

# JNA INSTITUTE OF CULINARY ARTS SCHOOL CATALOG

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- x Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the U.S. Department of Education
- x Approved for Veterans Education under the provisions of Title 38, U.S. Code, by the Veterans Administration.
- x Approved to participate in Federal Title IV Financial Aid Programs including Pell Grants, FSEOG, Stafford Loans, and SLS/PLUS loans.
- x As an SEVP-certified school, JNA Institute of Culinary Arts is able to enroll M nonimmigrant students.
- x A Professional Management Development Partner of the Educational Foundation of the National Restaurant Association.
- x A Founding Partner of the Foodservice Educators Network International.
- x A Member of the National Restaurant Association
- x A Member of American Culinary Federation
- x A Member of the Pennsylvania Restaurant Association
- x A Member of the International Foodservice Executives Association
- x A Member of the Greater Philadelphia Chamber of Commerce

### Administration and Staff

The character and strength of the faculty and staff are ultimately an important measurement of a good school. The members of our faculty have received training in numerous foodservice facilities and from varied experiences. They are dedicated men and women who love their subjects and enjoy teaching. They use the case study method, combined with lectures, and small group discussions to address real management and culinary situations and business challenges. They are accessible to students, demanding of students' best efforts, and genuinely concerned with the interests and capabilities of students in and out of the classroom.

### Facilities and Equipment

The school is located at the south end of the Avenue of the Arts, in the heart of historic South Philadelphia, and is easily accessible by all forms of public transportation. The school features two laboratory kitchens with ranges, ovens, broilers, other commercial cooking equipment and supplies needed to simulate working restaurants. The use of these laboratory kitchens in conjunction with classroom lectures enhances the training provided by our programs. Our equipment assists in the proper instruction and production of breads, cakes, tarts, sauces, salads and entrées that prepares and qualifies students to meet the expectations of the food service industry.

### Class Size

The maximum number of students per lecture or demonstration classroom is 40 and 20 per laboratory class. By keeping our classes small, we hope to encourage class participation and provide optimal conditions for learning.

# ADMISSION REQUIREMENTS

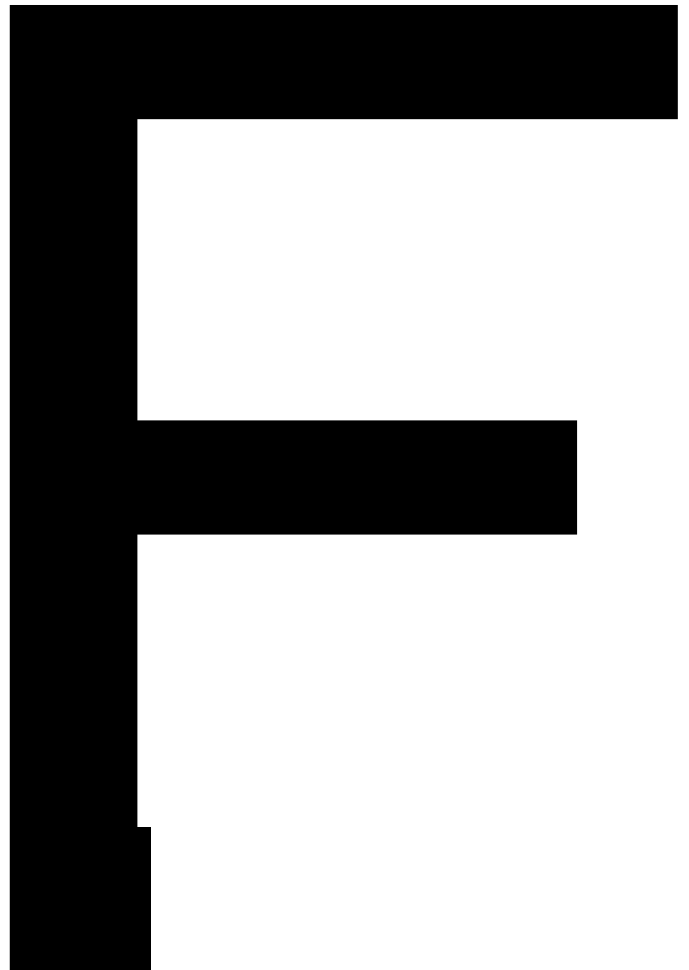
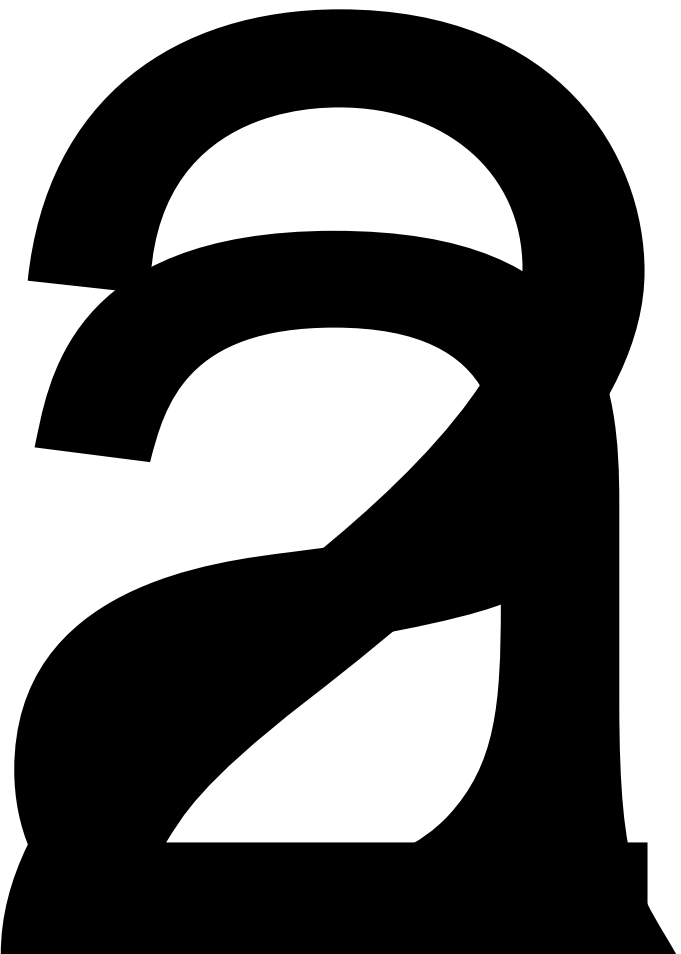
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## Admissions Procedures

