

# Fall 2018 - Summer 2019

## UH Kapi`olani Community College

An Equal Opportunity & Affirmative Action Institution

Includes *UH MANOAS B.S. FOOD SCIENCE-CULINOLOGY* & *UHWO'S BAS CULINARY MANAGEMENT PATHWAYS*



# STUDENT HANDBOOK

Culinary Institute of the Pacific at  
University of Hawai`i -Kapi`olani Community College\*  
4303 Diamond Head Road  
Honolulu, Hawai`i 96816

[Culinary@hawaii.edu](mailto:Culinary@hawaii.edu)    <http://www.kapiolani.hawaii.edu/>

Culinary Arts Counselor:	(808) 734-9466	Lmaehara@hawaii.edu
Department Chair:	(808) 734-9485	Rtakahas@hawaii.edu
Department Fax:	(808) 734-9212	

Department Office/Faculty & Staff Mailboxes: Ohelo 101

Offering programs in:

**Culinary Arts**

**Pastry Arts**

**Institutional Food Service Management**

<http://culinary.kcc.hawaii.edu/>

Welcome to Kapi`olani Community College's (KCC) Culinary Arts programs. The semesters ahead of you will prove to be exciting, enlightening, and challenging. The department faculty is here to assist you in meeting your goals, whether they are simply personal enrichment, or to attain an Associate in Science degree to prepare you for a career in the field. As in every other aspect of your life, the amount of time and commitment expended differs from one individual to the next. But we assure you, the more time and effort you put into your education at KCC, the more rewarding you will find your experience.

This document is intended to assist students by providing information required to complete the following credit programs: Certificate of Completion, Certificate of Achievement, and Associate in Science degrees. For non-credit culinary arts information, go to <http://continuinged.kcc.hawaii.edu/> or contact Frank Gonzales at [frankg@hawaii.edu](mailto:frankg@hawaii.edu).

Information contained in this document was deemed to be current at the time of publishing. Consequently, information is subject to updating throughout the year. Although the department will make the effort to notify students of program changes, it is highly recommended that all students make an appointment to see the Culinary Arts Counselor at least twice a year, preferably **ONE month prior** to registration.

In addition to this handbook, students should access 1) The KCC general catalog <http://www.kapiolani.hawaii.edu/admissions/course-catalog/> and the Schedule of Courses <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP> for each semester they plan to register in.

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## **COLLEGE/PROGRAM BACKGROUND**

Kapi`olani Community College is a campus of the University of Hawai`i system, and is subject to University policies and guidelines. The department provides students with the knowledge, competencies and skills to succeed in a rapidly expanding global market of culinarians. By adding research, technology, exploration and experimentation to the learning experience, we hope to set the stage for our culinarians to pursue their goals and realize their dreams. Visit our website at <http://culinary.kcc.hawaii.edu/> or the KCC website <http://www.kapiolani.hawaii.edu/>

## **ADMISSION CRITERIA**

### Eligibility:

Any person 18 years of age or older, as well as persons 17 years of age with a high school diploma or GED may apply to the Culinary Arts and/or Pastry Arts programs.

## **ADMISSION PROCESS** <http://www.kcc.hawaii.edu/object/apply.html>

### How to Apply:

Complete the online University of Hawai`i Common Application form and applicable instructions at <http://www.kapiolani.hawaii.edu/admissions/>

### When to Apply:

THE EARLIER THE APPLICATION IS RECEIVED, THE SOONER YOU WILL BE ALLOWED TO REGISTER, and the better selection of courses you will have. The following deadlines are sometimes extended. Should you miss the deadline, email [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu) or call 808-734-9555 to check if any extensions apply.

### Application Deadlines:

<https://www.kapiolani.hawaii.edu/admissions/application-dates-and-deadlines/>

Non-Hawai`i residents must pay a \$25.00 USD application fee. [https://www.kapiolani.hawaii.edu/wp-content/uploads/2014/03/KISC\\_Nonresident\\_App\\_Fee\\_Payment.pdf](https://www.kapiolani.hawaii.edu/wp-content/uploads/2014/03/KISC_Nonresident_App_Fee_Payment.pdf)

**International Student Application** <http://www.kapiolani.hawaii.edu/admissions/international-or-non-resident-students/> Contact the Honda International Center at [hic@hawaii.edu](mailto:hic@hawaii.edu) or 808-734-9312 .

After the required Admission items have been received by the Admissions Office, the applicant is notified by mail of acceptance. Please read the acceptance information carefully, as reminders will not be sent. For inquiries on application status, please contact the Admissions Office at [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu).

International students must also send the following to the campus:

- 1) Health Form (included in International Student application) completed by your physician.
- 2) TOEFL (Test of English as a Foreign Language) scores. TOEFL applications and requests for scores may be obtained by writing to:

Educational Testing Service, Box 899, Princeton NJ 08540, or contact the American Consulate in your country.

## **ADMISSION PROCESS (Continued)**

A minimum TOEFL score of 500 is required for admission to KCC, however students who score between 400 - 499 may enroll in the college's Intensive Transition E.S.O.L. (English for Speakers of Other Languages) program.

- 3) High School Transcripts
- 4) Pink Supplementary Information Form for Foreign Applicants.

## **REGISTRATION - Course Selection**

Registration Requirements: Please use the following checklist, to ensure that you will be allowed to register on the assigned date. On registration day, if you have not submitted the following, please bring:

- 1) Current Tuberculosis (TB) Clearance. New students must submit proof of TB clearance dated NO EARLIER than one year prior to the start of the semester. For example, for the Spring 2018 semester which begins on January 8, 2018, new students must have TB clearance dated no earlier than Jan 8, 2017. TB clearance older than Jan. 8, 2017 will be deemed void for registration purposes for a new or returning student enrolling for Spr. 2018 unless the student can provide proof of recent registration at another college in Hawai'i.
- 2) MMR – measles clearance (Two doses required, or MD signature.) Health Clearance form online. <http://www.kcc.hawaii.edu/object/applyhealth.html>
- 3) Math and English placement test scores. Program majors must bring current (taken within two years of registration) math and English placement test scores, or a former college's transcript which shows completion of ENG 100 or Math 100 or higher, or the equivalent course at a non-University of Hawai'i campus. Math and English placement test scores expire if a student has not passed a single course in that area within 2 year following the test date. Should a test score expire, the student will be required to retake the placement test, if they have not yet completed a single course in that subject. If you've completed coursework at previous colleges, we ask that you bring a copy of your transcript to your advising meeting & registration. <http://www.kapiolani.hawaii.edu/admissions/placement-testing-information/>
- 4) HOLDS. Students MUST clear all HOLDS on their account. Notification of HOLDS can be found in MyUH [Registration Status]. Common holds which if not cleared will prevent a student from registering include: TB, MMR, and outstanding balance holds.
- 5) TUITION: Tuition must be received by the due date to avoid being disenrolled, unless you have been awarded FAFSA financial aid.
- 6) Web Registration – New students may register online once your application is processed and your holds have been cleared. Continuing students may register via the web during designated registration dates provided all holds have been cleared.

## **REGISTRATION - Course Selection (Continued)**

**Registration Date/Time Assignment:** Continuing students will be assigned a registration date based on the number of credits completed ONLY at the Kapi'olani Community College (your home) campus, plus credits formally transferred to your KCC transcript. Students must register ON or AFTER their assigned date. Students eligible to register at another UH community college may also apply at KCC at the time they are time ticketed. In-person or online mandatory New Student Orientation required for new students.

**Payment:** Tuition may be paid via your MyUH student portal if using a checking or savings account, or MasterCard or Visa Payments by cash must be made in person at KCC's Ilima 102, or to other UH campus cashiers. Installment payment plans may be offered in certain semesters; check your MyUH portal for details.

