

# Student Handbook

Policies and Procedures Guide 2019-2020



**Baker  
College**

# Student Handbook

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# New Students

## Admissions

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### Welcome

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

### Mission Statement

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

### Admissions

Baker College seeks to enroll students whose objectives can be served by its programs. The College is committed to providing accessible higher education. The College admits individuals who have demonstrated the initiative and academic ability necessary to be successful at the college level. Baker College follows a strict nondiscrimination policy in the admission of students.

### New Student Records

#### UNDERGRADUATE

1. A completed and signed application form;
2. An official final high school transcript or GED along with Baker College approved assessment verification (i.e., high school transcript, ACT, SAT, COMPASS, FASTRACK, waivers, etc.);
3. Successful completion of the FASTRACK program or verification of the completion of developmental education requirements for a student who has graduated from high school more than five years ago;
4. An Educational Development Plan (EDP), if requested by the College;
5. An official transcript and/or a record of financial aid for a transfer student from all previous colleges or universities attended; and
6. Documentation indicating successful completion of the Baker College New Student Experience and completion of the MyMajors career assessment, if required by the College.

#### GRADUATE

Each student must have on file, as a permanent part of his/her Baker College record, the following items:

1. A completed and signed application form,
2. An official transcript of credits from his/her regionally accredited, baccalaureate institution showing the date of graduation,
3. A copy of a current resume at time of application, and
4. An admissions essay.

A transfer student must also provide an official transcript of grades from his/her previous graduate institutions.



## About the Process of Becoming a Student

### Undergraduate Admissions Procedures/Requirements

#### Admission Policy Statement

Baker College is committed to providing accessible higher education, which means the following:

1. All students are accepted who have earned a high school diploma or its equivalent, such as a General Education Development (GED) certificate, along with minimum assessment verification from one or more of the following: high school transcripts, ACT scores, SAT scores, FASTRACK, waiver tests, or completed credit in math or English from another institution. High school certificates of completion are not equivalent to a high school diploma.
2. Baker College admits students without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics.
3. Baker College provides students with support systems to allow them opportunities for access. Disability services is one of many programs provided through the academic advising department to support those with disabilities. Students must provide the College with supporting documentation in order to participate in disability services.
4. Baker College does not require either the ACT or SAT test as a condition of admission; however, the scores are used as one of the criteria to determine minimum assessment verification. If a student chooses to take either or both tests, we encourage him/her to request the test results be sent to the Baker College Enrollment Center. NOTE: ACT and SAT test scores are valid for two years after date of graduation.
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as the Test of English as a Foreign Language (TOEFL) score.
6. Baker College reserves the right to deny admission to any potential student who may be disruptive to the educational environment of the College.
7. Any student found to have falsified information on an admissions document or to have given false information to the Enrollment Center will be denied admission to the College or expelled if already in attendance.

#### How to Apply for Undergraduate Program Admission

1. Enrollment applications are available on and submitted electronically through the Baker College website: <https://www.baker.edu/apply>. Baker College works closely with high school counselors by supplying them with information about the College, as well as important enrollment and scholarship deadlines. It is highly recommended that students take advantage of their high school counselors' expertise and assistance in completing the application, financial aid, and scholarship opportunities.
2. Prospective students must fill out the enrollment application and submit the application along with the \$30 application fee through the Baker College website. Prospective students will be contacted by an enrollment professional as soon as the application is received and the processing of the information is initiated.
3. Whenever possible, the prospective student should submit a copy of his or her final high school transcript, ACT or SAT scores, or GED to the Baker College Enrollment Center.
4. The prospective student should send all supporting documents, including transcripts, to the Baker College Enrollment Center, 1116 W. Bristol Rd., Flint, MI 48507.

## Graduate Program Admissions Requirements

Applicants to the Center for Graduate Studies must hold undergraduate degrees from regionally accredited educational institutions as recognized by the American Council on Education in order to be eligible for admission. Applicants with undergraduate degrees from educational institutions nationally accredited by the Transnational Association of Christian Colleges and Schools may be admitted to the College on conditional status if all other graduate requirements for admission are fulfilled.

#### How to Apply for Graduate Programs

1. Prospective graduate students should complete their applications for graduate admission through the Baker College website ([baker.edu/apply](https://www.baker.edu/apply)).
2. Prospective graduate students should provide official transcripts, indicating a 2.5 or better GPA, from all colleges or universities attended. If a GPA is below 2.5, the student should include an explanation as part of the required essay.
3. Prospective students should write and submit a 500 to 1,000-word essay on future career objectives in the chosen graduate field. The essay requirements can be found in the "Baker College Graduate Application" and below.

#### Graduate Program Enrollment Criteria

Admission to all graduate programs as a degree candidate is granted to qualified applicants as either full or conditional status. Conditional status is an enrollment status applicable to students who may be deficient in one of the requirements or standards for matriculation such as undergraduate GPA, professional experience, or another credential required by the program. For applicants admitted on conditional status, the Center for Graduate Studies will specify the conditions for admissions. If the conditions are not met, the student will be dismissed from the program. Students are admitted on a rolling admission basis as acceptance decisions are rendered by the Admission Committee.

All candidates applying for matriculation into any graduate program at the Center for Graduate Studies must submit the following enrollment documents:

- A completed Graduate College Application form.
- A non-refundable \$35.00 application fee.
- A typed essay (500-1000 words) regarding the following
  1. How have your academic work, professional work, and/or life experiences prepared you for graduate school?
  2. What are your personal, professional, and/or career goals five and ten years after you earn your Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
  3. What do you view as your greatest strengths and greatest challenges as you begin the graduate journey? How will you utilize your strengths to overcome these challenges?
- Official college transcripts indicating an undergraduate degree with a GPA of 2.5 or better (4.0 scale) from a regionally-accredited college or university. Official college transcripts are provided from the institution granting the degree or from an approved third-party vendor directly to the Center for Graduate Studies.
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admissions decision.
- A current resume indicating all professional work experience.

In addition to the enrollment documents, candidates applying for matriculation into specific graduate programs must submit the following materials:

## MASTER OF OCCUPATIONAL THERAPY

The MOT curriculum meets the current standards mandated by the Accreditation Council for Occupational Therapy Education (ACOTE). The MOT program is fully accredited by ACOTE, a division of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; (301) 652-2682; [www.acoteonline.org](http://www.acoteonline.org).

- A typed essay (500-1000 words) in response to the following questions:
  1. How have your academic work, professional work, and/or life experiences prepared you for the Center for Graduate Studies Master of Occupational Therapy (MOT) degree?
  2. What are your personal, professional, and/or career goals 5 and 10 years after you earn your Master of Occupational Therapy degree?
  3. What do you view as your greatest strengths and challenges as you begin the graduate journey?
- Official college transcripts indicating an undergraduate degree in a health related discipline containing specific pre-occupational therapy courses.

## MASTER OF SCIENCE IN NURSING

- Graduate essay (500-1000 words) as it pertains to career goals in completion of the MSN credential.
- Applicants must hold an unencumbered license as a Registered Nurse (RN) in the United States (US), District of Columbia, or US territories; or an unencumbered license as a RN in Canada.
- Applicants must include a photocopy of active US or Canadian RN license or a printed page from the licensing state's nursing website or Canadian equivalent verifying licensure status and expiration date.
- Hold an earned BSN or BS with a major in nursing from a nationally accredited nursing program (ACEN or CCNE)

## DOCTOR OF BUSINESS ADMINISTRATION

- Official transcripts indicating an MBA (Master of Business Administration) degree or related master degree from a U.S. school accredited by one of the regional accrediting associations, or from a non-U.S. Institution with comparable accreditation. Educational Credential Evaluators, Inc. (ECE) must evaluate a degree awarded from a non-U.S. institution as equivalent to a master degree awarded by a U.S. institution.
- A minimum grade point average of 3.25 on a 4.0 scale in master coursework is required. A current resume indicating a minimum of five years of professional experience in business, management, or administration with advancement.
- Three professional references must be included on the application.
- A 500-1000-word essay on your motivation for doctoral study.

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

Special admission and advancement requirements for individual health science, nursing, education, and social science programs are available through our enrollment professionals. A signed health science, nursing, education, or social science waiver form or acknowledgment of program handbook must be on file for a student to begin taking courses.

## International Student Special Requirements

International students (except commuting Canadians) must fulfill student visa requirements and make an advanced tuition deposit. (See "Tuition Deposit – International Students" under the Financial Services information in this Handbook.) International students are required to take the TOEFL (Test of English as a Foreign Language) examination and earn a minimum score of 64 on the TOEFL iBT Test for admission to the College. This requirement may be

waived if the official language of the country of education is English, and the student achieved a minimum SAT score of 450 on Evidence Based Reading/Writing or an IELTS score of 6.0 or greater. For more information about the TOEFL, please visit the ETS website at: <https://www.ets.org/toefl>. Commuting Canadian students are required to complete only an I-20.

Applicants who would like to transfer credits from an institution outside of the U.S. must have their transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES; [naces.org](http://naces.org)). The results of the evaluation must be sent from the evaluation companies directly to the Baker Enrollment Center. Official evaluations must include U.S. degree equivalencies (for degrees transferred), course grades, and overall grade point averages (GPA).

## International Students – Running Start

International students for any dual enrollment program must fulfill student visa requirements and make an advanced tuition deposit (see "Tuition Deposit-International Students" on our website under Student Services, Financial Aid, then Tuition and Fees). International Running Start students are required to take the TOEFL examination and earn a minimum score of 61 on the TOEFL iBT Test or achieve an IELTS score of 5.5 or greater. A personal interview may also be required.

## International Applicants – Center for Graduate Studies

International applicants must possess both written and oral competence in the English language. English proficiency is determined by the following criteria:

- International students at the graduate level are required to take the TOEFL examination and earn a minimum score of 79 on the TOEFL iBT Test or a score of 7.0 or greater on the IELTS for admission to the graduate school.

Applicants who completed their undergraduate degrees at institutions outside the U.S. must have their transcripts/degrees evaluated by companies in the United States such as Educational Credential Evaluators, Inc., or the National Association of Credential Evaluation Services (NACES). The results of the evaluations must be sent from the evaluation companies directly to the Center for Graduate Studies. Official evaluations must include U. S. degree equivalencies, course grades, and overall GPAs. Applicants wishing to study in the U. S. must fulfill student visa requirements and make advanced tuition deposits. (See Tuition Deposit – International Students on our website under Student Services, Financial Aid, then Tuition and Fees.)

## Nontraditional Credit

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

## Guidelines for Nontraditional Credit

### ASSOCIATE DEGREES AND UNDERGRADUATE CERTIFICATES

A student may apply nontraditional credit to meet the requirements for an associate degree or undergraduate certificate. This includes articulation credit, CLEP examinations, experiential credit, national/state approved licenses, valid proof of specialized registration/certification, and waiver test credit. Fifteen of the required semester hours in the program must be completed in actual class time with Baker College for associate degree programs and one-half of the required semester hours in the program must be completed in actual class time at Baker College for undergraduate certificates. A minimum of 12 semester hours must be completed in actual class time through Baker College courses in the major discipline of study at the 200 or 2000 level.

## BACHELOR DEGREES

A student may apply nontraditional credit to meet the requirements for a bachelor degree. This includes articulation credit, CLEP examinations, experiential credit, national/state-approved licenses, valid proof of specialized registration/certification and waiver test credit. Thirty of the required semester hours in the program must be completed in actual class time at Baker College. A minimum of 15 semester hours must be completed in actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels or 3000 and 4000 levels. Different requirements may exist for the accelerated programs.

## POSTBACCALAUREATE CERTIFICATES

The policy for nontraditional credit varies depending on the certificate.

## Articulation Credits

Baker College offers an articulation program for student work in high school settings. Students who participate in the Baker College articulation program have an opportunity to receive college credits for articulated courses, while completing their high school requirements. College credit for articulated courses is limited to nine semester hours toward a certificate program; 18 semester hours toward an associate degree program; and 36 semester hours toward a bachelor degree program. Prospective students, who wish to apply for articulated credits for coursework taken in high school, should contact their high school counselors for assistance. More information on articulation credit, as well as a list of eligible courses and educational institutions, is available by contacting the Running Start campus contact person or at the Baker College website at [baker.edu](http://baker.edu).

## Credits by Examination

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

These national credit-by-examination programs offer students the opportunity to demonstrate their academic proficiency in various general education and specific subject areas.

## Experiential Credits

Experiential credit is available for students who have proven skills gained through employment, volunteer, community service, professional organizations, training, and/or military experiences that directly correlate to the skills taught through traditional Baker College courses. Not all courses are eligible for experiential credit nor do all programs accept experiential credit.

Students are required to enroll in COL 3010 Life and Learning in order to earn experiential credit. The one credit earned for COL 3010 does not count toward the general education requirements. Financial aid is not available for this course. COL 3010 is designed to help students determine which courses will maximize their experiences and lead to the preparation of portfolios that document their experiential learning. Students enrolled in COL 3010 have an opportunity, for courses in which waiver tests are available, to earn that credit at no additional cost.

Students submit a portfolio that documents applicable experiences. The portfolio is evaluated by content experts in each petitioned course. If the skills and documented learning meet the required student learning outcomes of a given course, experiential credit will be granted for that course. If the final portfolio evaluation determines that the documentation did not meet the required student learning outcomes, the student may be given an opportunity to revise his or her submission one time only. If a student does not earn experiential credit for a particular course, he or she may not re-submit a portfolio for that specific course.

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

## Licenses and Certificates

Credit is awarded for certain professional licenses and certificates. The Central Registrar's Office maintains information about this form of nontraditional credit.

## Waiver Tests

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

Course	Charge
CAD 1110 Introduction to Computer Aided Design	\$50
CIS 1030 Word Processing	\$0
CIS 1050 Electronic Spreadsheets	\$0
CIS 1070 Introduction to Database Applications	\$0
CIS 1090 Microsoft PowerPoint	\$0
EGR 1010A Engineering Graphics	\$50
HSC 1010 Introduction to Health Professions	\$0
MTH 1050 Quantitative Reasoning I	\$0
MTH 1060 Quantitative Reasoning II	\$0
MTH 1110 College Algebra I	\$0
MTH 1120 College Algebra II	\$0
MTH 1210 Trigonometry	\$0
MTH 1310 Pre-Calculus	\$0
NET 1010 Networking Essentials	\$0
SPN 1010 Spanish I	\$0
SPN 1020 Spanish II	\$0

## Transfer Credits

### UNDERGRADUATE

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

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

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

For a previously earned undergraduate degree from a regionally accredited institution, the general education course requirements for either the associate or the bachelor degree — depending on the transferred degree level — are considered satisfied. Specific program requirements and/or program accreditation standards may impose limitations or additional requirements.

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

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

To obtain transfer credits, official transcripts from previous colleges must be submitted to our campuses' admissions offices. Transcripts will be considered official only when received directly from the institutions through the U.S. Postal Service or electronically from the institutions or third-party vendors. In some circumstances, students will be responsible for producing documentation, including, but not limited to, catalogs, course descriptions, and syllabi.

All official transcripts are required prior to registration.

### GRADUATE

The Center for Graduate Studies welcomes transfer students into our graduate programs. Baker College recognizes the expediency of understandable and universally accepted standards related to the transfer of academic credit. The following policies are in place for transfer credit:

- Baker College will accept no more than 12 semester hours of transfer credit into master's programs.
- Only courses with a B (3.0) grade or higher will be eligible for transfer consideration.
- To successfully transfer a course, the course must equate to and be compatible with courses offered by the Center for Graduate Studies.

- Transfer of college credit will not be considered if the work was completed more than five years preceding matriculation.
- To obtain transfer credit, students are required to request that all previous colleges/universities attended forward official transcripts to the Baker College Center for Graduate Studies.
- Transcripts will be considered official only when received directly from the institution through the U.S. Postal Service or electronically from the institutions or third-party vendors. In some circumstances, students will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.
- Students wishing to receive transfer credit from foreign or international colleges or universities must submit official evaluations from U.S. evaluation companies recognized by the National Association of Credential Evaluation Services (NACES). The evaluations must include the grades and U.S. course equivalencies to be considered for transfer credit.
- Students in a doctoral program must complete a minimum of 24 semester hours at the Center for Graduate Studies.

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

## Transfer Credits Residency/Residency Policies

### ASSOCIATE DEGREES AND UNDERGRADUATE CERTIFICATES

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

### BACHELOR DEGREES

Thirty of the required semester hours in the program must be completed in actual class time at Baker College. A minimum of 15 semester hours must be completed in actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels or 3000 and 4000 levels. Different requirements may exist for the accelerated programs.

Exceptions may be made at the discretion of the Provost or President.

