

# Academic Catalog

## 2023-2024



**Quiroga College**

*“The Heart of the Hispanic Community”*

2114 W 22<sup>nd</sup> Pl  
Chicago, IL 60608  
[quirogacollege.org](http://quirogacollege.org)  
773 524 2440

## Table of Contents

PREAMBLE .....	3
ILLINOIS BOARD OF HIGHER EDUCATION .....	3
INCORPORATION .....	3
MISSION AND EDUCATION PHILOSOPHY .....	4
Mission.....	4
EDUCATIONAL PHILOSOPHY .....	4
Foundation .....	4
Principles .....	4
Institutional Values.....	5
About Don Vasco de Quiroga .....	6
HISTORY .....	7
FACILITIES AND EQUIPMENT .....	8
ADMISSION REQUIREMENTS.....	9
ADMISSION PROCEDURES .....	10
TRANSFER OF CREDIT .....	10
TRANSFER OF PRIOR LEARNING CREDITS INTO QUIROGA .....	11
TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS .....	13
COURSE SCHEDULE CHANGE POLICY .....	13
CREDIT HOURS AND EXPECTATIONS .....	14
TIME TO COMPLETE PROGRAMS.....	15
ACADEMIC PROBATIONARY ADMISSION STATUS.....	16
DEGREE PROGRAMS .....	17
PROGRAM DESCRIPTIONS.....	17
ASSOCIATE DEGREE IN APPLIED SCIENCE IN BUSINESS .....	17
Educational Objectives .....	17
Scope And Sequence.....	17
Course Descriptions .....	18
ASSOCIATE DEGREE IN APPLIED SCIENCE IN CULINARY ARTS .....	18
Educational Objectives .....	18
Scope And Sequence.....	18
Course Descriptions .....	19
ASSOCIATE IN APPLIED SCIENCE IN FAMILY AND EARLY CHILDHOOD EDUCATION.....	19

Educational Objectives .....	19
Scope And Sequence.....	20
Course Descriptions .....	20
ATTENDANCE POLICY .....	20
FULL TIME STATUS.....	22
PART-TIME ATTENDANCE POLICY.....	22
LEAVE OF ABSENCE .....	24
Requesting a Leave of Absence .....	24
Returning from a Leave of Absence .....	24
Failure to Return from a Leave of Absence .....	24
Effects of Leave of Absence on academic progress and graduation .....	25
MAKE UP WORK POLICY .....	25
STUDENT’S CONDUCT POLICY .....	26
Illegal Drugs and Alcohol .....	28
Weapons.....	28
GRADING SYSTEM .....	28
SATISFACTORY PROGRESS POLICY .....	29
GRADUATION REQUIREMENTS AND CREDENTIALS AWARDED.....	32
TUITION AND FEES.....	33
REFUND AND CANCELLATION POLICY .....	33
STUDENT’S RIGHT TO CANCEL.....	34
COLLEGE’S RIGHT TO CANCEL/GROUNDS FOR CANCELLATION .....	35
EMPLOYMENT ASSISTANCE .....	35
STUDENT SERVICES .....	35
COMPLAINT PROCEDURE.....	36
COURSE DESCRIPTIONS.....	38
General Education.....	38
Business Program.....	39
Culinary Arts Program .....	40
Family and Early Childhood Education Program .....	41
2023-2024 ACADEMIC CALENDAR .....	44

## PREAMBLE

The Board of Trustees and officers of Quiroga College reserves the right to change the requirements for admission or graduation announced in this catalog, and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, regulations affecting students, and to refuse to admit or readmit and to dismiss any student at any time, should it be deemed to be in the interest of the student or of the College to do so. It is the personal responsibility of each student to read and understand all regulations set forth in this catalog. The educational services of Quiroga College are open to all who can benefit from them, without regard to sex, age, racial or ethnic background, gender, gender identification, sexual orientation, religious persuasion, or socio-economic status.

## ILLINOIS BOARD OF HIGHER EDUCATION

Quiroga College is authorized to operate and award degrees by the Illinois Board of Higher Education (IBHE).

## INCORPORATION

The College is incorporated as an IL not-for-profit institution and maintains tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

## MISSION AND EDUCATION PHILOSOPHY

### Mission

Inspired by the life and works of bishop and lawyer Don Vasco de Quiroga, Quiroga's mission is to educate the whole student: spiritually, intellectually, emotionally, and physically. Quiroga is dedicated to the integrated educational formation of persons. We desire to produce transformative and ethical leaders who are committed to the common good. Quiroga College promotes education, research, and the dissemination of culture and knowledge to address society's needs.

## EDUCATIONAL PHILOSOPHY

### Foundation

Quiroga's educational philosophy is based on the life, work, and values of Don Vasco de Quiroga, the first bishop of Michoacán, México. As a layperson and bishop, Vasco de Quiroga dedicated himself body and soul to the abundance of the human being and the improvement of social structures, teaching his community to follow Christianity and become a valuable member of society ("Catholic Humanism").

Don Vasco developed institutions to help people, particularly the most unprotected and vulnerable. He further improved individuals' abilities through honest, creative, and organized work (manual, intellectual or artistic).

### Principles

Under Don Vasco Quiroga's philosophy, work is a means of human dignity and not of exploitation. Quiroga College has adopted the following Institutional Philosophy and Principles to provide identity and vision for the educational mission:

**Education based on the person:** The human being, with all its dimensions, aspires to realize their maximum potential. Quiroga College sees the whole person as valuable and honors all persons' needs, aspirations, qualities, and circumstances.

**Complete human development:** Complete and holistic human development is of fundamental importance. Everything a person does contributes to its improvement and must be assessed from an educational perspective. Accordingly, Quiroga College prioritizes the complete and integrated development of all persons in its academic community: not just students but also professors, administrative staff, principals, and janitors.

To address this need, Quiroga intends to promote education and discourse in the following areas: religious, intellectual, moral, civic-political, esthetic, and corporeal.

**The human being leaning to God:** Education is not limited to building a society that allows us to live comfortably and without worries. The College's Catholic-Christian philosophy of education sees human beings as permanent pilgrims journeying to their Heavenly Father's

home. For that reason, education trains not only good citizens for an earthly society but, above all, "good Christians" who live and work for eternal salvation. Because Quiroga College leaders must motivate others to work toward transcendent life and eternal salvation, at a minimum, all professors, and administrators at Quiroga College shall agree with the institutional Statement of Religious and Educational Philosophy.

**The commitment and defense of truth:** The centrality of truth lies at the heart of the institution's philosophy of education. The beauty of truth helps human beings experience beauty in these senses and the spirit, and through human experience causes people to long for justice. The importance of truth to Quiroga is manifest in its institutional slogan: "To Educate in Truth." Quiroga seeks to help people orient all of life and thoughts to the pursuit of truth so that all people's actions might be governed by the truth, however difficult the consequences of such actions might be.

**Social Commitment:** Education is not simply about teaching students to develop noble ideas and thoughts. Real education puts conscience into action and teaches people to let noble principles give birth to noble actions in society. Quiroga should not be an ivory tower or an oasis of selfishness but a human community. In this community, academically qualified and trained educators should apply their expertise to solve human issues effectively. In this way, the academy should provide solutions full of ingenuity and creativity consistent with the principles of human dignity and the Gospel of Jesus Christ. To combat hatred and destruction in society, we need students committed to constructing a civilization of love and life. Accordingly, Quiroga's programs will promote a greater awareness of individuals' responsibilities in promoting the common good and encourage participation in social service and constructive public engagement.

## Institutional Values

Values shape individuals: they lead everyone to their most total personal development. Values develop through consideration of the good. The good, in turn, is understood from the nature of things. In other words, all good things are good in their substance or essence. Because they are good, they have inherent worth or value. Therefore, values are objective; they exist independently from man and do not depend on the human appreciation.

However, values are appreciated subjectively. Something may have a moral value, but if individuals do not recognize it as valuable, they will not attempt to obtain it or defend it. Thus, there is a hierarchy of values that every person chooses to guide their behavior, which provides a particular way of understanding the world. It also shapes personal attitudes toward reality. When the value is lived and becomes a habit (a natural way of acting), the value moves to the category of "virtue."

St. Thomas Aquinas, following Aristotle, defines virtue as a good habit. The repetition of acts forms habits; therefore, all human virtues require the person to act consistently.

Quiroga College embraces the following institutional values:

**Loving Charity.** Love is the supreme value, origin, purpose, and synthesis of all goods and related matters. Human love is a free and voluntary decision to do good to another human being, with total commitment, not only for friends but even for those who have caused us harm. Loving is the most radical decision of a person and is life-transforming.

**Truth.** Truth is the intersection of intelligence with reality. When intelligence perceives something as it is, then it operates according to the truth.

**Goodness.** Goodness is intrinsic to things. Understanding a thing's real nature allows us to live in truth since we know how things are. In the ethical or moral sense, doing good becomes a matter of acting according to the truth.

**Freedom.** Freedom is the ability of the will to make decisions informed by understanding. True freedom makes decisions to achieve goods and virtues for individuals and communities. In this way, freedom leads to self-perfection and the fulfillment of our mission.

**Human Dignity.** As a person created in God's image and likeness, human beings have an intrinsic value in themselves. It is not subject to any social, economic, racial, or political evaluations of value. Because of people's origin and transcendental destination, the human person is the most valuable part of God's creation and should always be considered as a goal in themselves.

**Solidarity.** Solidarity is the interpersonal bond that creates mutual responsibilities to achieve a common goal.

**Congruence.** Congruence is the alignment between our thought and action, between what is said and done.

### About Don Vasco de Quiroga

Quiroga College is named after Don Vasco de Quiroga who was born in Madrigal de las Altas Torres, in Castilla, Spain, in 1470 and served as one of the judges in the second Audiencia that governed New Spain (Mexico).

During his tenure in present-day Mexico, he was inspired by the writings of St. Thomas More and founded Hospital-Towns or communities organized to promote the physical, spiritual, and social health of the indigenous people. Don Vasco founded these communities for three central purposes: 1) to care for the sick and needy; 2) restore order to a society ravaged by rebellions, and 3) instruct the Catholic faith's people.

