

# 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*

A copy of these guidelines may be found at: [muskegon.baker.edu/reslife](http://muskegon.baker.edu/reslife)

*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](http://www.baker.edu/safety)*

## TABLE OF CONTENTS

<b>RESIDENCE LIFE CALENDAR .....</b>	<b>4</b>
<b>RESIDENCE LIFE AREA HOURS.....</b>	<b>6</b>
<b>IMPORTANT PHONE NUMBERS.....</b>	<b>7</b>
<b>SECTION 1: RESIDENCE LIFE INFO.....</b>	<b>8</b>
1.01 COORDINATOR OF STUDENT LIFE .....	8
1.02 RESIDENCE HALL COORDINATOR (RHC) .....	8
1.03 RECREATIONAL FACILITIES COORDINATOR (RFC).....	8
1.04 RESIDENT ASSISTANT (RA).....	8
1.05 WORK-STUDIES .....	9
1.06 RESIDENCE HALL ASSOCIATION (RHA) .....	9
1.07 ORIENTATION PROGRAM ASSISTANTS (OPAs) AND ORIENTATION LEADERS (OLs).....	9
<b>SECTION 2: REQUIREMENTS .....</b>	<b>10</b>
2.01 ELIGIBILITY TO LIVE IN RESIDENCE HALLS .....	10
2.02 RESIDENCE HALL LICENSING AGREEMENT .....	11
2.03 RESIDENCE HALL COSTS.....	11
2.04 DEPOSIT .....	11
2.05 DEPOSIT REFUND .....	12
2.06 CLOSING AND CHECK-OUT PROCEDURES.....	12
2.07 SUMMER HOUSING .....	14
2.08 TRANSITIONS .....	14
2.09 ACADEMIC SUCCESS PROGRAM .....	15
2.10 UNIT CHANGES .....	16
2.11 CONSOLIDATION .....	17
2.12 HONORS HOUSING .....	17
<b>SECTION 3: RESIDENCE HALL LIVING .....</b>	<b>18</b>
3.01 ADDRESSES OF RESLIFE UNITS .....	18
3.02 BEDS .....	19
3.03 BICYCLES .....	19
3.04 CANDLES AND COMBUSTIBLES .....	19
3.05 CHARCOAL GRILLS.....	19
3.06 ELECTRICAL OUTLETS AND SMALL APPLIANCES ...	19
3.07 ENERGY SAVINGS .....	20
3.08 ENTERING RESIDENCE HALL UNITS .....	20
3.09 EXPECTATIONS .....	21
3.10 FOOD DELIVERY .....	21
3.11 FURNITURE .....	21
3.12 MAINTENANCE, REPAIRS, AND GENERAL CLEANING..	21
3.13 MANDATORY COMMUNITY MEETINGS .....	23
3.14 PETS .....	23
3.15 PICTURE ID CARDS .....	24

3.16	POSTERS, PICTURES, WALL HANGINGS, ETC.....	24
3.17	TELEVISION – DIGITAL SATELLITE SERVICE .....	24
3.18	UNIT .....	24
3.19	UNIT INSPECTIONS.....	25
3.20	UNIT KEYS.....	25
3.21	UNIT PAINTING .....	25
3.22	WINDOW SCREENS.....	26
3.23	YOU AND YOUR ROOMMATES .....	26
<b>SECTION 4: PUBLIC AREAS.....</b>		<b>27</b>
4.01	VISITATION .....	27
4.02	CAMPUS RECREATIONAL FACILITIES .....	27
4.03	COMPUTER USAGE.....	28
4.04	HALLWAYS .....	29
4.05	LAUNDRY ROOMS.....	29
4.06	LOUNGE AND STUDY AREAS .....	30
4.07	PUBLIC AREAS .....	30
<b>SECTION 5: RESIDENCE LIFE POLICIES.....</b>		<b>31</b>
5.01	COLLEGE INFRACTIONS .....	31
5.02	RESIDENCE LIFE INFRACTIONS .....	32
5.03	ALCOHOL .....	33
5.04	ABUSIVE LANGUAGE AND GESTURES .....	33
5.05	DRUGS .....	33
5.06	ILLEGAL ACTIVITIES.....	33
5.07	GUEST’S RESPONSIBILITY .....	33
5.08	OVERNIGHT GUESTS .....	34
5.09	QUIET HOURS .....	35
5.10	RECREATIONAL EQUIPMENT.....	35
5.11	SMOKING .....	35
5.12	SOLICITATION/OPERATING A BUSINESS .....	36
5.13	DISCIPLINE.....	36
5.14	BAKER COLLEGE DISCIPLINARY APPEAL PROCESS.....	37
5.15	BAKER COLLEGE DISCIPLINARY JUDICIARY COMMITTEE HEARING PROCEDURES.....	39
5.16	DISCIPLINARY RECORDS AND APPEAL DOCUMENTATION .....	40
<b>SECTION 6: CAMPUS SAFETY .....</b>		<b>42</b>
6.01	FIRE PROCEDURES .....	42
6.02	GENERAL CAMPUS SAFETY .....	42
6.03	INSURANCE AND LIABILITY .....	43
6.04	RESIDENCE HALL SAFETY .....	43
6.05	SEVERE WEATHER/TORNADO PROCEDURES .....	44
6.06	PARKING AND AUTOMOBILES.....	44

