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CATALOG

2024 - 2025



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

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

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



Walnut Hill College

Founded in 1974 as The Restaurant School

WELCOME TO WALNUT HILL COLLEGE

Walnut Hill College, located at 4207 Walnut Street in University City Philadelphia, 19104, is excited to share all the college has to offer students, alumni, and the community. Our faculty and staff are dedicated professionals who are eager to support students in their career pursuit.

We invite you to explore Walnut Hill College through our catalog that will answer many of the questions you may have as you consider the degree program that's best for you!

1. The Walnut Hill College Difference!
2. Documented graduate success. Career opportunities await you in the hospitality field.
3. Seven innovative majors.
4. A dynamic, hands-on educational experience.
5. Resume-building internships.
6. Rewarding, *tuition paid*, travel experiences enrich each student. Students explore France, Florida and the Bahamas, and England.
7. Student-centered environment.
8. Half a century of experience and innovation inspiring students into the field of hospitality
9. Clubs, activities, special events, academic support, and a residential learning program that are truly distinctive.
10. Real Value: WHC has one of the lowest tuitions for private hospitality and culinary colleges that includes two amazing travel experiences.
11. A world-class city, Philadelphia PA, in which to live and learn.

Best wishes from Walnut Hill College.

WALNUT HILL COLLEGE

MISSION STATEMENT

Walnut Hill College is dedicated to providing a distinctive educational experience that inspires students towards Professionalism, Citizenship, and Lifelong Learning for success in their chosen career field.

CORE VALUES

1. Hospitality is at the heart of all we do.
2. Service is at the core of the operations.
3. We have pride in Product Excellence.
4. We value Interpersonal Regard and strive to create a Sense of Community and belonging that nurtures and supports all members.
5. We promote Personal Growth and Citizenship.

THE HISTORY OF WALNUT HILL COLLEGE

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

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

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

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

THE WALNUT HILL COLLEGE PHILOSOPHY

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

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

We believe that as the hospitality industry grows and becomes more technologically advanced,

a four-year degree is increasingly necessary for upper-level management positions.

The programs offered at Walnut Hill College combine intensive academic studies with practical, hands-on experience. This means students will develop the knowledge and skills required to meet the needs of the ever-changing hospitality industry.

PROFESSIONAL MEMBERSHIPS

Walnut Hill College is committed to being engaged with the hospitality industry and the local community and has active memberships with:

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

CAMPUS AND FACILITIES

A VIBRANT ‘UNIVERSITY CITY’ LOCATION

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

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

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

CAMPUS LIFE

Looking back, some of people’s most treasured memories involve the individuals they met in college. Many of our students form friendships that enrich their lives. At Walnut Hill College, there is no clear boundary between work and play.

One hour each day is devoted solely to our students. Between 11:00 am and 12:00 noon, our Student Success hour, no classes are scheduled (with the exception of our students who are in learning in our open to the public lunch kitchen). This is a great time to meet with your faculty, speak to a Student Success Advisor, or engage in some of our student activities.

Students can choose from a variety of exciting activities: enjoy a chocolate tasting, take part in our cocktail club, take part in a demonstration from an area chef, surf the net in our computer lab or simply curl up in a lounge chair with one of our Resource Center’s many books or magazines. Our student activities provide students with a chance to explore famous restaurants, hotels, pastry shops, and local wineries. The choice is yours.

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

STUDENT LIFE AND LEARNING

The world is your classroom. We want to encourage you to learn, have fun, and take advantage of every opportunity. Walnut Hill College Student Life and Learning program will engage you in upbeat learning opportunities outside of your scheduled classes.

The college is alive with student activities and learning opportunities. The Office of Student and Community Engagement sponsors student life and special activities. If you are a Residential Learning student, you will find many special events scheduled during the evening and weekends. There are also many special events held at the college during which students can participate.

STUDENT LIFE AND LEARNING FOR INSTITUTIONAL CREDITS

The Student Life and Learning program will also help you enhance your resume. If you become a coordinator or officer in a student organization, you may list those achievements on your resume. If you receive letters of commendation for volunteering during special college events you may list those achievements on your resume as well.

Students are required to earn five points per each full-time term of both the Associate and Bachelor Degree Programs. Students may not carry over completed hours into a new term, however, although strongly discouraged, students may attribute completed hours to prior terms if necessary. The total number of points necessary to complete the graduation requirement is 30 points per degree program.

Each student activity will have a point value associated with it. For example attending a wine tasting, a cooking demonstration or a sports activity might be worth one point. Longer student activities such as participating in a trip to NYC might be worth two or more points.

The staff facilitator at the event will record student participation, however, students are responsible to ensure their attendance was properly noted in the Populi Course Page. A “No-Call/No-Show” and/or “Leaving an Event/Abandoning an Activity” without permission of the on-site event contact will result in non-recording of any hours accrued at that event and an ‘assignment of consequences’ designated by the event contact will follow. Failure to report to an event which a student committed to without advance notice may result in the loss of hours as an additional penalty.

STUDENT ACTIVITIES

Many types of student activities will be available throughout the program. Most are educational, a few may be purely social, yet all will be fun. These activities provide students with opportunities to enhance their education, learn more, and build relationships within the college community.

Activities are scheduled at varied times. Naturally, with many students scheduled for over 100 weekly classes, there is no commonly-convenient time for activities to be scheduled. Some may

be scheduled at a convenient time, while others may not. We try to arrange the schedule to accommodate as many students as possible.

Activities may include dinners at local restaurants, winery tours, cooking demos, wine tastings, and trips beyond the Greater Philadelphia area for recreational, educational, and entertainment purposes. Advance registration for some activities may be required. Updated listings of student activities can be found on the Student Activities Electronic Bulletin Boards, located throughout the campus, by visiting, <http://www.walnuthillcollege.edu/student-life/>.

Because of space limitations, and more specifically, our view of activities as an extension of the curricula, guests are not typically permitted to attend. Every event has its own limitations and specifications. We request students honor their registration to attend an event or take a moment to cancel their registration should a conflict arise. Activities that require advance payment, monies will be refunded if a cancellation is received, in writing, with at least one day's notice (unless otherwise noted). To cancel an activity with an association, please contact them directly.

The college will list activities of various food and wine groups when students are invited to attend. In most cases, these professional association meetings will involve a fee paid directly to the association. We will supply the proper phone number and registration details.

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

Walnut Hill College is always interested in adding variety to our activity options. If any student is interested in recommending activities, please see a staff member in the Office of Student Life who will be happy to offer assistance.

RESIDENTIAL LIFE: AN INTERACTIVE LEARNING AND LIVING EXPERIENCE

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

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

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

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

Because of our commitment to fostering a safe and healthy community, a full-time RLC, Security Officer and Student Leaders help provide a safe and supportive environment. Walnut Hill College's residence halls are right next door to the college, our halls could not be more convenient for our busy students.

Select students are encouraged to become member of the Residential Learning Council. This group of students supports dorm activities, serves as a focus group, and supports our residential learning events throughout the year!

LIBRARY AND LEARNING RESOURCES CENTER AND COMPUTER LABS

The Library and Learning Resource Center aims to provide students with the resources and assistance necessary for success at the college as well as in their future endeavors. The Library and Learning Resource Center staff promotes the development of information-seeking skills, and encourages students to approach their education at Walnut Hill College as the beginning of a life-long learning experience.

The center is located on the third floor of Allison Mansion, and consists of the library and computer labs. Available resources include books and magazines covering culinary and pastry arts, foodservice and hospitality management, travel and tourism, and wines; as well as a growing reference, business, and general education collection.

Electronic databases are also available with access to electronic books, full-text newspaper and magazine articles, and indexed and full-text scholarly journals both in the arts and sciences generally, and with a hospitality focus. Please see a library staff member for assistance locating or using any of these resources.

LIBRARY ACCESS POLICY

Access to the library is limited to current and former students, currently employed staff, and faculty, and to Drexel University students with a valid identification card and appropriate signatures from their institution. Other individuals may be permitted to use the library by contacting the librarian to make advance arrangements. When using the library, students, staff, and faculty should be able to present an identification card upon request.

CARE OF LIBRARY MATERIALS

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

BORROWING POLICY

The college does not allow circulation of library materials.

INTERLIBRARY LOAN

If there is something that you need that is not available in our library, let the library staff know and we will try to find it in an area library.

COMPUTER LAB ACCESS AND USAGE

Two computer labs are located on the third floor of Allison Mansion; there are also computers available in the library. Two computers are available in the Wine Lab on the second floor of The Mansion. When classes are held in the computer labs and/or library, we will do our best to ensure space is available for students to work.

All current students have computing privileges, but keep in mind that computers are provided primarily for students to complete school-related research, assignments, and projects. Non-school-related use may be denied.

CONDUCT IN THE LIBRARY AND COMPUTER LABS

Students are asked to refrain from cell phone use and loud conversations. Students engaging in disruptive behavior will be asked to leave the library.

SUGGESTIONS FOR NEW MATERIALS

If there are any materials that you think would be a good addition to the library's collection, please feel free to offer a suggestion to one of the library staff members

LIBRARY HOURS

Our library is regularly open Monday through Friday from 9:00 am to 5:00 pm, however, hours may vary throughout the year. Please check the library's portion of the website for changes in our hours of operation. Electronic databases are available to students online at any time, on, or off campus. Students requiring access to the library during hours other than regular opening hours may request access at the reception desk.

STUDENT DINING

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

BREAKFAST

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

LUNCH

The Marketplace is the gathering place for a casual lunch. Mingle with friends and classmates as you enjoy made-to-order pasta, burgers, soup, salad, sandwiches or even complete entrees

served in our European market-place setting. The menu features a great selection daily, Monday through Friday.

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

DINNER

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

International surprises include spicy kung pao chicken, shepherd's pie, Middle Eastern shish kebabs and Mexican fajitas. Casual dining events include design your own pizza, where you can top fresh-baked pizza with your choice of specialties. Don't be surprised if dinner happens outside, such as an old-fashioned barbecue with all-American hot dogs, hamburgers, salads, watermelon, and all the usual fixings. Finish off your meal with a fabulous dessert from our Pastry Shop.

SATURDAY BRUNCH

Every Saturday morning and into the early afternoon a student designed and executed brunch menu is available. The menu features eggs to order, omelets, sweet breakfasts and specials each week.

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

DINING PLANS

Walnut Hill College is committed to the health and safety of our students. This includes providing a variety of nutritional options for meals and snacks on campus. The College operates several food service outlets at which students may use their dining dollars.

Students looking for a coffee or snack can select from a variety of freshly baked goods and drinks at our Pastry Shop. Breakfast and lunch are served six days a week in our marketplace style eatery. Dinner options include our student focused, internationally inspired Dining Around the World menu or dining in Bistro Perrier, the colleges open-to-the-public upscale French restaurant.

All of these options are available for our students throughout the week Monday through Saturday. Each outlet operates at different price points. As such, the college does not offer

traditional ‘meal plans,’ rather dining plans. Additionally, Dining Dollars may be used to purchase any equipment or uniform needs.

Walnut Hill College Dining Plans are required for First-Year students living in a WHC residence hall. First-Year resident students are required to purchase one of the two all-access Tier 1 or Tier 2 Dining Plans for their first three terms. These options are also available to all upperclassman as well as non-residence students.

WHC also offers an additional meal plan option to our non-residence and upper-class students. The Tier 3 Dining Plan is also all-access and available for use in all our dining outlets.

Dining Plan	Amount
*Tier 1	\$1800
*Tier 2	\$1200
Tier 3	\$600

*First-Year Residence Hall Students Options

EXPIRING DINING DOLLARS

WHC Dining Dollars will roll-over at the end of each term, however, at the conclusion of each academic year, all Dining Dollars will expire. Although the remaining Dining Dollars will no longer be available for meals on campus, unlike most colleges, the balance at the end of each academic year will be applied to the student’s tuition and fees helping to offset the cost of attendance.

RELOADING YOUR DINING DOLLARS

If at any time a student requires additional Dining Dollars to be added to their card, they may ‘reload’ it at any time. To add dollars to your card simply [Click Here](#). You will be prompted to enter your WHCard number, the amount requested, and a payment method.

CAMPUS AND FACILITIES

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

The beautiful **Allison Mansion** (The Mansion) located at 4207 Walnut Street, Philadelphia PA is a three-story building which houses the college reception areas and many of the college administrative offices, as do the adjacent Perrier Hall, Hunter Hall, and College House — making things as convenient as possible for our students. The Mansion is also home to our Library and Resource Center, computer labs, student dining, and our open-to-the-public student run restaurants. Also located within the Mansion is Walnut Hill College's inviting Pastry Shop, offering fragrant breads, delectable cakes and tarts, and special desserts prepared by our Pastry Arts students.

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

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

The atrium of the Mansion houses three additional uniquely-themed restaurants. **Bistro Perrier** named after the internationally acclaimed Georges Perrier, owner and chef of Le Bec Fin, is found in our European Courtyard which is theatrical in design with beautiful store fronts, cobblestone paths and "outdoor" dining. Pass through this beautiful setting to The **Italian Trattoria**, featuring casual dining with regional Italian pasta specialties or to **The Heartland**, a contemporary American restaurant with an innovative approach to down-home American cuisine.

These restaurants are our hands-on classrooms where students get opportunities to practice and perfect skills learned every day at Walnut Hill College. These skills will become a part of each student's professional repertoire.

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

A more traditional approach to instruction takes place within our modern kitchens and multimedia-enhanced lecture halls. Within these classrooms, our faculty members draw from their numerous years of experience to provide students with the knowledge they need to succeed in the hospitality industry.

Furthermore, the college's experienced faculty inspire in students a sense of pride in their daily accomplishments.

The **Center for Hospitality Studies**, located at 4100 Walnut Street, houses four classrooms, including two large demonstration classrooms. Also found at the Center for Hospitality Studies are our academic faculty offices, and Student Success Advisor offices, as well as meeting areas for study groups and tutoring.

BUILDING DIRECTORY

Allison Mansion (The Mansion)

4207 Walnut Street, Philadelphia PA, 19104

Administrative offices, Classrooms, Computer Labs, DAW (Student Dining), Library and Resource Center, Pastry Shop, Restaurants, Office of Admissions

Center for Hospitality Studies

4100 Walnut Street, Philadelphia PA, 19104

College Store, Demonstration and Lecture Classrooms, Faculty Offices, Deans Offices, Student Success Advisors

RESIDENCE HALLS**Bachler Hall**

4220 Walnut Street, Philadelphia PA, 19104

Dormitories

The College House

4235 Walnut Street, Philadelphia PA, 19104

Chef Faculty Offices (1st Floor), Dormitories

McManus Hall

4222 Walnut Street, Philadelphia PA, 19104

Dormitories

Hunter Hall

4231 Walnut Street, Philadelphia PA, 19104

Dormitories

Perrier Hall

4233 Walnut Street, Philadelphia PA, 19104

Bursar, President's Office (1st Floor), Dormitories

4207 Sansom Street

4207 Sansom Street, Philadelphia, PA 19104

Dormitories

4209 Sansom Street

4209 Sansom Street, Philadelphia, PA 19104

Dormitories

100 South 42nd Street

100 South 42nd Street, Philadelphia, PA 19104

Dormitories

BUILDING ACCESS

During business hours, the Mansion will be open to students, parents, employees, guests, and invitees. Students can access permissible buildings utilizing their Walnut Hill College ID cards.

Over extended breaks (Thanksgiving, Winter, Spring, Summer, etc...), there is no access to college buildings. Residents are not permitted in the dormitories during breaks.

STUDENT ID CARD (WHCARD)

Student ID cards must be carried at all times. Students may be asked to show your Student ID card at any time by any faculty or staff member or member of our security team. If asked to provide identification and the ID Card is lost, students must present a photo driver's license. If no identification can be shown, the student may not be admitted into buildings or classrooms.

The WHCard is the students 'key' to enter any permissible areas on campus including dormitories and classrooms. The card is simply held next to any prox indicator located at building entrances to gain access.

Students WHCard is also used to make on-campus purchases. Students using their WHCard to make purchases on campus will receive certain discounts at the college. Students can add funds to their WHCard at any time.

To make purchases or receive any discounts in the Student Store, Pastry Shop or our restaurants, you must use your WHCard to make your purchase. Large volume purchases, as determined by the manager, will not be discounted (for example, numerous cakes and pastries for catering events/parties, snack food items, bottled or canned beverages etc. in all outlets). Discounts in the restaurant are limited to eight people. The student is required to be present. Gift certificates are not discounted. Funds are deducted automatically from your account.

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

SAFETY AND SECURITY

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The objective of this plan is to reduce the possibility of harm to the students, staff and visitors to Walnut Hill College in the event of an emergency. The following should provide guidance for any emergency level. It will also show key staff members, plan ahead for safe building evacuations, effective emergency communications and for resuming normal functions after emergency conditions subside.

EMERGENCY PREPAREDNESS

Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333) will be updated with any announcements or instructions along with the college website and Populi.

A building evacuation is mandatory whenever a fire alarm sounds, and all building occupants will exit immediately. In some events (such as extended power outages), evacuations may not be necessary unless the incident has generated a hazardous situation.

The following tips can prevent emergencies from happening:

- Know the location of alarm stations and extinguishers and know how to use them.
- Leave fire doors closed at all times.
- Clear obstructed hallways and room exits.
- Use only grounded electrical plugs.
- Limit use of extension cords and multiple outlets.
- Do not overload power strips.
- Do not use mechanical rooms or fire towers for storage.
- No smoking in any of the buildings.
- Know how and where to take cover during an earthquake.
- Do not stack furniture.
- Keep tall furniture away from exits.
- Store heavy items at floor level.
- Back up data or sensitive information should be stored off-site.

The designated Emergency Assembly Point (EAP) in a campus wide evacuation is the southwest corner of 42nd and Walnut Streets.

EMERGENCY RESPONSE

Everyone in a college facility; students, staff and visitors, must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire campus community. Immediately evacuate the building upon hearing an alarm, e-mail blast, voicemail broadcast or notification by an Emergency Coordinator, administrator or security.

Call and report the emergency immediately or as soon as it is safe to do so. If you do not have the number for security or one of the Vice Presidents, dial 911. Communicate clearly and succinctly. “We have a _____ emergency. Evacuate the building.” Keep calm and help others. Use communication tools that are appropriate such as alarms, phone, and voicemail broadcast.

When you call to report an emergency to 911, tell the operator the type of emergency, if there are victims, the locations of the emergency, your name, location and phone number. Stay on the phone until the operator ends the call. If necessary, proceed to the EAP.

EMERGENCY RECOVERY

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. Be sure to check the hotline and the website for updates. The college community will be notified of a safe return through the administration and college-wide e-mail.

Walnut Hill College conducts annual emergency evacuations and documents the outcomes. Walnut Hill College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or other mitigate an emergency.

The responsible authorities are:

- President
- Vice Presidents
- Director of Facilities

FIRE AND SAFETY DRILLS

For the purposes of fire safety reports, a fire is, “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner”. For the safety of the college’s resident students, the college has each room hard wired with smoke detectors which are monitored. Fire extinguishers are readily available on every floor and in the common areas. The college prohibits any portable electrical appliances, candles, open flames or smoking in the Resident Halls.

The college community and Residence Halls participate in two fire drills each year. Students and staff are encouraged exit in an orderly manner to prevent confusion and minimize panic or injury. No one should push their way out an exit. Single file lines are best in controlling traffic to the exits. Remember, once you are outside, stay outside. Don't go back in until the proper authorities say it is okay.

Should you see or suspect a fire, calmly leave the area and contact the residential learning coordinator, security or a staff member. Should it be a serious emergency contact 911. The college will continue to evaluate its fire safety procedures and institute improvements as deemed necessary.

FIRE EXITS AND EVACUATION PROCEDURES

Fire exits are easily accessible from all of the classrooms, kitchens, and common areas of the buildings. All alarm systems and fire safety equipment are inspected annually. Staff have access to emergency contacts and supplies as they deem necessary for each building.

