



**Culinary and Dietary Operations Management  
Baccalaureate Program  
Information, CUL 303 Permit, Program Application Packet and  
Clinical Permit  
2018-2019**

**Program Description**

Schoolcraft College offers a Bachelor degree program to experienced culinary students who wish to further their education in order to obtain positions of higher responsibility in the food service or nutrition industries. This program will provide a blend of management, science, and nutrition courses, including experiential instruction under the guidance of a Registered Dietitian. This program also prepares students to test for the Certified Dietary Manager (CDM) credential.

**CUL 303 Culinary Program Practicals**

The CUL 303 course is designed to be a foundation to the culinary bachelor degree program. In this course students will demonstrate proper culinary skills. Learning strategies will focus on knife handling skills, team skills and professionalism, safety and sanitation, financial control practices, equipment utilization, identification of food products, following nutritional guidelines, cold food garde manger, butchery skills, an awareness of international cuisines and cultures, and a high level of understanding of culinary techniques. Application of appropriate technology for a career in the Culinary Arts, along with critical research skills, will be addressed. Depending upon the student's credentials some assessments in this course maybe waived.

*To register for the course:*

Once all assessment requirements have been met and any necessary foundation coursework is completed, you must meet with a counselor or academic advisor to obtain a CUL 303 permit. This permit will allow you to register/waitlist for CUL 303. It is recommended that this course be taken at the beginning of a student's studies, but is only a prerequisite for CUL 360, CUL 495 and program completion.

**Application Requirements**

The Culinary and Dietary Operations Management Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College online at <a href="http://www.schoolcraft.edu">www.schoolcraft.edu</a> .
<b>2. Transcripts</b>	Request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that the transcripts have been received, contact the Answer Center at 734-462-4426.
<b>3. Counseling and Assessment</b>	This program allows students to take all of the courses outlined in the Culinary and Dietary Operations Management Program with the exception of CUL 303. CUL 303 requires a permit prior, to be granted permission to register. Schedule an appointment with an academic advisor to develop an educational plan. There is no registration restrictions on any of the courses in the Culinary Dietary Operations Management Program with the exception of CUL 303, which is the pre-requisite for CUL 360 and CUL 495.  Contact the Counseling Center at 734-462-4429
<b>4. CUL 303 Registration Requirements</b>	
<b>A. Prior Culinary Arts Experience</b>	<p><b>College Credit:</b> Students who have graduated from the Schoolcraft College Culinary Arts associate in applied science degree in 2005 or later will meet this requirement</p> <p style="text-align: center;">or</p> <p>Have received an associate's degree from an institution accredited by ACFEFAC at time of graduation. List of accredited institutions and dates of accreditation available at <a href="http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI">http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI</a></p> <p style="text-align: center;">or</p> <p><b>Special Licensure or Certification:</b> Have current credentials from ACFEFAC of a Sous Chef or higher (provide credential card).</p> <p style="text-align: center;">or</p> <p><b>Work Life Experience:</b> Have previous professional chef experience. Student will be evaluated by the Culinary Arts Department which includes an interview and portfolio review. Contact</p>