### **TRANSCRIPT EVALUATIONS** <https://www.kapiolani.hawaii.edu/admissions/transfer-credits/>

Students who have completed courses at another college which meet KCC graduation requirements may transfer credits to KCC. For a list of transfer credits accepted by KCC by your former college, please access <http://www.hawaii.edu/transferdatabase/>

Good news; there is no longer a "10-Year Rule" on courses taken at other institutions. There will be no expiration date for courses that fulfill a student's general education requirements (English, Math, Social Science, Humanities and Speech) for the Associate in Science degree or certificate programs in CULN and PASTRY. Acceptance of program courses such as cooking, hospitality and nutrition courses will be at the discretion of the department. For example, the department may ask a student who took a Nutrition course in 1960 to complete the current nutrition course, since major changes have occurred in the Nutrition field, and to accept the course from 1960 would disadvantage the student.

A minimum grade of "D" will be accepted for general education courses completed at accredited colleges. In program major courses (CULN), you must have earned a "C" or better to be accepted for transfer.

**Transcript Evaluation process:** <http://www.kapiolani.hawaii.edu/admissions/transfer-student/>

- 1) Contact your former college to send an **"OFFICIAL"** transcript directly to KCC's KISC Records office. Hand carried and unofficial transcripts will not be accepted.
- 2) As transcript evaluations will NOT be done until after the student is registered at KCC, it is suggested that in addition to having an official copy of your transcript sent to our Records Office, that the student request an additional copy for himself/herself, which can be brought to the first registration. Official transcripts sent to KCC's Records Office are not accessible to the student.
- 3) ***AN IMPORTANT STEP OFTEN OVERLOOKED....***  
Once you are certain that your transcript has been received by the KCC Records Office, students must complete the "*Request for Transcript Evaluation*" form to the KCC Records Office at Ilima 102. Transcripts received without the Request for Transcript Evaluation form, will not be evaluated. Form available at [https://docs.google.com/a/hawaii.edu/forms/d/18Trr5mQjtB4cEGhX\\_rDSGdxtB7EOg8QXwCN8pLMosJw/viewform?c=0&w=1](https://docs.google.com/a/hawaii.edu/forms/d/18Trr5mQjtB4cEGhX_rDSGdxtB7EOg8QXwCN8pLMosJw/viewform?c=0&w=1)

Note: Due to high number of transcripts which require evaluation, there is a delay in evaluating transcripts from colleges outside Hawai'i. To avoid anxiety prior to graduation, it is suggested that students have transcripts evaluated soon after your entry into the program.

**Information on Admissions/Records/Financial Aid – Ilima 102; 808-734-9555, [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu)**

## Culinary Arts Department - FACULTY AND STAFF

<b>NAME. POSITION</b>	<b>OFFICE</b>	<b>PHONE #</b>	<b>EMAIL</b>
David Brown, Assistant Professor	Ohelo 202A	734-9496	<a href="mailto:drbrown@hawaii.edu">drbrown@hawaii.edu</a>
Aaron Chau, Associate Professor	Ohelo 207C	734-9493	<a href="mailto:achau@hawaii.edu">achau@hawaii.edu</a>
Frank Gonzales, Non-Credit Cul. Program Coord.	Ohelo 102	734-9441	<a href="mailto:frankg@hawaii.edu">frankg@hawaii.edu</a>
Dave Hamada, RCUH Chef	Ohelo 125	734-9486	<a href="mailto:dahamada@hawaii.edu">dahamada@hawaii.edu</a>
Henry Holthaus, Lecturer	Ohelo 115	734-9479	<a href="mailto:hholthau@hawaii.edu">hholthau@hawaii.edu</a>
Grant Itomitsu, Assistant Prof, Dept. Chair	Ohelo 101A (8/1/18)	734-9480	<a href="mailto:gitomits@hawaii.edu">gitomits@hawaii.edu</a>
Kristy Kiesel, Restaurant Reservationist	Ohelo 102	734-9499	<a href="mailto:kieselk@hawaii.edu">kieselk@hawaii.edu</a>
Frank Leake, Professor	Ohia 106	734-9204	<a href="mailto:fleake@hawaii.edu">fleake@hawaii.edu</a>
Cyndi Leong, Lecturer, Nutrition	Ohelo 103	734-9541	<a href="mailto:saunghi@yahoo.com">saunghi@yahoo.com</a>
Daniel Leung, Educational Specialist	Ohia 107	734-9473	<a href="mailto:leungdan@hawaii.edu">leungdan@hawaii.edu</a>
Barbara Liechty, Lecturer, Nutrition	No on-campus office	342-1600	<a href="mailto:liechty@hawaii.edu">liechty@hawaii.edu</a>
Lori Maehara, Associate Professor/Counselor	Ohelo 121	734-9466	<a href="mailto:lmaehara@hawaii.edu">lmaehara@hawaii.edu</a>
Tiffanie Masutani, Lecturer	Ohia 108	734-9483	<a href="mailto:tluke@hawaii.edu">tluke@hawaii.edu</a>
John Mizokawa, Operations Manager	Cafeteria	734-9470	<a href="mailto:johnmizo@hawaii.edu">johnmizo@hawaii.edu</a>
Gale O'Malley, Lecturer, Baking	Ohia 105	734-9586	<a href="mailto:gomalley@hawaii.edu">gomalley@hawaii.edu</a>
Jason Peel, APC Chef Instructor	Ohelo 211A	734-9810	<a href="mailto:peel@hawaii.edu">peel@hawaii.edu</a>
John Santamaria, PM Dining Room Instructor	Ohelo 201A	734-9201	<a href="mailto:manueljs@hawaii.edu">manueljs@hawaii.edu</a>
<i>Retiring 5/2018 - Grant Sato, Chef Instructor</i>	Ohelo 125	734-9478	<a href="mailto:grantsat@hawaii.edu">grantsat@hawaii.edu</a>
Carol Uyemura, Storeroom Manager	Ohelo 112	734-9475	<a href="mailto:cuyemura@hawaii.edu">cuyemura@hawaii.edu</a>
Daniel Swift, Chef Instructor	Ohia 220	734-9491	<a href="mailto:danswift@hawaii.edu">danswift@hawaii.edu</a>
Jessica Tabrah, Banquet Coordinator	Ohelo 123	734-9457	<a href="mailto:tabrahj@hawaii.edu">tabrahj@hawaii.edu</a>
Ronald Takahashi, Prof. – Chair thru 7/31/18	Ohelo 104 ( 8/1/18)	734-9485	<a href="mailto:rtakahas@hawaii.edu">rtakahas@hawaii.edu</a>
Lauren Tamamoto, Instructor, CIC Coord.	Ohia 103A	734-9593	<a href="mailto:laurenho@hawaii.edu">laurenho@hawaii.edu</a>
Alan Tsuchiyama, Professor	Ohia 220	734-9148	<a href="mailto:atsuchiy@hawaii.edu">atsuchiy@hawaii.edu</a>
<i>Retiring 5/18 - Warren Uchida, Assistant Professor</i>	Ohelo 207E	734-9429	<a href="mailto:warrenu@hawaii.edu">warrenu@hawaii.edu</a>
Daniel Wetter, Associate Professor	Ohelo 205A	734-9807	<a href="mailto:dwetter@hawaii.edu">dwetter@hawaii.edu</a>
<i>Retiring 6/18 - Sally Yamaguchi Secretary</i>	Ohelo 101	734-9484	<a href="mailto:sallyyam@hawaii.edu">sallyyam@hawaii.edu</a>

### CULINARY INSTITUTE OF THE PACIFIC MISSION STATEMENT

*Our mission is to provide vocational and professional culinary and patisserie education for Hawai'i and the global community by preparing students for the industry by allowing them to master necessary skills. This mission is achieved through a progressing and innovative curriculum, operational experience, multi-industry alliances and lifelong learning.*

#### **FINANCIAL AID** <http://www.kapiolani.hawaii.edu/admissions/financial-aid/> Financial

Aid inquiries should be directed to the college's Financial Aid Office at Ilima 102 ([kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu)). The Culinary Arts department awards departmental scholarships in the summer of each year to eligible students who have completed a minimum of one successful semester in a departmental program. The evaluation criteria for departmental awards includes 1) Departmental Volunteer activity; volunteer opportunities are announced throughout the semester by culinary instructors, and are posted on the bulletin board to the left of Ohelo 121. 2) Interest/Commitment to the field and to the program, as deemed by program faculty ratings of the scholarship applicant. UH applications are due by March 1<sup>st</sup> annually.

