

Baker College of Cadillac



Student Guideline Book 2016-2017

Welcome!

Dear Resident:

The mission of Baker College is to provide a quality education designed to enable students to compete successfully in an ever changing job market and to challenge them to contribute positively to society. In keeping with this mission, the College is committed to providing a residential living experience which will enhance intellectual, social, and cultural growth.

The residence hall living environment can have a profound impact on your personal and educational development at Baker College. It will become a “community” held together by shared values, shared beliefs and shared attitudes...IT IS YOUR HOME AWAY FROM HOME!

We want to extend a warm and sincere welcome to you with the personal invitation that you become an active part of your residence hall community. Please drop in or call us at any time if we can be of assistance to you while you are attending Baker College.

Best wishes for a great Baker College experience.

Sincerely,

BAKER COLLEGE RESIDENCE LIFE STAFF

Students at Baker College have access to official records and data pertaining to themselves, and the right to deny access to those records to others, as set forth in Section 438 of the Family Educational Rights and Privacy Act of 1974.

Students, parents and the entire campus community at Baker College have the right to view policy information and campus crime statistics compiled and published by the Campus Safety Office on an annual basis, as set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. www.baker.edu/safety

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RESIDENCE HALL CALENDAR

Fall 2016

New Student Paperwork Deadline	Fri, Sept 9
Residence Hall Opens (New Students)	Wed, Sept 21 at 10:00am
Residence Hall Orientation (New Students)	Thurs, Sept. 22 at 9am
Residence Hall Opens (Returning Students)	Fri, Sept. 23 at 10am
Fall Classes Start	Mon, Sept. 26
Room Inventory Forms Due	Week 1
Roommate Agreements Due	Week 1
Room Change Request Forms Due	Week 3-Week 7
Quiet Hours	Sun, Oct. 23 - Fri, Oct. 28
Thanksgiving Break Request Form Finished	Week 6
Break Accommodation Forms Finished	Week 6 - 8
Break Accommodation Forms Finished	Week 8
<i>Blackout Dates (No Students) Dec. 24-31</i>	
Register for Winter Quarter	Week 7
Intent to Return Forms Due	Week 7
Residence Hall Closes	Fri, Nov. 18 at 3pm
Thanksgiving Break	Mon, Nov. 21 - Sat. Nov. 26
Campus Closed	Thur, Nov. 24 - Fri, Nov. 25
Resident Hall Opens	Sun, Nov. 27 after 10am
Last Week to Drop a Class	Week 9
Quiet Hours	Sun, Dec. 4 - Fri, Dec. 9
Tenth Week of Quarter/Finals	Mon, Dec. 6 - Fri.. Dec. 9
Residence Hall Closes	Fri, Dec. 9 at 3pm
Campus Closed	Mon, Dec. 26 - Wed, Dec. 28

Winter 2017

New Student Paperwork Deadline	Fri, Dec. 30
Residence Hall Opens	Sat, Jan. 7 at 10am
Winter Classes Start	Mon, Jan 9
Room Inventory Forms Due	Week 1
Room Change Request Forms Due	Week 3 - Week 7
Quiet Hours	Sun, Feb. 5 - Fri, Feb. 10
Break Accommodation Forms Due	Week 6 - 8
Register for Spring Quarter	Week 7
Intent to Return Forms Due	Week 7
Last Week to Drop a Class	Week 9
Quiet Hours	Sun, Mar 12 - Fri, Mar 17
Tenth Week of Quarter/Finals	Mon, Mar. 13 - Fri, Mar. 17
Residence Hall Closes	Fri, Mar. 17 at 3pm

Spring 2017

New Student Paperwork Deadline	Fri, Mar. 24
Residence Hall Opens	Sun, Apr. 2 at 10am
Spring Classes Start	Mon, Apr. 3
Room Inventory Forms Due	Week 1
Room Change Request Forms Due	Week 3 - Week 7
Campus Closed	Fri, April 14
Quiet Hours	Sun, April 30 - Fri, May 5
Break Accommodation Forms Due	Week 6 - 8
Register for Summer and Fall Classes	Week 7
Intent to Return Forms Due	Week 7
Last Week to Drop a Class	Week 9
Campus Closed	Mon, May 29
Quiet Hours	Sun, Jun 4 - Fri, Jun 9
Tenth Week of Quarter/Finals	Mon, June 5 - Fri, June 9
Residence Hall Closes	Fri, June 9 at 1pm
Graduation	Fri, June 9

Summer 2017

New Student Paperwork Deadline	Fri, June 16
Residence Hall Opens	Sat, June 24 at 10am
Summer Classes Start	Mon, June 26
Room Inventory Forms Due	Week 1
Campus Closed	Mon, July 3, Tue, July 4
Room Change Request Forms Due	Week 3 - Week 6
Intent to Return Forms Due	Week 5
Quiet Hours	Sun, Aug. 13 - Fri, Aug. 18
Ninth Week of Quarter/Finals	Mon, Aug. 14 - Fri, Aug. 18
Residence Hall Closes	Fri, Aug. 18 at 3pm

*Those with Friday afternoon or Saturday classes will be given an extended check-out time.

SECTION 1: RESIDENCE LIFE PERSONNEL

1.01 DIRECTOR OF RESIDENCE LIFE (DRL)

The Director of Residence Life is a professional staff member who is responsible for the supervision of the Residence Coordinators (RCs) and the overall operation of the Residence Life Department. If you have any questions or concerns that cannot be handled by the RC, please contact the Director of Residence Life.

1.02 RESIDENCE COORDINATOR (RC)

Residence Coordinators are professional staff members who reside in the residence hall facilities. They are responsible for the supervision of residence hall staff and overall operation of the residence halls. If you have questions or concerns regarding Residence Life policy or procedure, contact the RC.

If you have any questions about ANYTHING at Baker College, your RC is the person to contact. If he/she does not know the answer to your question, the RC will know how to find someone who does.

1.03 RESIDENT ASSISTANT (RA)

Resident Assistants (RAs) are student staff members who reside in the residence hall facilities. Each resident is assigned a Resident Assistant (RA) who provides leadership and has had training in dealing with human relations. At least one RA is always on duty and available in the halls. RAs are responsible for providing support and assistance to all residents in creating an atmosphere conducive to growth and learning.

Some of their areas of responsibility are to:

1. Get to know each resident in his/her community.
2. Communicate with each resident regularly and frequently.
3. Assist residents with peer guidance and conflict resolution.
4. Guide residents in need of special help and counseling.
5. Be visible in the his/her community and available to all residents.
6. Develop concepts of “community responsibility”.

If you have any questions about ANYTHING at Baker College, your RA is the person to contact. If he/she does not know the answer to your question, the RA will know how to find someone who does.

SECTION 2: REQUIREMENTS

2.01 LICENSING AGREEMENT

The Residence Hall Licensing Agreement, which must be signed each year, obligates a student to live in a College residence hall for the entire academic year (Fall, Winter, and Spring quarters). Summer quarter housing may be available as a supplement to the licensing agreement. This is in accordance with regulations of the College as specified in the Residence Hall Guidelines and the Baker College Residence Hall Licensing Agreement.