	the Culinary Arts Department to schedule an appointment at 734-462-4423.
<b>B. Counseling and Assessment</b>	The CUL 303 course requires minimum assessment levels or course work in the areas of math, reading and writing (see CUL 303 Permit at the end of this packet for details). Students should meet with a counselor or academic advisor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior bachelor-level college work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
<b>C. Obtain Sanitation Certificate</b>	Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years to the Records Office.
<b>D. Software Application prerequisite</b>	Complete CIS 120 <i>Software Applications</i> or equivalent with a grade of 2.0/C or better. If you have prior experience with this content, you may opt for credit by exam. For additional information contact (734)462-4530. Students pay current resident tuition rate per credit hour.
<b>E. Chemistry Application prerequisite</b>	Students who have an associate degree from an Institution accredited by the ACFEFAC at the time of graduation or possess a certification of Sous Chef or above meet the Chemistry requirement. Other candidates may need to complete CHEM 100, <i>Introduction to the Chemistry of Food for Culinary Arts</i> , with a minimum grade of 2.0.
<b>F. Obtain a CUL 303 Permit</b>	Once all assessment requirements have been met and any necessary foundation coursework is completed, students must meet with a Schoolcraft counselor or academic advisor to obtain a permit to register for CUL 303. Please note CUL 303 is restricted to regularly admitted students; High school Dual Enrolled students are not eligible.
<b>5. College prerequisite coursework- CUL 303</b>	Complete CUL 303- <i>Culinary Program Practicals</i> with a grade of <u>2.5</u> or better. Your grade must be posted to your transcript before you submit a program change form found at the end of this packet. Depending upon the student's credentials some assessments in this course maybe waived.
<b>6. Prior Learning and/or Transfer Credit (PLTC)</b>	<p>After you have successfully completed CUL 303 you will be eligible to receive prior learning and/or transfer credit towards your baccalaureate degree.</p> <p><b>Schoolcraft College Graduates:</b> Schoolcraft College students who have graduated from our Culinary Arts Program with associate in applied science in 2005 or later will automatically receive credit after successful completion of CUL 303.</p> <p>If you have:</p> <p><b>College Credit:</b> Associate degree from an institution accredited by ACFEFAC at time of graduation. <b>or</b></p> <p><b>Special Licensure or Certification:</b> Current credentials from ACFEFAC of a Sous Chef or higher (provide credential card) <b>or</b></p> <p><b>Work Life Experience:</b> Professional chef experience that the Culinary Arts Department has determined meets the program admissions requirements.</p> <p>You will work with the Culinary Arts department to complete the Culinary Prior Learning and/or Transfer Credit Form after successful completion of CUL 303.</p>
<b>7. Fees Associated with PLTC</b>	Fees will be assessed based on college policy for credit by exam or credential credit (see <i>Prior Learning Credit and Fees</i> below for details).
<b>8. Cumulative GPA</b>	Attain a cumulative grade point average of 2.0 or better for all Schoolcraft College courses for entrance into the program.
<b>9. Apply to the Culinary and Dietary Operations Management Program</b>	Meet with a Schoolcraft counselor or academic advisor. Completion of all sections of this application with is required signatures are necessary to be accepted into the Culinary and Dietary Operations Management Program.

### **Schoolcraft College Culinary Information Sessions**

The Culinary Arts Department highly recommends that you attend a culinary arts campus tour. This will include an information session to learn more about the Schoolcraft College Culinary Arts Program, the application process and a tour of the facilities. The information  
October 12, 2018

sessions are offered every other Thursday at 3:30 p.m. Sign up for a Culinary Information Session tour online [www.schoolcraft.edu/tour](http://www.schoolcraft.edu/tour) or call by phone at 734-462-4426.

### **Open Courses**

The Culinary and Dietary Operations Management courses are open to all Schoolcraft students who have met the course prerequisite (see the online College Catalog).

### **Prior Learning Credit and Fees**

The number of college credits awarded will range from 22-48 credits based on the evaluation of skills demonstrated in the CUL 303-*Culinary Program Practicals* course by the Culinary Arts Department. The fee schedule is as follows:

- College Credit – Associate degree from a regionally accredited college or university (No Fee).
- Special Licensure or Certification- Current credentials from ACFEFAC of a Sous Chef or higher (\$25 Fee).
- Work Life Experience - Professional chef experience that the Culinary Arts Department has determined meets the program admissions requirements (Pay current resident tuition rate per credit hour).

For the bachelor's degree the College will accept a maximum of 90 hours of transfer credit or prior learning credit. In order to earn a bachelor degree, students must complete a minimum of 30 credit hours at Schoolcraft College toward that degree.

