

# SHULAR

INSTITUTE

2023 - 2024

# CATALOG





# LETTER FROM THE PRESIDENT



Certified Master Chef Daryl Shular

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Welcome

A career in the food service and hospitality industry offers you the opportunity to be creative, successful, and respected in a highly competitive field. The Shular Institute student receives a fundamental focused and hands-on approach to food service development and acquires a professional versatility that is most helpful in the modern-day hospitality industry. The Institute training includes operational proficiency, science focuses, and advanced fundamental development that provides excellent student marketability as he/she sets out to become part of the new generation of food service trailblazers.

To make the learning experience pleasant and successful for students and staff alike, codes of conduct (both Culinarian and Student) expectations, standards, and procedures are in effect at Shular Institute. These policies support your development and maintain the professionalism that characterizes the Institute. This Student Handbook is a statement of these policies and is to be used as a reference guide for each student and staff member.

The information contained in this Handbook will be in effect throughout your enrollment. Each student will receive a copy of this Handbook upon orientation. The student will be advised of Addenda to the Handbook when revisions to Program Policies are adopted and the most recent version of the Handbook will be presented to the student body. The Institute reserves the right to revise non-academic policies in this Student Handbook.

Daryl L. Shular, CMC  
President  
Shular Institute

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# ABOUT THE SHULAR INSTITUTE

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Shular Institute to make changes to this catalog due to the requirements and standards of the school's state licensing agency, U.S. Department of Education, or due to market conditions, employer needs, or other reasons. Shular Institute reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. Shular Institute also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

## **PHOTOGRAPHS**

While not all photographs in this publication were taken at the Shular Institute, they do accurately represent the general type and quality of equipment and facilities found at the Shular Institute. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

## **STATEMENT OF OWNERSHIP**

The Tucker, GA Shular Institute campus is wholly owned by the Daryl Shular Hospitality Group

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## **MISSIONS AND OBJECTIVES**

Shular Institute's commitment is to the development of future industry leaders through the unique integration of entrepreneurship and advancing modern culinary principles through hands-on exercises in a community-based center.

## **FACILITIES**

At the Shular Institute's students and industry professionals receive training in either our live restaurant environment or in one of our professional kitchens with industry standard equipment.

## **INTEGRITY STATEMENT**

Academic integrity is a basic guiding principle for all educational activities at the Shular Institute and all members of the community are expected to adhere to this principle.

Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. We will be guided by the quest for truth. We maintain that trust fosters a free exchange of ideas. We respect each individual's ideas and opinions and endeavor to foster an atmosphere of fairness, equality, and responsibility

## **CLASS HOURS**

Classes begin promptly as scheduled and typically meet four days a week. A student will be considered tardy if they are not in class by the scheduled starting time. Class hours are subject to change depending on the number of class days in any grading period.

## **INSTITUTE HOURS**

The Administrative offices at the Institute are available from Monday through Friday from 8:00 am to 7:00 pm. and on Saturday from 10:00 am to 2:00 pm. except for breaks and approved holidays. The building may be closed on holiday weekends where a holiday falls on a Monday or Friday. Office hours are subject to change.

# ABOUT THE SHULAR INSTITUTE

## ATTENDANCE / PUNCTUALITY

Regular classroom attendance is not only an essential requirement for academic excellence but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course.

Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 10 calendar days, not including scheduled campus holidays or breaks, will be administratively withdrawn from the program.

Students who will be absent for a valid reason should notify their instructor in advance. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit the work missed. Students should carefully review each class syllabus to understand specific policies for that class.

## FACULTY - as of 05/25/2023

### Daryl L. Shular

- President, Director of Education
- Advanced 1 & 2
- ACF Certified Master Chef
- A.A. Degree Culinary Arts
- Art Institute of Atlanta; 1992
- Full Time

### Sean M. Rush

- Director of Student Services
- Advanced 1 & 2
- B.A., Business Administration, Morehouse College (1998)

### Dr. Roderick Frazier

- Instructor
- Health scientist
- Doctorate in naturopathy,

## FACULTY DESCRIPTIONS

Shular Institute believes the core of a successful dining operation centers around innovation, precision, and cultivation. Our student-operated FarmED Kitchen and Bar, will offer a simplistic approach to modern cooking in an environment driven by education and technical development. At the flagship restaurant of The SHULAR Institute, students will enjoy a wide range of modern food styles and custom beverages in our 7,000 sq. ft open kitchen and bar. In addition, students will engage in a first-class dining experience, that place our guest in the heart of the operation, with a view into our open kitchen and culinary test lab. This unique experience allows for our students to indulge in the rich sounds, and aromatic aromas and provide an exciting food service experience of a fully engaged kitchen brigade.

At FarmED we support local food suppliers and farmers by selecting the freshest product direct from the farm to the kitchens here at SHULAR Institute. Our student operation will feature a wide variety of international-inspired artisan bread, pastries and desserts, all prepared on-site in our campus pastry shop. In addition, we will offer a Farm-to-Table inspire breakfast and lunch menu centered around fresh salads, custom sandwiches and stone-baked pizzas and flatbreads. Our evening service will feature daily menus created by our culinary team inspired by Master Chef Shular.

Our students will create the ultimate dining experience from our private test lab or a custom chef's table which places our guests in the heart of the operation. Here at the Shular Institute will take our students will explore world-class multi-course food and wine experience which showcases modern cooking under the inspiration of a Certified Master Chef.

# SHULAR INSTITUTE PROGRAMS



## CERTIFICATE IN CULINARY ARTS-INTRODUCTION

Shular Institute Culinary Arts Intro is an intensive 6-month program, designed to develop our students in the fundamentals of Culinary Art development.

Students will be introduced to all core areas of modern and traditional cooking practices, while inspiring them to explore the vast career opportunities of global cuisines. Each student will be exposed to the current needs of the modern kitchen, from effective team building, basic food cost practices and the principles of total utilization.

This program is an intensive 30-week program, including 720 hours of lecture and lab, plus 144 hours of internship with our industry partners. Students will be proficient in the competencies required for entrance to this career field.

**Program outcomes include:**

1. Food Handling and Public Safety Consumer protection practices, local and Federal regulations, and requirements.
2. Product Identification and Sustainability, communal and urban cultivating, environmental awareness, and total utilization practices.
3. Team Building and Professionalism, effective communication standards, project implementation, peer engagement and guest relations.
4. Culinary and Baking Principles, explore and effective execution of core cooking principles, modern equipment uses and time management efficiency.

Course Code	Course Title	Total Clock Hours
SI 100	Culinary Fundamentals	126
SI 110	Food Sanitation and Safety	18
SI 120	Mass Production I	126
SI 130	Basic Culinary Math	18
SI 150	Mass Production II	126
SI 160	Ethics and Professional Issues	18
SI 140	Industry Internship	144
SI 170	Restaurant Capstone	126
SI 180	Laws and Regulations	18
<b>TOTAL PROGRAM HOURS</b>		<b>720</b>

*\*Students may be required to take additional coursework in English and Math based on Accuplacer, ACT, or SAT test scores.*

*Shular Institute is committed to maintaining the highest level of educational excellence.*

# COURSE DESCRIPTIONS

## **COURSE NUMBERING SYSTEM**

Shular Institute uses a course numbering system that consists of a two letterprefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education. .

**Note:** The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every module.

## **SI 100 - Culinary Fundamental**

*3 Credits*

*Prerequisite:*

## **SI 110 - Food Handling and Safety**

*3 Credits*

*Prerequisite:*

This course covers the principles of safe food handling, the types of hazards, and the most common causes of food borne illness. A focus is placed on standards for safe food handling throughout the industry and the principles for managing sanitation in a food service operation. The course introduces students to the seven principles of HACCP and familiarizes students with the functions of various governing bodies that service this aspect of the industry. Students discuss how to handle food safely from acquisition to service and are shown areas of opportunity to prevent food borne illness throughout the flow of food.

## **SI 120 - Mass Production I: Corporate and**

## **Private Catering**

*3 Credits*

*Prerequisite:*

This course introduces students to the rigor of mass food production for on-and-off premise catering. The industry sector of the food service industry generates billions of dollars in both food and beverage sales globally. Therefore, our students will engage in a variety of service modules, to include independent catering, corporate institutions, and private dining services. Students will also prepare and execute events for a variety of local patrons, while focusing on the advance food preparation, travel logistics and event planning.