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

1. Legal specialty coursework that is being transferred must have been completed at a nationally or regionally accredited institution of higher learning and approved by the program coordinator/director or other appointee to ensure that the credit being awarded is appropriate to meet the criteria for legal specialty coursework within the program.
2. A minimum of 15 semester hours of the paralegal (PAR) courses must be completed in the traditional format at the campus from which the student plans to graduate.
3. No transfer credits will be granted for PAR 2150: Legal Writing, Research, and Analysis II; PAR 2910: Civil Litigation; or PAR 4910: Evidence (Litigation II).
4. No experiential credits or credits by examination are offered for legal specialty coursework credits.



## Residence Halls

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

Students interested in housing should become familiar with the Residence Hall Licensing Agreement and Residence Life Policy Book. Residence hall students must maintain a minimum of 15 credit hours per semester to remain eligible for College housing.

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

All rooms in the residence halls are partially furnished. They provide access to kitchen appliances so students may buy and prepare their own meals. Lobbies/study areas offer television, recreational games, conversation areas, and food vending machines. Laundry facilities are available in all residence halls.

## Student Activities

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

## Veterans' Benefits

Veterans' Benefits are available to eligible students upon acceptance to Baker College. Such students must complete the necessary paperwork in the Military Education Office. Prospective students should contact the Military Education Office as soon as possible. The Military Education Group will help students initiate the benefit paperwork.

Baker College is approved to train eligible veterans and their dependents under Chapters 30, 31, 33, 35, 1606, and certain other types of veterans' benefits. If you are a veteran or dependent and would like more information regarding VA benefits, go to [www.gibill.va.gov](http://www.gibill.va.gov).

The U.S. Department of Veterans Affairs can pay benefits directly to the students or to Baker College. The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to Baker College from such payments.

Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to [fafsa.gov](http://fafsa.gov).

Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.) Students failing to remain in good academic standing will be placed on academic probation. Students are allowed only two consecutive semesters of probation. Student veterans who are not removed from probationary status after two consecutive semesters will not be recertified for VA educational benefits until they are removed from academic probation. The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of two consecutive semesters. They will also be notified if a student is suspended or dismissed.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes, not the total number of credits taken each semester. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.

## Admission Policy for Applicants with Felony Convictions

By the time of application to Baker College, applicants must declare whether they have been charged with or convicted of a felony or felonies. Failure to provide such information will automatically disqualify a person from admittance or cause that person to be expelled immediately when the College discovers the student's failure to disclose felony charges or convictions.

Students will be required to submit a personal statement to the College regarding their backgrounds. After this personal statement is received, the College will provide the students with background check access codes. The student will be responsible for all costs associated with the background checks. The College will review the background checks and circumstances of all potential students with felony convictions. The College will then determine whether to admit the applicants as student.

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

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

6. Baker College considers any documented success of rehabilitation.
7. A personal interview may be required. After review of the available information, Baker College determines whether to deny admission, admit the potential student, or admit the potential student with conditions.

NOTE: Any student arrested for a criminal offense (on or off campus) may, at the discretion of the College, be immediately suspended. The suspension will be in effect pending disposition of the charges. The student may re-apply to the College once these pending charges have reached resolution.

## Orientation and Placement

### ORIENTATION

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

The Academic Welcome Experience (AWE), Baker College 1010 (BC 1010) and MyMajors provide students with a smooth and helpful transition to college life. Students will become familiar with campus life, academic requirements, student expectations, learning environments, and the many services and resources available to them. It is also an important time for forming relationships and connections with fellow students, program advisors, and other members of the Baker College community.

### PLACEMENT OPTIONS

Along with the orientation program, incoming undergraduate students who do not have college transfer credits for English and mathematics will be provided a variety of placement options related to English writing skills and mathematics skills. The demonstration of these foundational skills is essential for students in any academic program to reach career success. Placement options include the following: high school GPA, ACT, SAT, COMPASS, or FASTRACK.

The placement options determine course placement for English and mathematics, academic advising decisions, and may reveal a need for developmental options. Baker College does not offer any developmental education courses.

Specific programs may have additional placement requirements as well.



# New and Current Students

## Financial Services

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

### How to Apply for Financial Aid

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

Once received by Baker College, the FAFSA results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed. Once all necessary documentation is received, the student will be sent a financial aid award package. If the award package includes a loan(s), the student will need to take action via the financial aid portal to accept, decline, or reduce the loan amount.

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

#### **COST OF ATTENDANCE**

The cost of attendance includes tuition, fees, books, travel, and estimated living expenses while at the College.

#### **EXPECTED FAMILY CONTRIBUTION**

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

#### **FINANCIAL AID ELIGIBILITY**

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

$$\begin{aligned} & \text{COST OF ATTENDANCE} \\ - & \text{EXPECTED FAMILY CONTRIBUTION} \\ = & \text{FINANCIAL AID ELIGIBILITY} \end{aligned}$$

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

### Types of Financial Aid

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

#### **SCHOLARSHIPS**

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

#### **GRANTS**

Grants may be awarded from the federal government, the state government, Baker College, and/or private organizations. Unlike scholarships, which are merit based, grant awards are typically based on financial need.

#### **LOANS**

Loans are offered at low interest rates, which must be repaid after the student leaves college or drops below half-time enrollment.

#### **WORK-STUDY**

Work-study is typically a part-time job from which earnings are used toward college expenses.

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



## Scholarships

Scholastic achievement, extracurricular accomplishments, financial need and career objectives are taken into consideration in the scholarship award process. Baker College offers scholarships to new students and transfer students, as well as current Baker College students. Visit <https://baker.edu/scholarships> for a list of the scholarships available through Baker College. In addition, other agencies and clubs (Kiwanis, American Business Women's Association, etc.) offer scholarships for outstanding achievement. Information about scholarships is available in the Enrollment Center for new students and in the OneStop Office for current students.

### Baker Proud Scholarship

Students who have earned a minimum of 28 credit hours (based on semester credits) and have a 3.0 cumulative GPA or higher by the end of spring semester may qualify for the Baker Proud Scholarship. This scholarship will be awarded up to \$1000 per semester for students attending full time. To qualify for this scholarship, the student must meet the qualifying criteria and be registered for fall semester by July 1.

Note: This scholarship is only available to students who are not receiving other Baker College scholarships.

### Michigan Competitive Scholarship

#### MICHIGAN RESIDENTS

The Michigan Competitive Scholarship program is available to undergraduate students pursuing their first degree at an approved Michigan postsecondary institution. Students must demonstrate both financial need and merit (i.e., achieve a qualifying SAT/ACT score prior to entering college). Students must complete the State of Michigan questions on the FAFSA by March 1 to receive scholarship consideration. The scholarship amount is announced annually by the State of Michigan.

## Grants

Several grant programs are available for eligible Baker College students.

#### FEDERAL PELL GRANT UNDERGRADUATE

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

A federal Pell Grant for the 2019-2020 award year (July 1, 2019, to June 30, 2020) may range from \$623 to \$6,195.

#### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT UNDERGRADUATE

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

Baker College will award FSEOG to students who qualify for Pell Grant funds and who demonstrate the greatest financial need. (Award amounts may range from \$100 - \$4,000.)

## Michigan Tuition Grant

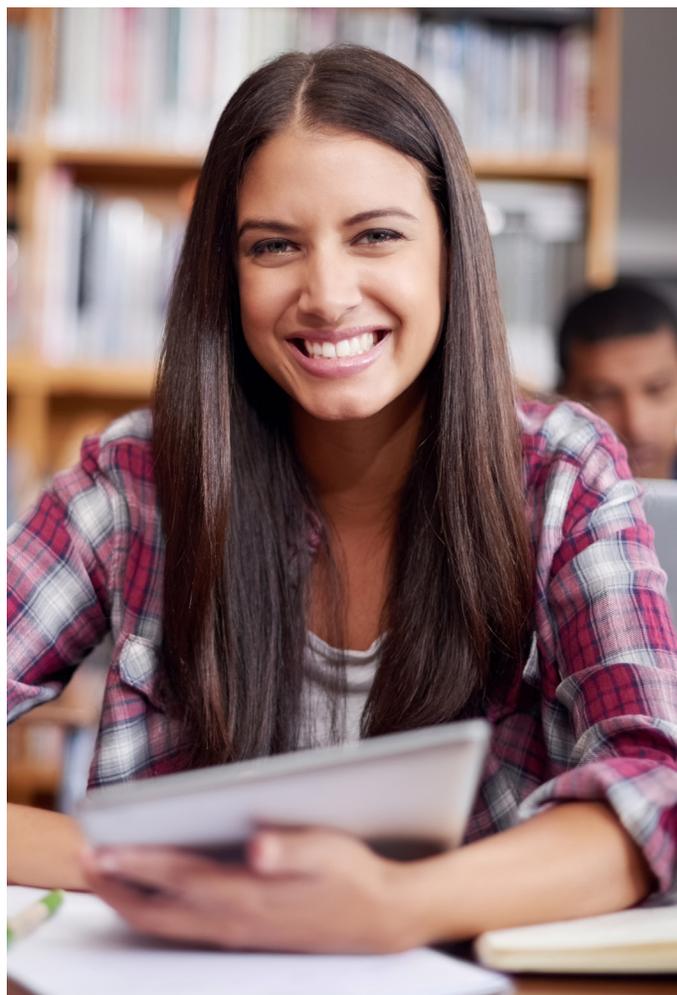
#### MICHIGAN RESIDENTS

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

Students must complete the State of Michigan questions on the FAFSA by March 1 to receive grant consideration. The amount of funds available is announced annually by the State of Michigan.

### Tuition Incentive Program

The Tuition Incentive Program (TIP) is a high school completion program that offers to pay for college costs for students who graduate from high school or complete their GED. There are two phases to this program (Phase I and Phase II). The program targets students with financial need to encourage them to graduate from high school or complete their GED and continue to postsecondary education. For additional information, visit [Michigan.gov/ssg](http://Michigan.gov/ssg).



## Loans

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

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

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

## Federal Direct Stafford Loans

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

### SUBSIDIZED STAFFORD LOAN

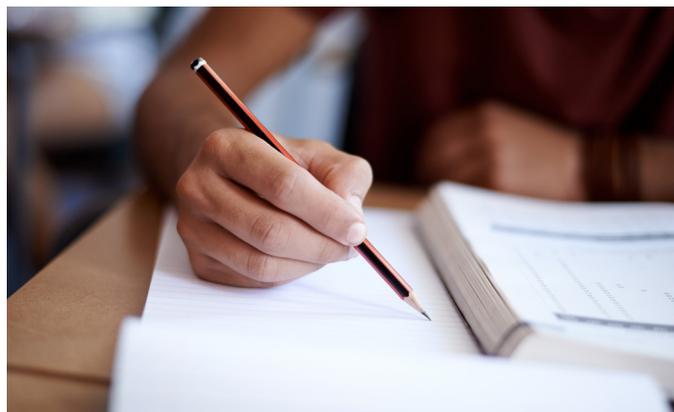
Subsidized Stafford Loan eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, the student is not required to make payments while he/she is in college at least half time, and no interest will accumulate during this time. Direct Subsidized Loans are limited to a period not to exceed 150 percent of the length of the borrower's educational program.

### UNSUBSIDIZED STAFFORD LOAN

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

Students cannot receive federal direct loans that exceed the cost of education unless financial aid is received. Listed below are the maximum federal direct loan amounts students may borrow annually, based on grade level:

Grade Level	Dependent Annual Loan Limit	Independent (and dependent with PLUS denial) Annual Loan Limit
Grade Level 1	\$5,500	\$9,500
Grade Level 2	\$6,500	\$10,500
Grade Level 3	\$7,500	\$12,500
Graduate/Professional	n/a	\$20,500
Listed below are the maximum aggregate federal direct loan amounts students may borrow, based on dependency status and degree level:		
Dependency Status	Maximum Lifetime Aggregate	
Dependent	\$31,000	
Independent (and dependent with PLUS denial)	\$57,500	
Graduate/Professional	\$138,500	



## Federal Direct PLUS Loans

Federal Direct PLUS Loans are available for parents of eligible dependent undergraduate students and for eligible graduate students at fixed interest rates. Under the federal Direct PLUS Loan program, applicants are eligible to borrow up to the total cost of attendance minus any financial aid they will receive. Parents or graduate students may apply for the Federal Direct PLUS Loans at [studentloans.gov](http://studentloans.gov).

## Federal Work-Study

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

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

## Financial Aid Rights and Responsibilities

- Students have the right to accept or refuse any part of their financial aid packages. If the student rejects any part of his/her financial aid package, it may affect other aid offered.
- Students may not receive financial aid from more than one college while enrolled at two or more colleges at the same time.
- Classes taken outside of a student's declared program do not qualify for most forms of financial aid.
- Students must attend college at least half time (six undergraduate credit hours or five graduate credit hours) to be considered for most financial aid.
- Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College.
- It is the student's responsibility to inform Financial Aid of any changes to information provided on the financial aid application. Students should contact the OneStop Office to report these changes.
- Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.
- If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.
- Information regarding a student and/or parent Title IV-HEA loan will be submitted to the National Student Loan Data System (NSLDS) and accessible by authorized agencies, lenders, and institutions.

## Financial Information

### TUITION CHARGES

The tuition charge per semester hour of credit is based on the following schedule. Tuition is subject to change at the beginning of any semester.

BASE TUITION CHARGES	PER CREDIT HOUR	
UNDERGRADUATE DEGREE COURSES	\$405	
MASTER'S DEGREE COURSES	\$695	
CLOUD SECURITY RISK MANAGEMENT COURSES (INCLUDING BUS 6200, 6210, 6220, 6230, 6240)	\$1200	
DOCTORAL DEGREE COURSES	\$915	
PREMIUM TUITION CHARGES (THE FOLLOWING CHARGES ARE ADDED TO THE BASE TUITION)	LOWER LEVEL COURSES PREMIUM CHARGE PER CREDIT HOUR	UPPER LEVEL COURSES PREMIUM CHARGE PER CREDIT HOUR
MOST UNDERGRADUATE COURSES	\$0	\$15
AUTOBODY TECHNICIAN (ABT) COURSES	\$40	N/A
AUTOMOTIVE SERVICES TECHNOLOGY (AST) COURSES	\$10	N/A
CULINARY ARTS (BAK, CUL, FBM) COURSES	\$210	\$225
DENTAL ASSISTING (DAS) COURSES	\$15	N/A
DENTAL HYGIENE PROFESSIONAL TRACK (DHY) COURSES	\$85	N/A
DIESEL SERVICE TECHNOLOGY (DSL) COURSES (EXCLUDING DSL 2110)	\$110	N/A
ELECTRONIC HEALTH RECORDS (HSC 1010) COURSE	\$15	N/A
NURSING COURSES (EXCLUDING NUR 3050, 3210, 3250, 3310, 3350, 4450, 4452, 4550, 4552, 4610, 4650, 4710, 4750, 4850)	\$80	\$95
PRE-OCCUPATIONAL THERAPY (OCC) COURSES	\$70	\$85
WELDING (WELD) COURSES	\$40	N/A

Note: Lower level courses are 1000-2999 courses (i.e., BUS 2010) and upper level courses are 3000-4999 courses (i.e., BUS 3010).

### FEES

Technology Fee*	
A non-refundable fee is applied to registered students each semester.	\$100
Undergraduate application fee	
Payable with application.	\$30
Graduate application fee	
Payable with application.	\$35
Undergraduate and graduate late fee	
Applied to accounts not paid by the start of the semester.	\$50
Undergraduate/graduate NSF return fee	
Per item returned by the bank.	\$25
Payment plan fee	
Background check fee	\$35
Fingerprinting fee	Varies
Immunization fee	Varies

### CHARGES FOR NONTRADITIONAL CREDITS

Waiver test credit	\$0 or \$50
Charge is dependent upon test.	
No additional charges for credits earned.	
Articulation credit	No Charge

Experiential credit (per credit hour)	\$100
Students are also required to take a COL 3010 at the regular tuition rate.	
Experiential credit fees are not financial aid eligible.	
Independent study credit (per credit hour)	\$405
Premium rates may apply.	

### \*Technology Fee

A technology fee is assessed to all students in order to provide Baker College the ability to maintain and enhance all forms of technology used by students. Purposes of the technology fee include the following:

- to acquire, install, and maintain up-to-date and emerging technologies to enhance student learning outcomes;
- to provide equitable access to technology resources; and
- to ensure, ultimately, that graduates are competitive in the technologically sophisticated workplace.

## Payment Options

### TUITION PAYMENTS

Tuition may be paid at registration, prior to the start of the semester, or through an approved payment plan. There is a \$35 fee for payment plans. Absenteeism and withdrawals may not reduce a student's financial obligation. (See the Class Withdrawal and Refund Policies section in this Handbook.) Invoices will be generated throughout the semester and available for viewing and payment on the student portal ([my.baker.edu](http://my.baker.edu)).

