td>
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<td>Bakery Café Restaurant Planning</td>
<td>BRF 301</td>
<td>7.50</td>
<td>7.50</td>
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<tr>
<td>Confectionary Arts</td>
<td>BCA 301</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Individual Production Pastries</td>
<td>BIP 301</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Contemporary Cakes</td>
<td>BCK 301</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Chocolates and Confections</td>
<td>BCH 301</td>
<td>5.00</td>
<td>22.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Baking and Pastry Career Development</td>
<td>BCD 301</td>
<td>7.50</td>
<td>7.50</td>
<td>15.00</td>
</tr>
<tr>
<td>Sub Total</td>
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<td>111.25</td>
<td>162.5</td>
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<td>4th Quarter</td>
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<tr>
<td>Bakery Math Across the Curriculum IV</td>
<td>BMC 404</td>
<td>6.00</td>
<td>6.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Introduction to à la Carte Desserts</td>
<td>BAD 401</td>
<td>5.00</td>
<td>25.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Bakery Café &amp; Restaurant Operations</td>
<td>BCO 401</td>
<td>10.00</td>
<td>50.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Baking &amp; Pastry Final Review and Assessment</td>
<td>BFA 401</td>
<td>9.00</td>
<td>45.00</td>
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<tr>
<td>Sub Total</td>
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</tr>
<tr>
<td>Total Days / Hours</td>
<td></td>
<td>181.25</td>
<td>462.25</td>
<td>643.50</td>
</tr>
</tbody>
</table>

NOTE: The program requires five months for completion.
Course Descriptions
Below are brief descriptions of all the Baking and Pastry Arts Certificate program courses in the order that they will be taken.

**FOOD AND KITCHEN SAFETY (FKS 101)**
Clock hours: 12.5 (Lecture: 12.5)
Students will participate in discussions of proper food and kitchen safety procedures. Students’ food and kitchen safety practices will be observed and discussed.

**BAKESHOP INGREDIENTS, EQUIPMENT AND TECHNOLOGY I (BET 101)**
Clock hours: 25 (Lecture: 12.5 | Lab: 12.5)
Students will participate in discussions and demonstrations of the proper nomenclature, use, operation and care of large and small bakeshop equipment items such as ovens, ranges, fryers, mixers, ice cream machines, refrigerators, kettles and blenders. Students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple ingredients. Students’ practices using these equipment items will be observed and discussed.

**BAKERY MATH ACROSS THE CURRICULUM I (BMC 101)**
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Students will participate in discussions and demonstrations of how to employ the principles of mathematics to various bakery applications. Students will submit written work for feedback and grading.

**BAKING AND PASTRY FUNDAMENTALS I (BPF 101)**
Clock hours: 45 (Lecture: 10 | Lab: 35)
Students will participate in discussions and demonstrations of the proper handling of knives and other common kitchen tools; the preparation and use of a variety of fruit and vegetable cuts; and the preparation of common products using basic mixing methods. Students’ practices will be observed and discussed.

**BASIC AND CLASSICAL CAKES (BCC 101)**
Clock hours: 22.5 (Lecture: 5 | Lab: 17.5)
Students will participate in discussions and demonstrations of the proper execution of cakes, frostings, and icings, including an introduction to French and regional cakes using traditional and fundamental techniques. Students will prepare and taste multiple cakes, frostings and icings. Practices will be observed and discussed.
BAKING AND PASTRY FUNDAMENTALS II (BPF 102)
Clock hours: 45 (Lecture: 10 | Lab: 35)
Students will participate in discussions and demonstrations of the proper execution of pate choux, pie and tart dough, biscuits and scones. Students will prepare simple decorated cakes and desserts. Students’ practices will be observed and discussed.

BAKESHOP INGREDIENTS, EQUIPMENT AND TECHNOLOGY II (BET 202)
Clock hours: 12.5 (Lecture: 12.5)
Building on topics covered in Bakeshop Ingredients, Equipment and Technology I (BET 101), students will participate in discussions and demonstrations of the proper nomenclature, use, operation and care of large and small bakeshop equipment items such as ovens, ranges, fryers, mixers, ice cream machines, refrigerators, kettles and blenders. Students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple ingredients. Students’ practices using these equipment items will be observed and discussed.

BAKERY MATH ACROSS THE CURRICULUM II (BMC 202)
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Building on topics covered in Bakery Math Across the Curriculum I (BMC 101), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various bakery applications. Students will submit written work for feedback and grading.

CULINARY FUNDAMENTALS FOR BAKING AND PASTRY (BCF 201)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of a variety of cooking methods and their applications to a number of meat, fish, poultry, vegetable, grain and starch-based products. Students will practice preparing multiple finished dishes based on the discussed techniques and principles. Students’ practices will be observed and discussed.

BAKERY CAFÉ PRODUCTION I (BCP 201)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the proper preparation of a variety of breakfast and brunch dishes and drinks, including a variety of enriched dough-based items. Students will practice preparing multiple complete breakfast and brunch dishes and drinks. Students’ practices will be observed and discussed.
HEARTH BREADS AND ROLLS (BHB 201)
Clock hours: 55 (Lecture: 10 | Lab: 45)
Students will participate in discussions and demonstrations of the proper procedures for making various types of doughs and shapes of loaves and rolls. Students will practice preparing an assortment of breads, loaves, rolls and laminated pastries. Students’ practices will be observed and discussed.

