Culinary and Dietary Operations Management Baccalaureate Program
Information, CUL 303 Permit, Program Application Packet, and Clinical Permit
2023-2024

Schoolcraft College

Program Description

Schoolcraft College offers a bachelor's degree program to experienced culinary students who wish to further their education 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 Practical

The CUL 303 course is designed to be a foundation to the culinary bachelor's 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 an 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 students to complete a specific list of requirements before being officially admitted into the program. Students are listed in a pre-program code while the application requirements are being met. The full program start date and implementation of program code may be dependent on space availability. Students must complete 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. Academic Advising and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should have placement scores (Computer Placement Test, ACT, or SAT) submitted prior to meeting with an academic advisor. Students with prior college-level work or a degree may be exempt from placement testing. The Computer Placement Test (CPT) is taken in the Testing Center. ACT or SAT scores must be less than three years old. Contact the Academic Advising at 734-462-4429 to make an appointment.
4. CUL 303 Registration Requirements	
A. Prior Culinary Arts Experience	**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. **or** Have 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** **Special Licensure or Certification:** Have current credentials from ACFEFAC of a Sous Chef or higher (provide credential card). **or** **Work Life Experience:** Have 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.

5.1.23

B. Academic Advising	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 an 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 Academic Advising Office at 734-462-4429 to make an appointment.
C. Obtain Sanitation Certificate	Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years to the Records Office.
D. Software Application prerequisite	Complete CIS 120 *Software Applications* 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.
E. Chemistry Application prerequisite	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, *Introduction to the Chemistry of Food for Culinary Arts*, with a minimum grade of 2.0.
F. Obtain a CUL 303 Permit	Once all assessment requirements have been met and any necessary foundation coursework is completed, students must meet with a Schoolcraft 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.
5. College prerequisite coursework- CUL 303	Complete CUL 303- *Culinary Program Practicals* with a grade of 2.5 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.
6. Prior Learning and/or Transfer Credit (PLTC)	After you have successfully completed CUL 303 you will be eligible to receive prior learning and/or transfer credit towards your baccalaureate degree. **Schoolcraft College Graduates:** 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. If you have: **College Credit:** Associate degree from an institution accredited by ACFEFAC at time of graduation. or **Special Licensure or Certification:** Current credentials from ACFEFAC of a Sous Chef or higher (provide credential card) or **Work Life Experience:** Professional chef experience that the Culinary Arts Department has determined meets the program admissions requirements. 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.
7. Fees Associated with PLTC	Fees will be assessed based on college policy for credit by exam or credential credit (see *Prior Learning Credit and Fees* below for details).
8. Cumulative GPA	Attain a cumulative grade point average of 2.0 or better for all Schoolcraft College courses for entrance into the program.
9. Apply to the Culinary and Dietary Operations Management Program	Meet with a Schoolcraft 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 and a tour of the facilities. Sign up for a Culinary Information Session tour at ***www.schoolcraft.edu/tour*** or by phone at 734-462-7464.

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's degree, students must complete a minimum of 30 credit hours at Schoolcraft College toward that degree.

Internship Requirement

The NFS 491 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 491 Clinical Nutrition Internship. 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 491 Clinical Nutrition Internship. 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 491 Clinical Nutrition Internship Permit.
   3. Overall grade point average for all courses taken at Schoolcraft College at the time of valid NFS 491 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 491.
   Students will be required to complete the following prior to clinical placement and any cost will be the student's 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 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 491 *Clinical Nutrition Internship* some or all 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