Tuition payment can be made as follows:

- Online through the student portal ([my.baker.edu](http://my.baker.edu)), using ACH or by credit\*/debit card. NOTE: There is a 2.75 percent fee for use of a credit/debit card for payment. (4.25 percent for international debit/credit cards). No fee is associated with ACH payments.
- By personal check or money order mailed to Baker College or delivered to the OneStop Office.

\*Baker College accepts Visa, MasterCard, Discover, and American Express.

### EMPLOYER TUITION REIMBURSEMENT PROGRAM

The employer tuition reimbursement program is a tuition deferment program available to students whose employers pay tuition costs. Enrollment in this program allows students to defer payments until after the semester ends.

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

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

It is the student's responsibility to submit the invoice and grades to the employer. Baker College will not bill the employer directly. Any portion of tuition not paid by the employer must be paid by the student by the deadline stated on the contract. A nonrefundable \$35 fee is assessed each semester for this program. Please contact the OneStop Office for details.

### EMPLOYER TUITION ASSISTANCE PROGRAM

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

### GI BILL® PAYMENTS

If the student will be using veteran assistance (VA) benefits through the GI Bill® to pay for tuition and fees, any portion of these charges not covered by the GI Bill® is due by the published due date of each semester. If the student will be using veteran assistance (VA) benefits through the GI Bill® to assist with the cost of books/supplies Baker College allows the cost of these materials to be charged to the student account, in anticipation of the VA book stipend being released to the student. If the student has not received his or her VA book payment by that date, the student is still responsible for paying this balance by the published due date of each semester (see "Important Dates and Information" on our website under OneStop, Important Dates & Information") A late fee may be applied in accordance with these dates.

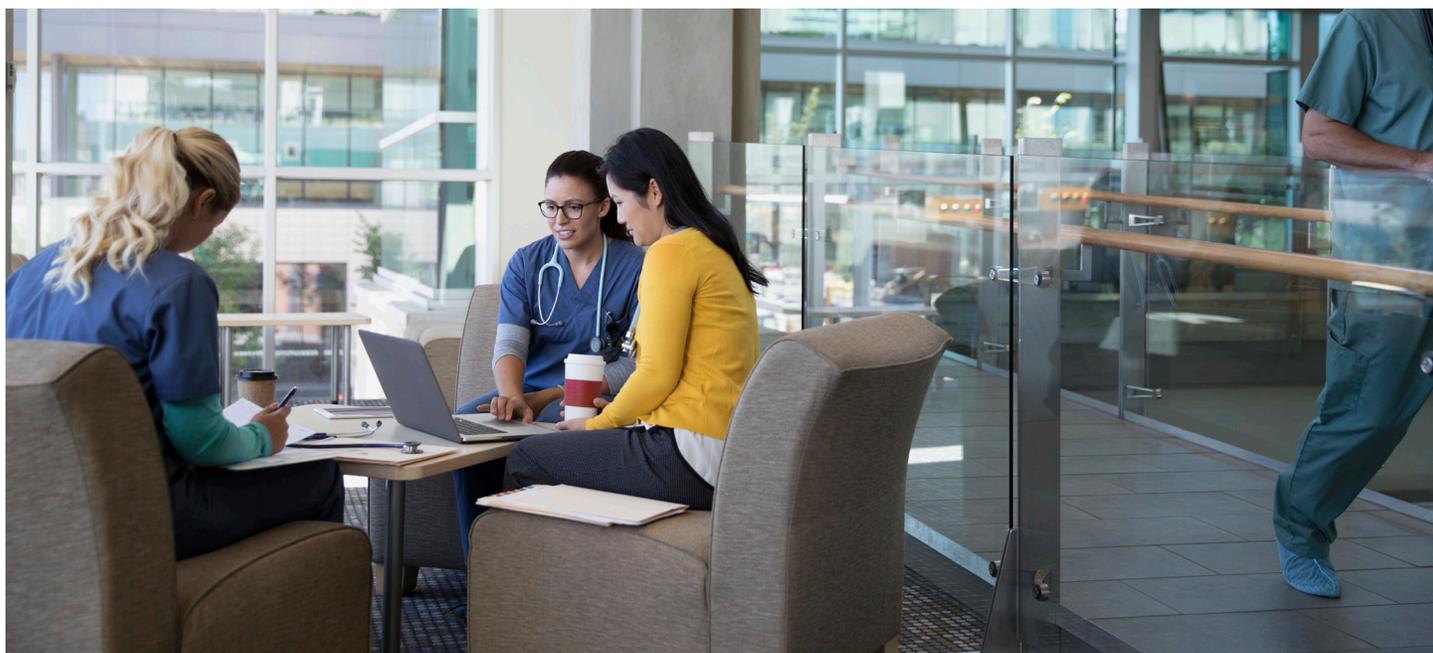
If the student believes he or she may have problems paying the balance if a VA payment is delayed, the student should contact the OneStop Office. The student may be eligible to apply for financial aid.

Questions regarding VA certifications should be directed to the Military Education Group at [vet2vet@baker.edu](mailto:vet2vet@baker.edu).

### PAYMENT PLANS

Baker College provides payment plan options for students who are unable to pay their full charges prior to the start of the semester. A \$35 fee will be charged to enroll in the payment plan; however, enrollment in the payment plan will prevent students from being charged the \$50 late fee. A late fee will be assessed if the terms of the payment plan are not met.

Students may sign up for payment plans through the student portal at [my.baker.edu](http://my.baker.edu).



### PAST DUE BALANCES

Students with outstanding balances may not be allowed to re-enroll for another semester (previously registered courses will be dropped); to receive official transcripts of credit, letters of recommendation, or diplomas; to participate in commencement ceremonies; or to use any Baker College service until their Baker College account is settled.

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

Unpaid balances will be sent to an outside collection agency and will be reported to the credit bureau(s). Baker College reserves the right to charge students for collection costs.

### EMAIL

Financial services will use students' Baker College email accounts to contact students regarding changes to financial aid and account balances. It is very important to read these notices to ensure knowledge of financial aid requirements and account status. The emails will alert students to balance due amounts, refund status, adjustment to tuition charges resulting from withdrawal calculations, financial aid documents needed, financial aid awards, loan eligibility, and loan postings to student accounts.

### REFUNDS

All Baker College refunds to students are processed through BankMobile. Students will be sent refund selection kits from BankMobile when they initially register for classes. Students must select a refund option (i.e., ACH to an existing bank account, open a BankMobile debit card account, etc.). There are no application or in-network ATM fees associated with the BankMobile account.

A \$10 fee is assessed for all card replacement requests after the initial activation. Students who do not receive their refund selection kits should contact the OneStop Office. Additional information on the refund process and BankMobile is available through the student portal at [my.baker.edu](http://my.baker.edu).

### Student Housing Costs

Student housing is available at our Cadillac, Flint, Muskegon, Owosso, and Port Huron campuses. The rate for all housing options is \$2,150 per semester; however, the rate may vary based on occupancy. Contact the OneStop or Housing Departments for details. A non-refundable pre-payment of \$50 is required of all new students and due when the Residence Hall Application is submitted. A non-refundable \$100 pre-payment is required for each semester a student returns to housing and is due when the Intent to Return Housing Application, found at [www.baker.edu/housing](http://www.baker.edu/housing), is submitted. The \$100.00 returning student pre-payment is applied toward housing costs each semester it is paid.

Estimated food costs are an additional \$800 per semester. If for any reason a student leaves during a semester, there will be no refund of room fees for that semester.

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

Special reduced-occupancy rooms may be available at higher rates. Contact the campus housing office for more information.

## Undergraduate Costs

Average Estimated Cost Per:	APPLICATION FEE	TUITION	BOOKS, SUPPLIES, AND FEES (approx.)	TOTAL
<b>Semester</b> (15–16 weeks) for <b>Full-Time Enrollment</b> (15 credit hours)	\$30 (first semester only)	\$6,075	\$650	\$6,755
<b>School Year</b> (two semesters) for <b>Full-Time Enrollment</b> (30 credit hours)	\$30 (first semester only)	\$12,150	\$1,300	\$13,480
<b>Semester</b> (15–16 weeks) for <b>Minimum Full-Time Enrollment</b> (12 credit hours)	\$30 (first semester only)	\$4,860	\$650	\$5,540
<b>School Year</b> (two semesters) for <b>Minimum Full-Time Enrollment</b> (24 credit hours)	\$30 (first semester only)	\$9,720	\$1,300	\$11,050
<b>Semester</b> (15–16 weeks) for <b>Part-Time Enrollment</b> (6 credit hours)	\$30 (first semester only)	\$2,430	\$300	\$2,760
<b>School Year</b> (two semesters) for <b>Part-Time Enrollment</b> (12 credit hours)	\$30 (first semester only)	\$4,860	\$600	\$5,490

- Students who live in the student residence halls must add the cost of student housing.
- Estimates do not include premium tuition rates for the following courses:  
Upper Level courses (3000–4999), Automotive Services Technology, Culinary Arts, Dental Hygiene, Diesel Service Technology, Nursing, Pre-Occupational Therapy, and Welding.

## Graduate – Master Degree Costs

Average Estimated Cost Per:	APPLICATION FEE	TUITION	BOOKS, SUPPLIES, AND FEES (approx.)	TOTAL
<b>Semester Full-time Enrollment</b> (9 credit hours)	\$35 (first semester only)	\$6,255	\$450	\$6,740
<b>Program For Enrollment</b> (36 credit hours)	\$35 (first semester only)	\$25,020	\$1,800	\$26,855

## Graduate – Doctoral Degree Costs

Average Estimated Cost Per:	APPLICATION FEE	TUITION	BOOKS, SUPPLIES, AND FEES (approx.)	PROFESSIONAL RESIDENCIES (first and second year)	TOTAL
<b>Semester Full-time Enrollment</b> (9 credit hours)	\$35 (first semester only)	\$8,235	\$450	N/A	\$8,720
<b>Program For Enrollment</b> (60 credit hours)	\$35 (first semester only)	\$54,900	\$3,000	\$2,000	\$59,935

### Tuition Deposit – International Students

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

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

These regulations do not apply to commuting Canadian students.

### Class Withdrawal and Refund Policies

#### TUITION REFUNDS

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

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

#### STUDENT-INITIATED WITHDRAWAL FROM A COURSE

A student may withdraw from a course up to the end of the week that precedes the final week of the course. The student is required to submit a notice of withdrawal by using the "withdraw" option located on the student portal (**my.baker.edu**). Tuition refunds are based on the official withdrawal date, which is the date the student submits his/her withdrawal request via this option. Students may contact the OneStop Office for assistance with completing the withdrawal process.



**COLLEGE-INITIATED WITHDRAWAL FROM A COURSE**

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

1. Students who do not initiate academic activity during the first week of the course may be dropped or withdrawn. Note: Students are responsible for withdrawing from courses they do not plan to attend and will be held financially responsible for tuition charges for classes not dropped/withdrawn from during the drop/add period.
2. The student is not progressing academically in the course. Faculty will submit an Early Alert (EA) and communicate the student's status in the course. All administrative withdrawals will be at the discretion of the Director/Vice President of Student Affairs (or designated official).
3. Violation of the Basic Principles of Student Responsibility Policy or other reasons based on a case-by-case basis.

The official withdrawal date for a college-initiated withdrawal is the date the withdrawal is requested by the faculty member or college official.

**ENROLLMENT PERIOD**

The enrollment period begins on the Monday of the week that the course begins.

**PERCENTAGE OF REFUND**

	<b>16 WEEK COURSES</b>	<b>8-15 WEEK COURSES</b>	<b>4-7 WEEK COURSES</b>	<b>1-3 WEEK COURSES</b>
<b>PRIOR TO CLASS START</b>	<b>100% DROP</b>	<b>100% DROP</b>	<b>100% DROP</b>	<b>100% DROP</b>
<b>WEEK 1</b>	100% DROP	100% DROP	100% DROP	No Tuition Refund
<b>WEEK 2</b>	75% Tuition Refund	50% Tuition Refund	50% Tuition Refund	No Tuition Refund
<b>WEEK 3</b>	50% Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund
<b>WEEK 4</b>	50% Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund
<b>WEEK 5-16</b>	No Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund

- The weeks are defined as Monday through Sunday.
- Students are encouraged to contact the OneStop Office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student.

**REFUNDS ON RESIDENCE HALL CHARGES**

There is no refund of room charges for students who are expelled, dismissed, or move out voluntarily during the semester. (See the Residence Life Policy Book addendum of this Handbook.) An improper checkout from the residence hall may result in additional charges.

**CREDIT BALANCE REFUNDS**

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

Students who do not receive the refund selection kit should contact the OneStop Office. Additional information on the refund process and BankMobile is available at [my.baker.edu](http://my.baker.edu).

**Return of Title IV Federal Financial Aid For Withdrawals**

Students are encouraged to contact the campus OneStop Office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of federal financial aid (Title IV aid) when students withdraw from classes.

The Title IV federal financial aid includes the following programs:

- Unsubsidized federal Stafford Loans
- Subsidized federal Stafford Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other grants

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

The calculation steps are as follows:



**1. DETERMINE THE WITHDRAWAL DATE**

The withdrawal date is used to calculate the amount of earned and unearned federal aid for the semester. There are two types of withdrawals:

- Official withdrawals:
  - Student-initiated withdrawals; Date the withdrawal was submitted.
- Unofficial withdrawals:
  - College-initiated withdrawals due to faculty request, suspension, expulsion, etc.; Date the withdrawal was requested by the faculty member or other College official.

Note: Baker College officials may use the last date of academic activity in place of the withdrawal dates listed above, on a case-by-case basis.

**2. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED**

Divide the number of calendar days completed by the number of calendar days in the enrollment period. (Any scheduled breaks of five days or more are subtracted.) If the percentage is greater than 60, the student has earned 100 percent of Title IV aid.

Note: The last date of academic activity (provided by faculty) will be used for students who quit attending classes and receive a failing grade in their latest class session. If the last date of academic activity is not provided, the midpoint (50%) will be used.

**3. CALCULATE THE AMOUNT OF EARNED TITLE IV AID**

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

**4. CALCULATE THE AMOUNT OF UNEARNED TITLE IV AID**

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

**5. RETURN OF TITLE IV FUNDS**

- a. The College is required to return funds based on the total institutional charges for the payment period multiplied by the percentage of unearned Title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the semester. These funds must be returned within 45 days of determination that the student has withdrawn (officially or unofficially for nonattendance).
- b. The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.
  - If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
  - If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50 percent of the total grant for original amounts over \$50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid.

**6. RETURN OF UNEARNED TITLE IV FUNDS**

The College allocates the return of Title IV funds, and any overpayment funds collected from the student, by reducing or eliminating outstanding balances on the funding source, received by the student for the enrollment period for which he/she was charged. The return of funds is processed within 45 days from the date of determination of withdrawal, in the following order:

- Unsubsidized federal Stafford loans
- Subsidized federal Stafford Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other grants

Post-withdrawal disbursements: If the calculation results in earned funds that have not been paid to the student account, a post-withdrawal disbursement may be calculated. If student loans are included in the aid that has not yet been paid, the student will have the option to decline the loan funds so he/she does not incur additional debt. A post-withdrawal disbursement of loan funds is not an option for first-time/first-year borrowers who withdrew during the first 30 days of enrollment because loans cannot be disbursed. The College may use all, or a portion of, grant funds eligible for a post-withdrawal disbursement toward tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds.

NOTE: The federal regulations governing Title IV aid refunds are separate from the College's refund policy for tuition and charges. Withdrawing from classes may also impact satisfactory academic progress.

