Memo

TO: Culinary Arts Teachers and CTC articulation coordinators

FROM: Rachael Szymanski, Transfer Coordinator, Schoolcraft College

DATE: June 2, 2022

RE: Process for awarding articulated culinary arts credit

**Beginning Fall 2022**

Schoolcraft College (SC) has an articulation agreement with several area High School/Career Technical Center (HS/CTC) programs to grant credit for CUL 103 – Introduction to Professional Cooking Skills and Technique, 4 credits. The participating schools are listed on page 2 and will be updated as they are approved. The articulation agreement allows students to use this credit if they start the Professional Culinary Arts Skills Certificate, 1YC Certificate, and/or AAS Degree within one year of HS graduation. The credit does not apply to the Culinary Baking and Pastries Program.

Additionally, Schoolcraft College will award 2 cr for CUL 102 Culinary Sanitation course for students who hold a valid ServSafe Food Protection Manager certificate and are studying in the Culinary Arts programs at SC.

Process for articulated CUL 103 credit:

1. Students apply to Schoolcraft College [www.schoolcraft.edu/apply](http://www.schoolcraft.edu/apply)
2. Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) if you plan to use federal financial aid to pay tuition
3. Apply for scholarships: <https://home.schoolcraft.edu/aid/sources-of-aid/scholarships>. Other culinary-specific scholarships may be available; for more information contact Schoolcraft’s Culinary office.
4. Submit HS transcripts and if applicable, academic test scores—ACT or SAT. If these scores are not on the HS transcript, students should bring a printed copy of the results to SC Admissions or Academic Advising. If English, Reading, and Math proficiency cannot be determined from a student’s high school academic record, students can also take the SC computerized placement test.
5. Attend a SC New Student Orientation. Contact Admissions for the schedule. [www.schoolcraft.edu/orientation](http://www.schoolcraft.edu/orientation)
6. Show proof of a valid ServSafe Food Protection Manager or National Review of Food Safety Professionals Food Safety Manager certification. Bring the ServSafe to your advising meeting.
7. Show proof of a B (3.0) grade or higher in your HS/CTC culinary program.
	1. **The culinary instructor must send an official high school letter of approval that lists the names of their students who may to earn CUL 103 credit. This letter must be emailed to both Chris Misiak** **cmisiak@schoolcraft.edu** **and the SC Records office** **HSarticulations@schoolcraft.edu**
	2. An official copy of the final HS transcript with culinary arts grade must be submitted as proof. The transcript should be sent thru Parchment to Schoolcraft College. Only the programs listed below earn credit for the CUL 103 course requirement.
8. Meet with a Culinary SC academic advisor. Call 734-462-4429 for appointment scheduling.
	1. Academic test results, course recommendations and schedules, registration process and an academic plan will be discussed which will include CAB 102, a SC requirement for all first time college students. Students must complete CAB 102-- Student Success in their first semester of attendance.
	2. Academic proficiency corresponding to SAT scores of 22 or higher in English, reading and math is required for admission to the Culinary Arts program. Your advisor will tell you if you reached those scores or how to gain the required academic proficiency through retesting or courses.
	3. As long as proficiencies are met, the academic advisor will email the records office to bring in the CUL103 credit.
9. Attend a mandatory culinary orientation seminar before the start of the fall semester (this is in addition to the New Student Orientation above). The orientation will be followed by an additional hour specifically for high school articulated students, which include a private tour and information session. The purpose of this seminar is to acclimatize students to:
* Uniform Standards and how to obtain them
* Kitchen Introduction/Orientation
* Culinary Policies and Procedures
* Expectations of the students in the program
1. Register (sign-up) for courses. You cannot register until you meet with an academic advisor.
2. Payment by full payment, the payment plan or financial aid is required within 3 business days of registration.

cc: Schoolcraft Academic Advisors, Culinary Department, Admissions Office, Records Office