## RESIDENCE LIFE CALENDAR

### FALL 2016

New Student Paperwork Deadline	Wed, Sept 14
Residence Halls Open (New Students)	Wed, Sept 21 at 10:00am
Transitions (New Students)	Wed, Sept 21 – Fri, Sept 23
Residence Halls Open (Returners)	Sat, Sept 24 at 10:00am
Classes Start	Mon, Sept 26
<i>Unit Condition</i> Forms Due	Week 1
Baker Bash	Thur, Sept 29 at 12:00pm
<i>Unit Change Requests</i> Begin	Week 3
Quiet Hours	Week 5
Sibs Weekend	Fri, Nov 4 – Sun, Nov 6
Thanksgiving <i>Break Request</i> Forms Due	Fri, Nov 11
Register For Winter Classes	Week 7
Residence Halls Close	Sat, Nov 19 at 12:00pm
Thanksgiving Break	Nov 20-26
Halls Re-Open, Students May Return	Sun, Nov 27 <u>after</u> 12:00pm
<i>Intent to Return</i> Due	Thur, Dec 1
<i>Break Request</i> Forms for Winter Due	Fri, Dec 2
Last Week to Drop a Class	Week 9
Quiet Hours	Week 10
Tenth Week of Quarter/Finals	Dec 5 - 10
Residence Halls Close	Sat, Dec 10 at 12:00pm

### WINTER 2017

New Student Paperwork Deadline	Fri, Dec 30
Residence Halls Open	Sat, Jan 7 at 12:00pm
Classes Start	Mon, Jan 9
<i>Unit Condition</i> Forms Due	Week 1
<i>Unit Change Requests</i> Begin	Week 3
Quiet Hours	Week 5
Register For Spring Classes	Week 7
<i>Intent to Return</i> Due	Wed, March 1
<i>Break Request</i> Forms for Spring Due	Fri, Mar 10
Last Week to Drop a Class	Week 9
Quiet Hours	Week 10
Tenth Week of Quarter/Finals	Mar 13 - 18
Residence Halls Close	Sat, Mar 18 at 12:00pm

## **SPRING 2017**

New Student Paperwork Deadline	Fri, Mar 24
Residence Halls Open	Sat, Apr 1 at 12:00pm
Classes Start	Mon, Apr 3
<i>Unit Condition</i> Forms Due	Week 1
<i>Unit Change Requests</i> Begin	Week 3
Quiet Hours	Week 5
Register For Summer and Fall Classes	Week 7
<i>Intent to Return</i> Due	Thu, June 1
<i>Break Request</i> Forms for Summer Due	Fri, June 2
Last Week to Drop a Class	Week 9
Order Day	Sat, June 4
Quiet Hours	Week 10
Tenth Week of Quarter/Finals	June 5 - 10
Graduation	Fri, June 9
Residence Halls Close	Sat, June 10 at 12:00pm

## **SUMMER 2017 (based on eight week schedule)**

Residence Halls Open (CIM students only)	Sat, June 10 at 12:00pm
Classes Start (CIM students only)	Mon, June 12
Residence Halls Open	Sat, June 24 at 12:00pm
Classes Start	Mon, June 26
<i>Unit Condition</i> Forms Due	Week 1
<i>Unit Change Requests</i> Begin	Week 3
Quiet Hours	Week 4
<i>Break Request</i> Forms for Fall Due	Fri, Aug 11
Last Week to Drop a Class	Week 7
Quiet Hours	Week 8
Eighth Week of Quarter/Finals	Aug 14 - 19
Residence Halls Close	Sat, Aug 19 at 12:00pm



## **RESIDENCE LIFE AREA HOURS**

### **OFFICE HOURS**

MONDAY - THURSDAY	8:00am - 6:30pm
FRIDAY	8:00am - 5:00pm

### **BRIC HOURS**

SUNDAY - SATURDAY	12:00pm - 12:00am
(Break and Summer hours will vary.)	

### **WEST END FITNESS CENTER HOURS**

MONDAY & WEDNESDAY	9:00am - 7:00pm
TUESDAY & THURSDAY	8:00am - 6:00pm
FRIDAY	8:00am - 2:00pm
SATURDAY & SUNDAY	CLOSED
(Break and Summer hours will vary.)	

### **OPEN GYM HOURS**

Gymnasium hours will vary each quarter. Please check with Student Affairs for current quarter details. The gymnasium is closed for breaks as well as summer quarter.

## IMPORTANT PHONE NUMBERS

**Student Affairs .....231-777-5232**

**Coordinator of Student Life.....231-777-5384**

**RA On-Call.....231-457-7127**

**Recreational Facilities Coordinator ....231-777-6563**

RHC - Adams and Lighton .....231-777-5213

RHC - Jewell, Macdonald, Marlane,  
Roblane, and Starks .....231-777-5217

RHC - Marquette and Oakhill .....231-777-5320

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Academic Resource Center (ARC - Learning Center).....231-777-5345

Academic Resource Center (ARC - Library).....231-777-5330

Barnes & Noble Bookstore .....231-777-5340

Baker Recreation and Information Center (BRIC) .....231-777-6562

Campus Safety (Main Campus) .....231-777-5300

Career Services .....231-777-6500

Financial Services .....231-777-5231

IT Solutions Center (ITSC).....231-777-6699

Maintenance Request Hotline .....231-777-6578

West End Fitness Center (WEFC) .....231-777-6595

## **SECTION 1: RESIDENCE LIFE INFO**

Many people are involved in the development of the residence hall community. All Residence Life personnel have been trained to provide support services for residents. They are responsible for the operation of their building, enforcement of Baker College (herein referred to as College) guidelines and regulations, and the development of the residence life community.

### **1.01 COORDINATOR OF STUDENT LIFE**

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

### **1.02 RESIDENCE HALL COORDINATOR (RHC)**

Residence Hall Coordinators (RHCs) are professional staff members who reside in the residence hall facilities. They are responsible for the supervision of residence hall staff and the overall operation of the residence halls. Should you have any questions or concerns regarding a Residence Life policy or procedure, contact the RHC.