ACCIDENTS

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

STUDENT ACCIDENT INSURANCE

Walnut Hill College advises all students to maintain personal medical insurance, however, the college has secured, for the protection of our student’s accident insurance. Students will be covered only for accidents and injuries sustained while participating in school sponsored and supervised activities in this country and abroad, including travel as a group in connection with these sponsored activities.

Coverage is provided on a full-excess basis. Coverage commences at the time the student starts school and ceases when he or she is no longer actively enrolled in the school.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY AND CAMPUS CRIME STATISTIC ACT (CLERY ACT)

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

The purpose of this report is twofold. First, it allows applicants to the school to be duly aware of the crime statistics for the school as well as what preventative measures are in place to manage security. Second, it allows staff and current students to review the report on an annual basis and become aware of not only the statistics but also how the school community can work together towards creating a safe and pleasant environment.

Walnut Hill College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of the report can be located with a link on our website at www.walnuthillcollege.edu. The report is prepared with the request of statistics from local law enforcement agencies surrounding our main campus, residence halls and Center for Hospitality Studies.

Campus crime, arrest and referral statistics include those reported to designated college officials (including but not limited to directors, deans, Student Success Advisors, residential learning coordinators and security). Beginning with the 2007 information, a link to access the report will be placed on the college website. Copies of the report may be obtained through any department director or vice president.

REPORTING A CRIME

Contact a staff Security Guard or the Vice President of Administrative Services in Perrier Hall, 267-295-2315. For emergencies dial 9-1-1. In addition, you may report a crime to the following areas:

Vice President of Administrative Services	267-295-2315 Perrier Hall
Executive Vice President	267-295-2357 The Mansion, First Floor
Student Success Office	267-295-2310 Center for Hospitality Studies

Director of Facilities	267-295-2345 The Mansion, Maintenance
Residential Learning Coordinator	215-783-0709
Security Guard	215-776-7479

More information on the College's Emergency Preparedness can be found on the College's website.

ADMISSIONS AND FINANCIAL AID

The Office of Admissions is located on the second floor of the College's main building, Alison Mansion. An application for admission to Walnut Hill College is available to any individual with a high school diploma or its equivalent and an interest in pursuing an education and career in fine dining or luxury hospitality management.

APPLYING FOR ADMISSION

Students considering enrollment at Walnut Hill College should complete an electronic application available on the College's website (www.walnuthillcollege.edu) under the Admissions and Financial Aid section. Paper copies of an application are available at the Office of Admissions.

BACHELOR DEGREE ADMISSIONS

Students seeking admission into one of the College's Bachelor degree programs must have an earned associate degree in the related program of study from Walnut Hill College or another accredited institution. Applications for admissions to a Bachelor Degree program are available on the College's website (www.walnuthillcollege.edu) under the Admissions and Financial Aid section

Students currently enrolled in the second academic year of an Associate's Degree Program at Walnut Hill College may be allowed to begin coursework for a Bachelor Degree Program prior to formal completion of an Associates Degree. To be considered, students must have no more than three (3) remaining courses and/or 10 institutional credits. All remaining coursework and institutional credits in the student Associates Degree Program must be successfully completed within two terms of enrollment in the Bachelor Degree Program.

INTERNATIONAL STUDENTS

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

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

For more information on International student Admissions, please contact the Office of

Admissions either by phone by calling (215) 222-4200 x3011 or toll-free (877) 925-6884, or by emailing info@walnuthillcollege.edu

ARTICULATION AGREEMENTS

Walnut Hill College has established articulation agreements with several academic institutions. A list of articulated institutions is available in the College’s Office of Admissions. Educational and financial credit are given for designated courses for credits accepted from these institutions provided that all qualifications were met by both the institution and the student. As part of these agreements, Walnut Hill College has committed to furnishing technical support and assistance to participating in school to help them develop strong programs and courses. Students who have questions regarding the acceptance of their credits earned from previous education should meet with a Student Success Advisor prior to his or her start date.

ADVANCED PLACEMENT CREDITS

Walnut Hill College accepts Advanced Placement Credits. Proper documentation of the exam grade is required. Upon enrollment to the College, students seeking to transfer in AP Credits earned during their secondary education must contact the Student Success Office to review earned AP credits.

Below is a list of accepted WHC courses for which AP Credits are accepted and the required AP Exam Grade.

<u>WHC Course</u>	<u>AP Course</u>	<u>Required Grade</u>
American Courts and Legal System	Comparative Government and Politics	3
American Courts and Legal System	US Government and Politics	3
College Math	AP Calculus (AB)	3
College Math	AP Calculus (BC)	3
College Math	AP Precalculus	3
College Math	AP Statistics	3
English Composition	English and Language Composition	3
English Composition	English and Literature Composition	3
Exploring Psychology	Psychology	4
Shaping American Cultures	US History	3
Understanding World Cultures	European History	3

Understanding World Cultures	World History Modern	3
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TRANSFER CREDIT POLICY

Transfer students from accredited postsecondary institutions may submit their transcripts for a course-by-course evaluation to determine if credits are transferable. Each applicant's transcript is given individual attention and the Chief Academic Officer or a Student Success Advisor will ultimately determine whether transfer credits will be accepted. The following standards will apply:

- The institution awarding the credit must be an accredited, two-year or four-year degree-awarding institution.
- Only credits earned in courses in which the student received a grade which is equivalent of "C" or better will be eligible for a transfer.
- All passing credits earned from Walnut Hill College will be considered for transfer credit.
- Courses taken beyond the last ten years are not accepted unless a degree has been granted.
- To be granted an Associate of Science or Bachelor of Science degree from Walnut Hill College, the student must complete a minimum of 50% of their program at this institution.

APPLYING FOR TRANSFER CREDIT EVALUATION:

1. Notify your Admissions Representative and Financial Aid Officer that you have previously attended another college/university.
2. To submit your request to an Student Success Advisor for evaluation make sure you have fulfilled the following:
 - a. Download transfer application from Walnut Hill College's webpage (www.walnuthillcollege.edu)
 - b. An official sealed transcript must be submitted to an Student Success Advisor for evaluation with the following:
 - c. A separate completed transfer application form for each course to be evaluated
 - d. Copies of the course description or syllabi for each course to be reviewed
 - e. All requests must be submitted to a Student Success Advisor one month prior to a student's first term at Walnut Hill College
 - f. Students will receive a notification by mail from the Student Success Advising Department stating whether their request was approved or denied
 - g. Students must then make an appointment with a Student Success Advisor for their initial transfer credit meeting.
3. The student is responsible to meet with his/her Financial Aid Officer to discuss the following procedures and requirements.

TRANSFER STUDENT FINANCIAL AID POLICIES AND PROCEDURES

For Federal and State Financial Aid

TITLE IV (Federal Student Aid) Policy

- Prior to disbursing Title IV (Federal Student Aid) funds to transfer students, Walnut Hill College must obtain a financial aid history for a student who has received federal student aid at a prior post-secondary institution and must inform NSLDS (National Student Loan Data System) with identifying information about the transfer student to receive updates through the Transfer Student Monitoring Process.
- Through Transfer Student Monitoring Process, the financial aid history is used to identify students who may be ineligible for federal student aid due to issues such as: exceeding aggregate loan limits, loan default, and/or overpayment on a grant and/or student loan(s).

Walnut Hill College TITLE IV (Federal Student Aid) Procedure

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

Pennsylvania State Grant Program

- When certifying eligibility for the PA State Grant for a recipient who has transferred to Walnut Hill College, the financial aid administrator must complete the State Grant academic progress testing. The grant should not be credited until the student or school at which the student received prior State Grants provides Walnut Hill College with the information needed to test academic progress and eligibility determined. The certifying financial aid administrator may delay and/or reject the transfer student's eligibility for lack of progress until the student provides the academic transcript in accordance with the State Grant academic progress policy.

Walnut Hill College– Pennsylvania State Grant Procedure

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

TRANSFERRING PROGRAMS

INTERNAL TRANSFER POLICY

A current student who wishes to transfer programs internally at Walnut Hill College must contact a Student Success Advisor to initiate the transfer. As a part of this meeting the Student Success Advisor and the student will discuss how the new degree program will better support the student in achieving future career aspirations. Students must additionally meet with a Financial Aid Officer to discuss financial outcomes of the forthcoming decision. Students should

keep in mind that transferring programs may affect their financial aid eligibility and graduation date. If it is determined the student will initiate a transfer of programs, he or she must follow the internal transfer procedure outlined below.

INTERNAL TRANSFER PROCEDURE

Students who wish to transfer programs within the college must apply and submit approval prior the start of the following term in order to be officially enrolled in the new program.

- Students must complete an internal transfer meeting with a Student Success Advisor expressing reasons for the change in major and how the transfer will facilitate future goal attainment following graduation.
- Students must then consult with a Financial Aid Officer prior to initiating the program transfer.
- If the program transfer is approved the student must meet with an Admissions Representative to sign a revised Enrollment Agreement reflecting the change in program.
- Student Success Advisor will transfer the student to the new program and review the course plan with the student.
- Credits will be transferred for all completed courses in which a grade of ‘D’ or higher were earned.
- Credits earned for Study Tour Courses must be transferred into the new program.
- Satisfactory Academic Progress and Graduation determinations will be based on the Cumulative Grade Point Average of credits earned in the new program of study only.
- The time frame standard (completion of all coursework within 150% of the calendar length of the degree program) for an internal program transfer will be based on the start date of the original program of study.

TUITION, FEES, AND COST OF ATTENDANCE

Our academic year is divided into three ten-week terms. A total of six terms is required for an associate degree and twelve terms for a bachelor’s degree. The tuition and fees listed below are for the September 2024 term start.

Fee	Cost
Tuition	\$8,258 per term (Full Time)
Lab Fee	\$1,235 per term (Full Time)
Technology Fee	\$113 per term (Full Time)
Activity Fee	\$227 per term (Full Time)
Registration Fee	\$15 (one-time fee)
Equipment	\$495 (one-time fee)
Uniforms (vary by major)	\$225 - \$350
Books	\$0 Included in Tuition
International Travel Course	\$0 Included in Tuition

Walnut Hill College offers a complete Residential Life and Learning Program for our students choosing to live on campus. Housing costs vary depending upon the style of housing chosen. Costs range between \$1,900 – \$2,700 per term on average.

THREE-YEAR TUITION PLEDGE

The College is committed to student learning, growth, and development throughout their time with us. As such, we offer a **Three-Year Pledge** on tuition rates. The College will freeze your tuition rates upon enrollment into the college and are committed to keeping them the same throughout your three-year program. That means that your tuition rate in your final term will be the same as it was in your first term!

Students who take a leave or do not complete their degree within the three-year plan are subject to increased tuition rates. All tuition and fees are reviewed annually and are subject to change.

The Office of Financial Aid is here to help you understand our tuition and fees and find funding for your college education.

FINANCIAL AID RESOURCES

Financial aid is available to Walnut Hill College students who meet the aid qualifications. It's recommended you apply for aid early. Please do not assume you will be turned down for financial aid; if you are interested in receiving aid, contact our Financial Aid Office for further information.

Helpful hints when applying for financial aid:

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

You and your parents should check with employers or unions for available scholarships or loans for employees or their children. Also check the Internet and the library for other scholarship opportunities.

EXTERNAL SCHOLARSHIPS

Students receiving scholarships from sources other than Walnut Hill College must provide documentation of the scholarship to the Admissions and Financial Aid department. Walnut Hill College will package student external scholarships upon official confirmation of the award.

WHC will disburse scholarship funds:

- Based on the specific requirements of the scholarship, or
- Equally divided between each term during which the scholarship is awarded disbursed on the final day of each term.
- Funding from Another College or Employer via Parental/Self Benefits
 - WHC will disburse funds received from another college or an employer as a payment, not an external scholarship.
- Scholarship Overages
 - WHC will not distribute funds from an external scholarship that causes an overage of funding to a student.
 - WHC scholarships are applied after all other external scholarships have been applied
 - WHC scholarships will only cover up to the cost of tuition and fees.

ELIGIBILITY FOR FINANCIAL AID

Eligibility for grants and loans is determined by governmental agencies and lending institutions. Here are some of the requirements:

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

GRANTS TO EXPLORE

FEDERAL PELL GRANT

The Federal PELL Grant program provides the foundation of financial aid to which other grants, loans or other assistance may be added. Students must meet financial need criteria according to the Department of Education. Students who already have earned a bachelor's degree are not eligible for Federal PELL Grants.

Federal PELL Grant do not have to be repaid. To apply for Federal PELL Grant, complete and submit the Free Application for Federal Student Aid (FAFSA) that is available from the Financial Aid Office, your high school, your local library or online at www.FAFSA.ed.gov.

PA STATE GRANT

The PA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial aid to attend Walnut Hill College. Students must meet financial need criteria according to PA State Grant, show established Pennsylvania residency of at least 12 months, and have not already earned a bachelor's degree.

A PA State Grant does not get repaid. To apply for a PA State Grant, complete the FAFSA that is available in the Financial Aid Office (for applicants to Walnut Hill College only) and online and submit the completed application online at www.FAFSA.ed.gov.

LOANS TO EXPLORE

FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN

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

A Federal Direct Subsidized Stafford Loan must be repaid. The federal government pays the interest while the student is in college and during grace and deferment periods. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment can take up to 10 years. Interest rates are variable and are reset each July, but will not exceed 8.25 percent.

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

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

Every student who wishes to apply for the Federal Direct Unsubsidized Stafford Loan must be independent of their parents according to the federal guidelines and must first complete and submit the FAFSA and complete the consent verification (if selected) to the Financial Aid Office. Students whose parents don't qualify for the Federal Direct Parent Plus Loan may apply for additional Federal Direct Unsubsidized Stafford Loan.

A Federal Direct Unsubsidized Stafford Loan must be repaid. The student borrower is responsible for all interest from the date his or her loan is issued. Repayment begins 30 to 60 days after disbursement. Repayment may take up to 10 years. Interest rates are variable and are reset each July but will not exceed 8.25 percent.

To apply, complete the Federal Direct Stafford Loan Application online at www.studentloans.ed.gov.

FEDERAL DIRECT PARENT PLUS LOAN

This parent loan for dependent students is based on parents' credit history. Applicants must be the dependent student's natural or adoptive parents. Loan request amounts can be made for the cost of education minus any other financial aid.

The PLUS Loan must be repaid. Repayment begins 30 to 60 days after the second check is issued and may take up to 10 years to repay. Requests can be made to pay interest only while a student is still attending college. Interest rates are variable and are reset each July, but will not exceed 9 percent.

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

ALTERNATIVE LOANS

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

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

INTEREST FREE PAYMENT LOANS

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

COMPARABLE PROGRAM INFORMATION

The Accrediting Commission of Career Schools and Colleges has information on comparable colleges. This information includes program length, tuition and fees. If you would like to receive information on comparable colleges, please contact::

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
(703) 247-4533 (fax)
www.accsc.org

LEAVE OF ABSENCE

Students are not permitted to take a leave of absence from any degree program. They may, however, withdraw from a program and will be granted credit for any courses completed with passing grades. Students who elect to withdraw from their program will be categorized as 'Drop.' Students may retain the option to reapply for admission at a later date.

READMISSION TO THE COLLEGE

Students are encouraged to remain in their program of study until its completion. Although the College does not permit an official leave of absence, the College recognizes that there may be instances when a student may stop their progression in a program who may return to complete their degree in one of the following ways.

1. A returning student who took a voluntary leave while in good academic and financial standing who remains capable of completing their degree program within one-and one-half times the length of the degree program from the original start date may be readmitted under their prior enrollment agreement. If a student begins their final term of study prior to reaching one and one-half times the length of their degree program, they are permitted to complete that term. All credits on their existing transcript will be accepted as a part of the re-enrollment.
2. A returning student who left in good academic and financial standing who is exceeding one-and one-half the length of the degree program from the original start date and/or who is unable to complete the degree program within one-and one-half the length of the degree program from the original start date:
 - a. Must have a \$0.00 balance due to the college.
 - b. Must re-apply to their program of study via the Admissions Office.
 - c. May be accepted to the program under a new Enrollment Agreement.
 - d. Will have all grades of a 'D' or higher from courses completed at Walnut Hill College be considered for transfer into the new enrollment.
3. A returning student who left while on Academic Warning and/or Suspension status:
 - a. Must have a \$0.00 balance due to the college.
 - b. Must re-apply to their program of study via the Admissions Office.
 - c. May be accepted to the program under a new Enrollment Agreement.
 - d. Will only have grades of a 'C' or higher from courses completed at Walnut Hill College be considered for transfer into the new enrollment.

REFUND POLICY:

Students who do not complete any term completely may be eligible for refunds, depending upon the time of the withdrawal.

- An applicant rejected by the College is entitled to a refund of all monies paid.
- For cancellations within five days of signing the enrollment agreement and before the start of classes, all monies paid will be refunded.

- For cancellation six days or more after the signing of the enrollment agreement, but before the start of classes, all monies shall be refunded except the \$50.00 application fee and the \$100.00 termination fee.

Refunds calculated under this policy shall be sent to the student within 30 days of notice of cancellation, or the date the school determines the student has withdrawn.

- In cases where a student is withdrawn from their program due to lack of attendance in all courses, the date of determination is 28 days from the students last date of attendance (LDA).
- In cases where a student does not return to school following an extended break in the academic calendar (e.g. winter break, summer break, etc.) and does not inform the school of their intent to withdraw, the date of determination of withdraw will be 14 days from the date on which the student exceeds the maximum number of allowable absences for all courses following the return from break.
 - For example, a student who does not return from summer break and does not inform the school of their intent to withdraw will be enrolled in courses for the fall term. That student’s date of determination of withdraw will be 14 days from the date on which they exceed the maximum number of allowable absences for all courses for the fall term in accordance with the college’s attendance policy.
- In cases where a student voluntarily withdraws from the college, the date on the students withdrawal form will be utilized as the date of determination of withdraw.
- In cases where a student is terminated by the college for any other reason, the date on which the student is informed of their termination from the college will be the date of determination.

Walnut Hill College reserves the right to discontinue the enrollment of any student who’s academic, attendance or behavior performance does not meet the published standards set for students.

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

Full-Time Program

Week 1	90% of Tuition, less \$100.00
Week 2-3	55% of Tuition, less \$100.00
Week 4-5	30% of Tuition, less \$100.00
Week 6-10	No refund due

Refunds are credited in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan

4. Pell Grant
5. Any other Title IV Program
6. Other federal, state, private or institution financial assistance
7. The student

Additional monies will be sent directly to the student who signs the Enrollment Agreement unless a prior, specific written request is made by the student and any third party. This notice must be sent to the Office of Admission in the same manner as stated above.

FEDERAL STUDENT AID RETURN OF TITLE IV FUNDS POLICY

Important Notice to Federal Student Aid Recipients

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

Dates of withdrawal are determined by the following:

OFFICIAL WITHDRAWAL

- Voluntarily withdrew from the college completing a Program Withdraw form with a Student Success Advisor. The date is determined when the student meets with a Student Success Advisor and signs the form.

UNOFFICIAL WITHDRAWAL

- Involuntarily were withdrawn from all courses in a single term due to lack of attendance or failure to meet SAP. Any student who is unofficially withdrawn from WHC due to excessive absences in all their courses or failure to meet SAP, will then be identified in an internal report called a Flash Report. This document identifies students who have withdrawn from WHC for any reason, not just those related to attendance. The report includes data relating to withdrawn students that includes, LDA, their reason for withdrawal and their date of withdrawal. In cases where a student is withdrawn from the program due to excessive absence, 28 days from the students LDA will be utilized as the date of determination of withdrawal.