INDIVIDUAL PRODUCTION PASTRIES (BIP 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the preparation of individual dessert varieties. Students will practice preparing an assortment of complete individual desserts including appropriate accompaniments and sauces for both plated and buffet presentations. Students’ practices will be observed and discussed.

BAKESHOP INGREDIENTS, EQUIPMENT AND TECHNOLOGY III (BET 303)
Clock hours: 10 (Lecture: 10)
Building on topics covered in Bakeshop Ingredients, Equipment and Technology II (BET 202), students will participate in discussions and demonstrations of the proper nomenclature, use, operation and care of large and small bakeshop equipment items such as ovens, ranges, fryers, mixers, ice cream machines, refrigerators, kettles and blenders. Students will participate in discussions and demonstrations of the proper classification, purchasing, storage and use of multiple ingredients. Students’ practices using these equipment items will be observed and discussed.

BAKERY MATH ACROSS THE CURRICULUM III (BMC 303)
Clock hours: 12.5 (Lecture: 6.25 | Lab: 6.25)
Building on topics covered in Bakery Math Across the Curriculum II (BMC 202), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various bakery applications. Students will submit written work for feedback and grading.

MODERN APPROACHES TO BAKING (BMA 201)
Clock Hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the preparation of modern techniques and trends, including whole grains, alternative grains and functional ingredients. Students will practice making products specific for dietary trends, including lower sugar, gluten-free, whole grain and vegan products. Students’ practices will be observed and discussed.
CONFECTIONARY ARTS (BCA 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of a variety of cake decorating mediums and styles of special occasion cakes. Students will practice preparing decorated cakes for multiple occasions. Students’ practices will be observed and discussed.

CONTEMPORARY CAKES (BCK 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the fundamental principles of preparing contemporary cakes. Students will practice preparing a variety of contemporary cakes. Students’ practices will be observed and discussed.

CHOCOLATES AND CONFECTIONS (BCH 301)
Clock hours: 27.5 (Lecture: 5 | Lab: 22.5)
Students will participate in discussions and demonstrations of the various types and styles of chocolates and other confections and how they are prepared. Students will practice preparing an assortment of chocolates, candies and other confections for a buffet or mignardise presentation. Students’ practices will be observed and discussed.

BAKERY CAFÉ AND RESTAURANT PLANNING (BRP 301)
Clock hours: 15 (Lecture: 7.5 | Lab: 7.5)
Students will participate in discussions and demonstrations of the process of designing a restaurant concept. Students will work together in groups to create written restaurant concepts. One concept will be selected for execution and opened to the public for a period of eight days. Students’ concepts will be reviewed and discussed.

BAKING AND PASTRY CAREER DEVELOPMENT (BCD 301)
Clock hours: 15 (Lecture: 7.5 | Lab: 7.5)
Students will participate in discussions and demonstrations of creating a professional career portfolio including resumes, cover letters and photographs depicting their skills and competencies. Students will take part in field trips and research projects to familiarize themselves with various opportunities in the multiple facets of the foodservice industry as well as other related fields. Students will create a professional social media presence as well as a virtual and physical career portfolio. Students’ portfolios will be reviewed and discussed.

BAKERY MATH ACROSS THE CURRICULUM IV (BMC 404)
Clock hours: 12 (Lecture: 6 | Lab: 6)
Building on topics covered in Bakery Math Across the Curriculum III (BMC 303), students will participate in discussions and demonstrations of how to employ the principles of mathematics to various bakery applications. Students will submit written work for feedback and grading.
INTRODUCTION TO A LA CARTE DESSERTS (BAD 401)
Clock hours: 30 (Lecture: 5 | Lab: 25)
Under the guidance of the instructor, students will prepare mise en place and test recipes for Bakery Café and Restaurant Operations (BCO 401). Students will: prepare and taste items; receive feedback; and revise recipes, production lists and mise en place plans in preparation for Bakery Café and Restaurant Operations (BCO 401). Students’ practices and products will be observed and discussed.

BAKERY CAFÉ AND RESTAURANT OPERATIONS (BCO 401)
Clock hours: 60 (Lecture: 10 | Lab: 50)
Using knowledge gained in previous courses, students will design menus and create recipes to support their restaurant concept and develop a budget. Students will operate their restaurant for a limited period and review the results at the end. They will learn and practice customer service and front-of-house skills. Students’ concept submissions, design documents, budgets, execution plans and review reports will be discussed.

BAKING & PASTRY FINAL REVIEW AND ASSESSMENT (BFA 401)
Clock hours: 54 (Lecture: 9 | Lab: 45)
Students will review concepts learned throughout the courses and participate in practical and written exams for their Final Assessment. Strategies for success will be discussed and extensive feedback will be given.
ADMISSIONS

Admissions Process
NOCHI operates a rolling admissions process, whereby applications are accepted year-round. Candidates will be admitted based on the composite strength of all application materials. While not a requirement, a minimum of three months of work experience in the hospitality industry is highly recommended.