2.02 CLOSING AND CHECK-OUT PROCEDURES

At the beginning of each vacation period (Thanksgiving, Fall, Winter, Spring, Summer quarter endings) all residents are required to officially check-out with their Resident Coordinator. At that time, the RC will inspect each room to ensure that all garbage has been disposed of and that the room is clean. The College retains the right to adjust this policy for individual circumstances solely at the College's discretion. Failure to follow proper check-out procedures is in violation of College regulations and will result in additional charges or disciplinary action.

The residence halls officially close on the last day of each quarter. Students are expected to leave campus within 24 hours after their last exam at the end of the quarter or at the designated hall closing time, whichever comes first. Students not registered for future quarter classes, or students who fail to properly check-out at the close of each quarter will be considered in violation of our guidelines and a non-resident. Property left behind will be removed and discarded by the College, at the owner's expense. **Baker College does not assume responsibility for property that is abandoned, damaged, lost or stolen.**

The residence halls will officially close on the last day of each quarter at 3:00 p.m. and at 1:00 p.m. at the end of Spring Quarter. Residence hall check-out procedures will be posted. Baker College of Cadillac will not be responsible for those items left in a vacated room after forty-eight (48) hours and may discard these items.

A proper check-out includes, but is not limited to, signing up 24-hours in advance with a RC, completing all cleaning duties, and having no damages in the room. The fee for an improper check-out starts at \$25.00.

Break Accommodations

Residents seeking residence hall accommodations during break periods are required to meet with their Residence Coordinator and complete a special application process at least two weeks prior to the break, and must pay Financial Services in advance. The College inspects each room during each break period.

Christmas Break Week: No accommodations will be approved/allowed during the entire week of Christmas. Students with current behavioral or academic concerns are not eligible for break accommodations.

Order Day

In an effort to ease the emptying of the residence halls at the end of the year, Residence Life has designated the Saturday of week #9 in the spring as Order Day. Residence Life asks students to bring units to their original state as found upon arrival to the halls.

- All Baker College provided furniture (beds, dressers, desks, chairs, tables) should be accounted for, and returned to its original position within the unit.
- Items adhered to the walls should be taken down.
- Remove large personal belongings to be compliant during week #10 quiet hours and to lessen the workload on move-out day.
- Unopened, non-perishable food items (canned and boxed goods) should be gathered in preparation of the collection that will occur week #10. Pantry donations may also be dropped off to the donation tables at your convenience.

2.03 CONSOLIDATION

Baker College reserves the right to consolidate students into under-assigned units as a matter of fairness and for energy savings. Once classes begin each quarter, students who don't live in a designated single unit, but find themselves without a roommate during the first four weeks of the quarter (at no fault of their own), may be subject to room consolidation. Students in these circumstances will be given these three options:

1. Have another student who is living alone move in with him/her.
2. Move into a room that is occupied by another student(s).
3. The student will be responsible for working with his/her RC to find a new room/roommate (the student must keep the unoccupied portion of the room in such condition that it will be possible for a new roommate to move into the room at any time).

Every effort will be made to notify the student immediately if the need for consolidation arises. If conflicts about moving occur, the student with the least number of earned credits will be required to move. Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned a given space may result in disciplinary action, including cancellation of his/her Residence Hall Licensing Agreement. Students who lose their roommate(s) after the fourth week of the current quarter will not be subject to consolidation.

2.04 DEPOSIT

A room reservation/damage deposit of \$50 is required of all students and is due at the time of application for admission to Residence Life. If a deposit is not on the student's account at the time of signing a new Residence Hall Licensing Agreement, one will be added.

2.05 ELIGIBILITY TO LIVE IN RESIDENCE HALLS

To live in a Baker College residence hall:

- i. Residents must be full-time (12 or more credits) enrolled students at Baker College to move into the residence hall. For summer quarter, students must be enrolled for at least 4 credit hours. Residents are not allowed to take more than 50% of their classes on-line per quarter without prior Housing Administration approval.
- ii. Students wishing to reduce their credit load to less than 12 credit hours must submit a "Request to Withdraw" form to your RC, for a final decision regarding that student's eligibility to remain in the halls.
 - a. Students may be allowed to be under 12 credit hours once per academic year, with RC approval.
 - b. If a student is allowed to be under 12 credits hours for one quarter due to special circumstances (e.g.). Graduating, program change, program restrictions, Satisfactory Academic Progress (SAP), etc.) the student may not drop additional credits for that quarter. If a student drops additional credits within the same quarter, the housing contract will be considered void for the remainder of the academic year.
- iii. Students who do not register for, or who withdraw from all classes will be ineligible for College residency. A non-student already in a residence hall will be required to vacate the room immediately and is responsible for all damage charges incurred to that point.
- iv. An applicant having a conviction resulting from a felony charge and/or Criminal Sexual Conduct (CSC), or has a pending charge, will not be accepted or allowed to remain in Baker College residence halls.
- v. Students whose homes are located within the county of the campus they are attending (Wexford and Missaukee) are not eligible for accommodations without special permission from the College and only if space permits.
- vi. Students who have been academically suspended must formally re-apply to Residence Life after at least one full quarter following their suspension. Students reinstated to the College are not automatically readmitted to residence halls.
- vii. Class attendance will be monitored each week and reviewed with residents as needed. Residents are encouraged to maintain a 100% attendance rate, with a minimum of 85% required. Residents placed on academic agreements must meet required attendance rates or risk dismissal from the halls.

- viii. Any student dismissed from the residence halls for disciplinary reasons must vacate the premises within the time period stated in the terms of the dismissal and will not be allowed visitation privileges. Abandoned property will be removed and/or discarded by the College.
- ix. A background check must be completed for a student's first quarter in the halls, and anytime a student leaves the halls for at least one quarter and requests re-admittance.

Applicants younger than 17 or 25 years of age or older will not be allowed residency in traditional housing units, except by permission of College Administration.

- i. Single family housing units are only available on the Flint campus at this time.
- ii. Baker College has the sole right to determine who may live in College owned facilities.
- iii. All applicants are required to undergo and pass a criminal background check.
- iv. Students of the opposite gender will not be assigned to the same housing unit, regardless of marital status.

2.06 ACADEMIC SUCCESS PROGRAM

The minimum cumulative grade point average (GPA) for all residence hall students is 2.0. Students with less than a 2.0 GPA at Baker College or on academic probation will be required to participate in the Residence Life Academic Success Program (ASP). Students who are new to Baker College after finishing high school must provide an official high school transcript with their final high school GPA. Students transferring from a previous college or university must submit official transcripts from the previous institution with their final cumulative GPA. Any student who finished high school or transfers from another college/university with less than a 2.0 cumulative GPA, or who fails to produce an official transcript, or who has acquired a GED, will also be required to participate in ASP. The Academic Success Program is designed to improve student success by focusing on time management, goal setting, study skills, and attendance while being mentored by a Residence Life professional. Residents who choose not to participate or who do not meet ASP requirements will be dismissed from the halls, lose all residence hall rights and be required to sit out at least for the next quarter (F, W, S). All NEW residents must meet eligibility requirements to live in the student housing, including quarterly deadline dates.

