

**BAKER COLLEGE**  
**Waiver Form - Office Copy**  
**Human Services**  
**Bachelor of Human Services**

**Acknowledgment Form - Open Enrollment Programs**

By initialing each line below, I confirm that I will abide by all policies and requirements in the Baker College Human Services documents, and I understand that:

- ☐ I am responsible for the information in this document.
- ☐ I must abide by all policies and requirements in this document.
- ☐ I must undergo a background check prior to entering the program.
- ☐ I may need to undergo an additional background check within the year prior to participating in external work experience and/or prior to reenrolling at Baker College after a break of one year or longer. Additional background checks may be required.
- ☐ I will be responsible for all costs associated with my background check(s).
- ☐ If I receive financial aid, I will sign a Federal Student Aid (FSA) Authorization Form, authorizing Baker College to apply any excess financial aid funds (including student loans) toward the cost of my background checks. I must contact the business office in writing if I do not want to use excess financial aid funds to cover the costs of my background checks.
- ☐ I have received background check instructions.
- ☐ I am required to submit the results of my background check to my campus Human Services Department prior to the start of classes. If I fail to submit the results as directed, I may be denied entry into this program, and my core classes may be dropped without advance notice to me.
- ☐ A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- ☐ I will categorically be denied entry into or will be removed from the program if my background check reveals any felony convictions; if I have pending charges for a felony; or if my background check reveals any other conviction or recorded event in any state or jurisdiction that statutorily precludes being granted certification, licensure, or employment by an authoritative regulatory body. This decision cannot be appealed.
- ☐ I understand that if my background check reveals a misdemeanor or recorded event that does not categorically preclude entry into the program, I may be admitted to the program only by appealing in writing to and gaining unanimous consent of a representative body composed of Baker College administrators.
- ☐ I understand that if my background check reveals a misdemeanor or recorded event, I will not be allowed to appeal until all conditions of the court are satisfied (e.g., fines/costs/restitutions paid, classes finished, probation completed).
- ☐ I will immediately report, in writing, to my campus Dean of Human Services any

conviction, pending court action, or other recorded event that has not yet been reported or that subsequently occurs.

- \_\_\_ I understand that criminal convictions or other recorded events which are non-public (e.g., expungements, Michigan 4711 cases, PPOs, and certain juvenile records) may exclude or severely limit employment opportunities, correctional facility tours and/or intern site placements. Law enforcement agencies have access to non-public records which may not be available to Baker College during the initial background check used to determine program eligibility.
- \_\_\_ I may temporarily or permanently be denied financial aid funding if I have been (or am subsequently) convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, or work-study).
- \_\_\_ It is my responsibility to contact my campus Dean of Human Services if I have questions regarding program entry/acceptance, retention, reentry, or completion.
- \_\_\_ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field. This includes issues related to appropriate dress, personal conduct, attendance, professional attitude, and confidentiality of student, client, and patient information.
- \_\_\_ I may need to complete a physical, including a tuberculosis test, or pass additional screening in order to participate in external work experience. I will be responsible for the cost of all health checks.
- \_\_\_ I may be required to undergo fingerprinting prior to clinical placement.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain agency/clinical settings.
- \_\_\_ I understand that clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Human Services.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain agency/clinical settings.
- \_\_\_ I understand that students are required to have reliable transportation to and from the assigned location.
- \_\_\_ I understand that due to the limited number of sites, some students may be required to travel a distance from the College. In some instances, students may need to relocate to another campus.
- \_\_\_ I understand that students are not allowed to use personal cell phones or other personal electronic devices to transmit clinical/agency information, including photos.
- \_\_\_ I understand site information is not to be discussed on any form of social network or any electronic account outside of those required by the instructor for class participation.
- \_\_\_ I agree to abstain from using computers at my site for personal use and/or social networking.
- \_\_\_ Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting, including hair and/or side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- \_\_\_ I must comply with any changes in program requirements during my course of study. I am required to complete the requirements for my background check by the specified Health Requirements and Clinical Requirements.

- Failure to complete the background check may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.

### ***Essential Functions/Technical Requirements***

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance). \* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
- Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- Ability to understand the basis and content of ethical practice and possess attributes which include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, and socioeconomic, and cultural backgrounds.
- Ability to use computers and related technology.
- Ability to prioritize, organize, and utilize time management skills.
- Ability to identify, recognize, maintain, and disseminate accurate information.
- Ability to correctly interpret, and/or clarify, verbal and written communications.
- Ability to conduct oneself in a professional manner.

- \_\_\_ Ability to think critically and demonstrate problem-solving skills.
- \_\_\_ Ability to fulfill requirements of productivity and varying workloads.
- \_\_\_ Ability to demonstrate appropriate professional and procedural judgment decisions.
- \_\_\_ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures.
- \_\_\_ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

\*The College complies with the requirements and spirit 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). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

---

Student Name (Print)

Student UIN

---

Student Signature

Date

---

Baker College Representative Signature

Date

Printed: 2015/01/08

**BAKER COLLEGE**  
**Waiver Form - Student Copy**  
**Human Services**  
**Bachelor of Human Services**

**Acknowledgment Form - Open Enrollment Programs**

By initialing each line below, I confirm that I will abide by all policies and requirements in the Baker College Human Services documents, and I understand that:

- ☐ I am responsible for the information in this document.
- ☐ I must abide by all policies and requirements in this document.
- ☐ I must undergo a background check prior to entering the program.
- ☐ I may need to undergo an additional background check within the year prior to participating in external work experience and/or prior to reenrolling at Baker College after a break of one year or longer. Additional background checks may be required.
- ☐ I will be responsible for all costs associated with my background check(s).
- ☐ If I receive financial aid, I will sign a Federal Student Aid (FSA) Authorization Form, authorizing Baker College to apply any excess financial aid funds (including student loans) toward the cost of my background checks. I must contact the business office in writing if I do not want to use excess financial aid funds to cover the costs of my background checks.
- ☐ I have received background check instructions.
- ☐ I am required to submit the results of my background check to my campus Human Services Department prior to the start of classes. If I fail to submit the results as directed, I may be denied entry into this program, and my core classes may be dropped without advance notice to me.
- ☐ A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- ☐ I will categorically be denied entry into or will be removed from the program if my background check reveals any felony convictions; if I have pending charges for a felony; or if my background check reveals any other conviction or recorded event in any state or jurisdiction that statutorily precludes being granted certification, licensure, or employment by an authoritative regulatory body. This decision cannot be appealed.
- ☐ I understand that if my background check reveals a misdemeanor or recorded event that does not categorically preclude entry into the program, I may be admitted to the program only by appealing in writing to and gaining unanimous consent of a representative body composed of Baker College administrators.
- ☐ I understand that if my background check reveals a misdemeanor or recorded event, I will not be allowed to appeal until all conditions of the court are satisfied (e.g., fines/costs/restitutions paid, classes finished, probation completed).
- ☐ I will immediately report, in writing, to my campus Dean of Human Services any

conviction, pending court action, or other recorded event that has not yet been reported or that subsequently occurs.

- \_\_\_ I understand that criminal convictions or other recorded events which are non-public (e.g., expungements, Michigan 4711 cases, PPOs, and certain juvenile records) may exclude or severely limit employment opportunities, correctional facility tours and/or intern site placements. Law enforcement agencies have access to non-public records which may not be available to Baker College during the initial background check used to determine program eligibility.
- \_\_\_ I may temporarily or permanently be denied financial aid funding if I have been (or am subsequently) convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, or work-study).
- \_\_\_ It is my responsibility to contact my campus Dean of Human Services if I have questions regarding program entry/acceptance, retention, reentry, or completion.
- \_\_\_ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field. This includes issues related to appropriate dress, personal conduct, attendance, professional attitude, and confidentiality of student, client, and patient information.
- \_\_\_ I may need to complete a physical, including a tuberculosis test, or pass additional screening in order to participate in external work experience. I will be responsible for the cost of all health checks.
- \_\_\_ I may be required to undergo fingerprinting prior to clinical placement.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain agency/clinical settings.
- \_\_\_ I understand that clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Human Services.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain agency/clinical settings.
- \_\_\_ I understand that students are required to have reliable transportation to and from the assigned location.
- \_\_\_ I understand that due to the limited number of sites, some students may be required to travel a distance from the College. In some instances, students may need to relocate to another campus.
- \_\_\_ I understand that students are not allowed to use personal cell phones or other personal electronic devices to transmit clinical/agency information, including photos.
- \_\_\_ I understand site information is not to be discussed on any form of social network or any electronic account outside of those required by the instructor for class participation.
- \_\_\_ I agree to abstain from using computers at my site for personal use and/or social networking.
- \_\_\_ Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting, including hair and/or side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- \_\_\_ I must comply with any changes in program requirements during my course of study. I am required to complete the requirements for my background check by the specified Health Requirements and Clinical Requirements.

- Failure to complete the background check may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.

### ***Essential Functions/Technical Requirements***

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance). \* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
- Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- Ability to understand the basis and content of ethical practice and possess attributes which include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, and socioeconomic, and cultural backgrounds.
- Ability to use computers and related technology.
- Ability to prioritize, organize, and utilize time management skills.
- Ability to identify, recognize, maintain, and disseminate accurate information.
- Ability to correctly interpret, and/or clarify, verbal and written communications.
- Ability to conduct oneself in a professional manner.

- \_\_\_ Ability to think critically and demonstrate problem-solving skills.
- \_\_\_ Ability to fulfill requirements of productivity and varying workloads.
- \_\_\_ Ability to demonstrate appropriate professional and procedural judgment decisions.
- \_\_\_ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures.
- \_\_\_ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

\*The College complies with the requirements and spirit 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). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

---

Student Name (Print)

Student UIN

---

Student Signature

Date

---

Baker College Representative Signature

Date

Printed: 2015/01/08



BAKER COLLEGE  
Program Information  
**Human Services**  
Bachelor of Human Services

***Campuses: Allen Park, Auburn Hills, Cadillac, Cass City, Clinton Township, Flint, Jackson, Muskegon, Owosso, Port Huron.***

**Program Description**

This program prepares students to enter into jobs as case managers, mental health team members for in-home programs, state social service workers, direct care providers or supervisors in residential settings, shelter personnel, and other mental health or social service positions. This program combines general education with training for competency in the field of human service in order for graduates to be prepared in their chosen fields of study and to continually enhance their own personal and professional growth.

---

Printed: 2015/01/08