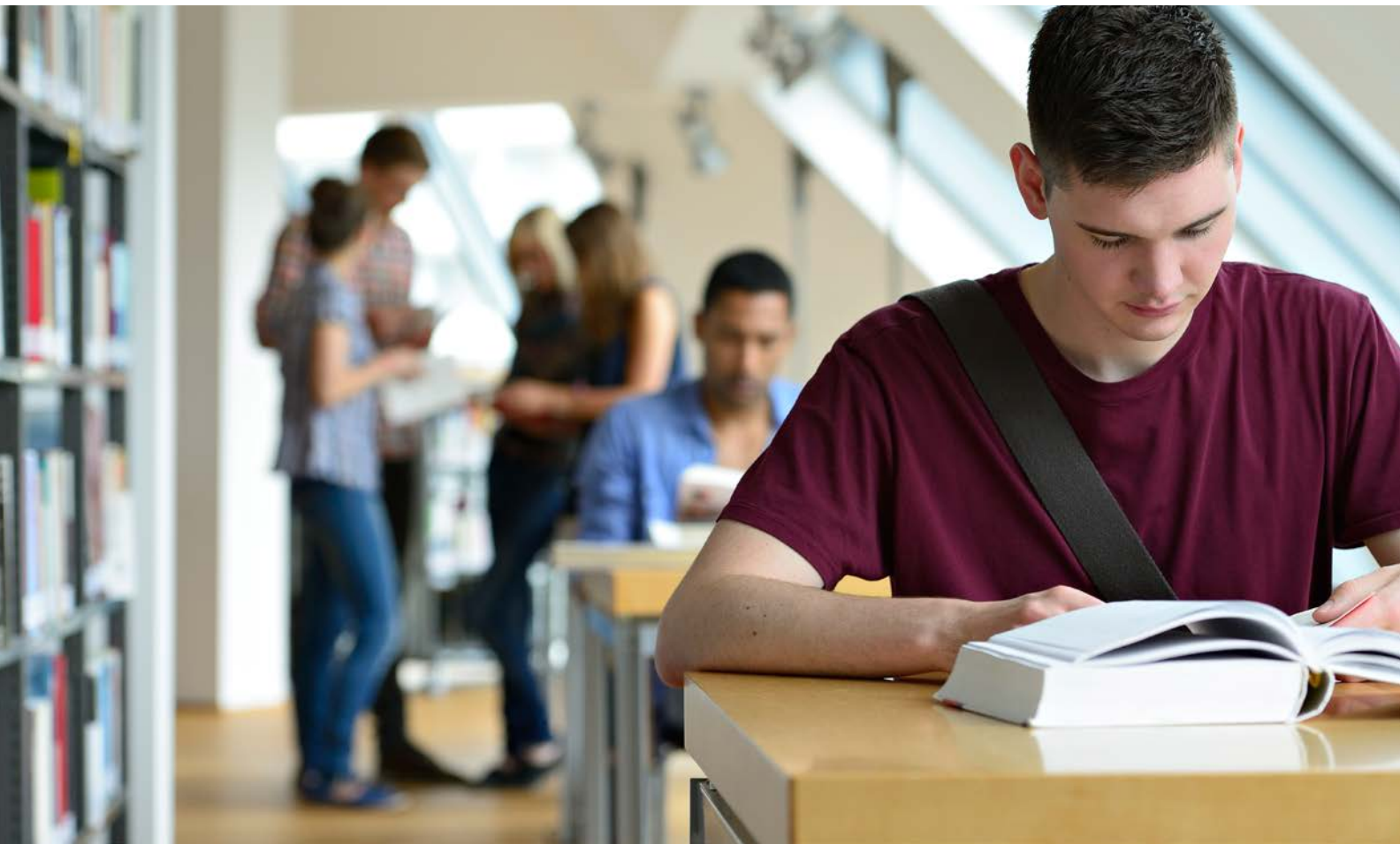


# 2016/2017

## STUDENT HANDBOOK



UNDERGRADUATE  
SCHOOL



ONLINE  
SCHOOL



GRADUATE  
SCHOOL



AUTO/DIESEL INSTITUTE  
OF MICHIGAN



CULINARY INSTITUTE  
OF MICHIGAN



# STUDENT HANDBOOK

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# NEW STUDENTS



## ADMISSIONS

### Welcome

Welcome to Baker College. We are pleased that you have chosen Baker College to assist you in pursuing your academic and career goals. We look forward to working with you toward successful completion of your program. The purpose of this handbook is to simplify your college journey and to provide vital information to assist you as a student.

### Mission Statement

The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers.

### Admissions

Baker College seeks to enroll students whose objectives can be served by its programs. Those whose qualifications show promise that their education and training here will be a mutually rewarding experience will be encouraged to enroll. Baker College follows a strict nondiscrimination policy in the admission of students.

### New Student Records

#### UNDERGRADUATE

Each student must have on file, as a part of his/her Baker College record, the following items: (1) a completed and signed application form; (2) self-certification of high school graduation or GED completion along with Baker College approved assessment verification (i.e., high school transcript, ACT, SAT, ASSET, COMPASS, waivers, etc.); (3) for placement purposes, a student who has graduated from high school within the last five years, must submit an official or unofficial high school transcript (Note: Current high school students may use a transcript through junior year of high school); (4) an official high school transcript and/or Educational Development Plan (EDP), if requested by the College; and (5) for a transfer student, an official transcript and/or a record of financial aid from his/her previous college or university, if requested by the College. A student must provide an official transcript to the College upon completion of two academic quarters, or future registration may be prohibited.

#### GRADUATE

Each student must have on file, as a permanent part of his/her Baker College record: (1) a completed and signed application form, and (2) an official transcript of credits from his/her baccalaureate institution showing the date of graduation. A transfer student must also provide a transcript of grades and a record of financial aid from his/her previous institution.



## ABOUT THE PROCESS OF BECOMING A STUDENT

### Undergraduate Admissions Procedures/Requirements

(See the graduate section for graduate program admission procedures.)

#### Admission Policy Statement

Baker College has a “Right-to-Try” admission policy, which means:

1. All students who have earned a high school diploma or its equivalent, such as a General Education Development (GED) certificate, along with minimum assessment verification from one or more of the following: high school transcripts, ACT, SAT, ASSET, COMPASS, or waiver tests, are accepted. High school certificates of completion are not equivalent to a high school diploma.
2. Baker College admits students without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics.
3. Baker College provides students with support systems to allow them opportunity for access. Disability Services is one of many programs provided through the Academic Advising Department to support persons with disabilities. Students must provide the College with documentation in order to participate in Disability Services.
4. Baker College does not require either the ACT or SAT as a condition of admission. However, if a student chooses to take either or both tests, we encourage him/her to request that the test results be sent to the Baker College campus of his/her choice. Note: ACT and SAT test scores are valid for 2 years
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as the Test of English as a Foreign Language (TOEFL) score.
6. Baker College reserves the right to deny admission to any potential student who may be disruptive to the educational environment of the College.
7. Any student found to have falsified information on an admission document will be denied admission to the College or expelled if already in attendance.

#### How to apply for Undergraduate Program Admission

1. Enrollment applications may be obtained/submitted:
  - a. Online – [www.baker.edu/apply](http://www.baker.edu/apply)
  - b. By Mail/Catalog – Enrollment applications may be requested from College personnel or may be found in the current College catalog
  - c. On Campus – Students are encouraged to make an appointment to speak with a Baker College admissions advisor who will assist in the enrollment process
  - d. High School Counseling Department – Baker College works closely with high school counselors by supplying them with catalogs and applications. It is highly recommended that students take advantage of their high school counselor’s expertise and assistance in completing the forms for admission, financial aid, and scholarships.
2. The prospective students must fill out the enrollment application as completely as possible and submit the application along with the \$30 application fee to the Baker College campus the student wishes to attend. If the prospective student is not accepted, the \$30 application fee will be refunded. If the student is accepted, the fee is non-refundable. The prospective student will be contacted by the admissions office as soon as the application is received.

3. Whenever possible, a copy of the prospective student’s final high school transcript, ACT or SAT scores, or GED should accompany the application.

#### Special Health Science, Education, and Social Science Program Admission Requirements

Special admission and advancement requirements for individual Health Science, Education, and Social Science programs are detailed on the Baker College website at [www.baker.edu](http://www.baker.edu) or from Admissions Advisors or Academic/Administrative Offices. A signed Health Science, Education, or Social Science Waiver Form must be on file in order for a student to start classes.

#### International Student Special Requirements

International students (except commuting Canadians) must fulfill student visa requirements and make an advanced tuition deposit (see “Tuition Deposit-International Students” on our website under Student Services, Financial Aid, then Tuition and Fees). International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 paper/173 computer/61 Internet on the TOEFL exam is required for admission. This requirement may be waived by the campus President or designee on a case-by-case basis. Canadian students commuting from Canada are required to complete only an I-20.

Applicants who would like to transfer credits from an institution outside of the US must have their transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES/[www.naces.org](http://www.naces.org)). The results of the evaluation must be sent from the evaluation company directly to the campus. Official evaluations must include U.S. degree equivalency (if a degree is being transferred), course grades, and overall grade point average (GPA).

#### NON-TRADITIONAL CREDIT

Baker College offers many non-traditional credit options for students with varied academic and professional backgrounds. It is Baker College policy to award credit to those with the appropriate experience. Types of non-traditional credit currently offered by the College are described on the following pages.

#### Guidelines for Non-Traditional Credit

##### ASSOCIATE DEGREE AND UNDERGRADUATE CERTIFICATES

A student may apply non-traditional credit to meet the requirements for an associate degree or undergraduate certificate. This includes articulation credit, CLEP examinations, experiential credit, national/state approved licenses, valid proof of specialized registration/certification, and waiver test credit. Thirty-six of the required credit hours in the program must be completed in actual class time with Baker College for associate degree programs, and one-half of the required credit hours in the program must be completed in actual class time with Baker College for undergraduate certificates. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study.

##### BACHELOR DEGREE

A student may apply non-traditional credit to meet the requirements for a bachelor degree. This includes articulation credit, CLEP examinations, experiential credit, and waiver test credit. Forty-eight of the required credit hours in the program must be completed in actual class time with Baker College. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs.

##### POSTBACCALAUREATE CERTIFICATE

The policy for non-traditional credit varies depending on the certificate.

## Articulation Credit

Baker College offers an articulation program for student work in high school settings. Students who participate in the Baker College articulation program have an opportunity to receive college credit for articulated courses while completing their high school requirements. College credit for articulated courses is limited to twelve (12) quarter hours (nine (9) semester hours) toward a certificate program, twenty-four (24) quarter hours (eighteen (18) semester hours) toward an associate degree program, and forty-eight (48) quarter hours (thirty-six (36) semester hours) toward a bachelor degree program. Prospective students, who wish to apply for articulated credit for coursework taken in high school, should contact high school counselors for assistance. For more information, visit the Baker College website at [www.baker.edu](http://www.baker.edu).

More information on articulation credit, as well as a list of participating high schools/educational institutions, is available through the Academic/Administrative Office or the Baker College website at [www.baker.edu](http://www.baker.edu).

## Credit by Examination

- AP (Advanced Placement)
- CLEP (College-Level Examination Programs)
- DANTES (Defense Activity for Non-Traditional Education Support)/DSST (DANTES Subject Standardized Test)

These national credit-by-examination programs offer students the opportunity to demonstrate their academic proficiency in various general education and specific subject areas. Such proficiency may have been developed by the student outside of a traditional classroom through such means as personal reading, adult education courses, job experiences, etc. Financial Aid is not available for Credit-by-Examination programs.

## Experiential Credit

Experiential credit is available for students who have proven skills gained through employment, volunteer, and/or military experiences that directly correlate to skills taught through traditional Baker College courses. Not all courses are eligible for experiential credit nor do all programs accept experiential credit. Financial Aid is not available for Experiential Credit.

Students submit a portfolio documenting work and life experiences. The portfolio is evaluated and, if the skills and documented learning match the required student learning outcomes of a given course, experiential credit will be granted for that course. If the portfolio evaluation determines that the documentation did not meet the required student learning outcomes, the student may not repeat the portfolio process for that same course.

Once a student begins a specific course, he/she is not eligible for experiential credit for that course. A student also may not use the experiential credit process after failing a particular course.

Students may prepare the portfolio independently or enroll in a two-credit hour class (COL 301A Life and Learning) to aid in preparing the portfolio and to assist with meeting the College's portfolio guidelines. The two credits earned for COL 301A do not count toward general education requirements. COL 301A is designed to help students determine the major course of study that will maximize their work experience and lead to the preparation of a portfolio which will document experiential learning. Students enrolled in COL 301A have an opportunity, in courses where waiver tests are available, to earn that credit at no additional cost.

For Experiential Learning Credit for Work Experience see Career Services - Work Experience Programs.

## Licenses and Certificates

Credit is awarded for certain professional licenses and certificates. The Central Registrars' Office maintains information about this form of non-traditional credit.

## Waiver Tests

Waiver test credit may be earned for skills already developed. This credit is awarded based on an examination developed by Baker College in the subject area. Any former, current, or prospective student may take any waiver test. Passing the test for a course does not automatically result in the student waiving all the prerequisites to the course. All waiver tests must be taken by the student prior to the beginning of the course. Once a student begins a course, he/she is not eligible to take a waiver test. The waiver test for a course may be taken only once. Following is a list of courses with waiver tests and the charge for the test, if applicable.

COURSE		CHARGE
CAD 111	Computer Aided Drafting I	\$50
CIS 106B	Introduction to Operating Systems Concepts	\$0
CIS 107B	Introduction to Hardware Concepts	\$0
ENG 096	Academic Literacy	\$0
ENG 101	Composition I	\$0
EGR 101	Engineering Graphics	\$50
GRC 131A	Introduction to Graphic Imaging	\$50
INF 112	Word Processing	\$0
INF 113	Electronic Spreadsheets	\$0
INF 114A	Introduction to Database Applications	\$0
INF 121	Introduction to Windows	\$0
INF 131	Internet and the World Wide Web	\$0
INF 141A	Microsoft PowerPoint	\$0
ITP 111	American Sign Language I	\$50
ITP 112	American Sign Language II	\$50
ITP 113	American Sign Language III	\$50
ITP 131A	Fingerspelling I	\$50
MTH 099E	Prealgebra	\$0
MTH 101	Mathematics for Business	\$0
MTH 108	College Mathematics I	\$0
MTH 109	College Mathematics II	\$0
MTH 111	Introductory Algebra	\$0
MTH 112A	College Algebra	\$0
MTH 124	Trigonometry	\$0
MTH 140	Pre-Calculus	\$0
NET 101	Networking Essentials I	\$0
SPN 101	Spanish I	\$0
SPN 102	Spanish II	\$0
SPN 103	Spanish III	\$0
SCI 246	Chemistry I	\$50



## TRANSFER CREDIT

### UNDERGRADUATE

Baker College welcomes transfer students into many degree programs at either the associate or bachelor level. Students with an associate degree will be given every consideration to transfer their full associate degree (two years of credit) into one of Baker College's programs. However, transfer students are responsible for the prerequisite knowledge necessary for subsequent courses. With our many bachelor and accelerated bachelor programs, students are able to enter a bachelor degree program with the same major as their associate degree or begin a different major and have transfer credits apply to their programs. A transfer student could receive freshman, sophomore, junior, or senior status, although more than one or two academic years may be necessary to complete all requirements of the degree. Courses with a grade of C (2.0) or higher will be eligible for transfer credit with the exception of specific program standards. Refer to individual program requirements. Courses with a D- (0.7) grade will be considered if the D- grade falls in a course sequence in which the last grade in the sequence was a grade of a C or better.

Transfer students need to be aware that length of time since the course was taken may be a factor in transferability.

Credit will be accepted from regionally accredited institutions, degree-granting nationally accredited institutions, and the United States Armed Services.

For previously-earned undergraduate degrees from a regionally accredited institution, the General Education Course Requirements for either the associate or the bachelor degree, depending on the transferred degree level, are considered satisfied. Specific program requirements and/or program accreditation standards may impose limitations or additional requirements.

To transfer a course, the course must equate in content and credit hours to a Baker College course. Credit for armed forces or workforce training must be equated to Baker College courses and documented by the American Council on Education (ACE). Transfer credit accepted must be at the college level.

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) official transcript policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be sent directly to the intended institution either through the US Postal Service or an approved electronic format.

To obtain transfer credit, official transcripts from previous colleges must be submitted to the campus Admissions Office. Transcripts will be considered official only when received directly from the institution through the US Postal Service or electronically from institutions or third party vendors. In some circumstances, the student will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.



Students missing official college transcripts will be granted "Conditional Acceptance." Students may remain on "Conditional Acceptance" because of missing official college transcripts for a maximum of two quarters of coursework. If after two quarters of coursework, official college transcripts have not been received, students may be prohibited from further registration

### Transfer Credit Residency/Residency Policies

#### ASSOCIATE DEGREE AND UNDERGRADUATE CERTIFICATES

Thirty-six of the required credit hours in the program must be completed in actual class time with Baker College for associate degree programs, and one-half of the required credit hours in the program must be completed in actual class time with Baker College for undergraduate certificates. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study.

#### BACHELOR DEGREE

Forty-eight of the required credit hours in the program must be completed in actual class time with Baker College. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs.

In addition to the Baker College transfer credit/residency policies above, the following transfer credit restrictions (1-4) apply to the Paralegal/Legal Studies program:

1. Legal specialty coursework that is being transferred must have been completed at a nationally or regionally accredited institution of higher learning and meet with the approval of the program coordinator/director or other appointee to ensure that the credit being awarded is appropriate to meet the criteria for legal specialty coursework within the program.
2. A minimum of 20 quarter hours of the paralegal (PAR) courses must be completed in the traditional format at the campus from which the student plans to graduate.
3. No transfer credit will be granted for PAR 113A: Legal Research, Writing, and Analysis III; PAR 291: Civil Litigation; or PAR 491: Evidence (Litigation II).
4. No experiential credit or credit by examination is offered for legal specialty coursework credit.

#### GRADUATE

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) official transcript policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be sent directly to the intended institution either through the US Postal Service or an approved electronic format.

To obtain transfer credit, official transcripts from previous colleges must be submitted to the Baker College Center for Graduate Studies. Transcripts will be considered official only when received directly from the institution through the US Postal Service or electronically from institutions or third party vendors. In some circumstances, the student will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.

Baker College will accept no more than 16 quarter hours of transfer credit for graduate programs. Classes with a B (3.00) grade or higher will be eligible for transfer consideration.

To transfer a course, the course must equate in content and credit hours to a Baker College course. Transfer of college credit will not be considered if the credit was completed more than five years preceding matriculation.



### **RESIDENCE HALLS**

Residence hall accommodations are offered on the Cadillac, Flint, Muskegon, Owosso, and Port Huron campuses. Baker College provides modern, convenient residence halls or apartments, with a variety of living options on each campus. The residence hall living environment supports students' academic efforts and helps in the adjustment to college life.

Students interested in on-campus housing should become familiar with the Residence Hall Licensing Agreement and Residence Hall Guidelines. Residence hall students must maintain a minimum of 12 credit hours per quarter to remain eligible for College housing. Note: Students whose homes are in Wexford, Missaukee, Genesee, Muskegon, Shiawassee, or St. Clair counties are eligible to live in residence halls only with the College's permission and only if space permits.

A full-time hall coordinator and/or student resident assistants create and promote opportunities for students to develop interpersonal relationships, leadership and decision-making skills, and an awareness of individual responsibilities and rights. At Baker College, the residence halls are more than just places for sleeping and eating. Residence hall life supports the College's academic process and is an integral part of the living-learning experience.