NOCHI will review applications and notify applicants of their acceptance to NOCHI’s programs within 90 days of receipt of a complete application package, including supporting materials. Please note that incomplete applications will not be reviewed and that NOCHI will not return any materials submitted during the admissions process. Enrollment in specific cohorts will be managed on a first-come-first-served basis for all admitted students. If a minimum number of qualified applicants is not enrolled by the start date of a given cohort, NOCHI reserves the right to cancel or postpone the start date of that cohort.

NOCHI admits qualified applicants of any race, gender, age, color, religion, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, marital status or veteran status.

Program Standards
To reflect the standards and essential functions of the foodservice and hospitality industry, NOCHI requires that all applicants can meet the following standards needed for successful completion of NOCHI’s educational programs, with or without reasonable accommodations:

• Perform essential back-of-house and front-of-house foodservice activities including, but not limited to:
  o Lifting and transporting food and other products, equipment and tools used in commercial kitchens
  o Safely handling hot foods and liquids
  o Safely using knives and other commercial cooking, baking and serving utensils
  o Performing repetitive motion skills required in an industrial kitchen setting
  o Handling all types of food products including all flours and grains, dairy, nuts, meat and seafood, etc.

• Attend and actively participate in all classroom and laboratory courses as demonstrated by:
  o Participating in course activities for up to seven consecutive hours per session, noting that courses may start at different hours of the day
  o Following directions
  o Using recall of both short- and long-term memory
  o Processing information accurately and thoroughly
○ Performing basic mathematical computations and high school level writing assignments
○ Working both independently and in teams
○ Communicating effectively and professionally with peers, faculty, staff, guests and employers
○ Using conceptual, integrative and analytical skills for problem-solving and critical thinking

• Maintain the safety and well-being of all NOCHI students, employees and guests through means including, but not limited to, self-management of medical or emotional conditions

Application Requirements
For all programs, applicants must submit or complete the following:

• Proof of high school graduation or equivalent:
  ○ A copy of a high school diploma, home school certificate or other high school diploma equivalent (i.e., GED)
  ○ A copy of official high school transcripts

• A completed written application and essay responses that meet the requirements as described in the application

• $50 non-refundable application fee

• Two forms of identification including one form of photo ID: (Driver’s License or Passport and Birth Certificate or Social Security card)

• Proof of dates of immunization against measles, mumps, rubella and tetanus diphtheria for all students born on or after January 1, 1957¹

• An interview with a NOCHI staff member (to be scheduled upon receipt of the written application)

Re-entry Policy
A student who voluntarily withdraws from enrollment while in good standing with NOCHI can re-apply at any time and should contact NOCHI for specific application instructions. Any student dismissed from enrollment for conduct, attendance or academic reasons may not re-apply for at least 12 months from his or her dismissal date and will be accepted at NOCHI’s discretion.

¹ Louisiana law (R.S. 17:170 - Schools of Higher Learning) requires proof of dates of immunization against measles, mumps, rubella and tetanus-diphtheria for all students born on or after January 1, 1957. This information is presented for the purpose of meeting the established recommendations for control of vaccine-preventable diseases as recommended by the American Academy of Pediatrics (AAP), the Advisory Committee on Immunization Practices (ACIP) to the United States Public Health Service and the American College Health Association (ACHA). In addition, current Louisiana legislation now mandates meningitis vaccination for persons being admitted to a post-secondary education institution for the Fall 2006 semester and thereafter. (Source: http://www.shc.lsu.edu/immunizations.html)
Students accepted for re-entry will execute a new Enrollment Agreement that acknowledges the specific courses already passed by the student. Special conditions and requirements for graduation (e.g., remedial courses and/or skill training) may be required by NOCHI for students accepted for re-entry on a case-by-case basis.

**TUITION AND FEES**

*Fee Schedule*

The summary of school charges is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$100</td>
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<tr>
<td>Tuition</td>
<td>$14,000</td>
</tr>
<tr>
<td>Uniform (excludes shoes)</td>
<td>$200</td>
</tr>
<tr>
<td>Tool Kit &amp; ServSafe Certification</td>
<td>$400</td>
</tr>
<tr>
<td>*Textbook</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,775</strong></td>
</tr>
</tbody>
</table>

*Financial Assistance*

Students should contact NOCHI’s Director of Admissions regarding any of the following types of financial assistance available to qualified NOCHI students:

- Special payment terms (e.g., monthly)
- Special low-interest rate loans offered by local partner banks
- Individual Development Accounts (IDA’s) offered by local non-profit partner organizations
- NOCHI fundraised scholarships

*Cancellation Policy*

Once a student enrolls in a program of study, his or her space cannot be made available to other students. However, students can cancel the Enrollment Agreement at any time. They may do so by giving signed and dated written notice that indicates the student’s desire to cancel their Enrollment Agreement. This does not, however, relieve the student of all financial obligations. Please see the Refund Policy below for information regarding refunds in the event of a cancellation.
Tuition Refund Policy

Refunds for Cancellation Within Three Business Day
A full refund will be issued to a student if he or she cancels the Enrollment Agreement before the start of classes and within three business days of signing the Agreement.

Refunds for Cancellation Before the Start of Classes
Students who cancel the Enrollment Agreement before the start of classes but more than three business days after signing the Agreement shall be issued a full refund except for the $100 registration fee.