- Students who are required to participate in the Academic Success Program must sign the ASP Agreement by the end of the first week of the quarter.
- Failure to sign the ASP Agreement may result in dismissal from the residence halls.
- If a student abides by all of the requirements of the ASP agreement

- however doesn't achieve a 2.0 GPA at the end of the quarter, the student may be placed on a Continuing Academic Success Program Agreement.
- If a student fails to meet the requirements of the ASP Agreement and does not achieve a 2.0 GPA at the end of the quarter, the student may be dismissed from the residence halls.
- Each student's status is reviewed once final grades are posted at the end of the quarter by the Residence Life Staff. Letters of dismissal from housing will be sent out at that time.
- For a student to be re-admitted into the residence halls after being dismissed for ASP, the student must:
- Achieve a 2.0 cumulative GPA from either Baker College or a different institution.
- Obtain, complete and return a re-admission packet to the Residence Life Office.
- Be approved by the Residence Life staff to return to housing.

2.07 RESIDENCE HALL COSTS

Residence hall fees including utilities are payable in advance to the Financial Services. Residence hall rates are subject to change at the beginning of any quarter.

Residence hall rates are \$1,000 per quarter per person.

2.08 REFUND

If a student leaves in good standing at the end of the school year, or graduates, the \$50 deposit will be refunded within 45 days of the student's departure by the Baker College Financial Services. The deposit and/or residence hall fee will be forfeited if the student withdraws from the residence hall and/or College, is dismissed for disciplinary/academic reasons, or does not provide written notice of cancellation by:

Fall: September 1
 Winter: December 1
 Spring: March 1
 Summer: June 1

Upon leaving, charges for any damages will be withheld from the deposit. If the student has an outstanding balance with the College the deposit will be applied directly to that amount. During a student's stay in the residence hall, damages will be billed to the student's account and must be paid within 10 days.

If for any reason a student leaves during a quarter, there will be no refund of deposit or room fees for that quarter.

2.09 ROOM CHANGES

Part of the value of residing in housing is learning to live with and among people from a variety of backgrounds who may possess different values. A conscious effort should be made by all students to resolve any differences which may arise. If this cannot be done, contact the Residence Coordinator. He/she will work to assist in the resolution. If the result necessitates a room change, a "Room Change Request" form must be filled out and approved by the Residence Coordinator. Under no circumstances may a student change rooms without prior consent by the Residence Coordinator. Unapproved room changes are prohibited and will result in disciplinary action. Requests for changes of room assignments made on the basis of race, color, or religion violate the College's anti-discrimination policy and **will not** be considered.

Room change request forms will be accepted after the start of each quarter; however, authorized room changes will not occur before week 3 or after week 7. Room change request forms submitted after week 7 will be processed during the following break period. Final determination for all room changes will be at the discretion of the RC. Room change requests will not be considered for students placed on behavioral contracts or who have current year discipline in their files.

Cohabitation at Baker College is defined as occupying space within the residence halls without assignment. Only residents assigned to a room/apartment are allowed to live there and keep belongings in that room. The presence of someone else's clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action and additional housing fees.

2.10 PATHWAYS

The Baker College of Cadillac PATHWAYS program has been designed for all new residence hall students as they transition from high school to College. The Department of Residence Life will serve as hosts during the program which occurs the week prior to the start of classes each Fall Quarter. Students will have the opportunity to connect with one another and to acclimate to the Cadillac campus. PATHWAYS is a required part of each student's orientation to the residence halls.

SECTION 3: RESIDENCE HALL LIVING

3.01 BEDS

Personal beds, lofts, and waterbeds are considered a potential safety hazard for student rooms and are prohibited. Beds may not be un-bunked without help from facilities personnel, or block room entrance or windows.

3.02 BICYCLES

Bicycles are prohibited inside the residence halls. Bike racks are provided for student use. Bicycles should be locked to the bike racks. Bicycles must be removed at the end of the academic year.

3.03 CANDLES AND COMBUSTIBLES

The use or possession of fireworks, other explosives, combustible materials and/or potentially harmful chemicals in the residence halls or the immediate vicinity thereof is prohibited. Candles, candle/tart warmers, oil lamps, incense, grills, and any other open flame devices are strictly prohibited. Candles are prohibited whether they are lit, unlit, or has a wick or no wick.

3.04 ELECTRICAL OUTLETS AND SMALL APPLIANCES

Electrical wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits as it can cause fire. All electrical appliances should be UL tested and safe. Approved surge protector power strips are permitted. Open coil heat producing devices such as hot plates, toaster ovens, and electric heaters are prohibited. Appliances such as microwave, fridge, blender, coffee pot etc. are not to be located in the bedrooms.

3.05 ENERGY SAVINGS

During break periods and between quarters, all electrical appliances must be unplugged in all unoccupied rooms. This includes clocks, stereos, etc.

Attention: *Unannounced room inspections by campus Residence Hall staff and safety personnel, aided by drug detecting devices and canines will be conducted at various times throughout the year. These inspections are intended to deter drug and alcohol use, as well as to identify health and safety hazards.*

3.06 ENTERING RESIDENCE HALL UNITS

Residence Life staff may enter and/or permit other College personnel to enter students' rooms at any time.

1. Facilities personnel may enter for inspection of physical equipment, repair, refurbishing, or replacement.
2. College personnel may enter when there is probable cause that a College guideline has been violated.
3. College personnel may enter when there is an indication of danger or hazard.
4. During non-contracted periods, such as between quarters and/or holiday breaks, College staff will conduct inspections and maintenance activities.

The College reserves the right to remove from the room, without the resident's permission, any object or material which constitutes a health or safety hazard, is the property of the College, or is a violation of College guidelines. Upon inspection of a student's room, if the College finds any violations of federal, state, local, or College guidelines and regulations, the occupants of the room will be referred for legal or disciplinary action and damage charges will be assessed. Rooms will be inspected randomly and at the end of each quarter by the Residence Life or Facilities staff. All maintenance and housekeeping deficiencies will be noted and charges will be assessed.

The College will not assume responsibility for personal items that are abandoned, damaged, lost, or stolen.

3.07 FOOD DELIVERY

Delivery personnel must call student upon arrival to building and student will meet outside the apartments. Delivery persons will not be allowed in the building.

3.08 FURNITURE

Students are responsible for the College-supplied furnishings in their rooms. The furniture should be in the same condition at move out as it was at check-in. College owned furniture may not be removed from the unit. A television is supplied by the college, any televisions brought by residents must not be larger than 32".

The furniture in the studies is for the use and enjoyment of all residents. **DO NOT REMOVE FURNITURE FROM THE STUDIES.** Any student found with public area furniture may be charged a fine to return the furniture. Students possessing College property such as chairs, cushions, tables, etc. will be referred for disciplinary action. There is no storage space available on campus for students' personal use. Furniture is provided by the College for each apartment. The furniture may not be disassembled or taken off premises.