### **Internship Requirement**

The NFS 490 Clinical Nutrition Internship Permit will be issued by the Dean of Science Office after the following have been completed:

1. The student has completed the following courses:

**NFS 440** *Exploring Specialized Diets*  
**NFS 480** *Clinical Nutrition*

2. The Associate Dean of Science Office is responsible for maintaining the list of qualifying students for placement into NFS 490 Clinical Affiliation 1. The order of acceptance of qualified applicants will be based on the date the Associate Dean of Science Office receives a valid clinical permit for NFS 490 Clinical Affiliation 1. The order of acceptance will be as follows for semester placement:
  1. Date the Admission and Welcome Center received application.
  2. Date of valid NFS 490 Clinical Affiliation 1 Permit.
  3. Overall grade point average for all courses taken at Schoolcraft College at the time of valid NFS 490 Application.
3. Due to the limited number of clinical sites, students may have to wait for **at least one semester** before they can enroll in NFS 490.

Students will be required to complete the following prior to clinical placement and any cost will be the students responsibility

- Criminal History Check Clearance.** Generally, convictions or plea of guilty to a felony may prevent you from clinical affiliation assignment and/or employment in healthcare.
- Medical Clearance / Drug Screen.** Physical and test expires after 12 months.
- Photo ID-Government issued photo ID**
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better**
- Required Immunizations**
  - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
  - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical), or a signed Vaccination Declination Form.
  - **Flu Shot-** must have annual shot vaccination.
  - **Tetanus/Diphtheria/Pertussis (TDAP)** - Must have received a TDAP within the past 7 years.
  - **Two-step TB Test** – TB test expires after 12 months. The student's TB test cannot expire before the end of class and/or when clinicals will be completed.
  - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory titer verifying immunity. NOTE: We are no long accepting history of chicken pox as evidence of immunity.

Students will be notified when to pick up forms from the Associates Dean of Science Office located in the Forum, room 500.

Based on the location of your NFS 490 *Clinical Nutrition Internship* some or all of the following will be required:

1. Some internship sites may require physical exams and/or drug tests prior to selection for an internship
2. Criminal background check which may require being fingerprinted
3. Reference check
4. Photo ID- Government issued photo ID
5. Immunization and negative TB test

**Estimate of Tuition and Fees**

<b><u>Culinary Dietary and Operations Management</u></b> (based on 72 credit hours)			
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>
Tuition:	\$8,280.00	\$11,952.00	\$17,640.00
Registration Fees:	\$301.00	\$301.00	\$301.00
Instructional/Equipment Fees:	\$648.00	\$648.00	\$648.00
Service Fee	\$504.00	\$504.00	\$504.00
Infrastructure Fee	\$504.00	\$504.00	\$504.00
Course Fees:	\$1,511.00	\$1,511.00	\$1,511.00
Uniforms:	\$225.00	\$225.00	\$225.00
Knife Set:	\$200.00	\$200.00	\$200.00
<b>TOTAL:</b>	<b>\$12,173.00</b>	<b>\$15,845.00</b>	<b>\$21,533.00</b>

The above figures are based on 2018-2019 rates and are subject to change. A Resident student is one whose legal residence is in the school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or pay Out-of-State tuition.

Estimate does not include textbooks.

**Note**

Requirements for admission to the Culinary Dietary and Operations Management Baccalaureate Program are subject to change at any time.

Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: 734-462-4683

Fax: 734-462-4552

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.*

# Requirements for Obtaining a CUL 303 Permit

Please meet with a Schoolcraft counselor or academic advisor to complete the following application. Please note that eligibility for CUL 303 requires issuance of an electronic permit by a counselor or academic advisor. To be issued a permit, you must work with a counselor or academic advisor who will verify that the following requirements have been completed.

Name \_\_\_\_\_ Student Number \_\_\_\_\_

## Complete the following with a Schoolcraft College Counselor or Academic Advisor:

**Part A: SCHOOLCRAFT COLLEGE ADMISSION** CUL 303 is restricted to regularly admitted students. Dual and Special high school students are not eligible for CUL 303.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has been regularly admitted to Schoolcraft College		

**Part B: ASSOCIATE DEGREE** (or higher) accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) or ACFEFAC Credential as Sous Chef or higher or Professional Chef Experience completed.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> Schoolcraft College Culinary Arts students who graduated with an associate degree starting in 2005 or later meet this requirement		

or

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has received an associate degree from an institution accredited by ACFEFAC at time of graduation. List of accredited institutions and dates of accreditation available at <a href="http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI">http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI</a>		

or

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has current credentials from ACFEFAC of a Sous Chef or higher (provide credential card)		

or

Student:	Culinary Department Approval	Date
<input type="checkbox"/> has previous professional chef experience. Student will be evaluated by the Culinary Department which includes an interview and portfolio review		

**Part C: PROFICIENCY** Attain the minimum Assessment Scores listed below or successfully complete appropriate fundamental courses to improve your skills. Assessment Test Scores are valid for up to three years.