Refunds for Withdrawal or Dismissal After the Start of Classes

<table>
<thead>
<tr>
<th>Time of Cancellation</th>
<th>Amount of Refund</th>
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</thead>
<tbody>
<tr>
<td>Week 1 of the Program</td>
<td>90% of Tuition</td>
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<tr>
<td>Weeks 2 - 4 of the Program</td>
<td>75% of Tuition</td>
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<tr>
<td>Week 5 of the Program</td>
<td>55% of Tuition</td>
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<tr>
<td>During the Second Semester</td>
<td>30% of Tuition</td>
</tr>
<tr>
<td>After the Second Semester</td>
<td>0% of Tuition (no refund)</td>
</tr>
</tbody>
</table>

If the student has an outstanding balance due at the time of withdrawal or dismissal, an invoice will be mailed to the student. He or she will have 30 days from the date of the invoice to remit the outstanding balance or make payment arrangements with NOCHI for the outstanding balance. If the student does not contact the school within 30 days, his or her account may be referred to a collection agency.
ACADEMICS

Academic Calendar

Below is NOCHI’s School Calendar for 2020:

<table>
<thead>
<tr>
<th>Spring 2020 Cohorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3, 2020</td>
</tr>
<tr>
<td>January 6, 2020</td>
</tr>
<tr>
<td>January 20, 2020</td>
</tr>
<tr>
<td>February 24 – 26, 2020</td>
</tr>
<tr>
<td>March 23 – 27, 2020</td>
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<tr>
<td>April 10, 2020</td>
</tr>
<tr>
<td>May 25, 2020</td>
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<tr>
<td>June 11, 2020</td>
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</table>

<table>
<thead>
<tr>
<th>Fall 2020 Cohorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 6, 2020</td>
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<tr>
<td>July 7, 2020</td>
</tr>
<tr>
<td>September 7, 2020</td>
</tr>
<tr>
<td>September 21 – 25, 2020</td>
</tr>
<tr>
<td>November 26 – 27, 2020</td>
</tr>
<tr>
<td>December 10, 2020</td>
</tr>
</tbody>
</table>
**Clock Hour Definitions**

A clock hour is defined as 60 minutes of instruction time. Students will attend NOCHI for six and a half clock hours of instruction plus a 30-minute break each day. Students will “earn” the clock hours for a course upon passing the course (i.e., a letter grade of “D” or higher). If a student completes a course and fails, he or she will be deemed to have “attempted” but not “earned” the clock hours for that class.

**Course Numbering System**

All course numbers consist of a three-letter subject identifier and a three-digit number. The first letter indicates the program of study (i.e., “C” for Culinary Arts or “B” for Baking and Pastry Arts), with one exception for Food and Kitchen Safety (FKS 101), which both programs participate in. The second two letters are designed for ease of translation (e.g., CPK - Product Knowledge, BAP - Advanced Baking Principles) of the course name. The first number indicates the semester during which the class will be held (i.e., 101 is held in the first semester, 201 in the second semester, etc.). The last number is always “one,” unless the course is the second in a series of classes (e.g., Culinary Fundamentals I is CCF 101 and Culinary Fundamentals II is CCF 102).

**Grading System**

Students will be graded based on the quality of their course participation and performance on assignments and tests (weighting varies by class). Students will be assigned one of the following letter grades based on their overall performance in a course:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Grade Point Average (GPA) Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>65 - 69</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>&lt; 65</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.0</td>
</tr>
<tr>
<td>LOA</td>
<td>Leave of Absence</td>
<td>n/a</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Satisfactory Academic Progress
All students are required to maintain Satisfactory Academic Progress (SAP) while enrolled at NOCHI. SAP is measured by the total length of time it takes a student to complete their program of study, their ongoing rate of completion and their cumulative GPA. Students should discuss any need for or interest in tutoring or other academic assistance directly with their instructor(s).

Length of Time Enrolled
Students must successfully complete and pass all required courses within 300% of the total length of the program, or their enrollment will be terminated per the Conduct and Termination Policy (page 30). The length of approved Leaves of Absence will not be included in the calculation of this metric.

Cumulative Grade Point Average (GPA)
Students must maintain a minimum cumulative GPA of 2.0 in order to remain enrolled.

Treatment of Repeated Courses, Withdrawals and Failures
Failures and withdrawals are counted as zero quality points in the computation of a student’s GPA. Students must repeat failed courses in order to receive a certificate of completion for the program. When a student repeats a course and passes, the failing grade is no longer calculated in the student’s GPA. However, both courses will be counted as courses attempted in the calculation of the rate of completion.

Changing Programs or Additional Programs
Students changing to a different program of study at NOCHI or students enrolling in an additional NOCHI program will be required to meet SAP standards separately for each program. A student cannot avoid a SAP failure by changing programs.

Graduation Requirements
In order to graduate, students must have:

- A minimum of a “C” average or 2.0 GPA
- Passed all courses with a “D” or greater in their respective program
- Passed the final assessment(s) of their respective program
- Fulfilled all financial obligations to NOCHI before receiving their certificate

Upon completion of all the requirements for a particular program, each student will receive a physical certificate stating that he or she satisfactorily completed either the Culinary Arts Certificate program or the Baking and Pastry Arts Certificate program.
Student Complaint Procedure

Student complaints relative to actions of school officials shall be addressed to the Louisiana Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, Phone 225-342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school’s officials.