In 1536, Don Vasco was appointed the first bishop of Michoacan, Mexico, and in 1540, Don Vasco founded the Catholic Seminary of San Nicolás Obispo (Saint Nicholas Bishop). In each of his pursuits, Don Vasco aimed to create profound social transformation based upon Catholic principles.

He created institutions that protected the vulnerable, healed the sick, and enabled people to use their work for the common good. In his writings, he stated: "The people's work will take place willingly and without complaining, for the benefit of the hospital and its functions, by considering it as a vehicle to learn to care for others. By creating new opportunities for peaceful coexistence and transformative social relationships, Don Vasco allowed diverse groups to live together in harmony. His memory is kept alive in the people of Michoacan, who still call him Tata ("Daddy") Vasco.

The Archdioceses of Morelia began the canonization process in November 1997, thus proclaiming Don Vasco, a "Servant of God." The process finished in January 2014 and in April 2014, the Archdioceses of Morelia sent complementary documentation to Rome to continue Don Vasco's process in Rome.

On December 21 of 2020, the Archdiocese of Morelia (Mexico) received the news that Pope Francis approved the decree by Don Vasco de Quiroga, first bishop of Michoacán, is venerable, after being recognized for his virtues in a heroic degree. Now that Don Vasco de Quiroga is officially venerable, a miracle must occur through the intercession of Don Vasco to name him as blessed. With a second miracle through his intercession, the Catholic Church will canonize Don Vasco de Quiroga and recognize him as Saint Vasco de Quiroga. Quiroga College is waiting for those miracles to confirm the heroic virtues of Don Vasco de Quiroga.

## HISTORY

The Quiroga Foundation, also known as Quiroga College, is a 501(c)(3) tax-exempt public charity founded in October 2013 as an Illinois not-for-profit corporation. It operates as a post-secondary educational institution in Chicago's Pilsen community.

Quiroga was established by Universidad Vasco de Quiroga (UVAQ), a 41-year-old private Catholic university in Mexico accredited by the Mexican Federation of Private Institutions of Higher Education (FIMPES). UVAQ founded Quiroga College to open and operate a similar educational institution in the United States, closely affiliated with UVAQ and sharing the same educational mission, philosophy, and leadership.

In June 2015, the Illinois Board of Higher Education (IBHE) granted Quiroga operating authority in the Chicago region, following the submission of its Operating Authority Application in October 2014. Quiroga completed the first phase of its remodeling plan in 2016, which included two classrooms, a multi-purpose space, offices, and new restrooms for men and women. Additional investments in infrastructure were made in 2016 and 2017, such as boilers, elevators, and fire alarm systems.

In August 2017, UVAQ and the Quiroga Foundation signed a Collaborative Agreement outlining the institutions' roles, processes, and responsibilities, as well as defining the financial, academic, and operational support UVAQ would provide Quiroga. The Board of Trustees of Quiroga adopted new Bylaws in June 2017, establishing an independent and self-perpetuating Board of Trustees. Following the approval of the new Bylaws and the signing of



the Collaborative Agreement, Quiroga began operating as an independent but affiliated institution to UVAQ.

Quiroga College relinquished its operating and degree-granting authority in the Chicago region on September 13, 2017. Quiroga College then resubmitted applications and was again approved by the IL Board of Higher Education for operating authority on June 5, 2018, and degree-granting approval to offer Associate of Applied Science degrees in Family and Early Childhood Education (FECE), Culinary Arts (CULN), and Business (BUSN) was awarded on August 2, 2018. (Source: <https://www.ibhe.org/board/2018/june/VI3.pdf>) IBHE approved programs are shown below:

FICE	CIP	Level	Degree	Program Name	Region #	Region Name	Status
001991	12.0503	03	Associates	A.A.S. in Culinary Arts	10	Chicago	Active
001991	13.1501	03	Associates	A.A.S. in Family and Childhood Education	10	Chicago	Active
001991	52.0201	03	Associates	A.A.S. in Business	10	Chicago	Active

(Source: [https://www.ibhe.org/ProgInv\\_Name.aspx](https://www.ibhe.org/ProgInv_Name.aspx) retrieved May 11, 2023).

Throughout 2018, Quiroga continued its remodeling efforts, including creating a lounge in the basement and conducting a total cleanup of the facilities.

In October 2019, Quiroga College was accepted as an Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) IL Gateways Authorized Entity to provide professional development for those serving children and families, offering workshops, training series, webinars, and distance learning, both self-paced and facilitated. (Source: [https://registry.ilgateways.com/images/documents/AE/February\\_2023\\_AE\\_Listing.pdf](https://registry.ilgateways.com/images/documents/AE/February_2023_AE_Listing.pdf))

Quiroga College transitioned its academic programs to online and hybrid modalities in March 2020, and the first cohort of the Applied Science in Family and Early Childhood Education program graduated in May 2020.

In March 2021, Quiroga College opened its new Culinary Arts Laboratory.

## FACILITIES AND EQUIPMENT

Quiroga College, located in Chicago's Pilsen community, is situated in the former St. Paul School building at 2114 W 22nd Pl, Chicago, IL, 60608. This building has three floors above grade level and a lower level has been home to educational institutions providing quality education to this community since 1892. The college has 11 standard classrooms, one fully equipped Culinary Arts lab, and one computer lab to support its students.

The culinary arts lab is furnished with three industrial stoves, 11 food preparation tables, an industrial kitchen sink, and a separate sink for sanitation. The computer lab is located on the first floor, and the administration and student support services are housed in two offices on the same floor. The standard classrooms can accommodate up to 30 students, while the computer lab has 15 stations, and the Culinary Arts lab/kitchen can accommodate a maximum of 11 students.

Our parent sponsor, the University of Vasco of Quiroga in Mexico, provides faculty and students with access to its full electronic library. Additionally, the Lozano Branch of the Chicago Public Library, located at 1805 S. Loomis Street, offers electronic databases and other online resources that are available 24/7/365 to students with a Chicago Public Library Card. The University of Illinois library, located about two miles from Quiroga College, is easily accessible via public transit and open to Quiroga College students for research and study.

Parking is available in a small area behind the school, and St. Paul church allows Quiroga College to use its parking lot located directly across the street from the College. There is also additional on-street parking available in front of the school. Designated spaces for parkers with disabilities are marked.

## ADMISSION REQUIREMENTS

Applicants for admission to Quiroga College must be at least 17 years of age. Official proof of graduation from a high school in the United States or a comparable foreign institution, or a passing score on the GED test must be presented with the application.

### Steps for Application

1. Complete and submit the general online application form at [www.quirogacollege.org](http://www.quirogacollege.org).
2. Submit official High School Transcript or High School Equivalency Transcript – Test results must be sent directly from the testing agency to Quiroga College.
3. Submit official transcripts from all colleges and universities previously attended (for more information, see *Transfer Credit*)

Students who wish to enroll at Quiroga College with a non-U.S. High School certificate must request a foreign transcript evaluation through Educational Perspectives or Educational Credential Evaluators (ECE).

Educational Perspectives or Educational Credential Evaluators (ECE) review academic achievements by individuals from other countries and converts them to the U.S. system.

### Contact Information:

**Educational Credential Evaluators®**  
101 W. Pleasant St., Suite 200  
Milwaukee, WI 53212-3963  
[www.ece.org](http://www.ece.org)

**Educational Perspectives**  
312-421-9300  
[info@edperspective.org](mailto:info@edperspective.org)

*Applicants are also encouraged to submit the following optional materials: SAT or ACT Writing examination scores; Advanced Placement (AP) test scores; a counselor recommendation; two teacher evaluations; one letter of recommendation; a statement about*

*extracurricular activities and any relevant work experiences; and a personal statement.*  
(Source: IBHE Operating Authority Application).

## ADMISSION PROCEDURES

The admission process begins with the Executive Director (ED) who evaluates every application. As the ED carefully reviews each application. Once the ED has approved an application, the student meets with the Academic Advisor. Together with the Academic Advisor, the student reviews the different programs that Quiroga College offers. After an academic pathway is prepared, the Academic Director reviews and approve it.

Final admission decisions are made by the Executive Director. Effective Fall 2023, a student admitted will receive an official Letter of Acceptance stating the following: official date of admission, admission status (full or probationary), name of the program to which the student was admitted, required orientation meeting date, name and contact information of the Academic Director, schedule for the first term, requirements for ‘on time completion’ – including a full program outline.

At the time of admission, a student will be simultaneously admitted as a student at Quiroga College and as a candidate for a specific Associates in Applied Sciences degree program. No additional requirements exist for program admission.

Any previously admitted student who has not registered or attended classes for at least one semester must submit a new Application. If the student has attended any other college or university during that time, official transcripts from the institution must be submitted.

## TRANSFER OF CREDIT

Students can request acceptance of credits from other accredited institutions of higher education at any time during the admission process.

After reviewing a request for transfer of credits for comparable courses completed at other institutions of higher education, the Academic Director at Quiroga College may approve up to 15 semester credit hours by transfer toward a student’s Associate Degree.

The total combined number of transfer credits approved at initial admission and re-admission may be, at most, the maximum number of semester credit hours stated above. Suppose academic policies or program requirements at the time of re-admission differ from those in effect at the time of original admission. In that case, educational policies and program curricula will apply during re-admission.

In addition, Quiroga College may issue credit for competencies earned through non-course activity, such as skills and knowledge developed ‘on the job’ or through life experiences (see section about Credit for Prior Learning description). Quiroga College will also consider a

score of 3 or higher on an Advanced Placement Test directly related to a Quiroga College course.

Quiroga College is not obligated to award credit for outside coursework or experiences. A student may appeal the Academic Director's decision to the Executive Director. The decision of the Executive Director shall be final and binding.

Note: If unofficial transcripts are submitted as part of the admission process, they will not be evaluated for transfer credits and official transcripts will still be required for future enrollment and transfer credit evaluation.

## TRANSFER OF PRIOR LEARNING CREDITS INTO QUIROGA

Quiroga College recognizes the value of prior learning experiences and is committed to providing opportunities for students to receive academic credit for relevant knowledge and skills acquired outside of traditional coursework. The Credit by Assessment of Prior Learning (CAPL) policy and procedures are designed to facilitate this process.