#### **HOUSING** <http://www.kapiolani.hawaii.edu/campus-life/housing/>

KCC does not offer on-campus housing, but offers for living arrangements are posted on bulletin boards, and are available through the classified sections of the local newspapers.

## **PARKING / TRANSPORTATION** <http://www.thebus.org/>

Demand for free parking spaces exceeds the supply of spaces. Students should familiarize themselves with the parking and traffic rules of the College. These rules are available in the Security Office. Vehicles have been commonly towed for these violations: Parking in a handicapped space, a red space, a "STAFF" stall, or an unmarked stall. Students wishing to park on campus are encouraged to arrive early enough to allow time to find a space

## **GRADING POLICIES**

Courses required for the general education core and for major requirements must be taken for an "A" through "F" letter grade. The Credit / No-Credit option may be exercised for courses not required. Success in CULN courses is highly dependent on attendance and class participation, and successful course completion requires regular punctual attendance. A grade of "C" or better is required in CULN courses, and a "D" or better is required in non-CULN 100 level courses.

## **ACADEMIC STATUS: PROBATION / SUSPENSION / DISMISSAL**

Students are expected to maintain a minimum Grade Point Average (GPA) of 2.0 throughout your academic career.

*Academic Probation:* Any student who has registered for 12 or more credits and has earned less than a 2.0 GPA will be placed on Academic Probation, and will remain on probation until the cumulative GPA rises above 2.0. Only "A" - "F" grades will be computed in the GPA; CR/NC grades are excluded.

*Academic Suspension:* Once on Academic Probation (see above), a student who fails to achieve at least a 2.0 GPA for courses taken while on probation will be suspended for one semester. Although a suspended student is prevented from attending Kapi'olani Community College for one semester, the student may enroll in another UH system campus. Grades earned at other campuses will not affect the Kapi'olani Community College GPA, although courses passed at other campuses may be transferred back to KCC.

*Academic Dismissal:* Students are dismissed, and may **not** reenroll at Kapi'olani Community College again, if, upon returning to Kapi'olani after being previously suspended, they fail to attain a 2.0 GPA in any probationary semester following suspension. However, a student dismissed at the end of a spring semester may attend KCC's summer session immediately following the spring semester. If the student raises the cumulative GPA to 2.0 or higher by attending summer school, the dismissal will be rescinded.

## **GRADUATION** <http://www.kapiolani.hawaii.edu/campus-life/graduation/>

Applications for an Associate in Science degree or a Certificate of Achievement may be obtained at the KISC Student Center (Ilima 102) or online at [https://docs.google.com/a/hawaii.edu/forms/d/1cN1KnmPmDX4SygW9VITzernx5WLdLNsl\\_592B-cflh0/viewform](https://docs.google.com/a/hawaii.edu/forms/d/1cN1KnmPmDX4SygW9VITzernx5WLdLNsl_592B-cflh0/viewform) after a graduation check has been done with your counselor. Currently, the fee for each diploma is \$15.00.

Appointments for graduation checks may be obtained by contacting your counselor. You must meet a set of requirements for graduation as stated in the catalog at the time of entry, provided that the student attended consecutive fall and spring semesters WITHOUT any break. You may also follow program requirements for a semester after entry. Requirements from different catalogs may not be used interchangeably. It is the student's responsibility to purchase and follow the appropriate catalog.

Although Associate of Science degrees and Certificates of Achievement are awarded at the end of fall, spring and summer semesters, the actual campus commencement ceremony and the culinary arts department graduation events are held once a year, generally in mid-May.

## **PROGRAM CURRICULA – Programs pending approval are not listed.**

Course descriptions including learning outcomes, credits, and prerequisites can be found in the KCC catalog. In addition, a detailed course syllabus will be issued to students on the first day of class. For all program courses having the alpha CULN, a "C" or better is required in all CULN courses unless otherwise stated, and a grade of "D" or better is required in non-CULN general education courses over 100 level. Students who declared majors prior to fall 2015 should consult the appropriate KCC online catalog <http://www.kcc.hawaii.edu/page/catalog>. Students pursuing the UH West Oahu/KCC **BAS degree** after earning KCC's AS should contact [Lmaehara@hawaii](mailto:Lmaehara@hawaii) for advising.

AS Humanities and AS Social Science course lists: <https://www.kapiolani.hawaii.edu/wp-content/uploads/2013/11/2017-2018-catalog-policies.pdf>

### **AS - ASSOCIATE in SCIENCE DEGREE ( CULINARY ARTS ) 70-73 Credits (effective fall 2018)**

*This AS CULN-Culinary leads to the UHWO BAS-CULM. Contact [Lmaehara@hawaii.edu](mailto:Lmaehara@hawaii.edu) for BAS advising.*

ENG 100 or ESL 100	Composition I	3 Cr
PHIL 110, or MATH 100 or higher	Intro to Deductive Logic or Survey of Mathematics, or higher level Math (MATH 103 required for UHWO)	3-4
KCC AS/AH (see p. 8) –see above	AS Arts and Humanities elective (100 level or higher)	3
KCC AS/SS (see p. 8) - see above	AS Social Science elective (100 level or higher)	3
SP 151 or SP 181 or SP 251	Personal and Public Speech or Interpersonal Communication or Principles of Effective Public Speaking	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; may be taken concurrently)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120)	5
CULN 150	Fundamentals of Baking [ uniform and equipment list on p. 16 ]	5
CULN 160	Dining Room Service/ Stewarding Procedures [ uniform list on p. 9 ]	5
CULN 221	Continental Cuisine (Prerequisite: CULN 130)	5
CULN 222	Asian/ Pacific Cuisine (Prerequisite: CULN 130)	5
CULN 240	Garde Manger (Prerequisite: CULN 130)	4
CULN 272 (new number)	Hospitality Purchasing & Cost Control (Prerequisite: CULN 120; concurrent okay)	5
CULN 272L (new number)	Hospitality Purchasing & Cost Control Lab	1
HOST 280 (new number)	Hospitality Management (Prerequisite: "C" or better in CULN 111)	3
CULN 207 (5 cr) or HOST 293 (3 cr) (new number)	Culinary Competition I (prereq: CULN 120), or Hospitality Internship* *HOST 293 is to be taken in the student's final semester. After submitting an application for degree, please contact <a href="mailto:Lmaehara@hawaii.edu">Lmaehara@hawaii.edu</a> for registration clearance.	5 or 3

### **CA - CERTIFICATE of ACHIEVEMENT (CULINARY ARTS) 44-49 Credits (effective fall 2018)**

ESOL 94, or ENG 98 or higher level English.	Advanced ESOL - 7 credits, or Introduction to Composition (previously ENG 22) – 3 credits	3-7 Cr.
PHIL 110 or Math 82, or higher level math	Introduction to Deductive Logic Algebraic Foundations, or higher level math	3-4
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery (Prerequisite: CULN 112; concurrent ok)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120)	5
CULN 150	Fundamentals of Baking [ uniform and equipment list on p. 16 ]	5
CULN 160	Dining Room Service/ Stewarding Procedures	5
CULN 221	Continental Cuisine (Prerequisite: CULN 130)	5
CULN 240	Garde Manger (Prerequisite: CULN 130; concurrent okay)	4