<b>Example of a Return of Title IV Financial Aid Funds Calculations:</b>		
<b>WITHDRAWAL OFFICIAL NOTICE</b>		<b>WEEK 3</b>
<b>INSTITUTIONAL CHARGES</b>		<b>\$4,860</b>
<b>TITLE IV AID</b>		
<b>LOANS</b>		<b>\$2,722</b>
<b>PELL</b>		<b>\$3,098</b>
<b>TOTAL TITLE IV AID</b>		<b>\$5,820</b>
<b>REFUND TO STUDENT</b>		<b>\$960</b>
<b>ACCOUNT BALANCE</b>		<b>-0-</b>
<b>WITHDRAWAL CALCULATIONS</b>		
<b>TUITION REFUND</b>		<b>\$2,430</b>
<b>ADJUSTMENT FOR TITLE IV</b>		<b>\$3,946</b>
<b>BALANCE STUDENT OWES</b>		<b>\$1,516</b>
<b>STUDENT WITHDREW</b>		
<b>21 DAYS OF ATTENDANCE OUT OF A 112-DAY ENROLLMENT PERIOD</b>		
<b>PERCENT EARNED</b>		<b>21/112 = 18.8%</b>
<b>PERCENT UNEARNED</b>		<b>100% - 18.8 = 81.2%</b>
<b>AMOUNT OF TITLE IV AID UNEARNED</b>		<b>\$5,820 X 81.2% = \$4,726</b>
<b>THE COLLEGE MUST RETURN</b>		
<b>TITLE IV: TOTAL \$3,946</b>	<b>LOANS: \$2,722</b>	<b>PELL: \$1,224</b>
<b>THE STUDENT MUST RETURN</b>		
<b>STUDENT'S AMOUNT: \$780*</b>	<b>Unearned: \$4,726</b>	<b>College return: \$3,946</b>

\*In this example, funds the student must return are related to the Pell Grant. As stated in 5.b above, federal regulations exempt the student from returning grant funds if the balance is less than 50 percent of the original grant total. The student would not have any amount required to be returned in this example.

The Class Withdrawal and Refund Policies use the official notice date to determine tuition refund percentage and not the last date of attendance.

The example does not reflect all the different combinations of refund situations that may exist. More information on Title IV return calculations can be found at the OneStop Office. The College reserves the right to amend this procedure to comply with federal regulations.

## Repeat Course Policy

Students may repeat courses to improve their grades. Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D-or better), financial aid may be used to repeat the course only one time. A third attempt on any course must be approved by an Academic Specialist. Students may be required to pay all related tuition and fees for a third attempt. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

If a student repeats a course, the higher or highest of the grades will be used in computing the student's GPA. However, all grades will remain on the student's official transcript.

An attempt is defined as a course completion in which a student is assigned a grade. Withdrawals are considered an attempt only after the refund period.

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

## Census Date

Baker College uses the census date to determine a student's enrollment status for awarding Pell Grant funds. The census date is typically the 10th calendar day of the semester.

The courses that students are registered for at 11:59 p.m. (Eastern time) on the census date will determine Pell Grant eligibility. This means if a student adds or drops courses before the census date, the amount of Pell Grant for which he or she is eligible will be affected. If courses are added after the census date, the Pell Grant award will not increase; however, if courses are withdrawn or dropped after the census date, Pell Grant funds may be reduced.

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

## Satisfactory Academic Progress

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

There are three academic standards that all students are required to maintain to remain eligible for future financial aid assistance. The standards required to maintain eligibility for financial aid are grade point average (GPA), pace, and maximum time frame. In addition, students must be accepted for continued enrollment under the policies defined in the Baker College Catalog and Student Handbook. Detailed information regarding Baker College's satisfactory academic progress requirements is available online at [my.baker.edu](http://my.baker.edu). Students can also obtain copies by contacting the OneStop Office.

## Suspension of Financial Aid Eligibility for Drug-Related Offenses

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

- Possession offenses:
  - First offense – ineligible for one year
  - Second offense – ineligible for two years
  - Third offense – ineligible indefinitely
- Sale of controlled substance offenses:
  - First offense – ineligible for two years
  - Second offense – ineligible indefinitely

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



# Current Students

## Academic Information

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### Accreditation

Baker College is accredited by the Higher Learning Commission, located at 230 S. LaSalle St., Suite 7-500, Chicago, IL, 60604-1411; (800) 621-7440; ncahlc.org. Baker College is an Academic Quality Improvement Program (AQIP) participant.

### **SPECIALIZED PROGRAM ACCREDITATIONS ARE NOTED WITH SPECIFIC PROGRAM INFORMATION AND ON THE WEBSITE.**

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

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

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

### The Academic Year

#### UNDERGRADUATE

The school year at Baker College consists of three semesters. For on-ground campuses, fall and spring semesters are typically 16-week sessions; summer semester is typically 12 weeks long. Students may enroll in most academic programs at the beginning of any semester. For some programs, however, students may enroll only at the beginning of the fall semester to register for a full-time course load.

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

#### ONLINE

Programs are offered year-round. Students may enter at the beginning or midpoint of any semester. The school year consists of three semesters: fall, spring, and summer. Most courses are offered every eight weeks in all semesters.



## Advising and Registration

### ADVISING

Academic advising is provided in the OneStop Office for students with academic questions and concerns.

### REGISTRATION

Students register during the scheduled registration time either via the MyBaker portal or through OneStop. For a student to register for more than 18 credits in one semester, the student must receive approval from the Director/Vice President of Student Affairs.

### DROP/ADD PERIOD

A student may add and/or drop a course that is eight weeks or longer to his or her schedule up to the end of week one. A student may not add a course of less than eight weeks' duration after the first session for that course has met. All other late registrations are at the sole discretion of the campus Director/Vice President of Student Affairs.

## Classification of Students

### UNDERGRADUATE

Full-time student: registered for twelve semester hours or more  
Three-quarter-time student: registered for nine–eleven semester hours  
Half-time student: registered for six–eight semester hours  
Less than half-time student: registered for one–five semester hours

### GRADUATE

Full-time student: registered for nine semester hours or more  
Three-quarter-time student: registered for seven–eight semester hours  
Half-time student: registered for five–six semester hours  
Less than half-time student: registered for one–four semester hours

## CLASS STATUS

### UNDERGRADUATE

The following schedule defines the number of credit hours that must be completed to qualify for class designations.

Class	Credit Hours Completed
Freshman	less than 30
Sophomore	30 to 59
Junior*	60 to 89
Senior	90 or more

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

## Credit Hour Definitions

### ON-GROUND COURSES

The mathematical formula for calculating one semester credit hour is that a credit hour equals one hour of direct instruction plus two hours of outside-of-class work over 15 weeks totaling 45 hours of student time.

### ONLINE COURSES

Online courses are condensed into eight weeks and offered within one of two, eight-week sessions during a semester. One online credit hour provides two hours of direct instruction and four hours of indirect instruction per week over eight weeks, totaling 48 hours of student time.

For additional information regarding credit hour definitions, please visit the Baker College website.

## Grades

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

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

If the student believes, at any time, that his/her performance is not on track to meet these requirements, the student should make an appointment to see his/her instructor or a OneStop advisor.

NOTE\*: Some programs may have program-specific GPA requirements.

Grades are computed at the end of each course and are available via the Internet at [my.baker.edu](http://my.baker.edu)

Student grade reports list the courses, the grade for each course, the GPA for semester, and the student's cumulative GPA.

## Grade Definitions

### A = OUTSTANDING ACHIEVEMENT

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

### B = COMMENDABLE ACHIEVEMENT

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

### C = ACCEPTABLE ACHIEVEMENT

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

### D = MARGINAL ACHIEVEMENT

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

### F = FAILING

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



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

#### STANDARD UNDERGRADUATE GRADING SCALE

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

#### STANDARD GRADUATE GRADING SCALE

A	=	95 - 100%
A-	=	90 - 94%
B+	=	88 - 89%
B	=	82 - 87%
B-	=	80 - 81%
C+	=	78 - 79%
C	=	72 - 77%
F	=	0 - 71%

#### STANDARD DOCTORATE GRADING SCALE

A	=	90 - 100%
B	=	80 - 89%
F	=	0 - 79%

#### GRADING SYSTEM

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

#### GPA NOT COMPUTED FOR THE FOLLOWING GRADES:

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

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

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

To compute the Baker College cumulative GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours; e.g., an A or 4.0 grade in a three semester hour course yields 12 honor points). Then, add all of the honor points earned at Baker and divide by the total credit hours attempted for all semesters at Baker.

### Auditing a Course

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

### Incomplete Grade Policy (excluding work, clinical, or field experience courses)

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

1. The student requests the Incomplete (I) grade before the end of the course.
2. The student has completed 80 percent of the total coursework and has a chance of a passing grade in the course.
3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances. Documentation may be required.
4. The student and instructor will have a written or electronic agreement that clearly states the requirements to be completed and the due date or the completion of each requirement. The due date may not exceed the last day of the following semester.

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

### Incomplete Grade Policy for Work, Clinical, or Field Experience Courses

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

1. The coordinator\* of the work or field experience informs the instructor that an Incomplete (I) grade should be assigned when a work or field experience site becomes unavailable.
2. The experience coordinator informs the instructor that an Incomplete (I) grade should be assigned because the student is unable to complete the required hours within the time frame of the registered course.
3. The student had completed 80% of the total coursework and has a chance of earning a passing grade.

The student and instructor must sign a "contract" that clearly states the requirements to be completed and the due date for completion of each requirement. The due date may not exceed the last day of the following semester unless extenuating circumstances are reviewed and approved by the Director/Vice President of Academic Affairs. If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the semester in which the course was taken.

\*The coordinator can be any of the following: (1) the instructor teaching the course, (2) the academic fieldwork coordinator, (3) the clinical coordinator, (4) the practicum coordinator, or (5) Career Services staff.

### Grade Changes Policy

No grade change can be processed after the completion of the following semester or after a student has been cleared for graduation.

## Undergraduate Honors

### THE PRESIDENT'S LIST

Students who earn a 4.0 GPA during a semester in which 12 credit hours or more were completed will be placed on the President's List.

### FULL-TIME STUDENT DEAN'S LIST

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

### PART-TIME STUDENT DEAN'S LIST

Students who earn a 3.5 to 4.0 GPA during a semester in which 6 to 11 credit hours were completed will be placed on the Part-Time Student Dean's List.



## Academic Standing – Undergraduate

ACADEMIC STANDING	COLLEGE CRITERIA	FEEDBACK/ADVICE
Good Standing	You must have a cumulative GPA of at least 2.0 to graduate from any program.	Congratulations! You are in good academic standing.
Academic Probation	If your cumulative GPA falls below 2.0 during a semester, you are on Academic Probation.	If you attain a 2.0 GPA during the probationary semester, but your cumulative GPA is still below a 2.0, you will remain on academic probation.
Academic Suspension	If you fail all credit-bearing courses for the first semester OR you earn a semester GPA below 2.0 while on academic probation, you are on Academic Suspension.	Consideration for re-enrollment will be given only after both of the following have been met: 1. An absence of at least one semester and 2. Approval of petition for re-enrollment by the Vice President/Director of Student Affairs.  <i>If you are living in Baker College housing at the time of Academic Suspension, you must reapply to be considered for readmission to College housing.</i>
Academic Dismissal	If you fail to earn a cumulative 2.0 GPA and you were previously suspended during any prior semester, you are Academically Dismissed.	You must not attend classes at Baker College for four years. You must then reapply for and be granted academic amnesty.

## Academic Standing – Graduate

ACADEMIC STANDING	COLLEGE CRITERIA	FEEDBACK/ADVICE
Good Standing	You must have a cumulative GPA of at least 3.0 to graduate from any program. To remain in good academic standing, you must meet or exceed the minimum GPA listed on step scale below. 1-9: 2.75 10-18: 2.87 19-graduation: 3.0	Congratulations! You are in good academic standing.
Academic Probation	If your cumulative GPA falls below the step scale listed above during a semester, you are on Academic Probation.	At the end of a semester, if your cumulative GPA is less than the minimum GPA listed on the step scale above, you are on academic probation. To register for the subsequent semester, you will be required to communicate with an Academic Specialist. If you attain the GPA based on the step scale above during the probationary semester, but your cumulative GPA is still below a 3.0, you will remain on academic probation.
Academic Suspension	If your cumulative GPA falls below the step scale listed above while on probation, you are on Academic Suspension.	Consideration for re-enrollment will be given only after both of the following have been met: 1. An absence of at least one semester and 2. Approval of petition for re-enrollment by the Vice President/Director of Student Affairs..
Academic Dismissal	If you fail to earn a cumulative GPA based on the step scale above and you were previously suspended during any prior semester, you are Academically Dismissed.	Academically dismissal is final and cannot be appealed.

## Academic Amnesty: Fresh Start Program

Academic Amnesty, which is for undergraduate students only allows students with poor academic records, including those who have experienced academic dismissal and have not attended Baker College for at least four years, to resume their college education with a clean slate. A student with a poor academic record is defined as a student who is not in good academic standing. (See the Academic Standing section in this Handbook.)

If a student is approved for amnesty, he or she will be required to complete the MyMajors assessment tool, and all previous grades below a C will be excluded from computation of the student's GPA. Courses passed with a C or better can count as a credit grade for program requirements and graduation. All courses and grades will remain on the student's transcript with a notation of Academic Amnesty on the transcript. Academic Amnesty can be used only once by a student. Requests must be made upon reentry. Approval for academic amnesty must be received prior to the start of the semester in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

Academic Amnesty will not supersede the Baker College Satisfactory Academic Progress Rules for receiving federal and state financial aid funds, which are based on cumulative grades, hours attempted, and hours completed. If a student is in violation of the Satisfactory Academic Progress Rules for financial aid and wishes to establish eligibility for those funds, an appeal for reinstatement must be submitted to Financial Services.

## Readmission and Re-Entry

Undergraduate students considering re-enrollment after an absence of at least three consecutive semesters must complete the electronic Re-entry Application. Any student re-enrolling must meet the most recent admissions and curriculum requirements. If a program is no longer offered, a new program must be selected, and completion of the MyMajors career assessment may be required. Graduate students re-enrolling after a three-year absence must submit a new application. All courses and grades earned during previous attendance at Baker College remain on the transcripts and are part of the cumulative GPA for re-entering students.

## Program Changes

Students considering program changes must request a change through the OneStop Office and complete the MyMajors assessment tool.

## Program Name Change/Curriculum Update

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



# Academic Resources

## BOOKSTORE

### BOOKSTORE ORDERING:

baker.bncollege.com

### BAKER COLLEGE BOOKSTORES ARE OPERATED BY BARNES & NOBLE COLLEGE.

### REFUNDS AND EXCHANGES:

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

### TEXTBOOKS

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

### ELECTRONICS

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

### ALL OTHER MERCHANDISE

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

## Academic Resource Center (ARC)

### LIBRARY SERVICES

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

The libraries are here to advance students' learning and career goals at Baker College and offer a variety of services and resources:

### LIBRARY WEBSITE

- [guides.baker.edu/onlineresources](https://guides.baker.edu/onlineresources)

### Research Assistance

- Personalized sessions with a librarian for assignment-focused help
- Online research assistance daytime, evening, and weekends
- Help with APA format

### Online Resources

- Full-text articles from more than 100 databases
- Over 70,000 searchable Ebooks
- Access to over 100,000 Ejournals
- Streaming media covering college-level subjects
- Available 24/7 with student ID

### Faculty Support

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

### Print and Onsite Materials

- More than 200,000 books and journals
- Media: DVDs, CDs, and audiobooks
- Space for research, individual and group study

### Faculty Support

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

### Ask Us

- Visit [askus.baker.edu](https://askus.baker.edu) for help
- Search a list of previously answered questions

### Research Guides

- Visit [guides.baker.edu](https://guides.baker.edu) to locate program and course-specific resources such as links to electronic books, credible authoritative websites, searchable keywords, topic ideas, focused database choices, journal articles and academic video suggestions.

### Additional Services

- Technical assistance/troubleshooting for online resources
- Interlibrary loan services – If we don't have it, we can get it for you.

### TUTORING SERVICES

The Goal of Baker College Tutoring Services is to promote, support, and encourage academic maturity and excellence in its students. Tutoring Services are housed within the campus Academic Resource Center (ARC), including the Virtual Academic Resource Center.

Each Baker College ARC provides professional tutors and consultants who can tutor in various disciplines and for a plethora of courses in various modes, including a tutoring session at the ARC or a virtual session in the Virtual ARC.

There are two types of tutoring sessions available in the Virtual Academic Resource Center: asynchronous and synchronous sessions. Below, the types of sessions are explained:

**Asynchronous Session:** Don't have time to meet in real-time? Just upload your document and a consultant will provide feedback. You will still be involved with the feedback as you will be provided comments in the margins of your submission as well as a more holistic comment summarizing the revision suggestions, but you and the consultant will not have to be online at the same time during this session. Once you upload your draft, your consultant will provide feedback within a 24-hours period.

**Synchronous Session:** This means that you and the consultant will be online at the same time. You will work with the consultant online, in real-time. You can use the audio, video, or chat functions, as well as the white board to work together.

Consultants can help you understand an assignment, help at any stage of the writing process, understand concepts, theories and applications, and much more.

Whether you want help with managing your time, understanding the material, becoming a better writer, or becoming a better student, the ARC will help get you on the path to academic and professional success! To schedule an appointment with a consultant or professional tutor, go to <https://baker.mywconline.com>.

# Student Resources

## LABORATORIES

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

## Campus Safety

The mission of the campus safety departments is to preserve, protect, and defend people and property, while respecting the rights of all people on the Baker College campuses.