When a student withdraws on or before 60 percent of a term, the Federal Return of Title IV Funds calculation is performed. The calculated percentage of the term completed becomes the percentage of Title IV aid earned. The total Title IV aid disbursed to the student, or that could have been disbursed to the student minus the amount of Title IV aid earned by the student, yields the amount of Title IV loan and grant aid that is unearned and that must be returned.

The percentage is determined by dividing the total number of calendar days completed by the total number of calendar days in the term. Students that have completed more than 60 percent of the term are considered to have earned 100 percent of the Title IV aid received for the term.

Any unearned funds will be returned as soon as possible, but no later than 45 days after date the college determined student withdrawal. If a student has received disbursed aid in excess of the calculated earned aid, then funds must be returned to the federal financial aid programs in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct Parent Plus Loan
4. Pell Grant
5. Any other Title IV program
6. Other federal, state, private or institutional financial assistance
7. The student

Additional monies will be sent directly to the student who signs the enrollment agreement unless prior, specific written request is made by the student and any third party as soon as possible, but no later than 45 days after the date the college determined student withdrawal.

This notice must be sent to the Office of Admissions in the same manner as established above. Students are only eligible for a post-withdrawal disbursement of federal financial aid if the amount of the disbursed aid is less than the amount of the earned federal financial aid for outstanding current, allowable charges. Grants must be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to the student's account first, and any resulting credit balance is handled as noted in Title IV, HEA credit balances.

Refunds are calculated according to state, federal and accrediting commission guidelines. The calculation most favorable to the student will be the one utilized.

TITLE IV, HEA CREDIT BALANCES

A title IV, HEA credit balance occurs whenever the amount of title IV, HEA program funds credited to a student's ledger account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period.

A title IV, HEA credit balance must be paid directly to the student or parent as soon as possible, but no later than the following:

- Fourteen (14) days after the balance occurred if the credit balance occurred after the
- first day of class of a payment period; or

- Fourteen (14) days after the first day of class of a payment period if the credit
- balance occurred on or before the first day of class of that payment period.

RETURN OF UNEARNED AID, RESPONSIBILITY OF THE STUDENT

After Walnut Hill College has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible in the order specified below:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Direct Parent Plus Loan

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned title IV assistance to be returned. Within 30 days of the date of the College's determination that the student withdrew, a notice will be sent to any student who owes a title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined to:

- Any title IV loan program in accordance with the terms of the loan; and
- Any title IV grant program as an overpayment of the grant; however, a student is not
- required to return the following:
 - The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed), to the student for the payment period or period of enrollment.
 - With respect to any grant program, a grant overpayment amount of 50 dollars or less that is not a remaining balance.

POST-WITHDRAWAL DISBURSEMENTS

Grants must be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to the student's account first, and any resulting credit balance is handled as noted in Title IV, HEA credit balances.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students have access to their educational records and may review them at any time. Educational records are housed in the College's Student Information System (SIS), Populi.

Non-directory information and educational records cannot be released to parties other than the student without prior, written consent from the student. The college will not release any

non-directory information about a student to outside parties without written consent from the student. Release of non-directory information without consent is guided by state or federal laws. Students may complete or revise their release records by completing or revising a FERPA form. The form can be obtained from the College's Office of Admissions or Student Success Offices.

The release of directory information is not considered a violation of your rights of privacy under FERPA. The College is permitted to release this information unless the student specifically requests otherwise. Directory information is considered to be the student's name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the institution attended.

MAJORS AND DEGREE PROGRAMS

Walnut Hill College is America's first, private college committed to fine dining and luxury hospitality management.

PROGRAM OFFERINGS

Walnut Hill College offers seven majors: three at the associate level and four at the baccalaureate level. Walnut Hill College majors include:

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

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

KEY LEARNING PRIORITIES

Walnut Hill College takes a holistic approach to learning seeking to ensure all students develop the requisite knowledge, skills, and abilities to be successful in their career, and in life. All students, regardless of selected major, will be exposed to these five broad areas during their studies. Our degree program goals and student learning outcomes are derived from these Key Learning Priorities.

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

5. Self-Directed Learning

Identify personal ambitions permitting the establishment of attainable goals on which a plan for professional and personal growth can be developed, evaluated, and assessed.

INTERNATIONAL STUDY TOUR COURSES AND TRAVEL EXPERIENCES

As a part of a student's tuition to Walnut Hill College, all students will be enrolled in a immersion learning experience that will take them across the globe in a unique and exciting learning experience. These tour experiences are courses and students will accumulate necessary credits toward earning their degree. These mandatory international learning experiences are completely covered by tuition. There are no additional fees students need to pay, except perhaps a little spending money!

During the term in which a student is enrolled in a tour experience, students will additionally be scheduled for an on-ground course that prepares them for travel by exposing them to the cultures of the regions to be visited. As a part of the Study Tour Course, students will be graded on a numerical basis with an average of 60% as the minimum score for passing the class. Grading will be based upon a combination of assessments including, but not limited to, student responsibility, pre- and post-tour assignments, quizzes, and discussions.

Students who miss a scheduled Study Tour Course for any reason, will not be refunded. Additionally, students must pay all applicable course retake fees and complete a Tour Experience retake course at the college. Should a student be unable to embark on his/her scheduled tour he/she must meet with the Executive Vice President and the Chief Academic Officer to determine an appropriate course of action and may be liable for fees associated with their failure to travel.

There are no reductions in tuition for students who do not participate in, or who do not complete a Study Tour Course. Students who have completed a Study Tour Course as a part of another program at the College who enroll in a different degree program must transfer their Study Tour Course credits into their new program. Students seeking a dual degree or second degree in a program that includes a Study Tour Course must transfer the credits from the Study Tour Course taken in the prior degree. Additional travel experiences will not be permitted.

STUDY TOUR COURSE ELIGIBILITY

In order for students to be eligible to participate in a Tour Experience, they must:

- Be current with all tuition payments and/or other financial obligations to the college;
- Have a minimum cumulative grade point average (GPA) of 2.0 at the end of the term preceding his/her scheduled tour;
- Have completed a minimum of 67% of their degree program (unless scheduled to travel prior to their Sophomore 3 or Senior 3 term);
- Be free of a Academic and Financial Aid Warning or Suspension.

Students who have completed a Study Tour Course as a part of another program at the College who enroll in a different degree program must transfer their Study Tour Course credits into their new program. Students seeking a dual degree or second degree in a program that includes a Study Tour Course must transfer the credits from the Study Tour Course taken in the prior degree. Additional travel experiences will not be permitted.

Students not meeting all of the above requirements will be notified by the Student Success Department not later than six weeks prior to departure. The student will be scheduled instead for a future Study Tour Course should one be available within one and one-half the length of the student's degree program, or be required to complete an on ground replacement course once eligible.

STUDY TOUR COURSE RETAKES

Any student who does not pass his/her scheduled Study Tour Course will be required to retake the course paying all applicable retake fees. The Tour Experience retake is held on campus at Walnut Hill College and is not offered every term. Failure of a Tour Experience may jeopardize a student's ability to graduate on time.

STUDY TOUR COURSE EXPECTATIONS AND DISMISSAL

Students must travel with the college, without alterations to the itinerary or length of stay. Students must travel during their assigned week. There are no options to change schedules or travel dates.

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

STUDY TOUR COURSE LOCATIONS

The locations for the tour experiences are carefully chosen for each program to ensure exciting and appropriate learning experiences occur. Although tour locations may change during a student's program, the current locations are listed below.

Gastronomic Tour of France

All actively enrolled students in the college's culinary and pastry arts associate degree programs will participate in the Gastronomic Tour of France.

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

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

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

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

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

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

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

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

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

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

Management Tour of Florida and the Bahamas

All actively enrolled students in the college's hospitality management associate degree programs will participate in the Management Tour of Florida and the Bahamas which includes a cruise experience.

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

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

Therefore, what better way for our Hospitality Management students to learn the art of true hospitality than by spending seven days on our specially created cruise and resort tour? You will go behind the scenes to learn from noted experts in the field of hospitality. Nearly all of your expenses are covered by tuition. This includes airfare, ground transportation, hotels, taxes, tips and the full cruise to the Bahamas with onboard meals.

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

The tour begins in central Florida, where you'll stay at a Walt Disney World beautiful resort. You'll be treated to a rare opportunity to go behind the scenes of the Disney operation. You will tour many of the areas luxury hotels and resorts and speak with staff on subjects such as customer service, sales, marketing, and hotel and restaurant management. The excursion continues with tours and management briefings at some of central Florida's most renowned resort hotels and restaurant complexes.

At Port Canaveral, you'll board a luxury cruise ship that becomes your floating classroom for three days. While on board, you'll participate in management seminars with the ship's executive staff, as well as a half-day session at a luxury resort/casino in Nassau, Bahamas. During the cruise and resort tour experience, you'll also complete you own independent projects, evaluating certain aspects of the hospitality industry. This dynamic 2.5 credit course proves to be invaluable to our hospitality management students. It will be an experience you will never forget!

Hospitality Tour of England

All students actively enrolled in the college's bachelor's degree programs will participate in the Hospitality Tour of England.

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

While visiting the town of Windsor, which has been a royal residence for 900 years, you may visit England's largest castle and a residence of the Royal Family. Standing on a cliff above the River Thames, the castle dominates this beautiful and historic town.

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

Throughout the tour you will visit luxury hotel properties such as The Vineyard at Stockcross and Danesfield house where you will experience Wine and Food Paring Challenges as well as experience Afternoon Tea. A stop at Chiltern Valley Brewery and Winery will immerse you into brewing and winemaking experiences. During your experience you will visit and dine at several pubs and restaurants having the opportunity to meet and speak with the owners, managers, and chefs at each location.

You'll then prepare for your visit to London, the most vibrant of cities. During your time in London you will visit bakeries, chocolatiers, markets, and the world famous Restaurant Gordon Ramsay's where you will have the opportunity to meet with chef and maître d'.

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

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

As Samuel Johnson wrote, "When a man is tired of London, he is tired of life, for there is in London all that life can afford." Britain, as a whole, offers infinite variety: history, royalty, Roman ruins, crumbling castles, stately homes, parks, posh neighborhoods, shopping, theater and museums. So, get ready to acquaint yourself with the age-old glory, charm and vitality that make jolly old England what it is today. Tallyho!

The College reserves the right to modify these locations at any time without prior notice.

TRAVEL DOCUMENTS AND TOUR EXPERIENCE PLANNING

Students are required to, and solely responsible for obtaining any passports and/or visas necessary to participate in their international travel experience. As a part of his/her First Year Freshman Seminar course, students will be required to obtain and present his/her travel

documents or proof of purchase of these documents to the instructor. To permit students sufficient time to obtain travel documents, students will have until the end of their second term to provide documentation.

Students who fail to obtain their travel credentials prior to the completion of that course will receive a grade of Incomplete (I) until the credentials are secured and presented or until the completion of the next term. Students who fail to present the documentation by that time may receive a failing grade for their First Year Freshman Seminar course and may be required to retake the course paying all applicable fees.

Failure to receive all necessary travel documents on time will result in the student being ineligible for the scheduled tour and, therefore, will earn a failing grade for the scheduled Study Tour Course. Those without proper travel documents may not reschedule their Study Tour Course and must complete the on campus Study Tour Course retake course.

Students who hold passports or travel documents from foreign countries are urged to review the requirements of the country(s) to which they are traveling immediately since the French, Bahamian, or British governments may require a visa. Visas and other travel documents can take months to process. Foreign students who cannot obtain a proper visa to travel internationally will need to complete the on campus Study Tour Course in order to receive the credits normally earned during the tour.

Other considerations when planning ahead include dress code and wardrobe. Students should be aware that the purposes of these trips are purely educational; therefore, you will be expected to be in proper business attire for most of the trip. Proper business attire includes suits or sports jackets, button shirts, and ties for men and the proper business suits and dresses for women. Students are urged to evaluate, budget, and plan for your wardrobe now.

ASSOCIATE OF SCIENCE MAJORS

ASSOCIATE'S DEGREE GENERAL EDUCATION REQUIREMENTS

Walnut Hill College takes a holistic approach to higher education. We value the development of our student general knowledge, skills, and abilities as well as those directly related to their careers. All students, regardless of major, are required to complete the College's core general education curriculum. It is designed to introduce students to a variety of subjects and gain a broader understanding of the world providing a well-rounded learning experience. Students are registered for all courses by the Student Success Office and are not required to register for courses each term.

ASSOCIATE'S DEGREE GENERAL EDUCATION COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed by all students in all majors in order to graduate.

First Year Freshman Seminar (CCS1100) 2.0 Credits

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

Social Media and Technology (CCS1110) 2.0 Credits

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

English Composition (ENG1300) 2.0 Credits

Students will learn the art of composition through reading and writing various kinds of prose, such as personal narratives, reviews, and persuasive essays. The purpose of this class is to hone students' writing skills and prepare them for leadership positions in whatever industry they decide to enter.

College Math (MTH1200) 2.0 Credits

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

Strategies for Success (CCS1300) 3.0 Credits

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

Public Speaking (CCS2410) 3.0 Credits

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

Personal Finance and Investments (CCS2510) 2.0 Credits

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

American Courts and Legal Systems (LAW1300) 3.0 Credits

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

Shaping American Culture (HUM2500) 2.0 Credits

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

The Leading Supervisor (LEAD2400) 3.0 Credits

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

Understanding World Cultures (HUM2600) 2.0 Credits

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

Exploring Psychology (PSY1200) 3.0 Credits

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

Nutrition for a Healthy Life (SCI2600) 3.0 Credits

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

In addition to the above general education courses, all students completing an associate's degree in culinary arts and pastry arts are required to complete a course focused on the cultures of France. These students are required to complete a one-week, immersion learning experience called The Gastronomic Tour of France. This course is designed to support them to prepare for, and during their immersion learning experience.

Culture of France (HUM2620) 1.5 Credits

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

All students completing an associate's degree in hospitality management are required to complete a course focused on the cultures of Florida and the Bahamas. These students are required to complete a one-week, immersion learning experience called The Management Tour of Florida and the Bahamas. This course is designed to support them to prepare for, and during their immersion learning experience.

Culture of Florida and the Bahamas (HUM2650) 1.0 Credits

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

CULINARY ARTS ASSOCIATE OF SCIENCE DEGREE

18 Months comprised of six, 10-week quarters

Total Program Hours: 1510

Total Program Credits: 99.5

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

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

PROGRAM GOAL

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

STUDENT LEARNING OUTCOMES

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

CAA.1 Demonstrate professionalism through modeling appropriate attire, attitude, commitment to punctuality, and contributing ideas in a collaborative work environment.

CAA.2 Demonstrate the concepts associated with recipe costing as they relate to purchasing, receiving, spoilage, and issuing practices.

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

CAA.4 Apply principles associated with timely food production in clean, safe, sanitary food service environments to prepare a variety of plated dishes utilizing meats, poultry, vegetables, game, and seafood.

CAA.5 Exhibit proficient use of traditional and current culinary terminology and techniques.

CAA.6 Produce food service recipes utilizing accurate measuring, converting, and weighing of ingredients, appropriate use of tools and equipment, and effectively demonstrating culinary techniques and cost effectiveness.

CAA.7 Comprehend essential components of an effective food protection management system that includes recognized and accepted food safety and sanitation techniques.

ASSOCIATE OF SCIENCE CULINARY ART COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed in order to graduate.

Culinary Techniques (CUL1130) 1.5 Credits

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

Sanitation(FSM1100) 1.5 Credits

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

Culinary for Hospitality Professionals 1 (CUL1120) 2.0 Credits

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

Culinary for Hospitality Professionals 2 (CUL1121) 2.0 Credits

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

Cold Pantry (CUL1220) 2.0 Credits

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

Garde Manger (CUL1221) 2.0 Credits

A companion course to CUL1220, Garde Manger, a historical term referring to the chef who "guards" a place in the kitchen where cold foods are kept, utilizes products and skills learned in Cold Pantry (CUL1220). The Garde Manger position in the foodservice operation is responsible for the production of charcuterie, salads, hors d'oeuvres, and appetizers, all of which will be

introduced and practiced as a part of this course. Students rotate through various stations of the cold kitchen, preparing foods for tasting, presentation, and discussion.

Meat and Seafood Identification (CUL1330) 2.0 Credits

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

Culinary Classics (CUL1331) 2.0 Credits

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

Foundations in Soups and Sauces (CUL2420) 2.0 Credits

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

Pastry for Hospitality Professionals 1 (PAS2401) 2.0 Credits

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

Pastry for Hospitality Professionals 2 (PAS2402) 2.0 Credits

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

Vegetable and Starch Preparations (CUL2510) 2.0 Credits

Vegetables and starches are starting to play an important role in menu compositions. As more consumers develop a higher-level awareness of non-meat options, having a wide variety of vegetables, grains, and starches on hand is vital to the successful execution of the menu in foodservice operations. This course exposes the culinary student to the effective and efficient production of a variety of vegetables, grains, and pasta that can serve as accompaniments or main dishes on a contemporary menu.

Contemporary Dishes (CUL2511) 2.0 Credits

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

Purchasing and Cost Controls (FSM2600) 1.5 Credits

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

Culinary Proficiency Preparation (CPP2600) 2.0 Credits

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

Wines: Grapes and Varietals (BEV2520) 1.5 Credits

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

Gastronomic Tour of France (STC2610) 2.5 Credits

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

Culinary Operations 1 (COPS1200) 7.5 Credits

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

Culinary Operations 2 (COPS1300) 7.5 Credits

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

Culinary Operations 3 (COPS2400) 7.5 Credits

A companion course to COPS1200, COPS1300, and COPS2600, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Culinary Operations 4 (COPS2600) 7.5 Credits

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

Dining Room Operations (DROPS1100) 3.5 Credits

Equally as important to food production and preparation in a restaurant is the food delivery and guest service associated with hospitality. This practical, hands-on course is held in the College's open-to-the-public restaurants. Students explore the essentials of dining room

service, focusing on the key areas of hosting, bartending, and service as a front- and back-server. Students will develop an understanding of each role and its importance in successful dining room operations, and they will also practice the skills, techniques, and attitudes required for each role.

PASTRY ARTS ASSOCIATE OF SCIENCE DEGREE

18 Months comprised of six, 10-week quarters

Total Program Hours: 1500

Total Program Credits: 99.5

The Pastry Arts Associate of Science degree from Walnut Hill College is designed to provide the fundamental knowledge, skills, and attributes necessary for a career in the pastry arts profession. Through active participation in a combination of classroom, hands on lab, and experiential learning environments students develop the creative, professional, and technical skills needed for entry or advancement in the pastry field. Academic classes will introduce and reinforce the essential skills necessary for enhanced and continued learning as a life-long industry professional.

The Pastry Arts Associate degree program prepares students for further study in Baccalaureate degree programs focused on Pastry Arts and prepares them for entry-level baking positions in pastry shops, independent or retail bakeries, or other foodservice facilities.

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

PAA.1 Demonstrate professionalism through modeling appropriate attire, attitude, commitment to punctuality, and contributing ideas in a collaborative work environment.

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

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

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

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

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

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

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

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

ASSOCIATE OF SCIENCE PASTRY ARTS COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Sanitation (FSM1100) 1.5 Credits

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

Pastry Techniques (PAS1120) 2.5 Credits

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

Culinary for Hospitality Professionals 1 (CUL1120) 2 Credits

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

Culinary for Hospitality Professionals 2 (CUL1121) 2 Credits

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

Baking Science (PAS1210) 1.5 Credits

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

Professional Bread Baking (PAS1200) 2 Credits

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

Cake Baking and Decorating (PAS1201) 2 Credits

This course teaches the skills required for producing cakes, ranging from the simple creamed cake, to the delicate and classic genoise. With this foundation in place, the students will gain the technical understanding of baking, assembly, icings, and decorating techniques. By producing daily turnouts, developing and assembling cakes students will learn how each component serves a special purpose and how each functions within the final product.