All rooms in the residence halls are partially furnished. They provide access to kitchen appliances so students may buy and prepare their own meals. Lobby areas offer television, recreational games, and conversation areas. Study rooms, food vending machines, and laundry facilities are also located in most residence halls. Residence hall licensing agreements vary by campus; check with the Residence Life Staff on each campus for more specific information.

### **STUDENT ACTIVITIES**

Baker College recognizes that student activities are an important part of college life. A variety of extracurricular activities for students of all ages is provided during each school year. Activities include athletic, recreational, and entertainment opportunities for students to gain new friends, develop leadership skills, and make college life more meaningful. Each campus has program-related clubs and organizations that permit students to expand experiences beyond the classroom. Community-sponsored events are also promoted. The Residence Life Staff or Student Affairs Office on each campus will have information on available activities. Students are encouraged to use leisure time productively and to participate in diverse activities.

### **VETERANS' BENEFITS**

United States Armed Services Veterans' benefits are available to eligible students upon admission. Such students must complete the necessary paperwork in the Admissions or Financial Services Office.

Baker College is approved to train eligible veterans and their dependents under Chapters 10, 30, 31, 32, 33, 34, 35, 36, 1606, 1607 and certain other types of veteran benefits. If you are a veteran, and would like more information on the Post 911 GI Bill and other veteran benefits, go to [www.gibill.va.gov](http://www.gibill.va.gov)

Baker College is also approved for the Reserve Educational Assistance Program (REAP) as well as the Restored Entitlement Program for Survivors (REPS). Prospective students should contact the campus VA Point of Contact (VA POC) as far in advance of starting school as possible. The VA POC will help initiate the paperwork so it may be completed accurately. Veterans and dependents of veterans should always apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to [www.fafsa.gov](http://www.fafsa.gov). The U.S. Department of Veterans Affairs can pay directly to the student or to the Baker College Financial Services Office. This is determined by what chapter of benefits the student is receiving. The student pays the balance owed to the College from these payments.

Students receiving veterans' benefits must continuously be in good academic standing (see Academic Standing). Students failing to remain in good academic standing will be placed on probation. Students are allowed only two consecutive quarters of probation. Veteran students who are not removed from probationary status after two consecutive quarters will not be re-certified for veterans' benefits until they are removed from academic probation. The U.S. Department of Veterans Affairs will be informed if a student fails to be removed from probation at the end of two consecutive quarters.

The Veterans Administration determines enrollment status according to the time frame the classes meet, not the total number of credits taken during a quarter. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.





## ADMISSION AND RE-ADMISSION POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

By the time of application to Baker College, applicants must declare whether or not they have been convicted of a felony or felonies. Failure to provide such information will automatically disqualify a person from admittance or cause that person to be expelled immediately when the College discovers the student's failure to disclose felony convictions.

The College will review the background checks and circumstances for all potential students with felony convictions. The College will then determine whether or not to admit the applicant as a student.

The following include, but are not limited to, considerations made when reviewing any applicant's felony conviction(s) and related circumstances, especially connected to students' and employees' potential safety.

1. Baker College takes into account all circumstances applicable to the potential student, including any felony convictions.
2. Baker College considers specific program requirements, accrediting body requirements, licensing requirements, and issues related to the fact that minors are attending College.
3. If a potential student has been convicted of a felony, Baker College considers the specifics of the conviction. The specifics include the following:
  - a. the number of offenses/convictions,
  - b. the type of original charge(s),
  - c. the crime(s) for which the potential student was convicted,
  - d. the length of time since the date(s) of conviction(s),
  - e. the length of time served,
  - f. if the potential student was incarcerated, the length of time from the release date, and
  - g. any other relevant information requested by the College.
4. If the applicant is on parole, he/she may be asked to provide the name and contact information of his/her parole officer. The College may obtain the conditions of parole and also determine whether admittance is possible within the conditions of parole.
5. If necessary and/or requested by the College, the applicant will provide any releases or waivers necessary to obtain information that the College deems relevant.
6. Baker College considers any documented success of rehabilitation.
7. A personal interview may be required. After review of the available information, Baker College determines whether to deny admission, admit the potential student, or admit the potential student with conditions.

**NOTE: If at any time during a student's enrollment at Baker College, a student is charged with a felony, he/she MUST disclose this charge to a Baker College official. Failure to do so will result in immediate expulsion from the College.**

## ORIENTATION, PLACEMENT TESTING, COLLEGE SUCCESS ONLINE

### Orientation

An orientation program is conducted for all new students prior to the start of each quarter. The program is designed to explain College policies and procedures, to provide an opportunity for students to ask questions, and to allow the students to become familiar with campus facilities and resources.

The Academic Welcome Experience (AWE) and Baker College 101 (BC 101) provide students with a smooth and helpful transition to college life. Students will become familiar with campus life, academic requirements, student expectations, learning environments, and the many services and resources available to them. It is also an important time for forming relationships and connections with fellow students, program advisors, and other members of the Baker College community.

Fast-Track Opportunities: Self-motivated students are offered a chance to participate in self-paced, web-based, competency-based remediation opportunities through Blackboard.

### Placement Testing

Along with the orientation program, incoming undergraduate students who do not have college transfer credit for English and mathematics will be provided a variety of placement options related to English skills (writing) and mathematics skills. The demonstration of these foundational skills are essential for students in any academic program to reach career success. Placement options include the following: high school GPA, 2016 GED scores, ACT, SAT, COMPASS, Fast Track, or waiver testing.

The placement options determine course placement for English and mathematics, academic advising decisions, and may reveal a need for developmental options.

Specific programs may have additional placement requirements as well.

### College Success Online

College Success Online offers a learning experience to help familiarize students with campus life online, academic requirements, student expectations, learning strategies and environments, and the many services and resources available to them. The course offers opportunities to make connections with fellow students, program advisors, and other members of the Baker College community. The course provides a shared, common experience for all Online students.



# NEW AND CURRENT STUDENTS



## FINANCIAL SERVICES

### FINANCIAL SERVICES

The Financial Services staff is available to advise and assist students with obtaining funds to attend Baker College. All students attending Baker College are advised to apply for financial aid. Advisors are available for individual assistance in such areas as grants, scholarships, loans, employer reimbursement, veterans benefits, etc. Students who believe their resources are inadequate to meet their expenses at Baker College should see a Financial Services Advisor.

### HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid (grants, scholarships, loans, or work aid) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at [www.fafsa.gov](http://www.fafsa.gov). Students may contact the Baker College Financial Services Office for assistance with this application process.

Once Baker College receives the results of the FAFSA, these results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed. Once all necessary documentation is received, the student will be sent a Financial Aid Award Package. If the award package includes a recommended loan, the student will need to complete a Loan Request. Instructions for completing the Loan Request will be included with the award package.

Financial aid funds (including student loans) will not be applied to the student's account until after the census date or 10 days prior to the start of his/her classes (whichever is later). All new students who are first-time borrowers must attend classes at a minimum of half-time status for 30 days before receiving any loan proceeds. Students will be notified when their financial aid funds (including loans) are disbursed, and (if applicable) when a refund of excess financial aid is available.

### COLLEGE COSTS

College costs include tuition, fees, books, travel, and estimated living expenses while at the College.

### EXPECTED FAMILY CONTRIBUTION

Expected family contribution is determined from the income, assets, and other information the student and his/her family report on the Free Application for Federal Student Aid (FAFSA). The federal methodology formula is used to determine the amount the student and his/her family will be expected to pay.

### FINANCIAL AID ELIGIBILITY

Eligibility for need-based financial aid programs is determined by:

$$\begin{aligned} & \text{COLLEGE COSTS} \\ - & \text{EXPECTED FAMILY CONTRIBUTION} \\ = & \text{FINANCIAL AID ELIGIBILITY} \end{aligned}$$

This represents the maximum amount of financial aid the student is eligible to receive from federal, state, and College programs.



## Types of Financial Aid

Once eligibility for financial assistance has been determined, students may be offered one or more types of aid in what is called a Financial Aid Award Package. The Financial Aid Award Package may include the following:

### SCHOLARSHIP AID

Scholarship awards are usually based on academic excellence and not necessarily on financial need.

### GRANT AID

Grants may be awarded from the federal government, the state government, Baker College, and/or private organizations. Unlike scholarships, which are merit-based, grant awards are typically based solely on financial need. Grants are sometimes called “gift aid” because they do not have to be paid back.

### LOAN AID

Loan aid awards are offered at a low interest rate, which must be repaid after the student leaves college or drops below half-time enrollment.

### WORK AID

A work aid award is usually a part-time job from which earnings are used toward college expenses.

Additional information about each of these programs is listed on the following pages.

## SCHOLARSHIP AID

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are taken into consideration in the scholarship award process. The amount of an award is determined annually. Visit [www.baker.edu](http://www.baker.edu) for a list of the scholarships available through Baker College or to students of Baker College through other sponsoring organizations. In addition, other agencies and clubs (Lions Club, Kiwanis, American Business Women’s Association, etc.) offer scholarships for outstanding achievement. Information about scholarships is available in the Admissions Office for new students and in the Financial Services Office for returning students. Online and graduate students should contact the Financial Services Office at Baker College Online and Baker Center for Graduate Studies.

## Michigan Competitive Scholarship

The Michigan Competitive Scholarship program is available to undergraduate students pursuing their first degree at an approved Michigan postsecondary institution. Students must demonstrate both financial need and merit (achieve a qualifying ACT score prior to entering college).

## GRANT AID

Several grant programs are available for eligible Baker College students. Grants need not be repaid.

## Federal Pell Grant Undergraduate

Pell Grant funds are available to undergraduate students who have not received their first bachelor degree. The amount depends on the student’s financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

A Federal Pell Grant for the 2016-2017 award year (July 1, 2016, to June 30, 2017) may range from \$598 to \$5,815.

## Federal Supplemental Educational Opportunity Grant

### UNDERGRADUATE

The Federal Supplemental Educational Opportunity Grant (SEOG) is available to undergraduate students. The amount depends on the student’s financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

Baker College will award SEOG on a first come, first serve basis to returning students who qualify for Pell and who demonstrate the greatest financial need. Students awarded SEOG are not eligible to receive the Baker College Returning Student Merit Award (BCRS).

## Michigan Tuition Grant

### MICHIGAN RESIDENTS

The Michigan Tuition Grant (MTG) is available to undergraduate students and is based on financial need for use at independent non-profit degree-granting colleges and universities in Michigan. Students attending at least half-time may be eligible to receive a grant from the State of Michigan.

Students must complete the State of Michigan questions on the FAFSA by June 30 to receive grant consideration. The amount of funds available is announced annually by the State.

## Tuition Incentive Program

The Tuition Incentive Program (TIP) is a high school completion program that offers to pay for college costs for students who graduate from high school or complete their GED. There are two phases to this program (Phase I and Phase II). The program targets needy students in an effort to encourage them to graduate from high school or complete a GED and continue on into post-secondary education.

## Baker College Grant

New students attending at least half-time who meet the qualifications for the Michigan Tuition Grant (MTG) but are not able to be awarded MTG may be eligible to receive the Baker College Grant (BCG). Eligibility for this grant is based on financial need, as demonstrated by completion of the FAFSA. Students must complete the State of Michigan questions on the FAFSA by August 31 to receive grant consideration.

Note: BCG funds are not disbursed until week 6 of the on-ground quarter. The amount is based on the student’s enrollment status at that time.

## Baker College Returning Student Merit Award

Returning students, attending at least half-time, who meet the qualifications for the Michigan Tuition Grant (MTG) but are not able to be awarded MTG may be eligible to receive the Baker College Returning Student Merit Award (BCRS). Eligibility for this grant is based on financial need, as demonstrated by completion of the FAFSA. In addition, the student must have a minimum 3.0 GPA at the end of the prior winter quarter with a minimum of 12 credits earned. Students must complete the State of Michigan questions on the FAFSA by June 30 to receive grant consideration.

Students may be awarded SEOG in place of the BCRS award.

Note: BCRS funds are not disbursed until week 6 of the on-ground quarter. The amount is based on the student’s enrollment status at that time.

## Increased Credit Incentive

The Increased Credit Incentive award (ICI) is an institutional award provided by Baker College. To qualify, the undergraduate student must be enrolled in 14 or more credit hours that apply to his or her program.

Award Amounts:

16+ credits = \$500 per quarter

15 credits = \$375 per quarter

14 credits = \$250 per quarter

## LOAN AID

Federal Direct Loans are available to all students, regardless of financial need. Students must attend college at least half-time to be eligible for any type of loan. Remember, these loans must be repaid. There are two types of Federal Direct Loans available: Federal Direct Stafford Loans and Federal Direct PLUS Loans. Additional information about federal loan programs is available at [www.baker.edu/loans](http://www.baker.edu/loans).

Students who request a loan are required to complete Entrance Loan Counseling and a Master Promissory Note before the release of their first student loan. In addition, student loan borrowers are also required to complete Exit Loan Counseling when they withdraw, drop below half-time enrollment, or graduate. This loan counseling is designed to provide information about student loans (i.e., repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at [www.baker.edu/loans](http://www.baker.edu/loans).

Regulations require schools to establish a Code of Conduct Policy. You can access our Code of Conduct Policy at [www.baker.edu/loans](http://www.baker.edu/loans).

### Federal Direct Stafford Loans

Federal Direct Stafford Loans are available to student borrowers at a low, fixed interest rate. There are two types of Federal Direct Stafford Loans:

#### SUBSIDIZED STAFFORD LOAN

Subsidized Stafford Loan eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, the student is not required to make payments while he/she is in college at least half-time, and no interest will accumulate during this time. Beginning July 1, 2013, new regulations were enacted which limit a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program.

#### UNSUBSIDIZED STAFFORD LOAN

Unsubsidized Stafford Loan eligibility is not based on financial need and is available to both undergraduate and graduate students. Under this loan program, the student is not required to make payments while he/she is in college; however, interest will accumulate if not paid by the borrower.

Students cannot receive Federal Direct Loans which exceed the cost of education less financial aid received. Listed below are the maximum Federal Direct Loan amounts students may borrow annually, based on grade level:

Grade Level	Dependent Annual Loan Limit	Independent (and dependent with PLUS denial) Annual Loan Limit
Grade Level 1	\$5,500	\$9,500
Grade Level 2	\$6,500	\$10,500
Grade Level 3	\$7,500	\$12,500
Graduate/Professional	n/a	\$20,500

Listed below are the maximum aggregate Federal Direct Loan amounts a student may borrow, based on dependency status and degree level:

Dependency Status	Maximum Lifetime Aggregate
Dependent	\$31,000
Independent (and dependent with PLUS denial)	\$57,500
Graduate/Professional	\$138,500



### Federal Direct PLUS Loans

Federal Direct PLUS Loans are available for parents of eligible dependent students and eligible graduate students at a fixed interest rate. Under the Federal Direct PLUS loan program, applicants are eligible to borrow up to the total cost of attendance minus any financial aid they will receive.

### WORK AID

Undergraduate students may be offered the opportunity to work part-time to earn funds for college expenses. This may reduce loan obligation and may be combined with other types of aid such as grants and scholarships. Work-study aid is based on financial need; however, all Baker College students are welcome to register with the Baker College Career Services Office for regular part-time employment.

### Federal Work-Study Program

Work-study provides jobs for students with financial need, as demonstrated on the FAFSA. In addition to work-study jobs on campus, Baker College offers some off-campus work-study jobs. Selection of work-study students will be made by the Financial Services Office and the department supervisor based on financial need, class schedule, and academic progress of the student.

### FINANCIAL RIGHTS AND RESPONSIBILITIES

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one college while enrolled at two or more colleges for the same time period. Classes the student takes outside of his/her declared program do not qualify for most forms of financial aid.

Students must attend college at least half-time (six undergraduate credit hours or four graduate credit hours) in order to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College.

It is the student's responsibility to inform Financial Services of any changes to information provided on the financial aid application.

Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.

If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.

## FINANCIAL INFORMATION

### Tuition Charges

The tuition charge per quarter hour of credit is based on the following schedule. Tuition is subject to change at the beginning of any quarter and includes most fees.

• Most undergraduate courses	\$250
• Autobody Technician (ABT) courses	\$275
• Automotive Restoration Technology (ARST) courses	\$275
• Automotive Services Technology (AST) courses	\$255
• Culinary Arts (BPA 111, 112, 151, 152, 153, 221, 222, 223, 251A) (CUL 151, 152, 153, 161, 201, 216, 222A, 231A) (FBM 121, 151, 251, 255, 261, 281, 341)	\$375
• Dental Hygiene professional track (DHY) courses	\$305
• Diesel Service Technology (DSL) courses, excluding DSL211	\$285
• Electronic Health Records (HSC151) courses	\$260
• Nursing courses (NUR 101A, 106, 111, 121B, 131, 141, 151A, 161A, 171, 201A, 205, 211B, 215, 225, 231C, 235, 281, 305, 335, 355, 365, 415, 425, 435, 485, NURL 151A, 161A, PN 121B, 131C, 171A)	\$295
• Orthotic/Prosthetic Technology (OPT) courses	\$265
• Polysomnographic Technology (PST) courses	\$265
• Power Sports and Small Engine Technology (SET) courses	\$255
• Pre-Occupational Therapy (OCC) courses	\$295
• Truck Driving courses (DSL 211 and TRN 101A, 111, 122, 151, 161, 201A)	\$325
• Welding (WELD) courses	\$275
• Graduate Center Master Degree courses	\$450
• Graduate Center Doctoral Degree courses	\$610

### Fees

• Undergraduate Application Fee (payable w/application)	\$30
• Graduate Application Fee (payable w/application)	\$35
• Undergraduate and Graduate Late Fee Applied to accounts not paid-in-full by the end of the quarter	\$50
• Undergraduate/Graduate NSF Return Fee Per item returned by the bank	\$25
• Background Check Fee	Varies
• Fingerprinting Fee	Varies
• Immunization Fee	Varies

### Charges for Non-Traditional Credit

• Waiver Test Credit Charge is dependent upon test. No additional charges for credits earned.	\$0 or \$50
• Articulation Credit	No Charge
• Experiential Credit (non-refundable) Assessment Fee. Tuition for credit earned is \$62.50 per credit hour (not Financial Aid eligible). Assessment fee will be applied toward credit earned if applicable. Assessment fee is included in tuition charge for COL 301A.	\$250
• Independent Study Credit	Regular Tuition: \$250

## PAYMENT OPTIONS

### Tuition Payments

Tuition may be paid at registration or in installments. If paid in installments, at least one half of the tuition plus fees should be paid by the Friday before the quarter starts. Absenteeism and withdrawals may not reduce a student's financial obligation (see Class Withdrawal and Refund Policy). Invoices will be generated throughout the quarter and are available for viewing and payment on the Baker College STAR System.

Tuition payment can be made as follows:

- Online, using a credit\* or debit card. Log into the Solar/Star System. The online payment option is located on the Business Office page.
- By personal check or money order and mailed to the campus Financial Services Office.

\*Baker College accepts Visa, MasterCard, Discover, and American Express. The four-digit verification code on the front of the American Express card must be included for processing. The transaction will be declined without it.

### EMPLOYER TUITION REIMBURSEMENT PROGRAM

The employer tuition reimbursement program is a tuition deferment program available to students whose employers pay tuition costs, which allows students to defer payment until week six of the following quarter.

To be eligible for the program, the student must complete the following:

- Sign an employer tuition reimbursement contract.
- Submit the reimbursement contract, along with a letter on company letterhead, or a copy of the company policy stating the guidelines for tuition payments made by the employer.