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

## Campus Annual Security Reports

The campus safety department prepares annual security reports for the Baker College System, which are available at [baker.edu/safety](http://baker.edu/safety) or in the links in the Disclosure section of this Handbook.

## Alcohol and Drug Prevention

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education (IHE) to certify they have implemented programs to prevent the abuse of alcohol and the use, and/or distribution, of illicit drugs, both by students and employees, either on their premises or as a part of any of their activities. Information regarding compliance with the DFSCA is available at: [www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf](http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf)

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

## STANDARDS OF CONDUCT

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

In all cases, investigations that results in a finding of “more likely than not” (preponderance of the evidence standard) that a violation of the policy occurred will lead to the disciplinary procedures against the accused individual. Residence Hall students who are of legal drinking age should refer to the Residence Hall Student Handbook to ensure compliance with Residence Hall alcohol policies.

## HEALTH RISKS

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

## LEGAL SANCTIONS

The following laws are strictly enforced by Baker College campus safety departments and local law enforcement agencies.

## FEDERAL LAW

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

## STATE LAW

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

## LOCAL LAWS

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

## INSTITUTIONAL SANCTIONS

- The use of illegal drugs on any Baker College-owned or leased property or during a College-sponsored activity is strictly prohibited. Possession or use of alcohol is restricted to housing residents of legal drinking age within their housing unit (See Residence Life Policy Book Addendum.).
- For students, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including verbal warning, written warning, behavior contract, change in student housing, dismissal from student housing, changes to academic schedule, or suspension/expulsion from the College.
- Distributing, possessing, carrying, using or being under the influence of illegal drugs on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses.
- Possessing, carrying, using, or being under the influence of alcohol on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses. Residence hall students of legal drinking age may possess and consume alcohol in their housing units.

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

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

In all cases, investigations that results in a finding of “more likely than not” (preponderance of the evidence standard) that a violation of the policy occurred will lead to the disciplinary procedures against the accused individual.

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

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

- Possession offenses:
  - First offense – ineligible for one year
  - Second offense – ineligible for two years
  - Third offense – ineligible indefinitely
- Sale of controlled substance offenses:
  - First offense – ineligible for two years
  - Second offense – ineligible indefinitely

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



## DRUG AND ALCOHOL PREVENTION PROGRAM

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

Additionally, Baker College campus safety and residence life departments provide residence hall students an educational session on the dangers of drugs and alcohol during orientation.

The Baker College System uses an external vendor's resource for a drug and alcohol prevention training program for all students, faculty, and staff. This web-based training will be distributed by the System's Human Resources Department via email every semester to all currently enrolled students and employees. Additionally, full-time employees have employment benefits that address counseling needs. Referrals will be kept confidential.

Local assistance resources are available at each campus to assist individuals with alcohol and drug problems. Please visit [baker.edu/safety](http://baker.edu/safety) and select the specific campus's annual security report (ASR) to investigate these resources.

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

## BIENNIAL REVIEW

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

The purpose of the process evaluation is to monitor the progress of the policy and program implementation to indicate whether revisions are necessary in either the policy or program to meet stated objectives.

Process evaluation data will include the following:

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

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

Outcome evaluation data will include the following:

1. Annual review of the survey data collected through the external vendor's resource for the drug and alcohol prevention training program
2. Semester campus safety reports of alcohol-related and drug-related infractions on campus, and
3. Follow-up measures on sanctions levied against students

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

## Children on Campus

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

## Emergency Procedures

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

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

## Fire Drill Policy

### PURPOSE OF THE FIRE DRILL POLICY

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

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

- To assess the occupants' knowledge of drill procedures, location of fire exits, and the sound of the fire alarm.
- To identify problems with fire alarm components.
- To monitor the evacuation of the building.
- To provide information on the amount of time it takes to evacuate a building.

## Responsibilities

### CAMPUS SAFETY DIRECTOR OR FACILITIES DIRECTOR

The campus safety director or facilities director shall ensure that preplanned drills are conducted at least once per academic year for each occupied building utilized by Baker College and shall ensure that each residence hall/dormitory has three fire drills per academic year: one during the fall semester, within 21 days of the start of classes; one during the spring semester; and one during the summer semester. One of the drills must be conducted between sunset and sunrise. All drills must be conducted when school is in session.

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



## **FACULTY**

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

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

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

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

In the event of a fire alarm, faculty will follow the fire alarm evacuation procedure:

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

## **BUILDING OCCUPANTS**

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

- Occupants shall evacuate buildings in an orderly manner and shall congregate at the designated reassembly sites.
- Occupants shall not re-enter buildings until a verbal "all clear" is signaled by the campus safety or appropriate emergency personnel.
- People with disabilities shall, if unable to evacuate from the buildings, go to the designated area of refuge (fire-protected stairwell) for assistance in exiting the buildings.

## **EMERGENCY PERSONNEL**

Emergency personnel are designated to be campus safety and facilities personnel, as well as any other first responder on the scene.

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

**NOTE:** In the event of an actual emergency, the on-scene fire commander will give an "all clear" so occupants may re-enter the building. This will be handled in a manner deemed appropriate by the fire officers and relayed by campus safety and/or facilities personnel at the scene.

## **REPORTING REQUIREMENTS**

Fire alarm systems found to be nonfunctional shall be noted and reported to facilities for repair.

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

## **NON-COMPLIANCE**

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

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

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

## **Medical Emergencies**

It is the desire of Baker College to provide safe, comfortable, and orderly campus environments. As such, the College has established a policy to ensure the health and safety of students, visitors, staff, and faculty by training campus safety officers and other appropriate staff in the application of first aid and automatic external defibrillators (AED) to be used in emergency situations.

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

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

Baker College reserves the right to require students who contract contagious diseases to not attend classes until they present doctors' statements that they are no longer infectious. According to the Michigan Department of Health and Human Services, all Baker College students should have up-to-date immunizations.

As required by regulation, all Category A employees are identified through an internal assessment process. Hepatitis B vaccinations are made available at no cost to Category A employees and are given under the supervision of licensed health care professionals. Employees may refuse immunization by signing a vaccination declination. If employees have not received the HBV vaccination, it can be administered within 24 hours of an exposure incident.



## **SUBSTANCE ABUSE REFERRALS**

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

## **PERSONAL CONCERNS REFERRALS**

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

## **Parking**

Baker College provides an ample number of free, paved, lighted parking spaces. Some of these spaces are designated for particular groups of people (handicapped drivers, campus visitors, College employees, etc.) and are clearly marked as restricted areas. Handicapped parking is available on a first come, first served basis. Students who park illegally in restricted areas may receive parking tickets and be expected to pay fines. Baker College reserves the right to revoke parking privileges and/or to tow and impound the vehicles of flagrant or repeat offenders. Students are expected to obey posted campus speed limits.

The parking lots are open whenever the College is open for business or classes. Students who leave their cars in the College parking lots after 10:00 p.m. must report this to the Campus Safety Offices.

Parking permits are required for all residence hall students. If a student plans to live in a residence hall, a permit may be obtained free of charge from the Campus Safety Office.

## **Student Identification Cards**

An identification card will be issued to each new student. Check in the academic/administrative office for information about where to obtain the ID card. Students must carry their student ID cards when on campus. Campus safety officers have administrative authority to ask people for College identification and to determine whether individuals have lawful business at Baker College.

## **Career Services**

### **MY CAREER SERVICES**

- Login to Handshake to post your resume and start connecting with employers.
- Locate employer partners who have hired Baker College graduates.
- Find Career Readiness Resources to help you prepare for your career search.
- Find out about opportunities to connect with employers.

## **Achieve Career Excellence (ACE) Program**

The ACE program is a series of well-defined, self-paced assignments and activities integrated throughout the academic experience. Students will work on the assignments using a self-paced approach, and/or assignments may be incorporated into their programs' courses. This prepares students to seek employment or career advancement upon completion. ACE begins with students' initial terms at Baker College and introduces necessary skills and resources for students seeking employment opportunities. If students have questions, they should contact the Academic Resource Center or their Program Officials. Students may contact their advisors or program officials for any questions.

## **Work Experience Courses**

### **UNDERGRADUATE**

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

### **WORK EXPERIENCE STATEMENT ON HEALTH INSURANCE COVERAGE**

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

### **EMPLOYMENT ASSISTANCE**

The Baker College Handshake system is a lifetime benefit for students and alumni. Students and alumni can search Handshake for approved employers, apply to available job openings, and access various career resources. The Handshake System is accessible to students and alumni when logging in with their official Baker College email address.

# Academic Policies

## Course Cancellation Policy

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

## Repeat Course Policy

Students may repeat courses to improve their grades. Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D- or better), financial aid may be used to repeat the course only one time. A third attempt on any course must be approved by an Academic Specialist. Students may be required to pay all related tuition and fees for a third attempt. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

If a student repeats a course, the higher or highest of the grades will be used in computing the student's GPA. However, all grades will remain on the student's official transcript.

An attempt is defined as a course completion in which a student is assigned a grade. Withdrawals are considered an attempt only after the refund period.

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

## Withdrawal from a Course Policy

### Student-Initiated Withdrawal from a Course

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by using the "withdraw" option located in MyBaker. Tuition refunds are based on the official withdrawal date, which is the date the student submits his/her withdrawal request via this option. Students may contact the OneStop Office for assistance with completing the withdrawal process.

### College-Initiated Withdrawal From a Course

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

1. Students who do not initiate academic activity during the first week of the course may be withdrawn. Note: Students are responsible for withdrawing from courses they do not plan to attend and will be held financially responsible for tuition charges for classes not dropped/withdrawn from during the drop/add period.
2. The student is not progressing academically in the course. Faculty will submit an Early Alert (EA) and communicate the student's status in the course. All administrative withdrawals will be at the discretion of the Director/Vice President of Student Affairs (or designated official).
3. Violation of the Basic Principles of Student Responsibility Policy or other reasons on a case-by-case basis.

The official withdrawal date for a College-initiated withdrawal is the date the withdrawal is requested by the faculty member or College official.

## Medical Leave of Absence

When health condition, physical or psychological, render a student's continued participation in college impossible, impractical or unsafe to any member of the college community, the following policy shall apply. The Director of Student Affairs is responsible for the administration of this policy.

### A. VOLUNTARY LEAVE

A student may request a voluntary leave in the event that physical or psychological illness are significantly interfering with their ability to succeed at Baker College and/or the demands of college life are interfering with the student's recovery or safety or the health or safety of others. Students are encouraged to consult with the college or external personnel (i.e., Director of Student Affairs, Disabilities Specialist, health services providers, or other external providers) to determine whether a leave would be beneficial. The duration of a leave will be determined by Baker College. Indefinite leaves are not permitted.

### B. INVOLUNTARY LEAVE

The College's designee may place a student on an involuntary leave of absence for reasons of personal or community safety. This process will only be initiated in extraordinary circumstances when compelling information exists that a student is engaging in, or is at heightened risk of engaging in, behavior that could lead to serious injury to oneself or others because of a physical or psychological illness. Additionally, this process may be initiated if, based on an individual assessment, it is determined that there is significant risk that a student will harm oneself.

1. **Individualized assessment.** When the College is made aware that a health emergency or condition renders a student's continued participation in college academics, programs, or services impossible, impractical or unsafe to any member of the college community, college personnel shall consult, review and consider appropriate recommendations and any applicable supporting documentation. This may include recommendations and documentation of the following, as applicable: the student's recent treating health care professional(s) (if available and with necessary permissions); the student's academic or other advisors; the student (if available); and, when necessary, the student's parent or guardian. The College may also consult with other applicable resources as appropriate.
2. **Interim action.** When safety is an immediate concern, College personnel may remove a student from campus pending final decision regarding involuntary leave. An interim action shall remain in effect until which time it is determined the involuntary leave is enforced. A student may appeal an interim action in writing to the appointed official.
3. **Alternatives considered.** During the assessment process above, alternatives to involuntary withdrawal shall be considered. Such alternatives may include, but are not limited to, voluntary withdrawal, reasonable accommodations to any known or perceived disabilities, or code of conduct contracts.
4. **Notice of withdrawal.** If, as a result of the assessment in paragraph (B)(1) of this rule, College personnel deem that involuntary withdrawal is appropriate, the College shall withdraw the student from all registered courses. The decision will be communicated to the student in writing. The notice shall contain the terms of any interim actions issued pursuant to paragraph (B)(2) of this rule.
5. **Appeal.** A student may appeal a decision for involuntary withdrawal in writing to the campus president within seven calendar days of receipt of the notice.

### C. FINANCIAL OBLIGATION

A medical leave of absence does not reduce the student's financial responsibility. Tuition and fees remain subject to the College's refund policy and financial aid may be reduced as mandated by federal and state regulations. Student loans will enter repayment if a medical leave of absence is greater than six months. Questions regarding the financial impact of a medical leave of absence should be directed to OneStop.

## Grade Appeal Process

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

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

To ensure prompt resolution of the student's concern, the appeal process has deadlines for each stage. If the student does not file the required paperwork within 30 calendar days of the end of the semester in which the concern occurred, the student cannot appeal. All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse.

### STEP 1:

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

### STEP 2:

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

The student will complete the Academic Appeal form and submit, within 10 business days of the meeting with the Academic Specialist, a comprehensive written document, which represents a summary of the facts and data from the student's point of view. The appeal and supporting documentation must be received by the established deadline. If any supporting materials are not received by the stated deadline, the appeal will go forward without the additional materials. Upon receipt of the appeal, the Academic Specialist will send the appeal to the instructor.

The instructor will review the appeal and provide a written response to the student's concern. The instructor will return the response to the Academic Specialist within 10 business days of receipt of the appeal. The Academic Specialist will share the instructor's written response with the student. If the concern is not resolved, the appeal will move to Step 3.

### STEP 3:

The Academic Specialist will send the Academic Appeal form and written document to the Director/Vice President of Academic Affairs. The Director/Vice President of Academic Affairs/designee will have 10 business days to render a decision and return the appeal to the academic advisor or designee.

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

### STEP 4:

If the concern is not resolved in Step 3, and the student chooses to pursue the concern further, the Academic Specialist will contact the chair of the judiciary council and will forward all documentation. The judiciary council will be convened within 15 business days of receipt of the appeal to resolve the concern.

The judiciary council will be formed and chaired by the Director/Vice President of Student Affairs or designee. The chair will be a non-voting member of the council. The council will be composed of two students, two faculty members who teach in programs other than the student's program, and a program director from a division other than the division that is responsible for the course involved in the appeal.

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

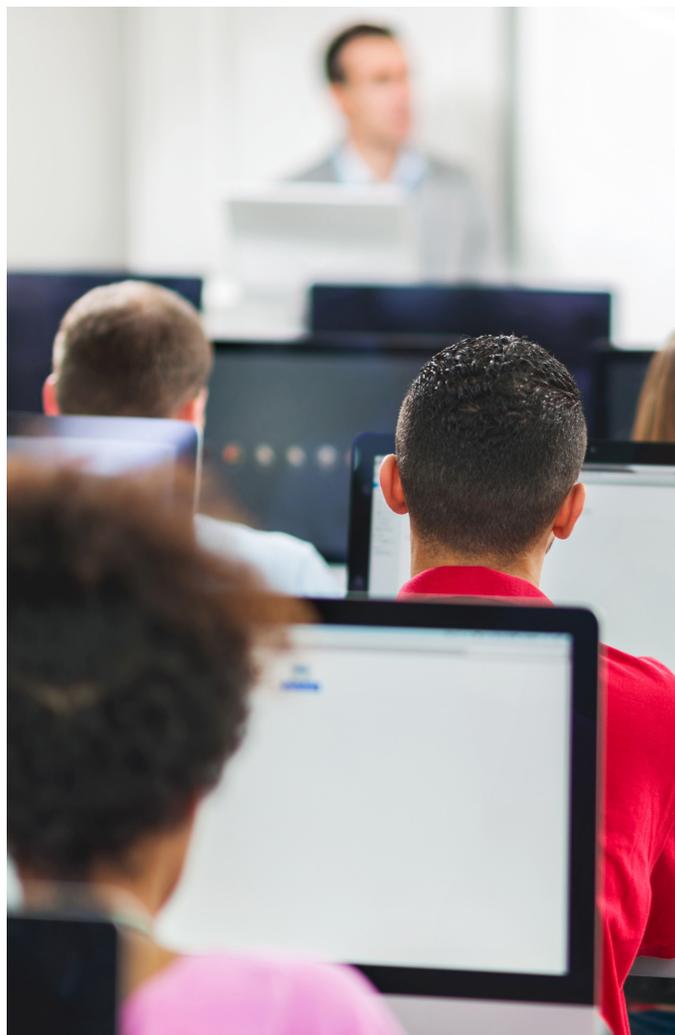
The decision of the judiciary council is final. The student and the instructor may respond in writing to the council's action, and these responses will be placed in the student's academic file. No further appeal will be permitted.