5.1.23

3. Reference check
4. Photo ID- Government issued photo ID
5. Immunization and negative TB test

Estimate of Tuition and Fees

<table>
<tr><td colspan="4" align="center">Culinary Dietary and Operations Management
(based on 72 credit hours)</td></tr>
<tr><td></td><td>Resident</td><td>Non-Resident</td><td>Out of State</td></tr>
<tr><td>Tuition:</td><td>$9,720.00</td><td>$13,968.00</td><td>$19,296.00</td></tr>
<tr><td>Registration Fees:</td><td>$308.00</td><td>$308.00</td><td>$308.00</td></tr>
<tr><td>Instructional/Equipment Fees:</td><td>$792.00</td><td>$792.00</td><td>$792.00</td></tr>
<tr><td>Service Fee</td><td>$648.00</td><td>$648.00</td><td>$648.00</td></tr>
<tr><td>Infrastructure Fee</td><td>$648.00</td><td>$648.00</td><td>$648.00</td></tr>
<tr><td>Course and Learning Management Fee</td><td>$1,611.00</td><td>$1,611.00</td><td>$1,611.00</td></tr>
<tr><td>Uniforms:</td><td>$280.00</td><td>$280.00</td><td>$280.00</td></tr>
<tr><td>Knife Set:</td><td>$159.99</td><td>$159.99</td><td>$159.99</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>TOTAL:</td><td>$14,166.99</td><td>$18,414.99</td><td>$23,742.99</td></tr>
</table>

The above figures are based on 2023-2024 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

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.

5.1.23

Requirements for Obtaining a CUL 303 Permit

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

Name _____   **Student Number** _____

Complete the following with a Schoolcraft College 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:

	Academic Advisor Signature	Date
☐ 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:

	Academic Advisor Signature	Date
☐ Schoolcraft College Culinary Arts students who graduated with an associate degree starting in 2005 or later meet this requirement		

or

Student:

	Academic Advisor Signature	Date
☐ 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:

	Academic Advisor Signature	Date
☐ has current credentials from ACFEFAC of a Sous Chef or higher (provide credential card)		

or

Student:

	Culinary Department Approval	Date
☐ 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)	*Overall HS GPA*
Writing	108+	276	22+	29+	n/a
Reading	70+	250	18+	25+	2.8+
Numerical/Arithmetic	78 EA+	QRAS=250	19+	25+	2.8+

Student:

		Test Scores/ Course	Academic Advisor Signature	Date
☐ has met minimum **writing** score or ⇒	☐ has successfully completed course ENG 101 with a 2.0/C or better			
☐ has met minimum **reading** score or ⇒	☐ has successfully completed COLLS 053 or higher with a 2.0/C or better or associate degree			
☐ has met minimum **math** score or ⇒	☐ 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 _____

Academic Advisor Signature	Date

☐ has successfully passed the CIS 120 prior learning assessment option

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 _____

Academic Advisor Signature	Date

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

Culinary Department Approval	Date

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)

Academic Advisor Signature	Date

Part G: OBTAIN CUL 303 PERMIT Once all assessment requirements have been met and any necessary foundation coursework is completed, you must meet with an 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 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

Academic Advisor Signature	*Date*

5.1.23

Culinary and Dietary Operations Management Baccalaureate Program
Restricted Enrollment Application 2023-2024

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 an academic advisor.

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 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

Academic Advisor Signature	*Date*

Schoolcraft College

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)

✎Academic Advisor Signature: _____ Date: _____

✎Student Signature: _____ Date: _____

Return to:
Schoolcraft College
Records
165 McDowell Student Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4677
Email: screcord@schoolcraft.edu

NFS 491 Clinical Nutrition Internship - Permit

Eligibility for NFS 491 Clinical Affliation1 requires issuance of a *NFS 491 Clinical Nutrition Internship 1 Permit* by the Academic Advising Department. A completed permit needs to be turned into the Associates Dean of Science Office in the Forum Room 500 to be placed on the NFS 491 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

---

Name _____
 Last (Family Name)   First   Middle   Former (If Applicable)

Address _____
 Number   Street   Apt.   City   State   Zip + 4 Digit Code

Day Phone (_____) _____   **Evening Phone** (_____) _____

Email _____   **Birth Date** _____

Student Number _____   **Social Security Number** _____
                                                                Last 4 Digits

---

Section II: Course Requirements - To be completed with 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.

Academic Advisor
Signature   Date

Student:
☐ has successfully completed   ☐ has successfully completed _____
NFS 440 (2.0/C or better) or ⇒   at_____
                                with a grade of _____

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.

Academic Advisor
Signature   Date

Student:
☐ has successfully completed   ☐ has successfully completed _____
NFS 480 (2.0/C or better) or ⇒   at_____
                                with a grade of _____

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

Academic Advisor Signature	Date

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

✎Academic Advisor Signature: _____ Date: _____

✎Signature of Applicant: _____Date:_____

Return to:
Schoolcraft College
Academic Advising
105 McDowell Student Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4429