## **SI 130 - Basic Culinary Math**

*3 Credits*

*Prerequisite:*

This course introduces students to the core concepts of food management through cost controls, recipe development and labor practices. Students will learn the how to convert raw product cost into edible cost for proper food cost protection and procurement practice.

## **SI 140 - Industry Internship**

## **SI 150 - Mass Production II:**

**International**

*3 Credits*

*Prerequisite:*

This course is a continuation of Mass Production-Corporate and Private Catering. Students will explore the exciting world of the private chef, independent caterer, and institutional food production. Students will prepare dishes from foods from around the world, to include creative buffets and large plated dinners for a diverse clientele.

## **SI 160 - Ethics and Professionalism**

**Production**

*3 Credits*

*Prerequisite*

Effective ethical leadership in food requires more than a sense of right and wrong—it requires the ability to lead with purpose. New food leaders need the tools to develop and sustain a personal moral compass, a strong understanding of the risks inherent to the food system, and the ability to apply ethical decision-making across a range of issues impacting the food industry.

## **SI 170 - Restaurant Capstone-American Regional**

*3 Credits*

*Prerequisite*

This course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accentuated. American Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, timelines, plate presentation, and teamwork are introduced and stressed. Timing and organization skills are emphasized

## **SI 180 - Laws and Regulations**

*3 Credits*

*Prerequisite*

# SHULAR INSTITUTE PROGRAMS



## CERTIFICATE IN ADVANCED CULINARY ARTS

Shular Institute Culinary Arts Advanced I is an intensive 10-month program, designed to develop our students in the higher levels of culinary development.

Students will be challenged in all areas of modern and traditional cooking practices, while inspiring them to explore the vast resources of global cuisines. Each student will be exposed to the current needs of the modern kitchen, from effective team building, cost management and the principles of total utilization.

By valuing an Earth first approach, our students will engage directly with local farmers, investigating the latest methods from cultivating to harvest. Shular Institute commits to redefining the image of the modern cook through cultural engagement, professional leadership, and fiscal awareness for long term success in the hospitality industry.

This program is an intensive 10-month program, including 1320 hours of lecture and lab of hand's-on advanced technical development through global cuisine. Students will be proficient in the competencies required for entrance to this career field.

### Program outcomes include:

1. Cost Control and Labor Management, Financial management and operation sustainability, P&L analytics and best practices.
2. Entrepreneurship Brand development and marketing, go to market strategies.
3. Food Handling and Public Safety Consumer protection practices, local and Federal regulations and requirements.
4. Product Sourcing and Sustainability Communal and urban cultivating, environmental awareness and total utilization practices.
5. Project Management and Leadership Effective communication standards, project implementation, peer engagement and guest relations.
6. Advance Culinary and Baking Principles Explore and effective execution of core cooking principles, modern equipment use and time management efficiency.

Course Code	Course Title	Total Clock Hours
SI 205	European and Mediterranean	240
SI 210	Supervision and Management	40
SI 220	African and Caribbean	240
SI 230	Cost Management and Procurement	40
SI 240	Asian and Pan Pacific Cuisine	240
SI 245	Beverage and Hospitality Management	40
SI 250	Latin American Cuisine	240
SI 286	Culinary Capstone	240
<b>TOTAL PROGRAM HOURS</b>		<b>1320</b>

*\*Students may be required to take additional coursework in English and Math based on Accuplacer, ACT, or SAT test scores.*

*Shular Institute is committed to maintaining the highest level of educational excellence.*

# COURSE DESCRIPTIONS

## **COURSE NUMBERING SYSTEM**

Shular Institute uses a course numbering system that consists of a two letter prefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 200-300 are generally taken during a student's first academic year of Advanced Courses.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education.

**Note:** The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every module.

## **SI 205 - European and Mediterranean**

*3 Credits*

### *Prerequisite*

This course introduces students to the comprehensive cuisines of Europe and the Mediterranean regions. Students will gain in-depth knowledge to the food, culture, and history this region of the World. This course highlights traditional dishes and cooking techniques from the British Isles, Spain, Portugal, France, Italy, Scandinavia, and the Eastern Europe Regions.

## **SI 210 - Supervision and Management**

*3 Credits*

### *Prerequisite:*

An exploration of table service principles and skills with an emphasis on customer service in a public restaurant. The focus will be placed on wine, beer, coffee, tea, and non-alcoholic beverage service. Topics include guest relations, professional communications, order taking in an à la carte environment, service sequence, point-of-sale systems, cash

handling, beginning merchandising, table skills, and dining room preparation

## **SI 230 - Catering Production I:**

### **Private Events**

*3 Credits*

### *Prerequisite:*

## **SI 220 - African and Caribbean**

*3 Credits*

### *Prerequisite*

This course introduces students to the cultural and historical cuisines of the African Continent and Caribbean nations. By the end of this course students will be able to identify various regions of Africa and the indigenous foods consumed. Students will investigate the various influences that has impacted these regions from colonization, economic and climate conditions.

## **SI 230 - Cost Management and Procurement**

*3 credits*

### *Prerequisite*

In this course students will learn the core principles of food sourcing and product securities through the process of procurement. This course dive deep into the world of product management through broadlines, vendors and food brokerage. Students will also learn the process of product management as it regards to profit-management, shrinkage prevention and general food cost management/operational profitability.

## **SI 240 - Asian and Pan Pacific Cuisine**

*3 Credits*

### *Prerequisite*

In this course students will understand how Chinese philosophy reflects in the culture of the region. Students will be able to identify several provinces of China and explain characteristics of the cuisines, to include various cooking techniques, traditional dishes, and indigenous ingredients.

## **SI 245 - Beverage and Hospitality**

### **Management**

*3 credits*

### *Prerequisite*

This upper-level course incorporates theoretical and practical information on the organization and creation of a beverage program within the overall operation of a hospitality business. Planning topics will include concept, identification of target market, and creation of a beverage inventory. Management topics will include bar layout and operations, trend identification and product selection, costing and pricing, purchasing and inventory methods, and human resources management. Emphasis will be placed on cost-control measures for beverages, inventory, and sanitation laws and practices. In addition, responsible beverage service will be stressed in the form of a required TIPS certification.

## **SI 250 - Restaurant Latin American Cuisine**

*3 Credits*

### *Prerequisite*

Students will be able to describe the impact the Mayans and Aztecs had on the regional cuisines. This course highlights the cultural, religious influence and ingredients introduced by the Spanish and European explores. Students will also prepare traditional dishes and identify foods and flavoring prevalent throughout the Latin American region.

## **SI 286 - Culinary Capstone**

*3 Credits*

### *Prerequisite*

# SHULAR INSTITUTE PROGRAMS



## CERTIFICATE IN ADVANCED CULINARY ARTS-HOSPITALITY

Shular Institute Culinary Arts Advanced II is an intensive 10-month program, designed to develop our students in the higher levels of culinary development. Students will be challenged in all areas of modern and traditional cooking practices, while inspiring them to explore the vast resources of global cuisines.

Each student will be exposed to the current needs of the modern kitchen, from effective team building, cost management and the principles of total utilization. By valuing an Earth first approach, our students will engage directly with local farmers, investigating the latest methods from cultivating to harvest. Shular Institute commits to redefining the image of the modern cook through cultural engagement, professional leadership, and fiscal awareness for long term success in the hospitality industry.

This program is an intensive 10-month program, including 1240 hours of lecture and lab of hand's-on advanced technical development through global cuisine. Students will be proficient in the competencies required for entrance to this career field.

### Program outcomes include:

1. Cost Control and Labor Management, Financial management and operation sustainability, P&L analytics and best practices.
2. Entrepreneurship Brand development and marketing, go to market strategies.
3. Food Handling and Public Safety Consumer protection practices, local and Federal regulations and requirements.
4. Product Sourcing and Sustainability Communal and urban cultivating, environmental awareness and total utilization practices.