### **CO - CERTIFICATE of COMPETENCE (CULINARY ARTS) 14 Credits (effective fall 2018)**

CULN 111	Introduction to the Culinary Industry	2 Cr
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; concurrent ok)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120)	5

*The required CULN lab uniform and cutlery are sold at the KCC bookstore.*



**AS - ASSOCIATE in SCIENCE DEGREE ( Pastry Arts ) 66-69 Credits** (effective fall 2018)

ENG 100 or ESL 100	Composition I	3 Cr
PHIL 110, or MATH 100 or higher	Introduction to Deductive Logic, or Survey of Mathematics or higher level Math	3 - 4
KCC AS/AH (see p. 8)	AS Arts and Humanities elective (100 level or higher)	3
KCC AS/SS (see p. 8)	AS Social Science elective (100 level or higher)	3
SP 151 or SP 181 or SP 251	Personal and Public Speech or Interpersonal Communication or Principles of Effective Public Speaking	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery	4
CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16 ]	4
CULN 155	Intermediate Baking ("B" or better to enroll in CULN 252 or 253)	4
CULN 160	Dining Room Service/ Stewarding Procedures	4
CULN 252	Patisserie (Prerequisite: "B" or better in CULN 155)	4
CULN 253	Confiserie (Prerequisite: "B" or better in CULN 155)	4
CULN 272 (new number)	Hospitality Purchasing & Cost Control (Prereq "C" or better in CULN 120)	5
CULN 272L	Hospitality Purchasing & Cost Control Lab	1
HOST 280 (new number)	Hospitality Management (Prerequisite: "C" or better in CULN 111)	3
CULN 207, or HOST 293 (new number)	Culinary Competition I (Prerequisite: CULN 120) - 5 credits Hospitality Internship – 3 credits	5 or 3
*HOST 293 is to be taken in the student's final semester. After submitting an application for degree, please contact <a href="mailto:Lmaehara@hawaii.edu">Lmaehara@hawaii.edu</a>		

\*\* The required CULN lab uniform and cutlery are sold at the KCC bookstore.

**CO - CERTIFICATE of COMPETENCE (Pastry Arts) 19 Credits** (effective fall 2018)

CULN 111	Introduction to the Culinary Industry	2 Credits
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery (Prerequisite: CULN 112; concurrent ok)	5
CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16 ]	5
CULN 155	Intermediate Baking ( "B" or better to enroll in CULN 252 or 253)	5

The required culinary arts lab uniform and cutlery are sold at the KCC bookstore.

For additional curriculum information on Certificates of Competence in Dining Room and Culinary Arts Competition, please access the KCC catalog at

<http://www.kapiolani.hawaii.edu/admissions/course-catalog/> and click on "Culinary Education programs"

**ASSOCIATE IN SCIENCE DEGREE, CULINARY ARTS, WITH A SPECIALIZATION  
INSTITUTIONAL FOOD SERVICE MANAGEMENT 64 Credits (effective fall 2018 )**

*This AS-IFSM leads to the UH Manoa Bachelor of Science in Food Science & Human Nutrition - CULINOLOGY Option.*

ENG 100 or ESL 100	Composition I	3 Credits
PHIL 110 , or MATH 100 or MATH 140	Introduction to Deductive Logic, or Survey of Mathematics, or Precalculus: Trigonometry and Analytic Geometry	3
HWST 107, HIST 151, HIST 152, MUS107 or REL150	See catalog for titles	3
ANTH 151, or GEOG 102, or GEOG 151	Emerging Hum., World Regl. Geog, or Geog/Contemp. Soc.	3
SP 181, SP 151 or SP 151	Interpersonal Communication – SP 181 is Recommended	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120)	5
CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16 ]	5
CULN 160	Dining Room Service/ Stewarding Procedures	5
CULN 221	Continental Cuisine (Prerequisite: CULN 130)	5
CULN 231	Food Innovation (Prereq: CULN 120 & In Prog. FSHE 185)	5
CULN 240	Garde Manger (Prerequisite: CULN 130)	4
CULN 272 and CULN 272L	Hospitality Purchasing & Cost Control & Lab (Prerequisite: CULN	5 + 1
HOST 280 (new number)	Hospitality Management (Prerequisite: CULN 111)	3
HOST 293 (new number)	Hospitality Internship *HOST 293E is to be taken in the student's final semester. After submitting an application for degree, please contact <a href="mailto:Lmaehara@hawaii.edu">Lmaehara@hawaii.edu</a> for registration clearance. (Prerequisite: CULN 111)	3

**A.S. HUMANITIES (1 COURSE REQUIRED)** <https://www.kapiolani.hawaii.edu/wp-content/uploads/2018/03/2018-2019-College-Policies-and-Regulations-1.pdf>

AMERICAN STUDIES	AMST 201
ART	ART 101, 159, 189 (ART 105, 107, 111, 112, 113, 114, 115, 116, 123, 245, 280, & 290 accepted via waiver – Please contact counselor to request waiver.)
ASIAN STUDIES	ASAN 100 (AS degree Humanities, OR AS degree Social Science, but not both), 201, 202
DANCE	DNCE 150
EAST ASIAN LIT. & LANG.	EALL 261, 262, 271, 272
ENGLISH LITERATURE	ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), and 273 (any alpha)
HAWAIIAN STUDIES	HWST 100, 107, 207, 222, 257, or 282
HISTORY	HIST 151, 152, 231, 232, 241, 242, 281, 282, 284, 288
HUMANITIES	HUM 269 (any alpha), 295 (any alpha)
INTERDISCIPLINARY SCIENCES	IS 109, 161
LINGUISTICS	LING 102
MUSIC	MUS 106, 107, 108, 170, 229
PACIFIC STUDIES	PACS 257
PHILOSOPHY	PHIL 100, 102, 103, 213, 250
RELIGION	REL 150, 205 (REL 151, 202, or 209 via waiver – see counselor)
SPEECH	SP 251 (SP 231, 253 via waiver – see counselor)
THEA (formerly DRAM)	THEA 101, 221 (THEA 222, 240 via waiver – see counselor)

**A.S. SOCIAL SCIENCE OPTIONS (1 REQUIRED)** Course descriptions for AS courses:

<https://www.kapiolani.hawaii.edu/wp-content/uploads/2018/03/2018-2019-College-Policies-and-Regulations-1.pdf>

ANTHROPOLOGY	ANTH 151, 152, 200, 210
ASIAN STUDIES	ASAN 100 (AS degree Humanities, OR AS degree Social Science, but not both)
BOTANY	BOT 105
COMMUNICATIONS	COM 201
ECONOMICS	ECON 120, 130, 131
FAMILY RELATIONS	FAMR 230
GEOGRAPHY	GEOG 102, 151
JOURNALISM	JOUR 150
PACIFIC STUDIES	PACS 108
POLITICAL SCIENCE	POLS 110, 120, 130
PSYCHOLOGY	PSY 100, 170, (PSY 202 via waiver – see counselor)
SOCIAL SCIENCE	SSCI 102, 260
SOCIOLOGY	SOC 100, 214, 218, 231, 251, 257

## **PROGRAM STANDARD: BEHAVIOR, GROOMING AND DRESS CODES**

The purpose for these standards is to present students with the expected and required dress code, personal grooming standards, and acceptable behavior for all Culinary/Patisserie Arts majors. We all understand the importance of making a favorable first impression, image and presentation, therefore these standards were developed by culinary or hospitality instructors with support from our industry advisory committee members in accordance with sanitation, safety and professionalism in mind.