### **I. Eligibility:**

1. Students eligible for CAPL must be currently enrolled at Quiroga College and in good academic standing.

### **II. Request for CAPL:**

1. Students interested in CAPL must initiate the process by completing the official CAPL application form available from the Registrar's Office.
2. The completed application must be submitted to the Registrar's Office along with supporting documentation, which may include:
  - A detailed portfolio demonstrating the knowledge or skills to be assessed.
  - Transcripts or certificates from relevant non-collegiate programs or training.
  - Any other documentation deemed relevant to the assessment.

### **III. Assessment Criteria:**

1. Upon receiving a CAPL application, the Registrar's Office will forward the application to the relevant academic department for assessment.
2. The academic department will appoint a qualified faculty member to evaluate the applicant's knowledge or skills based on established criteria.
3. The assessment process may include, but is not limited to, written exams, practical demonstrations, interviews, and portfolio reviews.
4. The faculty evaluator will determine whether the applicant's prior learning is equivalent to the learning outcomes of a specific course or courses.
5. The assessment must be completed within a reasonable timeframe and the results communicated to the Registrar's Office.

#### **IV. Credit Award:**

1. If the faculty evaluator determines that the applicant's prior learning is equivalent to the learning outcomes of a specific course or courses, the student will be eligible for credit for that course(s).
2. The number of credits awarded will be based on the number of credits associated with the course(s) assessed.
3. The credit awarded will be recorded on the student's transcript as "CAPL" with the course name and credits.

#### **V. Appeals:**

1. Students who are not satisfied with the outcome of the CAPL assessment may submit a formal written appeal to the Academic Appeals Committee within 30 days of receiving the assessment results.
2. The Academic Appeals Committee will review the appeal and make a final decision.

#### **VI. Confidentiality:**

1. The CAPL assessment process and outcomes will be kept confidential to the extent allowed by law.

#### **VII. Fees:**

1. A non-refundable processing fee of \$100 will be charged for each CAPL assessment.
2. The fee schedule will be maintained by the Registrar's Office and is subject to change with approval from the Board of Trustees.

#### **VIII. Documentation and Record Keeping:**

1. The Registrar's Office will maintain records of CAPL applications, assessments, outcomes, and appeals for a minimum of seven years.

#### **IX. Review and Evaluation:**

1. The CAPL procedures will be periodically reviewed and evaluated to ensure their effectiveness and fairness.
2. Any necessary revisions will be made in accordance with Quiroga College's standard policy revision process.

These procedures for Credit by Assessment of Prior Learning (CAPL) are designed to facilitate the recognition and validation of prior learning experiences and ensure that students receive appropriate academic credit for their knowledge and skills acquired outside of traditional coursework.

Requests for credit for non-academic activities that are random or limited in scope will not be evaluated.

College credit may be granted for college-level knowledge and skills acquired in certain high school courses and/or programs or acquired outside the classroom through evaluation by standardized tests. College credit may be granted for general education, specialized, or elective courses. Grades will not be awarded and credit earned will not be included in Grade Point Average (GPA) calculations. Testing fees may apply.

Requests for transfer of credits made after admission will not be considered unless the Academic Director approves an admitted student to complete a course at another accredited institution of higher education due to extenuating circumstances. Such requests must be submitted by the student in writing and must be approved by Quiroga College in writing. Verbal agreements are not binding for any reason at any time.

## TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

All decisions about the transferability of hours or credits are at the sole discretion of the receiving institution or entity.

## COURSE SCHEDULE CHANGE POLICY

### 1. Introduction

At Quiroga College, we understand that students may need to make changes to their course schedules for various reasons. This policy outlines the procedures and guidelines for course schedule changes, including course additions and drops, and the respective timelines for these actions. It is important to note that these procedures do not guarantee admission into any course. We encourage all students to consult regularly with their academic advisors to ensure a successful progression through their academic program.

### 2. Course Schedule Changes Prior to the Start of the Term

The Add/Drop period has been established as 14 days for the initial term, and 7 days for subsequent terms.

#### 2.1 Course Additions

Students may add courses to their schedule for any term until the term officially begins, subject to seat availability and prerequisites. To add a course, students should follow these steps:

- Consult with your academic advisor to ensure the course aligns with your academic goals.
- Access the college's online registration system or visit the Registrar's Office in person to add the desired course.

- Verify that there are available seats in the course, and that you meet any prerequisites or requirements.
- Pay any required tuition and fees associated with the added course before the specified payment deadlines.

## **2.2 Course Drops**

Students may also drop courses from their schedule without penalty until the term officially begins. To drop a course, follow these steps:

- Consult with your academic advisor to discuss the impact of dropping the course on your academic progress.
- Access the college's online registration system or visit the Registrar's Office to complete the course drop process.
- Ensure that the drop is completed within the designated deadline to receive a refund of any associated tuition and fees.

## **3. Course Schedule Changes After the Start of the Term**

After the term begins, course schedule changes are subject to certain limitations to maintain academic integrity and minimize disruptions to instructors and fellow students.

## **4. Course Drops After the Term Begins**

Students may still drop courses after the term begins, but it is essential to be aware of the following:

- A "W" (Withdrawal) will appear on the student's transcript for courses dropped after the official drop deadline.
- Late course drops may have financial implications, and students are encouraged to consult the Bursar's Office for information about any potential refunds or adjustments.

## **5. Consultation with Academic Advisor**

We strongly recommend that all students maintain regular communication with their academic advisor. Your academic advisor can assist in planning your course progression, ensuring that you remain on track to meet your academic and career goals, and making informed decisions regarding course schedule changes.

For any questions or further information, please contact the Registrar's Office or the Academic Advising Department.

## **CREDIT HOURS AND EXPECTATIONS**

Quiroga College operates on a semester basis. Students earn semester credits upon successful completion of a course. The number of semester credits for each course is listed in the

Academic Catalog. All Associates Degree in Applied Sciences programs require a student to complete 60 credit hours in general education courses and degree program coursework.

One semester credit is equivalent to 15 contact hours (in the classroom), with additional out-of-class work as explained below.

At Quiroga College, all degree-granting programs are comprised of courses that require out-of-class work/preparation.

Course syllabi will generally include two (2) hours of work outside of class for each didactic hour of in-class meeting time. Therefore, a course with 3 credit hours will generally require *six (6) hours per week of out-of-class work*. These out-of-class activities are determined by the instructor and often include outside reading, web-searching, listening to podcasts, viewing video content, participating in individual and group projects, observing and performing other activities at professional career sites related to the degree program, visiting museums, and more.

## TIME TO COMPLETE PROGRAMS

The Time to Complete Programs Policy is designed to provide students with clear expectations regarding program duration, flexibility in response to unforeseen circumstances, and the assurance that they can complete their academic programs within a reasonable timeframe. It supports Quiroga College's commitment to student success and academic achievement. This policy outlines the standards and procedures for the maximum allowable time to complete programs, ensuring that students have a clear understanding of their expected program duration.

### I. Definitions:

1. **Program Length:** The specified timeframe in which a program is expected to be completed, typically expressed in semesters or academic years.
2. **Maximum Allowable Time:** The maximum duration, in excess of the standard program length, that a student may take to complete their program.

### II. Program Length Standards:

1. Each academic program offered by Quiroga College have a designated standard program length, which will be clearly communicated to students upon program enrollment.
2. The standard program length is based on the normal pace of progression, taking into consideration course load, prerequisites, and other relevant factors.
3. The program length considers a full-time enrollment in which students enroll for 15 credit hours each semester.
4. For part-time enrollment, a minimum of 9 credit hours, or 3 courses a term is expected.

### III. Maximum Allowable Time:



1. Quiroga College recognizes that students may encounter circumstances that could impede their progress, such as personal or medical issues, changes in academic goals, or work commitments.
2. The maximum allowable time for a program is set at 150% percent of the standard program length. Full-time and part-time students are expected to complete their program within this extended timeframe.

#### **IV. Monitoring Program Completion:**

1. Quiroga College's Registrar's Office will monitor students' progress to ensure that they are on track to complete their programs within the specified timeframe.
2. Students who are at risk of exceeding the maximum allowable time will be provided with academic advising and guidance to help them make progress toward program completion.

#### **VI. Review and Revision:**

1. Quiroga College will periodically review and evaluate the Time to Complete Programs policy to ensure its effectiveness and adherence to regulatory requirements. Students who believe that they may exceed the maximum allowable time due to extenuating circumstances may request an extension in writing to the Academic Advising Office.
2. The Academic Advising Office will review extension requests and make a determination, taking into account the reasonableness of the request and the student's plan to complete the program.
3. Any necessary revisions to the policy will be made in accordance with Quiroga College's standard policy revision process.

## **ACADEMIC PROBATIONARY ADMISSION STATUS**

Quiroga College reserves the right to admit a student on probationary status. Students accepted on a probationary basis will enter into a written Probationary Status Contract which will specify the academic terms and agreements needed for a move to full admission status. The Academic Director and Student will meet at least two times in the first month, and at least once a month for the remainder of the term to review the student's progress toward fulfilling the terms of the Probationary Status Content.

A student may be placed on Academic Probation at any time due to attendance, grades, or behavior issues. A student with a combined GPA of less than 2.0 is automatically placed on Academic Probation. A student may be placed on Academic Probation at the suggestion of faculty, with written approval of both the Academic Director and the Executive Director when it is determined a student's attendance or behavior issues are impeding their academic progress, or the institution's ability to fulfill its mission.

## DEGREE PROGRAMS

Quiroga College offers three (3) Associates in Applied Science programs: AAS in Business, AAS in Culinary Arts, and AAS in Family and Early Childhood Education.

All AAS programs include the following components, and each program is explained in detail in the Program Description sections which follow.