Course Code	Course Title	Total Clock Hours
SI 305	Lifestyle Diets and Healthy Cooking	200
SI 310	Service and Beverage Management	40
SI 322	Ethical Leadership in the Food Business	40
SI 325	Entrepreneurship-Concept Development	40
SI 330	International Street Fare	200
SI 332	Bar Management Beer and Wine	40
SI 362	Principles of Business Law	40
SI 370	Entrepreneurship-Marketing	200
SI 372	Advanced Modern Food Trends I	40
SI 374	Bar Management II: Mixology	40
SI 376	Entrepreneurship-Business Financials	40
SI 386	Employment Laws and Labor Regulations	200
SI 390	Advanced Modern Food Trends II	40
SI 395	Entrepreneurship Capstone Presentation	40
SI 400	Level One Wine Certification	40

TOTAL PROGRAM HOURS..... 1240

*\*Students may be required to take additional coursework in English and Math based on Accuplacer, ACT, or SAT test scores*

*Shular Institute is committed to maintaining the highest level of educational excellence. .*

# COURSE DESCRIPTIONS

## COURSE NUMBERING SYSTEM

Shular Institute uses a course numbering system that consists of a two letter prefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 300-399 are generally taken during a student's second academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education.

**Note:** The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every module.

### SI 305 - Lifestyle Diets and Healthy Cooking

3 Credits

*Prerequisite:*

This section introduces students to the issue and impact of nutritional food offering and provides background information on heart disease, diabetes, fat, cholesterol, sodium, physical activity, body image, and the role of culture that will be applicable throughout their career in the food service industry.

### SI 310 - Service and Beverage Management

3 Credits

*Prerequisite*

An exploration of table service principles and skills with an emphasis on customer service in a public restaurant. The focus will be placed on wine, beer, coffee, tea, and non-alcoholic beverage service. Topics include guest relations, professional communications, order taking in an à la carte environment, service sequence, point-of-sale systems, cash handling, beginning merchandising, table skills, and dining room preparation.

### SI 322 - Entrepreneurship-Concept

## Development

3 Credits

*Prerequisite*

As part of the core curriculum, students are required to develop a viable business plan which meets the standards of our institution as part of their program completion. Students will begin developing and brainstorming creative concepts as part one of their final capstone project. Students are required to earn an 80% or higher on this "Concept Development Project" to move to the next level of the program.

### SI 330 - International Street Fare

3 Credits

*Prerequisite:*

Students will study the global impact of Street food, which is ready-to-eat food or drink typically sold by a vendor on a street and in other public places, such as at a market or fair. Students will produce food from a portable food booth, food cart and food truck for immediate consumption by our guest visitors. Street food vending is found all around the world but varies greatly between regions and cultures.

Most street foods are classed as both finger food and fast food and are cheaper on average than restaurant meals. According to a 2007 study from the Food and Agriculture Organization, 2.5 billion people eat street food every day.

### SI 332 - Bar Management: Beer and Wine

3 Credits

*Prerequisite*

This upper-level course incorporates theoretical and practical information on the organization and creation of a beverage program within the overall operation of a hospitality business. Planning topics will include concept, identification of target market, and creation of a beverage inventory. Management topics will include bar layout and operations, trend identification and product selection, costing and pricing, purchasing and inventory methods, and human resources management. Emphasis

will be placed on cost-control measures for beverages, inventory, and sanitation laws and practices. In addition, responsible beverage service will be stressed in the form of a required TIPS certification.

### SI 362 - Principles of Business Law

3 Credits

*Prerequisite*

This course highlights the essential importance of operational effectiveness through ethical standards in the food service industry. Students will develop the framework necessary to lead with a purpose and to understand the wide range of legal issues that impacts the food service operator. Students will engage in theoretical models, participate in group discussions, and examine real-world issues through critical thinking and behavioral assessment.

### SI 370 - Entrepreneurship-Marketing

3 Credits

*Prerequisite*

As students continue the development of their capstone project, this course focuses on the essentials of competitor analysis. Students will conduct analytics and collect current data to support the strategic launch of their business plan. This course addresses the benefits of SWOT analysis, market evaluation and historical data to support a go-to-market game plan. Students are required to obtain an 80% average in order to proceed to the next level of the project.

### SI 372 - Advanced Modern Food Trends

3 Credits

*Prerequisite:*

Experience the reality of producing and marketing products in the setting of an actual bakery café. Students prepare, display, and present savory items, pastry products, and signature baked goods. In an on-campus bakery café environment, students practice the skills of controlling inventory, analyzing sales, and operating a complete shop.

Specialty items for customers are

# COURSE DESCRIPTIONS

developed under the direction of a faculty member.

## **SI 374 - Bar Management II: Mixology**

*3 Credits*

### *Prerequisite*

This course introduces students to the art of bartending and mixology. Student will have full access to a professional level bar, which includes wines, exotic drinks, and creamed beverages. This course prepares students on the practice of bar set up, drink garnishes, beverage identification and inventory management for a food service operation.

## **SI 376 - Entrepreneurship-Business**

### **Financials**

*3 Credits*

### *Prerequisite*

Financial statements are an important part of a business operation. They let business owners know where they stand currently in areas such as assets, liabilities, income, and cash flow, as well as how well they've done during a just-completed fiscal year. They also play a part in the planning process of a business, especially for one preparing to launch. Students will research and develop practical financial statements for their Capstone Project, this includes balance sheets, cash flow statements, shareholder investments equity. Students are required to obtain an 80% average to continue to the next phase of the project.

## **SI 386 - Employment Laws and Labor**

### **Regulations**

*3 Credits*

### *Prerequisite*

This course introduces students to the workings and details for the federal and state labor law associated with the food service industry.

Students will understand standard compensation laws and work environment requirements for the food service industry.

*3 Credits*

### *Prerequisite*

Students will gain rigorous hands-on experience in our upscale community-based Bistro and Bar concept. This high-volume establishments will test student's ability to time-manage, station organization, mise en place, plate presentation and development of flavor profiles. This concept will challenge the students understanding of teamwork, communication and problem solving under the direction of the executive chef.

## **SI 390 - Entrepreneurship-Capstone**

### **Presentation**

*3 Credits*

### *Prerequisite*

This capstone course is the final component to the student entrepreneurial course and pre-requisite. Students will present their final business proposal to industry professional for evaluation and verification. This course is an intense demonstration of the requirements of business start up and entrepreneurship in the food service industry. A minimum of an 80% pass score is required for completion of this class.

## **SI 400 - Level One Wine Certification**

Course Description:

The WSET Level one Certification in Wines and Spirits.

## **SI 390 - Advanced Modern Food Trends II**

# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

Students should apply for admission as soon as possible in order to be accepted for a specific program and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

### For the Shular Institute campus in: Atlanta

- Complete an Application form
- Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is less than 18 years of age, applicable enrollment documents must also be signed by a parent or guardian)
- Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence
- Sign a request for high school or GED transcript (and official transcripts, where applicable)
- Complete the Wonderlic Exam
- Pay applicable application fee (non- refundable unless applicant is denied admission or cancels application within three (3) business days of the school's receipt of the application and fee)

### In addition each applicant must provide:

- Commitment to the Program (One of the following criteria)
  - a. Essays:

**PERSONAL:** Student should write an essay about past academic experience/ achievement and non-academic experience/achievement (leadership, military, or community service) in essay Form.

**PROFESSIONAL:** Student should write an essay that includes their desire to enter the program, why they chose Shular Institute, and their commitment of completion including their career goals for the future. This essay should also include how they believe this program will benefit them professionally.

- b. In-Person Practical: 30 - 60 min kitchen practical

- c. In-Person Interview: PERSONAL/PROFESSIONAL

- Proof of Age: Student must be at least 18 years of age  
The school reserves the right to reject applicants if the items listed above are not successfully completed.

## APPLICATION FEE WAIVER POLICY

Application fees are waived under the following circumstances:

- For prospective students who have previously paid an application fee at a Shular Institute owned school and that fee was not refunded;
- For a prior graduate from any Shular Institute owned school;
- For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
- For all Shular Institute, spouses and dependents enrolling as a Shular Institute student;
- For a prospective student who is eligible for Native American tribal education benefits;
- For a prospective student who will be attending with state TA funding assistance.
- For a prospective student who is a high school student on free or reduced lunch.

## PROOF OF HIGH SCHOOL GRADUATION

For SI campuses in: Atlanta, Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and data of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Admissions Department and must be returned to the Admissions Department. Students may be asked to provide additional documentation to validate their Proof of Graduation. Any student who does not provide valid documentation of high school graduation, or its equivalent, within this timeframe will be unregistered from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available.