Advanced Baking Science (PAS1310) 2 Credits

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

Custards, Mousses and Frozen Desserts (PAS1320) 2 Credits

This course focuses on professional dessert presentations by practicing both classical and modern techniques of mousses, custards, ice creams and sorbets. The students will study the theory and applications necessary in preparing these light desserts; the science and effects of egg coagulation; ice crystallization; and gelatin on liquids and fats in a hands-on situation. In

addition, students will also be guided through the current application of fruit cookery and dessert sauces.

Chocolate and Confections (PAS1321) 2 Credits

In this hands-on lab class students will discover the universal appeal and application of chocolate. They should be able to correctly temper chocolate and create filled candies, truffles as well as garnishes. This course will also introduce the fundamentals of working with sugar for creating various candy confections as well as for garnishing of plated desserts.

Advanced Pastry Decorations (PAS2510) 2 Credits

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

Purchasing and Cost Controls (FSM2600) 1.5 Credits

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

European Torts and Gateaux (PAS2520) 2 Credits

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

Wedding Cakes (PAS2521) 2 Credits

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

Wines: Grapes and Varietals (BEV2520) 1.5 Credits

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

Pastry Plating and Presentation (POP2510) 3.5 Credits

Students employ the skills developed in their Pastry Operations, and other courses as they complete this course in the college's open to the public restaurant. Students learn the role of a

pantry chef who is commonly responsible for cold food preparation as well as plated dessert turn out.

Pastry Proficiency Preparation (PPP2600) 2.5 Credits

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

Gastronomic Tour of France (STC2610) 2 Credits

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

Pastry Operations 1 (POPS1100) 5 Credits

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

Pastry Operations 2 (POPS1200) 5 Credits

A companion course to POPS1100, POPS1300, POPS2400, POPS2500, and POPS2600 this practical, hands-on course, is held in the college's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation of organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens gaining an understanding of cost-effective dessert production and service. They refine their understanding of each position and its importance in successful bakery and restaurant operations developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Pastry Operations 3 (POPS1300) 5 Credits

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

Pastry Operations 4 (POPS2400) 5 Credits

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

Pastry Operations 5 (POPS2500) 5 Credits

A companion course to POPS1100, POPS1200, POPS1300, POPS2400, and POPS2600 this practical, hands-on course, is held in the college's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation of organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. As students continue to focus on production applications, organization systems, and quality, students begin to utilize managerial tools of a production kitchen and develop supervisory kitchen skills. They continue to refine their understanding of each position and how it is managed.

Pastry Operations 6 (POPS2600) 5 Credits

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

HOSPITALITY MANAGEMENT ASSOCIATE OF SCIENCE DEGREE

18 Months comprised of six, 10-week quarters

Total Program Hours: 1510

Total Program Credits: 99.5

The Hospitality Management Associate of Science Degree from Walnut Hill College is designed to provide students with the foundational knowledge, skills, and abilities related to the multi-faceted hospitality industry. Academic classes will introduce the essential skills necessary for enhanced and continued learning as a life-long industry professional. Practical experience and competencies are achieved through theory and application-based courses.

The program emphasizes key hospitality and management principles in classroom settings and integrates the learned theories with relevant experience in its open to the public restaurants, exposure to industry guest speakers, and experiential management tours within segments of the hospitality industry, serving as a basis for further study in baccalaureate degree programs focused on the hospitality industry and/or entrance into the hospitality industry as supervisors or managers-in-training in the industry.

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

HMA.1 Demonstrate professionalism through modeling appropriate attire, attitude, commitment to punctuality, and contributing ideas in a collaborative work environment.

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

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

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

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

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

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

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

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

ASSOCIATE OF SCIENCE HOSPITALITY MANAGEMENT COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Introduction to Hospitality (HOSP1100) 1.5 Credits

The hospitality Industry is one of the modern world's fastest growing industries. The course looks at its various constituents and important aspects that govern this Industry. All hospitality students and professionals must have an understanding of the diverse and vast commercial operations that are crucial to local as well as global economies.

Sanitation (FSM1100) 1.5 Credits

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

Purchasing and Cost Controls (FSM2600) 1.5 Credits

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

Hospitality Facilities Management (HMGT2400) 1.5 Credits

This course will provide a basic understanding of hospitality design and facility management including lighting, HVAC, and FFE (furniture, fixtures, and equipment) selection and maintenance. The course also explores obligations such as ADA compliance and other regulatory design elements culminating in the completion of a Systems Design project.

Guest Services for Hospitality Professionals (HMGT1200) 1.5 Credits

Taking care of the guest is the heart of offering hospitality. Doing so means understanding and anticipating what the guest needs and then knowing how to meet and exceed those needs. This course explores the intricacies of quality guest services through several frameworks of thought across the hospitality industry. Integrating quality service into the identity and

individual operations of the overall business is the key to success in the hospitality industry. Guest services are often overlooked as an important element of a profitable business; however the quality of service to a customer can impact every part of its operation. Furthermore, guests are not just those who purchase goods or services, but also the employees and vendors. Understanding the complex relationships that exist between each of these stakeholders and the operation is a significant goal for which every manager should strive.

Wines: Grapes and Varietals (BEV2500) 1.5 Credits

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

Meetings and Events (EEP2600) 1.5 Credits

Meetings and Events are one of the fastest growing segments of the Hospitality Industry. Meetings and events are a part of everyday business in hotels and impact the entire team, including sales, rooms, housekeeping, restaurants, banquets, and other areas. This introductory course covers the major aspects of Convention, Meeting and Event Planning and its effects, as it is carried out in the Hospitality Industry.

Responsible Beverage Service (BEV2410) 1.5 Credits

Students will undertake an in depth overview of dram shop liability, physiological effects of alcohol and the establishment and management of alcohol service policies. This course is the nationally recognized certification course administered under the auspices of the National Restaurant Association. The RAMP training will also be a part of the class. The course will include an in depth review of beers; production, styles and responsible service.

Bartending (BEV1100) 1.5 Credits

This course will cover the fundamental aspects of bartending. Students explore how various liquors are produced, gain an understanding of proper bartending terminology and practice traditional and contemporary bartending skills. The engagement of theory based learning along with practical hands on skill development allows students to execute the necessary skills in the bar area of a hotel or restaurant.

Tablesides Presentations (RMGT1200) 1.5 Credits

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

Pastry for Hospitality Professionals 1 (PAS2401) 2 Credits

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

Pastry for Hospitality Professionals 2 (PAS2402) 2 Credits

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

Culinary for Hospitality Professionals 1 (CUL1120) 2 Credits

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

Culinary for Hospitality Professionals 2 (CUL1121) 2 Credits

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

Dining Room Operations (DROP2500) 3.5 Credits

One in a series of companion courses, this practical, hands on course, is held in the College's open-to-the-public restaurants. Students explore the essentials of dining room service focusing on the key areas of hosting, bartending, and service as a front- and back-server. Students will develop an understanding of each role, its importance in successful dining room operations, and practice the skills, techniques, and attitudes required for each role.

Hospitality Operations 1 (HOPS1200) 7.5 Credits

One in a series of companion courses, this practical, hands on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service focusing on one of the key areas of hosting, bartending, and service as a front-

and back-server. Building on the knowledge gained in DROP1100, students will refine their understanding of each FOH role and its importance in successful dining room operations, however, they will focus on one of the three key roles (host, bartender, server) developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Hospitality Operations 2 (HOPS1300) 7.5 Credits

One in a series of companion courses, this practical, hands on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service focusing on one of the key areas of hosting, bartending, and service as a front-and back-server. Building on the knowledge gained in DROP1100, students will refine their understanding of each FOH role and its importance in successful dining room operations, however, they will focus on one of the three key roles (host, bartender, server) developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Hospitality Operations 3 (HOPS2400) 7.5 Credits

One in a series of companion courses, this practical, hands on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service focusing on one of the key areas of hosting, bartending, and service as a front-and back-server. Building on the knowledge gained in DROP1100, students will refine their understanding of each FOH role and its importance in successful dining room operations, however, they will focus on one of the three key roles (host, bartender, server) developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

Hospitality Operations 4 (HOPS2500) 7.5 Credits

One in a series of companion courses, this practical, hands on course is held in the College's open-to-the-public restaurants. Designed to integrate the learning from prior Hospitality Operations courses, students practice the essentials of dining room service management focusing on overseeing dining room personnel and demonstrating managerial functions. Students will exhibit the skills, techniques, and attitudes required to successfully plan, lead, organize and control all tasks associated with dining room supervision.

Hospitality Operations 5 (HOPS2600) 7.5 Credits

One in a series of companion courses, this practical, hands on course is held in the College's open-to-the-public kitchens and is designed as the students back of the house rotation. Students develop an understanding of the essentials of back of the house (BOH) restaurant operations focusing on one food production and turnout in an operational kitchen gaining an understanding of cost effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations developing the skills, techniques, and attitudes required to successfully complete essential BOH tasks.

Management Tour of Florida and the Bahamas (STC2650) 2.5 Credits

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

BACHELOR OF SCIENCE MAJORS

Upon completion of their associates degree, students matriculate into the bachelor degree program. Students earning an associates degree in either Culinary Arts or Pastry Arts may matriculate into the bachelor degree of the same major. Hospitality Management students may select either the Restaurant Management or Hotel Management bachelor degree program.

BACHELOR'S DEGREE GENERAL EDUCATION REQUIREMENTS

As in our Associate Degree programs, Walnut Hill College takes a holistic approach to higher education ensuring development of general knowledge focused on analytical, critical thinking, and problem-solving skills along with the technical skills required for success in their life and career fields. Students are registered for all courses by the Student Success Office and are not required to register for courses each term.

BACHELOR'S DEGREE GENERAL EDUCATION COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed by all students in all majors in order to graduate.

Communication and Interpersonal Relationships (PSY3100) 3.0 Credits

Students are exposed to and gain an understanding of the basic concepts, vocabulary, theories, and processes relevant to the study of initiating, maintaining, and terminating relationships through interpersonal communications. An equally important goal of this course is to develop the students' own interpersonal skills by increasing their repertoire of behavioral choices. Lectures, discussions, classroom activities, written and oral assignments, and out-of-class observations will be used to aid the development of knowledge and skills relating to interpersonal communication competence. During each class, we will strive to merge theory with practice.

Community Engagement and Accountability (HUM4100) 2.0 Credits

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

Advanced Nutrition (SCI3200) 2.0 Credits

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

Ethics (PHL3300) 2.0 Credits

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

Critical Thinking and Psychology (PSY3300) 3.0 Credits

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

Leadership (LEAD4400) 3.0 Credits

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

Current Issues in Society (SOC4400) 3.0 Credits

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

Sustainability in Life and Work (HUM4500) 2.0 Credits

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

impact on the environment, while defining and brainstorming solutions relating to sustainability.

Sociology of Popular Culture (SOC4500) 3.0 Credits

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

Perspectives on Contemporary Civilization (HUM4620) 2.0 Credits

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

Analysis of Film and Literature (HUM4600) 3.0 Credits

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

Philosophy as a Way of Life (PHL4300) 3.0 Credits

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

All students, regardless of program, completing an bachelor's degree are required to complete a course focused on the cultures of England. Students are required to complete a one-week, immersion learning experience called The Hospitality Tour of England. This course is designed to support them to prepare for, and during their immersion learning experience.

Culture of England (HUM4610) 2.0 Credits

The Culture of England course is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire.

This is a preparatory course for the students' immersion learning course, during which students complete a multi-day tour experiencing the cultures and hospitality of the United Kingdom. In order to be prepared to gain the most from that course, students will learn about the culture in which they will be immersed and develop goals for learning during the travel experience.

CULINARY ARTS BACHELOR OF SCIENCE DEGREE

36 Months comprised of twelve, 10-week quarters

Total Program Hours: 3035

Total Program Credits: 193.5

The Culinary Arts Bachelor of Science program provides students with the opportunity to develop advanced culinary knowledge and conceptual skills linked to culinary management positions in the food service industry. Active participation in hands on lab, experiential learning, and classroom instruction is combined to create a rigorous academic environment where students will develop the conceptual, collaborative, critical thinking, and effective decision-making skills associated with leaders within the food service industry.

Practical experience and competencies are achieved through theory and application-based classes as well as on-the-job departmental training and experiential immersions in hospitality organizations. A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the degree program. Culinary Arts Bachelor Degree graduates may secure key roles in positions such as Chef de Partie, Cook III, Station Chef, and Sous Chef while advancing down the career path into roles such as Chef De Cuisine, Banquet Chef, Executive Chef, or Food Service/Kitchen Manager.

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

CAB.1 Recognize the importance of continued educational, professional development, and business relationships in a number of different settings such as actively maintaining a professional membership

CAB.2 Demonstrate advanced culinary techniques through the ability to prepare nutritionally balanced foods with various techniques, textures, flavors and taste.

CAB.3 Effectively demonstrate the use of research applications to learn new ingredients and cooking methods.

CAB.4 Explain the importance of nutritive cooking techniques by discussing the characteristics of food sources and describing how nutritional cooking methods can support healthy lifestyles.

CAB.5 Employ integral professional and technical skills essential to success in the industry including guest service, supervisory management, time management, ethical decision making, collaboration, and multi-tasking.

CAB.6 Conceptualize relationships between food systems, culture, sustainability and its impact on society.

CAB.7 Examine and prepare international recipes from a variety of cuisines across the globe discussing how they can be utilized as a part of a contemporary hospitality operation.

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

CAB.9 Design and execute a short-term operational hospitality business inclusive of menu design, recipe development and costing, marketing, and operational execution.

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

BACHELOR OF SCIENCE CULINARY ARTS COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Retail Product Development (CUL3130) 2.5 Credits

Students will design their own food based product, perform market research, plan, draft recipes, produce, design packaging, marketing and advertising of the product. Conduct market research and a tasting to the general Walnut Hill College student body of their product.

Italian Rustica/Modern Spanish Cuisine (CUL3140) 2 Credits

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

Contemporary Plating and Arrangements (CUL3150) 2 Credits

Plate arrangements and plate decoration are essential skills for a chef. It is no longer enough for the food to taste good. That taste, or anticipation of taste, is what makes the food

experience memorable. The tools necessary for this transition are taught in this course, including the basic principles of plate presentation from classical to contemporary. The exercises are project oriented, using a variety of sauces, garnishes and design elements.

Canning and Jarring (CUL3230) 2.5 Credits

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

New Style and Country Cuisine (CUL3240) 2 Credits

The study of French cuisine reveals layers of historical perspectives culinary frames. One of the most relevant culinary periods to explore is Nouvelle (“New”) Cuisine. This New French cuisine sought to improve the classic historical basis from which chefs worked by altering techniques and food values. By turning to the regional dishes of the country side and embracing what came to be known as cuisine gran mere, nouvelle chefs highlight the simple elegant foods of the countryside through clean techniques and lighter flavors.

Taste Flavors and Devils Food (CUL3250) 2 Credits

One of a chefs most important tools is his or her palate. Exposure to tastes and flavors is vital to understanding how to utilize spices effectively. Students will be exposed to the world of flavors and taste sensations. Students are exposed guided to develop a pronounced sense of flavor and sensual perception exploring the physiology of taste, the relationship between flavors that create the finished dish.

Menu Planning (FSM4400) 1.5 Credits

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

Charcuterie (CUL4430) 2.5 Credits

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

The Chef's Palate (CUL3320) 2 Credits

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

American Road Food/Cuisine of the Americas (CUL4550) 2 Credits

Explorations of American National cuisine using a region by region format. Students will investigate the indigenous ingredients, cooking techniques and international influences of each distinct geographic region of The United States. Students will prepare many traditional and modern recipes from multiple regions defining the melting pot of American cuisine.

Marketing for Hospitality Professionals (MGT4400) 1.5 Credits

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

Introduction to Hospitality Accounting (ACC3120) 1.5 Credits

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

Retail Foods of the Future: My Test Kitchen (CUL3330) 2.5 Credits

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

Modernist Cuisine (CUL4440) 2 Credits

In the middle 1980's various culinary trends were set into motion that would lead to what we now call "Modernist Cuisine". Best described as a departure from the established Nouvelle, Classic, and Regional Cuisines, Modernist Cuisine follows a path of relentless innovation striving to create a new dialogue with the client. In this course we will explore the theory and techniques of Modernist Cuisine and apply them to create customized dishes reflecting this "Modernist" stance toward gastronomy.

Emerging World and Nordic Cuisine (CUL4530) 2 Credits

The study of regional cuisine is essential for the developing culinarian. Globalism has brought a wide variety of regional cuisines to the mainstream. This course focuses on regional cuisines from a variety of cuisines that have emerged on the global gastronomic scene in recent history. This course will touch on Scandinavia, Africa, South American, and Mexican cuisines, to name a few.

Freestyle Cooking (CUL4510) 2 Credits

In this exciting course, students will be challenged to an amuse bouche, an appetizer, and an entrée, from a weekly "Market Basket". By designing courses based around a variety of themes, the culinarian is challenged to utilize their knowledge and create marketable dishes for an upscale restaurant. Dishes are prepared and presented to the group for tasting and discussion. Students will reflect upon their work by submitting a weekly reflective assessment and peer evaluation of a colleague's dish.

Amuse Bouche, Mise En Bouche, Verrine (CUL4450) 2 Credits

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

Nutritive Cooking (CUL4620) 2 Credits

Vegetarian eating has been around for as long as man has but it was not until the twentieth century, with the advent of nutritional research, that the actual preparation of vegetarian food became important. In this course, we will examine what drives vegetarian and vegan styles of eating, analyze the philosophies behind creating balanced plant based meals and how to create delicious, nutritious meals.

Contemporary Plated Desserts (PAS4611) 2 Credits

This course is the final piece in the puzzle of the Culinarian's pastry and dessert development. In this hands-on lab course students will further develop and apply techniques previously learned in order to produce professional bakery quality tarts and tortes as well as how these can be transferred into plated dessert form. Students will further their mousse skills as well as frozen desserts including ice creams and sorbets. In addition, more elaborate garnishing and

saucing techniques will be covered and directly applied to create complex elegant plated desserts.

Hospitality Operations Assessment (HOSP4610) 3 Credits

The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400) scheduled in conjunction with HOSP4600, Hospitality Operations Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories and a variety of checklists to support in the operations of the college's open-to-the-public restaurant.

Hospitality Tour of England (STC4600) 2.5 Credits

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

Culinary Arts Internships 4 credits per Internship Requirement

INTC3100 • INTC3200 • INTC3300 • INTC4400 • INTC4500 • INTC4600

Internships are designed to give students an opportunity to learn from industry professionals. Area restaurants, catering agencies, clubs, hotels, and other operations that meet the requirements set forth by Walnut Hill College are designated as approved sites. Culinary Arts students enrolled in the bachelor's degree program are required to complete 6 terms of internship requirements earning a total of 18 credits.

Details related to internship programs can be found under the Internship section of this catalog.

PASTRY ARTS BACHELOR OF SCIENCE DEGREE

36 Months comprised of twelve, 10-week quarters

Total Program Hours: 3145

Total Program Credits: 195.5

The Pastry Arts Bachelor of Science program provides students interested in pursuing leadership positions in the pastry industry. The Bachelor program builds on the associate degree by offering more advanced pastry arts courses and more in-depth academic classes. These courses are designed to enhance and solidify pastry production, preparation, and decorating skills. Active participation in hands on lab, experiential learning, and classroom instruction is combined to create a rigorous academic environment where students will develop

the conceptual, collaborative, critical thinking, and effective decision-making skills associated with leaders within the pastry field.

A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the degree program. Upon completion of the program graduates may seek key roles in positions such as entry-level pastry chefs, retail or wholesale bakers while advancing down the career path into roles such as Executive Pastry Chef.

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

PAB.1 Demonstrate advanced pastry techniques by employing traditional and contemporary pastry techniques and presentation styles.

PAB.2 Assess and critique the results of a completed pastry and dessert.