### **1.03 RECREATIONAL FACILITIES COORDINATOR (RFC)**

The Recreation Facilities Coordinator (RFC) is a professional staff member who oversees the Baker Recreation and Information Center (BRIC), West End Fitness Center (WEFC), and the Gymnasium along with IM Sports events for the campus. He/she oversees the daily operations of the facilities, supervision of ResLife work-study staff, and department's event calendar. Please contact the RFC with facility or staff concerns.

### **1.04 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.

### **1.05 WORK-STUDIES**

Residence Life Work-Studies are student employees who serve in a variety of capacities for the department. Positions and responsibilities include front desk supervision, recreational facility supervision, and mail organization. Applications for work-study positions are located in the Student Affairs office.

### **1.06 RESIDENCE HALL ASSOCIATION (RHA)**

The Residence Hall Association (RHA) is a body of student leaders that functions as Residence Life’s student government. RHA is comprised of an executive board and a general assembly and holds regular events intended to voice student opinions and encourage social, educational, and community growth. It is the mission of RHA to:

1. Voice the opinions and concerns of the students living in the Residence Halls at Baker College of Muskegon to Residence Life and Baker College administration.
2. Provide a variety of social, educational, and community service programs and events for all residents through RHA initiatives.
3. Promote the development of positive residential communities.
4. Support the academic success of Baker College of Muskegon Residence Hall Students.
5. Provide recognition for exceptional work in the residential communities of Baker College of Muskegon.

### **1.07 ORIENTATION PROGRAM ASSISTANTS (OPAS) AND ORIENTATION LEADERS (OLS)**

Orientation Program Assistants (OPAs) and Orientation Leaders (OLs) are student staff members who assist with Baker’s summer orientation sessions. OLs and OPAs at Baker College coordinate and participate in activities, provide supervision during orientation sessions, assist in the check in/out procedures, have knowledge of and uphold college policy, and serve as liaisons for the college.

## SECTION 2: REQUIREMENTS

### 2.01 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 online per quarter without prior RHC approval.
- ii. Students wishing to reduce their credit load to less than 12 credit hours must submit a “Request to Withdraw” form to the Student Affairs Office for a final decision regarding that student’s eligibility to remain in the halls.
  - a. Students are only allowed to be under 12 credit hours once per academic year.
  - b. If a student is allowed to be under 12 credit 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 any additional credits for that quarter. If a student drops additional credits within the same quarter (other than what was approved), this will void the housing contract for the remainder of the academic school 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 unit immediately and is responsible for all damage charges incurred to that point.
- iv. An applicant/resident 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 the Baker College residence halls.
- v. 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.
- vi. Class attendance will be monitored each week and reviewed with residents as needed. Residents are encouraged to maintain an

85% attendance rate. Residents placed on academic agreements must meet required attendance rates or risk dismissal from the halls.

- vii. 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.
- viii. Applicants younger than 17 or 25 years of age or older will not be allowed residency in housing units, except by permission of College Administration.
- ix. Single family housing units are not available.
- x. Baker College has the sole right to determine who may live in College owned facilities.
- xi. All applicants are required to undergo and pass a criminal background check.
- xii. Students of opposite gender will not be assigned to the same housing unit, regardless of marital status.

## **2.02 RESIDENCE HALL LICENSING AGREEMENT**

The Residence Hall Agreement, unless otherwise provided, shall be binding for the current academic year. All returning students must sign a new Residence Hall Agreement each school year. Residence hall fees are not refundable if the departure is during a quarter whether termination is voluntary or a function of dismissal for academic or disciplinary reasons. Illness or other extenuating circumstances may be allowed as an exception by the College on a case-by-case basis.

## **2.03 RESIDENCE HALL COSTS**

Residence hall fees are payable in advance to the Financial Services Office. The residence hall rates are \$900 per quarter per student for on-campus units and \$1,000 per quarter per student for townhouse units. Residence hall rates are subject to change at the beginning of any quarter.

## **2.04 DEPOSIT**

A unit reservation deposit of \$50 is required of all students and is due at the time of application for admission to Residence Life.

## 2.05 DEPOSIT 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 Baker College Financial Services. **The deposit 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.** Baker College provides an *Intent to Return Card* for students as a courtesy. If a student does not utilize the *Intent to Return Card*, it is the student's responsibility to provide written notice by the given deadlines:

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. All payments must be completed within 30 days of the adjusted date set by Baker College Financial Services or be subject to a \$50 finance charge, at which time all damage charges will be final and not eligible for appeal.

**If for any reason a student leaves during a quarter either voluntarily or as a function of dismissal for disciplinary/academic reasons, there will be no refund of deposit or unit fees for that quarter.**

## 2.06 CLOSING AND CHECK-OUT PROCEDURES

At the beginning of each break period (Thanksgiving, Fall, Winter, Spring, and Summer quarter endings) all residents are required to officially check-out with their Resident Assistant (RA). 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. At that time, the RA will inspect each room to ensure that all garbage has been disposed of and that the unit is clean. **It is the responsibility of each student to find temporary housing during regularly scheduled break periods (see calendar).**

If a student leaves residence halls during a quarter for any reason, there will be no refund of deposit or unit fees for that quarter. To meet proper checkout requirements, unit must be cleaned, all personal belongings must be removed, and unit must be checked by residence hall staff. Failure to complete any of the check-out requirements will result in an improper check-out fee of \$50. Baker College of Muskegon will not be responsible for those items left in a vacated unit after forty-eight (48)

hours after documented deadline and may discard these items.