# ADMISSIONS INFORMATION

## WONDERLIC EXAM

Applicants applying to Shular Institute must take the Wonderlic® Scholastic Level Exam (SLE). Students applying from outside the campus' region who are not available for immediate onsite testing may be required to take the Wonderlic® Scholastic Level Exam Quick test (SLE-Q).

Those applying to a certificate/diploma program, who have earned an associate degree or higher from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of their transcripts, will be exempt from taking the Wonderlic® exam. Those applying to an associate degree program, who have earned a bachelor degree or higher from an accredited institution recognized by the U.S. Department of Education and have provided official copies of transcripts, will be exempt from taking the Wonderlic® exam. International students are exempt from taking the Wonderlic® Exam.

The score of the Wonderlic Exam is not used to determine eligibility for enrollment.

## ARTICULATION AGREEMENTS

Shular Institute has not entered into an articulation or transfer agreement with any other University.

## CRIMINAL CONVICTION POLICY

In an effort to maintain a safe educational and working environment for students and staff, Shular Institute does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Shular Institute are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Shular Institute reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate.

Students will be denied admission if they have a Tier 1 criminal conviction in the last 5 years. For a list of Tier 1 convictions, please speak with your Admissions Representative.

## ENGLISH PROFICIENCY

Shular Institute does not provide English-as-a-second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is

not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
- Advance Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- A grade of 'C' or better in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours with at least a 'C' (70%) average at an accredited postsecondary institution in which English was the language of instruction Students or graduates who have been previously enrolled in a Shular Institute Spanish program who chose to transfer to a non-Spanish program will need to meet the English Proficiency requirements.

## ADMISSIONS PROCEDURES FOR INTERNATIONAL STUDENTS

For the Shular Institute campuses in: Atlanta, students who are eligible for the issuance of an I-20 may enroll directly into an Associate degree at the Non-Resident tuition and fee level. International students are exempt from taking the Wonderlic® Exam. No English language services are provided by the school. Instruction is conducted in English.

## NON-DISCRIMINATION

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

## STUDENT ORIENTATION

Prior to beginning classes at the Shular Institute, all new students attend an orientation program, ORI101. Orientation facilitates a successful transition into the Shular Institute. New students are required to attend regardless of their prior Institute experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities.

# FINANCIAL INFORMATION

## **RE-ENTERING STUDENTS**

Students who have previously attended Shular Institute but did not graduate, and are returning within 364 days of their withdrawal date, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background Check. Payment of the application fee is not required.

Students who have previously attended Shular Institute but did not graduate, and whose recorded withdrawal date is greater than 364 days, are subject to all admissions requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

## **POLICY ON FORGED/ALTERED ACADEMIC DOCUMENTS FROM FOREIGN INSTITUTIONS**

Foreign and Domestic Documents Shular Institute follows strict policies concerning academic integrity. Students with foreign educational credentials must submit authentic foreign academic documents from all upper- secondary and postsecondary educational institutions. Foreign educational credentials will be verified through an approved foreign credential evaluation agency. Foreign credentials will be evaluated to ensure they are equivalent to a high school diploma. This evaluation will be paid for by Shular Institute.

## **FORGED DOCUMENTS**

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admission. If the situation occurs that a student is already attending classes at Shular Institute and verification of forged credentials arrives, the following applies: If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the institution. If the forged document was not used to admit the student, but was used to gain possible transfer credit, the student may be dismissed from school or placed on probation and any transfer credit already awarded from the forged credential will be taken away.

## **CANCELLATION POLICY**

A Student who cancels the Enrollment Agreement within 3 business days (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of the school's receipt of the application and fee will receive a refund of all monies paid. Students who have not visited the Institute facility prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment. A Student who cancels after 3 business days but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the Enrollment Agreement is not accepted by Institute or if Institute cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded.

All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Institute President.

## **REFUND POLICIES**

After the last day of the add/drop period for each payment period no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at The Shular Institute. Refunds are made for a student who withdraws or is withdrawn from the Institute prior to the completion of his/her program and is based on the tuition billed for the payment period in which the student withdraws. For the purposes of calculating a refund, the payment period is defined as the period of enrollment in which tuition is billed. Refunds will be based on the total fees incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/ or uniforms that have been issued are nonrefundable. In addition, there are no refunds on books and/ or supplies provided to the student, or fees charged for any student who starts classes at the Institute and then withdraws or is later dismissed for any reason. When a student withdraws from the institution, he/ she must complete a student withdrawal form with the Institute President. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institute. If there is a balance due to the Institute that balance will be due immediately, unless a cash payment agreement for this balance has been approved by the Institute President.

# FINANCIAL INFORMATION

## Refund of Tuition and Fees

Tuition and fees, if applicable, will be refunded at a prorated amount, based on percentage of paid segment (i.e., module, semester, or total program) completed, should the student withdraw before 50% completion of the course/program.

\* That proration must be equal to (1 - % of the program completed) which will vary from program to program. For example, if a student completes through week 10 of the 40-week program, they must receive 75% of the tuition back.

There are no individual course refunds, partial or in full to any student who has withdrawn past 50% they are enrolled of the program. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable beyond the student's withdrawal will be refunded in full. Any books, equipment, software and/or uniforms that have been issued are nonrefundable.

All withdraws from the Institute must be made in writing by the student and approved by the Institute President. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institute. When determining a refund, a student shall be deemed to have withdrawn from the Institute when any of the following occurs:

## Withdrawal Examples:

- The Student notifies the Institute of the student's expected withdrawal date or as of the date of the student's withdrawal, whichever is later.
- The Institute terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the Institute and/or failure to meet financial obligations to the Institute.
- The student incurs 6 consecutive absences and does not communicate directly with the Institute (or meet attendance policy or leave of absence requirements as stated in the Institute's catalog) regarding the nature of those absences.

In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

## **SHULAR INSTITUTE SCHOLARSHIPS**

Best of the Best Scholarship – Shular Institute offers the Best of the Best Scholarship to students who graduate high school or have graduated from a prior Institute certificate or degree program with a GPA of 3.5 or higher (on a 4.0 grading scale). Each qualifying applicant will be eligible for a scholarship award of up to \$1,500. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process and have submitted the Best of the Best Scholarship application and their high school transcript. Applications may be obtained online at [www.shularinstitute.com](http://www.shularinstitute.com)

## Program Details and Eligibility Criteria:

- Applications are due by the end of the add/drop period for the student's first class or classes.
- The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). SI will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment. Shular Institute makes available a limited amount of money each year for the Best of the Best Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students.

The Future Master Chefs of America Competition Scholarship – Shular Institute offers The Future Master Chefs of America Scholarship. High school seniors may qualify for the scholarship as outlined in the program rules and requirements.

## **SCHOLARSHIP AWARDS**

### Campus Competitions

To apply for this scholarship, high school seniors must submit an essay explaining why they want to pursue a postsecondary education and a career in the culinary profession and must complete all application requirements prior to the established due dates. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials.

# FINANCIAL INFORMATION

The scholarship awards will be applied towards tuition costs for a Shular Institute Advanced program.

1st Place Award – \$5,000 2nd Place Award – \$2,000 3rd Place Award – \$1,000

All competition participants not placing for the Future Master Chefs of America Scholarship award will receive a \$500 Scholarship to be applied toward tuition at any Shular Institute campus within the United States.

## **Program Details and Eligibility Criteria:**

- The student must enroll and begin their program of study at the Shular Institute campus in the United States within one calendar year from the date of the award. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and meet all admissions and eligibility requirements thereof.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship will be applied towards tuition only and will be paid in equal amounts each term for the published length of the program.

If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's cost to attend school. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

## **Class Hours**

Classes begin promptly as scheduled and typically meet four days a week. A student will be considered tardy if they are not in class by the scheduled starting time. Class hours are subject to change depending on the number of class days in any grading period.

## **Institute Hours**

The Administrative offices at the Institute are available from Monday through Friday from 8:00 am to 7:00 pm. and on Saturday from 10:00 am to 2:00 pm. except for breaks and approved holidays. The building may be closed on holiday weekends where a holiday falls on a Monday or Friday. Office hours are subject to change.

## **DEFINITION OF A GRADING PERIOD**

A grading period is defined as one (1)-six week module.

## **Enrollment Status**

To be consistent with the U.S. Department of Education guidelines, Shular Institute has defined a full-time student as someone enrolled in the current semester, and has met the attendance requirements.

