

Requirements for Obtaining a CBPA 103 Permit

Please schedule to meet with a Schoolcraft academic advisor to complete the following application. Please note that registration for CBPA 103 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 has been completed.

Name _____ **Student Number** _____

Complete the following with a Schoolcraft College Academic Advisor:

Part A: ADMISSION CBPA 103 is restricted to regularly admitted students. High School Dual Enrollment students are not eligible for CBPA 103. Student must be admitted as a regular student.

Student: has been regularly admitted to Schoolcraft College

	Academic Advisor Signature	Date

Part B: ASSESSMENT TESTING Take an assessment test unless you are exempt (approved by an academic advisor). Assessment Test Scores are valid for up to three years.

Student: has taken assessment test or ⇒
 is exempt from assessment

	Academic Advisor Signature	Date

Minimum Scores:	<i>CPT</i>	<i>NGA</i>	<i>ACT</i>	<i>SAT (March 2016)</i>	<i>Overall HS GPA</i>
English/Writing	51 +	237	15 +	22+	1.8+
Reading	57 +	237	15 +	22+	1.8+
Math	60 +	AR=240 or QRAS=220	16 +	22+	1.8+

Part C: PROFICIENCY Attain the minimum Assessment Scores listed above or successfully complete appropriate fundamental courses to improve your skills.

		Test Scores/ Course	Academic Advisor Signature	Date
Student:	<input type="checkbox"/> has met minimum English 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 ENG 050 or higher with a 2.0/C or better <input type="checkbox"/> has successfully completed COLLS 050 or higher with a 2.0/C or better <input type="checkbox"/> has successfully completed MATH 045 or higher with a 2.0/C or better		

Part D: 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)
 or will provide current ServSafe Food Protection Manager Certificate (must submit certificate for evaluation) prior to being eligible to apply to the Culinary Program

	Academic Advisor Signature	Date

Part E: OBTAIN CBPA 103 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 CBPA 103 permit. This permit will allow you to attempt registration/wait listing for CBPA 103. Upon completion of CBPA 103 with a grade of 2.5 or above, and submission of a valid ServSafe Food Protection Certificate (earned within five years) you will meet with a representative from the Culinary Arts Department to complete the Culinary Baking and Pastry Arts Restricted Enrollment Program Change Form. The form will be turned in to the Academic Advising Office who will officially admit you to the Culinary Arts Baking and Pastry Arts Program.

Student:

has met requirements for CBPA 103 permit ⇒

Academic Advisor

Signature

Date

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Culinary Arts Baking and Pastry Arts 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 ____/____

ServSafe Certificate Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years (must submit certificate for evaluation)

Valid ServSafe Certificate on file with Schoolcraft College

CBPA 103 Complete Introduction to Baking and Pastries Skills and Technique with a grade of 2.5 or better or completed the first year of Schoolcraft's Culinary Arts Program. Either requirement must be completed within five years of application to the program. Grade posted on transcript.

or has successfully completed first year of Culinary Arts Program

Cumulative College GPA Attain a 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.

Academic Program Name: Culinary Baking and Pastry Arts Program: Certificate
Academic Program Number: 1YC.00247

Semester to Take Effect:

Fall _____
(year)

Winter _____
(year)

Academic Advisor: _____
Print Name

Academic Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return to:

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