- General Education coursework (required): 24 semester hours.
- AAS program concentration courses: 36 semester hours

## PROGRAM DESCRIPTIONS

Quiroga College offers the following programs:

### ASSOCIATE DEGREE IN APPLIED SCIENCE IN BUSINESS

#### Educational Objectives

The Associate of Applied Science in Business is designed to assist the successful program completed to function effectively in a business organization. Students will study topics designed to help them 1) understand and apply the theories and principles of management science, 2) organize and control managerial and administrative processes, 3) optimize the resources of organizations while working in multidisciplinary teams, 4) use the principles of management and administrative techniques to solve various organizational issues, 5) apply practical skills of budgeting, accounting, and fiscally managing a business, 6) emphasize the dignity of every person involved in the business, and 7) practice diversity and inclusion in the hiring process.

#### Scope And Sequence

The scope and sequence below reflect the typical matriculation plan. The College may modify this scope and sequence based on student needs and institutional priorities.

#### General Education

*Required (8 courses.24 credits)*

CODE		COURSE	CR
MATH	101	Basic College Mathematics	3
ENGL	101	Basic English Composition	3
HIST	106	American History	3
PHIL	101	Person and University	3
LITR	103	Universal Literature	3
MULT	101	Cross-Cultural Perspectives on the Americas	3
TECH	101	Introduction To Technology	3
PHIL	104	General Ethics	3
		<b>TOTAL</b>	<b>24</b>

## Core Courses

*Required (12 courses. 36 credits)*

CODE		COURSE	CR
BUSN	101	Introduction to Business Planning	3
BUSN	102	Introduction to Accounting	3
BUSN	103	Introduction to Business and Technology	3
BUSN	104	Introduction to Economics	3
BUSN	109	Basic Business Practices	3
BUSN	208	Human Capital	3
BUSN	110	Introduction to Marketing	3
BUSN	206	Cost Accounting	3
BUSN	107	Introduction to eCommerce	3
BUSN	212	Sales Techniques	3
BUSN	201	Evaluation of Projects	3
INTN	201-B	Internship with Seminar	3
		<b>TOTAL</b>	<b>36</b>

## Course Descriptions

All course descriptions are in the Course Description section of this Academic Catalog.

# ASSOCIATE DEGREE IN APPLIED SCIENCE IN CULINARY ARTS

## Educational Objectives

The Associates in Applied Science in Culinary Arts is designed to holistically train students to apply classic and modern cooking techniques and methodologies in food service businesses. By the end of the program, students will have 1) studied culinary methods with creativity and high-quality standards; 2) had opportunities to study and apply the theories and principles of the culinary arts, 3) been exposed to practices for organizing and controlling cooking processes; 4) explored how to work in a safe, clean, and organized environment; 5) applied different cooking techniques, and 6) emphasized the dignity of every person involved in the culinary arts processes.

## Scope And Sequence

The scope and sequence reflect the typical matriculation plan. The College may modify this scope and sequence based on student needs and institutional priorities.

## General Education

*Required (8 courses. 24 credits)*

CODE		COURSE	CR
MATH	101	Basic College Mathematics	3
ENGL	101	Basic English Composition	3
HIST	106	American History	3
PHIL	101	Person and University	3

LITR	103	Universal Literature	3
MULT	101	Cross-Cultural Perspectives on the Americas	3
TECH	101	Introduction To Technology	3
PHIL	104	General Ethics	3
<b>TOTAL</b>			<b>24</b>

## Core Courses

*Required (12 courses. 36 credits)*

<b>Code</b>		<b>Course</b>	<b>Cr</b>
CULN	101	Introduction to Culinary Arts	3
CULN	102	Introduction to Food Safety	3
CULN	103	Ingredients	3
CULN	204	Cuisine Laboratory	3
CULN	205	Basics of Food Preparation	3
CULN	209	Nutrition	3
CULN	210	Administration, Accounting, and Costs	3
CULN	208	Confectionary and Bakery	3
CULN	218	Catering Basics	3
CULN	223	Menu Design Basics	3
CULN	224	Food Styling Basics	3
INTN	210-C	Internship w/Seminar	3
<b>TOTAL</b>			<b>36</b>

## Course Descriptions

All course descriptions are in the Course Description section of this Academic Catalog.

# ASSOCIATE IN APPLIED SCIENCE IN FAMILY AND EARLY CHILDHOOD EDUCATION

## Educational Objectives

The Associates in Applied Science in Family and Early Childhood Education program trains students to apply educational, pedagogical, and educational theory. In this program, students will

- 1) study pedagogical methodologies from a multicultural framework to address real-world settings affecting education, ethics, and social service;
- 2) explore how to use pedagogy, academic, educational methodology, research, group techniques, interviews, and testing to identify, analyze, evaluate, and solve various educational situations for children under eight years;
- 3) study methods to evaluate and lead the learning process of children under eight years;
- and 4) be exposed to courses to assist in developing knowledge and skills in the following areas: pedagogical techniques, educational methodologies, educational psychology, cognitive theories, child development, and instructional technologies.

## Scope And Sequence

The scope and sequence reflect the typical matriculation plan. The College may modify this scope and sequence based on student needs and institutional priorities.

### General Education

*Required (8 courses. 24 credits)*

CODE		COURSE	CR
MATH	101	Basic College Mathematics	3
ENGL	101	Basic English Composition	3
HIST	106	American History	3
PHIL	101	Person and University	3
LITR	103	Universal Literature	3
MULT	101	Cross-Cultural Perspectives on the Americas	3
TECH	101	Introduction To Technology	3
PHIL	104	General Ethics	3
<b>TOTAL</b>			<b>24</b>

### Core Courses

*Required (12 courses. 36 credits)*

CODE		COURSE	CR
FECE	101	Introduction to Early Childhood Education	3
FECE	206	Introduction to Educational Technology	3
FECE	102	Human Biological Development (1st half semester 2x/wk)	3
FECE	105	Health, Safety, and Nutrition	3
FECE	202	Child Growth and Development (2 <sup>nd</sup> half of semester 2x/wk)	3
FECE	220	Child, Family, School, and Community	3
FECE	204	Creative Activities	3
FECE	221	Developmentally Appropriate practices for Infants, Toddlers, and Two's	3
FECE	222	Typical And Atypical Development of Speech and Language	3
FECE	207	Standards And Assessment	3
FECE	208	Motivation And Emotion	3
INTN	201-F	Internship w/Seminar	3
<b>TOTAL</b>			<b>36</b>

## Course Descriptions

All course descriptions are in the Course Description section of this Academic Catalog.

## ATTENDANCE POLICY

Quiroga College values regular attendance as an essential component of the educational process. The Attendance Policy is designed to promote and maintain a culture of punctuality, responsibility, and engagement in the educational environment. This policy outlines the expectations and procedures for student attendance and underscores the importance of regular class participation to ensure academic success.

This Attendance Policy sets forth the standards, procedures, and expectations regarding student attendance to promote academic success and a positive learning environment.

### **I. General Attendance Expectations:**

Students are expected to attend all scheduled classes, labs, and academic activities in a punctual and consistent manner.

Timely attendance is essential to maximize learning opportunities and maintain the integrity of the educational experience.

### **II. Attendance Records:**

1. Instructors are responsible for maintaining accurate attendance records for each class session, lab, or academic activity.
2. Attendance records may be used for administrative, compliance, and academic purposes.

### **III. Excused Absences:**

1. Excused absences are permitted for valid reasons, such as documented illness, family emergencies, religious observances, and other extenuating circumstances.
2. Students are responsible for notifying instructors as soon as possible when they anticipate or experience an excused absence.

### **IV. Make-Up Work:**

1. Students with excused absences may be entitled to make up missed coursework or assessments as outlined in the Make-Up Work Policy.
2. Instructors will communicate their make-up work policies and deadlines.

### **V. Unexcused Absences:**

1. Unexcused absences are instances in which students do not attend class or academic activities without a valid reason.
2. Unexcused absences may affect a student's academic performance and may lead to disciplinary action as per the College's Code of Conduct.

### **VI. Attendance Threshold:**

1. The College expects students to attend at least 90% of their regular sessions.
2. The attendance threshold should be communicated to students in the course syllabus.

### **VII. Reporting and Documentation:**

1. To activate the at-risk protocols, instructors are required to report chronic absences or patterns of irregular attendance to the Registrar's Office.
2. The Registrar's Office will notify students in writing when they are at risk of failing to meet the attendance threshold.

### **VIII. Appeal Process:**

1. Students who believe they have been unfairly assessed for their attendance may appeal through the college's formal appeal process, as outlined in the Academic Appeals Policy.

#### **IX. Confidentiality:**

1. Quiroga College is committed to maintaining the confidentiality of students' personal and medical information as it relates to attendance records and associated documentation.

#### **X. Review and Revision:**

1. Quiroga College will periodically review and evaluate the Attendance Policy to ensure its effectiveness and adherence to regulatory requirements.
2. Any necessary revisions to the policy will be made in accordance with Quiroga College's standard policy revision process.

## **FULL TIME STATUS**

To be considered enrolled as a full-time student, a student must be enrolled for a minimum of 15 credit hours in the Fall and Spring semester. Quiroga College Associates in Applied Science Degree programs are full-time programs designed to be completed in 24 months (i.e., two (2) years of enrollment in Fall and Spring semesters). Enrollment in fewer than 15 semester hours of coursework required for a degree program shall be considered part-time.

## **PART-TIME ATTENDANCE POLICY**

Quiroga College recognizes that students may have varying needs and commitments that require them to pursue education on a part-time basis. This Part-Time Attendance Policy is designed to support students with diverse needs and commitments, enabling them to pursue their educational goals on a part-time basis while maintaining academic progress and access to necessary resources and services. It upholds Quiroga College's commitment to providing flexible educational opportunities for all students.

#### **I. Eligibility for Part-Time Enrollment:**

1. Students may be eligible for part-time enrollment in accordance with their individual circumstances, such as work commitments, family responsibilities, or health constraints.
2. Quiroga College offers part-time enrollment options for various programs, subject to program-specific eligibility criteria.
3. Part time enrollment is a minimum of 9 credit hours, or 3 courses a term.

#### **II. Course Load and Registration:**

1. Part-time students may enroll in a reduced number of credit hours per academic term, which is typically less than the standard full-time course load.
2. Registration procedures for part-time students are consistent with those for full-time students and should adhere to established deadlines.