## **Transfer of Credit to Other Schools**

Shular Institute does not imply or guarantee that credits completed at Shular Institute will be accepted by or transferable to any other university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Shular Institute.

Students seeking to transfer credits earned at Shular Institute to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

## **INTERNAL GRIEVANCE POLICY**

Many student complaints can be resolved through discussion with appropriate instructor or staff member and the use of this grievance procedure and we encourage students to make contact at the first indication of a problem or concern. This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addresses.

The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure.

It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

The Shular Institute and the student agree to participate in good faith in this grievance procedure.

# ACADEMIC INFORMATION

We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Shular Institute administration against any party involved.



American Master Chef's Order  
FOR THE STUDENT  
M C

SMU L.A.  
Daryl & Shiraz LLC

# ACADEMIC PROGRESS

## ACADEMIC PROGRESS

### Course Absences

Regular attendance is an important part of successful training at The Shular Institute; therefore, the student of the Institute is expected to attend class each day it is in session. Students should carefully review each class syllabus to understand specific policies for that class.

### Course Drop Policy

The Institute programs are offered as block scheduled full-time academic sequence of courses with program hours ranging from 40 - 200 hours. A request for a course drop must be made by the student to the Registrar's Office and initiated by the end of week 3 of the course. Exceptions with appropriate documentation may be granted by the Campus President.

Absences accrued during the dropped course are maintained as part of the overall student's attendance record and can affect that student's satisfactory academic progress (SAP).

### Requirements for course drops are as follows:

- 1) Course drop requests must be made by the student and accompanied by appropriate documentation.
- 2) Students returning from course drops must make up the F and W grades in time to meet all course pre-requisites and other catalog requirements.
- 3) Students may not drop a course if they are confronting dismissal for academic performance (SAP) pending their performance in their current or next scheduled course(s) and/or would not maintain full-time status.
- 4) Course drops will not be granted to students to reconcile financial issues (i.e. in-school payments, etc.).

Any student not attending the next course after dropping a course will be withdrawn from the Institute.

### Withdrawal from the Institute

A student may voluntarily withdraw from the Institute at any time by giving written or verbal notice to the Campus President. The student may receive a refund in accordance with the Institute's refund policy. See refund policy on your enrollment agreement or in the Institute Catalog

If a student wishes to withdraw from school once classes have

begun, he/she must notify the Education Department Attn: to Campus President and must fill out a withdrawal form in person.

The official withdrawal date will be the student's last day of attendance.

See catalog for additional information.

### Re-Entering Students

Students who have previously attended the school will be subject to the same admission requirements and procedures as new applicants, with the exception of the application fee for all students who reenter less than a year after leaving the school. All re-entering students must complete a new Enrollment Agreement and Petition for Re-entry. A student who reenters less than a year after leaving the school is charged the rate of tuition and fees in effect at the time of his/her original enrollment. A student who reenters more than a year after leaving the school will be charged the current rate of tuition and fees at the time of re-enrollment.

# ACADEMIC PROGRESS



# ACADEMIC CALENDAR

<b>Academic Calendar</b> as of 01/01/2024
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9-Month / 36-week program Culinary Arts Advanced 1 program

Start Date	Anticipated End Date
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Classes offered on days with an "x":						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
X	4:00pm to 10pm	X				

## 2024 Observed Holidays- No Class

Holiday	Date(s) of Break: Classes Resume:
Spring Break	Classes Resume on Monday 04/22/2024
Summer Break	Classes Resume on Monday 6/24/24
Memorial Day	Class out Monday 05/27/2024 Classes Resume on Tuesday 05/28/2024
Summer Break	Classes Resume on Monday 6/8/24
Labor Day	Monday 9/2/2024

# TUITION AND FEES

## Tuition and Fees

09/01/2023 – 06/30/2024

<b>Culinary Arts Advanced 1 Diploma (Resident Student)</b>	
Application Fee (non-refundable)	\$50
Academic Year	\$13,500
<b>Total Cost</b>	<b>\$13,550</b>

<b>Culinary Arts Management Advanced 2 Diploma (Resident Student)</b>	
Application Fee (non-refundable)	\$50
Student Tuition Recovery Fund (non-refundable)	\$0
Academic Year	\$13,500
<b>Total Cost</b>	<b>\$13,550</b>

<b>Culinary Arts Diploma (Resident Student)</b>	
Application Fee (non-refundable)	\$50
Student Tuition Recovery Fund (non-refundable)	\$0
Academic Year	\$30,750
<b>Total Cost</b>	<b>\$30,800</b>

Tuition charges include books, supplies, and uniforms. The tuition listed above is for the total length of the program. Reduced tuition charges apply in the case of repeated courses.

### Reduced Tuition Charge for Repeat Course Work

The Shular Institute reserves the right to increase all fees and tuition without notice, at its discretion. Once a student completes an Enrollment Agreement, the tuition and fees charges stated on that Enrollment Agreement will not change provided the Student starts classes as scheduled and continues without interruption.

Tuition and Fees are also disclosed on Tuition and Fees Sheet published at [shularinstitute.com/tuitionandfees](http://shularinstitute.com/tuitionandfees)



# EMPLOYMENT ASSISTANCE

## Career Services

The mission of Career Services is to provide Institute students and alumni with quality assistance in their professional career development. Our Career Services Department works in partnership with the student and graduate to prepare for externships and employment within their field of study. Students who are in good standing with the Institute may contact a Career Services Representative for employment assistance. We offer a variety of resources and services including individual career advising, resume writing and interviewing assistance, weekly job list, on-campus recruiting events and other resources.

Students have many opportunities for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress.

The Career Services Department acts as the liaison between students and employers, by promoting the Institute to prospective employers. These employers are assisted by the referral of qualified students. The graduate employment assistance process intensifies as students near graduation.

The Career Services Department assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus until they have secured an appropriate position. Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of The Shular Institute and does not guarantee employment or salary.

## Student On-Campus Employment

The Institute may offer part-time employment opportunities for students when such positions are available. Information on current openings may be posted on campus bulletin boards and on the student portal, but such postings are not required. Each listing will indicate who to contact in the individual departments for information and availability.

\*The Institute does not guarantee on-campus employment to the student and reserves the right to dismiss a student from a position at any time. Students may not work at school on the same day he/she is absent from class. Work will not be accepted as an excuse for absenteeism or incomplete homework assignments.

\*Friends and classmates of student employees may not be present in any work area where a student employee is working. No visitors during assigned work hours.

\*Please note that circular E, the Employers Tax Guide issued by the Internal Revenue Service, states that any student working for private schools, Institutes or universities, if enrolled and regularly attending classes in school, is exempt from Federal unemployment taxes. As the student's status for payment of Federal unemployment taxes is "exempt," he/she is not qualified to receive unemployment benefits.

\*In order to receive a paycheck from the Institute you will be asked to fill out standard employment forms and present original documents that establish both identity and employment eligibility.

Copies you may have on file or Federal Work

Study positions will not suffice.

The Institute does not guarantee any amount of work. Payment for all hours worked will be made according to the regular semi-monthly payroll schedule.

# LEARNING RESOURCE SYSTEMS

## DEAN OF STUDENT SERVICES

### Student Advising

Every effort is made to develop a relationship with the student so that the individual feels comfortable in requesting and receiving assistance. The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance. Faculty Advisors are assigned to each start group and may be changed if requested by the student. Students are encouraged to meet regularly with their assigned Faculty Advisor.

### Student Workshops

The Institute provides workshops to support the student's educational programs and prepare the student for a career in the food service industry. These workshops are announced on the Student Portal, on the weekly "TeleFlyer", on Bulletin Boards and in the library.

### Student Resource Services

Please see the Dean of Student Services for information on local service providers as well as Student Resource Services. Brochures are available in the Student Services offices.

### Competitions and Contests

The faculty will work to establish relationships with outside organizations to offer competition and contest opportunities to students. Such activities are announced on campus bulletin boards and on the student portal. Any participation in contests and competitions will be voluntary, and practice for such events will occur outside of scheduled class time.

### Special Services and Educational Opportunities

The Institute faculty and administration have developed lectures, guest demonstrations, and special programs and opportunities that are available at the student's option. The goal is to provide unique opportunities and challenges that will benefit the student in preparation for his/her career. Such activities are announced on the Student Portal and in the classrooms.