At JNA Institute of Culinary Arts, we care about more than just your high school grades. We know every applicant has different strengths and weaknesses and our admission procedure is designed to consider a number of criteria when determining admission. Every student who wishes to attend JNA Institute of Culinary Arts must complete the application process.

To be considered for admission to residential or online (distance education) programs, first-time students and transfer applicants must fulfill the following admissions requirements:

1. Submit a complete application. Can be done online at [www.culinaryarts.edu](http://www.culinaryarts.edu)
2. Submit official transcripts from your high school. You can also bring your original high school



## School Tour & Kitchen Visit

We also strongly encourage all applicants who live in the greater Philadelphia region to tour the school's facilities to gain a visual appreciation of the training program and to participate in a Kitchen Visit, where the applicant can join a culinary class (lecture/demonstration) and participate in our morning kitchen lab. The Kitchen Visit is designed to allow the applicant to experience a day in the life of our culinary students and it also allows our admissions staff and chef instructors to meet each applicant to determine his/her suitability in our program and in the food service industry.

## The Wonderlic SLE

The Wonderlic Scholastic Level Exam (SLE) is the academic version of the Wonderlic Cognitive Ability Test and understand instructions. Applicants who cannot supply SAT or ACT scores to our admissions department must visit the school to complete this 12-minute examination. Applicants must score 11 points or higher to be accepted into JNA Institute of Culinary Arts.

## Enrollment Agreement

In the event that the application results in acceptance of the training program by the applicant, and the



2. Courses completed at unaccredited institutions may be reviewed on a case-by-case basis.
3. JNA Institute of Culinary Arts will not grant credit for college courses in which the content duplicated material of a previously completed course for which credit has already been granted; with the exception of the repeat of deficient (D/F) course grades.

Decisions concerning the acceptance of credits by any school other than the granting school are made at the sole discretion of the receiving school. No representation is made whatsoever concerning the transferability of credits to any school. Students must contact the Registrar of the receiving school to

# FINANCIAL INFORMATION

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## Tuition

The tuition charged for the program is a comprehensive fee covering all services excluding books, supplies and class uniforms. Specifications of required items can be obtained from the Admissions Office. Estimated costs are provided below. Full tuition is due at the start of training; however payment plans are available to students. This decision is made on an individual basis.