### **III. Academic Progress:**

1. Part-time students are expected to make progress toward program completion consistent with their part-time enrollment status.
2. Academic advisors will work with part-time students to create individualized academic plans that align with their educational goals.

### **IV. Tuition and Financial Aid:**

1. Tuition and fee structures for part-time students are set based on the number of credit hours taken, and students are responsible for paying these fees accordingly.
2. Part-time students may be eligible for financial aid, scholarships, and grants, subject to program and eligibility criteria.

### **V. Access to Academic Support:**

1. Part-time students have access to academic support services, including advising, tutoring, and academic resources, to help them succeed in their studies.

### **VI. Part-Time to Full-Time Transition:**

1. Students enrolled part-time may request to transition to full-time status as their circumstances change. This request will be evaluated based on program availability and academic eligibility.

### **VII. Withdrawal and Leave of Absence:**

1. Part-time students may withdraw from courses or request a leave of absence in accordance with the College's Withdrawal and Leave of Absence Policy.
2. Part-time students should communicate with academic advisors when considering such actions.

### **VIII. Program Completion:**

1. Part-time students are expected to complete their programs within a reasonable timeframe based on their part-time enrollment status.
2. Quiroga College provides flexibility to accommodate part-time students' varied schedules and needs for program completion.

### **IX. Review and Revision:**

1. Quiroga College will periodically review and evaluate the Part-Time Attendance Policy to ensure its effectiveness and responsiveness to student needs.
2. Any necessary revisions to the policy will be made in accordance with Quiroga College's standard policy revision process.



## LEAVE OF ABSENCE

Quiroga College recognized that there may be times when a student may have compelling reasons to interrupt their studies to focus on other activities, such as attending to a serious health issue, caring for a new child, or completing military services. In these instances, the student should consult the Academic Director who will help them determine how to proceed.

Students are permitted to request a leave of absence (“LOA”) or leaves of absence if there are documented, legitimate extenuating circumstances that require the student to temporarily interrupt their education. Students whose LOA exceeds 180 calendar days during any 12-month period is considered to have ceased attendance and withdrawn from the school. A student desiring to return to Quiroga College will be expected to reapply as a new student.

Extenuating circumstances may include but are not limited to an emergency physical or mental health medical condition of self or an immediate family member or person in one’s household, pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom; and military obligations (i.e., called to active-duty service).

### Requesting a Leave of Absence

Students are required to request an LOA in advance unless unforeseen circumstances (e.g., accident/medical emergency) prevented the student from doing so. The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Academic Director. There also must be reasonable expectation that the student will return from LOA. A retroactive LOA may be granted due to unforeseen circumstances which prevented the student from requesting an LOA in advance.

During the period of the student’s approved LOA, the student’s status remains in an in-school status and the student’s enrollment status of “Approved Leave of Absence.”

### Returning from a Leave of Absence

Upon return from an approved LOA, the student will be required to re-enroll and continue (resume training) in the same course(s) from which the student interrupted studies prior to the LOA and receive final grades for the course(s). If the term was completed before an LOA was granted, students will be expected to continue and enroll in course(s) offered in the normal sequence of the educational program.

### Failure to Return from a Leave of Absence

A student who fails to return from an approved LOA on or before the scheduled return date indicated in the written request will be withdrawn from the College, and the College will invoke the refund policy. As required by federal statute and regulations, the student’s last date of attendance (LDA) prior to the scheduled return date from the approved LOA will be used to determine the amount of funds the College earned and make any refunds that may be required under federal, state or institutional policy. The determination date of withdrawal will be the date the student was required to return.

## Effects of Leave of Absence on academic progress and graduation

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

Students returning from a leave of absence are not guaranteed that the course(s) required to maintain the normal progress in their training program will be available at the time of reentry and future courses may not be offered in a sequence which may cause further interruptions.

Students may have to wait for the appropriate course(s) to be offered.

## MAKE UP WORK POLICY

Quiroga College is committed to supporting students in their educational journey and recognizes that circumstances may occasionally prevent them from completing assignments, assessments, or attending classes as scheduled. The Make-Up Work Policy is designed to provide a framework for students to request and complete missed coursework or assessments due to valid reasons while ensuring fairness, consistency, and adherence to the college's academic standards and guidelines.

The Make-Up Work Policy outlines the procedures and guidelines for students seeking to make up missed coursework and assessments due to valid reasons.

### **I. Eligibility for Make-Up Work:**

1. Make-up work is available to students who have valid reasons for missing assignments, examinations, or class sessions. Valid reasons may include documented illness, family emergencies, religious observances, and other extenuating circumstances.

### **II. Notification of Absence:**

1. Students must notify their instructors as soon as they become aware of the need to miss a class or assignment due date. This should ideally be done in advance but is acceptable within a reasonable timeframe based on the circumstances.

### **III. Documentation of Valid Reasons:**

1. Students requesting make-up work are generally required to provide appropriate documentation to support their valid reasons for missing coursework or assessments. Documentation may include medical certificates, letters from a healthcare professional, or other relevant proof.

### **IV. Instructor Communication:**

1. Instructors are responsible for communicating their make-up work policies and expectations at the beginning of each course, including how and when make-up work requests should be submitted.

### **V. Submission of Make-Up Work Requests:**

1. Students seeking to make up missed work must submit a formal request to the respective instructor within the timeframe specified by the instructor. This request should outline the reason for the request, attach any required documentation, and suggest a proposed timeline for the make-up work.

#### **VI. Instructor Response:**

1. Instructors are responsible for reviewing make-up work requests and determining the feasibility and appropriateness of the requests.
2. Instructors will communicate their decisions regarding the make-up work to the students within a reasonable timeframe.

#### **VII. Make-Up Work Guidelines:**

1. Make-up work may take the form of an alternative assignment, assessment, or another appropriate method as determined by the instructor.
2. Instructors will set deadlines for the completion of make-up work, which will be communicated to the student.
3. Students are responsible for adhering to the deadlines set by the instructor for make-up work completion.

#### **VIII. Consistency and Fairness:**

1. Instructors are encouraged to apply the make-up work policy consistently and fairly to all students.
2. In cases where the student disputes an instructor's decision regarding make-up work, a formal appeal process may be available as outlined in the college's Academic Appeals Policy.

#### **IX. Confidentiality:**

1. Quiroga College is committed to maintaining the confidentiality of students' personal and medical information as it relates to make-up work requests.

#### **X. Review and Revision:**

1. Quiroga College will periodically review and evaluate the Make-Up Work Policy to ensure its effectiveness and fairness.
2. Any necessary revisions to the policy will be made in accordance with Quiroga College's standard policy revision process.

## **STUDENT'S CONDUCT POLICY**

The student must always observe good conduct, respect the philosophy of the institution and not have broken the regulations.

Students will be held accountable for, and should report the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of College's documents.
2. Theft or destruction of Quiroga College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty, and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus property, including parking lots, or less than 25 feet from an entrance.
8. Failure to comply with the Campus Dress Code.
9. Use of electronic devices during class periods. Pagers, cell phones, or other electronic devices must be in the "off" position while in the classroom and internet-connected devices must be limited to course related activity.
10. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
11. Failure to properly handle special equipment such as that which is required for culinary arts classes.
12. Externship/Clinical experiences: Electronic devices are not allowed for use by students while working at externship sites, except on designated breaks, and only in locations determined by the site management. Students should communicate with faculty as needed in these areas.

Students using sponsored Quiroga College social media sites, including, but limited to sites such as Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with Quiroga College and/or use their Quiroga College email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Quiroga College does not typically provide editorial review of the content of social media sites used by its students, Quiroga College does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns or violations.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include dismissal of the charge, dismissal of the student, probation, or suspension for a specified period. The finding will become part of the student's permanent file, possibly affecting a recommendation from Quiroga College to future

employers. As a private institution, Quiroga College, at its sole discretion, reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College, with or without notice. The decision of the Executive Director shall be final and binding.

## Illegal Drugs and Alcohol

Quiroga College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty, and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

Those experiencing health issues related to alcohol or substance use or abuse or direct assistance may wish to contact Pilsen Mental Health Center which offers free and reduced cost services. An internet search for “Alcohol and Drug Abuse help in [your zip code]” may also be helpful.

Quiroga College staff members are not professionally trained to counsel or provide support for alcohol and substance related issues. As such, no Quiroga College employee is authorized to provide guidance or support beyond referrals or assistance in locating information online. Each individual is solely responsible for determining whether a site has the type and quality of services that will be of personal benefit. Quiroga College employees cannot evaluate nor make recommendations about a third-party provider. Referrals are not to be considered recommendations.

## Weapons

All types of weapons are prohibited on campus, even for those with a 'concealed carry' license. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons, or any item, as a weapon will be subject to disciplinary action or arrest.

## GRADING SYSTEM

Quiroga will grade students with the following system, as used in Grade Point Average (GPA) computation:

Grade	Description	Computation
A	Superior	4-grade point value
B	Good	3-grade point value
C	Average	2-grade point value
D	Minimum	1-grade point value
F	Failure	0-grade point value
IF	Unresolved Incomplete	0-grade point value
I	Incomplete	Not used in GPA computation

AW	Administrative Withdrawal	Not used in GPA computation
EW	Extenuating Circumstances Withdrawal	Not used in GPA computation
SW	Student-Initiated Withdrawal	Not used in GPA computation
T	Transferred course	Not used in GPA computation
TU	Transfer course under evaluation	Not used in GPA computation

Computation of Grade Point Average. Quiroga College will determine the Grade Point Average to determine the academic standing of the students.

Only grades earned from Quiroga College courses will be used to calculate a student's official GPA.

Formula to obtain GPA: The total number of quality credits earned is divided by the number of hours attempted at Quiroga College. Grades from courses passed on a Pass/Fail basis and courses with an "X" (Continuing Course) are not used to calculate a GPA.

Quality credits: The number of hour credits given by a course multiplied by the grade point of the course.

Considerations:

The GPA is unaffected by the "I" grade.

An "I" may turn to an "F" if the student fails to complete the course requirements within the next six months after finalizing the course.

All courses repeated count in calculating the grade point average unless changed to Pass/Fail per policy.

The students will be able to consult their grades on the Quiroga College webpage.