### Chef and General Education Instructors

The faculty is available to assist with concerns related to the classroom, curriculum, and all school-related situations or issues. To contact a member of the faculty, it is recommended that the student first speak to the instructor in person, before or after class time, or during breaks. If the student is not

successful in communicating with the instructor, he/she may then leave a written note for the faculty member with the receptionist, contact the instructor via e-mail, or leave a voicemail message for the instructor. Instructor contact information is available on each course syllabi.

## COMMUNICATIONS

### Cell Phones

Cell phones may only be used in designated student break areas and outside the building. When entering the building turn your cell phone off and leave it off until you are on break and in an area designated for cell phone use. Cell phones should not be used in any classroom, kitchen, hallway, lobby/entrance or Library. Use is restricted to the back hallway by the eating counter and in the Break Room (vending area). You may use your cell phone outside the building in the parking lots.

### Messages

The Institute is not equipped with a message center for the student. No student is to suggest to friends, family, and employers that they attempt to contact him/her by phone or send a facsimile to the Institute. Messages for the student will only be taken in the case of emergencies. All other callers will be informed of the policy and referred to contact the student at his/her residence.

### Email Communication

Email communication with students will occur only through the official secure school system and will only be sent through their Student Portal contact, even though they may have an additional personal email contact.

### Other Electronic Devices

Recording of lectures and class discussion are by permission of the Instructor, in conjunction with the policies of the institution, and for the personal use of the student only. Additional special permission will be required for the recording, video or voice, of any class production activity. The creative content provided by the Instructor is protected material and the privacy of this material and the class must be maintained. Still camera photography is allowed provided the student uses the images for personal or educational use only.

### Student Portal

Students will be assigned access to the Student Portal at the be-

# LEARNING RESOURCE SYSTEMS

ginning of their program. The portal allows students to view the student handbook, upcoming events, announcements, faculty contact information, and personal student information, among other things. Students will receive information and instructions on how to use the portal in the first week of class.

## **Information Boards**

Bulletin boards are located throughout the facilities. The student is expected to read bulletin boards on a regular basis to stay abreast of all pertinent information.

## **Library Services**

The Library maintains a variety of resources to assist students with their coursework, special projects, career research, or personal interests in the Culinary Arts and Patisserie & Baking. Books, periodicals and audio-visual materials are among the many reference resources available for use within the Library. The Library also is equipped with on-line access to include links to several periodical and book databases.

Please see the Dean of Student Services for information on local service providers as well as Student Resource Services. Brochures are available in the Student Services offices.

# STUDENT SERVICES

## STUDENT CONDUCT/GRIEVANCE PROCEDURES

### Attendance/Punctuality

Regular classroom attendance is not only an essential requirement for academic excellence but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 10 calendar days, not including scheduled campus holidays or breaks, will be administratively withdrawn from the program.

Students who will be absent for a valid reason should notify their instructor in advance. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit work missed. Students should carefully review each class syllabus to understand specific policies for that class.

### Class Hours

Classes begin promptly as scheduled and typically meet four days a week. A student will be considered tardy if they are not in class by the scheduled starting time. Class hours are subject to change depending on the number of class days in any grading period.

### Institute Hours

The Administrative offices at the Institute are available from Monday through Friday from 8:00 am to 7:00 pm. and on Saturday from 10:00 am to 2:00 pm. except for breaks and approved holidays. The building may be closed on holiday weekends where a holiday falls on a Monday or Friday. Office hours are subject to change.

## CLASSROOM CONDUCT

### Uniform Standards

The chef's uniform represents a long and proud tradition of skilled culinarians working in a clean and safe environment. The

outward appearance of a chef often reflects on his or her expertise and so the uniform should be impeccable and worn with pride.

These uniform Standards must be adhered to whenever on campus at The Shular Institute. Additional uniforms can be purchased from our on-line uniform vendor.

### Clothing

All students are issued approved chef jackets, pants, aprons, and hats when officially accepted into the program. These are the only approved uniforms for Shular Institute students while attending the program.

1. Shular Institute Students are issued slip and oil resistant black leather safety shoes prior to beginning class. These shoes are designed for use in our kitchens to avoid injury.
  - a. Students wishing to wear shoes other than those issued may choose to purchase their own black shoes or black clogs with safety soles. All shoes and clogs must have oil resistant and slip-free soles, leather uppers and a closed back which fully covers the heel.
  - b. Students should be able to provide documentation of purchase of shoes that meet safety standards.
  - c. No athletic style shoes are allowed as these do not have proper slip and oil resistant soles.
2. Socks must be calf length. Only black or white socks are permitted to be worn.
3. Properly sized black pants are the only pants allowed.
  - a. Pants must be neatly hemmed, without cuffs, and properly worn around the waist.
  - b. Pants must reach the top of the shoe just below the shoe-strings. If the pants are too long, they must be altered to the proper length prior to the first day of class.
  - c. Rolled up pants are not permitted.
4. Aprons are to be worn in the production labs only.
5. School issued chef jacket, hat, apron, pants MUST be ironed

# STUDENT SERVICES

free or wrinkle and with no stains prior to beginning of class.

6. Chef jacket must have all buttons attached and completely buttoned.

7. Undergarments MUST be worn under the chef jacket at all times. They must be white in color with no logos or artwork as this shows through the chef jackets. Undergarments must not hang below jacket hem – (bottom of chef jacket).

8. Institute Identification must be presented to gain access to the property

## **Hair**

All hair must be clean, properly restrained, worn above the jacket collar, off the forehead and under the hat. If hair extends to the collar or below (back), a hairnet must be worn.

In front no bangs exposed – they must fit under the cap and a hairnet worn.

No hair decorations: beads, shells, jewelry, etc.

## **Facial Hair**

Existing beards, mustaches, and sideburns must be neatly trimmed and not exceed one-half inch (1/2") in length. The rest of the face must be clean shaven daily.

Perfume, Fingernails and Make Up

Perfume or cologne should not be worn as it affects the ability to smell and taste correctly and may cause allergic reaction in others.

1. Nails must be trimmed and clean everyday.
  - a. Nails must be trimmed to 1/32"
  - b. Clear or colored fingernail polish is prohibited.
  - c. Artificial nails of any kind are prohibited.
2. It is preferred that makeup not be worn, however if a student wishes to do so, it should be minimal and neutral in color.

## **Jewelry**

Jewelry is limited to one simple solid ring or band. No weave rings and no stone rings allowed for sanitation purposes.

Watches cannot be worn on the wrist when in kitchen classes. They must be secured on the uniform jacket, on the belt or in

the pocket.

No bracelets, chains, necklaces, pendants, pins (pins issued by the Institute are only allowed to be worn in general education classrooms) or wrist bands are allowed for safety and sanitation reasons.

No body piercing (rings, hoops, studs, plugs, barbells, spacers etc.) are allowed including pierced ears, eyebrows, noses, tongue or any areas visible while student is in uniform.

If a student obtains new, visible piercing at any time during the course of the program, they will be required to remove it before attending class.

Plastic piercing retainers are also prohibited.

## **Hygiene Code**

A student in the culinary field should be aware of the necessity of maintaining the highest standards of personal hygiene. In the interest of professionalism, the student should endeavor to maintain good grooming and sanitary procedures at all times. In order to maintain the highest possible sanitary standards at the Institute, a personal hygiene code has been established.

The Institute observes USDA Health, Hygiene, and Sanitation standards and the DeKalb County, Georgia Health and Safety Codes.

Each Shular Institute student, upon receipt of this Handbook, agrees to abide by the campus personal hygiene code while enrolled in the program. There are no exceptions made to the code, and any student not abiding by its standards will not be allowed to remain in class.

Prior to each class, the instructor conducts a pre-shift review. This review is done to make sure each student conforms to dress and hygiene standards. If in doubt about dress and appearance, the student should ask the instructor. Any instructor has the authority to remove any student from the kitchen, classroom or service area whose personal hygiene presents a health or safety hazard or does not reflect campus and industry standards.

The student's hair must be neatly groomed and clean. A student who has long hair must have it tucked up under their hat or enclosed in a hair net in kitchen and lecture-related classes.