It is the student's responsibility to submit the invoice and grades to the employer. Baker College will not bill the employer directly. Any portion of tuition not paid by the employer must be paid by the student by the deadline stated on the contract. A non-refundable fee is assessed each quarter for this program. Please contact the campus Financial Services Office for details.

### EMPLOYER TUITION ASSISTANCE PROGRAM

Employers who provide tuition assistance issue a voucher, letter of credit, or tuition assistance form for tuition. The student must turn this documentation into the Financial Services Office upon receipt. Please verify that all information is correct including start date(s), course name(s), and course number(s). The College will invoice the student's employer using this document, and employers will send payment directly to the College. Any unpaid balance is the responsibility of the student. It is the student's responsibility to obtain the voucher. The College will not invoice the student's employer unless he or she has turned in the voucher/form.

### GI BILL PAYMENTS

If the student will be using Veteran Assistance (VA) benefits through the GI Bill to pay for tuition, payment is due by the end of each quarter. If the student has not received his or her VA payment by that date, the student is still responsible for paying this balance. A late fee may be applied after this date.

If the student believes he or she may have problems paying the balance if a VA payment is delayed, the student should contact the campus Financial Services Office. The student may be eligible to apply for financial aid.

All certifications for VA payments are processed by the Academic Office. If the student has not been certified, please call 888-211-8915.

### PAYMENT PLANS

Financial Services on each campus is prepared to work out flexible payment arrangements with students and/or parents.

A mutually agreeable payment schedule will be set up and a contract will be signed. Full payment of tuition and fees must be completed by the end of the ninth week of the quarter. If the contract is not completed as agreed, any outstanding balance will be treated as a past due balance (see Past Due Balances section).

## PAST DUE BALANCES

Students with outstanding balances may not be allowed to re-enroll for another quarter; to receive official transcripts of credit, letters of recommendation, or diplomas; to participate in commencement ceremonies; or to use any Baker College service until all their Baker College accounts are settled at all campuses.

Note: Federal regulations prohibit the use of Title IV funds toward a past due balance greater than \$200.

## E-MAIL

Financial Services will use students' Baker College e-mail accounts to contact students regarding changes to account balances. It is very important to read these notices to ensure knowledge of account status. The e-mails will alert students to balance due amounts, refund status, adjustment to tuition charges resulting from withdrawal calculations, and loan postings to student accounts.

## REFUNDS

All Baker College refunds to students are processed through Bank Mobile. Students will be mailed a refund selection kit from Bank Mobile when they initially register for classes. Students must select a refund option (i.e., ACH to an existing bank account, open a Bank Mobile debit card account, etc.). There are no application or in-network ATM fees associated with the Bank Mobile account. A \$10 fee is assessed for all card replacement requests after the initial activation.

Students who do not receive the refund selection kit should contact Financial Services. Additional information on the refund process and Bank Mobile is available at [www.baker.edu](http://www.baker.edu).

## Student Housing Costs

A non-refundable pre-payment of \$50 is due when an application for College-sponsored housing is submitted. This \$50 non-refundable pre-payment may be required on an annual basis.

Room rates on each of our five residential campuses are listed below. Estimated food costs are an additional \$800 per quarter. If for any reason a student leaves during a quarter, there will be no refund of room fees for that quarter.

### CADILLAC

**Off-Campus Apartments:** \$1,000/person/quarter

### FLINT

**On-Campus Residence Halls:**

Baker Hall East: \$1,200/person/quarter  
Baker Hall West: \$1,250/person/quarter

**Riverfront:** \$1,400-\$1,600/person/quarter

### MUSKEGON

**Baker Townhouses:** \$1,000/person/quarter

**On-Campus Halls/Apartments:** \$900/person/quarter

### OWOSSO

**On-Campus Residence Hall:** \$1,000-\$1,050/person/quarter

**Woodard Station Lofts:** \$950/person/quarter

### PORT HURON

**On-Campus Apartments:**

2-person rooms: \$1,200/person/quarter  
4-person rooms: \$1,000/person/quarter

The quarterly room charge will be forfeited if a student is dismissed from the residence hall during a quarter. Any damages to the room, its contents, or residence hall commons area will be charged to the student's account upon termination of the residence licensing agreement.

Special reduced-occupancy rooms may be available at higher rates. Contact the Campus Housing Office for more information. (See Class Withdrawal and Refund Policy)

## Estimated Costs

UNDERGRADUATE COSTS				
Average Estimated Cost per:	Application Fee	Tuition	Textbooks & Supplies (approx.)	Total
<b>QUARTER</b> (9-11 weeks) for <b>FULL-TIME ENROLLMENT</b> (16 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$4,000</b>	<b>\$600</b>	<b>\$4,630</b>
<b>SCHOOL YEAR</b> (3 Quarters) for <b>FULL-TIME ENROLLMENT</b> (48 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$12,000</b>	<b>\$1,800</b>	<b>\$13,830</b>
<b>QUARTER</b> (9-11 weeks) for <b>MINIMUM FULL-TIME ENROLLMENT</b> (12 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$3,000</b>	<b>\$600</b>	<b>\$3,630</b>
<b>SCHOOL YEAR</b> (3 Quarters) for <b>MINIMUM-TIME ENROLLMENT</b> (36 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$9,000</b>	<b>\$1,800</b>	<b>\$10,830</b>
<b>QUARTER</b> (9-11 weeks) for <b>PART-TIME ENROLLMENT</b> (8 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$2,000</b>	<b>\$400</b>	<b>\$2,430</b>
<b>SCHOOL YEAR</b> (3 Quarters) for <b>PART-TIME ENROLLMENT</b> (24 credit hours)	<b>\$30</b> (1st quarter only)	<b>\$6,000</b>	<b>\$1,200</b>	<b>\$7,230</b>

- Students who live in the student residence halls must add the cost of student housing.
- Estimates do not include enhanced tuition rates for the following courses:  
Autobody Technician, Automotive Restoration Technology, Automotive Services Technology, Culinary Arts, Dental Hygiene, Diesel Service Technology, Nursing, Orthotic/Prosthetic Technology, Polysomnographic Technology, Power Sports and Small Engine Technology, Pre-Occupational Therapy, Truck Driving, and Welding.

GRADUATE - MASTER DEGREE COSTS				
Average Estimated Cost per:	Application Fee	Tuition	Textbooks & Supplies (approx.)	Total
<b>QUARTER - FULL-TIME ENROLLMENT</b> (8 credit hours)	\$35 (1st quarter only)	\$3,600	\$400	\$4,035
<b>PROGRAM FOR ENROLLMENT</b> (50 credit hours)	\$35 (1st quarter only)	\$22,500	\$2,500	\$25,035

GRADUATE - DOCTORAL DEGREE COSTS					
Average Estimated Cost per:	Application Fee	Tuition	Textbooks & Supplies (approx.)	Professional Residencies (1st & 2nd year)	Total
<b>QUARTER - FULL-TIME ENROLLMENT</b> (8 credit hours)	\$35 (1st quarter only)	\$4,880	\$400	N/A	\$5,315
<b>PROGRAM FOR ENROLLMENT</b> (90 credit hours)	\$35 (1st quarter only)	\$54,900	\$4,500	\$2,000	\$61,435

### TUITION DEPOSIT - INTERNATIONAL STUDENTS

International students must deposit, in advance, an amount equal to the normal tuition, fees, and books for one academic year. The deposit must be renewed prior to registering for the fall quarter of each succeeding year. Any unused funds on deposit at the time the student graduates or withdraws will be refunded to the original depositor.

International students must also fulfill requirements for a student visa. Information about the student visa process is available at any Baker College Admissions Office. Graduate students should contact the Baker Center for Graduate Studies directly for assistance.

These regulations do not apply to Canadian students who commute from Canada to attend classes.

### CLASS WITHDRAWAL AND REFUND POLICIES

#### Tuition Refunds

The Class Withdrawal and Refund policy is based on the official notice date and enrollment period. Refunds are available after withdrawal from a course if the student is within the College's guidelines.

#### NOTE: ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

#### Student-Initiated Withdrawal From a Course

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by one of the following methods:

- Complete a Withdrawal Form (available in the Academic/Administrative Office)
- Mail, fax, or e-mail (using the Baker e-mail account) a letter requesting withdrawal and explaining the reason for the withdrawal

Tuition refunds are based on the official withdrawal date.

#### College-Initiated Withdrawal From a Course

A student will be administratively withdrawn from a course for any of the following reasons:

- Excessive absenteeism as defined in the Baker College Attendance Policy. A student will be withdrawn from a course up to the end of the week which precedes the final week of the course. (The student has earned a grade at this point).
- The level of academic achievement for the course makes it inadvisable for a student to remain in the course. The instructor communicates his/her concern about a student's level of academic achievement in a course by submitting a Student Notice of Concern form. The form is reviewed by the designated campus official(s), and a decision is made regarding the student's status in the course.
- Violation of the Basic Principles of Student Responsibility Policy

The official withdrawal date for College-initiated withdrawals is the date of processing.

Note: Student-initiated or College-initiated withdrawals do not reduce the student's financial obligation.

#### Official Notice of Withdrawal Date

The official notice of withdrawal date is one of the following:

- The date the drop/withdrawal form is turned in to the Academic/Administrative Office.
- The postmarked date of the letter sent to the Academic/Administrative Office.
- The date the fax was sent.
- The date the e-mail was sent.
- The date of notice of withdrawal by the College.

#### Enrollment Period

The enrollment period is determined by the class registration.

- On-ground classes: Enrollment period begins on the Monday of the week that class begins.
- Online classes: Enrollment period begins on the Thursday of the week that class begins.

## Percentage of Refund

- 100% Drop: If official notice date is before the first day of the enrollment period (not class start date).
- 100% Withdrawal: If official notice date is within the first seven days of the enrollment period (not class start date).
- 50% Withdrawal: If official notice date is after the first seven days of the enrollment period and before the fifteenth day of the enrollment period.
- NO REFUND: If official notice date is after the fourteenth day of the enrollment period.

## Refunds on Residence Hall Charges

There is no refund on quarterly room charges for students who are expelled, dismissed, or move out voluntarily during the quarter (see the Student Housing section). An improper checkout from the residence hall may result in additional charges.

## Credit Balance Refunds

All Baker College refunds to students are processed through Bank Mobile. Students will be mailed a refund selection kit from Bank Mobile when they initially register for classes. Students must select a refund option (i.e., ACH to an existing bank account, open a Bank Mobile debit card account, etc.). There are no application or in-network ATM fees associated with the Bank Mobile account. A \$10 fee is assessed for all card replacement requests after the initial activation.

Students who do not receive the refund selection kit should contact Financial Services. Additional information on the refund process and Bank Mobile is available at [www.baker.edu](http://www.baker.edu).

## RETURN OF TITLE IV FEDERAL FINANCIAL AID FOR WITHDRAWALS

Students are encouraged to contact campus Financial Services before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student.

Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes.

The Title IV Federal Financial Aid includes the following programs:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Parent PLUS loans
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Grants

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Baker College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.



The calculation steps are as follows:

### 1. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED

Divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, the student has earned 100% of aid.

### 2. CALCULATE THE AMOUNT OF EARNED TITLE IV AID

Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.

### 3. CALCULATE THE AMOUNT OF UNEARNED TITLE IV AID

Subtract the amount of earned Title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate Title IV program by the College or by the student.

### 4. RETURN OF THE TITLE IV FUNDS

- a. The College is required to return funds based on the total institutional charges for the payment period multiplied by the percentage of unearned Title IV aid. This could result in **the student owing money back to the College** that had previously been disbursed as an excess credit to the student during the quarter.
- b. **The student will be responsible** for any balance of unearned Title IV funds that were not required to be returned by the College.
  - i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
  - ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grant for original amounts over \$50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid.

### 5. RETURN OF UNEARNED TITLE IV FUNDS

The College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Parent PLUS loans
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Grants

If the student's account was not posted with all the funds he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so he/she does not incur additional debt. This is not an option for first time/first year borrowers who withdrew during the first 30 days of enrollment because loans cannot be disbursed. The College may use all, or a portion of, grant funds post-withdrawal for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds.

The federal regulations governing Title IV aid refunds are separate from the College's refund policy for tuition and charges (see Class Withdrawal and Refund Policies on the previous page).

Withdrawing from classes may also impact Satisfactory Academic Progress (see Satisfactory Academic Progress Rules on the next page).



EXAMPLE OF A RETURN OF TITLE IV FINANCIAL AID FUNDS CALCULATIONS:		
Withdrawal Official Notice	Week 2	Week 4
Institutional Charges	\$3,000	\$3,000
<b>TITLE IV AID</b>		
Loans	\$1,155	\$1,155
Pell	\$1,938	\$1,938
<b>Total Title IV Aid</b>	<b>\$3,093</b>	<b>\$3,093</b>
Refund to Student	\$93	\$93
Account Balance	-0-	-0-
<b>Withdrawal Calculations</b>		
Tuition Refund	\$1,500	-0-
Adjustment for Title IV	\$2,349	\$2,349
Balance Student Owes	\$849	\$2,349
<b>STUDENT WITHDREW</b>		
15 days attendance out of a 69-day enrollment period		
Percent Earned	15/69 = 21.7%	
Percent Unearned	100% - 21.7% = 78.3%	
Amount of Title IV Aid Unearned	\$3,093 x 78.3% = 2,422	
<b>THE COLLEGE MUST RETURN</b>		
Title IV: Total \$2,349	Loans: \$1,155	Pell: \$1,194
<b>STUDENT MUST RETURN</b>		
Student's amount: \$73*	Unearned: \$2,422	College return: \$2,349

\*In this example, funds the student must return are related to the Pell Grant. As stated in #4 b on the previous page, federal regulations exempt the student from returning grant funds if the balance is less than 50% of the original grant total. The student would not have any amount required to be returned in this example.

The Class Withdrawal and Refund Policies use the official notice date to determine refund percentage and not the last date of attendance (see Class Withdrawal and Refund Policies on page 208).

The example does not reflect all of the different combinations of refund situations that may exist. More information on the Title IV return calculations can be found at the campus Financial Services Office.

The College reserves the right to amend this procedure to comply with federal regulations.



## REPEAT COURSE POLICY

Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D- or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

## CENSUS DATE

Baker College uses the census date to determine a student's enrollment status for awarding Pell Grant funds. The census date is typically the 9th calendar day of the standard undergraduate class calendar.

The courses which students are registered for at 11:59 pm (Eastern Time) on the census date will determine Pell Grant eligibility. This means that if a student adds or drops classes before the census date, the amount of Pell Grant for which he or she is eligible will be affected. If classes are added or dropped after the census date, the initial Pell Grant award will not change even if the student has been attending the class.

The census date does not apply to other forms of financial aid. Enrollment changes after the census date may affect the amount of other grants, scholarships, and loans the student may receive. Students are encouraged to contact Financial Services for details about how enrollment changes will affect their financial aid awards.

## SATISFACTORY ACADEMIC PROGRESS RULES

### Introduction

In order for a student to receive federal, state, or institutional aid, regulations require that the student maintains satisfactory academic progress toward completion of his or her current academic program. All students will have their progress reviewed, whether or not they are receiving financial aid, since these rules decide eligibility for future quarters.

There are three academic standards that all students are required to maintain in order to remain eligible for future financial aid assistance. The standards required to maintain eligibility for financial aid are Grade Point Average (GPA), Pace, and Maximum Time Frame. In addition, students must be accepted for continued enrollment under the policies defined in the Baker College Catalog.

### Grade Point Average (GPA) Requirement

#### UNDERGRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not maintain the minimum GPA requirement.

Listed below are the minimum GPA requirements for the initial review. Please note these minimums apply only to the first review; all subsequent reviews require that the student maintain a 2.0 GPA.

Credit Hours Attempted	Initial Review	Minimum GPA
1-16		1.50
17-32		1.65
33-48		1.80
49-64		1.90
65 and above		2.00

## GRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students will be considered in violation if they do not maintain the minimum GPA requirement. Listed below are the minimum GPA requirements for the initial review. Please note these minimums apply only to the first review; all subsequent reviews require that the student maintain a 3.0 GPA.

Credit Hours Attempted	Initial Review Minimum GPA
1-12	2.75
13-24	2.87
25 and above	3.00

### Pace Requirement

Baker College will evaluate the Pace Requirement after each spring quarter to ensure that students successfully complete two-thirds of their cumulative hours attempted (including transfer credit). Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not meet this requirement.

### Maximum Time Frame Requirement

Baker College will monitor the Maximum Time Frame Requirement at the end of each quarter by comparing the required hours for program completion to the cumulative hours attempted. Students will be considered in violation when it becomes mathematically impossible for them to graduate within the 150% time frame.

### Definitions:

- Time Frame: Published program hours multiplied by 150%
- Cumulative Hours Attempted: Cumulative hours attempted at Baker College, plus transfer hours, minus up to 45 developmental hours (if any), minus adjusted hours for successfully completed classes toward the most recent prior program, but not applicable to the current program (if any)

### Please Note

- Withdrawal grades and repeat classes are counted as hours attempted for Pace and Maximum Time Frame.
- Incomplete/Progress grades are not counted until they are converted to an actual grade.
- Only transfer credits from another institution, which apply toward the student's current program, are applied to the Pace and Maximum Time Frame Requirements.
- Classes that do not meet the minimum grade criteria are not considered successfully completed for purposes of the Maximum Time Frame Calculation.
- Academic amnesty does not eliminate classes from being included in the calculation.

### Reinstatement of Eligibility

Students may reinstate their eligibility using one of the following options:

- Students in violation of the GPA or Pace Requirements may re-establish good standing by completing the number of hours required or raising their cumulative GPA to a minimum 2.0 for undergraduate students (3.0 for graduate students) without the assistance of federal or state aid. Once completed, it is the student's responsibility to contact Financial Services regarding reinstatement of his or her financial aid.
- Students may submit an appeal, with proper documentation based on special circumstances, to Financial Services at Baker College for consideration of reinstatement. Examples of special circumstances include illness, unexpected hardships, death in the immediate family, etc. Note: Beginning on July 1, 2011, students will be allowed to submit only two Satisfactory Academic Progress appeals for consideration of reinstatement of financial aid. Only appeals reviewed by the committee (approved or denied) are counted in this limit. Students must wait four years after the second appeal is submitted before they can submit a third appeal for consideration.



## Appeal Process

The Satisfactory Academic Progress Appeal Form must be completed and submitted, **with proper documentation**, to Financial Services no later than the following dates:

- Fall 2016 – September 9, 2016
- Winter 2017 – December 22, 2016
- Spring 2017 – March 17, 2017
- Summer 2017 – June 9, 2017

Registered students, who are not notified of the violation prior to the deadlines listed above, must submit their appeals within 7 days from the date they are notified by Financial Services.

An appeal committee will review appeals to determine the appropriate action. Actions could consist of the following:

- A returned appeal for additional documentation.
- An accepted appeal.
- A denied appeal.

All accepted appeals will include an academic plan, which must be followed by the student in order to re-establish financial aid eligibility. Students are required to meet with the appropriate academic personnel to register for classes while they are on these academic plans.

## Academic Considerations

The Financial Aid Satisfactory Academic Progress Rules measure a student's eligibility for financial aid and are separate from the academic policies, which students must maintain for continued enrollment.