PAB.3 Employ integral professional and technical skills essential to success in the pastry industry including supervisory management, ethical decision making, collaboration, and multi-tasking.

PAB.4 Design, develop, and implement a variety of recipes and menus in food service environments.

PAB.5 Effectively demonstrate research applications in hands on practice.

PAB.6 Design and execute a short-term operational hospitality business inclusive of menu design, recipe development and costing, marketing, and operational execution.

PAB.7 Evaluate the results of a hospitality business utilizing critical analysis of outputs and recommending solutions by employing creativity and problem-solving skills based on operational theory and procedures.

PAB.8 Recognize the importance of continued educational and professional development in a number of different settings such as actively maintaining a professional membership.

BACHELOR OF SCIENCE PASTRY ARTS COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Artisan Breads 1 (PAS3100) 2 Credits

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

Artisan Breads 2 (PAS3110) 2 Credits

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

Art and Presentation (CUL3120) 2 Credits

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

Advanced Boulangerie 1 (PAS3200) 2 Credits

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

Advanced Boulangerie 2 (PAS3210) 2 Credits

This course is an in-depth study of the specific procedures for working with various specialized doughs. Along with its companion course, PAS3200, students are exposed to laminated doughs such as croissant, Danish and puff pastry to phyllo dough, as well as various fried doughs and sweet pastas. Students will learn the theory, required techniques and classic presentations for these and other complex and delicate ethnic creations. Students will become familiar with and

be able to execute and produce tasteful, quality products using the various specialized doughs discussed throughout this course. Students will be able to work with and produce bakery quality products as well as develop a bakery menu.

Menu Planning (FSM4400) 1.5 Credits

The first of five companion courses (MGT4400, HOSP4600, PAS3340, HOSP4610) this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the center piece of the restaurant supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the food service industry in order to recognize the relationship between the menu and operational success. Students will work in teams to design a cost effective, balanced, menus.

Contemporary Dessert Styling (PAS3300) 2 Credits

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

Celebration Cakes 1 (PAS3310) 2 Credits

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

Celebration Cakes 2 (PAS3320) 2 Credits

As with its companion course, PAS3310, this advanced cake design course students will continue to develop and refine their skills through the practice of both traditional and modern wedding and celebration cake designs. Artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, air brush painting, and alternative cake supports utilizing these advanced techniques to execute a traditional and a modern cake. Ultimately students will prepare a four-tiered rolled fondant wedding cake with royal icing decorations and gum paste flowers for presentation at a college-wide and community event.

Marketing for Hospitality Professionals (MGT4400) 1.5 Credits

The third in a series of companion courses (HOSP4510, PAS3340, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze

marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learnt concepts and theories to launch a marketing plan for the college's open-to-the-public courses in which the students designed menu will be presented in the following term.

Introduction to Hospitality Accounting (ACC3120) 1.5 Credits

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

International Desserts (PAS4400) 2 Credits

Students explore international cuisines, in particular desserts, while studying various cultures. A variety of ethnic desserts, ranging from regional classics to seasonal favorites, are studied and prepared as the student looks at the different international customs and traditions of baking. Through the exposure to ingredients and techniques specific to other cultures, students enhance their dessert plating skills focusing on contemporary desserts influenced by the flavors of the world.

The Art of the Chocolatier 1 (PAS4410) 2 Credits

During the chocolate focused course and its companion course (PAS4420) students develop an in-depth understanding of chocolate production. Students learn proper melting (de-crystallizing) and tempering (crystallizing) of chocolates. Through the study of a variety of types of chocolates, students gain skills and techniques in working with chocolate, candy making, decorations and showpieces. Throughout the course students practice their skills in creating nut pastes, marzipans, cream and butter ganaches, piped truffles and coating, as well as moulding of chocolates.

The Art of the Chocolatier 2 (PAS4420) 2 Credits

In this, and its companion course PAS4410, students develop an in-depth understanding of chocolate production. Students learn proper melting (de-crystallizing) and tempering (crystallizing) of chocolates. Through the study of a variety of types of chocolates, students gain skills and techniques in working with chocolate, candy making, decorations and showpieces. Throughout the course students practice their skills in creating nut pastes, marzipans, cream and butter ganaches, piped truffles and coating, as well as moulding of chocolates. The course culminates in the student's execution of a planned showpiece.

Pastry Freestyle 1 (PAS4500) 2 Credits

Along with its companion course PAS4510, Pastry Freestyle is designed to develop critical thinking skills in the kitchen, students will utilize their knowledge and skills developed throughout their programs to create plated desserts and petit fours each week utilizing a mystery bin of ingredients. Students are challenged to think on their feet and create a menu

that is skillful, delicious and reflective of the theme of the ingredients. The class will also use self and peer critique as means of evaluation and continual development. Preparation and the ability to work on your feet is critical.

Pastry Test Kitchen (PAS4501) 2 Credits

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

Sugar Artistry (PAS4600) 2 Credits

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

Advanced Confections (PAS4610) 2 Credits

During this course focused on the utilization of sugar in the pastry kitchen, along with its companion course PAS4620, students are introduced to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered. The students will work to develop skills that will enable them to produce artistic and technically sound showpieces. The course culminates in the students design and preparation of a showpiece that showcases skills in pastillage, casting sugar, pulled sugar and blown sugar.

Hospitality Operations Assessment (HOSP4610) 2.5 Credits

The fifth and final in a series of companion courses (MGT4400, HOSP4510, PAS3340, FSM4400) scheduled in conjunction with HOSP4600, Hospitality Operations Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories and a variety of checklists to support in the operations of the college's open-to-the-public restaurant.

Hospitality Tour of England (STC4600) 2.5 Credits

At the culmination of its companion course, The Culture of England, which is designed to provide students an understanding of the cultures of the United Kingdom with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersion learning experience of the United Kingdom. Students will tour of a variety of unique and first-rate hospitality outlets learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants,

upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of 'hospitality.' Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

Pastry Arts Internships 4 credits per Internship Requirement

INTP3100 • INTP3200 • INTP3300 • INTP4400 • INTP4500 • INTP4600

Internships are designed to give students an opportunity to learn from industry professionals. Area restaurants, bakeries, cake shops, candy shops and other operations that meet the requirements set forth by Walnut Hill College are designated as approved sites. Pastry Arts students enrolled in the bachelor's degree program are required to complete 6 terms of internship requirements earning a total of 24 credits.

Details related to internship programs can be found under the Internship section of this catalog.

RESTAURANT MANAGEMENT BACHELOR OF SCIENCE DEGREE

36 Months comprised of twelve, 10-week quarters

Total Program Hours: 3185

Total Program Credits: 197

Building upon the foundational knowledge, skills, abilities and attitudes developed in the Hospitality Management Associate of Science degree program, students in the Restaurant Management Bachelor degree program will broaden their awareness of key industry issues related to management of a restaurant or food service operation. Courses focus on the development of analytical skills establishing enhanced abilities in critical thinking, creative problem solving, and effective decision making.

Practical experience and competencies are achieved through theory and application-based classes as well as on-the-job departmental training and experiential immersions in hospitality organizations. Managerial techniques are refined while leadership traits and abilities are formed through active, team-oriented coursework focused on interpersonal communications, collaboration, financial management and guest relations. A comprehensive capstone project resulting in the design and execution of a short-term restaurant concept is woven throughout courses in the degree program. Restaurant Management graduates may secure key roles in fine dining restaurants or pursue entry-level management positions in a variety of foodservice establishments.

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

RMB.1 Utilize interpersonal skills to manage/lead employees and collaborate effectively with professionals in a hospitality setting.

RMB.2 Analyze and evaluate financial statements, statistics, and calculations and apply them to decision-making situations and strategic planning.

RMB.3 Apply the concepts associated with foodservice management as they relate to planning, organizing, leading, and controlling.

RMB.4 Comprehend, solve and interpret financial statements, statistics, and calculations relevant to the food and beverage industry.

RMB.5 Compare and contrast the benefits and challenges associated with employment in a variety of hospitality operations and venues.

RMB.6 Develop a holistic sense of grape, wine, and spirit production as it relates to the evaluation and recommendation of wines and spirits.

RMB.7 Design and execute a short-term operational hospitality business inclusive of menu design, recipe development and costing, marketing, and operational execution.

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

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

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

BACHELOR OF SCIENCE RESTAURANT MANAGEMENT COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Culinary for Restaurant Professionals 1 (CUL4101) 2 Credits

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

Culinary for Restaurant Professionals 2 (CUL4102) 2 Credits

Building on students' knowledge, skills, and attitudes related to working in a professional kitchen environment and the advanced skills that are critical to success as a food service professional studying the transformation of prepared foods, students focus on entrée menu item development that is not only attractive to consumers, but is also financially viable for sale.

Catering and Off-Site Foodservice (FSM3110) 1.5 Credits

The increased demand for catering operations for social and specialized events has brought in a new focus on the subject of Catering Management. This course will help you understand Catering as a profession, its contents and requirements. Further the course will also explore what it takes to be a professional Caterer.

Managing Restaurant Operations (RMGT3100) 1.5 Credits

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

Hospitality Management Strategies and Logistics (HOSP4530)

Derived from the basics of systems theory, this course examines the micro- and macroenvironments that have an impact on how hospitality businesses select and act on strategies for sustained success. Considerations of logistical needs to run a hospitality organization and the practice of critical decision-making of strategies that are in alignment with the business vision, mission and core values will be further developed.

Menu Planning (FSM4400) 1.5 Credits

The first of five companion courses (MGT4400, HOSP4510, BEV3100, HOSP4610) this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the center piece of the restaurant supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the food service industry in order to recognize the relationship between the menu and operational success. Students will work in teams to design a cost effective, balanced, menus.

Spirits and Wines (BEV3100) 1.5 Credits

The first part of this course will introduce students to the current brands of alcoholic spirits, where and how they are produced, how to identify their flavors. The second part will cover the "how and why" of creating a successful restaurant wine list. During the second half of the class students will practice creating cocktails to be presented in their portion of the Hospitality classes. Towards the end of this course students will learn how to create an industry acceptable wine list.

Hospitality Operations Assessment (HOSP4610) 3 Credits

The fifth and final in a series of companion courses (BEV3100, MGT4400, FSM4400, HOSP4600) scheduled in conjunction with HOSP4600, Hospitality Operations Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets,

inventories and a variety of checklists to support in the operations of the college's open-to-the-public restaurant.

Wines of the World (BEV3110) 1.5 Credits

A detailed approach to understanding the commercial world of wine in the restaurant context; with an emphasis on developing an in depth knowledge of wine service, wine & food pairings and the world's commercially significant wine regions. Students refine their understanding of wines gained during their Associates degree focusing on the six factors that influence the production of wines with an emphasis on distinguishing the top commercial grape varieties. Eligible students engage in regular wine tasting refining their palates as it relates to the wines of the world.

Restaurant Facilities Layout and Design (RMGT3200) 1.5 Credits

This course will provide an understanding of restaurant design and facility management. Coverage will include furniture, fixture and equipment selection and their impact to the design and operational flow of a restaurant. Obligations such as ADA compliance, and other regulatory design elements will be explored. Students will utilize this information as a part of a complete feasibility study for a restaurant.

Risk Management in Hospitality (HOSP3110) 1.5 Credits

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions of risk identification, analysis, measurement, control, financing, insurance, coverage and benefits.

Human Resource Management (MGT3300) 1.5 Credits

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

Marketing for Hospitality Professionals (MGT4400) 1.5 Credits

The third in a series of companion courses (BEV3100, HOSP4600, FSM4400, HOSP4610), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learnt concepts and theories to launch a marketing plan for the college's open-to-the-public courses in which the students designed menu will be presented in the following term.

Introduction to Hospitality Accounting (ACC3120) 1.5 Credits

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

Hospitality Accounting and Revenue Management (HOSP4520) 1.5 Credits

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

Maître D' Operations 1 (RMOP3100) 7.5 Credits

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

Hospitality Tour of England (STC4600) 2.5 Credits

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

Restaurant Management Internships 5 credits per Internship Requirement INTR3200 • INTR3300 • INTR4400 • INTR4500 • INTR4600

Internships are designed to give students an opportunity to learn from industry professionals. Area restaurants, hotels, resorts, convention or meeting facilities and other operations that meet the requirements set forth by Walnut Hill College are designated as approved sites. Restaurant Management students enrolled in the bachelor's degree program are required to complete 5 terms of internship requirements earning a total of 25 credits.

Details related to internship programs can be found under the Internship section of this catalog.

HOTEL MANAGEMENT BACHELOR OF SCIENCE DEGREE

36 Months comprised of twelve, 10-week quarters

Total Program Hours: 3130

Total Program Credits: 192

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

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

PROGRAM GOAL:

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

STUDENT LEARNING OUTCOMES:

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

HMB.1 Utilize interpersonal skills to manage/lead employees and collaborate affectively with professionals in a hospitality setting.

HMB.2 Analyze and evaluate financial statements, statistics, and calculations and apply them to decision-making situations and strategic planning.

HMB.3 Apply the concepts of planning, organizing, leading, and controlling as associated with hotel management.

HMB.4 Comprehend, solve and interpret financial statements, statistics, and calculations relevant to the lodging industry.

HMB.5 Compare and contrast the benefits and challenges associated with employment in a variety of hospitality operations and venues.

HMB.6 Recognize and compare the interdependency associated with successful hospitality operations amongst hotels, events, conferences and conventions, restaurants, resorts, casinos, and the tourism industry.

HMB.7 Discuss technologies used to effectively manage guest interactions, revenue, departmental functions, marketing and other operational needs.

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

HMB.9 Discuss local, state, and national laws as they relate to the successful operation of a hotel operation.

HMB.10 Evaluate organizational development, human resources, and risk awareness issues that have been established within the local, state and federal government with specific application to lodging and tourism industries.

BACHELOR OF SCIENCE HOTEL MANAGEMENT COURSE DESCRIPTIONS

To achieve the requisite knowledge, skills and abilities described above, the following course requirements must be completed to graduate.

Executive Housekeeping Operations (HMGT3100) 1.5 Credits

Housekeeping is critical to the success of today's hospitality operations. The course examines what it takes to direct day-to-day operations of this department, from big-picture management issues such as department organization, inventories, and safety to technical details such as cleaning, and furniture, fixtures & equipment selection.

Principles of Hotel Management (HMGT3110) 1.5 Credits

This course presents an introduction to the rooms division departments of a hotel. It includes a systematic approach to front office procedures by detailing the flow of service through a hotel, including reservations, registration, and security.

Managing Front Office Operations (MGT3210) 1.5 Credits

This course presents an examination of common management practices to evaluate room inventory and business success. Students will understand the basic processes for guest account management, settlement, and reconciliation of property accounts.

Event and Entertainment Planning (EEP3100) 1.5 Credits

This course allows students to learn the theories of event management. The students will learn how to formulate event strategies for places / destinations. The course will focus on planning, development, management, and implementation of all types of events such as entertainment events, and corporate events, cultural and sporting events and festivals.

Human Resource Management (MGT3300) 1.5 Credits

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

Hospitality Information Management Systems (HMGT3300) 1.5 Credits

This course introduces students to information technology management issues, and demonstrates how technology can be utilized to increase efficiency and productivity in the hospitality field. Students are exposed to a variety of Information Management Systems through immersion learning experiences at local area hotels. Students gain an understanding for the differences and similarities in Global Distribution Systems, Property Management Systems, and Point of Sale systems they will use in the industry.

Convention Service and Sales (EEP3300) 1.5 Credits

This course provides an advanced study of the convention, corporate and group tour markets. Topics include establishing records and systems maintenance, and promotional, advertising, and servicing techniques for this segment of the hospitality industry.

Marketing for Hospitality Professionals (MGT4400) 1.5 Credits

Marketing is an essential skill for hospitality professionals. During this course students develop fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction.

Travel and Tourism (TTM4100) 1.5 Credits

This course provides students with an opportunity to explore the dynamic and diverse industry of tourism. Topics include the history and growth of tourism and hospitality service providers, such as airlines, attractions, destination marketing organizations, tour operators, and travel agents. Key issues and dilemmas related to the economic, social/cultural, political, and environmental impacts of tourism, as well as tourism trends will also be examined.

Resort Management (TTM4110) 1.5 Credits

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

Hospitality Accounting and Revenue Management (HOSP4520) 1.5 Credits

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

Introduction to Hospitality Accounting (ACC3120) 1.5 Credits

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

Lodging Development Investment and Finance (HMGT4540) 1.5 Credits

Students are introduced to concepts in the development of hotel properties. Development topics include the phases of domestic and international market site-selection, conceptual and architectural design requirements and construction management. Opportunities for investment and financial strategies such as capital budgets, REIT's, mergers and acquisitions will also be covered.

Risk Management in Hospitality (HOSP3110) 1.5 Credits

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions of risk identification, analysis, measurement, control, financing, insurance, coverage and benefits.

Hospitality Management Strategies and Logistics (HOSP4530) 1.5 Credits

Derived from the basics of systems theory, this course examines the micro- and macroenvironments that have an impact on how hospitality businesses select and act on strategies for sustained success. Considerations of logistical needs to run a hospitality organization and the practice of critical decision-making of strategies that are in alignment with the business vision, mission and core values will be further developed.

Casino Organization and Culture (HMGT3220) 1.5 Credits

This introductory course examines the history and development of gaming and casino operations, and how it is rapidly growing throughout the United States. Particular attention is placed on casino operations in the states of Delaware, New Jersey, and Pennsylvania. This course covers the unique interior and community cultures of casino operations as a segment of the hospitality industry. Students will study the structure of casino operational departments and their functions.

Hotel Management Analytical Research Prep (HMAR4500) 2 Credits

This course examines the core principles, procedures and applications of hotel business research and analytics. This course is designed to provide students with an advanced knowledge of hotel operation decision-making and further develop critical thinking skills. Coursework includes classroom-based lecture, academic and trade article readings and one-to-one guidance with the instructor for the development of the Hotel Management Analytical Research project.

Hotel Management Analytical Research (HMAR4600) 2 Credits

The course offers a framework for designing and appraising a research project using the Hotel Management Internship site or other approved hospitality business as the case study. Taking the knowledge and skills learned from the Hotel Management Analytical Research Prep (HMAR4500) course, the students will apply these skills in a role as a student/manager decision-maker. This course places emphasis on examining, reporting and solving a real business opportunity using researched data.

Hospitality Tour of England (STC4600) 2 Credits

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

Hotel Management Internships 5 credits per Internship Requirement

INTHM3100 • NTHM3200 • INTHM3300 • INTHM4400 • INTHM4500 • INTHM4600

Internships are designed to give students an opportunity to learn from industry professionals. Area hotels, resorts, convention or meeting facilities and other operations that meet the requirements set forth by Walnut Hill College are designated as approved sites. Hotel Management students enrolled in the bachelor's degree program are required to complete 6 terms of internship requirements earning a total of 30 credits.

Details related to internship programs can be found under the Internship section of this catalog.

KEY TO COURSE CODES

ACC	Accounting
BEV	Beverage Management
CCS	College and Career Success COPS Culinary Operations
CPP	Culinary Proficiency Preparation
CUL	Culinary Arts

DROP	Dining Room Operations
EEP	Event and Entertainment Planning
ENG	English
FSM	Foodservice Management
HIS	History
HMAR	Hotel Management Analytical Research
HMGT	Hotel Management
HOPS	Hospitality Operations HOSP Hospitality Management
HUM	Humanities
INTC	Internship-Culinary Arts
INTH	Internship-Hotel Management
INTP	Internship-Pastry Arts
INTR	Internship-Restaurant Management
LAW	Law
LEAD	Leadership
MGT	Management
MTH	Math
PAS	Pastry Arts
PHL	Philosophy
POPS	Pastry Operations
PPP	Pastry Proficiency Preparation
PSY	Psychology
RMGT	Restaurant Management
RMOP	Restaurant Management Operations
SCI	Science
SOC	Sociology
STC	Study Tour Course
TTM	Travel-Tourism Management

COURSE NUMBERS

Course numbers reflect the scope of the courses, and the level of difficulty of skills and concepts covered. 1000 and 2000 level courses are included in associate's degree programs. 3000 and 4000 level courses are in the bachelor's degree programs. Prerequisites are noted in the course descriptions.