The detailed process for filing such a complaint is outlined below:

- The student should address any initial complaint or grievance with his or her instructor.
- If a satisfactory resolution cannot be reached with the instructor, the student should send a letter to NOCHI’s Program Director addressing the complaint(s) and specifying a desired remedy. NOCHI’s Program Director will respond to the student within 15 days.
- If the complaint has not been resolved to the student’s satisfaction within 15 days, the student should send a copy of the same letter to the Board of Regents, Proprietary Schools Section at the following address:
  
  Louisiana State Board of Regents  
  Proprietary Schools Section  
  P.O. Box 3677  
  Baton Rouge, LA 70821-3677  
  (225) 342-7084

- The Proprietary Schools Section staff will send a follow-up letter to NOCHI’s Program Director (with a copy to the student), enclosing a copy of the student’s original letter. The follow-up letter will request that NOCHI’s Program Director communicate with the student, either in person or in writing, within 10 days of receipt of the follow-up letter in an effort to resolve complaint.
- If the complaint is not resolved to the student’s satisfaction in 10 days, the student may then contact the Board of Regents office to request a mediation conference. The Board of Regents will then contract with the Division of Administrative Law to mediate between the student and NOCHI.
- If the complaint is still not resolved to the student’s satisfaction, the student can then request to come before the Proprietary Schools Advisory Commission for another possible decision or action.
- If the student complaint is still not resolved at that point, then the student can appeal to the district court.

Any student with a complaint that is unrelated to actions of a school official(s) should seek assistance from his or her instructor(s) regarding the appropriate channels for filing the complaint.
STUDENT SERVICES

Academic and Career Counseling
Upon enrollment, students will be assigned an academic and career advisor who will meet with them regularly to review academic performance and student wellness. Counselors can assist them with issues such as academic support, other special needs and class scheduling in the event of a withdrawal or failure.

NOCHI cannot guarantee any students job placement after graduation; however, a substantive effort will be made to assist students in obtaining employment. The success of a student in the job search process will depend largely on his or her academic performance at NOCHI. NOCHI will assist students with:
- Applications and employment forms
- Proper resume writing and interview etiquette
- Contact with potential employers to identify job opportunities

Requesting Accommodations
In compliance with applicable laws, academic or physical accommodations may be given to qualified students with disabilities. Arrangements for reasonable accommodations will be made in accordance with the Americans with Disabilities Act and within reason as to the safety and well-being of faculty, staff and students. Requests for reasonable accommodations should be made to the Program Director or the student’s instructor. There is no guarantee that a requested accommodation will be granted.

Allergies
If a student has any allergies or food restrictions they are required to notify NOCHI staff and faculty at the beginning of their enrollment and before the start of each class. Serious allergies require written medical documentation from your doctor and a list of medications as directed by a physician. It is the student’s responsibility to carry the proper medication if needed. If classroom curriculum utilizes ingredients which may be potential allergens, it is the student’s responsibility to remove themselves from the class and make up any time missed; classroom instruction will continue.

Accidents & Emergencies
In the event of an emergency, call 911 to request emergency assistance from the classroom or a cell phone.

Students are responsible for the cost of medical treatment for any injuries or accidents incurred at NOCHI or a NOCHI school event.
In case of an emergency to where a student needs to be contacted by a third party, the third party must call NOCHI’s front desk at (504)891-4060. The front desk personnel will check the student's schedule and get a message to him/her as soon as possible.

Other Student Needs
NOCHI does not provide student housing, medical, legal, childcare or transportation services. While NOCHI does not endorse any specific company or organization that provides any of the aforementioned services, it can direct students to resources for obtaining such services. NOCHI will assist students with mental and academic services with onsite support as needed.
SCHOOL POLICIES

Attendance Policies
As an expedited learning program in a professional environment, it is extremely important for students to attend class regularly and on time.

Absenteeism Policy
Students are expected to attend all scheduled classes in their program and are subject to the following policies.

- Students are expected to notify their instructor when they will be absent or need to leave class early in advance of that day’s instruction. Failure to do so may result in a grade reduction.
- Any time missed will affect the students’ participation grade for the day. While missing class is discouraged, students are permitted some absences and will be given limited opportunities for make-up each quarter (see “Absence & Tardy Make-up Policies” chart below). Makeup days are limited to two per quarter and content of the makeup days will be at the instructor’s discretion. Students will be charged an additional fee of $25 per hour for any makeup time. If a student misses more time than there are makeup days allotted, the student must repeat the course at his or her own expense when it is offered in order to complete the program. (see Leave of Absence and Withdrawal Policies).
- Students are permitted up to 10 absences total during term of enrollment and may be asked to retake a course (or courses) or dismissed from the program if greater than 10 days are missed.
- If a student must make up any quizzes or exams due to an absence, 15% of total possible points will be deducted. Students are responsible for collecting notes and assignments for any class materials missed when absent or tardy.
- The school may make concessions if a student can provide documentation for an absence (i.e. illness, family emergency, jury duty, etc.).

Tardiness Policy
Students are expected to be on time for the start of class. Any student who arrives five minutes to three hours after the start of class will be considered tardy, and beyond three hours will be considered an absence. Students who come in more than three hours late will not be allowed into class for that day and will be counted absent. If a student leaves early for any reason up to three hours in advance, it will be treated as a tardy, and more than three hours as an absence.