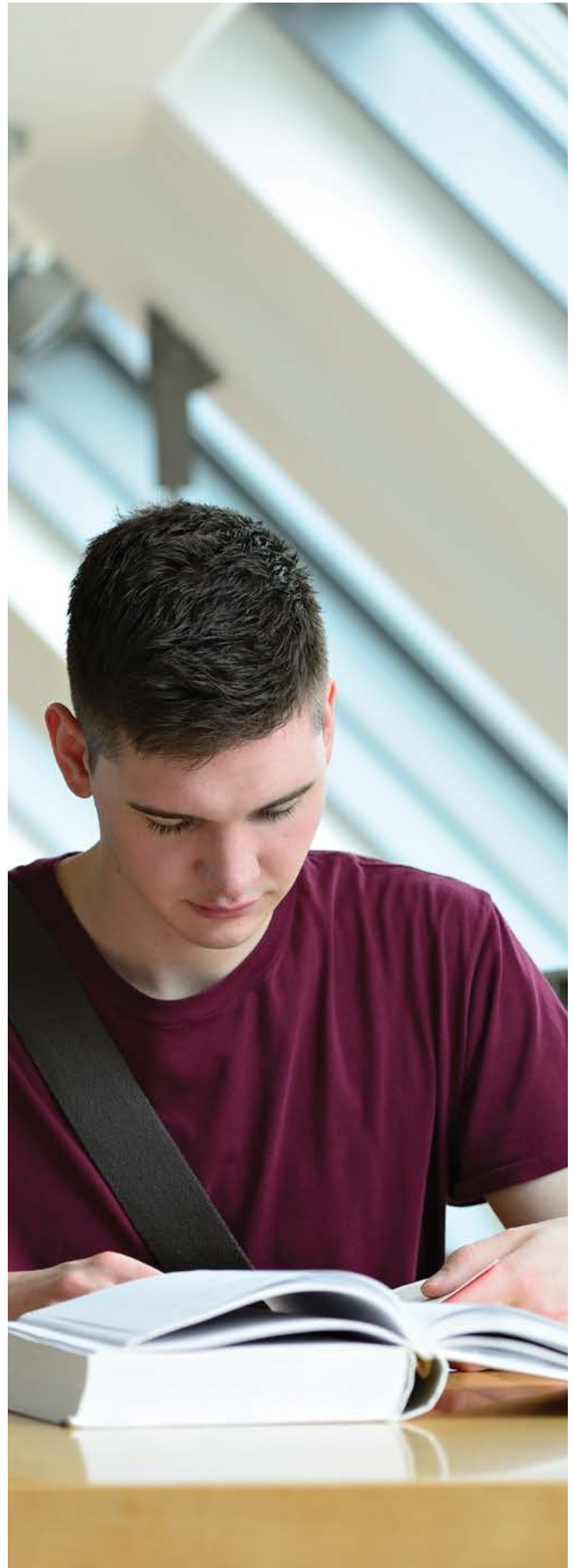
- Academic Appeals: The academic appeals are completed separately from the financial aid appeals, and students may be required to complete both.
- Academic Amnesty: The Fresh Start Program will not supersede the Baker College Financial Aid Satisfactory Academic Progress Rules.

## SUSPENSION OF FINANCIAL AID ELIGIBILITY FOR DRUG-RELATED OFFENSES

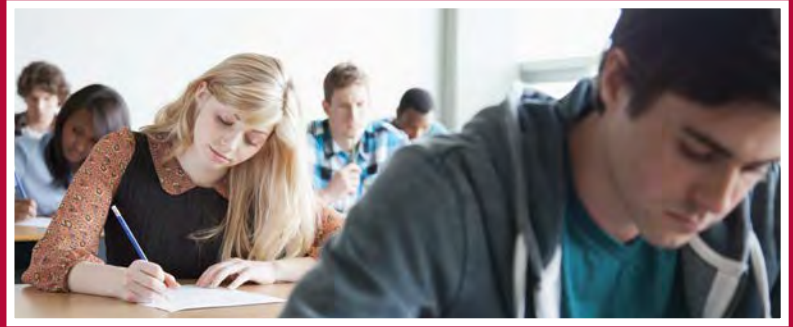
A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance, while receiving Title IV funds, is no longer eligible to receive any federal grant, loan, or work assistance from the point of conviction and ending after

- Possession Offenses
  - First Offense – ineligible for 1 year
  - Second Offense – ineligible for 2 years
  - Third Offense – ineligible indefinitely
- Sale of Controlled Substance Offenses
  - First Offense – ineligible for 2 years
  - Second Offense – ineligible indefinitely

A student whose eligibility has been suspended may resume eligibility by completing an acceptable drug rehabilitation program, which must include at least two unannounced drug tests, and is qualified to receive funds from federal, state, or local governments; or from a federally or state-licensed insurance company; or be administered or recognized by a federal, state, or local government agency or court; or a federally or state licensed hospital, health clinic, or medical doctor.



# CURRENT STUDENTS



## ACADEMIC INFORMATION

### ACCREDITATION

Baker College is accredited by the Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411; 800-621-7440; [www.ncahlc.org](http://www.ncahlc.org). Baker College is an Academic Quality Improvement Program (AQIP) participant.

**Specialized program accreditations are noted with specific program information and on the website.**

Baker College has long been recognized by the U.S. Department of Education as an institution of higher education and has been granted the legal authority to operate as a not-for-profit educational corporation by the State of Michigan, Department of Licensing and Regulatory Affairs. The College is empowered to grant certificates and associate, bachelor, master, and doctoral degrees. It is also approved for veterans' benefits.

External peer review is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. This recognition is accomplished through program accreditation, approval, or certification.

Baker College is recognized as an institution of higher education by the U.S. Secretary of Education, U.S. Department of Education.

### THE ACADEMIC YEAR

#### Undergraduate

The school year at Baker College consists of four quarters. For on-ground campuses, fall, winter, and spring quarters are typically ten-week sessions; summer quarter is typically nine weeks long. Students may enroll in most academic programs at the beginning of any quarter. For some programs, however, students may enroll only at the beginning of the fall quarter in order to register for a full-time course load.

Because program rotation schedules are designed to begin in the fall, new students enrolling in winter, spring, or summer may find their program will take longer than the estimated time to complete, as some courses are scheduled only once per academic year.

#### Online

Programs are offered year-round. Students may enter at the beginning or midpoint of any quarter. The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long.

#### Graduate

The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long. Students may enroll at the beginning or midpoint of any quarter.



## AVAILABILITY OF CLASSES AND PROGRAMS

In an effort to meet current job demands, the programs of Baker College are in a constant process of assessment and revision. A high demand for classes and limited resources may require some students to take more than the estimated minimum time to complete a program. Students may also be required to present special qualifications such as prerequisite courses, work experience, knowledge, or a particular grade point average in order to be authorized to take certain courses. For these reasons, students are urged to discuss such matters periodically with an Academic Advisor, program official, and/or instructors. Programs are subject to change without notice.

## ADVISING AND REGISTRATION

### Advising

Academic advising is provided for students with academic questions and concerns. Its purpose is to provide appropriate information and resources toward achieving education objectives.

### Registration

New students register for classes during the Academic Welcome Experience process. Returning students may register during the scheduled registration time as determined by the campus either via the Internet or on campus. In order for a student to register for more than 17 credits in one quarter, the student must have a cumulative GPA of 3.0 or higher.

### Late Registration

A student may add an on-ground, ten-week course to his/her schedule up to the date and time when the student would not miss any part of the Week 2 session(s) of that course. Students must attend the second week session(s) for the course. A student may not add a course of less than 10-weeks duration after the first session for that course has met. A student is not allowed to add an Online course once that course has started. All other late registrations are at the sole discretion of the campus Director/Vice President of Student Affairs.

## CLASSIFICATION OF STUDENTS

### Undergraduate

Full-time student: registered for 12 quarter hours or more  
Three-quarter-time student: registered for 9-11 quarter hours  
Half-time student: registered for 6-8 quarter hours  
Less than half-time student: registered for 1-5 quarter hours

### Graduate

Full-time student: registered for 8 quarter hours or more  
Three-quarter-time student: registered for 5-7 quarter hours  
Half-time student: registered for 4 quarter hours  
Less than half-time student: registered for 1-3 quarter hours

## CLASS STATUS

### Undergraduate

The following schedule defines the number of credit hours, including developmental education courses, which must be completed to qualify for class designations.

Class	Credit Hours Completed
Freshman	less than 45
Sophomore	45 to 89
Junior*	90 to 135
Senior	136 or more

\*In addition to the number of credit hours, the student must be currently enrolled in a program that constitutes the appropriate class level. For example, to be considered a junior, the student must be enrolled in a bachelor degree program and have already completed an associate degree or its equivalent.

## CREDIT HOUR DEFINITIONS

### On-Ground Courses

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. In terms of student expectations, for each credit hour, a student can expect a minimum of ten hours of direct in-class instruction and twenty hours of outside-of-class activities. This distribution may vary for courses with laboratory, internship, externship, clinical, and practicum requirements where a combination of direct instruction, academic assignments, lab work, field work, observation, and/or clinical practice is included.

### Online Courses

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. Online courses require regular and substantive faculty and student interactions. In terms of student expectations, for each credit hour a student can expect a minimum of ten hours of instruction. Online instruction includes, but is not limited to, instructor-facilitated asynchronous discussions, interactive tutorials, and computer-assisted lectures, videos, or other digital resources. In addition, for each credit hour, a student can expect a minimum of twenty hours of outside-of-class learning activities. Outside-of-class activities include, but are not limited to, fulfilling academic assignments, completing readings, conducting research, contributing to asynchronous discussions, collaborating in group activities, and completing examinations. In internship, externship, clinical, or practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, lab work, field work, observation, and/or clinical practice.

## GRADES

It is the responsibility of each student to meet the specific outcomes of each course, as defined and provided by the instructor in the course syllabus. The student must also meet the general overall requirements for graduation, which include the following:

- a minimum 2.0 cumulative GPA\*,
- total program credit hours, and
- general education credits.

If the student believes, at any time, that his/her performance is not on track to meet these requirements, the student should make an appointment to see his/her instructor (individual course) or an Academic Advisor (overall program).

Note\*: Some specific programs may have different minimum GPA requirements.

Grades are computed at the end of each course and are available via the Internet at <https://carina.baker.edu/solar> or at [my.baker.edu](https://my.baker.edu)

Grade reports list the courses, the grade for each course, the GPA for that quarter, and the student's cumulative GPA.

## GRADE DEFINITIONS

### A = Outstanding Achievement

The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

### B = Commendable Achievement

The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

### C = Acceptable Achievement

The student demonstrates average mastery of the content. A “C” is an average grade indicating that a student has performed satisfactorily in all aspects of the work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

### D = Marginal Achievement

The student demonstrates below average mastery of the content. A “D” is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and overall performance is marginal.

### F = Failing

The student demonstrates little or no mastery of the content. An “F” is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range.

### STANDARD GRADING SCALE (UNDERGRADUATE & GRADUATE)

A	=	93 - 100%
A-	=	90 - 92%
B+	=	87 - 89%
B	=	83 - 86%
B-	=	80 - 82%
C+	=	77 - 79%
C	=	73 - 76%
C-	=	70 - 72%
D+	=	67 - 69%
D	=	63 - 66%
D-	=	60 - 62%
F	=	0 - 59%

### GRADING SYSTEM

GRADES LETTERS AND MEANING	GRADE POINT VALUE PER QUARTER CREDIT
A	= 4.0 points
A-	= 3.7 points
B+	= 3.3 points
B	= 3.0 points
B-	= 2.7 points
C+	= 2.3 points
C	= 2.0 points
C-	= 1.7 points
D+	= 1.3 points
D	= 1.0 points
D-	= 0.7 points
F	= 0.0 points (failure)

### GPA NOT COMPUTED FOR THE FOLLOWING GRADES:

CR	=	Credit (Undergraduate = C or better) (Graduate = B or better)
EL	=	Non-traditional Credit
R	=	Articulation Credit
S	=	Satisfactory
T	=	Test Credit
U	=	Unsatisfactory

### HOURS AND GPA ARE NOT COMPUTED FOR THE FOLLOWING GRADES:

AU	=	Audit (Must be established at registration)
I	=	Incomplete
NC	=	No Credit
PR	=	Progress (coursework extends beyond the end of the quarter)
W	=	Withdrawal

To compute the Baker College cumulative GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours (i.e., an A or 4.0 grade in a four credit-hour class yields 16 honor points). Then add all honor points earned at Baker and divide by the total credit hours attempted for all quarters at Baker.

### AUDITING A COURSE

An audit grade is given when a student enrolls in a course for which neither a grade nor credit(s) will be awarded. The student is permitted to attend the class but is not required to submit assignments or take examinations. The tuition for auditing a course is \$100.00. Additional fees may be associated with some courses. Audit status must be declared at the time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class size availability. If at any point, prior to the beginning of the course, the class size maximum is reached, any audit registrations will be canceled. Financial aid is not available for audited courses.

### INCOMPLETE GRADE POLICY (EXCLUDING WORK, CLINICAL, OR FIELD EXPERIENCE COURSES)

An instructor may agree to issue an Incomplete (I) grade for a course if all of the following conditions are met:

1. The student requests the Incomplete (I) grade before the end of the course.
2. The student has completed 80% of the total coursework and has a chance of a passing grade in the course.
3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances. Documentation may be required.
4. The student and instructor have signed a “contract” which clearly states the requirements to be completed and the due date for the completion of each requirement. The due date may not exceed the last day of the following quarter.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.





## INDEPENDENT STUDY

Independent study is defined as credit earned by students who complete coursework independently with direction from an instructor. Regular tuition will apply to courses taken in this format. Attendance is based on required contact with the instructor each week; this contact could be a physical meeting, or by phone, e-mail, or Blackboard. Independent studies are offered at the discretion of the College.

To be considered for an independent study, a student must have completed at least 12 credits of college-level coursework at Baker College and have a minimum cumulative GPA of 2.0 (3.0 for graduate students). Students who fail an independent study course will not be allowed to repeat the course in an independent study format. The student is responsible for contacting the Director/Vice President of Student Affairs and completing the Baker College Application for Independent Study. See the Baker College Independent Study Guidelines for more information. The Director/ Vice President for Student Affairs and the Director/Vice President for Academic Affairs have the right to refuse an independent study request.

## HONORS

### Undergraduate Certificates, Degrees, and Postbaccalaureate Certificates:

#### THE PRESIDENT'S LIST

Students who earn a 4.0 GPA during a quarter in which 12 credit hours or more were completed will be placed on the President's List for possible publication the following quarter. These students may also be invited to attend a President's Luncheon/Dinner held in their honor.

#### THE FULL-TIME STUDENT DEAN'S LIST

Students who earn a 3.5 to 3.99 GPA during a quarter in which 12 credit hours or more were completed will be placed on the Full-Time Student Dean's List for possible publication the following quarter.

#### THE PART-TIME STUDENT DEAN'S LIST

Students who earn a 3.5 to 4.0 GPA during a quarter in which 4 to 11 credit hours were completed will be placed on the Part-Time Student Dean's List for possible publication the following quarter.

- *Academic Honors #1* - (President's List, Dean's List, Honor Graduates) - Students with an "Incomplete" grade are ineligible for academic honors for that quarter until the final course grade is posted.
- *Academic Honors #2* - (President's List, Dean's List, Honor Graduates) - Developmental education courses are not calculated in the determination of earning Academic Honors.

## ACADEMIC STANDING

### Undergraduate Programs

Students must have a cumulative GPA of at least 2.0 to graduate from any program. For students to remain in good academic standing, the following GPAs must be earned.

HOURS ATTEMPTED	MINIMUM GPA
1 - 16	1.50
17 - 32	1.65
33 - 48	1.80
49 - 64	1.90
65 and above	2.00

Notes: The graduation requirement of a 2.0 supersedes the academic standing requirements.

\* Some specific programs may have different minimum GPA requirements.

### Graduate Programs

Students must have a cumulative GPA of at least 3.0 to graduate. A grade of C or better is required in all classes used to calculate hours for graduation. For students to remain in good academic standing, the following GPAs must be earned.

HOURS ATTEMPTED	MINIMUM GPA
1 - 12	2.75
13 - 24	2.87
25 to graduation	3.00

## ACADEMIC AMNESTY: FRESH START PROGRAM

The Fresh Start Program, which is for undergraduate students only, allows students with poor academic records, including those who have experienced academic dismissal, who have not attended Baker College for at least four years, to resume their college education with a clean slate. A student with a poor academic record is defined as a student who is not in good academic standing (see Academic Standing).

If a student is approved for the Fresh Start Program, all previous grades and courses will be excluded from computation of the student's GPA. Courses passed with a C or better can count as a credit grade for program requirements and graduation. All courses and grades will remain on the student's transcript with a notation of Fresh Start on the transcript. The Fresh Start Program can be used only once by a student. Requests should be made to the campus Director/Vice President of Student Affairs. Approval for academic amnesty must be received prior to the start of the quarter in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

The Fresh Start Program will not supersede the Baker College Satisfactory Academic Progress Rules for receiving federal and state financial aid funds, which are based on cumulative grades, hours attempted, and hours completed.

If a Fresh Start student is in violation of the Satisfactory Academic Progress rules for financial aid and wishes to establish eligibility for those funds, an appeal for reinstatement must be submitted to Financial Services.



## RE-ADMISSION AND RE-ENTRY

Students who leave Baker College for reasons such as illness, work, or family matters, who submit the official Withdrawal Form before leaving, can be re-admitted at the beginning of any subsequent quarter.

Undergraduate students with good academic standing re-enrolling after interruption of at least two consecutive quarters must complete a Re-entry Application found on the Baker College website. They will not, however, be charged an application fee. Failure to complete these forms before registration may result in the student's registration being delayed.

Any student whose education has been interrupted will have to meet the requirements of the curriculum in effect at the time of his/her return, rather than the requirements in effect when the student originally began the program. Graduate students re-enrolling after a three year absence must submit a new application.

Students may need to choose a new program, if the program is no longer offered or if they desire a new career path. All courses and grades earned during previous attendance at Baker College remain on the transcript and are part of the cumulative GPA for re-entering students.

## PROGRAM CHANGES

Any change of program by a student must be recorded in the Academic/Administrative Office using the College's Official Change Form. This process enables the College to appropriately change/update a student's program to reflect the new degree requirements and any additional transfer credits. Students should be aware that changing programs may have a negative impact on maintaining the satisfactory academic progress required to receive financial aid.

If a student wishes to change to a program that is not offered on the campus he/she is attending, the student must contact an Academic Advisor on the campus that offers the program in order to process the change in program. The Academic Advisor on the campus that offers the program may make the change or may direct the student to the program director or Director/Vice President of Student Affairs to make the change.

## PROGRAM NAME CHANGE/CURRICULUM UPDATE

When Baker College makes a change in the official name of a program, with no curriculum or content change, all students will be switched to the new program name. Occasionally, students who attend continually may need to change to a new year and/or version of their program rotation schedules.

# ACADEMIC RESOURCES

## BOOKSTORE

### Bookstore Ordering:

[baker.bncollege.com](http://baker.bncollege.com)

Baker College Bookstores are operated by Barnes & Noble College:

## REFUNDS AND EXCHANGES:

Barnes & Noble College maintains a refund policy developed with students' welfare in mind. We feel that a liberal policy is the best way to encourage repeat business. Our standard refund policy is as follows:

### TEXTBOOKS:

The Baker College Bookstores will issue refunds in the original form of payment for textbooks purchased at the bookstore if returned in original condition, with original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with original receipt and with valid proof of add/drop.

### ELECTRONICS:

The bookstores will issue refunds in the original form of payment if returned in original condition, with original receipt and within fourteen (14) days of purchase. Opened software, audio books, DVDs, CDs, music and small electronics may not be returned for a refund, but can be exchanged for the same item if defective.