The student is to shave daily prior to attending class. It is recommended that no student have any facial hair. A student with existing mustaches or beards must keep them short (no more than 1/2" in length), clean, and neatly trimmed. Sideburns must not

# STUDENT SERVICES

extend below the bottom of the earlobe nor across the face. Should a student wish to grow a beard or mustache, they must wait to do so during a break period. The use of beard guards may be required.

Each student is expected to bathe daily and use deodorant. Fingernails must be cleaned and kept short. Fingernail polish, false nails, and long nails are not allowed. Excessive facial make-up and the use of perfumes, colognes, or scented lotions are not acceptable. The student may not chew gum or consume food (other than at designated meal times) in classrooms or kitchen labs.

The student is expected to wash his/her hands at the start of each class, before and after break/meal periods, after using the rest room facilities, and whenever contamination may have occurred.

## **Cutlery Kits**

The knives and other tools that Shular Institute issues to student as part of the onboarding kits are required for work in the kitchens, butcheries, and bakeries. The knives and tools are quality products manufactured by well-known companies. It is strongly recommended that each student label or engrave his/her tools for easy identification

No rolling bags and book bags will be allowed on campus based on DeKalb County, Georgia Health District Regulations.

## **Use of Technology Policies**

Personal devices are an integral part of receiving a quality education. Computers are made available to the students in the computer classroom and the library. They are to be used for research, class work, career placement and for access to the Student Portal.

## **Reasonable Accommodations**

The Institute supports the Americans with Disabilities Act (ADA) and will make reasonable accommodations for students as needed. It is the responsibility of the student to meet with the Campus President at the start of their program to discuss special needs, as the individual is most aware of what their needs may be. See the Institute Catalog for more details.

## **Testing and Evaluation**

Each instructor determines the method of examination he/she deems most appropriate for each course. Students are expected to take all examinations at the time scheduled. The program does permit make-up tests due to mitigating circumstances based on the availability of the student and instructor. Test scores and progress for classes currently being attended can be obtained from the Instructor. Grades will be accessible by the student on the Student

Portal or a hard copy can be requested from the instructor. Students should carefully review each class syllabus to understand specific policies for that class.

## **Breaks**

Breaks will be designated by the Chef/Instructor and may not necessarily be taken at the same time each day. Students who are “on the line” and in restaurant operations will be allowed to take a break prior and after service before initiating a full clean-up (with the instructor’s approval).

Restrooms for student use are clearly marked. Students are asked not to break outside the Restaurant in the main hallway. We ask that students maintain a professional standard while on break and take the same pride in their break area as they would a kitchen area.

It is recommended that students do not leave the campus at any time during the day for any unauthorized reason either while class is in session, or during breaks (except for a cigarette break within the designated smoking area) in accordance with policy.

The student is not allowed to eat or drink in any kitchen, table service, or lecture classroom, except with permission of the Instructor or Chef; nor may outside food or beverages be consumed on campus (excepted as designated) on property. It is the intention of the administration that each student uses any meals primarily to evaluate the cooking techniques, taste, and presentation of the food in a professional manner.

## **Smoking**

For the protection of the health of the student population, smoking is not allowed anywhere inside or near primary entrances to the property. Student and staff members are permitted to smoke in the designated smoking area only. We ask that cigarettes be properly discarded in the receptacles provided.

Students/staff must wash his/her hands after break periods and prior to returning to their class.

## **Student Code of Conduct**

It is expected that each student enrolled in the program will always act in a professional manner and will show respect for himself / herself and others at all times. The Institute’s policies, procedures and rules are contained in this Handbook, and each student is responsible for understanding and following them.

Note: these policies are also applicable at any event in which the

# STUDENT SERVICES

student is participating off-campus.

In the interest of maintaining professional conduct among each student enrolled in the program, the following policies have been established and are currently in effect. Each student is required to adhere to these policies that represent the program's minimum standards of performance, professionalism and respectful behavior. Any student who does not adhere to the rules specified in these policies, the standards of the Culinarian's Code or behave in a generally accepted professional manner will be referred to the Campus President for disciplinary action(s), up to and including permanent dismissal from the Program.

## **Respect for Others**

Respect for the rights, privileges, and sensibilities of each other are essential in preserving the professional and learning environment at the Program. Actions that make the atmosphere intimidating, threatening, or hostile to the individual are therefore regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of his/her personal characteristics or beliefs is subject to Program disciplinary sanctions.

Examples of personal characteristics or beliefs include, but are not limited to gender, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by Federal, state, or local law, ordinance, or regulation. Tolerating such harassing behavior or submission to it as condition of employment, evaluation, compensation, or advancement is an especially serious offense. Procedures for resolving complaints or grievances on such matters are discussed in the Student Complaint and Grievance Procedure section of this Handbook.

## **Substance Abuse Policy**

As a matter of policy, The Shular Institute prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. The only exception is authorized wine and beverage tasting within the classroom, during specifically approved school functions, and as a customer in any public restaurants or the retail store. The legal drinking age in Georgia and appropriate laws governing the sale and service of alcoholic beverages are observed at all school locations.

The inappropriate use of alcohol and controlled substances is detrimental to the Program faculty, staff, students, and the public they serve. A student/employee suspected to be under the

influence of alcohol or drugs will not be allowed to attend class. No student attending classes may request to be served alcohol in the campus restaurant before or during class. A student who comes to class under the influence of alcohol will be subject to disciplinary action up to and including permanent termination of enrollment.

The student may also be required to meet with the Institute's administration to determine if there is a need for referral to an assistance program. All pertinent information will be turned over to law enforcement authorities. The Institute will attempt to assist a student/employee in obtaining rehabilitation for the inappropriate use of controlled substances or alcohol; however, it is ultimately the student's/employee's responsibility for overcoming dependency or inappropriate use. The Institute reserves the right to conduct random drug screening of its students and employees. Student Resource Services (SRS) may also be utilized for counseling on a variety of personal matters. You may see the Student Services Department for additional information on SRS.

A student/employee needing to contact an assistance program should notify the Campus President. Participation in an assistance program and/or treatment program will not affect future enrollment, however, participation may not protect the individual from disciplinary action for continued substandard classroom or job performance or rule infractions.

The Institute supports those students who are in recovery for alcohol abuse. Such student is encouraged to discuss alternatives to tasting in any course requiring wine tasting, and should make such requests directly to the Campus President.

## **Unlawful Harassment Policy**

Shular Institute is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from harassment by any other member of the school's community. Institute policy prohibits sexual harassment and harassment based upon gender, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by Federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

The Institute's anti-harassment policy applies to each person involved in the operation of the program and prohibits unlawful

# STUDENT SERVICES

harassment by or to any employee or student of the Institute, including a supervisor, instructor, and co-worker.

The policy against sexual harassment includes a prohibition against sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, computer graphics, or gestures;
- physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work or school because of gender, race, or any other protected basis;
- threats and demands to submit to sexual requests as a condition of continued employment or enrollment, or to avoid some other loss, and offers of employment benefits or grade changes and the like in return for sexual favors; written threats, either handwritten or computer generated; and/or retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, provide a written complaint to the Campus President as soon as possible after the incident. Your complaint should include details of the incident or incidents including names of the individuals involved and should include details and names of any witnesses. The Institute will immediately undertake effective, thorough, and objective investigation of the harassment allegations.

If the Institute determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any employee or student determined by the Institute to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination or expulsion. Action taken against the harasser will be made known to the complaining employee or student and the Institute will take appropriate action to remedy any loss to the complainant resulting from harassment. The

Institute will not retaliate for filing a complaint and will not tolerate or permit retaliation by management, faculty, students, staff, or co-workers.

The Institute encourages each employee or student to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

## **Integrity Statement (Consequences for acts of Academic Fraud)**

Academic integrity is a basic guiding principle for all educational activities at the Institute, and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts violate the fundamental ethical principles of the Institute community and the Culinarian's Code and undermine the efforts of others.

Conduct which falls under this definition includes, but is not limited to:

- Plagiarism is defined as the attempt "to use another person's ideas or expressions in your writing without acknowledging the source."<sup>1</sup>
- Cheating is defined as the attempt to use prohibited materials, information, or study aids in any academic exercise.
- Fabrication is defined as the attempt to falsify or invent without authorization any information or citation in an academic exercise.
- Misrepresentation of a production item for evaluation is defined as taking credit for the production of an item prepared by another individual.
- Facilitating academic fraud is defined as the attempt to help another to commit an act of academic fraud.