3.09 MAINTENANCE, REPAIRS, AND CLEANING

Custodial service is available for all common areas of the residence halls only. Authorized personnel are available for removal and sanitation of hazardous materials. Please contact your RC for assistance.

Any residence hall unit needing repair should be reported to an RC. This information will be forwarded to Facilities staff. Each resident is responsible for the general orderliness and cleanliness of his/her room.

Please follow these guidelines on at least a weekly basis:

1. Remove all papers (including newspapers), magazines and garbage from all areas including bedrooms and living room areas.
2. Remove all empty beverage and food items that are not sealed.
3. Vacuum or sweep all floors and carpets. Damp mop linoleum floors.
4. Thoroughly wash all dirty dishes and cooking appliances in the room.
5. Thoroughly clean the bathroom area in and around all toilets, sinks, showers, and mirrors.
6. Clean the outside as well as the inside area of the stove/oven and refrigerator.
7. Dust all surfaces including tables, chairs, desks, dressers, etc.
8. Periodically wipe the refrigerator shelves with a damp wash cloth.

Store all open food and drink products properly in the kitchen.

Cost for damages to, or misuse of College property will be determined by the appropriate College administrators.

3.10 PETS

All pets, including but not limited to fish, dogs, cats, birds, snakes, rodents, and other similar animals, are prohibited within residence halls. Residents may not allow guests to bring pets inside the residence halls.

3.11 PICTURE ID CARDS

Students are strictly prohibited from using another person's card or loaning their card to another person. All residence hall students are required to have a picture identification card issued by the College which will be required when a request is made to enter the halls. All students should carry their picture ID at all times and be prepared to present it at the request of College personnel. There is a \$5 fee to replace a lost or damaged picture ID which must be paid in cash at the Cadillac Campus when issued a new ID. Lost, damaged, or stolen IDs must be replaced immediately. To have a new ID printed go to the ARC. Once a new ID is issued students must go to campus safety and have their card activated for access to housing.

3.12 POSTERS, PICTURES, WALL HANGINGS, ETC.

Uhu-Tac adhesive is the only approved material that should be used to adhere anything to the walls or doors in your room. Under no circumstance should anything be hung from the brick walls. Other hanging devices such as tape, nails and/or screws are prohibited and will result in a fine.

3.13 RESIDENCE HALL UNITS

Your residence hall unit will be the center of your activities in the residence hall. Your residence hall unit is not just a place to keep your belongings and sleep. It can also be a study room and a place where you will live with other people and practice cooperative living. You and your roommates will negotiate times for studying, sleeping, visitation and relaxing in order to live together successfully. In order to maintain the safety and security of all hall residents, as well as personal property, no propping of residence hall apartment/suite/bedroom doors is permitted.

In decorating your room, common sense is essential for a safe and attractive living environment. Decorations should not block entrances or cause a fire hazard. Any decorations that are offensive to students or staff will be addressed accordingly, which may include removal. Any damage to your residence hall room during the course of the year will be billed accordingly. The Residence Coordinator must approve all changes to your room in writing. Be sure to fill out and sign a "Room Inventory/Checklist" form within three days after moving into your residence hall unit. You will complete the checkout portion of this form upon your departure from the residence halls.

3.14 RESIDENCE HALL UNIT ACCESS CARDS

Residents are issued access cards to enter the building and individual living space. **Loaning of access cards is expressly prohibited and will result in disciplinary action.** up to and including dismissal. Keep access cards in your possession at all times. Students who fail to carry their access cards are not assured immediate access to their living space. A fee will be charged for lost access cards. Lost access cards should be reported immediately to the RC. If Students misplace or lose their key, Residence Life staff can unlock their door for a fee. If the staff member is not at Housing, Residents can expect to wait.

3.15 ROOM INSPECTIONS

Each time a student moves out of a room, a room inspection will be conducted. Regular and random room inspections will take place during the quarter to check for compliance with routine housekeeping duties, safety, security, and College Residence Hall Guidelines. A room may be searched at any time without the student/resident being present. During the break periods and between quarters, College Facilities will inspect each room. Damages assessed at this time will be charged to student accounts. Miscellaneous items will be assessed accordingly. All charges are subject to change. Any charges for damages will be assessed to

all residents who occupy the room(s) and/or building if the person responsible cannot be determined.

3.16 RESIDENCE HALL UNIT PAINTING

Students are prohibited from using paint and/or other coloring/marker substances on the walls of their residence hall unit. Paneling walls is not permitted because it is a fire hazard.

3.17 IMPORTANT TELEPHONE NUMBERS

3.18 WINDOW SCREENS

Residence hall room window screens must remain properly installed on the windows at all times. Residents who remove their window screens will be charged accordingly and referred for disciplinary action. In case of fire, ground-level window screens may be removed as a fire exit for residents.

3.19 YOU AND YOUR HALL MATES

The following Residence Hall Considerations List articulates some basic components of good relations between hall mates. It is a good idea for roommates to discuss how each would like to deal with issues such as personal property, cleaning responsibilities, food purchase and preparation, study times, visitation, etc. at the beginning of each quarter and when new roommates are assigned to your residence hall unit.

CONSIDERATIONS LIST

Resident students should be able to:

1. Read and study free from undue interference in one's room.
Unreasonable noises and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, roommates, guests of roommates, other residents, etc.
3. Expect that a roommate and/or other residents will respect one's personal belongings.
4. Have a clean environment in which to live.
5. Have free access to one's room and facilities.
6. Have some personal privacy.
7. Host an approved guest with the expectation that guests are to respect the rights of the host's roommate(s) and other residents.
8. Openly communicate in the resolution of conflicts.
9. Be free from fear of intimidation, physical, and/or emotional harm.

10. Expect reasonable cooperation in the use of any shared amenities.

*Violation of any of the above by residence hall students may result in disciplinary action.

3.20 YOUR ON-CAMPUS ADDRESS

Students may purchase a P.O. Box at the Cadillac United States Postal Service located at 118 E. Harris Street. Another option is to purchase a mailing address form Pak Mail located at 2141 Plett Road.

3.21 CAMPUS COOKING

It is recommended that all students use caution when cooking with ovens and stove tops. Improper cooking will result in smoke alarms being activated. Consistent misuse of kitchen appliances may result in disciplinary action.

3.22 MANDATORY COMMUNITY MEETINGS

Residents who do not attend mandatory hall meetings, without approval 24 hours in advance by an RC, risk disciplinary action.

3.23 EXPECTATIONS

The Department of Residence Life regularly communicates important information via flyers, campus postings and/or email. Students are expected to read such information and respond accordingly.

SECTION 4: PUBLIC AREAS

4.01 BUILDING HOURS

Residents have 24 hour access to common areas on each floor. Main entrances are locked at all times. Card access is necessary for main entrances and apartment access.

4.02 CAMPUS RECREATIONAL FACILITIES

Campus Fitness Equipment: All currently registered residents, staff and faculty have access to the Fitness Center (located next to the Student Center on campus) Monday through Thursday 7:30 am to 8:00 pm and Friday 8:00 am to 3:00 pm, when classes are in session. Break period hours will vary. Entry is by card swipe only. All Baker I.D. cards must be initially activated through the Campus Safety Office. Students are NOT allowed guests in the fitness area.