Failure to adhere to and abide by these standards will directly affect the student's ability to participate, therefore adversely affecting the student's grade. Students not complying with these standards will **NOT** be permitted to participate in class activities. However, these students will be allowed to sit in on lectures, but will have points deducted from their grade for failing to meet the set standards. Individual instructors will determine the amount of the point deduction. Additionally, disciplinary procedures have been established.

*Should you have any questions regarding these standards and disciplinary procedures, please consult your instructor, counselor, or the Culinary Arts department chair.*

**Culinary and Patisserie Laboratory Courses** (applicable on lecture days also): CULN labs (CULN courses, except for Dining Room Service, and Cost Control). The first date that your complete uniform is to be worn, is the first day of each lab class. KCC Bookstore Pricelist:  
[:http://www.bookstore.hawaii.edu/uhkcc/SiteText.aspx?id=15225](http://www.bookstore.hawaii.edu/uhkcc/SiteText.aspx?id=15225)

- **APRON**, bistro apron only (mid length, not below mid-calf, not above the knee), white
- **CHEF'S HAT** – Black skull caps (as of spring 2017). **NO** baseball caps to be worn with any culinary, patisserie or dining room uniform at any time while on campus, in CULN lectures, or at outside events requiring a chef's uniform.
- **CHEF'S JACKET** –White, long sleeve, double breasted chefs jacket (no color piping or logos), Embroidered in 1/4" – 1/2" Roman, block or readable script lettering in black, navy, or royal blue with your 1<sup>st</sup> & last name in the right or left pocket area (on or above pocketed). Only solid white undergarments are appropriate to wear under the chef's jacket.
- **CHEF'S PANTS** - traditional with standard size checks - clean and wrinkle-free.
- **NECKERCHIEFS** - white - clean and worn at all times.
- **SHOES** – leather black skid resistant soles or chef's clogs - clean, no tennis shoes or athletic shoes.
- **SOCKS** - white or dark colored, clean.

### **Dining Room Service Courses** [CULN 160 -All sections]

- **UNIFORM** –. Students should purchase their own uniform, which generally includes white waiter's shirt/black pants, or aloha shirt and dark dress pants. Revisions to be discussed in class.
- **FOOTWEAR** – Dress shoes with appropriate socks/hosiery.
- **STEWARDSHIP POSITIONS** - Long jeans, covered shoes, socks and t-shirts. Aprons will be provided by the department.
- **NAME TAG** - First and last name imprinted. If last name is too long, then first initial of first name and last name should be imprinted). The dining room instructor will coordinate the ordering of name tags when the class begins.

### **CULN Lecture Courses (All CULN courses not mentioned above) and Field Trips**

- **SHIRTS** - Collared - golf shirts acceptable, NO t-shirts or tank tops. Clean and wrinkle-free.
- **PANTS** - Long-dress pants or jeans acceptable, no shorts. Clean and free of holes.
- **SHOES** – Clean shoes, with appropriate socks or nylons.
- **NO** baseball caps to be worn in CULN lecture courses or on field trips.
- **WOMEN MAY WEAR DRESSES or BLOUSE/SKIRTS** - no mini skirts.

## **Personal Grooming Standards** - Applicable in ALL CULN classes.

- **DEODORANT** to counteract body odor.
- **JEWELRY** - limited to one wedding band and one watch in all CULN courses.  
Earrings - single stud per ear is appropriate in dining room service and FSHE lecture courses, but NO earrings of any kind are allowed in culinary/patisserie laboratories. No dangling earrings or nose rings allowed.
- **FACIAL HAIR** - Clean shaven, goatees okay. Beards are not acceptable. Mustaches are to be neatly trimmed, and may not fall below the upper lip or beyond the framework of the upper lip. No "Fu Manchu" or muttonchop mustaches will be permitted. Sideburns may not extend below longer the bottom of the ear lobe. Goatees are acceptable if they 1) are sculpted and well-manicured and kept close to the face; 2) do not exceed 1/8" in length in any area, 3) are contained to the immediate area surrounding the mouth, 4) connect the moustache to the chin by thin strips on either side of the mouth—which then connect to the front of the chin, which may include the area directly beneath the lower lip, 5) do not extend more than 1/4" under the chin, and may be worn just on the chin as noted, without the moustache.
- **HAIR** - Short, off-the-collar, neat, trimmed and clean. Pony tails must be restrained by a hairnet or pins. Tucking tails in Chef's hat or coat is not allowed.  
**APPROPRIATE HAIR COLOR** is a requirement. (Natural, neutral colors, shades of black, brown, blonde are considered appropriate.) Bright, iridescent colors and shades outside of the natural and neutral shades are UNACCEPTABLE. Students will not be permitted to attend class if this standard is not met. No extreme hair styles. Excessive bangs and sideburns are not permitted. Bangs must be trimmed to the top of the eyebrow.
- **FINGERNAILS** - Must be cut short and kept clean. No nail polish is allowed in culinary/patisserie laboratories.
- **DARK GLASSES** - NOT permitted with any culinary, patisserie or dining room uniform at any time while on campus, nor may they be worn in CULN lecture courses. If dark glasses are necessary due to medical reasons, a slip from your doctor explaining the need is required.
- **MAKE-UP** - Should be conservative.

## **Acceptable Behavior - ALL CULN Courses**

- Absolutely **NO** eating or drinking in the CULN classrooms or in culinary/pastry arts laboratories, unless allowed by your CULN instructor in conjunction with the tasting of instructor-demonstrated dishes or at wine tasting seminars. Eating or drinking in the `Ohelo Building is only permitted in the student lounge.
- Smoking is **NOT** permitted in or by guest entrances of `Ohia or `Ohelo buildings. The only designated smoking areas are as follows:
  - `Ohelo Building - Second floor entrance directly across from the 'Olona building.
  - `Ohia Building - First floor entrances of front and back of building.
- Gum Chewing is **NOT** allowed in CULN laboratories and classrooms.
- Radios or headsets are **NOT** allowed in CULN laboratories or classrooms.
- Personal belongings such as back packs, knife cases, etc. should be stored in lockers in student locker areas including laboratory lockers, and not on the lab counters or student desks.

## **LOCKERS**

Kapi`olani Community College Culinary Department provides students with a place to store their belongings while attending classes. The College endeavors to provide lockers for all full-time students in locations as close as possible to their areas of study. Lockers are for use by culinary students only, one locker per person. Lockers are assigned on a first-come, first-served basis at the start of each semester. You are expected to vacate your locker at the end of each semester. **Locker forms available at Ohelo 101.**

- Changing rooms are provided in the student lounge on the first floor of the `Ohelo Building. **NO** changing is allowed in public areas such as in building hallways or classrooms.
- Student use of restrooms is restricted to the first floor in the `Ohelo Building and to the restrooms in the `Ohia Building.
- Students must be fully clothed and presentably dressed while in any CULN facility.
- Profanity/swearing is not permitted in the `Ohelo, `Ohia, and `Olapa Buildings.
- Cellular phones or pagers should be deactivated during class period.

**Disciplinary Procedures for Handling Violations of the Dress code, Personal Grooming Standards, Acceptable Behavior, Class Tardiness and Absenteeism Policies:**

The following procedures will be implemented in ALL CULN courses. These procedures apply to the departmental dress code, personal grooming standards, student conduct code, acceptable behavior, tardiness and absenteeism policies.

- First Violation: Student to receive a verbal warning from instructor. Action documented in student file.
- Second Violation: Student to receive a written warning and consultation from instructor. Student file copied.
- Third Violation: Student, Instructor, and the Department Chair will meet and discuss violations and recommended solutions. Documented report to student file.
- Fourth Violation: Student will be excused from class for that day, forfeiting all points for that day including attendance, participation, and quiz and/or exam points. No makeup of tests or quizzes will be permitted. The student must report to the department chair to discuss the circumstances surrounding this fourth violation. Should the issue not be resolved after the student has met with the faculty member, then the department chair, a meeting with the dean may be required.