Quiroga will mail the final grades to the student's home address on record within three weeks after the end of each term.

## SATISFACTORY PROGRESS POLICY

Quiroga College is committed to ensuring that all students make satisfactory academic progress toward their educational goals. This policy outlines the standards and procedures that govern satisfactory academic progress and the consequences for students who do not meet these standards.

### I. Definitions:

1. **Satisfactory Academic Progress (SAP):** SAP is the minimum level of academic performance that students must maintain to remain eligible for enrollment and financial aid at Quiroga College.

## **II. SAP Standards:**

1. **Qualitative Measure:** Students must maintain a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
2. **Quantitative Measure:** Students must successfully complete at least 75% of the total credits attempted.

## **III. SAP Evaluation:**

1. SAP will be evaluated at the end of each academic term.
2. A student's entire academic record will be considered for SAP evaluation, including transfer credits from other institutions.
3. The Registrar's Office will monitor SAP, and the results will be communicated to students within 2 weeks after the end of each academic term.

## **IV. Consequences of Not Meeting SAP:**

1. **Warning:** Students who fail to meet SAP standards will be placed on "Warning" status for the next academic term. During this term, they are eligible for financial aid but are required to meet SAP by the end of that term.
2. **Probation:** Students on "Warning" status who do not meet SAP by the end of the subsequent term will be placed on "Probation." While on probation, they remain eligible for financial aid but must meet SAP standards by the end of the probationary term.
3. **Suspension:** Students on "Probation" who fail to meet SAP by the end of the probationary term will be placed on "Suspension." While on suspension, students are not eligible for financial aid. They may continue their studies at their own expense or re-establish SAP.

## **V. Re-establishing SAP:**

1. Students may re-establish SAP by achieving the required cumulative GPA and completing the necessary percentage of credits.
2. Re-establishing SAP does not remove the history of prior non-compliance, and students may be subject to additional academic requirements or advising.

## **VI. Appeal Process:**

1. Students may appeal their SAP status if they have experienced extenuating circumstances that have affected their academic performance. Appeals must be submitted in writing to the Academic Appeals Committee within 2 weeks.
2. The Academic Appeals Committee will review and make a final decision on the appeal.

## **VII. Reinstatement:**

1. Students who have been placed on suspension may seek reinstatement to regain eligibility for financial aid. The reinstatement process includes presenting evidence of their ability to meet SAP within a reasonable timeframe.

### **VIII. Review and Revision:**

1. Quiroga College will periodically review and evaluate the SAP policy and procedures to ensure their effectiveness and compliance with regulatory requirements.
2. Any necessary revisions to the SAP policy will be made in accordance with Quiroga College's standard policy revision process.

This Satisfactory Progress Policy is designed to uphold academic standards, encourage student success, and provide a clear framework for monitoring and addressing academic progress. It is essential to promote academic integrity, maintain eligibility for financial aid, and ensure the overall success of Quiroga College students.

### **Grade Point Average (GPA):**

Students must maintain a minimum cumulative GPA according to the following chart:

<b>Total Number of Credits Attempted</b>	<b>GPA Requirement</b>
1 – 15	1.5
16 – 30	1.75
31 or more	2.0

### **Rate of Completion (Pace):**

A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours.

<b>Total Number of Credits Attempted</b>	<b>Pace Requirement</b>
1 – 15	50%
16 – 30	60%
31 or more	67%

This includes earned letter grades of A, B, C, D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student-initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete("I") was earned.



## GRADUATION REQUIREMENTS AND CREDENTIALS AWARDED

A student is eligible for graduation from an academic program at Quiroga and eligible to participate in the Commencement Ceremony provided that the student is currently enrolled or re-admitted and has fulfilled the following requirements:

- Completed satisfactorily all general education and core education coursework required for a specific degree with a grade of “C” or better.
- Has a minimum cumulative GPA of 2.0.
- Completed satisfactorily any additional program and/or licensing requirements, if applicable.
- Completed and filed a graduation application.
- Obtained a specific license(s) in compliance with the program, if applicable.
- Completed practicum, clinical, or field experience requirements.
- Completed all qualifying or comprehensive examination requirements (as set forth hereinbelow).
- Has no outstanding debt. A student may obtain official transcripts (before or after graduation) from the Quiroga College as long as the student has no outstanding debt to the College.
- Must be in good standing.

## TUITION AND FEES

TUITION AND FEES	Per Course	Per Semester (15 credits)	Per Year	Total Program
Cost per course (\$350 * 3 credit hours per course)	\$1,050	\$5,250	\$10,500	\$21,000
Books and supplies (Estimated per semester) Student is responsible to buy their own books	\$100	\$500	\$1,000	\$2,000
Culinary Arts lab fee \$150 per course for 13 courses (will vary based on courses taken and market rate for food)	\$150	\$500	\$1,000	\$2,000
1 Uniform and 1 basic knife kit for Culinary Arts program (purchase by student)				\$175
Total for Business and Early Childhood Education program	\$1,150	\$6,250	\$11,500	\$23,000
Total for Culinary Arts program	\$1,250	\$6,250	\$12,500	\$25,175

## REFUND AND CANCELLATION POLICY

Quiroga College is committed to providing a transparent and fair Refund and Cancellation Policy that outlines the procedures and guidelines for requesting refunds and cancellations related to tuition, fees, and services. This Refund and Cancellation Policy is designed to ensure that Quiroga College's refund and cancellation processes are transparent and equitable for all students, participants, and clients. It includes provisions for refunds, cancellations, non-refundable fees, and exceptional circumstances while emphasizing the importance of compliance with program-specific refund rules.

This policy applies to students and clients of Quiroga College programs, including credit and non-credit courses, workshops, and services.

### I. Tuition and Fee Refunds:

#### A. Tuition Refunds for Credit Courses:

Students who officially drop a credit course during the designated refund period will be eligible for a tuition refund based on the following schedule:

Timeframe	Refund percentage (minus registration fee of 15% up to \$150)
Withdraw during the 14 days for the initial term, and 7 days for subsequent terms.	100%
Withdraw between the 3 <sup>rd</sup> and the 8th weeks	50%
Withdraw after 8th week	0%

#### B. Fees:

Fees associated with courses, workshops, or services may be non-refundable or partially refundable based on specific program requirements and guidelines.

## **II. Cancellation and Refund Requests:**

Requests for cancellations and refunds must be submitted in writing to the appropriate college office, following the specified procedures.

Refund requests submitted after the refund period has ended will not be honored, except in cases of documented medical emergencies or extenuating circumstances.

## **III. Non-Refundable Fees:**

Certain fees, such as application fees, registration fees, and material fees, may be non-refundable and are specified at the time of enrollment.

## **IV. Refunds for Services:**

Refunds for services provided by Quiroga College, such as housing or meal plans, are subject to specific terms and conditions outlined in service agreements.

## **V. Exceptional Circumstances:**

In cases of documented medical emergencies or other exceptional circumstances that prevent a student or participant from continuing their program, Quiroga College may consider requests for refunds beyond the standard refund period.

## **VI. Review and Revision:**

Quiroga College will periodically review and evaluate the Refund and Cancellation Policy to ensure its effectiveness and compliance with regulatory requirements.

Any necessary revisions to the policy will be made in accordance with Quiroga College's standard policy revision process.

**Disclaimer:** Quiroga College is committed to providing an equitable refund and cancellation process. However, it is important to note that specific refund rules, deadlines, and eligibility criteria may vary by program, course, or service. It is the responsibility of students, participants, and clients to familiarize themselves with the refund and cancellation terms applicable to their specific enrollment or service agreements.

Quiroga College endeavors to process refunds in a timely and efficient manner, but processing times may vary. Refunds will be issued in accordance with the college's established financial procedures.

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel their initial enrollment before the courses begin. If the right to cancel is not granted to a prospective student at the time this agreement is signed, the student will have the right to cancel the agreement at any time and receive a refund according to the refund policy. The cancellation must be made in writing and must be delivered to the authority of the institution.

## COLLEGE'S RIGHT TO CANCEL/GROUNDS FOR CANCELLATION

Quiroga College may terminate this enrollment agreement at any time before, during or after the semester, if the student fails to comply with the attendance, academic, and financial requirements. If the student disrupts the normal activities of the classroom or College, including but not limited to founded cases of harassment related to sex, gender/gender identification, sexual orientation, race, national origin, religion, drug use, drug sales inside or outside of the institution, or if the student fails to remain in Good Standing as described in the school's catalog.

## EMPLOYMENT ASSISTANCE

Quiroga College is committed to providing students and graduates with employment assistance to facilitate a smooth transition into the workforce. The College assists students and alumni in identifying employment opportunities that align with their qualifications, skills, and career goals. Job postings, internship listings, and recruitment events are made available to students and graduates through the college's career services platform.

**Disclaimer:** Quiroga College provides employment assistance as part of its commitment to supporting the career development of students and alumni. While the college makes every effort to offer relevant resources, guidance, and job placement support, it is essential to note that:

Quiroga College does not guarantee employment to students or alumni.

Employment outcomes are influenced by various factors, including an individual's qualifications, skills, job market conditions, and the availability of suitable opportunities. Quiroga College's employment assistance services are intended to facilitate job search efforts and career development, but the ultimate responsibility for securing employment rests with the individual. The college cannot ensure specific employment results.

## STUDENT SERVICES

Instructors are available for one-on-one support outside of the class time to discuss questions about the current course assignments, activities, and a student's individual progress. Contact information and instructor availability is included in the Course Syllabus. Instructors are not required to provide instruction on content that is considered a foundation for the current course. Students who lack an understanding of content that was expected to be learned *before* taking a current course should consult the Academic Director, or search online for videos and other content that can be useful to learning the missing information.

Students experiencing issues with the instructors and other life issues are encouraged to meet with the Academic Director. These meetings are one-on-one, private, and confidential. If the

issues the student is facing are beyond the scope of the available services at Quiroga College a referral system to local partner providers is used. Students who experience problems with mental health, substance abuse, DUI and other related social and emotional issues are encouraged to use the low and non-cost services available at [Pilsen Wellness Center](#) and the [John H. Stroger, Jr. Hospital of Cook County](#).