Students are responsible for collecting notes and assignments for any class materials missed when tardy. Professionalism and participation points will be deducted for any tardiness.
## Absence & Tardy Make-up Policies per 10-day Class

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>≥ 4</td>
<td>Class Withdrawal</td>
</tr>
<tr>
<td>1 – 2</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 1 tardy</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 2 tardies</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 3 tardies</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 4 tardies</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>2 absences</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>2 absences + 1 tardy</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>2 absences + 2 tardies</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>≥ 2 absences + 3 tardies</td>
<td>Class Withdrawal</td>
</tr>
<tr>
<td>3 absences</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>3 absences + 1 tardy</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>≥ 3 absences + 2 tardies</td>
<td>Class Withdrawal</td>
</tr>
</tbody>
</table>

## Absence & Tardy Make-up Policies per 5-day Class

<table>
<thead>
<tr>
<th>Absences</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>≥ 3</td>
<td>Class Withdrawal</td>
</tr>
<tr>
<td>1 absence</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 1 tardy</td>
<td>Permitted – no makeup</td>
</tr>
<tr>
<td>1 absence + 2 tardies</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>≥ 1 absence + 3 tardies</td>
<td>Class Withdrawal</td>
</tr>
<tr>
<td>2 absences</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>2 absences + 1 tardy</td>
<td>1 make-up day required</td>
</tr>
<tr>
<td>≥ 2 absences + 2 tardies</td>
<td>Class Withdrawal</td>
</tr>
</tbody>
</table>
Leave of Absence Policy
A student may request a Leave of Absence (LOA) if he or she must take time off class for any of the following reasons:

- Jury duty
- Military duty
- Hospitalization
- Personal or family medical emergencies
- Extended illnesses
- Miscellaneous extenuating circumstances

A LOA may be taken for a maximum of 30 consecutive days during enrollment. Students who must miss more than 30 consecutive days of their program should refer to the Withdrawal Policy below.

For safety reasons, students who have a medical condition requiring an upper limb cast, lower limb cast, a sling or the use of crutches, or another temporary medical condition that considerably affects mobility will only be permitted to attend lecture classes. When the student’s condition is fully healed, he or she must present signed documentation from a health care provider clearing the student to resume laboratory class activities.

Except in the case of emergencies, students must complete all LOA requests through their instructor at least one week before the start of the requested time off. Students are required to provide documentation for jury and/or military duty and may be asked to provide documentation for other circumstances. All requests will be reviewed on a case-by-case basis by NOCHI, and students will be notified as to whether the requested LOA is approved.

LOAs are not considered exceptions to the attendance policy. When a student takes an approved LOA, he or she is required to make up the missed hours by the date specified on his or her LOA approval notice and in accordance with the Make-up Hours Policy (page 30).

Withdrawal Policy
Students who exceed permitted absences and have not made up class work during allocated times (page 26) will be withdrawn from that course. The student must then repeat the course when it is next available at his or her own cost. Students who do not retake a withdrawn course in the time required by NOCHI’s standard of Satisfactory Academic Progress (page 22) will fail the course.
Development Days
Up to eight Development Days are offered over the span of a student’s enrollment term. These days will be used at the faculty’s discretion and may be used for make-up days (due to absences, inclement weather, or acts of God), guest speakers, class field trips, restaurant stages, or other extra-curricular activities. Students may also be given these days off.

Academic Policies

Academic Integrity Policy
NOCHI expects students to turn in assignments and other work that are a product of their own time and efforts. Prohibited behaviors include, but are not limited to:

• The use of work that has been purchased from a third party, or any other work not completed by the student submitting the work
• The submission of material previously turned in to another instructor without the permission of that instructor
• Plagiarizing any work, which includes copying or using ideas, recipes or research without giving credit to the original source
• Use of any unauthorized electronic devices, notes or other resources during exams
• Falsification of sources, citations, information or other work
• Stealing, destroying or altering an exam or other materials
• Unauthorized student collaboration on any work
• Signing in for another student

Any student who violates this policy will fail the class in which the violation occurred and may incur additional penalties under the Conduct and Termination Policy (page 29).

Make-up Classes Policy
Students who take an approved Leave of Absence must make up the course on the next available date at no cost to the student.

Students required to make up a class for any reason other than an approved LOA must make up the class on the next available date and pay for the class before it begins. The cost for make-up courses is $25.00 per clock hour plus the cost of a new textbook, if required. A student must have fulfilled all other financial obligations to NOCHI before he or she will be permitted to make up a class.

SPECIAL NOTE: Due to the cumulative nature of NOCHI’s programs, a student must pass all courses in the first semester of a program before advancing to later phases of the program.
Make-up Hours Policy
Students will have the opportunity to make up missed course hours at pre-scheduled times throughout their enrollment. Make-up hours should be scheduled directly with the instructor.

Make-up Work Policy
Students who miss assignments or tests due to absence must make up the work immediately upon returning to school, if allowed per the course syllabus. Missed assignments and tests will be granted a score of zero unless and until made up by the student. If a student must make up any quizzes or exams due to an absence, 15% of total possible points will be deducted. Students are responsible for collecting notes and assignments for any class materials missed when absent or tardy. Make-up work is not allowed on assignments submitted or tests taken and failed.