Minimum Scores:	CPT	NGA	ACT	SAT(March 2016)
Writing	108+	276	22+	29+
Reading	70+	250	18+	25+
Numerical/Arithmetic	78 EA+	QRAS=250	19+	25+

Student:	Test Scores/ Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum <b>writing</b> score or ⇒	<input type="checkbox"/> has successfully completed course ENG 101 with a 2.0/C or better		
<input type="checkbox"/> has met minimum <b>reading</b> score or ⇒	<input type="checkbox"/> has successfully completed COLLS 053 or higher with a 2.0/C or better or associate's degree		
<input type="checkbox"/> has met minimum <b>math</b> score or ⇒	<input type="checkbox"/> has successfully completed MATH 053 or higher with a 2.0/C or better		

**Part D: COMPUTER PROFICIENCY**

Student:

has successfully completed CIS 120 (2.0 or better)

Semester \_\_\_\_\_ Grade \_\_\_\_\_

has successfully passed the CIS 120 prior learning assessment option

Counselor or  
Academic Advisor Signature

Date

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**Part E: CHEMISTRY PROFICIENCY**

Student: (must meet *one* of the following criteria)

has an associate degree from an Institution accredited by the ACFEFAC at time of graduation

has current credentials from ACFEFAC of a Sous Chef or higher

has successfully completed CHEM 100 (minimum grade of 2.0)

Semester \_\_\_\_\_ Grade \_\_\_\_\_

has Work Life Experience and/or Professional chef experience that the Culinary Arts Department has determined meets the chemistry requirements

Counselor or  
Academic Advisor Signature

Date

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Culinary Department Approval

Date

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**Part F: ServSafe CERTIFICATE** Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years.

Student:

has current ServSafe Food Protection Manager Certificate (must submit certificate for evaluation)

Counselor or  
Academic Advisor Signature

Date

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**Part G: OBTAIN CUL 303 PERMIT** Once all assessment requirements have been met and any necessary foundation coursework is completed, you must meet with a counselor or academic advisor to obtain a CUL 303 permit. This permit will allow you to attempt registration/wait listing for CUL 303

**Part H: Next steps after successful completion of CUL 303** Upon completion of CUL 303 with a grade of 2.5 or above you will need to:

- Complete the Culinary Prior Learning and/or Transfer Credit Form with the Culinary Arts Department and obtain necessary signatures. Students who have graduated from Schoolcraft College's Culinary Arts Program with an associate in applied science in 2005 or later do not need the PLTC Form completed.
- Take the completed Culinary Prior Learning and/or Transfer Credit Form with necessary signatures to the cashier's office to pay appropriate fees.
- Take proof of payment and the Culinary Prior Learning and/or Transfer Credit Form to the Records Office to receive college credit.
- Meet with an academic advisor/counselor to develop your educational plan and complete the Culinary and Dietary Operations Management Degree Program Change Form.

Student:

reviewed process to be admitted into the Culinary and Dietary Operations Management Program

Counselor or  
Academic Advisor Signature

Date

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# Culinary and Dietary Operations Management Baccalaureate Program Restricted Enrollment Application 2018-2019

The Culinary and Dietary Operations Management requires a Restricted Enrollment Program Change. To be officially admitted into this program, students must complete the following with a counselor or academic advisor and submit a Restricted Enrollment Program Change Form to the Registration Center.