ACADEMICS

ACADEMIC YEAR

A full-time academic year consists of three 10-week terms. Walnut Hill College awards credits in compliance with ACCSC's quarter credit hour computations.

- Associate of Science degree length is 2 Academic Years completed in 18 calendar months.
- Bachelor of Science degree length is 4 Academic Years completed in 36 calendar months.

CLOCK TO CREDIT HOURS

A credit hour is a unit of measurement that indicates the amount of time and effort required to complete a course and earn learning outcomes. It's based on the number of weeks in a term and the institution's expectations for student work. Use this information to see how many actual clock hours are equal to a credit hour:

- For classroom activities, 1 clock hour in a didactic learning environment = 2 units
- For laboratory activities, 2 clock hours = 1.5 units
- For internship activities, 1 hour = 1 unit

MAXIMUM PROGRAM LENGTH

Students must complete all of their educational requirements within a maximum time frame of 1.5 times the length of the program. If a student fails to complete his/her studies within this maximum time frame, he/she will be terminated from the college. The Executive Vice President will review any extenuating circumstances to determine if an extension should be granted. Students who exceed the maximum length of the degree program who want to return to the college to complete their degree must reapply through the department of admissions and follow all applicable transfer credit policies.

ACADEMIC CALENDAR

Walnut Hill College schedules student events throughout the year. The Academic Calendar highlights important dates as it relates to the college and our students. These dates are subject to change at any time and without notice. The handbook is available on the college website at www.walnuthillcollege.edu. It is important to note that Walnut Hill College does not observe all federal or religious holidays. Be sure to consult the college's policies on holidays and attendance for more information.

Academic Calendar 2024/2025

FT Full -Time Students

Staff Holidays

August 2024

Tuesday, August 13	Faculty Return to Campus
Wednesday, August 14	Professional Development • All Faculty
Wednesday, August 21	All Staff Meeting • Faculty & Staff in Attendance
Sunday, August 25	"Welcome Home" • Faculty & Staff Available
Monday, August 26	"First Class Activities" • Faculty & Staff Available
Tuesday, August 27	"First Class Activities" • Faculty & Staff Available
Wednesday, August 28	Start of Term • Classes Resume

September 2024

Saturday, August 31 - Monday, September 2	Labor Day Weekend • No Classes in Session
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October 2024

Tuesday, October 1	Board of Trustees Meeting
Friday, October 18	Freshman Showcase (t) • Faculty & Staff Available

November 2024

Tuesday, November 5	End of Term Grades Due Monday, November 11
Wednesday, November 6	Start of Term
Tuesday, November 26	Last Day of Classes before Thanksgiving Break
Wednesday, November 27	Residence Halls Close at Noon
Wednesday, November 27	Faculty Development Day • No Classes in Session
Thursday, November 28- Sunday, December 1	Thanksgiving Break • No Classes in Session- Staff Holiday

December 2024

Sunday, December 1	Residence Halls Open at 10 am
Monday, December 2	Classes Resume
Tuesday, December 10	Board of Trustees Meeting
Saturday, December 21	Last Day of Classes
Sunday, December 22	Residence Halls Close at Noon

Winter Break

Sunday, December 22 - Sunday, January 5	Winter Break • No Classes in Session Faculty Vacation
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January 2025

Sunday, January 5	Residence Halls Open at 10 am
Monday, January 6	Classes Resume

February 2025

Saturday, February 1	End of Term Grades Due-Friday, February 7
Saturday, February 1	"Welcome Home" • Select Staff Available
Sunday, February 2	"First Class Activities" • Select Staff Available
Monday, February 3	"First Class Activities" • Start of Term

March 2025

Tuesday, March 4	Board of Trustees Meeting
Friday, March 21	Freshman Showcase (t) • Faculty & Staff Available

April 2025

Saturday, April 12	Last Day of Classes Grades Due Tuesday, April 22
Sunday, April 13	Residence Halls Close at Noon
Sunday, April 13- Sunday, April 20	Spring Break No Classes in Session
Sunday, April 20	Residence Halls Open at 10:00 am
Monday April 21	Start of Term

May 2025

Tuesday, May 6	Teacher Appreciation Day • Faculty in Attendance
Saturday, May 24 - Monday, May 26	Memorial Day Holiday. No Classes in Session

June 2025

Tuesday, June 3	Board of Trustees Meeting
Thursday, June 19	Graduate Soiree
Saturday, June 28	Last Day for Restaurants & Pastry Shop
Sunday, June 29	Residence Halls Close at Noon

July 2025

Tuesday, July 1	End of Term FT
Tuesday, July 1	Student Summer Break Begins
Monday, July 21	Graduation Ceremony (t) Faculty & Staff Available
Tuesday, July 22	Faculty Vacation Begins

Labor Day: Monday, September 2, 2024

Thanksgiving Break

Thursday, November 28 - Sunday, December 1, 2024

Winter Break Part 1

Tuesday, December 24—Thursday, December 26

Winter Break Part 2

Tuesday, December 31—Thursday, January 2

Memorial Day Break

Saturday, May 24 - Monday, May 26, 2025

Independence Day • Friday, July 4, 2025

Faculty Holidays/Vacation

Labor Day • Monday, September 2, 2024

Thanksgiving Break

Thursday, November 28—Sunday, December 1 2024

Winter Break

Sunday, December 22, 2024 - Sunday, January 5, 2025

Spring Break

Sunday, April 13 - Sunday April 20, 2025

Memorial Day Break

Saturday, May 24 - Monday, May 26, 2025

Independence Day

Friday, July 4, 2025

Summer Vacation

Tuesday, July 22—Monday, August 11, 2025

Faculty Development Days

Wednesday, August 13, 2024

Wednesday, November 27, 2024

Summer Institute Admissions (t)

Wednesday, July 9- Friday, July 11, 2025

Wednesday, July 16- Friday, July 18, 2025

CLASS SIZE

Class sizes will vary depending upon the type of class and the classroom in which it is held. The number of students scheduled into a class is at the discretion of the registrar and his or her appointees. In general, class sizes will be limited to:

- 26 students in hands on classes
- 85 students in lecture/demonstration classes
- 62 students on any tour experience.

ACADEMIC AWARDS AND HONORS

Levels of academic honors are awarded to recognize levels of achievement based upon a student's GPA. The following ranges apply for honors status at the completion of each term:

<u>GPA RANGE</u>	<u>TERM HONORS</u>
3.75 – 4.00	President's List
3.50 – 3.74	Dean's List/Gold Toggle Awarded

The following ranges apply for honors status at graduation:

<u>GPA RANGE</u>	<u>GRADUATION HONORS</u>
3.75 – 4.00	Summa Cum Laude
3.50 – 3.74	Magna Cum Laude
3.25 – 3.49	Cum Laude

Cumulative GPA is utilized when determining graduation honors for each degree independently. In addition, a student who graduates with honors will have met the following criteria:

1. No academic, attendance or behavior probation
2. Name has never been on any suspension list
3. Student has met all graduation requirements including:
 - a. Completion of Student Life and Learning Program
 - b. Meeting all tuition and financial aid requirements
 - c. Completion of all assessments, courses, and internship hours successfully

ACADEMIC DEGREES AWARDED

Walnut Hill College offers the following degrees:

Associate of Science Degrees:

- Associate of Science degree in Culinary Arts
- Associate of Science degree in Pastry Arts
- Associate of Science degree in Hospitality Management

Bachelor of Science Degrees:

- Bachelor of Science degree in Culinary Arts
- Bachelor of Science degree in Pastry Arts
- Bachelor of Science degree in Restaurant Management
- Bachelor of Science degree in Hotel Management

ACCREDITATIONS

Walnut Hill College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Inquiries regarding the accreditation status by the Accrediting Commission of Career Schools and Colleges should be directed to the college's administrative staff. Individuals may also contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
(703) 247-4533 (fax)
www.accsc.org

Walnut Hill College is:

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

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Walnut Hill College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, gender, gender identity, expression, age, physical challenges, disabilities, or national origin.

This non-discrimination policy also applies to all programs and activities. Walnut Hill College ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, financial assistance programs, and other services.

Walnut Hill College neither affiliates with, nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, sex, age, physical challenges, disabilities, national origin, or sexual orientation.

ATTENDANCE AND ABSENTEE POLICY

Maintaining good attendance in every class is vital to each student's academic and professional success. Your future career in the hospitality industry will necessitate your timely daily attendance and professionalism in the workplace. The college's attendance policy is, in part, intended to prepare you for the demands of the industry you have chosen to pursue. As such, students are expected to attend all classes as scheduled, be on time, and remain for the full duration of the class. Students are strongly encouraged to attend all classes, missing class only if it is absolutely necessary.

ABSENCES AS IT AFFECTS COURSES

It is important for students to understand that all absences, regardless of reason, are considered to be unexcused absences. The college does not offer excused absences. Additionally, each course has a defined number of Maximum Allowable Absences a student is permitted during a single-ten week term in each course. The number of Maximum Allowable Absences per course is based on the number of days per week a course meets.

- Students are permitted up to two (2) absences per course per term for any single course that meets once per week.
- Students are permitted up to three (3) absences per course per term for any single course that meets twice per week.

Any student who exceeds the Maximum Allowable Absences for a single course will be withdrawn from that course and be required to retake that course. Students must meet with a Student Success Advisor to schedule course retake(s) and will be required to pay any applicable fees.

ABSENCES AS IT AFFECTS PROGRAM PROGRESSION

Course withdrawals due to lack of attendance can have a significant impact on student credits earned and jeopardize their progress in the program as well as in achieving program objectives. Students who exceed the maximum number of allowable absences for ALL courses during a single ten-week term will be dropped from their degree program. In these cases, the date of determination for a program withdrawal due to lack of attendance is 28 days from the students' last date of attendance (LDA).

Students who are dropped from their degree program due to excessive absences must meet with a Student Success Advisor to re-enroll in their program and to schedule retakes of courses from which they have been withdrawn. Students are permitted to retake course(s) until such time that they pass the course or until they exceed one and one-half times the total length of their degree program.

CLASS MAKE-UP POLICY

Walnut Hill College strongly believes in learning through experience. As such, all students during their Associate degree program will be scheduled for Production and Operations course(s) that take place in the college's open-to-the-public restaurants and/or bakery. These

courses allow the college to further expose students to future workplace demands while developing knowledge, skills and competencies required of the program.

All Production and Operations course (COPS, DROPS, HOPS, POP, or POPS) follow the colleges Attendance and Absentee Policy, however, these courses are also subject to college's Class Make-Up Policy. All absences in a production or operations course requires the student to complete make-up day(s).

Make-Up Requirements

- Students are required to make up one (1) class for each absence during a single term.
- Any absence on the day of, before, or after a federally recognized holiday or school break requires two (2) make-up classes.
- Completing a make-up class will not eliminate nor replace the originally recorded absence.
- Being absent for a scheduled make-up day will result in an additional absence which will require an additional make up.
- As described in the Absences as it Affects Courses section, students exceeding the Maximum Allowable Absences for the course will be withdrawn from the course and will be required to retake the course.
- Make-Up Procedures
- It is the responsibility of the student to contact the instructor to schedule the date of the make-up class.
 - Students are encouraged to contact their instructor as soon as possible to schedule a make-up day.
 - Students and instructors should work together to identify an acceptable make-up day, however, make-up days are ultimately scheduled at the discretion of the instructor.
- All make-up days must be completed prior to the end of the term.
 - Should a student be absent from a Production or Operations class and have insufficient time to make up the class prior to the end of the term for any reason, he/she will be withdrawn from the class.
 - Should a student be absent from a Production or Operation class during the last week of the term and have insufficient time to make up the class prior to the end of the term due to a verifiable and documentable serious medical condition requiring an overnight hospital stay, funeral of an immediate family member, or court-ordered subpoena, the student will receive a grade of an Incomplete (I).
 - Upon delivery of documentation of the event within 48-hours to the instructor, the student will be permitted to make-up the missed class (in accordance with the make-up class procedures outlined above) during the next available scheduled Production or Operations class in a future term. This situation may cause the students graduation date to be postponed.

COURSE REGISTRATION

Students are not required to register for courses each term. All course registrations are completed by the Student Success Office. Students are permitted to withdraw from a course within the first two weeks of any term, the add/drop period. Students may schedule an appointment with their Student Success Advisor to discuss course registration at any time. For more details on Add/Drop options, please see the section on CREDITS AND GRADING in this catalog.

HOLDS

All students must complete all enrollment and financial aid requirements as needed prior to the start of courses each term. Incoming Freshman who have any incomplete requirements for enrollment or Financial will be placed on registration hold the week following the start of their first term. This is done to prevent students from continuing in their until requirements are up to date (e.g. entrance loan counseling, signed MPN).

Active students may be placed on registration hold for several reasons. Most commonly, holds are due to overdue balances. Students who have an overdue balance in excess of \$2,500 in Week 6 of any term is subject to a registration hold. Students placed on hold must reduce their balance to less than \$1,000 or obtain financial committee approval based on their current circumstances.

COURSE AND PROGRAM WITHDRAWAL DUE TO NON-ATTENDANCE

Students are withdrawn from any course in which they exceed the Maximum Allowable Absences as described in the College's Attendance Policy.

Maximum Number of Allowable Absences: Students who exceed two (2) absences in courses that meet once per week, or, who exceed three (3) absences in courses that meet twice per week are withdrawn from the course in which the excessive absences occurred.

Course attendance records are reviewed and verified weekly utilizing the college's Student Information System (SIS) by the Student Success Office. Students who are deemed to have excessive absences in any courses are notified in writing.

Students are informed that failure to meet attendance requirements will result in withdrawal from the course(s). The Student Success office recommends the student schedule a meeting to discuss circumstances leading to absences as well as contacting instructors to reconfirm accuracy of attendance records.

At any point during a single term, should it be determined that a student has exceeded the maximum number of allowable absences in a specific course(s), the student is notified in writing that they have been withdrawn from that course.

At any point during a single term, should it be determined that a student has exceeded the maximum number of allowable absences in **ALL** scheduled courses in any single term, the student is notified in writing that they have been withdrawn from the college. In cases where a student is withdrawn from the college due to excessive absences in all courses, 28 days from the students LDA will be utilized as the date of determination of withdrawal.

Any student who is withdrawn from WHC due to excessive absences in all their courses during a single term will then be listed on an internal Flash Report. This document identifies students who have withdrawn from WHC for any reason, not just those related to attendance. The report includes data relating to withdrawn students that includes, LDA, their reason for withdrawal and their date of withdrawal. The Flash Report is distributed electronically to all necessary departments on campus.

GRADING SYSTEM AND ASSESSMENTS

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

The transcript, issued at the end of each term, provides a GPA for each term and a cumulative GPA. The cumulative GPA and cumulative attempted and transfer credits is used to determine Satisfactory Academic Progress.

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

NUMERICAL GRADING SYSTEM

The numerical grading system is as follows:

Grade	Letter Grade	Quality Point
90—100%	A	4.00
80—89%	B	3.00
70—79%	C	2.00
60—69%	D	1.00
59% or below	F	0.00

ASSESSMENTS

Assessments are given periodically throughout the term. Assessments can take the form of tests, quizzes, homework assignments, daily performance assessments, participation, papers, etc. If a student earns a low score on an assessment it is recommended he/she visit a Student Success Advisor, and/or take other steps to improve their grade in the course.

Students who are in jeopardy of failing a course due to low assessment scores may be notified via mail in the form of a Midterm Notice. This notice is meant to be informative and prompt the student to take the above noted actions to improve his or her course grade.

CERTIFICATION COURSES

In order to enhance our student's credentials, several nationally certified courses are included as a part of the curriculum. These certifications are regulated by the individual certifying authorities and are not controlled by the college. Upon successful completion of these courses and earning a passing grade certification assessment, you may receive a separate certification document that will greatly enhance your résumé and professional portfolio. Students must obtain these documents from the certifying authority.

As with other courses at the college, the passing grade for the course is 60. In order to receive the certification however, you must receive a minimum passing grade on the certification exam as identified by the certifying authority. This passing grade is set by the certifying authority. The grades that are issued for the certification assessment by the certifying authority are the "final" grades, with no appeals process possible. The certification exam may be utilized as the "final exam" for the course. See your instructor for additional details on course assessments.

Students who pass the college's course, but fail the certification assessment, may appeal to retake the certification assessment without retaking the course. This is a one-time option and there is an administrative fee that you must pay. You are responsible for being present when the test is scheduled to be administered. Special appointments cannot be made for this process.

SATISFACTORY ACADEMIC PROGRESS

Maintaining Satisfactory Academic Progress (SAP) is paramount to a student's success at Walnut Hill College. Satisfactory Academic Progress includes completing 67% of the cumulative attempted and transfer credits, achieving minimum grade point averages throughout the degree program and completing the program within 150% the calendar length of the degree program. Students who are having any challenges related to academics should schedule an appointment to meet with a Student Success Advisor to discuss student services available to them.

MEASURES OF THE STANDARD

The calculation for SAP includes three components.

1. Quantitative Standard: To meet the quantitative standard for SAP students must complete 67% of the cumulative attempted and transfer credits.
2. Qualitative Standard: To meet the qualitative standard for SAP students must maintain a minimum cumulative Grade Point Average (GPA) in accordance with the chart found under the "Satisfactory Academic Progress Benchmarks" section below.

3. Time Frame Standard: To meet the time frame standard, students must complete all coursework within 150% of the calendar length of the degree program.

CREDITS AND GRADING

Transfer Credits

Credit hours that are accepted from other accredited institutions in accordance with Walnut Hill College's transfer credit policy count towards the calculation of Satisfactory Academic Progress. As such, transferred-in courses will count as both attempted and completed hours. No grade(s) are factored into the cumulative grade point average for transferred courses.

Incomplete Grades

Incomplete grades are considered attempted credits and are factored into the calculation of quantitative progress, however, are not considered completed credits for the calculation of a student's GPA and are not factored into the calculation of the qualitative standard.

Incomplete grades are permitted for a maximum of one, ten-week term following the completion of the course in which the incomplete grade was issued. Upon completion of that term, the instructor notifies a Student Success Advisor of the revised final grade. The Student Success Advisor is responsible for updating the student's transcript with the revised grade. The revised grade is then factored into the student's GPA and therefore into the calculation of the qualitative standard.

Repeated Courses

Failed courses are considered attempted and completed credits and are factored into the calculation of quantitative and qualitative standards. Students are permitted only three attempts to pass a failed course. Upon completion of all attempts to pass a repeated course the revised grade is factored into the students Cumulative GPA and assessed as a part of the qualitative standard.

Add/Drop Voluntary Course Withdrawals

Students are permitted to withdraw from a course within the first two weeks of any term, the add/drop period. Course withdrawals are not considered as attempted nor completed courses and therefore are not factored into the calculation of the quantitative nor qualitative standard. Students seeking to withdraw from a course must complete an "Add/Drop Form" with their Student Success Advisor within the first two weeks of the term. Withdrawing from a course may cause a student to fall below full-time status and affect their financial aid.

TRACKING SATISFACTORY ACADEMIC PROGRESS

Student progress towards achieving learning outcomes and program goals is monitored at the end of each ten-week term as a part of the College's At-Risk Early Alert procedures. An At-risk Report (ARR) is completed by the Student Success Advisors following the end of each academic term once all final grades have been submitted.

The At-Risk Report identifies students who:

- failed a course(s).
- were withdrawn from a course(s) due to attendance.
- have fallen below a 2.15 cumulative GPA.