#### Information Regarding the Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. Title IV funds will be returned to the Department as soon as possible, but no later than 45 days

- x Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

#### Special Cases

In the event of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.

Students enrolled in the residential program who have not visited the school facility prior to enrollment

# ACADEMIC INFORMATION

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## Grading System

The grading system is used to measure the student's ability to meet employment standards for entry level employees. Each semester, the student receives a grade for the completed course(s). At the end of the grading cycle, a student progress report will be issued summarizing grades as follows:

Definition	Letter Grade
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## Student Reports

Interim reports are issued to students at the end of each semester. A final report will be issued to the student at the conclusion of the program.

## Clock Hours and Clock Hours to Credit Hours

One academic year equals 900 clock hours.

x One semester credit hour equals 45 units comprised of the following academic activities:

- o One clock hour in a didactic learning environment = 2 units
- o One clock hour in a supervised laboratory setting of instruction = 1.5 units
- o One hour of externship = 1 unit
- o One hour of out-of-class work and/or preparation for the didactic learning environment achieved competency relative to the required subject matter objectives = 1.5 u

## Student Records

The student's record of attendance, course grades, and program involvement (extracurricular events and work experience) will be maintained in the active file while the student is in school. An official transcript reflecting this data will be placed in the inactive file when the student leaves school. This record will be kept in perpetuity.

## School Holiday Observance Schedule

The school calendar listing term beginning and end dates, school holidays, and other important dates can be found by going to the school web page and following the links to the Academic Calendar.

## Class Start Dates

The list below represents the class starting dates:

Term Beginning	Expected completion date of the diploma program	Expected completion date of the AST program
1/8/2024	8/16/2024	4/26/2025
4/29/2024	12/20/2024	8/15/2025
8/26/2024	4/25/2025	12/19/2025
1/6/2025	8/22/2025	4/24/2026

## Emergency Preparedness Plan

Students may obtain a copy of the school's Emergency Preparedness Plan by contacting the Campus Director or Director of Education.



## Early Dismissal

A student may leave before the end of the school day providing he/she has a good cause for doing so and has received the permission from the instructor.

## Withdrawal

A student may terminate his/her training any time, without any additional charge. Advance notice, however, is desirable. Written notification should be sent to the School Director.

## Leave of Absence

A leave of absence may be granted to a student who must temporarily interrupt his/her training. A request must be made in writing and will be honored only for reasons deemed valid by the School Director. Sponsoring Agencies, if any, will be notified when a student is granted a leave of absence. A leave of absence may not exceed 60 days. Students will complete an enrollment addendum identifying a new end date. The original end date will be extended the actual number of days the student was on the LOA.

## Satisfactory Academic Progress (SAP)

The school requires that all students (both Title IV and non-Title IV) maintain satisfactory academic progress in order to remain in school. The application of SAP standards is consistent for all students within all categories, i.e., full/part-time, different programs of study, etc.

Student progress evaluations are based on qualitative (grade-based) and quantitative (pace) standards. The cumulative average, which includes the quality of work and the pace at which required classes are successfully completed (incremental progress towards timely completion). Student progress evaluations occur at the end of each semester.

The minimum satisfactory cumulative average (qualitative standard) at the end of each semester is 70%.

The minimum satisfactory pace (quantitative standard) at the end of each semester is 67%. This percent is calculated by dividing the total number of credits successful completed in a semester by the number of credits attempted. The maximum number of hours spent in completion may not exceed 150% the normal length of the training program.

When an official progress report shows a student to have an unsatisfactory qualitative or quantitative progress report, the student will receive a notice and a consultation with a school official will be scheduled. At that time the student will be placed on Warning for one semester (payment period). Title IV recipients are placed on Financial Aid Warning for one semester (payment period).

Financial Aid Warning is a status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so



impossible for them to complete the program within 150% of its length. Students who fail to make satisfactory progress after the warning period lose their aid eligibility and will be dismissed from the school unless they successfully appeal and are placed on probation.

### Reestablishing Title IV Eligibility

Students returning to school after failing to maintain satisfactory academic progress file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed.