Failure to follow proper check-out procedures is in violation of College regulations and will result in additional charges or disciplinary action. The College retains the right to adjust this policy for individual circumstances solely at the College's discretion.

### **Break Accommodations**

Residents seeking residence hall accommodations during break periods are required to meet with their Residence Hall Coordinator (RHC) and complete a special application (located on the Baker College Residence Life website) process at least one week prior to the start of the break. There is an additional charge of \$15/night for Townhouse residents and \$14/night for Main Campus (Jewell, Starks, Macdonald, Roblane, and Marlane) residents. The charge must be paid to Financial Services at the time the application is approved. **After the break starts no adjustments can be made with the charges or dates.** Shuttle service is NOT available during any of the break periods.

Students who are eligible for break accommodations must be free of any type of probation or behavior contract, have class hours scheduled after the residence hall close, be employed at least part-time (20 hours/week), or live outside of the Great Lakes region.

The Department of Residence Life reserves the right to deny break accommodations if a completed application and payment are not submitted by the one week prior deadline. The College inspects each unit during each break period. Note: No storage is permitted between the summer and fall quarter.

Deadlines for Break Requests	
Thanksgiving Break	Friday, November 11
Fall 2016 to Winter 2017	Friday, December 2
Winter 2017 to Spring 2017	Friday, March 10
Spring 2017 to Summer 2017	Friday, June 2

### **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, and tables) should be accounted for, assembled, and returned to its original position within the unit.
- If beds *were* bunked and now are not, DO NOT BUNK THEM. If they are currently bunked, leave them as they are. However, if beds are pushed together, push them apart.
- Items adhered to the walls should be taken down.
- Doors that may have been removed from hinges should be rehung.
- Remove large personal belongings to be compliant during week #10 Quiet Hours and to lessen the workload on move-out day.
- TV & internet cables that may be strung up and down stairways should be disconnected.
- Unopened, non-perishable food items that you do not want to take with you, can be donated to the ResLife Food Pantry. You can drop off your pantry donations at the Student Affairs Office at your convenience, or prepare them for us to collect at the end of the quarter.

## **2.07 SUMMER HOUSING**

Housing on campus is available to students enrolled and participating in class throughout the summer months. Summer quarter is a shortened academic term (8 weeks) for all residents except those enrolled at the Culinary Institute of Michigan, which meets for ten weeks. All previously stated eligibility rules and housing rates apply to the summer quarter. Residents assigned to summer will be consolidated into predetermined areas of campus housing to assist in the preventative maintenance and cleaning (turnover) that occurs to the units in the summer months. Every attempt will be made to ease the transition from spring to summer to fall for residents. The College Shuttle Service does not run during the summer quarter.

## **2.08 TRANSITIONS**

The Baker College of Muskegon TRANSITIONS program has been designed for all new residence hall students as they *transition* from high school to college. The Department of Residence Life's highly trained professional and student staff members will serve as hosts during the three-day program which begins the Wednesday before classes start each fall. Students will have the opportunity to connect with one another and acclimate to the Muskegon campus while being introduced to practical skills related to the successful completion of their first year as a housing

student at Baker College of Muskegon. TRANSITIONS is a required part of each student's orientation to the residence halls on the Baker College of Muskegon campus.

## **2.09 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 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.

- Students who are required to participate in ASP must acknowledge their placement on the program with their RHC by the Friday of week two.
- Failure to acknowledge the ASP Agreement may result in dismissal from the residence halls.
- Student lacking an official transcript will have until the Friday of week four to present the transcript to Admissions or the Department of Residence Life. If a transcript is turned in after the deadline, the student will continue on the program.
- 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 housing ASP re-admission packet to the Student Affairs Office.
- Be approved by the Residence Life staff to return to housing.

## 2.10 UNIT CHANGES

Part of the value of residing on campus is learning to live with and among people from a variety of backgrounds who may possess different values. Unit changes will only be considered for safety and security reasons or at the discretion of the Residence Hall Coordinator (RHC). If the RHC feels as though a unit change is necessary, the student, as well as the roommates, will go through the proper unit change process. If at the end of the process the result necessitates a unit change, a "Unit Change Request" form must be filled out and approved by the RHC. Under no circumstances may a student change units without prior consent by the RHC. Unapproved unit changes (within unit, suite, building, or campus) are prohibited and will result in disciplinary action.

Requests for changes of unit assignments made on the basis of race, color, sexual orientation, or religion violate the College's anti-discrimination policy and **will not** be considered. Unit change request forms will be accepted after the start of each quarter; however, authorized unit changes will not occur until week 3 or later. Unit change request forms submitted after the start of week 8 will be processed during the following break period. Final determination for all unit changes will be at the discretion of the RHC.

## Cohabitation

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

## **2.11 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 unit 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 unit that is occupied by another student(s).
3. Retain the unit as is, knowing that the Department of Residence Life is actively seeking to find them a new roommate (the student must keep the unoccupied portion of the unit in such condition that it will be possible for a new roommate to move into the unit 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 Agreement. Students who lose their roommate(s) after the fourth week of the current quarter will not be subject to consolidation.

## **2.12 HONORS HOUSING**

Honors housing will be offered in Macdonald Hall for **returning** students with a **3.25** or higher cumulative, Baker College grade point average.

All of the units in Macdonald Hall will be single-occupancy unless an honor student requests another honor student to be placed together. Only honor students will be placed in these units.

If a currently-housed Macdonald student falls below the required 3.25 cumulative grade point average, the student will be granted a grace period for one quarter and be allowed to continue to live in honors housing. If, after this one-quarter grace period, the student is not able to re-attain the 3.25 cumulative grade point average, the student will forfeit their right to live in honors housing and will be transferred to other housing accommodations on campus.