Conduct and Termination Policy
Students are expected to behave in a professional and courteous manner as outlined in this section while on campus or participating in other NOCHI activities off campus. NOCHI reserves the right to put a student on probation or suspend or terminate enrollment for multiple violations of school policies or for any of the following reasons:
• Failure to maintain Satisfactory Academic Progress (page 22)
• Failure to pay financial obligations to NOCHI in a timely manner
• Conduct considered to be harmful to the individual or other NOCHI students, employees and guests
• Unlawful conduct, on or off NOCHI premises
• Violation of any policy in this catalog
• Possession or use of alcohol (outside the confines of the learning environment) or drugs on NOCHI premises or at NOCHI events
• Possession or use of firearms or other weapons on NOCHI premises or at NOCHI events
• Dishonesty, theft or attempted theft, violence, aggression, or engaging in harassment of or disrespectful behavior toward any member of the NOCHI community

Students have the right to appeal decisions of termination by filing a written appeal with NOCHI within seven days of termination.

Computer Laboratory / Internet / Wi-Fi Usage Policy
The computer laboratory is only to be used for instructional purposes. Inappropriate sites (e.g. pornographic and gambling) are not to be accessed. NOCHI maintains the right and ability to monitor all web activity for appropriate use.
NOCHI’s Wi-Fi is a free network provided for your convenience and its use is at your own risk. It is available to the general public and is NOT INHERENTLY SECURE. The service providers and NOCHI cannot and do not guarantee the privacy of your data and communication while using this service. There are potentially serious issues with any computer connected to the Internet without the appropriate security protection, ranging from viruses, worms and other programs that can damage the user’s computer, to attacks on the computer by unauthorized or unwanted third parties. By using this service, you acknowledge and knowingly accept these potentially serious risks of accessing the Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection on their computer devices. By using this service, you acknowledge and agree that YOU DO SO SOLELY AT YOUR OWN RISK.

Personal Electronic Device Usage Policy
The usage of cellular devices, tablets, music players, and similar devices are not to be used in the classroom. These devices should be silenced and put away before entering my class. If in the event there is a personal or family emergency and a student must be vigilant of their cellular device, he/she will need to inform the instructor before class commences. At no time in the classroom are students allowed to have headphones, earbuds or similar devices in or around their ears. If using a personal computer in classrooms, it will only be utilized for education and not personal usage. However, personal computers are not allowed in the culinary kitchens. Lost, stolen or damaged devices are not the responsibility of any NOCHI staff member and that utilizing these devices on school premises is the student’s sole responsibility.

Emergency Contact Policy
In case of an emergency where a student needs to be contacted by a third party, the third party must call the NOCHI front desk at (504)891-4060. The front desk personnel will check the students’ schedule and get a message to them as quickly as possible.

Visitor Policy
Outside visitors are not permitted at NOCHI during class hours. In case of emergency, see “Emergency Contact Policy” outlined above.

Drug Policy
The use, possession, concealment, transportation, storage, manufacture, distribution, dispensing or sale of all illegal drugs, controlled substances, synthetic drugs and drug paraphernalia on NOCHI premises is strictly prohibited. Furthermore, NOCHI reserves the right to perform random drug screenings on employees and students. NOCHI may perform specific drug screenings if it suspects an individual to be under the influence on school property. Any attempt to alter, dilute, degrade, tamper with or switch any drug test sample is considered a violation of this policy.
Non-Discrimination and Sexual Harassment Policy
NOCHI is committed to providing a learning community and workplace that is free from hostility, intimidation and other abusive behavior. NOCHI does not discriminate or tolerate discrimination against anyone based on race, color, gender, religion, national or ethnic origin, age, disability, sexual orientation, gender identity, marital status, genetic information, veteran status or any other protected classification. Any NOCHI student or employee who discriminates on the basis of any of the above terms will be subject to appropriate disciplinary action, up to and including termination of enrollment or employment.

Please note that certain tasks that students must perform in order to pass NOCHI courses may require students to work with food items that are forbidden by a student’s religion or creed. In such a situation, the student must inform the instructor and every effort to provide a reasonable accommodation will be made.

Sexual harassment is unacceptable and will not be tolerated. Sexual harassment includes unwelcome sexual advances, request for sexual favors, inappropriate touching, obscene gestures, suggestive remarks or sounds, and any other verbal or physical conduct of a sexual nature that creates a hostile or uncomfortable environment, as defined by the target of the harassment. NOCHI reserves the right to make a determination of the appropriateness of any particular conduct. The penalties for sexual harassment are the same as those for discrimination.

Incidents of discrimination or harassment should be reported promptly to the Program Director, Executive Director, or any faculty member. It is not necessary to complain first to the person engaging in the unwelcome behavior. Upon receipt of a complaint, NOCHI will promptly investigate the allegations of misconduct and take prompt and appropriate corrective action.

Harassment and discrimination complaints will be kept confidential to the maximum extent possible. NOCHI prohibits any form of retaliation against a student or employee who files a good faith complaint under this policy or who participates in a complaint investigation. However, if after investigation NOCHI determines that the complaint was not made in good faith or that the student or employee knowingly provided false information, appropriate disciplinary action will be taken.