## ALL OTHER MERCHANDISE

The bookstores will issue refunds in the original form of payment any time during the quarter for other merchandise purchased at the bookstore if returned in original condition and with original receipt. If returned without a receipt, a store credit will be issued at the current selling price. Refunds or Exchanges will not be issued for the following items: food and beverages, unwrapped loose leaf books, activated eBooks, custom course materials, outlines, study guides, school guides, magazines, and prepaid cards.





## ACADEMIC RESOURCE CENTER (ARC)

### Library Services

The mission of the Baker College libraries is to fully support the educational endeavors of students, faculty, and staff of Baker College by providing service and instruction, by collecting and organizing curriculum focused resources, and by providing access to new information products and services, thereby making the Library a destination conducive to effective learning and academic success.

The Library is here to advance student learning and career goals at Baker College. The many resources available include:

### LIBRARY WEBSITE

- Begin research at [www.baker.edu/library](http://www.baker.edu/library)
- A world of college-level resources for academic success

### RESEARCH GUIDES

Access <http://guides.baker.edu> to locate program and course-specific guides with:

- Links to electronic books
- Credible, authoritative websites
- Keywords to help you search
- Topic ideas
- Magazine articles
- Focused database choices
- Academic videos

### Ask Us

- Visit <http://askus.baker.edu> for help
- Search the list of questions already asked

### Research Assistance

- Personalized session with a librarian
- Assignment focused help

### Online Resources

- Full-text articles from more than 100 databases
- Over 110,000 electronic magazine and journals
- Available 24/7 with student ID

### Media

- DVDs, CDs, and audiobooks
- Streaming media covering college-level subjects

### Electronic Books

- Over 70,000 searchable e-books
- Available 24/7 with student ID

### Print Materials

- More than 200,000 print books
- Over 1,000 print magazine subscriptions
- Access millions more with student ID

### Ten Campus Libraries

- Use your Baker student ID at any location
- Access all library resources - online and print
- Space for research, individual, and group study

### Faculty Support

- Library instruction sessions available by appointment
- Embedded librarians available for many classes
- Assistance with faculty research

### Additional Services for Online Students

- Online reference services during daytime, evenings, and weekends
- Toll-free phone number for online students: 888-854-1058
- Technical assistance/troubleshooting for remote services to the online resources
- UPS delivery for books (in US only)
- Journal articles delivered electronically whenever possible

## Learning Support Services/Tutoring

A variety of options are available to support optimal learning on Baker College campuses. Services are available to all registered students, whether a student is struggling with a course or is doing well, but wants to do better. Online tutoring is offered for some courses, and both peer and professional tutoring may be available. Peer tutors are students who have done well in the course and have been trained in tutoring techniques. Professional tutors may be classroom instructors or instructors hired specifically to tutor.

Learning support services may also offer video, computer, and audiotape tutorial support and enrichment opportunities. Learning support services are free to Baker College students. Computers are available for student use in the Academic Resource Centers. To obtain current information on services available, check with the Academic Resource Center on each campus.

## Laboratories

Baker College makes available labs to enable students to complete course projects and to gain proficiency on equipment. Open labs may include computer, technical, and health science rooms as well as the Academic Resource Center. The schedule of open lab times can be obtained from the course syllabus, the instructor, the Academic Resource Center, or the Academic/Administrative Offices. These labs may be limited to students registered in courses requiring lab times. Student IDs may be checked periodically during open lab periods. Lab schedules may vary from quarter-to-quarter.



# STUDENT RESOURCES

## CAMPUS SAFETY

The mission of the Campus Safety Department is to preserve, protect, and defend people and property, while respecting the rights of all persons on the Baker College campuses.

At every Baker College campus, it is both policy and practice to attempt to maintain a safe and secure environment for students, employees, and guests. Campus officials maintain a close working relationship with local law enforcement agencies. The College encourages and enforces adherence to all College, local, state, and federal laws and rules of conduct. This includes the prohibition of drugs, alcohol, and other controlled substances; firearms and other weapons; personal displays of violence; threatening behavior, vandalism, or being under the influence of drugs or alcohol.

### Campus Annual Security Reports:

The Campus Safety Department prepares an Annual Security Report for each campus, which is available at [www.baker.edu/safety](http://www.baker.edu/safety) or at one of the following links:

Allen Park	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf</a>
Auburn Hills	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf</a>
Cadillac	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf</a>
Center for Transportation Technology -Cadillac	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf</a>
Cass City	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf</a>
Clinton Township	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf</a>
Coldwater	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf</a>
Flint, Online, and Center for Graduate Studies	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf</a>
Center for Transportation Technology -Flint	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf</a>
Fremont	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf</a>
Jackson	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf</a>
Muskegon	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf</a>
Culinary Institute of Michigan - Muskegon	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf</a>
Owosso	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf</a>
Port Huron	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf</a>
Culinary Institute of Michigan - Port Huron	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf</a>
Reading, Pennsylvania	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report- PA.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report- PA.pdf</a>

## Alcohol and Drug Prevention

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require Institutions of Higher Education (IHE), to certify they have implemented programs to prevent the abuse of alcohol and use, and/or distribution, of illicit drugs both by students and employees either on its premises or as a part of any of its activities. Information regarding compliance with the DFSCA is available at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=a4f-9916d3711636188e983daf6c39a0c&mc=true&node=pt34.1.86&rgn=div5>

The purpose of this policy is to educate the Baker College community regarding the harmful effects associated with the use of alcohol and drugs, while identifying education and prevention programs offered to students, faculty, and staff regarding these matters.

### STANDARDS OF CONDUCT

Baker College is a drug- free and alcohol-free institution. It does not consider the use of drugs or alcoholic beverages as necessary or conducive to the process of higher education. Baker College students and employees are expected to abide by all federal, state, and local laws. The use of alcohol on any Baker College owned or leased property or during a College sponsored activity is strictly prohibited (unless approved by the Campus President or his/her designee). Violations will result in immediate disciplinary action up to and including expulsion.

## HEALTH RISKS

Alcohol and drug use presents numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose, physical and psychological dependence, interference with memory sensation and perception, potential permanent brain damage or death, additional long-term health problems, contraction of diseases, pregnancy problems, psychological problems, diminished behavior, risk taking, violent behavior, accidents, negative side effects on academic or work performance, and conduct problems.

## LEGAL SANCTIONS

The following laws are strictly enforced by Baker College Campus Safety Departments and local law enforcement agencies.

## FEDERAL LAW

Federal Law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircraft, and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

## STATE LAW

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, he or she may be subject to large fines and imprisonment. A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out-of-pocket expenses related to required substance abuse screenings.

## LOCAL LAWS

Although local laws and ordinances may vary by county, they typically consider the following as violations: consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment.

## INSTITUTIONAL SANCTIONS

The use of illegal drugs or alcohol on any Baker College owned or leased property, or during a College sponsored activity is strictly prohibited (unless approved by the Campus President or his/her designee).

- For students, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including verbal warning, written warning, behavior contract, change in student housing, dismissal from student housing, changes to academic schedule, suspension or expulsion from the College.
- Distributing, possessing, carrying, using, or being under the influence of illegal drugs on Baker College premises, will be cause for immediate expulsion from all campuses.
- Possessing, carrying, using, or being under the influence of alcohol on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses.

The Student Chemical Impairment Policy can be found at: [www.baker.edu/safety](http://www.baker.edu/safety).

For employees, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including transportation changes/restrictions, changes in work assignment/location, suspension or termination of employment.



## SUSPENSION OF FINANCIAL AID ELIGIBILITY FOR DRUG-RELATED OFFENSES

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance, while receiving Title IV funds, is no longer eligible to receive any federal grant, loan, or work assistance from the point of conviction and ending after the following:

### Possession Offenses

- First Offense – ineligible for 1 year
- Second Offense – ineligible for 2 years
- Third Offense – ineligible indefinitely

### Sale of Controlled Substance Offenses

- First Offense – ineligible for 2 years
- Second Offense – ineligible indefinitely

A student whose eligibility has been suspended may resume eligibility by completing an acceptable drug rehabilitation program, which must include at least two unannounced drug tests, and is qualified to receive funds from federal, state, or local governments; or from a federally or state-licensed insurance company; or be administered or recognized by a federal, state, or local government agency or court; or a federal or state licensed hospital, health clinic, or medical doctor.

## DRUG AND ALCOHOL PREVENTION PROGRAM

On an annual basis during the academic year, the Baker College System will provide programming regarding problems associated with drug and alcohol abuse. Individual campus locations may provide additional information regarding problems associated with drug and alcohol abuse. Any individual or group who desires additional information can make a request through the Campus Safety Department.

Additionally, Baker College Campus Safety and Residence Life Departments provide residence hall students an educational session on the dangers of drug and alcohol during orientation.

Workplace Answers Drug and Alcohol Prevention training program was implemented for all staff during fall 2015. Beginning with the winter quarter 2016, the Baker College System will implement Workplace Answers Drug and Alcohol Prevention training program for all students. This web-based training will be distributed by the System Human Resources Department via email every quarter to all currently enrolled students and employees.

Baker College provides community referrals for personal counseling and help for students and employees with drug-related and alcohol-related problems. Additionally, full time employees have employment benefits that address counseling needs. Referrals will be kept confidential.

Local assistance resources are available at each campus to assist individuals with alcohol and drug problems. Please visit [www.baker.edu/safety](http://www.baker.edu/safety) and select the specific campus Annual Security Report (ASR) to investigate these resources.

A copy of the complete Drug and Alcohol Abuse Prevention Program is available at [www.baker.edu/safety](http://www.baker.edu/safety).

## BIENNIAL REVIEW

A biennial review of the Baker College DAAPP will be conducted prior to March 30 during even calendar years by the Baker College System Vice President for Human Resources and System Coordinator for Campus Safety. This review and any recommendations will be approved by the System President and implemented for the fall term. The biennial review will include a description of the research methods and data analysis used to determine the effectiveness of the program and the consistency of its enforcement strategy. The purpose of the evaluation component is to ensure the successful achievement of the policy/program objectives. The evaluation process will consist of two steps: Process Evaluation and Outcome Evaluation.

The purpose of the Process Evaluation is to monitor the progress of the policy and program implementation to indicate whether or not revisions are necessary in either the policy or program to meet stated objectives.

Process evaluation data will include the following:

1. Review of ASR data elements
2. Review of programs administered at each campus
3. Review of policies and procedures
4. The number and type of disciplinary sanctions levied on students and campus employees, and
5. Notifications sent to students and staff to ensure adherence to the notification policy

The purpose of the Outcome Evaluation is to determine the effectiveness of the campus alcohol and drug policy and prevention program components, and to determine alcohol-related and drug-related trends to provide suggestions for enhancing the efficacy of policy and programming.

Outcome evaluation data will include the following:

1. Annual review of the survey data collected through Workplace Answers
2. Quarterly campus safety reports of alcohol-related and drug-related infractions on campus
3. Follow-up measures on sanctions levied against students

The biennial review will be conducted by the Baker College System Vice President for Human Resources and the System Campus Safety Coordinator. The review will be approved by the Baker College System President/CEO. A copy of the biennial review will be maintained by the System Vice President for Human Resources and the System Campus Safety Coordinator and will be available upon request.

## Children on Campus

Children may come into the building rather than be left unattended in a vehicle while a parent/guardian conducts College business, drops off an assignment, etc. Children may not accompany students who are on campus to attend class, to study, to conduct library research, or to participate in other class-related activities. Children may not be left unattended anywhere on campus, especially in the Student Center or Academic Resource Center. Children are not allowed to use College resources including computers and printers.



## Emergency Procedures

In case of fire, an alarm will sound, and students will be required to vacate the building promptly, proceeding to predetermined locations at least 100 feet from the building. Emergency evacuation information and routes for leaving the building are posted in each classroom (See evacuation information in each room.) During a fire evacuation, students are reminded that elevators will not work. Students must use the stairs. Window exits should not be used unless a doorway path is inaccessible. Doors and windows should be closed when leaving the room.

In case of other emergencies, students will be given instructions that are appropriate to the situation. Students will be required to follow the instructions given during these emergency situations.

## Fire Drill Policy

### PURPOSE OF THE FIRE DRILL POLICY

The purpose of the fire drill policy is to ready building occupants for the evacuation of a building during a fire or related building emergency.

Fire drills will be used as an avenue for the following:

- Assess the occupants' knowledge of drill procedures, location of fire exits, and the sound of the fire alarm.
- Identify problems with fire alarm components.
- Monitor the evacuation of the building.
- Provide information on the amount of time it takes to evacuate a building.



## RESPONSIBILITIES

### Campus Safety Director, Facilities Director

The Campus Safety Director, Facilities Director shall ensure that preplanned drills are conducted at least once per academic year for each occupied building utilized by Baker College and shall ensure that each residence hall has two fire drills per academic year, one during the fall term, within 21 days of the start of classes, and one during the spring term. One of the drills must be conducted between sunset and sunrise. Both drills must be conducted when school is in session.

The Fire Prevention Code, PA 207 of 1941, Section 29.19a requires that all instructional staff be trained in fire drill procedures before the beginning of each academic year. This training will be conducted by the Campus Safety Director or designee at the Fall Faculty meetings held prior to the beginning of classes. This training will also be provided in a similar manner to all new faculty at new faculty orientations held throughout the year.

### Faculty

Faculty will communicate this policy to students so they may follow the guidelines associated with fire drills and building evacuations.

Faculty will educate their students on the first day of class each term (and include in their syllabus) about the following measures to take before a drill or emergency:

- Faculty will identify the quickest escape route from their classrooms along with a secondary route in case the primary route is inaccessible. Evacuation routes are posted in each classroom near the door.
- Faculty will identify a location outside and away from the building where the class can meet to ensure all students are accounted for. Reassembly areas are posted in each classroom near the door.
- Faculty will ensure that emergency personnel are aware of persons with disabilities that may need assistance. In multistory buildings, person(s) with disabilities should be directed to fire protected stairwells (Area of Refuge) to await assistance from emergency personnel, if unable to otherwise evacuate the building.

Faculty will review this information with each class at the beginning of each term.

In the event of a fire alarm, Faculty will follow the Fire Alarm Evacuation Procedure:

- Evacuate the building.
- Assemble the students at the designated reassembly area.
- Report student status (missing, injured, etc.) to Campus Safety or appropriate emergency personnel.

### Building Occupants

Building Occupants are defined as every person in a Baker College owned or leased building.

- Occupants shall evacuate the building in an orderly manner and shall congregate at the designated reassembly site.
- Occupants shall not re-enter the building until a verbal "All Clear" is signaled by Campus Safety or appropriate emergency personnel.
- Persons with disabilities shall, if unable to evacuate from the building, go to the designated Area of Refuge (stairwell) for assistance in exiting the building.

### Emergency Personnel

Emergency personnel are designated to be Campus Safety and Facilities personnel as well as any other first responder on the scene.

- Emergency personnel will assist in building searches to ascertain that all occupants have vacated the premises.
- Emergency Personnel will issue an "All Clear" when it is appropriate for occupants to re-enter the building.

**NOTE:** In the event of an actual emergency, the on scene Fire Commander will give an "All Clear" so occupants may re-enter the building. This will be handled in a manner deemed appropriate by the Fire Officers and relayed by Campus Safety and/or Facilities personnel at the scene.

### REPORTING REQUIREMENTS

Fire alarm systems found to be non-functional shall be noted and reported to Facilities for repair.

A record of all drills conducted will be maintained by the Campus Safety Director or designee.

### NON-COMPLIANCE

According to the National Fire Protection Association Standard, NFPA 1, Fire Prevention Code, Section 3.2.2, "Drills shall include suitable procedures to ensure all persons subject to the drill participate." The fire drill plan covers all persons in the building, and everyone must leave the building during the drill period. Any person failing to comply with fire drill procedures is subject to being escorted out of the building by Campus Safety.

The Campus Safety Director or designee shall report incidents of employee non-compliance to the employee's immediate supervisor for further review and corrective action.

The Campus Safety Director or designee shall report incidents of student non-compliance to the Director/Vice President of Student Affairs for consideration of corrective or disciplinary action.

### Medical Emergencies

It is the desire of Baker College to provide a safe, comfortable, and orderly campus environment. As such, the College has established a policy to ensure the health and safety of students, visitors, staff, and faculty by training Campus Safety Officers and other appropriate staff in the application of First Aid and Automatic External Defibrillator (AED) to be used in emergency situations.

In cases of serious illness or accidents, Baker College staff will assist as possible in contacting public medical emergency response. People who wish to apply first aid do so at their own risk. In cases of illness or accident, whether or not emergency response is required, Baker College personnel will immediately notify an Academic Advisor, Residence Hall staff, Campus Safety, or Buildings and Grounds staff, as applicable.

If an accident or injury occurs on Baker College premises, the College will make every effort to assist the student in receiving immediate medical attention.

Students know their own healthcare needs far better than anyone else. For this reason, the primary responsibility for healthcare rests with the individual. Students should take special care to thoroughly complete the Emergency Contact Information form. This information will help the staff in providing emergency response action.

Baker College reserves the right to require students who contract a contagious disease to not attend classes until they present a doctor's statement that they are no longer infectious. According to the Michigan Department of Health, all Baker College students should have up-to-date immunizations.

As required by regulation, all Category A employees are identified through an internal assessment process. Hepatitis B vaccinations are made available at no cost to Category A employees and are given under the supervision of a licensed healthcare professional. Employees may refuse immunization by signing a vaccination declination. If the employee has not received the HBV vaccination, it can be administered within twenty-four hours of an exposure incident.

## Substance Abuse Referrals

Assistance is available for students with drug and alcohol-related problems through referrals to outside agencies. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.

## Personal Concerns Referrals

Individual assistance and/or referrals to outside agencies are provided for students with personal concerns. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.

## PARKING

Baker College provides a student parking area. Students parking in the College lot must display a parking permit which is issued free of charge in the Campus Safety Office. Students without the appropriate parking permit may have their vehicles towed. Students parking in designated employee parking spaces, visitor parking spaces, traffic lanes, handicapped spaces, or other designated no-parking areas will be subject to a fine and/or have their vehicles towed away at the their owners' expense.

Every campus supplies an ample number of free, paved, lighted parking spaces. Some of these spaces are designated for particular groups of people (handicapped drivers, campus visitors, College employees, etc.) and are clearly marked as restricted areas. Vehicles with a student parking permit are prohibited from parking in these restricted spaces.

The parking lot is open whenever the College is open for business or classes. Students who leave their cars in the College parking lot after 10:00 pm must report this to the Campus Safety Office.

Students who park illegally in restricted areas may receive a parking ticket and be expected to pay a fine. Failure to pay the fine by the ninth week of the quarter may result in the student not being allowed to take final exams.

The student to whom the parking permit is issued will be held responsible for any parking violations, even if someone else was driving the illegally-parked vehicle. Baker College reserves the right to revoke parking privileges and/or to tow and impound the vehicles of flagrant or repeat offenders. Students are expected to obey posted campus speed limits.

Handicapped parking is available on a first come, first served basis. All students possessing a state issued handicapped permit must also obtain a Baker College parking permit.

Several Baker campuses are served by local bus lines. Check with the Academic/Administrative Office on the campus for route maps and schedules. Students are encouraged to form car pool groups to save on transportation costs and to relieve parking space.

## STUDENT IDENTIFICATION CARDS

An identification card will be issued to each new student. Check in the Academic/Administration Office for information on where to obtain the ID card. Students should carry their student ID cards when on campus.

## CAREER SERVICES

### My Career Services

Located on the Baker College website, My Career Services provides a variety of resources to assist you as a student preparing for a career:

- Reinforce your career decision by investigating your Baker College major. We have program documents and videos for your review and research.
- Investigate employers who hired Baker College graduates in your major last year.
- Login to our Virtual Office, Handshake, to access career preparation resources, post your résumé, and connect with employers.
- Explore How to become a Well-Rounded Student so you can become a qualified graduate!
- Get excited about your academic journey by viewing Baker College student success stories and employer testimonial videos.