1 Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 4th edition (New York, MLA, 1995) 26.

Any member of the Institute who is found to commit academic fraud will be subject to formal disciplinary action(s) up to and including permanent dismissal from the Institute.

Violation(s) of any of these on individual assignments, tests, etc. will minimally result in a zero grade for the work, formal incident report referred for disciplinary action and retained in the stu-

# STUDENT SERVICES

dent's academic record.

## **Theft and Vandalism**

The unnecessary removal of any food, equipment from the Institute by student or staff, no matter its size or value, from assigned areas without the knowledge and approval of an instructor is considered theft. Leftover food is not for student consumption and may be donated to local charities. Any decorative showpiece that a student produces in class is the property of the Institute.

Willful destruction of equipment, property, or facilities is considered vandalism.

Any student found by the Institute to have committed theft or vandalism will immediately be subject to disciplinary action up to and including the termination of enrollment. Also, the student's name may be turned over to local authorities to be prosecuted for the offense.

## **Disciplinary Procedures**

In the event a student is in violation of any Shular Institute rules or policies as defined in the student handbook, the student will be subject to disciplinary procedures.

The Institute reserves the right to exclude from classes any student whose conduct or attention to work is detrimental to his/her progress or to the progress of other students. A student may be permanently dismissed from the Institute for any serious incident, disruptive behavior or repeated behavior felt to create a safety hazard, or behavior which obstructs or interferes with the Institute's fulfillment of its educational mission. Behavior occurring on any Institute's property, including all classroom locations, offices, parking lots and related facilities, is included under this policy.

Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 10 calendar days, not including scheduled campus holidays or breaks, will be administratively withdrawn from the program.

Students who will be absent for a valid reason should notify their instructor in advance. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit work missed. Students should carefully review each class syllabus to understand specific policies for that class.

## **Class Hours**

Classes begin promptly as scheduled and typically meet four days a week. A student will be considered tardy if they are not in class by the scheduled starting time. Class hours are subject to change depending on the number of class days in any grading period.

## **Institute Hours**

The Administrative offices at the Institute are available from Monday through Friday from 8:00 am to 7:00 pm. and on Saturday from 10:00 am to 2:00 pm. except for breaks and approved holidays. The building may be closed on holiday weekends where a holiday falls on a Monday or Friday. Office hours are subject to change.

## **Testing and Evaluation**

Each instructor determines the method of examination he/she deems most appropriate for each course. Students are expected to take all examinations at the time scheduled. The program does permit make-up tests due to mitigating circumstances based on the availability of the student and instructor. Test scores and progress for classes currently being attended can be obtained from the Instructor. Grades will be accessible by the student on the Student Portal or a hard copy can be requested from the instructor. Students should carefully review each class syllabus to understand specific policies for that class.

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

### **INTERNAL GRIEVANCE PROCEDURE**

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

***Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, or career service assistance, or the ed-***

# STUDENT SERVICES

***educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.***

The Shular Institute and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures.

No reprisals of any kind will be taken by any party of interest or by any member of The Shular Institute administration against any party involved. We will investigate all complaints or grievances fully and promptly.

So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

**Step 1** — Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair. Alternatively, the student may submit the complaint to the current campus Student Services Director Sean Rush.

**Step 2** — If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Education, Chef Daryl Shular at [dshularcmc@shularinstitute.com](mailto:dshularcmc@shularinstitute.com).

**Step 3** — If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President, Chef Daryl Shular. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter take the necessary steps to resolve the grievance.

## **GENERAL**

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident

or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response.

If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by The Shular Institute.

If The Shular Institute fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in this procedure. The time periods set forth in these procedures can be extended by mutual consent of the Shular Institute and the student.

The student may also file a complaint directly with the Nonpublic Postsecondary Education Commission once they have exhausted Shular Institute's grievance procedure. The student may contact the Nonpublic Postsecondary Education Commission for further details at 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305 or telephone them at (770) 414-3300.

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

GNPEC Complaint Form | Georgia Nonpublic Postsecondary Education Commission

# GRADING AND EVALUATION

## **Rescheduled Courses and Fees (Make-ups)**

A student who receives a grade of “F” in a course will be required to retake the course and must speak with the instructor on making up the course. A student must make arrangements with the Registrar to reschedule any course provided all makeup fees are paid before the class begins.

## **Required Grade Point Average – Satisfactory Academic Progress (SAP)**

The grade point average is reviewed for each student each term by the Registrar’s Office. In each program, students achieving a 2.0 cumulative grade point average or higher and who are progressing at an acceptable rate will be considered to be maintaining Satisfactory Academic Progress (SAP) at the Institute. You should see the Registrar’s Office and the Institute Catalog for further details regarding SAP.

## **Grades**

Grades are the basis by which you are evaluated for each course required in your program and determine whether you will graduate and receive your Diploma or Certificate. You receive grades and credits when you complete a course required in your program. The grades you receive and credits you earn are used to calculate your grade point average (0-4). You can calculate your grade point average anytime. We strongly recommend that you do this regularly to determine your satisfactory academic status which determines whether you are progressing at a normal rate to complete your program or may need to re-take courses or possibly be academically dismissed from the program. Grade point average is both for a term and is also cumulative (calculation that includes every course you have taken). You should review your grades regularly on the student portal to determine your term and cumulative grade point averages.

If you receive a grade of F or D in any course you should see the Campus President or Director of Education to discuss your status and a plan to improve your grade point average. A minimum grade of C should be earned in any prerequisite course.

Please also see your catalog for further details on Satisfactory Academic Progress, grade point averages and graduation requirements.

# GRADUATION REQUIREMENTS

## **Grade Notification**

Grade reports are available through the Student Portal and should be checked by the student at the end of each course. If you are having difficulty accessing the student portal please see Student Service. Students may also request, in writing, a grade report or transcript in the Registrar's Office.

## **Grade Appeals**

If you feel that you have been graded improperly you must first discuss the situation with the instructor who assigned the grade within three days after the end of class. If you still feel that the grade assigned is improper, you may file a written grade appeal with the Campus President. The grade appeal must provide very specific detail from you as to why you feel the grade is improper. Stating that the grade "isn't fair" or other subjective reasoning is not a legitimate reason for a grade appeal. Your appeal must be for objective reasons and clearly stated in your appeal. If warranted the Program Chair will convene a Grade Appeals Board. This Board consists of the Program Chair and at least one other instructor. The instructor for the course in question may be asked to appear. If you are not satisfied with the decision of the Grade Appeals Board, you may appeal in writing to

the Campus President within three days of notification of the decision of the Board. In all cases the Director of Education's decision on the grade appeal will be final.

the Campus President within three days of notification of the decision of the Board. In all cases the Director of Education's decision on the grade appeal will be final.

## **Graduation Requirements**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Graduating from your program and "marching" in a commencement exercise are two different things. Commencement information is provided on the following page.

Career Services Department -The Career Services Department maintains a graduate employment file for each student. All students are required to have on file an Authorization for the Release of Information Form.

**Externship Office** — The student must have successfully completed externship – all requirements. (Initial Process is confirmation of approved site.)

**Student Accounts** — The student must review and clear any outstanding balance for tuition or fees owed to the Institute. Clearance from Student Accounts is also necessary in order to participate in the commencement ceremony.

**Registrar** — The registrar will review the student academic history to verify all grades are recorded. Final transcripts will be available for the graduating student upon successful completion of all academic requirements and an account balance of \$0.00.

## **Commencement**

Graduating from your program and "marching" in a commencement exercise are two different things. A schedule for general commencement exercises is published for each calendar year – typically there are two events per year – January and July. A

student, who successfully completes his/her program, as defined under Graduation Requirements in the Academic Success section of this handbook, and who is current on all obligations to the Institute, will be eligible to attend a commencement exercise. The student will receive confirmation of his/her commencement date and participation requirements approximately 60 days prior to the scheduled commencement date. The Education Department is responsible for all details related to commencement.

The student is to wear dress attire, as outlined below, for the graduation ceremony:

- Chef coat
- White chef hat (provided at ceremony)
- Black dress slacks
- Black socks
- Black leather dress shoes

The student will adhere to the Institute's conduct, dress and hygiene codes during the graduation ceremony.

# SHULAR INSTITUTE



## THANK YOU

The Shular Institute  
1927 Lakeside Parkway, STE FK01  
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