Students are notified by the academic department in writing informing them of any of these occurrences and the impacts of such on maintaining Satisfactory Academic Progress and graduation eligibility. Additionally, students are informed of their responsibilities related to scheduling retake courses. The letter additionally describes Student Services available to them to support academic progress.

SATISFACTORY ACADEMIC PROGRESS BENCHMARKS

Students are required to maintain satisfactory levels of academic progress throughout their degree program. Satisfactory Academic Progress (SAP) is achieved by completing 67% of the cumulative attempted and transfer credits and achieving the following grade point averages at the following intervals:

Completion of	Minimum Cumulative GPA
Term 1	1.0
Term 2	1.50
Term 3	2.0

Following the completion of the first Academic Year students must maintain a 2.0 Cumulative GPA or higher and complete 67% of the cumulative attempted and transfer credits for the duration of their Associate and/or Bachelor Degree programs. Students must earn a 2.0 GPA or higher to be eligible for graduation. Additionally, students must complete all coursework within 150% of the calendar length of the degree program.

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

At the completion each term students who fail to meet SAP requirements as described above will be placed on Academic and Financial Aid Warning for the following term. Students placed on Academic and Financial Aid Warning will be notified in writing by the Student Success Office within three weeks of the completion of the term. Students will remain eligible to continue taking new courses and to receive financial aid for this probationary term. Students who have been placed on Academic and Financial Aid Warning will be reviewed for SAP at the completion of the single-term warning period.

Any student who fails to meet the SAP requirement following the Academic and Financial Aid Warning term will be placed on Academic and Financial Aid Suspension. Any student placed on Academic and Financial Aid Suspension will be notified in writing by the Student Success Office within three weeks of the completion of their Academic and Financial Aid Warning term and their progress in the program will be stopped. These students will be placed into ‘Academic Retake’ status. Academic Retake status permits students to complete retakes of courses until SAP requirements are met.

Students may continue to attempt paid course retakes for as many as three consecutive terms, not to exceed 150% the calendar length of the degree program, or until such time that they achieve SAP. Any student who does not satisfactorily achieve SAP in three consecutive terms of attempting retake courses and/or who exceeds 150% the calendar length of the degree program, will be terminated from the college. The student will be notified in writing of their program termination.

Students may choose to appeal an Academic and Financial Aid Suspension. A student who wishes to appeal must submit a formal appeal in writing to a Student Success Advisor. Students appealing Academic and Financial Aid Suspension may do so on the basis of:

- A serious injury or illness (physical or mental) that required medical intervention or significant, unanticipated family obligations due to medical issue or illness
- A catastrophic loss due to fire, flood, or natural disaster that affects academic attendance or performance
- Death of an immediate family member
- Victim of a serious crime
- Divorce or domestic relations issues
- An involuntary call to active military duty

Appeals must include supporting documentation provided by an objective third party on their official letterhead. Objective third parties may include counselors, doctors, lawyers, state/government agencies, or other verifiable agencies/professionals. All written appeals must include an explanation as to why the student failed to make SAP, and, what has changed to allow them to make SAP at the next evaluation point.

Appeals will be reviewed by the college's Chief Academic Officer and may be denied, approved, or approved with an academic plan. Should the appeal be approved, students will be allowed to continue in the program of study and receive financial aid for one additional probationary term.

FAILURE TO COMPLETE PROGRAM REQUIREMENTS

Any student who fails to meet all academic program requirements by their expected graduation date will be placed into "Active Retake" status. Students may continue to attempt paid course retakes for as many as three consecutive terms, not to exceed 150% the calendar length of the degree program. Any student who does not satisfactorily meet all program requirements in three consecutive terms of attempting retake courses and/or who exceeds 150% the calendar length of the degree program, will be terminated from the college. The student will be notified in writing of their program termination.

GRADUATION ELIGIBILITY AND EMPLOYMENT CLASSIFICATIONS

Each course at Walnut Hill College is an integral part of the whole program. Students must complete all courses successfully and receive a grade point average (GPA) of 2.0 to graduate.

In addition to passing all courses, among other requirements, students must have completed all required projects and proficiencies, required hours for internships and student life and learning points. Students must have fully settled all financial obligations, must participate in financial aid exit interviews, and have all financial aid paperwork properly completed.

If these requirements have not been fulfilled, the student will be ineligible to graduate and will not be permitted to participate in the commencement ceremonies.

CLASSIFYING AND VERIFYING EMPLOYMENT OF GRADUATES

All graduates are required to complete a Graduation Application upon graduation from their degree program. As a part of that application, students are required to complete the college's Employment Verification Form (EVF) and submit it to the Career Services Coordinator for verification. This form collects information from the graduate related to their current employment situation. The form must be completed in full and signed by the graduate in order to be eligible for graduation.

EMPLOYMENT CLASSIFICATIONS

Graduates may be classified as:

Unemployed – To be classified as 'Unemployed' the graduate must indicate their unemployed status on the EVF and should indicate their current status as it relates to seeking employment.

Employed Outside the Field of Study - To be classified as 'Employed Outside the Field of Study' the graduate must indicate their status of employed outside the field of study on the EVF. Career Services Coordinator should meet with graduates who indicate they are unemployed or employed outside of their field of study to determine the student's aspirations as it relates to being employed within their field of study so that appropriate steps can be taken to support graduate employment.

Continuing Education – To be classified as 'Continuing Education', the graduate must indicate on the EVF:

- Their graduation date from Walnut Hill College;
- The program from which they are graduating;
- Name of institution at which the graduate will be continuing their education
 - The institution in question must be an accredited postsecondary institution and documentation must be provided showing attendance / enrollment on at least a half time basis;
- Program of student in which the graduate will be continuing their education;
- Scheduled start date of continuing education.

Continuing Education will be verified through a number of methods including securing verifiable enrollment data, copies of college transcripts from institution, or a copy of a verifiable active schedule.

Employed within the Field of Study

Graduates may be categorized as 'Employed within the Field of Study' in one of three ways.

Self-Employment

Graduates who are self-employed must indicate so on the EVF. Graduates claiming to be self-employed must sign and date the attestation stating that the self-employment is aligned with the graduates employment goals, is vocational, and is based on and related to the education and training received. Additionally the graduate must provide an attestation that they are earning income that is related to the self-employment and consistent training provided.

Self-employment is verified by securing the graduates signature, date, and income attestation on the EVF.

Graduates who indicate they are employed within the field of study must fully complete page two of the EVF, the details from which will allow the Career Services Coordinator to appropriately classify the graduate's employment status.

Regular Employment

Graduates who indicate their employment began *prior to* their graduation date are classified as regular employment within the field of study *if the position was the student internship site and they have been hired as a full-time employee*. This is verified by the graduate indicating 'yes' to this statement on page two of the EVF and fully completing and signing/dating the EVF. Since employment was earned prior to graduation, WHC will verify that the graduate continues to be employed for a reasonable period of time beyond the graduation date.

Graduates who indicate their employment began *after* their graduation date may be classified as regular employment within the field of study if they indicate their employment is directly related to the program from which they graduated and aligns with their education and training objectives of the degree program. This is verified by the graduate indicating 'yes' to this statement on page two of the EVF and fully completing and signing/dating the EVF.

Career Advancement:

Graduates who indicate their employment began *prior to* their graduation date may be classified as regular employment within the field of study if the graduate or employer indicates that the training provided by the college allowed them to maintain their current position or has allowed them to be eligible or qualified for advancement due to the training provided by the school. Career Advancement is verified by the graduate or employer indicating 'yes' to this statement on page two of the EVF and fully completing and signing/dating the EVF.

Additional information on graduation requirements can be obtained from the Student Success Offices.

TRANSCRIPTS AND APPEALS PROCEDURE

Progress reports are compiled at the end of every term and are available on the College's Student Information System. If a student disputes a grade on his/her progress report, he/she has 30 calendar days to contact the Student Success Advisor and request a review. After 30 calendar days, requests for reviews will no longer be honored. Progress reports are not issued to students who have tuition and/or other financial obligations in arrears.

FINAL TRANSCRIPTS

Final transcripts are issued one month after completion of all required credit hours. Two official transcripts are provided to the student at this time free of charge.

If a student wishes to dispute a grade on his/her final transcript, he/she has 30 calendar days to contact the Student Success Advisor to request a review. After 30 calendar days, requests for reviews will no longer be honored. Final transcripts may not be issued to students who have tuition and/or other financial obligations in arrears.

Students and alumni may print unofficial transcripts from the College's Student Information System. Official transcripts may be purchased by accessing the college's online store via the college's website.

CAREER SUCCESS

Career development at Walnut Hill College begins on the first day of school. The faculty of Walnut Hill College understands the expectations of the hospitality industry and guides each student toward a successful career.

In the classroom, students learn how to develop effective resumes and portfolios. Various interviewing techniques are exercised. Students are encouraged to meet with their Career Success Coordinator for invaluable council, specific recommendations and assistance. Career Success records are kept for each student and continual updates are compiled by the Career Success Office.

The Career Success Office receives numerous requests from food service and hospitality businesses for staffing assistance. These employment requests from various types of businesses in many different locations offer wide range of employment possibilities and resume enhancements.

Walnut Hill College regularly invites personnel directors and proprietors of successful businesses to visit the school to promote continued success for students in the job seeking process.

Career Success Office Services:

- Resume and Cover Letter Writing Assistance
- Interviewing Skills
- Job Postings
- Job Resources, References and Guides
- On-Campus Recruiting and Employer Engagement
- Alumni Engagement

EMPLOYERS ON CAMPUS

Walnut Hill College regularly invites employers to visit campus and meet our students. Employers will often visit classrooms, provide demonstrations and discussions, or simply set up a booth in our Bistro during lunch. The College holds Career Weeks during which groups of employers are invited to visit campus and meet with our students. During these weeks resume and cover writing workshops as well as mock interview opportunities are available to students.

INDUSTRY SPOTLIGHT

The College invites employers on campus as a part of its Industry Spotlight series. These events are offered to select employers who would like to come to campus, provide a demonstration or other type of interactive session with our students, and/or set up a table in our courtyard during lunch to speak with students directly.

ALUMNI SPOTLIGHT

The College values its alumni. We invite select alumni to return to campus as a part of its Alumni Spotlight series to provide demonstrations or other types of interactive session with our students or to be a part of roundtable discussions with our students. Many of our visiting alumni will also speak with our students about job opportunities in the field or at the hospitality business owned or managed by the alum.

INTERNSHIPS AT WALNUT HILL COLLEGE

Walnut Hill College is founded on experiential learning. During the associate degree program, students learn in the colleges open-to-the-public restaurants and bakery. This allows our students to learn from trained educators, our Walnut Hill College faculty. Upon matriculation to the bachelor degree program, all students will be required to complete the college's internship program.

WHAT IS AN INTERN?

Many programs at Walnut Hill College require students to complete an internship as a part of its course requirements for graduation. Internship requirements are scheduled as a part of a WHC students schedule each term. Therefore, WHC interns are students who work at a trade or occupation in order to gain work experience in their chosen field while attending classes at WHC. Internship sites should be aware that student schedules change every ten weeks and must be willing to accommodate student course schedules in order to become an approved site.

WHAT IS AN INTERNSHIP?

An internship is a component of a student's degree program that is offered in a bona fide occupational setting for which training and education are provided and educational credit is awarded. Internships are designed to provide students an opportunity to learn from industry professionals in area hotels, resorts, restaurants, bars, bakeries, convention or meeting facilities, or other hospitality oriented businesses. Businesses interested in partnering with WHC to become an internship sites must meet the requirements set forth by WHC in order to gain approved status.

INTERNSHIP OBJECTIVES AND GOALS

The objectives and goals of an internship are designed to allow students to apply practically the knowledge and skills taught in classroom and supervised laboratory settings of instruction. The approved internship site will have the opportunity to develop future leaders and gain support in services. During the internship experience students should be working with on-site professionals and performing duties that are related to their chosen career field. As long as the student is continuing to gain new experiences, students have the option of working at the same internship site for all terms internship hours are assigned.

WHC internship programs are intended to provide students with the opportunity to learn under the supervision of an experienced, licensed or certified supervisor in their particular field while applying practically the knowledge and skills taught in classroom and supervised laboratory

settings of industry. Specific objectives and goals are outlined on the Career Services Internship Evaluation which are completed online.

INTERNSHIP SUGGESTED ROTATION PLANS

Though not required, interns may rotate through various positions and departments within the designated internship site. The rotation plan and timeline will vary depending on the internship site, but preferably would include a comprehensive overview of activities that function within the organization. The rotation plan is entirely customizable for the needs of the internship site and desires of the student. Should a rotation plan be adopted, the recommended timelines are suggestions and may be modified as long as the objectives and goals outlined in the Career Services Internship Evaluation form are being achieved. Rotation plans are provided to the student and the internship site supervisor in the Internship Guidebook.

INTERNSHIP SITE REQUIREMENTS

All students are required to complete their internship hours at an approved internship site. Any hours completed at a workplace or site that has not been approved by WHC will not be counted toward the requirements for completion of the college program. As such, internship site supervisors should review all Internship Site Requirements found in Appendix I prior to agreeing to host a Walnut Hill College intern.

As a means of orientation, site supervisors must complete an Internship Terms of Agreement (Appendix II) with the student prior to assigning any internship hours. The Internship Terms of Agreement Form formalizes the agreement between the employer and a student regarding the completion of work toward the internship requirements. This form also clarifies the expectations from both the student and the employer.

REGISTERING AN INTERNSHIP SITE

To become an approved internship site hospitality businesses must:

1. Review the Internship Terms of Agreement form (Appendix II)
2. Complete an orientation process with the WHC Career Services Coordinator reviewing the required criteria and evaluation processes.
3. Complete and submit the Internship Terms of Agreement form to the Career Services Coordinator at WHC.
 - a. An Internship Terms of Agreement form must be on file for each student completing an internship at the same location.

STUDENT SERVICES

The College takes a holistic approach to supporting applicants and students. Several departments are involved in providing student services. Perhaps most importantly, Student Services are discussed in depth during a required ten-week course, First Year Freshman Seminar. All students are enrolled in and required to complete this course during their first term. The course is not eligible for Transfer Credits.

The course focuses on preparing students to be a high-quality student with a focus on positive study skills, identifying support options, and overall college and personal success. The course also introduces students to all Student Services made available to them.

STUDENT SUCCESS OFFICE

The Student Success Office provides assistance for all students at the college to enable each student to reach their potential both as a scholar and as a person. The Student Success Office supports retention by tracking overall student success. Through the analysis of information acquired from faculty, administrators, and students as well as using data gleaned from a variety of reports focusing on attendance, grade point average and individual course grades, at-risk students are identified and contacted by the Student Success Office. Depending on the need, a Student Success Advisor will meet with individual students to discuss his/her academic program, check his/her academic progress and attendance, bolster study skills, or strengthen academic performance.

In conjunction with the departments open door policy, students are encouraged to contact the Student Success Office on their own to meet with a Student Success Advisor to review his/her program, check his/her academic progress and attendance, bolster study skills, or strengthen academic performance.

The Office of Student Success is readily available to assist students with tutoring and mentorship. With the size of our program we are able to provide a very personal attention to each student's needs. This Office of Student Success is a successful conduit between students and faculty and assists students in creating a collaborative effort towards student retention and success within our programs.

Students are made aware of such services prior to enrollment during a tour and interview with admissions, during First Class (orientation), and through regular electronic bulletin board postings.

STUDENT LIFE OFFICE

The Office of Student Life fosters a dynamic and action-packed events calendar of varied activities throughout the academic year with an emphasis on diversifying student's education outside of their chosen major through a multitude of means. This bridging of majors assists in fostering a community within the Walnut Hill College student body and helps in creating lifelong friends and connections within the industry. These activities and opportunities are

posted on a weekly and daily basis by the Office of Student Life on our many on campus digital advertising screens as well as via our LMS.

RESIDENTIAL LIFE OFFICE (RLO)

The College offers a robust Residential Life program for students living on campus. The primary focus of the RLO is to provide housing assistance, safety, and support to our dormitory students. Our residential life and learning staff are available to students during the evening and late-night hours, after which our professional security team oversee campus safety and security.

The Residential Life and Learning Coordinator manages student housing requirements and requests. Additionally, they schedule evening and weekend activities for students who live on campus. These activities are shared daily with students via electronic bulletin boards and through the college's LMS.

CAREER SUCCESS OFFICE

The Career Success Office provides all students and alumni with services related to employability preparation, successful employment activities, and job placement. The Career Success Office instructs, or supports the instruction of, the Strategies for Success course that all students are required to complete. This course provides a practical approach to information literacy for professionals, and an in-depth review of current trends in career exploration and application. This includes trends in resume writing, networking, references, and interview techniques. Students will explore how employers determine who is to be hired and also learn how to organize, develop, and effectively utilize a professional portfolio as a tool in their career development process.

For more information on our Career Success Office and how they provide support to our students, please see the Career Success section of this catalog.

ADMISSIONS AND FINANCIAL AID OFFICES

Admissions and financial aid work is attentive to students' needs – education and otherwise – from before they apply (admissions) through graduation (financial aid). This is initially done by communicating extensive amounts of information and then reinforced by specific policies and actions.

For more information on our Admissions and Financial Aid Offices and how they provide support to our students, please see the Admissions and Financial Aid section of this catalog.

THE LIBRARY AND LEARNING RESOURCE CENTER

The Library and Resource Center aims to provide students with the resources and assistance necessary for success at the college as well as in their future endeavors. The Center's staff

promotes the development of information-seeking skills and encourages students to approach their education at Walnut Hill College as the beginning of a life-long learning experience. The Center is overseen by the College Librarian and is located on the third floor of the main building. Available resources include a sizable collection of print books and magazines covering culinary and pastry arts, foodservice and hospitality management, travel and tourism, and wines, as well as a growing reference, business, and general education collection. The Center also houses computer labs for student use as well as quiet spaces for students to work and study.

Students also receive access to multiple online arts and sciences databases with a hospitality focus. These databases contain e-books, full-text newspapers and magazines, encyclopedias, and many indexed, full-text scholarly journals.

All offices can be contacted by dialing the college's main number, 215-222-4200, and entering the appropriate phone extension or by asking our receptionist to transfer you accordingly.

OFF-CAMPUS RESOURCES FOR STUDENTS

CLINICS AND MEDICAL SERVICES

Walnut Hill College does not offer on-campus medical services. Should you need immediate emergency medical care call 911. Non-emergency medical services are located throughout the city and include clinics and local hospitals. Academic Advising has Referral Guides for students.

The closest hospital offering emergency and non-emergency medical care is:

Penn Presbyterian Medical Center
51 N. 39th Street
Philadelphia, PA 19104
215-662-8000

POLICE, SAFETY, AND SECURITY

Walnut Hill College takes the safety and security of our students very seriously and does have regular security patrols; however, if you have an emergency that requires immediate attention, please call 911. There are additionally several local police options that may be contacted including:

University City District Philadelphia Police Substation – (215) 243-0667
University of Pennsylvania Police – (215) 573-3333

PUBLIC TRANSPORTATION

Walnut Hill College does not offer transportation within or outside of the city; however, all buildings are located close to subway and bus lines. These forms of public transportation are operated by the Southeastern Public Transportation Authority (SEPTA). Information regarding public transportation schedules is available on their website at <http://www.septa.org/>.

SEPTA can be contacted by phone at:
(215) 580-7800 or (215) 580-7853 (TDD/TYY).
6:00 a.m. - 8:00 p.m. | Monday through Friday
8:00 a.m. - 6:00 p.m. | Saturday and Sunday
Septa.org

Taxi cabs are also readily available to be hailed outside most college buildings. There are several local cab companies that can be called in advance to secure transportation. Some options include:

PHL Taxi – (215) 232-2000
Liberty Cab – (215) 389-8000
Olde City Taxi – (215) 247-7678

Uber and Lift – downloadable app for your mobile device for transportation at the push of a button.