### Professional Career Strategies

Successful completion of the Professional Career Strategies course (WRK 291B) initiates students into the job search process. In this course, students will demonstrate an understanding of employment demands, techniques in applying for jobs, and the system of direct communication with Career Services staff and potential employers. Students can enroll in WRK 291B the last quarter of a certificate program or during the last two quarters of a degree program.

### Part Time Employment Assistance

Baker College students have held a wide variety of part-time jobs. If a student decides to seek part-time employment and has begun attending classes at Baker, the student may contact the Career Services Office for information on how to access the Handshake system for available job openings.

## WORK EXPERIENCE PROGRAMS

### Undergraduate

Baker College work experience programs provide students with opportunities to earn academic credit while gaining professionally supervised work experience in business, industry, government, and other agencies/organizations. The work experience must be career oriented and program related. Qualified students in associate and bachelor degree programs are required to participate in an internship after the majority of the program major core courses are completed. The objectives of the work experience programs are to prepare students for the transition from classroom to employment and to provide students with a better understanding of the fields they have chosen to enter. These programs also provide valuable experiences necessary for students to obtain related employment.

### Internship:

- Work experience of varying hours
- Career and program related
- Credit generating
- Professionally supervised in a variety of employment settings
- Paid/unpaid work experience

### Experiential Learning Credit (ELC) for Work Experience

The WRKEL 201 course provides students with a potential opportunity to apply current or recent work experience toward college level credit. Students must satisfy the program requirements and /or pre-requisites to complete the WRKEL 201 course. Students must complete a work experience application to determine eligibility. Once an ELC work experience is approved by both Career Services and the Academic Program Official via the application process, the appropriate College official will register the student for the WRKEL 201 course.

A student must have worked a minimum of 20 hours per week for one full calendar year in a position(s) directly related to his or her major. If the student is not currently employed in a field related to the major core courses, but has worked 6 calendar months prior to the date of the ELC in a related field, the student must provide employer verification stating the dates of employment. Students must meet all work experience application deadlines to be approved for the WRKEL 201 course. Students must submit all required documentation and academic assignments associated with this course. Students will be charged 25% of the four credit hour tuition, and four credits will be applied to the transcript upon approval and completion of the WRKEL 201 course.

### Work Experience Statement on Health Insurance Coverage

Students are required to cover the cost of any medical care they may need during their work experience. Health Science students are required to have health insurance at all times. Some work experience sites will not accept students who do not have health insurance coverage.

### INCOMPLETE GRADE POLICY FOR WORK, CLINICAL, OR FIELD EXPERIENCE COURSES

An instructor may agree to issue an Incomplete (I) grade for a work or field experience course if any of the following conditions are met:

1. The coordinator\* of the work or field experience informs the instructor that an incomplete (I) grade should be assigned when a work or field experience site becomes unavailable.
2. The work experience coordinator informs the instructor that an Incomplete (I) grade should be assigned because the student is unable to complete the required hours within the time frame of the registered course.
3. The student has completed 80% of the total coursework and has a chance of earning a passing grade in the course.
4. The student and instructor must sign a "contract" that clearly states the requirements to be completed and the due date for completion of each requirement. The due date may not exceed the last day of the following quarter unless extenuating circumstances are reviewed and approved by the Director/Vice President for Academic Affairs. If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

\*A coordinator can be any of the following: (1) the instructor teaching the course, (2) the academic fieldwork coordinator, (3) the clinical coordinator, (4) the practicum coordinator, or (4) Career Services staff.

### Employment Assistance

Considerable effort is provided to assist graduates with job searches. Graduates receive individual assistance with skills assessment, résumé critiques, job referrals, and other related services.

The employment service of the College is a lifetime benefit. Any time graduates would like help in a job search, Baker College is willing and prepared to give assistance. Graduates are asked to notify the College with name and address changes so they may be kept aware of additional services provided by the College. While the Career Services Offices for all of the Baker College campuses have enjoyed substantial and consistent success in the employment of available graduates over an extended period of years, it is important to note that Baker College does not guarantee employment.

Through the Baker College Handshake system, recent graduates and alumni can search the database of approved employers and apply to available job openings.

### Employment Statistics

The following chart details employment statistics for Baker College for the past five years.

PERCENTAGE OF AVAILABLE GRADUATES EMPLOYED					
CAMPUS	2011	2012	2013	2014	2014
Allen Park	95.6%	96.6%	95%	96%	95.7%
Auburn Hills	99.6%	97.9%	97.8%	99.1%	99.4%
Cadillac	97.5%	97.2%	99%	99.2%	99.6%
Clinton Township	96.6%	95.6%	97.6%	96.8%	98.7%
Flint	96.1%	95.6%	95.6%	96.9%	98.5%
Jackson	99%	98.3%	96.5%	95.3%	96.6%
Muskegon	96.3%	97.8%	98.9%	98.5%	99.4%
Owosso	95.2%	98.1%	98.1%	98%	98.3%
Port Huron	96.6%	95.6%	96.4%	96.4%	99.4%
Online	98.8%	99.7%	99.9%	99.7%	99.3%
Graduate	98.6%	100%	99.6%	99.3%	99.5%
System	97.2%	97.5%	97.7%	97.8%	98.6%

This data is included as information only and is accurate to the best of our knowledge.



#### **AVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:**

- Graduates who have completed their academic programs during the reporting year, minus graduates continuing their education.

#### **UNAVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:**

- Graduates who have declared themselves unavailable due to personal or medical reasons

- Graduates who are unable to be contacted due to disconnected telephones, undeliverable e-mail addresses, moving without providing Career Services with a forwarding address, etc.
- Graduates who do not cooperate with the efforts of Career Services to gain employment by refusal to return phone calls, to provide an updated résumé, to complete forms, or to follow up on Career Service generated job referrals in their related fields, or by having unrealistic geographic or monetary expectations.

## **ACADEMIC POLICIES**

### **COURSE CANCELLATION POLICY**

The College reserves the right to cancel any course at any time. If the College cancels a course, students will be notified promptly and be given an opportunity to enroll in another course, if possible.

### **REPEAT COURSE POLICY**

Students may repeat courses to improve their grades. Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D-or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

If a student repeats a course, the higher or highest of the grades will be used in computing the student's GPA. However, all grades will remain on the student's official transcript. A student may attempt a non-developmental course for the third time only after meeting with and obtaining written authorization from the Director/Vice President of Student Affairs.

An attempt is defined as a course completion in which a student is assigned a grade. Withdrawals are not considered an attempt. A student is blocked from registering for a course for a third time until a Third Attempt Learning Contract is completed and registration is approved. Successful completion of the conditions outlined within the Third Attempt Learning Contract is required for consideration of subsequent attempts.

Some programs are subject to exceptions to the third attempt policy based on licensing, accreditation, and standards, which stipulate fewer attempts.

The policy for repeating Developmental Education courses is included on page 38 of the Catalog, along with other Developmental Education information. Withdrawals are considered an attempt for Developmental Education courses, and students face academic dismissal if unable to successfully complete (pass) these courses within three attempts.

### **WITHDRAWAL FROM A COURSE POLICY**

#### **Student-Initiated Withdrawal from a Course:**

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by one of the following methods:

1. Completing a Withdrawal Form (available in the Academic/Administrative Office).
2. Mailing, faxing, e-mailing (Baker e-mail account preferred) a letter requesting withdrawal and explaining the reason for withdrawal.

The official withdrawal date is 1) the date the Withdrawal form is submitted, 2) the postmarked date of the letter mailed, 3) the date the fax was received, or 4) the date the e-mail was received. Tuition refunds are based on the official withdrawal date (see Class Withdrawal and Refund Policy).

#### **College-Initiated Withdrawal from a Course:**

A student will be administratively withdrawn from a course for any of the following reasons:

1. Excessive absenteeism as defined in the Attendance Policy (see Attendance). A student will be withdrawn from a course up to the end of the week which precedes the final week of the course. (The student has earned a grade at this point).
2. The level of academic achievement for the course makes it inadvisable for a student to remain in the course. The instructor communicates his/her concern about a student's level of academic achievement in a course by submitting a Student Notice of Concern form. The form is reviewed by the designated campus official(s) and a decision is made regarding the student's status in the course.
3. Violation of the Basic Principles of Student Responsibility Policy (see section with the same title).

The official withdrawal date for College-initiated withdrawals is the date of processing.

Student-initiated or College-initiated withdrawals do not reduce the student's financial obligation.

### **ACADEMIC APPEAL PROCESS**

Baker College has established an appeal process for students who have concerns regarding grades and the consistent application of both class requirements and policies as it pertains to grades.

If a student believes that the final course grade is based on a clerical or calculation error, capriciousness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, the student may file an appeal and must offer evidence to support the claim.

To ensure prompt resolution of the student concern, the appeal process has deadlines for each stage. If the student does not file the required paperwork within 90 calendar days of the end of the quarter in which the concern occurred, the student cannot appeal. All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse.

#### **Step 1:**

The student will discuss the concern in dispute with the instructor.

#### **Step 2:**

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will communicate with an Academic Advisor or designee. The Academic Advisor or designee will provide the student with an Academic Appeal form.



The student will complete the Academic Appeal form and submit, within five business days of the meeting with the Academic Advisor or designee, a comprehensive written document, which represents a summary of the facts and data from the student's point of view. The appeal and supporting documentation must be received by the established deadline. If any supporting material is not received by the stated deadline, the appeal will go forward without the additional material. Upon receipt of the appeal, the Academic Advisor or designee will send the appeal to the instructor.

The instructor will review the appeal and provide a written response to the student's concern. The instructor will return the response to the Academic Advisor or designee within five business days of receipt of the appeal. The Academic Advisor or designee will share the instructor's written response with the student. If the concern is not resolved, the appeal will move to Step 3.

### **Step 3:**

The Academic Advisor or designee will send the Appeal Form and written document to the Director/Vice President of Academic Affairs. The Director/Vice President of Academic Affairs will have five business days to render a decision and return the appeal to the Academic Advisor or designee.

The Academic Advisor or designee will inform the student of the decision. Upon the student's request, the Director/Vice President of Academic Affairs may review the decision with the student. Within five business days of notification, the student will indicate, in writing on the Appeal Form, his/her acceptance of the decision or the desire to move the appeal to Step 4.

### **Step 4:**

If the concern is not resolved in Step 3, and the student chooses to pursue the concern further, the Academic Advisor or designee, will contact the Chair of the Judiciary Council and will forward all documentation. The Judiciary Council will be convened within ten business days of receipt of the appeal to resolve the concern.

The Judiciary Council will be formed and chaired by the Director of Student Services or designee. The Chair will be a non-voting member of the Council. The Council will be composed of two students, two faculty members who teach in a program other than the student's program, and a program director from a division other than the division that is responsible for the course involved in the appeal.

Both the student and the instructor may appear before the Judiciary Council although no new documentation can be presented at this time. A written report of the Council's decision will be completed by the Chair and will be placed in the student's file. A copy of the report will be sent by the Chair to the student and the instructor within five business days.

The decision of the Judiciary Council is final. The student and the instructor may respond in writing to the Council's action, and these responses will be placed in the student's academic file. No further appeal will be permitted.

## **ACADEMIC PROBATION POLICY**

If the student's cumulative GPA falls below the appropriate minimum GPA required to remain in good academic standing as illustrated on the step scale, the student will be placed on academic probation for the following quarter. The student will be advised to restrict his/her course load and curtail extracurricular activities and work schedules. If the student attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below the step scale, the student will remain on probation for the next quarter.

## **Removal from Academic Probation**

The student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA places him/her in good academic standing as illustrated on the step scale.

## **ACADEMIC SUSPENSION POLICY**

Students are academically suspended based on either of the following:

1. In the first quarter, a student fails all credit-bearing courses for which he/she is registered.
2. At the end of the probationary quarter, a student on academic probation earns a GPA lower than that called for by the step scale.

Consideration for re-enrollment will be given to academically suspended students only after an absence of at least one academic quarter. Requests to re-enroll are processed through the Academic Department.

Students who were living in Baker College housing at the time of academic suspension must reapply in order to be readmitted to College housing.

## **ACADEMIC DISMISSAL POLICY**

Students are academically dismissed based on any of the following:

1. A student received a prior academic suspension and his/her GPA falls below the step scale regarding good academic standing.
2. A student fails to complete required work within 30 days of the beginning of a course in which he/she is enrolled. A Notice of Concern must be on file from the instructor indicating that the student has not completed any coursework within this time period or has not successfully completed (passed) enough work to receive a passing grade if the student remained in the class.

The College reserves the right to academically dismiss any student whose level of achievement makes it inadvisable for the student to remain in school. Students who are academically dismissed may not attend classes in any future quarter, unless they apply for and receive Academic Amnesty (See Academic Amnesty: Fresh Start Program).

Students may also be academically dismissed based on the following:

1. A student is unable to successfully complete (pass) any developmental education course within three attempts.

Readmission for developmental education academic dismissal may be considered under one of the following conditions:

1. If the student is in good academic standing, he/she can return at any time with documentation of transferable college-level math and/or English courses which were completed following dismissal from Baker College, and the transfer credit is within the same discipline that caused the dismissal.
2. If the student is in good academic standing, he/she can return after two years if able to demonstrate through placement testing that the developmental education course(s) which he/she previously could not pass in three attempts are no longer needed.
3. If the student is academically dismissed and is in poor academic standing, he/she can only return after four years if approved for Academic Amnesty and can indicate through placement testing that developmental courses are no longer needed.

## ATTENDANCE POLICY

Since attendance has a direct bearing on a student's future employability, financial aid, and academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

### On-ground

It is the responsibility of the classroom instructor to record and submit a record of attendance. When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 40% of the course.

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

### Inclement Weather Procedures

A message will be posted on the Baker College website ([www.baker.edu](http://www.baker.edu)) as well as announced on area radio and television stations in the event of an emergency requiring College closure. Ordinarily, colleges remain open like other business establishments during bad weather. However, in the case of extreme conditions requiring College closure, check the website or tune to local areas radio and television stations for updates. Classes may meet during the day or in the evening dependent on the cause of the emergency. Please contact your campus for specific information.

All students are registered in the Baker College Emergency Notification System (ENS) which contacts students via their Baker email, text message, or recorded telephone message. Students should access the Baker College website to confirm current contact information.

Please note: Any student who is enrolled in a work experience, field placement, clinical rotation, or similar off-site course will be expected to report to his/her off-site experience (in the event of a campus closure). If conditions are such that it is not safe to travel to the off-site location, the student must contact the appropriate site supervisor or College official regarding individual circumstances preventing the student from attending.

### Online

Attendance is reported on a weekly basis. Attendance is defined as submission of any of the following within Blackboard during the seminar week:

- Wiki, blog, or journal assignment
- Assignment submission to an assignment link
- Discussion Board posting

The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 33% of the course.

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

## COURSE REINSTATEMENT FOR EXCESSIVE ABSENTEEISM POLICY

The student initiates the application process for course reinstatement through the SOLAR/STAR system. The student can request course reinstatement only once per course, per quarter. The instructor

reviews the application and makes a decision to approve or deny the request for course reinstatement. The instructor cannot approve a second reinstatement into the same course within the same quarter. The reinstatement process and the assessment of the associated student work must be completed prior to submission of final grades. If the request is approved, the instructor generates an academic plan of action.

## STUDENT COMPLAINT POLICY

Students have the right to file a formal complaint about College matters if they believe their rights have been violated. The following are considered formal student complaints: grade disputes, Equal Opportunity complaints, Americans with Disabilities Act complaints, and harassment complaints. Please see the following sections of the Student Handbook for more information about the specific policy and complaint procedures:

SPECIFIC POLICY AND COMPLAINT PROCEDURES		
TYPE OF COMPLAINT	STUDENT HANDBOOK HEADING	STUDENT HANDBOOK PAGE LOCATION
Grade Dispute	Academic Appeal Process	208
Equal Opportunity Complaints	Equal Opportunity Policy Statement	216
Grievance Procedure for Complaints		218
Americans with Disabilities Act complaints	Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and Americans with Disabilities Act Amendments Act of 2008 (ADAA)	217
Grievance Procedure for Complaints		218
Harassment Complaints	Prohibited Harassment Policy	217
Anti-bullying/Harassment Policy		218

To file complaints, students may follow the specific procedures outlined in the areas noted in the Student Handbook. For grade disputes, students may use the Academic Appeal Agreement and Plan Forms. For all other complaints, the student will use the Baker College Complaint/Grievance Form. The students may file a formal complaint, in writing, with the appropriate College officer, using the forms noted. Formal complaints must be specific, comprehensively documented, signed by the student in written format, and delivered either by US mail or through an attachment to an e-mail. To be considered a "formal student complaint," the information submitted by the student needs to present full details including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve the complaint. Within 10 business days, after receiving the formal, written complaint from the student, the College will outline the steps that will be followed to resolve the issue.

Students have access to the following institutions if complaints are not sufficiently addressed by the College.

### The Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413

Phone: 800.621.7440 / 312.263.0456

Fax: 312.263.7462

[info@hlcommission.org](mailto:info@hlcommission.org)

Complaint Process

E-mail questions to [complaints@hlcommission.org](mailto:complaints@hlcommission.org)

### Michigan Department of Licensing and Regulatory Affairs

P.O. Box 30220

Lansing, MI 48909-7720

Complaint Process and Forms

<http://www.michigan.gov/lara>

## E-MAIL CORRESPONDENCE

E-mail correspondence is increasingly used for distribution of information to members of the Baker College community. Electronic forms of correspondence are timelier and more efficient than traditional paper correspondence and provide better service to the recipient and potential cost savings to the College.

Since all staff, faculty, and registered students at Baker College have e-mail accounts created by virtue of their association with Baker College, electronic correspondence is one of the authorized means of communication from Baker College to its constituents. Notification by e-mail is equivalent to notification by letter or by phone.

All e-mail correspondence shall be sent to the e-mail address issued by Baker College (the address ending in “@baker.edu”). Students have an option to define a different “Preferred E-mail Address” at the time of application; however, the College, including faculty and staff, will send all messages to the Baker e-mail address.

## BAKER COLLEGE STUDENT PRINTING

The Baker College Print System is architected to allow students to use Baker College resources to print and scan documents.

Students are given a \$50.00 printing credit each quarter, which corresponds to 500 black and white single-sided pages. (Students may also print in color, but this will reduce the number of pages provided.)

- Duplex (two-sided) print jobs count as two print pages.
- Printing balances do NOT transfer from quarter-to-quarter. New balances are loaded each quarter.
- If a student exceeds the \$50.00 of free printing at any time during the quarter, students will not be able to print without purchasing additional printing credit.
- Students can purchase additional prints from designated location(s) while on campus.
- Student-purchased prints are non-refundable and non-transferable.
- The quarterly allotment of prints cannot be redeemed for cash.

## INTERNET ACCOUNT

Any registered student at Baker College automatically receives an Internet account. This account creates a personal e-mail account, an online classroom account, and gives students access to some restricted areas on Baker College’s website, including access to many library resources. This account also gives students access to download some software that the College can distribute only to students. Finally, this account allows students to access the Student Online Links to Academic Records (SOLAR) System. The SOLAR System allows students to safely and privately access their own student data found on our administrative computer system. Students can view grades, transcript information, and billing information through this system. For further information visit: [www.baker.edu](http://www.baker.edu) and click on Solar System at the top of the page. Students may also view grades and transcript information and register for classes through [my.baker.edu](http://my.baker.edu).