Students with legal and other issues related to immigration are referred to [Casa Michoacan](#).

## COMPLAINT PROCEDURE

### Initiating the Complaint and Appeal Process: A Student's Guide

At Quiroga College, we are dedicated to providing an enriching educational experience for all our students. However, we understand that there may be times when concerns, disagreements, or misunderstandings related to academic or program matters arise. To ensure that your voice is heard and your concerns are addressed, we have established a clear and accessible process for initiating a complaint or appeal.

#### Step 1: Identifying the Need to Complain or Appeal

The first step in addressing academic or program-related issues is recognizing that there is a need to voice your concern. This can include concerns about grading, course content, instructional methods, program requirements, or other academic matters. It's important to approach this process with an open mind, a willingness to engage in constructive dialogue, and a focus on finding resolutions.

#### Step 2: Completing the Complaint/Appeal Form

To initiate the complaint or appeal process, students are required to complete the designated Complaint/Appeal form. This form is designed to provide a structured and organized way to convey your concerns and requests for resolution. The form can typically be obtained from the Registrar's Office, the Academic Affairs Department, or a designated college representative.

#### Step 3: Providing Essential Information

When filling out the Complaint/Appeal form, it's crucial to include all relevant details. Be clear and specific about the issue you are addressing, providing context, dates, and any supporting documentation that might be pertinent. The more precise and comprehensive your submission, the better equipped the college will be to assess and respond to your concern.

#### Step 4: Submission and Follow-Up

After completing the form, submit it according to the designated submission instructions provided by the college. Ensure you retain a copy of your submission for your records.

Once your complaint or appeal is received, Quiroga College will review the information provided and may reach out to gather further details or documentation if necessary. Our goal is to engage in a thorough and objective evaluation of your concern.

### **Step 5: Resolution and Communication**

Quiroga College is committed to addressing complaints and appeals in a timely and equitable manner. The college will review the issue, consult with relevant parties, and make every effort to reach a resolution that is fair and reasonable.

You will be informed of the college's decision in writing, typically via email or formal letter. The communication will include the outcome of the complaint or appeal process, any actions taken, and guidance for next steps if applicable.

### **Step 6: Next Steps**

If the resolution is satisfactory, you can continue your academic journey with the assurance that your concern has been addressed.

However, if you believe the issue remains unresolved or have additional concerns, Quiroga College may provide guidance on further escalation options, including potential appeal mechanisms.

Remember that the complaint and appeal process is designed to ensure that your concerns are addressed fairly, with your best interests in mind. Quiroga College is committed to promoting a supportive learning environment where all students can thrive, and your feedback is an essential part of that commitment.

We encourage you to approach the complaint and appeal process as an opportunity to advocate for your educational experience and to collaborate with the college in seeking solutions. Your voice matters, and Quiroga College is here to support you throughout the process.

## COURSE DESCRIPTIONS

### General Education

Courses in this section are applicable to fulfilling general education requirements.

**ENGL 101 BASIC ENGLISH COMPOSITION (3 Credits)** The objective of the course is to develop college-level written communication skills with reviews of the fundamentals of grammar, sentence structure, and paragraphs. Includes extensive theme writing with emphasis on exposition and critical thinking.

**HIST 106 AMERICAN HISTORY (3 Credits)** A review of American History from the founding of the country to the 21st century.

**LITR 103 UNIVERSAL LITERATURE (3 Credits)** Students will learn to investigate the historical context surrounding literary works and will be able to identify the elements of prose genres (fiction, non-fiction, drama, satire), as well as analyze general themes of literature such as plot, setting, character, theme, irony, and argument.

**MATH 101 BASIC COLLEGE MATHEMATICS (3 Credits)** Focuses on mathematical reasoning and problem solving. Topics are selected from: sets, functions and logic, whole numbers, integers, rational numbers, irrational numbers, and the real number system (e.g., number theory, probability, statistics, measurement, and non-metric geometry). Emphasis will be placed on applying course content to the AAS field in which the student is pursuing a degree.

**MULT 101 CROSS CULTURAL PERSPECTIVES ON THE AMERICAS (3 Credits)** This course is an introduction to the socio-political, cultural, and religious undercurrents which have historically shaped cross-cultural perspectives concerning the Americas. Students will study the impact of European colonization of the Americas and the role of the Christian church in shaping sometimes divergent perspectives on the development of the Western hemisphere.

**PHIL 101 PERSON AND UNIVERSITY (3 Credits)** An overview of the Quiroga experience for incoming students. Students will be exposed to topics of diversity, ethical obligation, social systems, empowerment, and intervention. Theories of mutual empowerment within the Catholic theological context will be explored. Examines competing conceptions of personhood from the Catholic perspective as "Imago Dei", as well as other theistic, deistic, and nontheistic traditions. Implications of each system as well as attending ethical considerations will be evaluated.

**PHIL 104 GENERAL ETHICS (3 Credits)** This course introduces students to essential topics and questions in moral philosophy: How ought we to live our lives? How are right and wrong determined? Are ethical judgment's objective or subjective? Are values universal and absolute or culturally relative? What responsibilities do human beings have to one another, to other species, or to the planet? Students will analyze, interpret, and evaluate ideas from major schools of ethical thought—including virtue ethics, deontological ethics, and consequentialism—and practice applying theories about ethics to contemporary moral dilemmas within the context of multiple faith and belief systems including but not limited to Judeo-Christian, Buddhist, Hindu, Native and Indigenous cultures, and Atheist. A course project within the AAS major area of study will be required.

**TECH 101 - Introduction to Technology (3 credits)** – This course is designed to expose students to basic college and career level technology skills such as email creation and management, and use of document, spreadsheet, and presentation applications, as well as other emerging technologies.

## Business Program

Courses in this section are applicable to those pursuing an AAS in Business.

**BUSN 101 INTRODUCTION TO BUSINESS PLANNING (3 Credits)** An introduction to planning a business. Emphasis on elements impacting the development of a business plan will be explored.

**BUSN 102 INTRODUCTION TO ACCOUNTING (3 credits)** Introduction to financial accounting, including basic knowledge of financial reports, terminology, accounting practices, accrual accounting concepts and data gathering techniques. (Formerly ACC 102)

**BUSN 103 INTRODUCTION TO BUSINESS TECHNOLOGY (3 Credits)** This course exposes students to both Windows and Apple operating systems, and applications in business for eCommerce, document development, spreadsheets, and presentations, and business management within shared environments. Internet safety will be included.

**BUSN 110 INTRODUCTION TO MARKETING (3 Credits)** This course introduces students to the concepts and skills needed to create and critique effective marketing beyond simply advertising or communications. Topics include consumer behavior, marketing strategy, market segmentation, customer lifetime value, branding, market research, product lifecycle strategies, pricing, go-to-market strategies, promotion, and marketing ethics. Students will be exposed to basic ethical problems facing marketing professionals and role of Christianity in formulating ethical marketing strategies. (Formerly BUS 210)

**BUSN 104 INTRODUCTION TO ECONOMICS (3 Credits)** Study of micro and macro-economic theory and factors affecting economic systems: consumer behavior, supply and demand, price determination and market equilibrium. Evaluate emergent economic problems using current economic theories.

**BUSN 107 INTRODUCTION TO ECOMMERCE (3 Credits)** The integration of e-commerce in business marketing and development strategies. The course will cover data analytics, measurement tools, cost of customer acquisition and the use thereof in web design, and other infrastructure considerations. Privacy regulations in national and international contexts, budgeting, and outcomes evaluation will be among the topics covered.

**BUSN 109 BASIC BUSINESS PRACTICES (3 Credits)** This course focuses on the elements and factors most commonly associated with getting the doors open to a business, including those most commonly included in applications for funding and governmental projects such as M/WBE status, and SBA (Small Business Administration) loans and projects.

**BUSN 201 EVALUATION OF PROJECTS (3 Credits)** Introduction to project management, including study of project systems, assets, and resources, as well as the procurement and management thereof. Students will learn the emergent role of technology in the project management process and gain exposure to project management software.

**BUSN 206 COST ACCOUNTING (3 Credits)** Study of cost accounting and managerial accounting principles, including budgeting and variance analysis, cost analysis for alternative productions and service opportunities, integration of cash flow and financial statement analysis, and further development of supporting accounting practices begun in ACC102. (Requisite: ACC102)



**BUSN 208 HUMAN CAPITAL (3 Credits)** Examination of the use of human resources in the business context. Provides an overview of the central issues facing human resource administrators. Explores opportunities for the development of human capital in strategic planning. Considers ethical dilemmas and the unique contributions of Roman Catholicism toward a holistic and ethical approach to managing human capital.

**BUSN 212 SALES TECHNIQUES (3 Credits)** This course is designed to help participants develop skills, behaviors, and confidence to sell over the telephone and face-to-face. Students will be introduced to core sales principles, as well as basic selling skills for converting sales inquiries into business. Topics to be explored include, but are not limited to, customer-focused selling techniques, skills for starting a sales conversation, rapport-building strategies with a potential client, and how to sell a particular product or service, and close a sale.

**INTR 201B INTERNSHIP IN BUSINESS (3 Credits)** Placement in an appropriate business-related organization or facility to gain practical application of content and techniques consistent with the course of study. A minimum of 110 hours of documented activities at the placement site and 20 hours of independent activities (e.g., written reflections, presentations, etc.) are required. Attendance and participation in a minimum of five (5) 1.5hr instructor-led seminars on campus is also required. This course may be repeated with program approval.

### Culinary Arts Program

Courses in this section are applicable to those pursuing an AAS in Culinary Arts.

**CULN 101 INTRODUCTION TO CULINARY ARTS (3 Credits)** Broad introduction to the history, techniques and terminology used in culinary arts professions. The course will provide an overview of safety, food service operations, nutrition, food preparation, and presentation.

**CULN 103 INGREDIENTS (3 Credits)** This course focuses on the organoleptic characteristics of the food and the proper integration of ingredients. Students will learn to harmonize the properties of the food using their five senses. The student will learn how to prepare technical sheets that address ingredient options, availability, and cost, with a view toward the profitability of restaurants.