OTHER LOCAL RESOURCES

Walnut Hill College is located in the heart of the University City District in Philadelphia, PA. There are a wide variety of activities and events that take place throughout the University City District. For more information about the University City District, visit their website at <http://www.universitycity.org/>. The University City District offers an exhaustive list of resources that include emergency and other important numbers at http://www.universitycity.org/resource_links.

PROFESSIONALISM AND CODE OF CONDUCT

One of the most important educational and developmental processes students will experience at Walnut Hill College is that of developing the temperament and attitude required of hospitality professionals.

Students should view enrollment in the college as an important step in professional development and must understand the level of standards and expectation of performance. Listed below are some guidelines:

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

Whenever a student is representing the college, whether in class, at a special event, at a career fair, during internship, or even enjoying a Student Life and Learning event, he or she is expected to follow the rules of conduct laid out in this handbook and to act in a manner that will reflect positively on the college. Students are expected to respect staff, faculty, classmates, visitors, college premises, and the profession for which they are training. Should a student exhibit behavior that is less than acceptable, he or she will be required to meet with the department director to address the deficiencies. Behavior problems may result in sanctions up to and including dismissal from the college.

CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES

Walnut Hill College, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

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

CODE OF PERSONAL CONDUCT AND COMMUNITY REGULATIONS

Walnut Hill College students are subject to the provisions of this handbook while on college property, and when involved with off-campus programs, activities and events related to, or sponsored by the college. Students are also expected to follow the tenets of the student code of conduct when privately off-campus. Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the college's educational functions, its community members, or the local community are subject to adjudication within the campus judicial system.

This misconduct includes, but is not limited to:

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

Walnut Hill College has a "zero tolerance" policy with regard to a student under the influence, in possession of, or in the presence of drugs or alcohol. This, along with any violation of school policy, may result in sanctions as outlined below.

HARASSMENT AND BULLYING

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

BULLYING

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or staff member , including: unwanted and repeated written, verbal, or physical behavior, this includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

HARASSMENT

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student or staff member by a student or staff member. Bullying and Harassment includes cyber stalking which means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Cases of cyber stalking will be reported to law enforcement.

Walnut Hill College requires that students, staff and faculty conduct themselves as appropriate for their respective level of development, maturity and demonstrate capabilities with a proper regard for the rights and welfare of other students, staff and faculty as otherwise set forth in College policies.

SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment. An individual may use the grievance procedure outlined in this document to file a complaint alleging a violation of sexual harassment. This grievance procedure would apply to students and employees.

I. Policy Statement

All employees and students of Walnut Hill College are entitled to an environment free of sexual harassment. Sexual harassment has been shown to have a devastating impact on victims and the College is committed to preventing and eliminating such misconduct in the workplace. To accomplish these goals, the College's policy against sexual harassment shall be clearly and regularly communicated to the College community. In addition, this policy shall be implemented through the complaint investigation procedures set forth below.

All complaints of sexual harassment or retaliation shall be promptly and thoroughly investigated. Particular care shall be taken in the course of investigations to protect the confidentiality of all involved. Should it be determined that a student or employee has committed sexual harassment, immediate and appropriate corrective and/or disciplinary action shall be taken. This may include discharge and/or other forms of discipline.

II. Policy Purpose - Statement of Prohibited Conduct

Harassment and discrimination based on sex are illegal under Federal and state law and shall not be tolerated. Maintenance of a discriminatory work environment is also prohibited. Every working person has a duty to observe the law and shall be subject to disciplinary action up to and including termination for failing to do so.

The following definition of sexual harassment is intended to describe the conduct prohibited by this policy:

Sexual Harassment

Harassment on the basis of sex constitutes unlawful sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of services;
- submission to or rejection of such conduct by an individual is used as the basis for employment or services decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, receipt of services, or creating an intimidating, hostile or offensive working or learning environment.

Any supervisor who threatens or suggests, either explicitly or implicitly, that an employee's refusal to submit to sexual advances or other conduct of a sexual nature will adversely affect her/his employment, evaluation, wages, advancement, duties, shifts, or other terms or conditions of employment has committed sexual harassment. As well, any instructor who threatens or suggests, either explicitly or implicitly, that a student's refusal to submit to sexual advances or other conduct of a sexual nature will adversely affect her/his education has committed sexual harassment.

Other sexually harassing conduct, whether committed by supervisory or non-supervisory personnel, or instructor is also prohibited. Such conduct includes, but is not limited to: verbal abuse of a sexual nature; offensive sexual behavior; graphic verbal comments about an individual's body; sexually degrading words to describe an individual; brushing, touching, patting, or pinching an individual's body; sexually explicit gestures; the display on the College campus of sexually suggestive, sexually demeaning, or pornographic objects, pictures, posters, or cartoons; inquiring or commenting about

sexual conduct or sexual orientation or preferences; verbal abuse consistently targeted at only one sex, even if the content of the abuse is not sexual.

In order to rise to the level of actionable sexual harassment, conduct creating a hostile work environment must be severe or pervasive. However, it is the intent of the State to prevent conduct from escalating to the point that a hostile environment exists. To that end, the conduct described above is considered inappropriate and is prohibited at the College regardless of whether it rises to the level of being severe or pervasive.

Sexual harassment is unlawful and hurts. When such misconduct creates or contributes to a discriminatory atmosphere in the College community, it harms not only the direct victim, but all others in the community. Accordingly, anyone who engages in sexual harassment shall be subject to disciplinary action up to and including termination.

III. Rights & Responsibilities - What To Do

If you are aware of behavior that may constitute sexual harassment or retaliation, either by hearing of such behavior or witnessing it, you must take immediate and appropriate action to stop the behavior and secure a safe environment. Anyone: If you witness or are subjected to behaviors that may constitute sexual harassment or retaliation you may:

- Ask the offender to stop;
- Contact your or any other Director, Instructor or Vice President to report it;
- Call the Title IX Compliance Officer, Ms. Peggy Liberatoscioli, 267-295-2315, pl@walnuthillcollege.edu.

All complaints reported will be referred to the Title IX Compliance Officer who shall then assign investigators in accordance with the State policy. No person shall be required to file a complaint with a staff member who is hostile to that person and/or who engages in conduct or has been alleged to have engaged in conduct which could be considered sexual harassment. If the complaint involves sexual assault, rape or conduct of a criminal nature, the Philadelphia Police Department shall be contacted and a report of the incident made.

Anyone who has observed sexual harassment or retaliation against a person who has reported sexual harassment should report it to the investigator or the Title IX Compliance Officer.

IV. Investigation

All complaints shall be investigated expeditiously by the investigator. All interested persons shall be afforded an opportunity to submit information relevant to a complaint. Investigations shall be conducted with particular care to preserve the confidentiality of all persons involved. Only those who have an immediate need to know, including, but not limited to, the investigator, the complainant and the alleged harasser or retaliator

shall be provided with the identity of the complainant and the allegations. All parties contacted in the course of an investigation shall be advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to disciplinary action.

Investigation shall be completed and a written report issued within thirty (30) days of the receipt of the complaint, unless precluded by extenuating circumstances. The reason for each delay, and the anticipated completion date, will be documented immediately in the investigation file. The investigator's report shall be disclosed to the complainant and the alleged harasser. If the investigator makes a determination that the complaint was proven by a preponderance of the evidence, the investigator shall include in the report a recommendation for corrective action and/or disciplinary action. The recommendation shall be based on the severity of the offense which shall be determined according to the totality of the circumstances. The intensity, frequency and duration of the prohibited conduct shall be considered by the investigator. Within 15 days of receiving the report and recommendations (if any), the College may choose to follow the recommendation for any action.

The complainant may either accept the proposed recommendation(s)/resolution or decide whether or not to pursue other avenues available. If the complainant accepts the resolution and the recommendation(s) are implemented, the complaint will be considered resolved. The investigator will follow up with the complainant to ensure that no retaliation has occurred.

The complainant may also, or instead, file a complaint with the PA Human Relations Commission, the Office for Civil Rights and/or the Equal Employment Opportunity Commission in Philadelphia at the following addresses:

Pennsylvania Human Relations Commission Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 TTY users only

Centralized Case Management Operations
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

In accordance with the Office for Personnel Management's and CDC's guidelines on COVID 19, HHS personnel are teleworking. OCR is committed to handling your complaint as quickly as possible. However, for faster processing, we strongly encourage you to use the [OCR online portal](#) to file complaints rather than filing via mail, as our personnel on site is limited.

Equal Employment Opportunity Commission
801 Market Street, Suite 1300
Philadelphia, PA 19107
215-440-2606

V. Retaliation Complaints

Retaliation, of any kind against anyone who is involved in an allegation brought to the attention of the College under this policy is strictly prohibited and may result in disciplinary action, including termination. A complaint of retaliation will be handled by the process described under the Investigation Section of this policy.

VI. Education and Training

As part of general orientation, employees and students shall be provided a copy of this policy. In addition, supervisory staff who have attended a training seminar on sexual harassment, shall meet with their staff to advise them of the state's commitment to eliminate sexual harassment, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

SEXUAL OFFENSES

The college educates the student community about sexual assaults and date rape through a session in the first term of the freshman year. Literature on date rape education and risk reduction can be found in the Center for Hospitality Studies. If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The college strongly advocates that a victim of sexual assault report the incident in a timely manner. This is a critical factor for evidence collections and preservation. An assault should be reported directly to a college Vice President or Residential Learning Coordinator. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Assure the victim will have access to local police

College disciplinary actions will be decided on a case by case basis and both accuser and the accused will be informed of the outcome. Information regarding registered sex offenders may be obtained through the Megan's Law website or the United States Department of Justice.

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the President or one of the Vice Presidents, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Depending on the particular circumstances of the crime, the President or Vice Presidents may post a "timely warning" in the residence halls only.

Campus wide warnings will be issued through the college e-mail system to students, faculty and staff. Anyone with information they believe would result in the issuing of a “timely warning” should report the circumstances to the President, Vice President or any Department Director.

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Please proceed with the following procedures if you wish to file a complaint alleging a violation of Title IX.

An individual may file a grievance with the Title IX Coordinator if the complainant believes there was discrimination. The complaint should be filed as soon as possible and preferably immediately after the alleged unlawful discriminatory practice. To file the complaint, the individual may make a verbal statement to the Title IX Coordinator or make a written statement, detailing the violation of the law. Please note that you may file the complaint with any staff/faculty member, however, they will report to the Title IX Coordinator. It is important that the complainant explain what he or she would like to result from the resolution of the complaint.

The complaint can be filed with Ms. Peggy Liberatoscioli, Vice President of Administrative Services and designated Title IX Coordinator, located in Perrier Hall. Phone number is 267-295-2315 E-mail: pl@walnuthillcollege.edu

If the complaint involves an allegation of employee sexual harassment, the sexual harassment policy and procedures will be followed.

The Title IX Coordinator or designee will meet and interview the complainant within 48 hours of the Coordinator receiving the complaint. The complainant may provide the Coordinator with the names of witnesses or other relevant information that will be included in the investigation. The Title IX Coordinator or designee will then interview the individual accused of discrimination. The accused individual will have the opportunity to provide witnesses or other relevant information for the investigation.

The Title IX Coordinator or designee will strive to ensure the confidentiality of both parties to the degree possible and will stress that all people interviewed in the course of the investigation must maintain the confidentiality of the parties.

The Title IX Coordinator or designee will attempt to resolve the situation if it is within his or her authority to do so. Depending on the severity of the allegation, the Coordinator may take such

action(s) prior to the conclusion of the investigation to ensure the safety and well-being of the complaining party and any other persons that might be similarly situated.

The Title IX Coordinator or designee will complete a written report within 30 days of the submission of the complaint. The complainant will receive a copy of the report. The report will detail the facts and allegations made by the complainant. The report shall not be placed in the employee's personnel file.

The Title IX Coordinator or designee will make a recommendation that a violation of Title IX has or has not occurred based on the evidence gathered in the investigation along with a recommendation for any, if warranted, corrective action and/or disciplinary action. The recommendation shall be based on the severity of the offense which shall be determined according to the totality of the circumstances. The intensity, frequency, and duration of the prohibited conduct shall be considered by the investigator. Other factors may include the extent to which the misconduct, however minor, may serve to isolate, limit, intimidate or otherwise increase the difficulties of performance or atmosphere.

Retaliation of any kind against anyone who is involved in the investigation of or in making an allegation of discrimination is prohibited and may result in disciplinary action.

Appeal Process - If the complaint is not resolved satisfactorily following the procedures identified above, either the complainant or the party alleged to have discriminated may request, in writing, a reopening of the investigation. The written request shall state the reasons for requesting a reopening and shall be delivered to the Title IX Coordinator within seven business days of receiving the written decision.

CONDITIONS OF SANCTION

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, room changes, and letters of apology to those affected, parental meetings, and revocation of honors or awards.

The obligation to “protect” our college community which includes students, staff, and visitors to our campus is paramount. Any member of Walnut Hill College community who compromises the safety and/or security of the college will be required to participate in “service hours” related to the college to help “repair” or “repay” the damage they did to their community or the community at large.

SANCTIONS

Students and student organizations of Walnut Hill College accept the responsibility to abide by all college policies. Student’s failure to meet these obligations, as determined by a college

official, will justify appropriate disciplinary sanctions. Disciplinary sanctions are defined as follows:

REPRIMAND

Reprimand is an official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions. All reprimands will contain conditions noted under “Conditions of Sanction”.

DISCIPLINARY PROBATION

Disciplinary Probation is a conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also Violation of Disciplinary Probation which may result in further action up to and including suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in extracurricular and/or residence life activities, use of non-educational facilities or other restrictions as determined by the administration.

INTERIM SUSPENSION

When the actions of a student threaten the good order and discipline of the college, the Executive Vice President may invoke an interim suspension on the student, pending a prompt investigation and sanction review. The Executive Vice President will also determine whether the suspended student is allowed to remain on college property pending the completion of the investigation. In the event that the Executive Vice President is away from campus or otherwise unavailable, any member of the executive branch (President, Chief Academic Officer, Vice President of Administrative Services) may impose an interim suspension consistent with the following procedure.

- The Executive Vice President initiates an interim suspension by providing the President with information of:
 - a) the events causing the threat to exist;
 - b) the name of the student and actions allegedly violating college regulations; and
 - c) a statement of the college regulations allegedly violated by the student.
- If the Executive Vice President suspends a student, he or she will be notified of the interim suspension and an upcoming procedural interview.
- If the final decision is to suspend or expel the student, the sanction takes effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with Walnut Hill College Student Handbook.

SUSPENSION

Suspension is the loss of privileges of enrollment at Walnut Hill College for a designated period of time and prohibits a student from being present without permission on the campus or at college sponsored activities. A student's suspension shall not exceed one calendar year following the effective date of the sanction. A student organization's suspension is a temporary revocation of college recognition. A student organization suspension will not exceed five years.

EXPULSION

Expulsion is the permanent loss of privileges of enrollment at Walnut Hill College and prohibits a student from ever being present without permission on the property of Walnut Hill College. Expulsion will be noted on the student's permanent record. For a student organization, expulsion is the permanent revocation of college recognition. The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

Note: Other areas of the college, such as academic units, student employment, and student activities, may place specific restrictions on students or student organizations that are on disciplinary sanctions.

DISMISSAL

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

- Use, possession, or being in the presence of illegal drugs or alcohol on school premises, which includes dormitories and any other school related properties*,
- Being under the influence of drugs or alcohol during school hours or during any school-sponsored activities or functions,
- Cumulative GPA below 1.5 after the first year,
- Removing or damaging school property, including food, beverages, and equipment,
- Displaying any behavior which could endanger the well-being of another person,
- Failure to uphold the college's standards of professionalism and behavior,
- Attending any classes while on suspension for any reason.

**Walnut Hill College has a "zero tolerance" policy with regard to a student under the influence, in possession of, or in the presence of drugs or alcohol.*

APPEAL FOR REINSTATEMENT

A student who is dismissed from the college or Residential Learning has the right to appeal the dismissal decision and request reinstatement. To initiate the appeals process, the student must submit, in writing, detailed documentation as to why he/she feels the decision for dismissal was in error. The letter must be submitted to the Executive Vice President within seven (7) days of the dismissal.

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

The decision of the appeals panel is final.

STUDENT COMPLAINT PROCEDURE

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

1. Meet with the class instructor and attempt to resolve the issues (s).
2. Should there be any unresolved issues; students may then meet with the appropriate Dean or Vice President:
 - a. Restaurant and Hotel Management students should see the Program Director or Chief Academic Officer
 - b. Culinary and Pastry Arts Students should see the Vice President of Culinary and Pastry Arts
3. To further pursue a matter, students may submit a complaint in writing to the Executive Vice President.

If the student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career
Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

The PA Department of Education Complaint form can be found at <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx>.

EXPERIENCE WALNUT HILL COLLEGE

Interested in learning more about Walnut Hill College and all it has to offer? Why not join us for our Walnut Hill College Experience! Our 'Experiences' are held on Saturday mornings throughout the academic year.

We'll treat you to continental breakfast while you tour our campus, meet students and teachers, and learn how to take the first step to becoming a hospitality professional! You can also expect to be immersed in our classrooms and culture as you visit our kitchens and practice some of the very skills you will be learning while enrolled!

WHERE TO STAY NEAR CAMPUS

University City Philadelphia – located blocks from Walnut Hill College

Homeward Suites By Hilton

4109 Walnut St, Philadelphia, PA 19104
(215) 382-1111

The Inn at Penn

36th and Sansom Streets
(215) 222-0200

Sheraton University City

36th and Chestnut Streets
(215) 387-8000 • 800-325-3535

Center City Philadelphia

Center City is the business and shopping district of Philadelphia. University City and Walnut Hill College are located just eight minutes by car from Center City. For a listing of the myriad hotels and inns where you can stay in Center City, check with your travel agent or online.

Historic Area of Philadelphia

Stay in the historic area to get a view of Philadelphia's rich history, while enjoying all of Philadelphia's dynamic contemporary style.

Holiday Inn at Independence Mall

4th and Arch Streets Philadelphia, PA 19106
(215) 923-8660 • (800) 541-3425

The Omni Hotel at Independence Park

401 Chestnut Street
Philadelphia, PA 19106
(215) 925-0000 • 800-THEOMNI

HOW TO GET TO WALNUT HILL COLLEGE

By Air, the Philadelphia International Airport is only 20 minutes from the college.

By Train, 30th Street Station, which is serviced by regional Amtrak and local SEPTA trains, is located just five minutes from the college.

By Car, find our free parking for guests and VIPs located at 4207 Walnut Street, Philadelphia, PA 19104

From the PA Turnpike Heading East

- Take the Pennsylvania Turnpike to Exit 326, the Valley Forge Interchange.
- Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.

From the Ben Franklin Bridge

- After crossing the bridge, take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.

From the PA Turnpike or The Northeast Extension

- Take the Pennsylvania Turnpike to Exit 333, I-476 south.
- Take I-476 to I-76 east.
- Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not

take the I-676 east exit to Center City. Stay on I-76.

- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.

From I-95 Heading South

- Take I-95 south to the Central Philadelphia exit, I-676 west.
- Take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.

From I-95 Heading North

- Take I-95 north to I-76 west, heading toward Central Philadelphia.
- Take I-76 west, the Schuylkill Expressway to Exit 346-A, South Street, which exits from the left lane.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.
- Turn left on South Street.

From the Walt Whitman Bridge

- After passing through the bridge's toll booth, go straight onto I-76 west, the Schuylkill Expressway.
- Take I-76 west to Exit 346-A, South St., which exits from the left lane.

- Turn left on South St.
- Take Exit 346-A, South Street, which exits from the left lane.
- Make a right onto South St.
- At the second light, turn right off South St. onto 33rd St.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut St. The parking lot is adjacent to the College.
- Turn left on South Street.