## SECTION 3: RESIDENCE HALL LIVING

### 3.01 ADDRESSES OF RESLIFE UNITS

#### MAIN CAMPUS MAIL:

Main campus mail is delivered to Jewell, Macdonald, and Starks halls once each weekday afternoon in the area provided for mailboxes. (Mail is NOT delivered during breaks or on the weekends). The delivery schedule will be determined by Residence Life. Students wishing to send outgoing mail from main campus may place it in the Post Office mailbox located outside the campus main entrance on Marquette Avenue. Incoming mail should be addressed as follows, depending on which hall the student lives in:

#### **Jewell Hall**

Student's Name

Unit #\_\_\_\_\_

1903 Marquette Ave.

Muskegon, MI 49442

#### **Macdonald Hall**

Student's Name

Unit #\_\_\_\_\_

1903 Marquette Ave.

Muskegon, MI 49442

#### **Starks Hall**

Student's Name

Unit #\_\_\_\_\_

1903 Marquette Ave.

Muskegon, MI 49442

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Students living in Roblane and Marlane Apartments will receive their mail from the United States Postal Service delivered directly to their US Postal mailboxes.

#### **Marlane Apartments**

Student's Name

454 Marlane, Apt #\_\_\_\_\_

Muskegon, MI 49442

#### **Roblane Apartments**

Student's Name

2030 Roblane, Apt #\_\_\_\_\_

Muskegon, MI 49442

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#### TOWNHOUSE MAIL:

Students living in the Baker Townhouses will have mail delivered to their mailboxes at the entrance to the BRIC once each day, Monday – Saturday. (Mail is not delivered to Townhouse students over breaks.)

Baker College is not responsible for any mail/packages that may be delivered directly to a townhouse. Students are encouraged to customize delivery options from delivery services (UPS, FedEx, USPS).

Students have the option to complete a mail forwarding request upon move out. Mail left over break periods or once a student has moved off campus will be returned to sender.

Students living in the Townhouses wanting to send outgoing mail may place it in the drop box located inside the BRIC front door. Incoming mail should be addressed as follows:

**Baker Townhouses**

Student's Name

#\_\_\_\_ Street Name (Adams, Lighton, Marquette, or Oakhill)  
Muskegon, MI 49442

**3.02 BEDS**

Personal beds, homemade lofts, and waterbeds are considered a potential safety hazard for student units and are not allowed. Relocating of beds (in any form) to the basement of a unit is strictly prohibited.

**3.03 BICYCLES**

Bicycles are permitted on campus and may be stored inside your unit in such a manner that it does not block the entryway in case of an emergency. Bicycles may also be locked to the provided bike racks located around campus. Any other storage, outside or locked to a porch/building, is prohibited.

**3.04 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, and any other open flame devices are strictly prohibited.

**3.05 CHARCOAL GRILLS**

Only charcoal grills are allowed and when in use must be at least 20 feet away from any building. After the grill has been used and cooled, it must be placed back on the porch. All charcoal must be disposed of properly in the dumpster.

**3.06 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.

### **3.07 ENERGY SAVINGS**

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

### **3.08 ENTERING RESIDENCE HALL UNITS**

**Attention: Unannounced unit/room inspections by campus residence hall and safety personnel, aided by drug detecting devices and canines may 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.**

1. Residence Life staff may enter and/or permit other College personnel to enter students' units at any time.
2. Maintenance personnel may enter for inspection of physical equipment, repair, refurbishing, or replacement.
3. College personnel may enter when there is probable cause that a College guideline has been violated.
4. College personnel may enter when there is an indication of danger or hazard.
5. 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 unit, 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 unit, if the College finds any violations of federal, state, local, or College guidelines and regulations, the occupants of the unit will be referred for legal or disciplinary action and damage charges will be assessed.

Units will be inspected randomly and at the end of each quarter by the Residence Life or maintenance 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.**

### **3.09 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.

### **3.10 FOOD DELIVERY**

Residents of main campus housing, including Jewell, Macdonald, Marlane, Roblane, and Starks, should wait near the main building entrance for deliveries. Delivery persons should not be allowed beyond front entrance areas.

### **3.11 FURNITURE**

Students are responsible for the College-supplied furnishings in their units. 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.

The furniture in the hall lounges is for the use and enjoyment of all residents. **DO NOT REMOVE FURNITURE FROM LOBBY OR LOUNGE AREAS.**

Any student found with public area furniture may be charged to return the furniture. Students possessing College property such as chairs, cushions, tables, etc., will be referred for disciplinary action.

### **3.12 MAINTENANCE, REPAIRS, AND GENERAL CLEANING**

For routine maintenance, please call the Maintenance Request Hotline at 231-777-6578 any time of day. *In case of an emergency please contact Campus Safety at 231-777-5300.*

Residents shall not throw feminine products, sweepings, rags, rubbish, garbage, food waste, etc., into toilets, bathtubs, sinks, window wells, or any other place not provided for that use. Residents shall be held strictly liable for any damage to the premises resulting from overflow to plumbing. Clogged pipes or service calls may result in charges to the residents.

**TOWNHOUSE RESIDENTS:** Residents must keep the yards free of litter and debris, including cigarette butts. Charcoal grills and lawn furniture are the only items allowed on porches. Dumpsters are provided at various locations for disposal of trash. Garbage cans and bags are not allowed in the yard or on the porch. If found, the unit will be charged \$50 for removal.

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 containers 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 unit.
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. Broiler pans and reflector pans should also be cleaned thoroughly.
7. Dust all surfaces including tables, chairs, bookcases, dressers, etc.
8. Periodically wipe the refrigerator shelves with a damp cloth.