**UNIVERSITY OF HAWAII POLICY ON SUBSTANCE ABUSE**  
**Official Notice to Faculty, Staff, and Students Regarding**  
**Substance Abuse in University Campus Communities and Worksites**

This Official Notice is issued pursuant to the requirements of the Federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

**A. University Policies on Illegal Drugs and Alcohol**

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements. University policy, and other applicable State laws and rules.

**B. University Policy on Substance Abuse**

The institution recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of the available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

**C. THE UH Student Conduct Code includes the following prohibitions:**

"The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing and use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or see illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. University knowledge of possession of use of illegal drugs on campus may subject the students involved to investigation."

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warnings, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Codes are available in the office of the campus Dean of Students.

#### **D. Legal Sanctions**

There are numerous federal, state and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances.

##### **Highlights of Hawai'i Laws**

**Class A Felony:** fine not exceeding \$50,000 and/or imprisonment for not more than 20 years.

**Class B Felony:** fine not exceeding \$25,000 and/or imprisonment of not more than 10 years.

**Class C Felony:** fine not exceeding \$10,000 and/or imprisonment of not more than 5 years.

**Misdemeanor:** fine not exceeding \$2,000 and/or imprisonment of not more than 1 year.

**Petty misdemeanor:** fine not exceeding \$1,000 and/or imprisonment of not more than 30 days (Sections 706-640, 659, 660, 663, H.R.S.)

Promoting (possessing and distributing) drugs (including marijuana) and intoxicating compounds can result in Class A, or Class B or Class C felonies. (Sections 712-1241-1250, H.R.S.)

Consuming or possessing intoxicating liquor while operating a motor vehicle or moped is a misdemeanor. (Section 291-3.1, H.R.S.)

Driving under the influence of intoxicating liquor can result in community service work, treatment programs, suspension of license, fines, and/or imprisonment. (Section 291-4, H.R.S.)

A person commits the offense of promoting intoxicating liquor to a minor if he knowingly sells, delivers, or gives intoxicating liquor to a minor. (Section 712-1250.5, H.R.S.)

#### **E. Health Risks Associated with Substance Abuse**

The University encourages faculty, staff and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct pharmacological effects of substances on the body influence every organ, particularly the brain, liver, and the cardiovascular system. Death and injury from drug related accidents, suicide and homicide are some of the indirect health effects. It is estimated by the National Institute of Alcohol Abuse and Alcoholism that annually 100,000 people in the U.S. die from alcohol related problems alone. Physical effects may be immediate and acute, as in drug overdose or long-term and chronic, as in alcohol related liver disease or neurological impairment.

#### **F. Drug and Alcohol Counseling, Treatment and Rehabilitation Programs**

The University of Hawai'i encourages faculty, staff, and students to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact their campus Dean of Students for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisor for assistance and referral services. The State Department of Health has contracts with numerous private agencies to provide a range of counseling and treatment services. For more information, call the Hawai'i Substance Abuse Information Resource Center hotline at 836-3000.

**STUDENT CONDUCT:** The UH System Student Conduct code [http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/) will prevail, as well as the KCC code.

**UH KAPI'OLANI COMMUNITY COLLEGE Student Conduct Code**  
<https://www.kapiolani.hawaii.edu/regulations-policies-and-data/student-conduct-code/>

**I. REPORTING & INVESTIGATION OF VIOLATIONS**

All reports of violations of the Student Conduct Code shall be submitted to the Vice Chancellor for Student Affairs or designee in writing and signed by the complainant or reporting person. Reports should be submitted as soon as possible after the event in question occurs. In emergencies dealing with safety and security or exigent situations, the Vice Chancellor for Student Affairs or designee may proceed initially without a written report.

- A. **Investigation** Upon receiving a written complaint that an alleged violation of the Student Conduct Code has occurred, the Vice Chancellor for Student Affairs or designee shall initiate an investigation. The student(s) accused of misconduct will be notified in writing of the alleged violations and provided an opportunity to meet with the Vice Chancellor for Student Affairs or designee to discuss the alleged violations. The Vice Chancellor for Student Affairs or designee has the authority to render a decision and impose sanctions if an accused student chooses to not respond to the alleged violations or otherwise participate in the process.
- B. **Determination of Charge and Administrative Decision** If, following the investigation, the Vice Chancellor for Student Affairs or designee finds that the existing evidence fails to support the alleged violation, no action will be taken against the accused student. If the Vice Chancellor for Student Affairs or designee determines that the accused student violated the Student Conduct Code, s/he will render a decision and sanctions. The accused student will be informed in writing of the decision and sanction(s). If the accused student accepts the decision and sanction(s), no further action will be taken and the documentation will be filed into the student's case file.
- C. **Process for Dealing with Academic Dishonesty** In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student. The instructor may bring the matter to the attention of the departmental chairperson for consultation. The instructor may require the student to redo the assignment, give a failing or reduced grade for the course, and/or refer the student to the Vice Chancellor for Student Affairs or designee through the Department Chair for possible college action under the Student Conduct Code. The Vice Chancellor for Student Affairs or designee shall pursue such cases to determine appropriate disciplinary actions if, after a preliminary investigation, it is his/her determination that probable cause exists to establish that an act of academic dishonesty took place.

**II. SANCTIONS** - Sanctions, which include but are not limited to the following listed below, may be imposed upon a student found responsible for violating the Student Conduct Code. More than one sanction may be imposed for any single violation:

- A. **Written Reprimand** – A notice in writing to the student that s/he has violated institutional regulations and that continuation of specified behavior may be cause for more severe disciplinary sanctions.
- B. **Probation** – Probation for a designated period of time. This includes the probability of more severe disciplinary sanctions if the student is found responsible for violating institutional regulations during the probationary period. While on probation, the student is expected to demonstrate the ability to function as a responsible member of the campus community.
- C. **Loss of Privileges** – Denial of specified privileges for a designated period of time. This may include loss of Kapi'olani Community College recognition and its associated benefits of a student group or organization for a specified period of time.
- D. **Restitution** – Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.
- E. **Other Sanctions** – Work assignments, essays, and/or service to Kapi'olani Community College; counseling; participation in alcohol or other drug education programs; restorative justice activities; or other assignments imposed at the discretion of the Vice Chancellor for Student Affairs or designee.
- F. **Suspension** – Suspension from Kapi'olani Community College for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- G. **Dismissal** – Permanent dismissal of the student from Kapi'olani Community College
- H. **Revocation of Admission and/or Degree** – Revocation of admission to or a degree awarded from Kapi'olani Community College for fraud, misrepresentation, or other violation of Kapi'olani Community College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- I. **Withholding Degree** – Kapi'olani Community College may withhold awarding a degree otherwise earned until the completion of the process set forth herein, including the completion of all sanctions imposed, if any.
- J. **Sanctions for Student Organizations** – When a student organization is found responsible for violating the Student Conduct Code, the college or university may take action not only against the student(s) involved, but also against the organization itself. Sanctions, including those listed below, may be imposed upon groups or organizations:
  - 1. Those sanctions listed above;
  - 2. Loss of selected rights and privileges for a specified period of time;
  - 3. Deactivation – Loss of all privileges, including Kapi'olani Community College recognition, for a specified period of time.
- K. **Interim Suspension** – In certain circumstances, the Chancellor, or designee, may impose Kapi'olani Community College suspension prior to the Vice Chancellor for Student Affairs or designee's investigation and decision.
  - 1. Interim suspension may be imposed for the following reasons, including but not limited to: a) to ensure the safety and well-being of members of Kapi'olani Community College community or preservation of Kapi'olani Community College property; b) to ensure the student's own physical or emotional safety and well-being; c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the Kapi'olani Community College; or d) to ensure the orderly business of Kapi'olani Community College
  - 2. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other Kapi'olani Community College facilities, activities or privileges for which the student might otherwise be eligible, as the Chancellor or the Vice Chancellor for Student Affairs or designee may determine to be appropriate.
  - 3. The interim suspension does not replace the regular disciplinary process described herein, which shall proceed accordingly. The student will be notified in writing of the interim suspension and the reasons for it, as well as the duration of the suspension.