After a successful appeal, the student will be placed on financial aid probation for the next evaluation period; Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Should the student not wish to appeal or their appeal is denied, the student will be placed on Academic and Financial Aid Suspension. The student must meet satisfactory academic progress requirements via successful course retakes resulting in a minimum satisfactory cumulative average of 70% or higher and/or minimum of 14 semester credits can be obtained. Students may attempt paid course retakes until such time that they achieve a minimum satisfactory cumulative average of 70% or higher to be removed from academic and financial aid suspension. Any student who does not satisfactorily progress towards obtaining satisfactory academic progress while on academic and financial aid suspension will be terminated from the school. A notification in writing will be sent via email and mailed to the student.

### Incomplete, Course Withdrawals and Transfer Credits

Incomplete (Inc) P grade will be accounted for in the next scheduled SAP evaluation.

No grade is earned for a Withdrawal (W), therefore the course is not used in qualitative progress evaluations. However, a quantitative (pace) progress calculation. Students will be notified via EA addendum of extended graduation date.

### Repeated Courses

Whenever a student repeats a course for the purpose of raising a failing grade, the new grade earned when repeating the course will not replace the first grade earned or the credits attempted on the first transcript.

### Online (Distance Education) Course Offerings

Any course may be offered in an online (distance education) format, excluding the Laboratory-based courses: F399, F299, and F399. Online and residential course offerings will be posted no less than



requirements online at: <https://support.zoom.us/hc/en-us/articles/201362023> System requirements for Windows, macOS, and Linux

Prospective students can also discuss their personal technology needs in more detail with their admissions representative, as JNA staff members are here to help in any way possible.

### Delivery Method

The distance education courses are identical to the residential courses in every way except in their delivery method. The lectures will be live/recorded lectures from the residential program. The quizzes, activities, homework, and exams will be identical to those completed by students in the residential program. Required discussion posts and student interaction will help to maintain student engagement and will also allow crosscommunication between residential and distance education students. Course materials will be available through the JNA Institute of Culinary Arts Learning Management System (LMS). All students (residential and distance education) are enrolled in the LMS by the school prior to their start date, and students learn about the sign process and the resources available on the LMS during orientation.

The expected knowledge, skills, and competency levels that students will achieve in the distance education program or course of study are identical to the expected knowledge, skills, and competency levels that students will achieve in the resident program or course of study.

### Special Policies for VA Educational Assistance

A student entitled to educational assistance under Chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students should request in writing to use their Chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment. In such cases, the institution will not impose any penalty, including the assessment of late



## Campus Security

It is the policy of JNA Institute of Culinary Arts to report criminal actions and other emergencies occurring on the campus facility to the local police department or other appropriate law enforcement agencies. The School Director is the designated official responsible for campus security and reporting. Students and staff are encouraged to report campus crime promptly and accurately to the School Director.

permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final decision by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 2474212  
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting: [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

## Individual Courses(Certificate)

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### Program Length

Varies depending on the course/courses chosen

### Class Schedule

Classes vary and may be in session from 7:30am to 9:00pm, Monday through Friday, with current program schedule.

### Program Description and Outline

Individual courses are a combination of classroom instruction and hands-on training. The courses are rolled into credit for the advanced program offered. Certificates will be issued upon completion of all requirements.



# Associate in Specialized Technology of Culinary Arts/Restaurant Management

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## Program Length

This program consists of 62 semester credit hours over 60 weeks.





# COURSE DESCRIPTIONS

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AM-201 Introduction to the Hospitality Industry

This course presents a general overview of the food service industry as well as a more detailed look at restaurants and institutional food service. Travel task day ( H)34(an) anoor431a1picresd 0000912 0 612 792 re



FS304      Cakes  
This course covers cake

**GE-200 Business English**

This course is a review of business English required for the work place. A review of the parts of speech, grammar, spelling, sentence structure, and business letter writing will be covered. Also, job applications, resume writing and interviewing skills will be covered.

**GE-300 General Office Procedures**

This course introduces the student to meet the needs of the office in the Information Age. The students are introduced to the technological needs to move away from the traditional office to the electronic workstation. The students are also introduced to the personal characteristics necessary in today's office

OM-201 Applied Food Service Sanitation

The Applied Food Service Sanitation course is the cornerstone and a required course of the Hospitality Management Program. This course is an up-to-date course on food safety and sanitation combining food safety and current issues in sanitation. The successful