The following list provides *estimated* costs for damages or misuse of Baker College property:

Air conditioner .....	\$500
Apartment cleaning per room/per unit .....	\$100/1,000
Banister .....	\$30
Bed frame repair or replacement.....	\$338
Cabinet door repair .....	\$25
Carpet cleaning entire unit .....	\$400
Carpet cleaning per room .....	\$80
Carpet replacement per room .....	\$500
Chair (kitchen or desk) replacement .....	\$155
Cigarette butt and trash removal .....	\$150
Closet door replacement .....	\$100
Data wiring (Ethernet, cable coax, etc.) .....	\$75
Exterior door replacement .....	\$500/1,000
Fire exit sign .....	\$100
Fire extinguishers re-charge .....	\$75
Fire pull-station .....	\$100/service call
Furniture removal, personally owned .....	\$250
Furniture replacement (dresser, desk, table) .....	\$100 - 500

Hole repair/painting per wall .....	\$30/130
Interior door replacement .....	\$200
Light fixtures, broken/removed .....	\$100
Mattress replacement .....	\$110
Network hub .....	\$50
Painting per room (all walls + ceiling) .....	\$400/600
Range hood filter .....	\$20
Range hood .....	\$100
Restroom repair/fixture replacement .....	\$25 - 200
Screen repair/replacement of frame .....	\$75
Screen repair/replacement of screen .....	\$45
Security camera .....	\$1,000
Shower rod .....	\$45
Smoke detector batteries removed (tampering) .....	\$100
Smoke detector replacement Main Campus .....	\$200
Smoke detector replacement Townhouse .....	\$55
Stove or refrigerator replacement .....	\$475
Thermostat replacement .....	\$25
Toilet paper holder .....	\$15
Towel bar .....	\$15
Wall washing .....	\$30 - 100
Wireless network access point .....	\$500 - 875
Window blind panels replacement .....	\$55
Window replacement (Regular or Thermo Pane) .....	\$75
Window washing .....	\$50

### **3.13 MANDATORY COMMUNITY MEETINGS**

Community meetings are occasionally scheduled in the halls to distribute important information to residents. Residence Life considers these meetings to be of the utmost importance and requires residents to attend.

Please contact your RA within 24 hours prior to the scheduled meeting to make special arrangements if you are unable to attend. Students, who miss a mandatory community meeting without prior approval, are subject to disciplinary action.

### **3.14 PETS**

All pets, including but not limited to dogs, cats, birds, snakes, rodents, and other small animals, are prohibited within residence halls. The only pets a student may have on campus are fish in a maximum 10-gallon tank. Fish that are aggressive and dangerous are not allowed. Residents may not allow guests to bring pets inside the residence halls or keep pets in the yard.

### **3.15 PICTURE ID CARDS**

Students are strictly prohibited from using another person's card or loaning their card to another person. 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 charge of \$10 to replace a lost or damaged picture ID. Lost, damaged, or stolen IDs must be replaced immediately.

### **3.16 POSTERS, PICTURES, WALL HANGINGS, ETC.**

Only #4 or #6 finishing nails may be used for wall hangings on drywall surfaces. Various adhesives which can be easily removed without damaging the wall may be used for concrete block walls.

### **3.17 TELEVISION – DIGITAL SATELLITE SERVICE**

Residents are provided with 100% digital cable television service through Privatel Inc. Privatel offers over 65 digital channels to select from including several High Definition (HD) channels. In order to take advantage of this service, residents need to connect their digital ready TV to the coax TV outlet located within the housing unit. Residents will need to provide for themselves a digital-ready television or purchase a digital TV converter set-top box in order to receive the TV signal. No additional channels or upgrades are available. Residence Life provides residents with a dedicated channel for all the latest housing and on-campus activities information.

### **3.18 UNIT**

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 complete a *Roommate Agreement* form to discuss expectations regarding studying, sleeping, visitation and relaxing in order to live together successfully.

In decorating your unit, 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. Be sure to fill out and sign a *Unit Condition Form* within five (5) days after moving into your residence hall unit. Your RA will complete the checkout portion of this form upon your departure from the residence halls.

Items placed in the basement or utility closet must be at least two feet

away from the furnace and hot water heater. Residents must not store any gasoline, fuel oil, toxic agents, or other potentially hazardous substances on the premises.

### **3.19 UNIT INSPECTIONS**

Each time a student moves out of a unit, a unit inspection will be conducted. Regular and random unit inspections will take place during the quarter to check for compliance with routine housekeeping duties, safety, security, and guidelines. A unit may be searched at any time without the student/resident being present. During the break periods and between quarters, College maintenance will inspect each unit. Repairs are scheduled through the Facilities Department. Damages assessed at this time will be charged to student accounts and, depending on availability of materials and complexity of repairs, students may see a charge on their account prior to work completion. 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 unit(s) and/or building if the person responsible cannot be determined.

If you experience any difficulties with your Digital Cable Service provided by Privatel Inc., call 800-801-3323, or go to [help.baker.edu](http://help.baker.edu) and fill out an ITSC trouble ticket by selecting Service Request then Residence Halls. Include the following: description of the problem, your on-campus address, and a phone number where you can be reached.

### **3.20 UNIT KEYS**

Residents are issued keys for their individual living space and unit. **Loaning or duplicating of keys is expressly prohibited and will result in disciplinary action.** up to and including dismissal, as well as up to a \$75 fee to replace keys and/or locks. Keep these items in your possession at all times. Students who fail to carry their keys are not assured immediate access to their living space or mailbox. A fee may be charged for lost keys as well as to unlock doors. Lost, damaged, or stolen keys should be reported immediately to Residence Life personnel.