## ACCEPTABLE USE POLICY FOR BAKER COLLEGE INFORMATION TECHNOLOGY RESOURCES

### I. Introduction

This policy defines the accountability of all (“Users”) as well as the boundaries of acceptable use of Baker College computing and communication resources. Baker College provides robust resources to support the information technology (IT) environment, including computers, data storage, mobile devices, electronic data, networks, software, e-mail services, electronic information sources, voicemail, telephone services, and other products and services.

Baker College’s computing and communication resources are the property of Baker College and are used to support the institutions Guiding Principles, including the advancement of education, services, community, and administrative business support services.

IT resources are provided for the use of faculty, staff, students, and courtesy affiliates. This policy is intended to help protect Baker College and its constituents as it relates to privacy and confidentiality as well as the overall integrity of Baker College IT resources. Having a sound and effective information technology environment is essential to the Mission and Guiding Principles of Baker College.

When utilizing Baker College resources, you agree to the Acceptable Use Policy for Baker College Information Technology Resources language.

### II. Applicability

- 2.1** This Policy applies to all individuals using Baker College resources, regardless of affiliation (faculty, staff, students, and courtesy affiliates) or where the resources are accessed or used, i.e., Baker College campus or remote locations.
- 2.2** For usage within the Baker College campus IT environment, additional rules may apply to specific resources, including classrooms, business systems, networks, software, social media, databases, and other services and support. Rules will be consistent with this policy and could potentially enact additional requirements and/or responsibilities on the Users.
- 2.3** Access to Baker College resources may be wholly or partially restricted without prior notice and without consent.
- 2.4** Access to this Policy will be granted to Users through the website, handbook and/or catalog.

### III. General Authorized Usage Overview

- 3.1** Baker College resources are provided for College-specific objectives, including supporting the College’s mission, teaching, administrative actions, and student/student-life activities, including social media usage.
- 3.2** Users are granted access to Baker College IT resources and are responsible for all activity performed with their user IDs. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.
- 3.3** Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.
- 3.4** Usage of Baker College resources for supplementary personal use is done at the user’s own risk. The College cannot and will not guarantee the continued operation, support, or security of IT resources.
- 3.5** Users are responsible for informing themselves of any Baker College policies or regulations that control the use of College resources prior to resource usage.
- 3.6** Users are expected to respect the privacy of other Users, including usage, content, or identities.
- 3.7** Users are required to comply with state, federal, and local laws as well as College policies. Additionally, Users are required to adhere to the rules and regulations dictated by third parties.
- 3.8** Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of Baker College resources.

## IV. Inappropriate Usage

- 4.1 The use of Baker College resources for private business, commercial activities, fund-raising, or advertising for non-College purposes is prohibited unless approved in advance.
- 4.2 Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.
- 4.3 Using College resources for unlawful communications, including threats of violence, obscenity, child pornography, and harassing communication are prohibited and will immediately be reported to the local police department and/or campus safety.
- 4.4 Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.
- 4.5 Users cannot use IT resources in a manner that impacts usage or activities of the resources by other Users including, but not limited to, the introduction of malicious software or malware.
- 4.6 Connecting unauthorized modems, routers, wireless access points, or other devices to Baker College resources is prohibited.
- 4.7 Interfering with the networking including, but not limited to, scanning, monitoring, intercepting, and altering network packets is expressly prohibited.
- 4.8 Baker College resources cannot be used to engage in patrician politics or promote/oppose ballot measures unless that use is approved by the President/CEO.
- 4.9 Users cannot access Baker College resources without the proper authority, which includes attempting to evade or circumvent user authentication and/or misrepresenting one's identity or affiliation.

## V. E-mail and Electronic Communications

- 5.1 Access to Baker College e-mail is a privilege that may be wholly or partially restricted without prior notice and without consent of the user.
- 5.2 An activity that may strain the e-mail or network facilities is a violation of this policy. These activities include, but are not limited to, sending chain letter and widespread dissemination of unsolicited e-mail.
- 5.3 Modification or forging of e-mail information, including the header, is prohibited.
- 5.4 Confidentially of e-mail or other electronic communication cannot be assured; therefore, Users should be aware of the risks when sending confidential, personal, financial, or sensitive information.

## VI. Social Media

Baker College recognizes the important role that Social Media plays in our community. In support of this, there are a number of official Baker social media accounts. As a student at Baker College, if you want to create an official Baker page or group, you must first receive approval from the school (the social media application is available at baker.edu). When operating an official page or group, you are representing Baker College and, as such, you are required to follow Baker's online code of conduct and adhere to the policies outlined below. Any violation of any of these policies, regardless of scale or visibility, will be addressed; as with offline violations of Baker College's behavioral guidelines, disciplinary action may be undertaken at the discretion of the Administration. Any deviation (even unintentional) from the policies and procedures could result in disciplinary action up to and including termination.

## 6.1 STUDENT GROUPS

- All official student groups and pages will be monitored on an ongoing basis at the campus and departmental level to ensure compliance, quality, and consistency with these policies and guidelines.
- The description of the page/group must include the following: "This page/group is not operated by an official representative of Baker College and, as such, the posts and opinions expressed here do not represent the opinions or policies of Baker College. Baker College is not responsible for any content posted here."

## 6.2 BEST PRACTICES

- Remember to treat others appropriately, even if they do not do the same. Avoid personal comments, criticisms, or attacks.
- All postings should be free of inappropriate language or content; ethnic slurs, personal insults, or obscenity will not be tolerated.
- Avoid participating in inflammatory or sensitive topics (i.e., expressing religious beliefs or political opinions).
- Be mindful of accuracy and questionable Internet resources. When possible, always include a link to any resource cited. And always follow up with a correction if a mistake has been made.
- Do not speak outside your area of expertise. Whenever possible, direct questions towards a resource who can answer them—even if you do not have the information.
- Be aware that anything you publish online has a long shelf life and may be accessible for many years afterward—online or in archives (even if you delete it).
- Respect all copyright and fair use laws with any information you share online (including pictures).
- Do not provide any endorsement or referral for a product or service on behalf of Baker College.
- Do not let your online activities get out of balance with your day-to-day academic or personal responsibilities.

## 6.3 SAFETY AND PRIVACY

- When applicable, always take measures to ensure that your privacy settings will protect your personal information and safety. Never reveal personal or sensitive information online. Likewise, never collect or request another's personal information.
- All passwords must be kept secure and separate; never share them with anyone or write them down.
- Do not reuse passwords for multiple sites or accounts.
- Always log out of a site or system after use; do not use auto-login or "Remember Me" checkboxes.
- If you have any reason to suspect a password is no longer secure, change it, immediately.
- If you have any reason to suspect an account has been compromised, immediately contact the Support Department for that particular site or service for assistance.
- Immediately notify the IT Solutions Center (itsc@baker.edu) of any situation when a password or account appears to be compromised.
- Immediately report to Campus Safety and IT Solutions Center (itsc@baker.edu) any threatening or abusive posts made on student groups/pages; capture a screenshot of the post and username before deleting it.

## 6.4 HIPAA AND SOCIAL MEDIA IN THE HEALTHCARE SETTING

- Federal law defines privacy through the Health Insurance Portability Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy and confidentiality by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances.
- The definition of individually identifiable information includes any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information that could be used to identify an individual. To that end, the student's responsibilities are the following:
- Safeguard any patient information learned by the student during the course of treatment.
- Disclose patient information only to other members of the healthcare team for the purpose of providing care for the patient.
- Share confidential information only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions, a student is obligated to safeguard confidential information.
- Be aware of the potential consequences of disclosing patient-related information via social media, failure to adhere to clinical affiliate's policies, failure to abide by relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media.

## 6.5 FERPA AND SOCIAL MEDIA IN EDUCATION SETTINGS

- The federal law that addresses student privacy and records is the Family Educational Rights and Privacy Act, or FERPA. In the United States, education records at public schools or schools that receive public funding fall under FERPA's jurisdiction. FERPA ensures the privacy of education records.
- Candidates (Student Teachers) should be aware of issues related to privacy of educational records. It is important for the teachers to keep personal information related to the child and parents confidential.
- Candidates (Student Teachers) should not discuss students, staff, or the school negatively inside or outside of the building, and should not discuss students by name except for professional purposes.

## VII. Privacy

**7.1** Privacy is important to Baker College; however, Users should be aware that the data created or stored on Baker College resources remains the property of the College.

**7.2** Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.



**7.3** Authorized individuals of the Baker College IT environment will perform management tasks in a manner that fosters User trust.

**7.4** The College does not routinely monitor individual usage; however, normal operations require the backup of data, logging of activities, monitoring general usage, logging files, and other similar activities. Baker College may access various resources in order to perform necessary maintenance, including security events.

## VIII. Operational Security

**8.1** The College may, without advanced notice to Users, take any action necessary to protect the interests of Baker College to ensure that the IT resources are stable and secure. Any action necessary will be taken including monitoring and scanning College resources.

**8.2** Third-party intrusions, viruses, and physical access can compromise computing and communication security. Baker College takes reasonable precautions to minimize risks. Users must notify and report incidents to [abuse@baker.edu](mailto:abuse@baker.edu).

**8.3** Known or suspected violations of the Acceptable Use Policy or Social Media Policies should be reported immediately to [abuse@baker.edu](mailto:abuse@baker.edu).

## IV. Enforcement

**9.1** Use of Baker College resources is a privilege and not a right. User's access to Baker College IT resources may be limited, suspended, or terminated if that User violates the Policy. The CIO or the Director of Security will address alleged violations of this Policy.

**9.2** In addition to review of alleged violation of this Policy, the College may be obligated to report incidents to law enforcement.

**9.3** Users who violate this Policy, other College policies, or external laws will be subject to disciplinary action and/or penalties.

**9.4** If the CIO determines that a User has violated this Policy and determines that access should be limited or suspended, the User may appeal that decision to the System Executive Committee.

Definition of Users: any authorized individual, including faculty, staff, students, or courtesy affiliate.



## **PERSONAL AND PROFESSIONAL CONDUCT**

Baker College is committed to providing an educational environment that gives students the opportunity to obtain their academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

Baker College will take into account all circumstances that are applicable to the potential student including felony convictions. If a potential student has been convicted of a felony, Baker College will consider the specifics of the conviction. The specifics will include the original charge, the crime for which the potential student was convicted, the length of time since the date of conviction, and if the potential student was incarcerated, the length of time from the date of the release, along with any other relevant information requested by Baker College.

Baker College may also consider any documented success of rehabilitation. If necessary, the potential student will provide any releases or waivers necessary to obtain the requested information.

If a potential student is currently on parole, the potential student will provide the name and contact information of his or her parole officer. Baker College will obtain the conditions of parole and will determine whether admittance to Baker College meets the conditions of parole. A personal interview may be required. After review of the available information, Baker College will determine whether to deny admission to the potential student, admit the potential student, or admit the potential student with conditions.

Baker College reserves the right to refuse admission or readmission to any applicant whose academic preparation, personal disposition, or personal demeanor is determined to be inconsistent with the ideals, values, and educational aims of the College.

## **BASIC PRINCIPLES OF STUDENT RESPONSIBILITY**

Each person has a right to study, learn, and live in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. Baker College expects student awareness and concern for all aspects of classroom, residential, and extracurricular life, and strives to promote a cohesive and equitable environment, where cultural and ethnic differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes. These expectations, regulations, policies, and practices promote the following:

- The mission of the College,
- Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions, and
- Respect for the rights of others. It is important to formally note the following policies with regard to student responsibility and respect:

Enrollment at Baker College is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, and educational aims of the College. Students will respect the rights and property of others and will treat fellow students, faculty, and staff with good manners and respect. Students will use care in keeping facilities and equipment clean and orderly. Food and beverages should not be eaten in hallways or classrooms. Students will behave in such a way as to promote a positive learning environment. When a student's actions do not reflect these expectations, the College will take disciplinary measures, which may include disciplinary suspension or expulsion from the College and/or student housing, and/or criminal prosecution.

- It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College.
- Baker College does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.
- Baker College students are expected to abide by federal, state, and local laws.
- Any illegal possession, sale, or use of illegal or over-the-counter drugs will result in penalties including immediate expulsion and/or criminal prosecution.

Student instigation or participation in activities which develop to a degree that elicits panic or alarm, disturbs the peace, endangers personal well-being, or harms public or private property is prohibited. Furthermore, students who impede or threaten to obstruct the free and uninterrupted passage of individuals or vehicles, or prevent or obstruct the normal operations of the College will be subject to disciplinary action, which may result in disciplinary suspension or expulsion from the College and/or criminal prosecution.

Students are expected to use language that promotes a comfortable environment. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion.

Students are asked to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.

A special word about College-owned equipment: Computers, printers, office machines, medical and electronic equipment, and other equipment are placed in locations that will facilitate the best possible benefit to students. Any student who removes or tampers with this equipment is subject to dismissal and payment of any costs resulting from damage or loss of equipment. Students should immediately report equipment in need of repair to an instructor.

Operating a business on Baker College property or with the use of College equipment is prohibited. The use of the Baker College name on any advertising by a student for business purposes is not allowed.

Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including the College administrators, faculty, housing staff, campus safety officers, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion.

## ASSESSMENT AT BAKER COLLEGE

Baker College gathers assessment data for program planning and accountability. A variety of data is collected at the course, program, and institutional levels. This data includes direct measures of student learning, course evaluations, instructor evaluations, employer evaluations, and various surveys of shareholders satisfaction. Students may be asked to complete projects with rubrics, take standardized exams, complete surveys, and/or participate in other assessments. Baker College is committed to using the assessment data collected to continuously improve teaching and learning and to enrich students' college experiences.

## RECORDING A COURSE SESSION

Students have the right to audio record for personal use a lecture or mini-lecture within a course session but must inform the instructor. Students are required to gain authorization from the instructor to video record a course session for personal use.

## ACADEMIC HONOR CODE

Academic honesty, integrity, and ethics are required of all members of the Baker College community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at Baker College. They are the foundation for ethical behavior in the workplace. Attending Baker College is a privilege, and students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Ignorance of the College's honor code is not accepted as a valid excuse for prohibited conduct. The following list includes some examples of honor code violations; they are not intended to be exhaustive.

### 1) Cheating

- Using unauthorized materials such as books, notes, or crib sheets to answer examination questions
- Taking advantage of information considered unauthorized by one's instructor regarding examination questions
- Copying another student's homework, written assignments, examination answers, electronic media, or other data
- Assisting or allowing someone else to cheat



### 2) Plagiarism

- Representing the ideas, expressions, or materials of another without due credit
- Paraphrasing or condensing ideas from another person's work without proper citation
- Failing to document direct quotations and paraphrases with proper citation

### 3) Other forms of academic dishonesty

- Fraud, deception, and the alteration of grades or official records
- Changing examination solutions after the fact; inventing, changing, or falsifying laboratory data or research
- Purchasing and submitting written assignments, homework, or examinations
- Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
- Submitting work created for another course without instructor approval
- Misrepresenting oneself or one's circumstance to gain an unfair advantage
- Collaborating with another person(s) without instructor approval
- Selling or providing term papers, coursework, or assignments to other students

There are four possible consequences for violating Baker College's Honor Code:

- Failure of the assignment
- Failure of the course
- Expulsion from the College
- Rescinding a certificate or degree

In cases involving violation of the honor code, determination of the grade and the student's status in the course are left solely to the discretion of the instructor. The faculty may seek guidance from College administrators. The instructor will report the incident to the College's administration to establish, investigate, or determine potential patterns of dishonesty.

A student is prohibited from withdrawing from a course in which an F grade is received due to a violation of the honor code. A student cannot appeal a grade if the sole basis for the appeal is contingent upon overturning an academic dishonesty decision. A student may, however, appeal a grade based on the criteria outlined in the Academic Appeal Process. Should the student choose to appeal the consequences of the Academic Honor Code violation, the student would use the Disciplinary Appeal Process.

## **INFRACTIONS CAUSING IMMEDIATE DISCIPLINARY ACTION**

On Baker College premises, any of the following will be cause for immediate expulsion from all campuses:

1. Possessing, carrying, displaying, or using firearms, weapons (including tasers), explosives, explosive ingredients or mechanisms, or hazardous chemicals
2. Assaulting or making a threat
3. Disabling safety or security equipment
4. Theft or vandalism
5. Distributing, possessing, carrying, using, or being under the influence of illegal drugs
6. Arson or any attempt of arson

On Baker College premises, any of the following will be cause for disciplinary action up to and including expulsion from all campuses:

1. Possessing, carrying, using, or being under the influence of alcohol
2. Improper use of or tampering with safety or security equipment
3. Interfering with a campus safety officer in the performance of his/her duties
4. Cheating or plagiarizing
5. Bullying, stalking, harassing, or intimidating another student, faculty, staff, or visitor on campus
6. Causing a disruption on campus or violating the Basic Principles of Student Responsibility
7. Identity theft or use of another person's User ID and/or password

These matters are taken directly to the College official in charge of discipline for immediate action. During an investigation, students may be suspended for disciplinary purposes from the College and/or Residence Halls.

Any student arrested for a felony (on or off campus) will be immediately suspended from the College. The suspension is in effect pending disposition of the charges. The student may re-apply to the College once these pending charges have reached resolution.

Expelled or suspended students found on any Baker College premises will be considered trespassing and treated as such. Expelled or suspended individuals may make appointments by phone during regular business hours with appropriate College administrators, if necessary. All tuition and housing fees will be forfeited.

In compliance with housing policy, students dismissed from housing for disciplinary reasons must vacate the housing facility within 24 hours of notification of the infraction. In addition, all visitation rights to any Baker College residence facilities are revoked.

Although most student infractions are dealt with on a one-to-one-basis, there is a provision for a formal disciplinary appeal process. Baker College has established the Baker College Disciplinary Appeal Process for students who find themselves in conflict with Baker College standards. If a student wishes to appeal a disciplinary action, he/she may contact the Campus Safety Office or the Academic/Administrative Office regarding the Appeal Process. Note: In the case of a Sexual Misconduct policy violation, the Title IX Coordinator's decision cannot be appealed. Any discipline for subsequent violations of any behavior contract resulting from the original Title IX offense cannot be appealed.

Please note: An original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued. A student who is placed on suspension must leave campus while the College completely investigates the incident which caused the disciplinary action. The student will be notified when the investigation is complete, and the student may be reinstated, placed on probation, or expelled.

## **EQUAL OPPORTUNITY POLICY STATEMENT**

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics in providing and administering educational programs, services, activities, employment, or recruitment. Inquiries regarding this policy can be directed to the Vice President of Human Resources at 1050 W. Bristol Road, Flint, MI 48507 or by phone (810) 766-4028.

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics, which cannot lawfully be the basis for an admissions/employment decision.

The College reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics which cannot be lawfully the basis for the administration of such services. With respect to access to gender-specific facilities on campus such as restrooms or locker rooms, Baker College allows transgender students/faculty to access such facilities consistent with their gender identity. If applicable, Baker College also provides some individual-user options available to all students/faculty who voluntarily seek additional privacy.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled, and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures. This program will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans, and Vietnam Era veterans without regard to either their disability or veteran status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs.

The College reaffirms its policy of nondiscrimination on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics, in the provision of all services provided to members of the public by facilities under control of the College.

Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.



## **REHABILITATION ACT OF 1973, AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) AND AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008 (ADAAA)**

Baker College complies with the spirit and requirements of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as they apply to persons with disabilities who are otherwise qualified in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, employment, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic Counseling/Advising Office and to assist the College in identifying appropriate and effective auxiliary aids. The student must identify the need and give adequate notice of the need. In response to a request for auxiliary aids, the College will require from the student supporting diagnostic test results and professional prescriptions for auxiliary aids.

