



Culinary and Dietary Operations Management Baccalaureate Program

Information, CUL 303 Permit, and Program Application Packet 2016-2017

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.

Culinary and Dietary Operations Management Program

The Bachelor degree option, the Culinary and Dietary Operations Management Program, is designed for students who are interested in advancing to positions of higher responsibility in the food and nutrition industry. 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. The additional courses that you complete for the culinary bachelor's degree program were designed to build on the skills that you will learn from CUL 303. 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.

Important Information about the CUL 303 Culinary Program Practicals 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.
- The CUL 303 Culinary Program Practicals course is used as an entrance requirement for a baccalaureate degree in Culinary and Dietary Operations Management Program.
- During CUL 303, students will be assessed on their current culinary skills to ensure preparedness for future studies, as well as to reinforce the high levels of rigor expected at Schoolcraft College. As a result, students may be required to increase their skills in specified areas. Students will work with the Culinary Arts Department to develop a plan to ensure their best opportunity for success.
- It is recommended that you complete CUL 303 Culinary Program Practicals prior to taking the remaining courses for the culinary bachelor's degree.

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:

1. Apply to Schoolcraft College	Apply to Schoolcraft College online at www.schoolcraft.edu .
2. Transcripts	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.
3. Program Admissions Requirements	<p>College Credit: 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>Has 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 http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI</p> <p>Special Licensure or Certification: Has current credentials from ACFEFAC of a Sous Chef or higher (provide credential card).</p> <p style="text-align: center;">or</p>

	<p>Work Life Experience: Has previous professional chef experience. Student will be evaluated by the Culinary Arts Department which includes an interview and portfolio review. Contact the Culinary Arts Department to schedule an appointment at 734-462-4423.</p>
4. Counseling and Assessment	<p>The CUL 303 course requires minimum assessment levels or course work in the areas of math, reading and writing. 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.</p>
5. Obtain Sanitation Certificate	<p>Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years to the Records Office.</p>
6. Software Application prerequisite	<p>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 pays current resident tuition rate per credit hour.</p>
7. Chemistry Application prerequisite	<p>Complete CHEM 100, Introduction to the Chemistry of Food for Culinary Arts with a grade of 2.5 or better.</p>
8. Obtain a CUL 303 Permit	<p>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.</p>
9. College prerequisite coursework- CUL 303	<p>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.</p>
10. Prior Learning and/or Transfer Credit (PLTC)	<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>Schoolcraft College Graduates: Schoolcraft College student 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>College Credit: Associate degree from an institution accredited by ACFEFAC at time of graduation. or</p> <p>Special Licensure or Certification: Current credentials from ACFEFAC of a Sous Chef or higher (provide credential card) or</p> <p>Work Life Experience: 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>
11. Fees Associated with PLTC	<p>Fees will be assessed based on college policy for credit by exam or credential credit.</p>
12. Cumulative GPA	<p>Attain a cumulative grade point average of 2.0 or better for all Schoolcraft College courses for entrance into the program.</p>
13. Apply to the Culinary and Dietary Operations Management Program	<p>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.</p>

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 sessions are offered every other Thursday at 3:30 p.m. Sign up for a Culinary Information Session tour online 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 with the exception of CUL 303- *Culinary Program Practicals* must be completed prior to taking CUL 360-*Purchasing Controls* (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 degrees 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

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

Please note: Individuals who have a felony conviction in their past are likely to have difficulty securing employment in this field. Also, students with felony conviction will not be able to complete internship in healthcare setting.

Estimate of Tuition and Fees

<u>Culinary Dietary and Operations Management</u> (based on 72 credit hours)			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$7,334.00	\$10,656.00	\$15,696.00
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:	\$1,906.00	\$1,906.00	\$1,906.00
Uniforms:	\$225.00	\$225.00	\$225.00
Knife Set:	\$200.00	\$200.00	\$200.00
TOTAL:	\$11,622.00	\$14,944.00	\$19,984.00

The above figures are based on 2016-2017 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 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

Web: 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 http://www.acfchefs.org/ACFSource/Education/Postsecondary.aspx#MI		

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.

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

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

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:

has successfully completed CHEM 100 (2.5 or better)

Semester _____ Grade _____

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

has current credentials from ACFEFAC of a Sous Chef or higher

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

Student:

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

Counselor or
Academic Advisor Signature

Date

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Part H: Next step 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. Student who have graduated from Schoolcraft Colleges Culinary Arts Program with associate in applied science in 2005 or later do not need the PLTC Form completed.
- Take the completed the 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 2016-2017

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 step 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. Student who have graduated from Schoolcraft Colleges Culinary Arts Program with 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:

- 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