## Attendance

Baker College is not an attendance taking institution; however, students must maintain academic activity in their courses. Academic Activity is defined as:

- Physically attending class
- Assignment submission
- Assessment completion, participation in an interactive tutorial, or computer-assisted instruction
- Attending a study group as stated (assigned by faculty/in course)
- Engaging in online discussion
- Initiating contact with faculty regarding the course

When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.



## Course Reinstatement Following Withdrawal

Reinstatement to a course is up to the discretion of the Director/Vice President of Student Affairs in consultation with the faculty member.

## Inclement Weather Procedures

In the event of an emergency requiring the closure of Baker College, a message will be posted on the website (**baker.edu**). Please be careful to note if day, evening, or all classes are cancelled.

All students who are registered in the Baker College Emergency Notification System (ENS) will receive a notification via their Baker email, text message, or recorded telephone message.

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

Students should participate on Canvas for continued instruction when classes are cancelled.

## Student Complaint Policy

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

To file complaints, students may follow the specific procedures outlined in the areas noted in this Handbook. For grade disputes, students may use the grade appeal form. For all other complaints, the student will use the Baker College Complaint/Grievance form. Students may file formal complaints, in writing, with the appropriate College officers, using the forms noted. Formal complaints must be specific, comprehensively documented, signed by students in written format, and delivered either by U.S. mail or through an



attachment to an email. To be considered a “formal student complaint,” the information submitted by the student needs to present full details, including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve their complaints. Within 10 business days, after receiving the formal, written complaint from the student, the College will outline the steps that will be followed to resolve the issue.

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

### Higher Learning Commission

230 S. LaSalle St., Suite 7-500, Chicago, Illinois 60604-1411

Phone: (800) 621-7440 / (312) 263-0456

Fax: (312) 263-7462

info@hlcommission.org

Complaint Process:

Email questions to [complaints@hlcommission.org](mailto:complaints@hlcommission.org)

### Michigan Department of Licensing and Regulatory Affairs

#### Complaints Department

P.O. Box 30018 Lansing, MI 48909

Complaint Process and Forms:

[michigan.gov/lara](http://michigan.gov/lara)

## Email Correspondence

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

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

All email correspondence shall be sent to the email address issued by Baker College (the address ending in “@baker.edu”). The student has the option to define a different “preferred email address” at the time of application; however, the College, including faculty and staff, will send all messages to the Baker email address.

Specific Policy and Complaint Procedures		
TYPE OF COMPLAINT	STUDENT HANDBOOK HEADING	STUDENT HANDBOOK PAGE LOCATION
Grade disputes	Grade Appeal Process	32
Equal opportunity complaints	Equal Opportunity Policy Statement	35
Harassment Complaints	Prohibited Harassment Policy	35
Americans with Disabilities Act complaints	Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)	35
<b>GRIEVANCE PROCEDURE FOR COMPLAINTS</b>		37
<b>ANTI-BULLYING/HARASSMENT POLICY</b>		36

## Baker College Student Printing

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

Each student is given a \$50 printing credit each semester, which corresponds to 500 black and white single-sided pages. (Students may also print in color, but this will reduce the number of pages provided.)

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

## Internet Account

Every registered student at Baker College automatically receives an Internet account. This account creates students' email accounts, online classroom accounts, and gives students access to some restricted areas on Baker College's website including access to many library resources. This account also gives students access to download some software that the College can distribute only to students. Finally, this account allows students to access **my.baker.edu**. Students can view grades, transcript information, billing information, and register for classes through **my.baker.edu**.

## Assessment at Baker College

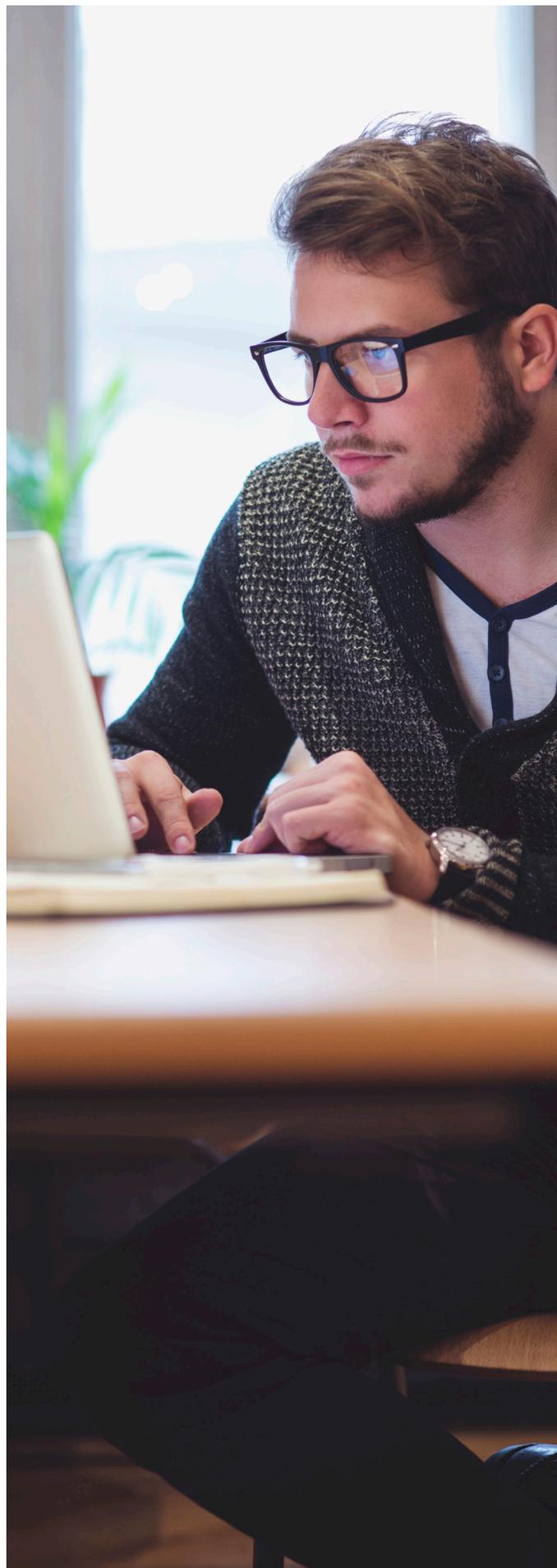
Baker College gathers assessment data for program planning and accountability. A variety of data is collected at the course, program, and institutional levels. This data includes direct measures of student learning, course evaluations, instructor evaluations, employer evaluations, and various surveys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

## Graduate Studies Academic Outcomes Assessment

Graduate students may be required to take standardized entrance, progress, or exit examinations. Students progressing through their programs will be assessed by a variety of methods as established by course instructors and the Center for Graduate Studies. The College agrees not to violate student privacy as it uses this information to improve programs for future students and to evaluate the effectiveness of delivery.

## Recording a Course Session

Students have the right to audio record for personal use lectures or mini-lectures within course sessions but must inform their instructors. Students are required to gain authorization from their instructors to video record course sessions for personal use.



## Equal Opportunity Policy Statement

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics in providing and administering educational programs, services, activities, employment, or recruitment. Inquiries regarding this policy can be directed to the Vice President of Human Resources at 1050 W. Bristol Road, Flint, MI, 48507, or by phone (810) 766-4028. The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on the grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics, which cannot lawfully be the basis for an admissions/employment decision.

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

## Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

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

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

## Prohibited Harassment Policy

Pursuant to Baker College's policy of equal employment opportunity and nondiscrimination, the College will maintain working/educational environments for its employees/students that are free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic

information, sexual orientation, gender identity, pregnancy, or other protected characteristics is prohibited and against the policies of the College.

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

### THE FOLLOWING ARE EXAMPLES OF SEXUAL HARASSMENT:

#### VERBAL

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

#### NONVERBAL

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

#### PHYSICAL

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

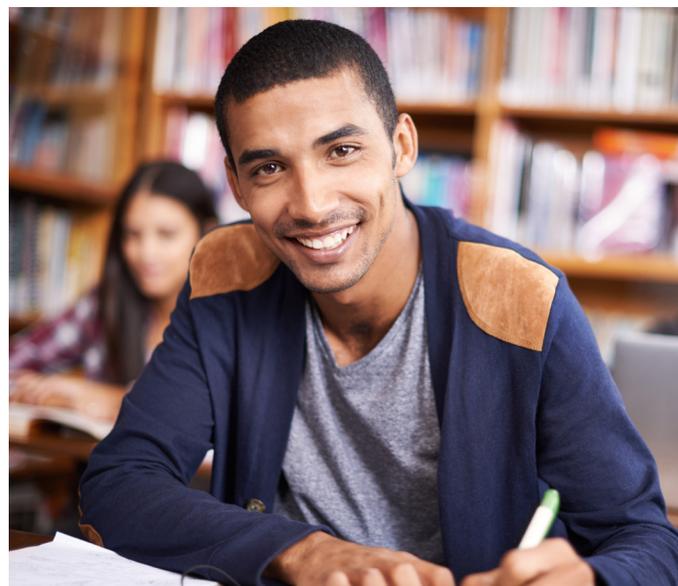
Any student who believes he or she has been the subject of prohibited harassment should report the alleged conduct immediately to the campus Director/Vice President of Student Affairs.

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

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

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

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





## Sexual Misconduct Policy Statement

Baker College does not discriminate on the basis of sex. Sexual harassment and sexual violence are considered 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 and the 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 they are 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 campus environments 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 [baker.edu/safety/SexualMisconductPolicy](http://baker.edu/safety/SexualMisconductPolicy).

## Anti-Bullying/Harassment Policy

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

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

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

### THE FOLLOWING ARE EXAMPLES OF BULLYING OR HARASSMENT:

#### VERBAL BULLYING:

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

#### PHYSICAL BULLYING:

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

#### SOCIAL BULLYING:

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

#### CYBER BULLYING:

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

#### OTHER:

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

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

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

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

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

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

## Grievance Procedure for Complaints

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

### OPTION I

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

#### STEP 1

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

#### STEP 2

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

\*The campus Director/Vice President of Student Affairs will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request.

### OPTION II

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

## Code of Conduct

### PHILOSOPHY

Baker College's Code of Conduct is educational in nature while providing structure for the institution. Through our interactions with students, we strive to support the educational mission, guiding principles and the institutional student learning outcomes of the College. Our conduct process provides students with opportunities for dialogue and reflection while requiring a continual commitment to the Basic Principles of Student Responsibility and other policies identified in the Student Handbook. These documents outline the ideals to which all students should aspire as members of the Baker College community.

### CODE OF CONDUCT

The Code of Student Conduct establishes minimum standards of student conduct that promote respectful behavior, academic integrity, and a positive educational environment. The College provides a process for students in violation of these standards and has established Basic Principles of Student Responsibility, an IT Acceptable Use Policy, and an Academic Honor Code.

### COLLEGE OF HEALTH SCIENCE, SCHOOLS OF NURSING AND OCCUPATIONAL THERAPY

Programs within the College of Health Science and the Schools of Nursing and Occupational Therapy may have additional expectations of student conduct.

While programs within these schools follow the operational procedure outlined in the Code of Conduct, they may have student conduct expectations, and sanctions that are program or industry-specific in addition to those listed in the Code. Students should consult their program handbook for further information regarding programmatic expectations.

### BASIC PRINCIPLES OF STUDENT RESPONSIBILITY

Baker College is committed to providing an environment in which each person has a right to study, learn, and live without fear, without humiliation, and without destruction of self-esteem.

The College expects student awareness and concern for all aspects of classroom, residential, and extracurricular life, and strives to promote a cohesive and equitable environment, where all differences are respected.

Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes.

Enrollment at Baker College is a privilege, and it is expected that students will conduct themselves in a manner that reflects the mission, ideals, values, and educational aims of the College.

Students will conduct themselves in the following manner:

- Respect the rights and property of others.
- Treat fellow students, faculty, and staff with good manners and respect.
- Behave in such a way as to promote a positive learning environment.
- Give honest and complete replies to all questions included in application forms and other documents required by the College.
- Refrain from the use of alcoholic beverages (except where allowed in student housing for students of legal drinking age).
- Abide by federal, state, and local laws.
- Refrain from any illegal possession, sale, or use of drugs, whether illegal or over-the-counter.
- Use care in keeping facilities and equipment clean and orderly.
- Abide by all policies and procedures provided by the College.

When a student's actions do not reflect these expectations, the College will take disciplinary measures.

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

- Possessing, carrying, displaying or using firearms, weapons, explosives, explosive ingredients or mechanisms, or hazardous chemicals
- Assaulting or making a threat
- Improper use of, disabling, or tampering with safety or security equipment
- Theft or vandalism
- Distributing, possessing, carrying, using or being under the influence of illegal drugs
- Arson or any attempt of arson
- Possessing, carrying, using, or being under the influence of alcohol (except where allowed in student housing for students of legal drinking age)
- Interfering with a Campus Safety Officer in the performance of his/her duties
- Refusal or failure to produce a Baker College ID card upon request of a Campus Safety officer or another authorized College official
- Failure to comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority including the College administrators, faculty, housing staff, Campus Safety Officers, or other employees acting in the performance of their official duties
- Bullying, stalking, harassing, or intimidating another student, faculty, staff or visitor on campus
- Causing a disruption on campus or violating the Basic Principles of Student Responsibility
- Identity theft or use of another person's user ID and/or password
- Instigation or participation in activities which develop to a degree that elicits panic or alarm, disturbs the peace, endangers personal well-being, or harms public or private property
- Impending or threatening to obstruct the free and uninterrupted passage of individuals or vehicles, or preventing or obstructing the normal operations of the College
- Use of language, gestures, or electronic media that is abusive or offensive in nature
- Removal of or tampering with College-owned equipment
- Operating a business on Baker College property or with the use of College equipment
- The use of the Baker College name on any advertising by a student for business purposes

#### **DISCLOSURE OF CRIMINAL ARREST**

Any student arrested for a felony (on or off campus) may 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.

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

#### **THE CONDUCT PROCESS**

When a violation of the Code of Conduct occurs, the student will be given notice of an Administrative Meeting which will outline the date(s) of the alleged behavior and request for the student to be present to discuss the matter with Baker College personnel. At the Administrative Meeting, the College will outline all of the evidence available and afford the student the opportunity to deny or accept their responsibility. A determination of student responsibility

will be rendered by College personnel and sanctions issued, when appropriate. In cases of residence hall dismissal or expulsion from the College, the student may have the right to appeal.

#### **SANCTIONS FOR VIOLATING THE CODE OF CONDUCT**

The sanction for a violation of the Code of Conduct is at the discretion of the presiding College official. The College may impose one or more of the following sanctions for each violation. The student's refusal to acknowledge College-issued sanctions does not negate them. All violations of the Code of Conduct are documented in the student's record and retained by the Director of Student Affairs at the respective campus.

**Conduct Contract** - Identifies the inappropriate action(s) or behavior(s) and the policy(ies) that have been violated. The conduct contract stipulates the ramifications of future violations up to and including expulsion from the College.

**Educational Sanctions** - Provides the student with additional knowledge, understanding, and personal growth regarding his or her violation.

**Expulsion** - Enrollment at Baker College is immediately and indefinitely terminated and the student is banned from all Baker College campuses.

**Suspension** - Identifies the time period in which a student is not allowed on any campus. This sanction may be limited to College-provided housing as appropriate.

**Verbal Warning** - Provides the student a conversation between a College employee and the student outlining the inappropriate conduct.

#### **INTERIM MEASURES**

The College may, at its discretion, impose interim measures to ensure an environment conducive to learning and the safety of students, staff and faculty until the student's final disposition is determined. Interim measures may include, but are not limited to:

- Suspension from student housing
- Suspension from the College
- Change in course schedule
- A no contact order

Interim measures will remain in effect until the investigation has been completed and a final decision has been issued. The student will be notified when the investigation is complete.

#### **Academic Honor Code**

To support the Baker College Academic Integrity Philosophy, the Academic Honor Code provides a framework which ensures an ethical, honorable, and responsible environment is sustained for all students. The College requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Lack of awareness of the College's honor code is not accepted as a valid excuse for prohibited conduct.

The following list includes some examples of honor code violations; they are not intended to be exhaustive.