**III. SYSTEM APPLICABILITY OF SANCTIONS** Sanctions may also be effective on another campus within the University of Hawai'i System.

**IV. STUDENT CONDUCT RECORDS** - A disciplinary record will be established for a student found in violation of the Student Conduct Code. This record will be retained by the Vice Chancellor for Student Affairs or designee for a minimum of five (5) years from the date of the final disposition of the case. In cases where the sanction is suspension, dismissal or revocation of a degree, the student's file will be permanently retained by the institution. A disciplinary record is separate from the academic transcript maintained by the institution for the student. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record, and will be retained by the institution for a minimum of five (5) years from the date of the final disposition of the case. Cases involving the imposition of sanctions of Kapi'olani Community College suspension, Kapi'olani Community College dismissal or revocation or withholding of a degree shall be permanently retained by the institution.

**V. APPEAL OF ADMINISTRATIVE DECISION** - If the accused student disagrees with the decision and/or sanctions rendered by the Vice Chancellor for Student Affairs or designee, the student may submit an appeal in writing to the Chancellor postmarked within fifteen (15) school days of the date of the written decision. An appeal shall be for one or more of the following purposes:

- A. **Fair Process:** To determine whether the Vice Chancellor for Student Affairs or designee's investigation was conducted fairly in light of the complaint and information presented, and in conformity with prescribed procedures. Any deviations from prescribed procedures will not automatically result in accepting an appeal unless the deviation(s) resulted in significant prejudice.
- B. **Substantive Facts:** To determine whether the decision reached regarding the accused student was based on information that, if believed by the Vice Chancellor for Student Affairs or designee, was sufficient to establish that a violation of the Student Conduct Code occurred.
- C. **New Information:** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the Vice Chancellor for Student Affairs or designee's investigation, because such information and/or facts were not known to the student appealing at the time of the Vice Chancellor for Student Affairs or designee's investigation.

The student's written appeal will be forwarded to the Chancellor for an appeal hearing. A student's written appeal that fails to specifically state that the appeal is **based on one or more of the above purposes shall be denied by the Chancellor or designee and the Vice Chancellor for Student Affairs or designee's decision and sanction(s) shall become final.**

**VI. STUDENT CONDUCT COMMITTEE HEARINGS** - A date and time shall be set for a Student Conduct Committee Hearing. Prior to the hearing, the accused student may review written documentation that will be presented during the hearing. Personally identifiable information may be redacted to maintain the confidentiality of individuals involved in the case. The accused student shall be informed of the membership of the Student Conduct Committee and may request alternates if s/he can make a case for bias. The Chair of the Committee shall render such decision(s). If the accused student presents a claim of bias against the Chair of the Committee, the Chancellor or designee shall render a decision whether to appoint an alternate Chair of the Committee. If any member of the Committee feels that his/her relationship, knowledge or familiarity with the incident in question or the individuals involved would affect his/her ability to render an impartial decision, the Committee member shall recuse her/himself.

- A. **Student Conduct Committee Composition and Quorum** The Student Conduct Committee shall have the jurisdiction and the authority to review the Vice Chancellor of Student Affairs or designee's investigation and decision involving alleged violations of the Student Conduct Code. The Committee shall consist of the Chair and three (6) voting members constituted as follows:
  - A chairperson, appointed by the Faculty-Student Relations Committee of the Faculty Senate
  - 2 faculty members, appointed by the Faculty Senate Chair
  - 2 staff members, appointed by the Staff Council Chair
  - 2 students, appointed by the Student Congress Chair

The Chair and two (2) members of the Committee shall constitute a quorum. The Chair is a non-voting member unless there is a tie vote.

- B. **Student Conduct Committee Hearing Guidelines** The Student Conduct Committee Hearing (Committee) shall be conducted according to the following guidelines:

A Student Conduct Hearing shall be conducted in private. The accused student and her/his advisor, if any, shall be allowed to attend the Committee Hearing, excluding deliberations, at which information is received. Admission of any other person to the Committee Hearing shall be at the discretion of the Committee Chair. In a Committee Hearing involving more than one accused student, the Chancellor or designee, at her/his discretion may permit the Committee Hearing concerning each student to be conducted either separately or jointly. The accused student has the right to be assisted by an advisor of her/his choice, at her/his own expense. The advisor may be a member of the Kapi'olani Community College community and may not be an attorney. The accused student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak during or to participate directly in a Committee Hearing. An accused student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Committee Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. If an accused student is also the subject of a pending criminal matter arising out of the same circumstances, s/he may be allowed to have an attorney serve as his/her advisor, at his/her own expense, to behave in the same manner as any other advisor above. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Committee at the discretion of the Chair. Any procedural questions are subject to the final decision of the Chair. After the Committee Hearing concludes, the Committee shall determine (by majority vote) whether to uphold or deny the appeal. If an appeal is upheld, the matter shall be returned to the Vice Chancellor for Student Affairs or designee to re-open the investigation for reconsideration of the original determination and possible reconsideration of the original sanction(s). If an appeal is denied, the matter shall be considered final and binding within Kapi'olani Community College. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Board proceedings. There shall be a single verbatim record, such as an audio recording, of all Committee Hearings before the Committee (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Kapi'olani Community College and no copies shall be made or distributed. If an accused student, without providing advance notice or explanation, fails to appear at a Hearing, the Hearing shall not take place and the original decision of the Vice Chancellor for Student Affairs or designee shall stand. The Committee's decision to uphold the appeal and re-open the investigation or to deny the appeal shall be final and binding within Kapi'olani Community College

**VII. INTERPRETATION AND REVISION** Any question of interpretation or application of the [Student Conduct Code](#) shall be referred to the Chancellor or her/his designee for final determination.



## **WARNING and NOTIFICATION of HAZARDS and RISKS**

All occupations within the Culinary and Pastry Arts Profession have inherent risks that prospective students should be aware of. The purpose of this **Warning of Hazards and Risks** is to bring students' (parents') attention to the existence of potential dangers, to aid them in making an informed decision concerning participation in the program, and in signing the Assumption of Risk and Release of Liability Waiver form.

Occupational hazards for the field of culinary/pastry arts include, but are not limited to:

- cuts and abrasions due to handling sharp objects
- slips and falls due to wet, slippery or uneven floors
- strained muscles and backs due to lifting of heavy objects
- exposure to foods that one may be allergic to
- exposure to hazardous cleaning chemicals
- accidental injury in an internship or practicum experience or en route to or from an internship or practicum experience
- injury or illness that can affect one's personal health or the health of an unborn child
- scalding and burns that may result in permanent disfigurement, disability or death

An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the **Warning and Notification of Hazards and Risks**.

In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices. Students must inform appropriate faculty of any relevant personal medical condition that might be hazardous or risky to self or others. A student may be required to submit permission from his/her personal physician to participate in culinary/pastry arts education activities. **The student is responsible for obtaining his/her own health insurance.** The student must also purchase his/her own liability insurance if one is required by a practicum or internship site.

Upon entering Kapi`olani Community College's Culinary/Pastry Arts program, the student will be required to sign an Assumption of Risk and Release of Liability Waiver.