**CULN 102 INTRODUCTION TO FOOD SAFETY (3 Credits)** An overview of basic aspects of food safety and factors contributing to food contamination and disease transmission through improper food handling and improper preparation. The course will train students to handle properly and hygienically, and prepare food from purchase and receipt to storage, defrosting, cooking, preservation, and service. (Requisite: CUL101) (formerly CUL 202)

**CULN 204 CUISINE LABORATORY (3 Credits)** Additives are regularly used in food products for a variety of purposes: to improve their shelf life, improve textures, and enhance colors. This course addresses the methods, techniques, and hygiene measures for the use of additives to improve basic food products used regularly in the restaurant field, such as cheeses, sausages, pickled, and other preserved foods. (Requisite: CUL101)

**CULN 205 BASICS OF FOOD PREPARATION (3 Credits)** Entry-level cooking techniques. Students will prepare garnishes and emulsified sauces, and process vegetable and animal products while utilizing a variety of cutting techniques, cooking methods, and conservation strategies. integration of basic menus in the kitchen will also be addressed. (Requisite: CUL103)

**CULN 208 CONFECTIONERY AND BAKERY (3 Credits)** The preparation of breads, doughs, and pastas. Students will learn to reproduce the recipes commonly used in professional kitchens and develop an understanding of how ingredients impact the taste, texture, appearance, and smell of popular breads and pastries.

**CULN 209 NUTRITION (3 Credits)** Introduction to basic anatomy and functions of the digestive system for human nutrition, including the relationship of specific foods to human health. Students will be able to analyze characteristics and differences of the food groups and meal composition to meet the specific needs and preferences of individuals while taking into consideration gastronomic traditions, eating habits, and socioeconomic factors.

**CULN 210 ADMINISTRATION, ACCOUNTING AND COSTS (3 Credits)** An introduction to the business of culinary professions, training students to analyze, organize and solve business-side questions concerning cost, financial data, and statistics. Students will learn to solve problems through data-evaluation, and to make business decisions based on reason and logic.

**CULN 218 CATERING BASICS (3 Credits)** Focus on culinary arts applied within the catering industry. Students will learn to promote, organize, and develop events with different customers according to high quality standards, with attention to customer service and responsibility. (Requisite: CUL205)

**CULN 223 MENU DESIGN BASICS (3 Credits)** Students will learn to design menus that anticipate the profile of their clients, the available budget, the place, the time, and the value proposal that will be offered. Participants will plan, prepare, and present menus with an adequate balance of flavors, textures, times, and aromas with high levels of quality and customer service.

**CUL 224 FOOD STYLING BASICS (3 Credits)** Students will learn the fundamentals in the art of sculpture in butter and caramel, as well as in the carving of fruits and vegetables and ice, developing their personal creativity and working as a team for the decoration of dishes, centerpieces, assembly of buffets.

**INTN 201C INTERNSHIP IN CULINARY (3 Credits)** Field placement in an appropriate culinary-related organization or facility to gain practical application of content and techniques consistent with the course of study. A minimum of 110 hours of documented activities at the placement site and 20 hours of independent activities (e.g., written reflections, presentations, etc.) are required. Attendance and participation in a minimum of five (5) 1.5hr instructor-led seminars on campus is also required. This course may be repeated with program approval.

### Family and Early Childhood Education Program

Courses in this section are applicable to those pursuing an AAS in Family and Early Childhood Education.

**FECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 credits)** This course is designed as an overview of early childhood care and education, including the basic values, structure, organization, and programming in early childhood. Examination of the student's personal qualities in relationship to expectations of the field is addressed throughout the course.

**FECE 102 HUMAN BIOLOGICAL DEVELOPMENT (3 Credits)** Introduction to biological formation and development of the human being. Basic biological processes, including cellular functions, reproduction, development, and a survey of human physiology will be covered in this course. (Formerly SCI102)

**FECE 105 HEALTH, SAFETY, AND NUTRITION (3 credits)** - This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure children's well-being in group settings. Content includes roles and responsibilities of adults in meeting children's needs, the promotion of healthy lifestyle practices, understanding common childhood illnesses and injuries, meeting health, nutrition, and safety standards, and planning nutritionally appropriate meals.

**FECE 202 CHILD GROWTH AND DEVELOPMENT (3 CREDITS)** - This course reviews the study of human development from conception through adolescence. It includes research methods, developmental theories, addresses the major areas of development (physical, social, emotional, and cognitive) and the interaction among these areas. The relationship between theory, research and practical application is emphasized along with diversity. Considerable emphasis will be placed upon the integration of theory and research through the review and practical application of personality, behavior, biological and environmental factors, assessment techniques and research methodology.

**FECE 204 CREATIVE ACTIVITIES (3 CREDITS)** This course is designed to give the student an understanding of the natural creative potential that evolves through play within all areas of development /academic disciplines (language/literacy, music, creative movement, dance, drama, visual arts, mathematics, science, physical activity, social studies, health, and safety). The student will have the opportunity to learn how to establish an aesthetically creative environment for young children. The student will learn methods of presenting activities to young children in ways to enhance and encourage creativity. The students will enhance their observational and documentation skills of the young child through activity presentations. Lecture, three hours per week.

**FECE 206 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (3 Credits)** Students/educators will develop skills and knowledge in learning technologies that allow the student/educator to appropriately and responsibly use tools, resources, processes, and systems to retrieve, assess, and evaluate information from various media. Students/educators will use that knowledge, along with the necessary skills and information to create engaged learning environments.

**FECE 207 STANDARDS AND ASSESSMENT (3 credits)** This course is designed to provide the student with an in-depth look at developmentally appropriate practices (DAP) including assessment and curriculum for infants, toddlers and two (IT) programs. A study of observational techniques and developmentally appropriate assessments for the very young child will be emphasized, including informal and formal assessment techniques. Special attention will focus assessment and its use in guiding decision-making and instructional planning. The course will lead students through the process of planning and implementing the curriculum, focusing on developmentally appropriate practices that promote the very young child's total well-being including play, physical growth and development, mental health, emotional stability, brain development, and human relationships. Emphasis will be placed on the learning environment. Students will participate in a minimum of 15 hours of required field experience.

**FECE 220 CHILD, FAMILY, SCHOOL & COMMUNITY (3 CREDITS)** This course focuses on the diverse needs of the child in the context of family, school, and community. An analysis of the contemporary American family will be discussed, with emphasis on the family interactions which largely dictate the child's behavior and way of relating to people. Included are the interplay of diverse cultures, lifestyles, language and communication and the role of the school and community as social agents with our changing society. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child relationships through effective use of family and community resources.

**FECE 221 DEVELOPMENTALLY APPROPRIATE PRACTICES FOR INFANTS, TODDLERS, AND TWO'S (3 credits)** - This course is designed to provide the student with an in depth look at developmentally appropriate practices (DAP) including assessment and curriculum for infant, toddler and two (IT) programs. A study of observational techniques and developmentally appropriate assessments for the very young child will be emphasized, including informal and formal assessment techniques. Special attention will focus assessment and its use in guiding decision-making and instructional planning. The course will lead students through the process of planning and implementing the curriculum, focusing on developmentally appropriate practices that promote the very young child's total well-being including play, physical growth and development, mental health, emotional stability, brain development, and human relationships. Emphasis will be placed on the learning environment. Students will participate in a minimum of 15 hours of required field experience.

**FECE 222 TYPICAL AND ATYPICAL DEVELOPMENT OF SPEECH AND LANGUAGE (3 Credits)** The course considers the development of speech and language (formerly EDU 222)

**FECE 208 MOTIVATION AND EMOTION IN YOUNG CHILDREN (3 Credits)** A study of human instincts, drives and needs, arousal, and their sources with emphasis on early childhood. The interplay between the biological and spiritual sources of motivation and emotions. Distinctions between extrinsic and intrinsic motivation and the role of internal and external factors upon such motivations.

**INTN 201F INTERNSHIP IN EDUCATION (3 Credits)** Placement in an appropriate family and early childhood education-related organization or facility to gain practical application of content and techniques consistent with the course of study. A minimum of 110 hours of documented activities at the placement site and 20 hours of independent activities (e.g., written reflections, presentations, etc.) are required. Attendance and participation in a minimum of five (5) 1.5hr instructor-led seminars on campus is also required. This course may be repeated with program approval.

## 2023-2024 ACADEMIC CALENDAR

### FALL 2023

August 26, 2023	New student orientation day
August 19, 2023	Faculty orientation/professional development day
August 28, 2023	Fall Semester begins / Late registration begins
September 4, 2023	Labor Day Holiday – school closed
September 9, 2023	Last day to drop for Fall 2023 100% refund (minus fees) / Last date for late registration
October 16, 2023	Mid-Term Exam week
October 21, 2023	Last day to drop for Fall 2023 for 50% refund (minus fees)
November 22, 2023	Last day to drop with no penalty on course grade
October 30, 2023	Registration for Spring 2024 opens
November 18, 2023	Professional Advisory Committee Meeting
November 23-26, 2023	Thanksgiving Holidays – school closed
December 11-16, 2023	Final Exam week
December 29, 2023	Fall 2023 final course grades posted
December 23, 2023 – January 2, 2024	Holiday break – School Closed

### SPRING 2024

January 3, 2024	School reopens for business
January 20, 2024	Faculty orientation/professional development day
January 29, 2024	Spring Semester begins / Late registration begins
February 10, 2024	Last day to drop for Spring 2024 100% refund (minus fees)/ Last date for late registration
March 18 -23, 2024	Mid-Term Exam week
March 23, 2024	Last day to drop for Spring 2024 50% refund (minus fees)
April 29, 2024	Last day to drop with no penalty on course grade
May 6, 2024	Registration for Fall 2024 opens
March 25-30, 2024	Spring Break – school closed
May 27, 2024	Memorial Day Holiday – school closed
May 20- 25, 2024	Final Exam week
June 1, 2024	Spring 2024 final course grades posted
June 7, 2024	Graduation ceremony





2114 W 22nd Place  
Chicago, IL 60608  
(773) 523-2440  
[info@quirogacollege.org](mailto:info@quirogacollege.org)