#### **CHEATING**

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

## PLAGIARISM

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

## OTHER FORMS OF ACADEMIC DISHONESTY

- Fraud, deception, and the alteration of grades or official records
- Changing examination solutions after the fact; inventing, changing, or falsifying laboratory data or research
- Reproducing or duplicating images, designs, or web pages without giving credit to the developer, artist, or designer
- Submitting work created for another course without instructor approval
- Misrepresenting oneself or one's circumstance to gain an unfair advantage
- Collaborating with another person(s) without instructor approval
- Selling or providing term papers, coursework, or assignments to other students
- Purchasing, posting, uploading, using, or exchanging coursework, papers, tests, or assignments to/from an Internet site or any other third parties without authorization from the College

## SANCTIONS FOR VIOLATING THE ACADEMIC HONOR CODE

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

Determination of the grade and the student's status in the course is left solely to the discretion of the instructor. The faculty may seek guidance from College administrators who will establish, investigate, or determine potential patterns of dishonesty. All honor code violations are noted in student records. Additional disciplinary sanctions may be imposed.



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

## Acceptable Use Policy for Baker College Information Technology Resources

This policy defines the accountability of all users ("Users") as well as the boundaries of acceptable use of Baker College computing and communication resources. Baker College provides robust resources to support the information technology (IT) environments including computers, data storage, mobile devices, electronic data, networks, software, email services, electronic information sources, voicemail, telephone services, learning management system, and other products and services.

Baker College's computing and communication resources are the property of Baker College and are used to support the institution's guiding principles including the advancement of education, services, community, and administrative business support services.

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

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

## APPLICABILITY

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

## GENERAL AUTHORIZED USAGE OVERVIEW

- Baker College resources are provided for College-specific objectives, including supporting the College's mission, teaching, administrative actions, and student/student-life activities, including social media usage.
- Users are granted access to Baker College IT resources and are responsible for all activity performed with their user IDs. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.
- Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.

- Usage of Baker College resources for supplementary personal use is done at the User's own risk. The College cannot and will not guarantee the continued operation, support, or security of IT resources.
- Users are responsible for informing themselves of any Baker College policies or regulations that control the use of College resources prior to resource usage.
- Users are expected to respect the privacy of other Users, including usage, content, or identities.
- Users are required to comply with state, federal, and local laws as well as College policies. Additionally, Users are required to adhere to the rules and regulations dictated by third parties.
- Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of Baker College resources.

#### **INAPPROPRIATE USAGE**

- The use of Baker College resources for private business, commercial activities, fund-raising, or advertising for non-College purposes is prohibited unless approved in advance.
- Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.
- Using College resources for unlawful communications – including threats of violence, obscenity, child pornography, and harassing communication – is prohibited and will immediately be reported to the local police department and/or campus safety.
- Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.
- Users cannot use IT resources in a manner that impacts the usage or activities of the resources by other Users including, but not limited to, the introduction of malicious software or malware.
- Connecting unauthorized modems, routers, or wireless access points.

#### **E-MAIL AND ELECTRONIC COMMUNICATIONS**

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

#### **SOCIAL MEDIA**

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

#### **STUDENT ORGANIZATIONS**

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

#### **EXPECTATIONS**

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

#### **SAFETY AND PRIVACY**

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

## HIPAA AND SOCIAL MEDIA IN THE HEALTHCARE SETTINGS

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

## FERPA AND SOCIAL MEDIA IN EDUCATIONAL SETTINGS

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

## PRIVACY

- Privacy is important to Baker College; however, Users should be aware that the data created or stored on Baker College resources remains the property of the College.
- Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.
- Authorized individuals of Baker College IT environments will perform management tasks in a manner that fosters User trust.
- The College does not routinely monitor individual usage; however, normal operations require the backup of data, logging of activities, monitoring general usage, logging files, and other similar activities. Baker College may access various resources to perform necessary maintenance including security events.

## OPERATIONAL SECURITY

- The College may, without advance notice to Users, take any action necessary to protect the interests of Baker College and to ensure that the IT resources are stable and secure. Any action necessary will be taken, including monitoring and scanning College resources.
- Third-party intrusions, viruses and physical access can compromise computing and communication security. Baker College takes reasonable precautions to minimize risks. Users must notify and report incidents to **abuse@baker.edu**.
- Known or suspected violations of the Acceptable Use Policy or social media policies should be reported immediately to **abuse@baker.edu**.

## ENFORCEMENT

- Use of Baker College resources is a privilege, not a right. Users' access to Baker College IT resources may be limited, suspended, or terminated if a User violates the policy. The CIO or the Director of Security will address alleged violations of this policy.
- In addition to review of alleged violations of this policy, the College may be obligated to report incidents to law enforcement.
- Users who violate this policy, other College policies, or external laws will be subject to disciplinary action and/or penalties.
- If the CIO determines that a User has violated this policy and that access should be limited or suspended, the User may appeal the decision to the System's executive committee.

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



# Student Records

## Official Records

### ACCESS TO OFFICIAL RECORDS

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

### RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

### THESE RIGHTS INCLUDE THE FOLLOWING:

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

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

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

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

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

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

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

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



## DEFINITIONS

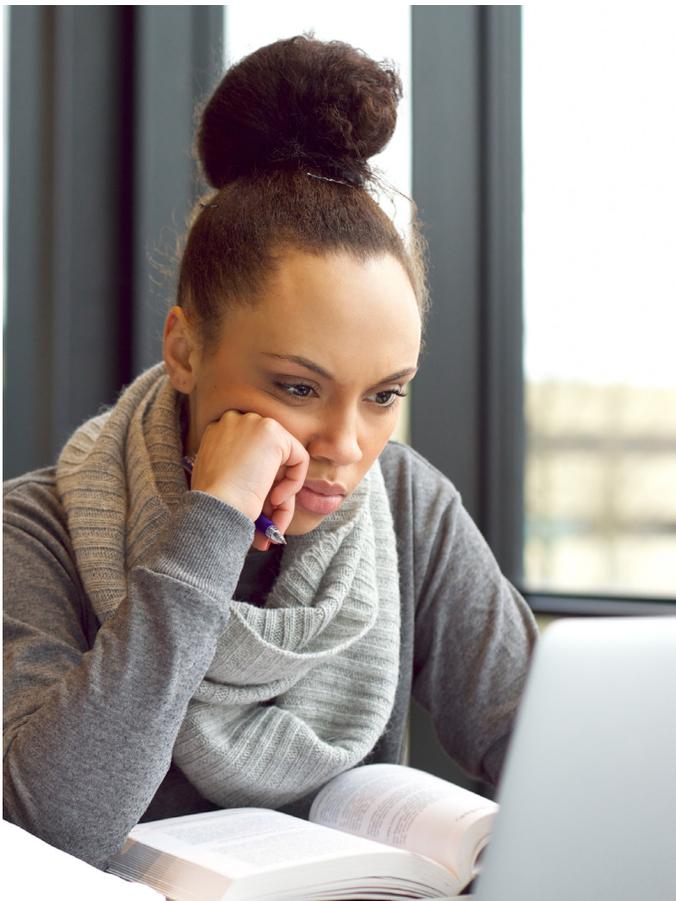
A "student" is any person who attends or has attended Baker College. An "educational record" is any record in handwriting, print, tape, microfilm, electronic, or other media maintained by Baker College that directly relates to a student. The following exceptions are not part of the educational record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

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

## DISCLOSURE OF EDUCATIONAL RECORDS

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

1. To other College officials, including teachers, within Baker College, whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(2) are met. [§99.31(a)(1)]
2. To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities such as a state postsecondary authority that is responsible for supervising the College's state-supported educational programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported educational programs or for the enforcement, of, or compliance with, federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. [§§99.31(a)(3) and 99.35]
4. In connection with financial aid for which the student has applied or received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [§99.31(a)(4)]
5. To organizations conducting studies for, or on behalf of, the College, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. [§99.31(a)(6)]
6. To accrediting organizations to carry out their accrediting functions. [§99.31(a)(7)]
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. [§99.31(a)(8)]
8. To comply with a judicial order or lawfully issued subpoena. [§99.31(a)(9)]
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. [§99.31(a)(10)]
10. Information the College has designated as "directory information" under §99.37. [§99.31(a)(11)]
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. [§99.31(a)(13)]
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. [§99.31(a)(14)]
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rules or policies of the College, governing the use or possession of alcohol or a controlled substance, if the College determines the student committed a disciplinary violation and the student is under the age of 21. [§99.31(a)(15)]
14. Student information will be sent to the National Student Clearinghouse for enrollment and degree verification purposes for interested parties (degreeverify.org).





### **ANNUAL NOTIFICATION**

Baker College publishes this institutional policy yearly in the Baker College catalog, handbook, and on the Baker College website.

### **TYPES AND LOCATIONS OF EDUCATIONAL RECORDS**

The record custodian for Baker College is the Registrar.

### **TYPE OF RECORD AND THE OFFICE LOCATION**

- Admissions Records: Admissions
- Academic Transcript: Academic/Administrative
- Cumulative Academic Records: Academic/Administrative
- Disciplinary Record: Academic/Administrative/Campus Safety
- Disciplinary Records (Housing): Student Life/Services
- Financial Aid Records: System Financial Aid Department
- Financial Records: System Finance Department

### **DIRECTORY INFORMATION**

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

### **RECORD OF DISCLOSURES**

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

### **PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

Students may inspect and review their educational records upon request in the academic/administrative offices. The academic/administrative offices will inform the record custodians of the students' request and will make the needed arrangements for access as promptly as possible. Access must be given within 45 days. Many student concerns can be handled on a daily basis without requiring this procedure.

When a record contains information about more than one student, a student may inspect and review only the portion of the record that relates to him/her. Students also may not inspect those records that are excluded under the Family Educational Rights and Privacy Act's (FERPA) definition of "educational record." (See Definitions.)

### **AMENDMENT OF EDUCATIONAL RECORDS**

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

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

## Personal Information Changes

In order for Baker College to efficiently and effectively communicate important information to all students, we ask that you review your contact information, which is located in MyBaker under Personal Info. It is important that we have the most up-to-date, accurate contact information for our records. Please review and edit your information (if necessary) by accessing MyBaker: Login with your Baker username and password, and choose Personal Info > Biographical Info > Edit, if you need to change your contact information. All email correspondence shall be sent to the e-mail address issued by Baker College (the address ending in "@baker.edu").

## Michigan Statute Regarding College Transcripts

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

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

1. For the first offense, by imprisonment for not more than 93 days, a fine of not more than \$500, or both.
2. For a second or subsequent offense, by imprisonment for not less than 93 days or more than six months; or a fine of not less than \$500 or more than \$1,000; or both.

## Official College Transcripts

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

College transcripts may be withheld if a student has overdue financial obligations to Baker.

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

## Transferability of Credits

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



# Disclosures

## Campus Safety

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

The campus safety department prepares annual security reports for each campus, which are available at [baker.edu/safety](http://baker.edu/safety) or at one of the following links:

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

This reports includes the following information:

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

In addition to being available online, paper copies of these reports can be obtained through the campus safety office at all Baker College campuses.

## Voter Registration

If you are not a registered voter, the state of Michigan has provided a website where you can register. The website is [michigan.gov/vote](http://michigan.gov/vote).

## Talent Release

Acceptance to Baker College permits the College to record photographic images, audio, and/or video for educational, academic, or promotional purposes. Baker College may use these in any professional manner the College believes is proper, including, but not limited to print publication, video streaming on Baker College websites, podcasting, and broadcast media.

Pictures and recordings belong to the College, and payment and/or any other compensation in connection with the pictures and recordings will not be exchanged.

Acceptance as a student at Baker College provides the College with a release from any and all liability that may or could arise from the taking or use of the images, audio, or video.

## Student Right-to-Know Graduation Rate

The following statistics apply to first-time, full-time students who began certificate, associate, or bachelor degree programs at Baker College in fall 2012. First-time, full-time students – who have never enrolled in college before and are taking 12 or more semester credit hours – comprised 50 percent of the new students at Baker College in fall 2012.

- 18.8 percent completed their programs in six years.
- 13.3 percent completed within 150% of the “normal” time for completion.
- .8 percent were still enrolled after six years.
- .2 percent transferred to another institution of higher learning.
- 13.2 percent were academically dismissed.

The remainder withdrew from the College for various reasons during the six years.

These statistics are representative of only part of the student body. Many Baker College students transfer from other colleges and universities. A large percentage of Baker students are part-time rather than full-time students. Length of time to graduation and withdrawals are influenced by a variety of factors. Some students who begin their college careers as full-time students drop to part-time status as they balance college, family, and work. Many students “stop out” of college for a semester or two. This extends the time for completion of their programs. Some students, particularly older, working students, withdraw from college once their career objectives have been met.

## Standard Graduation Requirements

### CERTIFICATE PROGRAM GRADUATION REQUIREMENTS

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

1. All requirements for the selected certificate program are satisfied.
2. A minimum of one-half of the semester hours required for the certificate program are completed in actual class time at Baker College. Courses below the 100/1000 levels do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.\*
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

### ASSOCIATE DEGREE GRADUATION REQUIREMENTS

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

1. All requirements for the selected associate degree are satisfied.
2. A minimum of 15 semester hours required for the associate degree are completed in actual class time at Baker College. Courses below the 100/1000 level do not apply to this requirement.
3. A minimum of 12 semester hours or 25 percent of the courses completed through Baker College are within the degree's major area of study at the 200/2000 levels.
4. A minimum cumulative grade point average of 2.0 is achieved.\*
5. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

### ADDITIONAL MAJORS

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

- a. All requirements for the additional major are satisfied.
- b. A minimum of 12 semester hours required for the additional major are completed in actual class time at Baker College.
- c. The additional major is offered within the same associate degree.
- d. The additional major must be declared prior to the awarding of the initial associate degree.

### BACHELOR DEGREE GRADUATION REQUIREMENTS

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

1. All requirements for the selected bachelor degree are satisfied.
2. A minimum of 30 semester hours required for the bachelor degree are completed in actual class time at Baker College. Courses below the 100/1000 levels do not apply to this requirement.
3. A minimum of 15 semester hours completed at Baker College are within the degree's major area of study and are at the 300 or 400/3000 or 4000 levels.
4. A minimum cumulative grade point average of 2.0 is achieved.\*
5. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

### ADDITIONAL MAJORS

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

- a. All requirements for the additional major are satisfied.
- b. The additional major is offered within the same bachelor degree.
- c. A minimum of 30 semester hours required for the additional major with 15 semester hours at the 300 and 400/3000 or 4000 level are completed.
- d. The additional major must be declared prior to the awarding of the initial bachelor degree.

### ADDITIONAL MINORS

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

- a. All requirements for the additional minor are satisfied.
- b. The additional minor is offered within the same bachelor degree.
- c. A minimum of 15 semester hours required for the additional minor are completed at Baker College
- d. The additional minor must be declared prior to the awarding of the initial bachelor degree.

### POSTBACCALAUREATE CERTIFICATE GRADUATION REQUIREMENTS

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

1. All requirements for the selected postbaccalaureate certificate are satisfied.
2. A minimum of 12 semester hours required for the postbaccalaureate certificate are completed in actual class time at Baker College. Courses below the 100/1000 levels do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.\*
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

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



## GRADUATE DEGREE GRADUATION REQUIREMENTS

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

1. Completion of all courses required by the program with a grade of C or better or a B or better in the DBA program.
2. Completion of a minimum of 24 semester hours at the Center for Graduate Studies.
3. Achievement of a cumulative GPA of 3.0 or better.
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.
5. Completion of all program requirements within seven years.

## Requirements for Earning Additional Degrees – Baker College Graduates

### ASSOCIATE DEGREE – ADDITIONAL DEGREES

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

1. All requirements for the selected additional associate degree are satisfied.
2. A minimum of 15 semester hours, which are different from any previously earned associate degree, are completed in actual class time at Baker College. Courses below the 100/1000 levels do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

### BACHELOR DEGREES – ADDITIONAL DEGREES

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

1. All requirements for the selected additional bachelor degree are satisfied.
2. A minimum of 30 semester hours, which are different from any previously earned bachelor degree, are completed in actual class time through Baker College. Courses below the 100/1000 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted. In certain circumstances, a degree or certificate may be awarded in the absence of a graduation application.

## UNDERGRADUATE AND POSTBACCALAUREATE CERTIFICATES

Multiple certificates may be earned from Baker College.

### Application for Graduation

All students who anticipate successful completion of their program course requirements for degrees or certificates must complete graduation applications online for each program at the [my.baker.edu](http://my.baker.edu) by the deadline.