4.03 COMPUTER USAGE

All residents are expected to abide by Baker College's Acceptable Usage Policies for all computer usage. This includes computers in labs and personal computers registered on the Baker network. Routers are **not** to be used in conjunction with the College's network at any time. Violations of these policies will result in disciplinary action. The Acceptable Usage Policy can be found on our website at:

<http://www.baker.edu/media/ckfinder/files/BC%20Acceptable%20Use%20Policy.pdf>

The use of computers, cell phones, or any other media devices for the production and/or distribution of inappropriate materials, including but not limited to obscene/pornographic materials, is prohibited.

The computer labs are provided first and foremost for academic use. Students using these machines for academic purposes have priority over those utilizing these resources for personal/recreational use.

No software is allowed to be downloaded onto any College computer other than by authorized College personnel.

Residence hall and campus computer labs/resources must be used in a responsible and efficient manner. Inappropriate use may result in the student/guest being asked to leave or access may be limited or denied.

Peer-to-Peer (P2P) File Sharing at Baker College: Baker College is committed to reducing the illegal uploading and downloading of copyrighted

works through peer-to-peer (P2P) file sharing on campus or residence hall networks.

Students and employees need to be aware that such illegal distribution of copyrighted materials may subject them to criminal and civil penalties. Baker College prohibits the use of all P2P applications such as BitTorrent and Limewire. In compliance with this policy these technologies are blocked and anyone attempting to circumvent the block is in violation of this policy. Users in violation of College policy are subject to disciplinary action in accordance with their position at the College.

If you are using Baker College's computer network, including any classrooms or laboratories, offices, residence halls, or College-provided wireless connections, the College is your Internet Service Provider (ISP). The Digital Millennium Copyright Act of 2001 requires Baker College to block access to copyrighted materials in a timely fashion when notified that users on its network are sharing copyrighted files.

Complaints typically arrive directly from software, music, and motion picture associations, law firms, and copyright holders in the form of inquiries requesting the College to respond with the name of the user that was on the network at the time the computer was performing certain actions. Sometimes these complaints come in the form of "Early Settlement Letters".

Baker College network officials forward these inquiries or letters to the supervisor of the identified user or, in the case of occupants of residence halls, to the Residence Coordinator. Baker College will not release the name of the student or employee to the alleged copyright holder unless served with a proper subpoena, court order, or other legal process.

By forwarding these inquiries or letters to the supervisor or the Residence Coordinator Baker College has made no determination as to whether the student or employee has engaged in copyright infringement, or that the user should enter into an early settlement with the copyright holder. Baker College believes that users should seek legal counsel before responding to these letters. When the user has removed the offending P2P software the user's network access is automatically restored.

4.04 HALLWAYS

All public area hallways should be used in an appropriate manner that does not interfere with the rights of residents. The noise level in the hallways should be kept at a normal conversational level at all times. Hallways are not areas for public gatherings or recreation.

4.05 LAUNDRY ROOMS

Each residence hall offers laundry facilities for the convenience of the residents. When using the washers and dryers, stay nearby to take care of your clothes promptly. It is your responsibility to clean the washer and dryer, as well as the lint filter, after you have used them. **The College is not responsible for abandoned, damaged, lost or stolen items from the laundry facilities.**

On-site laundry facilities will be available for residents use only.

4.06 STUDY LOUNGE USE

Housing has a study lounge areas which students are encouraged to use equipped with cable television, computers and comfortable furniture. All residents are responsible for the care and upkeep of lounge and public areas. No furnishings or equipment may be moved or removed without staff approval. Violators will be charged and referred for disciplinary action. If you find that a piece of equipment is broken, please report it to the Residence Coordinator. Please respect the rights of others and use the study rooms for quiet study time.

Students are encouraged to use discretion when bringing food and beverages into the lounge areas. **Only water is allowed in the computer study lounges.** It is the responsibility of the student to clean the lounge after use. If furniture has been re-arranged, it is the responsibility of the student to move all furnishings back to their original location. Students found in violation will be charged accordingly.

4.07 PUBLIC AREAS

Each residence hall has designated public areas. They may include: reception areas, lounges, study rooms, hallways, stairwells, restrooms, laundry areas, and recreational areas. These areas are for the use of the residents and their designated guests only. The furnishings and public area equipment are all property of the College and should not be removed or abused. Violators of this policy will be charged for damages and referred for disciplinary action.

All residents will be held accountable for the condition and upkeep of all public areas and furnishings.

Any undetermined damage or vandalism will be divided and billed equally among all residents. After final check-out, all damages will be billed against the residence hall room reservation/damage deposit. All residents are expected to promote building safety, security, and prevent guests from damaging public areas.

Residents and guests are expected to be in appropriate dress while in public areas. Public areas within the residence halls are available on a first-come, first-serve basis, with campus events taking precedence.

SECTION 5: RESIDENCE LIFE POLICIES

5.01 COLLEGE INFRACTIONS

ON BAKER COLLEGE PREMISES, ANY OF THE FOLLOWING WILL BE CAUSE FOR IMMEDIATE DISMISSAL FROM THE HALLS AS WELL AS EXPULSION FROM ALL CAMPUSES:

1. Possessing, carrying, displaying, or using firearms, weapons (including: tasers, stun guns), explosives, explosive ingredients or mechanisms, or hazardous chemicals or other weapons.
2. Assaulting or making a threat.
3. Disabling of 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.

The College reserves the right to require at any time the dismissal of a student whose health, conduct or level of achievement makes it inadvisable for the student to remain in College.

5.02 RESIDENCE LIFE INFRACTIONS

ON BAKER COLLEGE PREMISES, ANY OF THE FOLLOWING WILL BE CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE HALLS AS WELL AS EXPULSION FROM ALL CAMPUSES:

1. Continued disregard for guidelines.
2. Possessing, carrying, using, or being under the influence of alcohol.
3. Improper use of or tampering with safety or security equipment.
4. Gaining unauthorized entrance into or exit from residence halls, or assisting in such actions. Unauthorized entrance includes but is not limited to:
 - a. Climbing through windows.
 - b. Propping entrance/security doors open.
 - c. Misuse of emergency exits.
 - d. Using someone else's ID, keys, or proxy card.
 - e. Loaning your ID, keys, or proxy card to another person.
5. Unacceptable conduct.
6. Failure to respond to lawful requests by Residence Life staff and other College personnel.
7. Deliberate destruction of College and/or personal property.
8. Interfering with a Campus Safety Officer in the performance of his/her duties.

9. Bullying, stalking, harassing, or intimidating another student, faculty, staff or visitor on campus.
10. Causing a disruption on campus or violating the Basic Principles of Student Responsibilities.
11. Identity theft or use of another person's user ID and/or password.
12. Cheating or plagiarizing.

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 fees and deposits will be forfeited.