## **POLICY ON ACADEMIC GRIEVANCES**

<https://www.kapiolani.hawaii.edu/wp-content/uploads/2014/04/Academic-Grievance-Guidelines-Revised-2017.pdf>

The process of addressing academic grievances is described in the Academic Grievance Procedures. Concerned students may first attempt to resolve the grievance on an informal level with the faculty member.

Should the grievance not be resolved at this level, they then ask the appropriate department chair to review the case. If a satisfactory solution is not reached, students may appeal to the dean. If satisfactory solution is still not reached, students have the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the committee are final within the University. Copies of the academic grievance procedures are available in the Office of the Vice Chancellor of Student Affairs, 'Ilima 205.

**Kapi`olani Community College**  
**Student Responsibilities – subject: DISRUPTIVE BEHAVIOR**

(April 2018)

Upon registering for one or more FSHE or CULN classes offered by Kapi`olani Community College, including distance education courses, the student agrees as follows:

I (refers to you, the student) realize that I am responsible for personal conduct that neither harms nor threatens the safety and well-being of others on campus and in college-related activities at off-campus locations such as internships, and volunteer events. I understand the importance of avoiding action or speech that causes physical or psychological harm or may be interpreted by others (such as students, instructors, staff members, or visitors) as disrespectful, offensive, abusive, threatening, interfering with learning activities, or impeding the delivery of college services. More specifically, I will refrain from the following types of behavior:

- *physical assault*
- *stalking*
- *disrespectful, harassing, and/or intimidating physical gestures or verbal (written or spoken) statements, including but not limited to, attacks on gender, race, ethnicity, religion, national origin, and sexual orientation,*
- *damaging or threatening to damage property belonging to the college or to individuals,*
- *interrupting class during lecturer or labs, by talking loudly, inappropriately, or out of turn.*
- *monopolizing discussions,*
- *unwillingness to cooperate or hindering the cooperative efforts of others*
- *failure to comply with requests from the instructor or classmates to stop behavior that may be considered academically unethical, including cheating and plagiarism,*
- *In online learning environments (hybrid or distance education courses which may or may not include online instruction, including use of Laulima), failure to comply with requests from the instructor or classmates to stop sending electronic messages that may be construed as harassment or fiery language and/or content..*

I also understand that I am subject to the Student Conduct Code (included in this Handbook), which specifies a range of disciplinary actions for disruptive behavior. Possible sanctions include a warning, probation, suspension, or expulsion. Final decisions are based on the results of a hearing before an appointed student conduct committee. If my behavior is considered dangerous, I understand that I may be temporarily suspended by the chancellor prior to a hearing.

Furthermore, as a student in a classroom and/or lab and/or center, I realize that I have an important role to play in assisting instructors or staff in maintaining a learning environment that discourages disruptive conduct. To fulfill this supportive role, I understand that I need to become familiar with each instructor's classroom and/or lab rules, which may be found in the hard copy or online version of the syllabus. I am aware that, in general, inappropriate behavior during class includes:

- *tardiness, absences, leaving class early*
- *talking to fellow students other than the presenter or instructor, during a class discussion or presentation,*
- *profanity (swearing)*
- *horseplay*
- *eating in class or lab, unless approved by the instructor*
- *in a lab environment, failure to abide by safety and sanitation rules*
- *failure to abide by dress and grooming/appearance codes established for my program and courses, which are included in this handbook, and on the CULN 120 website.*

Finally, in the event that a student's behavior causes disruption at an off-campus class, campus, or university event, or on-campus in a classroom and/or lab and/or center, I understand that I am expected to follow the instructor's orders or emergency plan, and if necessary, provide immediate assistance, which might include:

- *obtaining the help of nearby faculty or staff,*
- *contacting campus security at 734-9900,*
- *and/or contacting on-duty evening administrators.*

To be of assistance in a crisis, I realize that it would be helpful to:

- 1) *know the location of public and staff telephones in the vicinity, or have access to a cellular phone, and*
- 2) *to become familiar with signs in buildings, classrooms, labs, or learning centers that provides emergency response information.*

## STUDENT & COUNSELOR RESPONSIBILITIES - Academic Advising Process

[https://www.kapiolani.hawaii.edu/campus-life/student-services/counseling\\_form/our-expectations/](https://www.kapiolani.hawaii.edu/campus-life/student-services/counseling_form/our-expectations/)

STUDENT RESPONSIBILITIES for Academic Advising. What counselor expect of students	COUNSELOR RESPONSIBILITIES for Academic Advising What students should expect from counselors
* Recognize that advising is a shared responsibility	* Maintain professional integrity, confidentiality, respect, support, and sensitivity in advising.
* Come to appointments prepared with questions and/or topics to discuss.	* Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions.
* Track your academic progress using advising tools such as STAR, the KCC, and other websites and college catalogs.	* Assist students in developing an educational plan utilizing STAR towards graduation and/or transfer.
* Seek assistance from counselors, instructors, and/or mentors about issues and concerns that are affecting your academic progress.	* Help students clarify their educational and/or career goals based on their interest, values, and strengths.
* Understand and follow college policies, procedures, and important dates and deadlines, as appropriate	* Clarify academic policies, college regulations, program requirements, procedures, and other college information.
* Seek out and use the college services and resources available to you.	* Refer students to appropriate campus, system, and community resources and services.
	* Respect students' individual needs and diversity.

- **CUTLERY KIT** - The KCC Bookstore has available to students registered in CULN labs a special knife kit package. The current package which was created for the CULN 120 class includes these items. Other classes may require additional items; please email your instructor. Proof of current enrollment in CULN 120 or 150 required in order to purchase cutlery from the college. Bookstore prices : <http://www.bookstore.hawaii.edu/uhkcc/SiteText.aspx?id=15225>

<ul style="list-style-type: none"> <li>• <b>Steel</b> Paring Knife (3") Serrated Knife (Baking: 10") Vegetable Peeler Boning Knife Knife Bag</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Thermometer (Baking: digital read)</b> Tong, Spring 12" Straight spatula Measuring spoons 8" chef's knife Wooden Spoon</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clam knife</b> Oyster Knife Wire Whisk 8 x 3 Turner Large Scraper Bowl Scraper</li> </ul>
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Uniform coats, pants, neckerchiefs, hats, and cutlery which conform to program standards are available at the KCC bookstore. <http://www.bookstore.hawaii.edu/uhkcc/SiteText.aspx?id=15225> Check with your instructor if purchasing from another source.

- **Chef's Coats** with cloth knot buttons, white with full-length sleeves, French cuffs, left breast pocket, and thermometer pocket  
on sleeve and embroidered with Kapi'olani Community College plus CIP patch.
  - o Additional surcharge per item for extra-large coat sizes will apply.
- **Baggy Cook's Pants**, black & white check two side-seam pockets, one back pocket, tapered legs & elastic waist with drawstring. (Additional surcharge per item for extra-large sizes will apply).
- **Neckerchiefs**

The CULN 150 Fundamentals of Baking class requires the following additional equipment not sold at KCC. For suggestions on purchasing baking items, please contact your CULN 150 chef-- Chef Wetter at [dwetter@hawaii.edu](mailto:dwetter@hawaii.edu) or Chef Gale O'Malley at [gomalley@hawaii.edu](mailto:gomalley@hawaii.edu), or for CULN 252 or 253, Chef Brown at [drbrown@hawaii.edu](mailto:drbrown@hawaii.edu)

Micro plane Grater	One set each of Pastry Tubes (plain)	Personal digital scale
One set each of Pastry Tubes (star)	Off-set cake Spatula 8" or 10"	One 14" Vinyl Pastry Bag

For more detail on equipment and tools required for lab classes, please email or call your instructor (see Faculty Directory).