### **3.21 UNIT PAINTING**

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

### **3.22 WINDOW SCREENS**

Residence hall unit 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.

### **3.23 YOU AND YOUR ROOMMATES**

The following Residence Hall Considerations List articulates some basic components of good relations between roommates. 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, guest 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 unit and facilities.
6. Have 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 other shared amenities.

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

## SECTION 4: PUBLIC AREAS

### 4.01 VISITATION

Visitors must properly be signed in upon arrival. If host is located in townhouses, visitors are to be signed in through the Baker Recreation and Information Center (BRIC). If host is located on the main campus, visitors are to be signed in through their Resident Assistant's log. Residence hall visitors must also register their vehicle with Campus Safety and are asked to use commuter-parking areas. All hosts are responsible for all actions of their guest. Visitation hours are as follows:

#### Visitation Hours:

8:00 a.m. – 12:00 a.m.	Sunday – Thursday
8:00 a.m. – 2:00 a.m.	Friday – Saturday

#### Visitation Hours for visitors under the age of 18:

8:00 a.m. – 10:00 p.m.	Sunday – Saturday
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(Reference **5.07 GUEST'S RESPONSIBILITY** for more information.)

### 4.02 CAMPUS RECREATIONAL FACILITIES

Baker provides a wide array of recreational facilities across the campus. Students are expected to follow all policies and regulations regarding proper use of the facilities. Students and their guests are asked to dress in conventional attire that exhibits good taste. This includes, but is not limited to, proper footwear. In addition, students wishing to utilize the WEFC, Gymnasium, or BRIC fitness center must wear closed toe athletic shoes. In instances of undesirable or improper dress Residence Life staff may request that the student and/or their guest leave until the issue being addressed has been corrected. If damages occur to any property belonging to Baker College at the BRIC, WEFC, or Gymnasium students will be held liable and damages may be assessed.

#### **Baker Recreation and Information Center**

The Baker Recreation and Information Center (BRIC) is located at the Baker College Townhouses and is available to all students. The BRIC houses a computer lab, fitness center, laundry facility, game area, and vending options. BRIC hours may vary and are posted throughout campus. Students must show their Baker ID to use the facility; use of the computer lab and laundry facilities are for residence hall students only.

## **West End Fitness Center**

The West End Fitness Center (WEFC) is located near Starks Hall and the West End Café. The hours of operation are posted at the entrance to the West End Fitness Center. Current students, faculty, and staff must provide their valid Baker College ID to the front desk staff member upon entry. Usage of the facility is at the risk of the individual. Adherence to the posted rules will be strictly regulated.

## **Gymnasium**

The gymnasium is used for a wide variety of intramural sports. Open gym hours vary and are posted throughout campus. Only currently enrolled students are eligible to use the gymnasium and must show their Baker ID to use this facility.

## **Outdoor Recreational Facilities**

Baker College maintains an outdoor basketball court at the Baker College Townhouses. There are two sand volleyball courts with one located at the Baker College Townhouses and the other located near Roblane Apartments. These facilities are available for residence hall student and guest use. Students must utilize the volleyball and basketball courts in an appropriate manner. Any mistreatment or damage to equipment resulting from inappropriate behavior will result in damage charges and disciplinary action.

The recreational campfire pits are available at the Baker College Townhouses and at the intramural sports field. If a student wishes to have a recreational campfire, the fire must take place at one of the designated campfire pits and a *Recreational Campfire Request* form must be submitted to and approved by Residence Life staff at least 24 hours in advance. The Recreational Campfire Request form is available on the Baker College Residence Life website.

## **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 [https://my.baker.edu/ICS/Information\\_Technology/](https://my.baker.edu/ICS/Information_Technology/).

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.

Computer labs are available in various residence hall locations for resident use only. Tampering with or disabling College provided technology is strictly prohibited and may lead to additional fees and disciplinary action. Students using computers for school work have first priority. If all computers are occupied, students chatting on-line or playing games **MUST** give use of the computer to anyone wishing to use a computer for school work. There is to be **NO FOOD OR DRINK** in computer labs. Headphones must be used for any computer activities involving sound.

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

### **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.

## **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.

## **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, dryer, and lint filter after you have used them. **The College is not responsible for abandoned, damaged, lost or stolen items from the laundry facilities.**

When using the BRIC laundry room, please check with the front desk before beginning your laundry. The front-desk staff will inform residents of the current laundry procedures and guidelines.

#### **4.06 LOUNGE AND STUDY AREAS**

Each residence hall has a lounge area which students are encouraged to use. Most lounge areas are equipped with cable television 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.

Students are encouraged to use discretion when bringing food and beverages into the lounge areas. 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.

Study rooms and the equipment in them are for residence hall students only. Do not remove any equipment from the rooms.

If you find that a piece of equipment is broken, please report it to a Residence Life staff member. Please respect the rights of others and use the study rooms for quiet study time only.

#### **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 unit 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.

## **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), explosives, explosive ingredients or mechanisms, or hazardous chemicals.
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.

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.

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.

### **Sexual Misconduct Policy**

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

members of the College community. For a complete copy of the Baker College policy governing Sexual Misconduct visit:  
<http://www.baker.edu/safety/SexualMisconductPolicy>

## **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. Continue 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.

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. Dismissals from residence halls may be subject to appeal (See Section 5.12).

### **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 the Culinary Institute of Michigan (CIM)), are alcohol free, regardless of a student's age. All individuals in the unit at the time of the violation will be held responsible.

### **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 from use on campus property, even those drugs for medicinal purposes based on federal law regulations. Any paraphernalia related to drugs will be seized and, pending 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 unit at the time of the violation will be held responsible.