Residence Hall Guidelines are designed to ensure the safety and security of our residents. Residents must be familiar with the Guidelines as stated in this handbook and refrain from deliberate infractions. **The College reserves the right to take disciplinary action for student behavior NOT specified in this or any other College publication.**

Residence hall infractions are NOT subject to the appeal process. However, dismissals from residence halls may be subject to appeal (See Section 5.14).

5.03 ALCOHOL

Use or possession of alcohol by students or their guests will not be permitted on Baker College property. Any full or empty alcohol containers will be seized and, pending investigation may result in disciplinary action, up to and including immediate dismissal from residence halls and/or expulsion from the College. All residence halls, as well as the entire campus (except for Culinary Arts programs), are alcohol free, regardless of a student's age. All individuals in the room at the time of the violation will be held responsible. Any resident found to be in possession of alcohol may be required to participate in their campus's alcohol awareness program. Refusal or failure to participate in the program, as well as any future alcohol violations, will result in immediate dismissal from the residence halls.

5.04 ABUSIVE LANGUAGE AND GESTURES

All persons in College facilities are expected to use language that is respectful and appropriate in order to provide for an environment which is comfortable for everyone. Use of abusive, profane/obscene or harassing language and/or gestures will result in disciplinary action.

5.05 DRUGS

All illegal drugs are prohibited on Baker College property, even those drugs for medicinal purposes based on federal law regulations. Any paraphernalia related to drugs will be seized and, pending an investigation, may result in disciplinary action, up to and including dismissal from the halls and/or expulsion from the College. If the responsible student is not able to be determined, all individuals in the room at the time of the violation will be held responsible. Use of any substance for the purpose of altering an individual's state of mind, will be considered inappropriate and will result in disciplinary action up to and including dismissal from the halls.

5.06 ILLEGAL ACTIVITIES

Students who are involved in illegal activities on campus may face both College disciplinary action and civil/criminal action. It is the student's responsibility to be aware of all federal, state, and local laws.

5.07 GUEST'S RESPONSIBILITY

Only residents of a room and their approved guests may sleep in that room at any time. Outside guests may visit only during posted visitation hours and MUST BE accompanied at all times by the guest's host resident. A resident who hosts a guest is responsible for his/her behavior during the visit. Guests are not permitted to be in a host's room if the host is not present. If the guest is another Baker College student, both may be referred for disciplinary action. All guests must check in and present a current valid picture ID with the appropriate staff. A valid ID consists of a current State Driver's License, State ID, Military ID, or passport. The host resident of the guest will be contacted to approve and accompany the guest. Upon leaving the residence hall, each guest must check out at the designated location.

All guests under the age of 18 lacking a current valid picture ID may be asked to provide documentation confirming parent or guardian acknowledgment of an approved visit and host.

Approval of guest visitation rights is at the discretion of the Residence Coordinator. All individuals who have been banned or behaviorally dismissed from the halls and/or expelled from the College lose their visitation rights.

Babysitting is not permitted in the residence halls, except for children of Residence Coordinators, and in the RCs' living quarters.

The College has final authority over who visits in College-owned facilities.

Residents may visit each other during the hours set in that quarter's room negotiation agreement. Guests may visit in the residence hall from 10:00 am to 12:00 am by signing in and leaving a valid picture ID.

5.08 OVERNIGHT GUESTS

An "Overnight Guest" form can be obtained from your Residence Life staff. Approval of overnight passes is at the discretion of the RC. Residents and guests of the opposite gender and significant others are not permitted to sleep in your room at any time. A resident who hosts a guest is responsible for the guest's behavior during the visit. All guests are expected to comply with established residence hall guidelines and will be asked to leave campus for any violation. Non-compliance on the part of the guest may be grounds for termination of the host's visitation privileges and/or residence hall agreement. Children under the age of 16 are not allowed overnight accommodations without College approval. All overnight guests under the age of 18 must provide the written approval of parents/guardians and a medical emergency contact form to the RC. All paperwork for minors must be turned in by 12:00 p.m. the Thursday prior to the visit.

"Overnight Guest" forms are available at the discretion of the Residence Coordinator and must be turned in no later than 12:00 p.m. the Thursday prior to the visit. No more than 2 guests are allowed per host, per night. Overnight visitors are not permitted to stay more than 2 weekends per month. There will be no overnight guests permitted during finals week, or during move-in or check-out periods. Upon arrival, all overnight guests must register with the RC to receive an overnight visitor I.D. card and parking permit.

5.09 QUIET HOURS

The residence hall facilities are subject to quiet hours which are in effect from 10 p.m.-10 a.m. Sunday through Thursday and midnight to 10 a.m. on Friday and Saturday. During finals and mid-term weeks, 24-hour quiet hours are enforced. During quiet hours, residents are required to refrain from noisy behavior or activities. All other times will be 'courtesy hours' during which time residents are required to keep noise at a level sensitive to all residents' and staff requests and needs. The College reserves the right to remove any equipment not in compliance with quiet hours (i.e. stereos, radios, TVs, games, etc.).

5.10 RECREATIONAL EQUIPMENT

All recreational equipment intended for outdoor use is not to be used within the residence halls. Recreational equipment refers to, but is not limited to such things as: roller blades, footballs, basketballs, hoverboards, and other sporting equipment. Any damage to College recreational equipment will result in fees and/or disciplinary action.

5.11 SMOKING

No smoking/tobacco use is allowed in College residence halls! Effective September 1, 2010, In compliance with Baker College's Smoking Policy Baker College of Cadillac is a smoke-free/tobacco-free campus, including electronic tobacco devices and products that simulate the use to tobacco. This includes the entire campus grounds, all buildings, and parking lots. Smoking will be allowed ONLY in enclosed personal vehicles and off campus property. Students who violate the policies will be held accountable with disciplinary sanctions.

5.12 SOLICITATION/OPERATING A BUSINESS

No commercial solicitation or commercial enterprise is permitted in the College system by residents or non-residents, unless approved by the College. 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.

5.13 DISCIPLINE

Student conduct which is in contrast to posted guidelines/policies is subject to disciplinary action. All records of student discipline which occur within the residence halls are kept confidential, unless authorized by the student, and retained within the Department of Residence Life. Amendments to the disciplinary sanctions and/or timeline are at the discretion of the Residence Coordinator (RC) and/or Director of Residence Life. An outline of disciplinary action in which the College has the authority to enact is as follows:

Written Warning: Constitutes the least severe consequence for policy/guideline violation. A written warning consists of a signed and dated statement pertaining to the student conduct and subsequent disciplinary action.

Minor Infraction Status: Constitutes the second level of disciplinary action for student conduct found to be in violation of posted policies/guidelines. Minor infraction status typically will remain on the student's record for the remainder of one full calendar year. A student may be placed on minor infraction status if a written warning has already been issued. May be the result of disregarding warnings/guidelines. Discipline may include verbal, or written warnings, probation, suspension and or dismissal.

Major Infraction Status: Constitutes the third level of disciplinary action for student conduct found to be in violation of posted policies/guidelines. Major infraction status typically will remain on the student's record for one full calendar year. A student may be placed on major infraction status if a student has already been issued a written warning or minor infraction status. May be the result of disregarding warnings/guidelines. Discipline may include written warning, probation, suspension, dismissal and or expulsion.