Outside Consumables Policy
Food items brought in by students are prohibited from all NOCHI laboratory kitchens. However, students may bring in beverages to NOCHI laboratory kitchens provided the beverage is in a container that can be sealed with a cap or lid and placed below any kitchen work surface. Any student caught violating this policy will be asked to dispose
of the beverage in the proper trash receptacle. Multiple violations may lead to
disciplinary action and/or dismissal from class.
Chewing of any products (e.g., gum and tobacco) is not permitted in laboratory kitchens.
Any student caught chewing in a kitchen laboratory will be asked to dispose of the
product in a proper trash receptacle. Multiple violations may lead to disciplinary action
and/or dismissal from class.

All food and beverages of any kind are strictly prohibited in the computer laboratory.

Personal Hygiene Policy
Every individual in the hospitality industry should always maintain the highest standards
of personal hygiene and present a professional appearance. It is the responsibility of all
foodservice professionals to bathe or shower; practice oral hygiene; use deodorant daily
and cover sores, cuts and abrasions. NOCHI students and employees are also required to
wash hands before handling food, after using restrooms, after handling raw foods or
meats and after handling any substance that might contaminate hands.

Professionalism Policy
NOCHI strives to enhance the level of professionalism in the hospitality industry. While
it may take many years of training and hard work to become a leader in the industry,
students can immediately act, dress and think like a professional. NOCHI expects its
students and employees to:
  • Do their best work with a positive attitude
  • Refrain from abusive and foul language
  • Refrain from the abuse of alcohol and drugs, and promote respect for alcoholic
    beverages served in the hospitality industry
  • Treat all equipment and property with respect as if it were personal property
  • Behave in a polite and courteous manner with all NOCHI students, employees
    and visitors
  • Stay open-minded to the opinions of others
  • Act with honesty and integrity in dealing with others

Searches and Inspections Policy
NOCHI reserves the right to conduct random searches and inspections of its property and
premises, including a student’s or employee’s personal effects, backpacks, handbags and
work areas. Students and employees refusing to cooperate with such searches will be
subject to appropriate disciplinary action.

Smoking Policy
Smoking or vaping is strictly forbidden within NOCHI premises or near public entrances
and exits. A designated smoking area is sanctioned for students on the St. Joseph side of
the building. Please ask building staff or front desk for directions to the designated area.
Student Dress Code Policy
Dressing professionally is key to achieving success. Therefore, students, faculty and staff
share the responsibility to maintain the Student Dress Code. The following Dress Code
rules must be observed during hours that the campus is open for student or public access.

- Hair
  - Hair must be clean, groomed and restrained above the collar in a
    professional manner.
  - In the kitchen, hair must be contained under the cap or in a tight bun above
    the collar. Concessions may be made on a case-by-case basis.
  - No adornments in hair are permitted.
- Students must be clean-shaven. If students cannot shave due to religious or
  medical reasons, a doctor’s note must be provided.
  - Sideburns must not exceed the middle of the ear.
  - Beard nets must be worn when applicable.
  - Mustaches must be neatly trimmed and not extend beyond the corner of
    the lips.
- Fingernails should be trimmed, clean and free of polish.
- No excessive makeup or fragrance (including cologne, aftershave, deodorant or
  lotions) should be worn.
- Clothing & Accessories
  - Uniforms must be complete and worn as designed.
  - All students in culinary and baking classes must wear sturdy, leather or
    faux-leather, black work shoes that provide support for standing for long
    hours. Shoes must have closed backs, non-slip soles and black laces.
    Shoes must be clean and polished daily.
  - Hats, other than NOCHI-approved chef’s toques, are not to be worn.
  - Cropped and/or sheer clothing, logo t-shirts, leather clothing and denim
    clothing of any color are not permitted. Only a white t-shirt is permitted
    underneath the uniform.
  - For safety reasons, wallet chains, visible key rings and hanging and/or
    exposed straps of any kind are not permitted.
  - One plain ring and one watch are the only jewelry permitted.
  - Facial jewelry (e.g., in eyebrows, eyelids, lips, tongue, upper ear or nose)
    is not permitted and must be removed. Covering such jewelry with
    bandages is not acceptable. No dangling earrings are permitted.

A student’s professionalism, dress and hygiene may account for up to 10% of a student’s
grade in any given course. Furthermore, students who are noncompliant will be
dismissed from class to make the needed corrections, and their grade in that class may be
penalized according to the offense.
Uniform Policy
Students are provided with 3 chef coats, 2 pairs of pants, 2 hats and 3 aprons. Additionally, one white button-up shirt and an apron will be provided for all Front of House activities. Additional uniform items may be purchased at cost. Students will be responsible for acquiring shoes and black slacks per uniform standards.

Uniforms should be neat, clean, ironed and worn with pride each class. Students are responsible for laundering, ironing and altering their own uniforms. Students will be sent home if appearance or uniform is not up to NOCHI standards, and this will be counted toward an absence. It is expected that aprons will never be worn outside of the kitchen or dining room. If a uniform does not fit properly, please return it to NOCHI before the start of classes.

Zero Tolerance of Violence Policy
Violence of any kind will not be tolerated on NOCHI premises or at NOCHI events. For purposes of this policy, the term violence includes provoking a fight; creating a disturbance; brandishing or threatening another person with a weapon; and using abusive, profane or threatening language toward another person.