### **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 unit and their approved guests may sleep in that unit at any time. Outside guests may visit only during posted visitation hours (Reference **4.01 VISITATION** for more information) 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 unit 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 Hall Coordinator (RHC). 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 the RHCs, and only in the RHCs' living quarters.

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

Resident students may visit each other 24 hours a day as long as all roommates are in agreement. Each residence hall student may host only two guests at any given time.

*Failure to adhere to the visitation policies may lead to the student's privileges being revoked by the College.*

## **5.08 OVERNIGHT GUESTS**

An overnight guest refers to anyone who is not a Baker College of Muskegon residence hall student. Each resident is limited to two guests per weekend. No overnight guests are allowed Sunday through Wednesday.

An "Overnight Guest" form can be obtained online from our website. Please print this document and follow the directions. The finished form can then be brought to the Student Affairs Office for approval. All paperwork must be turned in by 4:00pm on the Thursday before your guest visits. Approval of overnight passes is at the discretion of the Residence Hall Coordinator (RHC). Guests must be at least 18 years of age.

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.

When a guest arrives on campus, the resident is required to sign them in and out of the visitor's log at the respective hall or the BRIC. Guests bringing a car on campus must obtain a temporary parking permit from Campus Safety.

### **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' requests and needs.

The College reserves the right to remove any equipment not in compliance with quiet hours (i.e. personal 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, and other sporting equipment. Any damage to College recreational equipment will result in fees and/or disciplinary action.

Due to recent fire concerns surrounding hoverboards, Residence Life has prohibited the use and possession of hoverboards on campus. This includes the residence hall common areas and rooms, as well as any other campus building, parking lots, etc.

### **5.11 SMOKING**

In compliance with Baker College's Smoking Policy, all residents are prohibited from using tobacco products and products that simulate the use of tobacco while inside or in the vicinity of the main campus residence hall areas (Jewell, Macdonald, and Starks Hall) and the Baker Recreation and Information Center (BRIC). The use of all tobacco products and products that simulate the use of tobacco must be done off of the main campus property.

Smoking of tobacco or products that simulate the use of tobacco is also prohibited within all residence hall buildings and units, including the Baker College Townhouses and Baker Village Apartments (Roblane and Marlane). However, the use of tobacco and products which simulate the use of tobacco will be permitted in accordance with state, local, and campus policies outside the residence hall building in those areas.

### **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 Hall Coordinator (RHC) and/or Coordinator of Student 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.

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.

**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.

## **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, 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. 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 ten 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 Hall Coordinator (RHC) and/or the Coordinator of Student 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 RHC and/or Coordinator of Student 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 RHC or Coordinator of Student Life will forward the Baker College “Disciplinary Appeal Process Packet” to the Director of Student Affairs. The Director of Student Affairs will schedule a meeting with the Director of Campus Safety, Director of Student Affairs 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 Director of Student Affairs 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 Director of Student Affairs 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 Campus Safety within ten 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

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.

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. The Registrar will also receive a copy of the decision.
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.

## **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:**

Pickup Appeals Packet, complete and deliver  
to Campus Safety within 10 business  
days of disciplinary action.



Decision by RHC and/or Coordinator of Student Life  
within 10 business  
days of the disciplinary action.



Decision by Director of Campus Safety and Director of Student  
Affairs 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 RA and/or RHC, if possible. The building should be empty before any attempt is made to contain a fire. Your RA will review fire safety and evacuation procedures for each building.

#### **FIRE EVACUATION PROCEDURES:**

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 college personnel 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 24 hours a day, seven days a week. In addition, entrance doors to the main campus 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 the student's safety and well-being in mind.

## **Missing Person Policy and Procedures**

*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 more than 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. 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 unit 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 Hall Coordinator (RHC) and/or the Resident Assistant (RA) 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 method of heating the premises (e.g. space heaters) other than that supplied by the College.

Washers, dryers and dishwashers are not permitted in any residence hall unit.

## 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.

In the event of severe weather conditions, you should monitor local weather. You can monitor the weather on local television (WZZM 13 or WOOD TV8) and radio stations (90.3 WBLV or 103.7 WUVS). Other options include internet weather sites and NOAA weather radios. If you are advised that shelter is needed, go to your designated shelter area and remain there until an all-clear signal is given.

**Tornado Watch** means weather conditions are favorable to the formation of tornadoes. **Tornado Warning** means a tornado has been spotted either on radar or by an eyewitness.

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 PARKING AND AUTOMOBILES

Residents *are limited to no more than two automobiles* on campus *and each* must have a valid parking permit registered with Campus Safety. Resident parking is located near the residence halls.

Residence hall visitors must register their vehicle with Campus Safety and are asked to use commuter-parking areas.

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.**

No auto repairs other than minor, routine maintenance may take place on the premises. Motor vehicles such as motorcycles, dirt bikes, snowmobiles, etc. may not be kept inside the unit. No vehicles may be parked or stored at any time in the yard of the townhouse premises. No

vehicle may be driven or parked on the lawn or sidewalks, including during move in or move out. No inoperable vehicles may be stored on the premises. Any vehicle parked in violation of these rules will be towed at the owner's expense.

### **Auto Insurance**

Michigan is a no-fault state and residents are required to obtain no-fault insurance coverage on their vehicles. Looking outside of Michigan, some states have similar auto insurance while others do not. As a non-resident of Michigan, if you have no-fault auto insurance coverage from the state in which you reside, then you are covered in Michigan. If you DO NOT have no-fault auto insurance from your home state, and have resided in Michigan for 30 or more consecutive days, then you MAY NOT be protected under your current auto insurance policy.

## NOTES