Probation: Continued disregard for policy, multiple policy violations, and/or belligerent policy violations may be grounds for a student to be placed on probation. Probation typically will remain on the student's record for one full calendar year. Any policy/guideline violation that may occur while on probation may lead to further disciplinary action up to and including dismissal from the residence halls.

Behavior Contract: A student may be placed on a behavior contract for a number of reasons including preexisting disciplinary action, continued disregard for policies/guidelines, and/or violation of probation. Should a student be placed on a behavior contract, their continued status as a housing student will be subject to review at the conclusion of each academic quarter.

Suspension: A pre-determined period of time in which a student may be ineligible for campus housing in the residence halls. A student may be placed on suspension pending the outcome of a College or local municipality investigation of policy/guideline or local law violation.

Dismissal: Any student dismissed from housing shall retain their status as a student at Baker College, but is no longer eligible to live in or visit campus housing.

Expulsion: A student may no longer attend classes at any Baker College and is banned from all campuses.

In compliance with Residence Hall Guidelines, any student dismissed from the residence hall for disciplinary reasons **must vacate** the facility by the time specified on the official notification, typically 24 hours. In addition, all visitation privileges to any Baker College residence hall facilities are revoked.

Behaviorally suspended, dismissed, or expelled students found on the premises will be considered trespassing and treated as such. **When a student is dismissed from the halls, all residence hall fees and deposits will be forfeited.** Expelled, dismissed or suspended individuals may make appointments by phone during regular business hours with the appropriate College administrator as necessary. **When a student is expelled, all tuition, residence hall fees and deposits will be forfeited.**

5.14 BAKER COLLEGE DISCIPLINARY APPEAL PROCESS

Please Read Carefully

PLEASE NOTE: While the following may also be cause for immediate expulsion from the College, which can be appealed, the associated dismissal from the residence halls CANNOT be appealed when undisputable evidence exists:

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 of safety equipment
4. Theft or vandalism
5. Distributing, possessing, carrying, using or being under the influence of illegal drugs
6. Arrest for felony, pending the outcome of the charges
7. Arson or any attempt of arson.

PROCESS: The student wishing to appeal must complete the Baker College “Disciplinary Appeal Process” form. It must include the student’s description of the incident/infraction that resulted in disciplinary action. The appeal process must be started within five business days of original date of the imposed disciplinary action or the right to appeal will be forfeited. In addition, the student must present a comprehensive written document which represents all facts and data (including witnesses) from the disciplined student’s point of view regarding the alleged infraction. **NO ADDITIONAL DATA WILL BE ALLOWED DURING THE FOLLOWING STEPS OF THE DISCIPLINARY APPEAL PROCESS SO STUDENTS ARE URGED TO BE ACCURATE AND THOROUGH WHEN PRESENTING THIS WRITTEN DOCUMENTATION.** Students are also required to complete the “FERPA Release” form prior to beginning the appeal process.

NOTE: Residence Hall “Infractions,” “Behavioral Contracts” and “Suspensions” are not subject to the Baker College Disciplinary Appeal Process

Students Dismissed from the Residence Hall

Step 1. Student concerns relating to disciplinary action imposed by the Residence Life staff will first be discussed with the Residence Coordinator and/or the Director of Residence Life, as appropriate, within ten business days of the incident/infraction. The student must bring the completed “Disciplinary Appeal Process” form to the meeting. Following the meeting with the Residence Coordinator and/or Director of Residence Life, the student must complete Step 1 of the Baker College “Disciplinary Appeal Process Packet.” If the student requests the appeal be moved to Step 2, the Residence Coordinator or Director of Residence Life will forward the Baker College “Disciplinary Appeal Process Packet” to the V.P. for Student Services. The V.P. for Student Services will schedule a meeting with the Director of Campus Safety, V.P. for Student Services and the student within ten business days of the student’s request to move the appeal to Step 2.

Step 2. Following the meeting with the V.P. for Student Services and the Director of Campus Safety the student must complete Step 2 of the Baker

College “Disciplinary Appeal Process Packet”. If the student requests the appeal be moved to the Baker College Disciplinary Judiciary Committee, the V.P. for Student Services will forward the Baker College “Disciplinary Appeal Process Packet” and all documentation to the Chairperson of the Baker College Disciplinary Judiciary Committee. The Chairperson will contact the student to inform him/her of the hearing date, time and location within ten business days.

Students Expelled from the College

The student must deliver the Baker College “Disciplinary Appeal Process Packet” to the Campus Safety Office within five business days of official notification from the College. Failure to do so will forfeit the student’s right to continue the appeal. The Director of Campus Safety will deliver the Baker College “Disciplinary Appeal Process” form and all documentation to the Chairperson of the Baker College Disciplinary Judiciary Committee. The Chairperson will contact the student to inform him/her of the hearing date, time and location within ten business days of receipt.

5.15 BAKER COLLEGE DISCIPLINARY JUDICIARY COMMITTEE HEARING PROCEDURES

Composition of the Baker College Disciplinary Judiciary Committee

The Baker College Disciplinary Judiciary Committee is comprised of two students, two faculty members who teach in a program other than the student’s program, and a member of the Campus Operations Committee. The Judiciary Committee will be formed and chaired by the Vice President for Academics/CAO or designee. The Chair will be a nonvoting member of the Committee. The Baker College Disciplinary Judiciary Committee will hear statements and ask questions of the student, a College representative and their witnesses. Either party may have up to two witnesses. Once each party has had the opportunity to present his/her argument, there will be no rebuttal. Up to two people, the disciplined student and one witness, or a College Residence Life/Campus Safety representative and one witness will be the only people present in addition to the Judiciary Committee at any time during the hearing.

1. Copies of the Baker College “Appeal Process” form and other written documentation provided by the student and College administration will be distributed to all members of the Baker College Disciplinary Judiciary Committee immediately prior to the hearing for review.
2. The Baker College Disciplinary Judiciary Committee will meet in a closed session.
3. The Chairperson will introduce the members of the Baker College Disciplinary Judiciary Committee.
4. The Baker College Disciplinary Judiciary Committee will discuss the issue in private and may delay a decision if further information is requested. All documentation will be returned to the Committee Chairperson at the

conclusion of the meeting.

5. Based on the Baker College Disciplinary Judiciary Committee's interpretation of the information presented and/or sanctions, the committee may:
 - a. Confirm the original decision
 - b. Change the original decision
 - c. Recommend re-evaluation
 - d. Recommend referral to an appropriate authority
6. The Baker College Disciplinary Judiciary Committee will deliver a written statement of its decision, with supporting rationale, within ten business days to the student and appropriate College officials. A copy will be placed in the student's academic file.
7. The student may respond in writing to the Baker College Disciplinary Judiciary Committee's action and this response will be placed in his/her academic file.
8. The Committee Chairperson will retain all documentation, including meeting minutes regarding the appeal.