**Next steps after successful completion of CUL 303** with a grade of 2.5 or above you will need to:

- Complete the Culinary Prior Learning and/or Transfer Credit Form with the Culinary Arts Department and obtain necessary signatures. Students who have graduated from Schoolcraft College's Culinary Arts Program with an AAS in 2005 or later do not need the PLTC Form completed.
- Take the completed Culinary Prior Learning and/or Transfer Credit Form with necessary signatures to the cashier's office to pay appropriate fees.
- Take proof of payment and the Culinary Prior Learning and/or Transfer Credit Form to the Records Office to receive college credit. Please allow 5 business days for credits to appear on transcript.
- Meet with an academic advisor/counselor to develop your educational plan and complete the Culinary and Dietary Operations Management Degree Program Change Form.

**Prior Learning and/or Transfer Credit** Associate degree (or higher) accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) or ACFEFAC Credential as Sous Chef or higher or Professional Chef Experience completed.

**Student:**

- has successfully completed the steps to have Prior Learning and/or Transfer Credits awarded on transcript

**CUL 303 Culinary Program Practicals** completed with a grade of 2.5 or better.

**Student:**

- has successfully completed CUL 303 (2.5/C or better)

**CUMULATIVE COLLEGE GPA** Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

**Student:**

- has a cumulative GPA of 2.0 or better.

**Completed Application Requirements**

**Student:**

- has successfully met all the application requirements to be admitted into the Culinary and Dietary Operations Management Program

Counselor or  
Academic Advisor  
Signature

*Date*

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## Culinary and Dietary Operations Management Baccalaureate Program Restricted Enrollment Program Change Form

**Please Print:**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Number: \_\_\_\_\_ or Social Security Number (last four digits) \_\_\_\_\_

Month and Day of Birth \_\_\_\_ / \_\_\_\_

Current Academic Program Name: \_\_\_\_\_

Current Academic Program Number: \_\_\_\_\_

New Academic Program Name: Culinary and Dietary Operations Management

New Academic Program Number: BS.00397

Semester to Take Effect:

Summer \_\_\_\_\_  
(year)

Fall \_\_\_\_\_  
(year)

Winter \_\_\_\_\_  
(year)

Spring \_\_\_\_\_  
(year)

☒ Counselor/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☒ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**

Schoolcraft College  
Registration Center  
130 McDowell Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4426  
Fax: 734-462-4553

# NFS 490 Clinical Affiliation 1 - Permit

Eligibility for NFS 490 Clinical Affiliation1 requires issuance of a *NFS 490 Clinical Nutrition Internship 1 Permit* by the Counseling Department. A completed permit needs to be turned into the Associates Dean of Science Office in the Forum Room 500 in order to be placed on the NFS 490 Acceptance list. Permit Requirements include the following:

**Application**      Applied to Schoolcraft College

## Section I: Demographics - To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College

<b>Name</b>	Last (Family Name)	First	Middle	Former (If Applicable)		
<b>Address</b>	Number	Street	Apt.	City	State	Zip + 4 Digit Code
<b>Day Phone</b>	(      )		<b>Evening Phone</b>	(      )		
<b>Email</b>			<b>Birth Date</b>			
<b>Student Number</b>			<b>Social Security Number</b>	Last 4 Digits		

## Section II: Course Requirements - To be completed with counselor or academic advisor

**Part A: NFS 440 Exploring Specialized Diets with a grade of 2.0/C or better. Or equivalent course with a grade of 2.0/C or better.**

Student:	<input type="checkbox"/> has successfully completed NFS 440 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

**Part B: NFS 480 Clinical Nutrition with a grade of 2.0/C or better. Or equivalent course with a grade of 2.0/C or better.**

Student:	<input type="checkbox"/> has successfully completed NFS 480 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

**Part C: Cumulative Schoolcraft College GPA.** *A 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.*

Student's cumulative GPA  
 is 2.0 or above

Counselor or Academic Advisor	
Signature	Date

**Section III: Application to be signed by counselor or academic advisor, and student**

✎ Counselor/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✎ Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: Associate Dean of Science Office**  
Schoolcraft College – Forum room 500  
18600 Haggerty Road  
Livonia, MI 48186  
Phone: 734-462-7657

**DATE RECEIVED:**