### **PROHIBITED HARASSMENT POLICY**

Pursuant to Baker College's policy of Equal Employment Opportunity and nondiscrimination, the College will maintain a working/educational environment for its employees/students, which is free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics is prohibited and against the policies of the College.

An example of prohibited harassment is sexual harassment. Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education, (b) making submission to or rejection of such conduct the basis for employment/educational decisions, or (c) creating an intimidating, offensive, or hostile working/educational environment by such conduct.

### **The following are examples of sexual harassment:**

#### **VERBAL**

Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;

#### **NONVERBAL**

Making suggestive or insulting noises, leering, whistling, or making obscene gestures;

#### **PHYSICAL**

Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Any student who believes that he or she has been the subject of prohibited harassment should report the alleged conduct immediately to the campus Director/Vice-President of Student Affairs.

An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.



Any student found by the College to have engaged in the prohibited harassment of an employee/student will be subject to appropriate disciplinary sanctions ranging from a warning in his or her file up to and including termination/expulsion.

Retaliating or discriminating against an employee/student for complaining about prohibited harassment or participating in an investigation is prohibited.

The College recognizes that the issue of whether prohibited harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination and harassment.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

## **SEXUAL MISCONDUCT POLICY STATEMENT**

Baker College does not discriminate on the basis of sex. Sexual harassment and sexual violence are considered to be types of sex discrimination. Other acts can also be forms of sex-based discrimination, and are also prohibited whether sexually based or not. These other acts include dating violence, domestic violence, and stalking. Baker College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address the reporting, investigation, and adjudication of sexual assault, domestic violence, dating violence, and stalking. This policy applies whether those acts occur on or off campus and when it is reported to a Campus Security Authority. In this context, Baker College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

For a complete copy of the Baker College policy governing sexual misconduct, visit <http://www.baker.edu/safety/SexualMisconductPolicy>.

## **ANTI-BULLYING/HARASSMENT POLICY**

It is the policy of Baker College to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

Baker prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions which cause, or threaten to cause, bodily harm, reasonable fear for personal safety or personal degradation. Bullying is not the same as teasing, but repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates conditions that undermine the ability of individuals to achieve their full potential.

### **The following are examples of bullying or harassment:**

#### **VERBAL BULLYING:**

Repeated comments made to, or about, a person by one or more people. These comments can include name-calling, intimidation, and humiliation tactics. Verbal bullying often happens when an imbalance of power exists between the bully and the bullied person, but sometimes the goal is to create this imbalance. When bullying creates a hostile environment and is based on a protected category, it could rise to the level of unlawful harassment.

#### **PHYSICAL BULLYING**

Repeated physically aggressive actions toward a recipient. Some forms of physical bullying constitute assault, battery, or false imprisonment. Even if no one complains, bullying may be occurring.

#### **SOCIAL BULLYING**

Harming a person socially, often resulting in social isolation of the victim. Examples of social bullying include spreading rumors, staring and laughing, or shunning.

#### **CYBERBULLYING**

Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

#### **OTHER**

Bringing, or threatening to bring, baseless legal actions against someone to control or punish them.

Students who believe that they have been the subjects of bullying or harassment should report the alleged conduct immediately to the campus Director/Vice President of Student Affairs. An investigation of all complaints will be undertaken immediately. The investigation and its results will remain confidential, to the extent possible.

Any student found by the College to have bullied or harassed an employee/student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file, up to and including termination/expulsion.

Retaliating or discriminating against a student for complaining about bullying, harassment, or participating in an investigation is prohibited.

The College recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

## **GRIEVANCE PROCEDURE FOR COMPLAINTS**

If any person believes that Baker College has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaint procedures available to them:

### **Option I**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the campus Director/Vice President of Student Affairs, who shall function as the designated campus EEO/AA/ADA Officer\*. The campus Director/Vice President of Student Affairs shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

#### **STEP 1**

A written statement of the grievance, signed by the complainant, shall be submitted to the campus Director/Vice President of Student Affairs, within five (5) business days of receipt of a response to the informal complaint. The campus Director/Vice President of Student Affairs shall further investigate the matters raised in the grievance and reply in writing to the complainant within five (5) business days.

#### **STEP 2**

If the complainant wishes to appeal the decision of the campus Director/Vice President of Student Affairs, he/she may submit a signed statement of appeal to the campus President within five (5) business days after receipt of the campus Director/Vice President of Student Affairs response. The campus President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

\*The campus Director/Vice President of Student Affairs will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus CAO/VPA's office.

### **Option II**

A grievance or inquiry may be made at any time to the Office for Civil Rights Region V, Department of Education, Room 700C 7th Floor, 401 South State Street, Chicago, IL 60605-1202.

# STUDENT RECORDS

## OFFICIAL RECORDS

### Access to Official Records

The Baker College policy concerning the privacy rights of students and the practices in place to maintain the confidentiality and integrity of student educational records are as follows:

### Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

#### THESE RIGHTS INCLUDE:

1. The right to inspect and review the student’s educational records within 45 days after the day the College receives a request for access.

A student should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed

2. The right to request the amendment of the student’s educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Registrar or other appropriate official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses educational records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by Baker College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of Baker College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, collection agent, or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses educational records without consent to officials of another College in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

### Definitions

A “student” is any person who attends or has attended Baker College. An “educational record” is any record in handwriting, print, tape, microfilm, electronic, or other media maintained by Baker College, which directly relates to a student. The following exceptions are not part of the educational record and are not subject to this Act:

1. A personal record kept by an instructor or staff member if it is kept in the sole possession of that person and is not accessible or revealed to any other person (e.g., a teacher’s grade book).
2. The employment record of an individual whose employment is not contingent on being a student (e.g., the employment records maintained by the Human Resources Office).
3. The records of Baker College Campus Safety, which are maintained separately, solely for law enforcement.
4. Alumni records which contain information about a student after the student is no longer in attendance at the College.

### Disclosure of Educational Records

FERPA permits the disclosure of PII from a student’s educational records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student.



1. To other College officials, including teachers, within Baker College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported educational programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported educational programs, or for the enforcement of, or compliance with, federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied, or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. Information the College has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

14. Student information will be sent to the National Student Clearing house for enrollment and degree verification purposes for interested parties ([www.degreeverify.org](http://www.degreeverify.org)).

### Annual Notification

Baker College publishes this institutional policy yearly in the Baker College Catalog and on the Baker College website.

### Types and Locations of Educational Records

The record custodian for Baker College is the Registrar.

### Type of Record and the Office Location

- Admissions Records - Admissions
- Academic Transcript - Academic/Administrative
- Cumulative Academic Records - Academic/Administrative
- Disciplinary Record - Academic/Administrative/Campus Safety
- Disciplinary Records (Housing) - Student Life/Services
- Financial Aid Records - Financial Services
- Financial Records - Financial Services
- Placement Records - Career Services

### Directory Information

Baker College designates the following items as directory information: student name, user ID, address, phone number, e-mail address, date of birth, major field of study, dates of attendance, degrees and date received, academic honors, and candidacy for degree and/or teacher certification. While the College does not publish a directory, the College may disclose directory information without prior written consent, unless otherwise notified by the student in writing to the contrary.

### Record of Disclosures

Disclosure of any information from the educational record, other than by the student's written permission or Directory Information releases, will be recorded in a disclosure log that will be maintained as a part of the student's educational record.

### Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request in the Academic/Administrative Office. The Academic/Administrative Office will inform the Record Custodian of the student's request and will make the needed arrangements for access as promptly as possible. Access must be given within 45 days. Many student concerns can be handled on a daily basis without requiring this procedure.

When a record contains information about more than one student, a student may inspect and review only the portion of the record which relates to him/her. Students also may not inspect those records which are excluded under the FERPA definition of "educational record" (see Definitions).





### Amendment of Educational Records

Students have the right to have educational records amended that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the amendment of a record:

1. A student must ask the Record Custodian of Baker College to amend a record. In so doing, the student will identify the part of the record that is to be changed and specify why it is believed to be inaccurate, misleading, or in violation of the student's privacy or other rights.
2. Baker College may comply with the request or may determine that it is not appropriate to comply. If it is determined that the record will not be changed, Baker College will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Baker College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by an objective hearing Officer who may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational record. The student may be assisted by one or more individuals, including an attorney. The cost will be paid by the student.
5. Baker College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If Baker College determines that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If Baker College discloses the contested portion of the record, it must also disclose the statement.
8. If Baker College determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

### PERSONAL INFORMATION CHANGES

In order for Baker College to efficiently and effectively communicate important information to all students, we ask that you review your contact information, which is located in the SOLAR system. It is important that we have the most up-to-date, accurate contact information for our records. Please review and edit your information (if necessary) by accessing the SOLAR system (log-in with your Baker user name and password), and Choose CONTACT INFORMATION > EDIT Items, if you need to change your contact information. All e-mail correspondence shall be sent to the e-mail address issued by Baker College (the address ending in "@baker.edu").

### MICHIGAN STATUTE REGARDING COLLEGE TRANSCRIPTS

Michigan has passed a statute criminalizing the alteration of a college or university transcript. MCL 380.1809(4) states:

In addition to any other penalty provided by law, a person who uses or attempts to use a college or university transcript or certificate or other credential that he or she knows is fraudulently obtained, altered, or forged in this state is guilty of a misdemeanor, punishable as follows:

1. For the first offense, by imprisonment for not more than 93 days or a fine of not more than \$500.00 or both
2. For a second or subsequent offense, by imprisonment for not less than 93 days or more than six months, or a fine of not less than \$500.00 or more than \$1,000.00 or both

### OFFICIAL COLLEGE TRANSCRIPTS

Transcripts of the student's academic record are available electronically through the Baker College website. Transcripts will be considered official only if they are sent directly to the institution or business designated in writing by the student through electronic submission. All transcripts will be noted as "Official Transcript." Student copies will be stamped as "Issued to Student." Each will have the print date and the College's official name noted. Official transcripts cannot be hand-delivered. Transcript fees are delineated on the request form. Student working copies are also available by accessing the Baker College website at [www.baker.edu](http://www.baker.edu)

College transcripts and/or grades may be withheld if the student's file is incomplete or lacking any of the following:

1. High school transcript showing graduation, a GED certificate, or self-certification of high school graduation, if requested by the College
2. If the student has overdue financial obligations to Baker College
3. In certain circumstances, a completed graduation application
4. If student loan borrowers have not completed an exit interview through Financial Services or online at [www.baker.edu/loans](http://www.baker.edu/loans)

Official transcripts from other institutions are not reissued or copied for distribution. If needed, they must be obtained directly from the issuing institution.

### TRANSFERABILITY OF CREDITS

Most colleges and universities will accept Baker College credit. The exact amount of credit accepted depends upon the compatibility of the Baker courses with the requirements for the degree sought. Students should check with the institution to which they intend to transfer for information on that institution's transfer credit policy. Non-traditional credit (e.g., experiential, articulation, etc.) may not be transferable to other colleges.

# DISCLOSURES

## CAMPUS SAFETY

Baker College institutionally supports and complies with all of the policies and regulations mandated in the 1990, Crime Awareness and Campus Security Act. In 1998, this Act was renamed as the “Jeanne Clery Act,” and it requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires the submission of crime data to the United States Department of Education.

The Campus Safety Department prepares an Annual Security Report for each campus, which is available at [www.baker.edu/safety](http://www.baker.edu/safety) or at one of the following links:

Allen Park	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf</a>
Auburn Hills	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf</a>
Cadillac	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf</a>
Center for Transportation Technology -Cadillac	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf</a>
Cass City	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf</a>
Clinton Township	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf</a>
Coldwater	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf</a>
Flint, Online, and Center for Graduate Studies	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf</a>
Center for Transportation Technology -Flint	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf</a>
Fremont	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf</a>
Jackson	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf</a>
Muskegon	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf</a>
Culinary Institute of Michigan - Muskegon	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf</a>
Owosso	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf</a>
Port Huron	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf</a>
Culinary Institute of Michigan - Port Huron	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf</a>
Reading, Pennsylvania	<a href="http://www.baker.edu/media/ckfinder/files/Security-Report- PA.pdf">http://www.baker.edu/media/ckfinder/files/Security-Report- PA.pdf</a>

This report includes:

- Campus safety policies and procedures, including the procedures for reporting crimes and other emergencies on campus,
- Campus emergency response and immediate warning policies,
- Campus safety authority and jurisdiction,
- Security and facilities access,
- Security awareness programs,
- Sexual assault reporting procedures and preventative programs,
- The Baker College alcohol and drug policy,
- Crime statistics including murder, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, arson, dating violence, domestic violence, stalking, and hate crimes.
- Arrests and disciplinary action statistics for alcohol, drug and/or weapons violations,
- Residence hall fire safety information (Cadillac, Flint, Muskegon, Owosso, and Port Huron only), and annual statistics for fires on campus (Cadillac, Flint, Muskegon, Owosso, and Port Huron only).

In addition to being available online, a paper copy of this report can be obtained through the Campus Safety Office at all Baker College campuses.

## VOTER REGISTRATION

If you are not a registered voter, the State of Michigan has provided a website where you can register. The website is:

[www.michigan.gov/vote](http://www.michigan.gov/vote)

## STUDENT RIGHT-TO-KNOW GRADUATION RATE

The following statistics apply to first-time, full-time students who began a certificate, associate degree, or bachelor degree at Baker College in fall 2009. First-time, full-time students, who are students that have never enrolled in college before and are taking 12 or more credit hours, comprised 50% of the new students at Baker College in fall 2009.

- 20.8% completed their programs in six years.
- 13.3% completed within 150% of the “normal” time for completion.
- 1.6% were still enrolled after six years.
- .7% transferred to another institution of higher learning.
- 16.0% were academically dismissed.
- The remainder withdrew from the College for various reasons during the six years.

These statistics are representative of only part of the student body. Many Baker College students transfer from other colleges and universities. A large percentage of Baker students are part-time rather than full-time students. Length of time to graduation and withdrawals are influenced by a variety of factors. Some students who begin their college career as full-time students drop to part-time status as they balance college, family, and work. Many students “stop out” of college for a quarter or two. This extends the time for completion of their programs. Some students, particularly older, working students, withdraw from college once their career objectives have been met. Baker College measures not only its graduation rate, but also its employment rate. The 2015 Graduate Employment Rate was 97.8 percent.

# GRADUATION



## STANDARD GRADUATION REQUIREMENTS

### Certificate Program Graduation Requirements

Students are eligible to graduate if the following criteria have been met:

1. All requirements for the selected certificate program are satisfied.
2. A minimum of one-half of the quarter hours required for the certificate program are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the program's major area of study.
4. A minimum cumulative grade point average of 2.0 is achieved.\*
5. A graduation application is completed and submitted. In certain circumstances a degree or certificate may be awarded in the absence of a graduation application.

### Associate Degree Graduation Requirements

Students are eligible to graduate if the following criteria have been met:

1. All requirements for the selected associate degree are satisfied.
2. A minimum of 36 quarter hours required for the associate degree are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study.
4. A minimum cumulative grade point average of 2.0 is achieved.\*
5. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

#### ADDITIONAL MAJORS

Students are eligible for an additional major within the same associate degree if the following criteria are met:

- a. All requirements for the additional major are satisfied.
- b. A minimum of 12 quarter hours required for the additional major are completed in actual class time through Baker College.
- c. The additional major is offered within the same associate degree.

### Bachelor Degree Graduation Requirements

Students are eligible to graduate if the following criteria have been met:

1. All requirements for the selected bachelor degree are satisfied.
2. A minimum of 48 quarter hours required for the bachelor degree are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study and are at the 300 or 400 level.
4. A minimum cumulative grade point average of 2.0 is achieved.\*
5. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

#### ADDITIONAL MAJORS

Students are eligible for an additional major within the same bachelor degree if the following criteria are met:

- a. All requirements for the additional major are satisfied.
- b. The additional major is offered within the same bachelor degree.
- c. A minimum of 24 quarter hours required for the additional major with 12 quarter hours at the 300 and 400 level are completed.

#### ADDITIONAL MINORS

Students are eligible for an additional minor within the same bachelor degree if the following criteria are met:

- a. All requirements for the additional minor are satisfied.
- b. The additional minor is offered at the student's degree granting campus within the same bachelor degree.
- c. A minimum of 12 quarter hours required for the additional minor are completed through Baker College.

### Postbaccalaureate Certificate Graduation Requirements

Students are eligible to graduate if the following criteria have been met:

1. All requirements for the selected postbaccalaureate certificate are satisfied.
2. A minimum of 18 quarter hours required for the postbaccalaureate certificate are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.\*
4. A graduation application is completed and submitted.

In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.<sup>1</sup>

Note\*: Some programs may have a different minimum GPA requirement other than 2.0.



### Graduate Degrees Graduation Requirements

Students who have successfully fulfilled the following requirements are eligible to graduate from their programs of study:

1. Completion of all courses required by the program with a grade of C or better.
2. Completion of a minimum of 34 quarter hours at Baker College Center for Graduate Studies.
3. Achievement of a cumulative GPA of 3.00 or better.
4. Submission of an "Application for Graduation Form" one quarter prior to expected graduation.
5. Completion of all program requirements within seven years.

### REQUIREMENTS FOR EARNING ADDITIONAL DEGREES—BAKER COLLEGE GRADUATES

#### Associate Degree—Additional Degrees

Students are eligible to graduate with an additional Baker College associate degree if the following criteria are met:

1. All requirements for the selected additional associate degree are satisfied.
2. There is a minimum of 24 quarter hours, which are different from any previously earned associate degree. These 24 quarter hours must be completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

#### Bachelor Degree—Additional Degrees

Students are eligible to graduate with an additional Baker College bachelor degree if the following criteria are met:

1. All requirements for the selected additional bachelor degree are satisfied.
2. There is a minimum of 48 quarter hours, which are different from any previously earned bachelor degree. These 48 quarter hours must be completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

### Undergraduate and Postbaccalaureate Certificates

Multiple certificates may be earned from Baker College.

#### APPLICATION FOR GRADUATION

All students who anticipate successful completion of their program course requirements for a degree or certificate must complete a graduation application online for each program at [www.baker.edu/graduation-application](http://www.baker.edu/graduation-application) by November 1 for fall quarter graduation, February 1 for winter quarter graduation, April 10 for spring quarter graduation, and August 1 for summer quarter graduation.

#### GRADUATION CEREMONY

The College conducts one formal graduation ceremony per campus each year. It is held at the conclusion of the spring quarter and includes all students who have completed a degree or certificate program during the current academic year. Students receiving special honors are recognized at this occasion (see Honor Graduates). To participate in the formal graduation ceremony, students must complete the Graduation Application by the deadline.

See [www.baker.edu/graduation-application](http://www.baker.edu/graduation-application)

#### Undergraduate Certificates and Degrees:

##### HONOR GRADUATES

Graduates who achieve a 3.5 cumulative GPA or higher are awarded a special distinction at graduation:

3.9 – 4.0	Summa Cum Laude
3.70 – 3.89	Magna Cum Laude
3.50 – 3.69	Cum Laude

Unofficial honor status for undergraduates for the spring graduation ceremony will be based on the student's GPA at the time graduation materials are prepared. If a graduate's status changes after the final audit, the graduate may obtain the appropriate honor cord. In addition, faculty on each campus may select an Honor Graduate (a student who has demonstrated the greatest potential for success in his/her field of study) in each of the degree disciplines.

- Students in postbaccalaureate certificates do not qualify as "Honor Graduates."
- Students graduating from Baker College who are serving or have served in the military will receive recognition cords and may be eligible for an additional SALUTE honor cord.