However, in matter of "Mandatory Expulsion" offenses, the Committee is limited to finding of fact, that is, the person did or did not commit the offense. If he/she did, the expulsion stands. If he/she did not, the expulsion is reversed. The Committee cannot find that person is guilty of the offense, but change the penalty from expulsion to something lesser.

5.16 DISCIPLINARY RECORDS AND APPEAL DOCUMENTATION

Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Disciplinary actions are recorded in the student's file, but do not appear on a student's transcript.

Records are kept confidential and will not be released to outside investigative agencies unless the student provides written release or a court order is issued. Students must be warned, however, that should they leave Baker College for any reason, and at a later date wish to apply for readmission to any Baker College campus, any disciplinary action that appears in their record will be a determining factor for readmission.

DISCIPLINARY PROCESS:

Student violation of Campus/Residence Hall Policy.



Sanction or disciplinary action imposed.

DISCIPLINARY APPEAL PROCESS:

Pick up Appeals Packet, complete and deliver to Campus Safety within 5 business days of disciplinary action.



Decision by RC and/or Director of Residence Life within 10 business days of the submission of the appeal packet.



Decision by Director of Campus Safety and Vice President for Student Services within 10 business days of student's request to proceed.



Decision by Baker College Disciplinary Judiciary Committee within 10 business days of student's request to proceed.



Decision is final, statement placed in student's academic record

SECTION 6: CAMPUS SAFETY

6.01 FIRE PROCEDURES

FIRE DRILLS AND EXITS:

Periodic fire drills are conducted in order to familiarize residents with the evacuation procedures and emergency routes. Should you discover a fire, no matter how small, sound the fire alarm and exit the building. Notify your RC, if possible. The building should be empty before any attempt is made to contain a fire. Your RC will review fire safety and evacuation procedures for each building.

FIRE EVACUATION PROCEDURES:

Close windows.

1. Close windows.
2. Before leaving your residence hall unit, feel your door for heat. If it is hot, do not open your door. If your door is cool, exit the building using the evacuation route posted in your unit, or the closest exit door to your location.
3. Once outside, proceed to a safe area (at least 100 ft. from the closest exterior exit) to avoid injury from explosions and heat.
4. Do not return to the building until instructed by a staff person or by the fire department.

ALL OTHER EVACUATION PROCEDURES:

For all other evacuations, Campus Safety and Facilities will coordinate actions for evacuations and re-entry into buildings.

6.02 GENERAL CAMPUS SAFETY

The College attempts to provide a comfortable, safe living environment for residence hall students. The Campus Safety Office is staffed. In addition, residence hall entrance doors are locked electronically twenty-four hours a day. Some entrances are controlled via Closed Circuit Television Cameras, intercoms and electric switches. Students must observe all security and safety rules and policies. They have been developed with your safety and well-being in mind.

Use of another student's I.D./Access Information/Parking Permit will result in disciplinary action up to and including dismissal from the halls.

Residence hall entrance doors are locked electronically at all times. Some entrances are controlled via closed circuit television cameras and electronic card access readers.

Missing Person Policy & Procedures -Effective September 2009

Every year residents will be given the opportunity to confidentially register “emergency” contact information for an individual who should be immediately notified after an investigation by Campus Safety confirms the student to be missing for 24 hours. All residence hall students under the age of 18, who are not emancipated, will be informed that the College MUST notify a custodial parent or guardian no later than 24 hours after the student is determined to be missing, and has not returned to campus/housing. If no confidential “emergency” contact information is filed by the missing student, the student is older than 18 years of age, or the student is emancipated, the College will inform appropriate law enforcement agencies of the missing person.

A safe campus and safe residence halls are everyone's responsibility, do your part to protect yourself and others.

6.03 INSURANCE AND LIABILITY

All personal property brought into residence halls is at the risk of the owner. Residents are encouraged to insure their own property against personal liability, theft, loss, or damage and to label their valuables.

6.04 RESIDENCE HALL SAFETY

Be security conscious! Keep your door locked at all times. Poor door locking habits may cost you loss of personal property. Do not keep large sums of money or other valuables in your room or in easy sight and access to anyone. **The College will not assume responsibility for personal items that are abandoned, damaged, lost, or stolen.** The Residence Coordinator should be notified immediately if you have cause to believe your residence hall unit has been improperly entered at any time. Any theft should be reported by the student to Campus Safety immediately.

Residents may not store any gasoline, fuel oil, toxic agents, or other potentially hazardous substances on the premises. Tampering with any safety equipment (e.g. fire extinguishers, smoke alarms, etc.) may result in fines in addition to replacement or repair costs.

Residents may not use any heating method of heating the premises (e.g. space heaters other than that supplied by the college).

6.05 SEVERE WEATHER/TORNADO PROCEDURES

Each residence hall has a designated severe weather shelter location. Take the time to find out where your shelter is located. When notified by the RC or another College official that shelter is needed, go to that location and remain there until an all-clear signal is given.

If you are unable to reach your assigned shelter, take the following precautions:

1. Go to a place of safety, preferably the basement or first floor of a building.

2. Go to a hallway away from windows and doors.
3. Seek shelter under a heavy table, etc. to avoid injury from flying objects.
4. Stay calm and wait for help to find you.

6.06 EMERGENCY ALERT NOTIFICATIONS:

The **Baker Alert System** notifies the campus community of emergencies and threats to physical safety in emergency situations: tornado, violence, hazardous material incident, College closures, etc. Notifications are by cell phone, landline phone, e-mail and text-message.

The system automatically includes all current students, faculty, and staff on a specific campus, based on their presence in the Baker Directory. If you want to change your emergency contact information, log in to the [SOLAR System](#) and edit your contact information to add or check your emergency contact number(s). You are the only person who can update this data. Please review it carefully.

6.07 PARKING AND AUTOMOBILES

Residents who have vehicles must register annually for a parking permit at the time of check-in. It is the student's responsibility to pay fees related to parking violations prior to the end of the quarter. Residents' cars cannot be left in the parking lots over breaks. All cars in the parking lot must be in working order. Vehicle maintenance other than minor routine maintenance may not occur in any campus parking lot. Residence Hall parking lots are for current residents only! Residents are limited to 1 vehicle in Baker College provided parking. No one is allowed to sleep in a vehicle on campus property. Sharing of parking permits will result in disciplinary action. All vehicles on Baker College property must be properly licensed. Any disregard to the parking requirement at housing may result in towing of vehicles at the owners' expense, discipline, fines, housing reassignment, and/or termination of housing licensing agreement. Please follow the 10 mph speed limit on campus. Violation of the speed limit may lead to loss of parking privileges and/or a ticket. During winter months, students are asked to park away from curbs and sidewalks to allow for proper snow removal.

Michigan is a no-fault insurance state and residents are required to obtain no-fault insurance coverage on their vehicles. As a non-resident of Michigan if you have no-fault insurance coverage from the state in which you reside, then you are covered in Michigan. If you DO NOT have no-fault insurance from the state in which you reside, and have been in Michigan for 30 or more consecutive days, then you MAY NOT be protected under your current automotive insurance policy. Please check with your insurance company to make sure you are protected in Michigan.

Notes