### Graduation Ceremony

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

## UNDERGRADUATE CERTIFICATES AND DEGREES:

### HONOR GRADUATES

Graduates who achieve 3.5 cumulative GPAs or higher are awarded special distinctions at graduation:

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

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

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





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[www.baker.edu/runningstart](http://www.baker.edu/runningstart)

# Concurrent Enrollment Student Handbook

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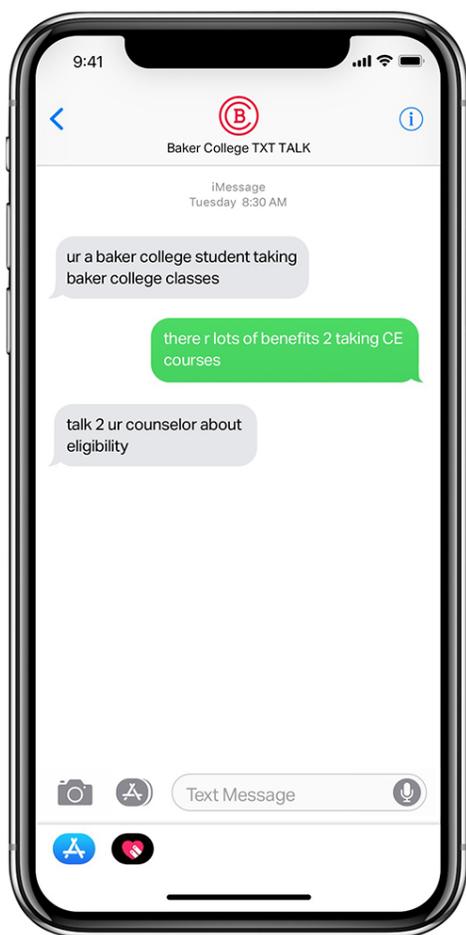
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## Introduction

This Handbook is designed to provide all new concurrent enrollment students with a solid foundation of what concurrent enrollment is and what it means to take a concurrent enrollment class. While the Handbook does address certain processes and student expectations pertaining to concurrent enrollment, it is intended to serve as an addendum to the standard Baker College Student Handbook, as opposed to a standalone guide. For a complete listing of Baker College policies and student expectations, please review the Baker College Student Handbook, which can be accessed from the main page of the Baker website, [www.baker.edu](http://www.baker.edu) (Click on Menu in the top right corner and then click on Catalog – Student Handbook), or by clicking on this link: <https://www.baker.edu/media/accredited/student-handbook.pdf>.

Navigation tools have been included to make this handbook more user-friendly. The Table of Contents on the previous page has a complete overview of the section topics and sub-section topics included in this guide. You will also find a “TXT TALK” section on each page. TXT TALK is designed to sum up the main points of that page and should serve as a good point of reference for locating important information quickly.

We hope you find this Handbook informative as you begin your journey as a concurrent enrollment student, and we wish you the best of luck with all your college coursework!



## Program Overview

### THE PROGRAM

Concurrent enrollment courses are offered through the Baker College Running Start program. These credit-bearing Baker College courses are offered at a high school or technical center and are taught by one of their instructors. When enrolled in a Baker College concurrent enrollment course, you are eligible to receive both high school and college credit for your work. You get a “running start” on college while satisfying high school requirements.

### THE TEACHERS

Concurrent enrollment courses are taught during the regular school day by exceptional high school instructors from your school. Your concurrent enrollment instructors are interviewed, selected, and supported by Baker College faculty. Remember that your instructor elected to take on the additional responsibility of teaching a college course and will expect the same effort from students.

### THE COURSES

The content and rigor of concurrent enrollment courses are the same as Baker College's on-campus courses. Students who successfully complete a course receive Baker College transcribed credits.

## Benefits of Concurrent Enrollment

Enjoy more flexibility in college. Completing college requirements in high school gives you greater flexibility as a full-time college student. Many concurrent enrollment alumni find they are able to pursue second majors or participate in opportunities and/or internships.

Learn college-level skills before your freshman year in college. The critical thinking, writing, and reading skills developed in concurrent enrollment courses will prepare you for success in college.

Demonstrate your learning just as you will in college. College courses typically assess your learning through several means such as examinations, papers, and lab reports. Baker College concurrent enrollment courses will assess your learning in this manner, too.

Reduce the overall cost of a college education. Concurrent enrollment tuition is paid by your high school. Additional savings can be realized when transference of concurrent enrollment credits allows you to graduate early from college.

For more information about the benefits and implications of taking college courses, as well as the College's policies and expectations, please contact a Running Start coordinator or your high school counselor after reading the Baker College Student Handbook.

## Concurrent Enrollment Eligibility

Students must meet the Baker College minimum placement scores in order to be eligible. Additionally, students must complete all course prerequisites and requirements, including the Baker College Orientation course, prior to registration for the course. Some high schools may impose additional eligibility requirements for enrollment in the course. If you have questions about eligibility standards, you should direct them to your high school concurrent enrollment instructor or guidance counselor.

## Applying to Baker College and Getting Registered

### APPLICATION

The first time you take a concurrent enrollment course, you must apply to the Baker College Running Start program. You can complete this application by accessing the Concurrent Enrollment section of the Baker College Running Start site: [www.baker.edu/runningstart](http://www.baker.edu/runningstart). Click "Apply" on the top of the page, and then click "Apply Now" and choose the Running Start Application. Follow the prompts to complete the application process.

Once you have completed your application, you will receive a confirmation email (sent to the email address you listed on your application) letting you know your application has been successfully submitted. If you do not receive a confirmation email within 24 hours of applying, please inform your concurrent enrollment instructor or guidance counselor.

Prior to the start of your first course, you will receive a second email providing you with your Baker College UserID and instructions for creating a password and setting up your security questions. It is important that you look for this email, as passwords must be created within two weeks of receiving it for your account to remain active. If you do not receive an email with your UserID (remember to check your junk/spam mail) prior to the start of your course, please inform your concurrent enrollment instructor or guidance counselor. If you received the email but didn't set up your account within the two-week timeframe, your account has been locked. You will need to call the Help Desk at (800) 645-8350 in order to get your account unlocked.

### REGISTRATION

Once you have completed the application process, you will be registered based on a class roster provided by the high school. If you are interested in taking a Baker College concurrent enrollment course, it is important that you speak to the concurrent enrollment instructor or your high school guidance counselor to ensure you are included on the class roster.



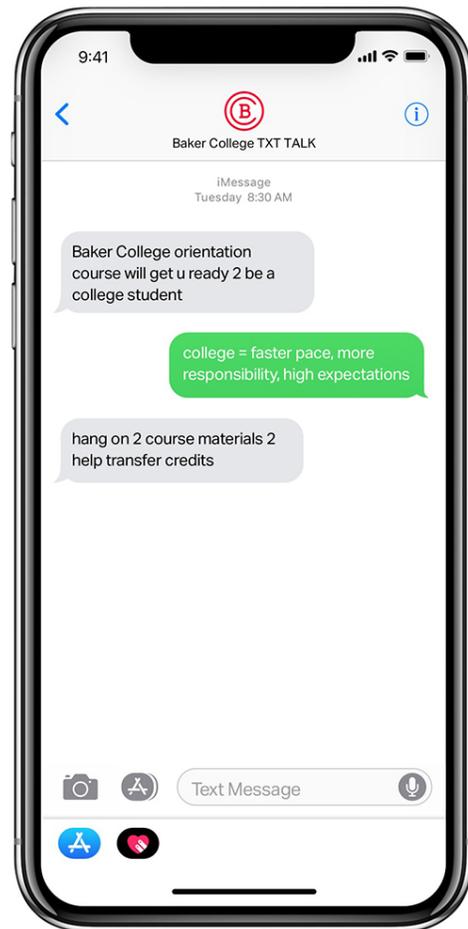
## Tuition

Baker College does not charge the student or parent for enrollment in concurrent enrollment courses. Per Michigan law, your school and/or school district pay your tuition.

## Orientation

The first time you take a concurrent enrollment course you will also need to complete Baker College's Orientation course. This online course is designed to help you understand what it means to be "college ready." In addition to showing you the various resources Baker College has to offer, it will also acclimate you to Canvas, the learning management system through which all Baker College courses are facilitated. The Baker College Orientation course must be completed before you are registered for your concurrent enrollment course.

Additionally, prior to or during the start of your concurrent enrollment course, you will also participate in an orientation. This orientation will take place either at your high school or at a Baker College campus and will be facilitated by a Baker College Running Start Coordinator or Outreach Liaison. Through this process, you will become familiar with your BakerMail account, review the online library resources available to students, and learn about academic requirements and credit transferability.



## The Class

### WHAT TO EXPECT

When you walk into a concurrent enrollment course, you are walking into a Baker College classroom. You will be working with the same course content as on-campus students, and your concurrent enrollment instructor(s) will be using the same assessment methods as on-campus faculty. Expect a faster pace, greater personal responsibility, and higher standards than you would in a typical high school course. Expect, also, that the other students in the course will share your high level of motivation.

Finally, expect that, when combined, these exceptional instructors, high standards, and motivated students will make for a vibrant and memorable learning experience!

### **COURSE SYLLABUS**

In addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, advising, and grading. Think of the syllabus as the course roadmap. So, read the syllabus, refer to it throughout the course, and know you will not get lost! Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than Baker College, having syllabi available from the classes you took as concurrent enrollment may help you to transfer the credits.

### **CLASS ATTENDANCE**

Attendance is one of the most important factors for student success in college courses. In many cases, the learning and practice that occurs during regular class meetings simply cannot be "made up." Instructors, guided by the policies of their departments, set their own attendance regulations and rules for late work and may include class participation as a grading criterion. Always review your course syllabus for your instructor's attendance policy. Students are held responsible for meeting all course requirements and for observing deadlines, examination times, and other procedures.

### **ACADEMIC HONESTY**

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation, and personal responsibility must be maintained. As members of this College community, concurrent enrollment students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating, or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering of a grade, failing a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion). It is the intent of Baker College to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided:

Plagiarism is the submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This not only applies to direct quotations, but also to critical ideas that are paraphrased by the student.

Plagiarism includes but is not limited to:

- submitting the work of others as your own
- submitting others' work as your own with only minor changes, or without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating is the use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc. Collusion is providing assistance to another student or among students in committing the act of cheating or plagiarism.

Just another reminder to thoroughly review the Baker College Student Handbook. It will outline not only more specific information on academic integrity, honesty, and consequences for dishonesty, but also all other aspects of being a Baker College student.



### **WITHDRAWING**

To withdraw from a concurrent enrollment course, you must talk to your high school guidance counselor and/or instructor to discuss the circumstances. If you choose to withdraw after the second week of the course, a 'W' will show up on your Baker College transcript. Please note, a 'W' does not affect GPA but may make you ineligible to enroll in future concurrent enrollment courses. A 'W' can also affect future college applications for admission or financial aid. If you are concerned with your academic performance, talk to your instructor as soon as possible.

## Grades

### BAKER COLLEGE GRADING SCALE

Every term, a student's record is filled with courses that have some type of grade attached to them. In calculating the GPA, only courses with letter grades of A, B, C, D, (including +'s and -'s) and F are used. Every course carries with it a certain grade point value. To allow us to calculate a grade point average, we convert letter grades into numbers using the following breakdown:

LETTER GRADE	PERCENTAGE	GRADE POINT VALUE
A	93 - 100%	4.0 points
A-	90 - 92%	3.7 points
B+	87 - 89%	3.3 points
B	83 - 86%	3.0 points
B-	80 - 82%	2.7 points
C+	77 - 79%	2.3 points
C	73 - 76%	2.0 points
C-	70 - 72%	1.7 points
D+	67 - 69%	1.3 points
D	63 - 66%	1.0 points
D-	60 - 62%	0.7 points
F	0 - 59%	0.0 points

### OBTAINING YOUR BAKER COLLEGE GRADE

Concurrent enrollment course grades are submitted by the concurrent enrollment instructor by the first Monday after the conclusion of the academic term. In some cases, at the discretion of your concurrent enrollment instructor, you may receive a different grade for the high school credits than the grade you receive for your college credits. Grades can be viewed online. Printed grade reports are not mailed to students and cannot be given over the phone. To obtain or verify your Baker College grade, or to print an unofficial transcript, follow these steps:

1. Go to **my.baker.edu**
2. Click the Login button on the left-hand side of the page and use your Baker credentials to log in
3. Click on Student Services Center (On the left-hand side under Quick Links)
4. Click on Academic Services
5. Click on Grade Information
6. Click on Unofficial Transcript or Grade Report

### DISPUTING A GRADE

Except in cases of error, it is rare that grades are changed. However, if you believe you have a justifiable complaint about your grades, first talk with your concurrent enrollment instructor. If your problem is not satisfactorily resolved, contact your Baker College Running Start Coordinator or point of contact.

## Transcripts

All Baker College transcripts are issued through a third-party provider called Parchment Exchange, not the campus Running Start Program. It is the student's responsibility to verify information on a transcript is correct. If your name is misspelled, your student ID number is incorrect, or your grade appears incorrect, contact your Running Start Coordinator or Outreach Liaison.



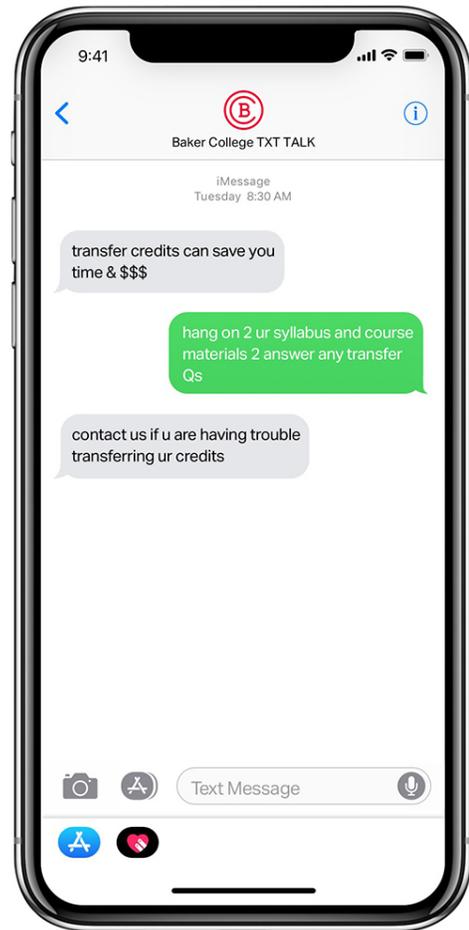
### OFFICIAL TRANSCRIPTS

To request an official Baker College transcript, follow these steps:

1. Go to **my.baker.edu**
2. Click the Login button on the left-hand side of the page and use your
3. Baker College UserID (can be found in the initial email you received from Baker College after you applied or on the back of your student ID card if that has already been issued to you) and password to log in.
  - If you do not know your UserID and/or password, contact the Baker IT Solutions Center at (800) 645-8350 or your Running Start coordinator.
4. Click on Student Services Center (On the left-hand side under Quick Links)
5. Click on Order Official Transcripts
6. Follow the prompts to complete the ordering process
7. Choose a destination
  - Options:
    - i. Organization (college, employer, scholarship fund, etc.)
      - In order for a transcript to remain "official," it must go directly from Baker College to the recipient—the student cannot hand deliver.
    - ii. Self
7. Choose how you want your transcript delivered
  - Options:
    - i. eTranscript (sent directly from Parchment electronically - fastest & recommended method) \$3.25
    - ii. Paper Transcript (will be mailed through USPS) \$3.25
    - iii. Paper Transcript – Pickup – pick up at a Baker campus \$5
8. Follow prompts to enter name, email address, etc. If you need to send something with your transcript, there is an option to upload it (under Order Options, click on "attachment").
9. Provide consent by clicking "Accept"

10. Payment/Checkout – follow prompts to input debit/credit card info
11. Review order and click “Confirm”
12. You will receive an order number, as well as an email verification, when Parchment Exchange has received the order.

- be directly transferred toward your chosen degree
- be accepted as elective credits
- exempt you from taking a required course
- make you eligible for placement into a higher-level course



## Using Your Credits After High School

Now that you know how to request an official record of your Baker College credits earned through concurrent enrollment, here are some instructions that will help you use those credits after high school.

If you apply to Baker College, you don't need to worry about transferring credits, you already have a permanent transcript at Baker College. Be sure, however, to mention on your undergraduate admission application that you've already completed course work at Baker College. You may complete an undergraduate application online at [www.baker.edu](http://www.baker.edu). Click the apply button in the top left corner, click apply now, and choose the re-entry application.

If you apply to another college or university, Baker College is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), regionally accredited by the Higher Learning Commission and is part of the Michigan Transfer Agreement (MTA). Therefore, credits earned at Baker College should transfer to other Michigan colleges and universities, as well as those outside of Michigan. To determine equivalency and applicability of courses, you must check with the receiving institution.

Data collected over the years indicates the vast majority of students succeed in securing recognition for their Baker College credits earned through concurrent enrollment. Recognition of your Baker College credits earned through concurrent enrollment can come in several forms. Be aware of these distinctions as you apply to other colleges and universities. Credits may:

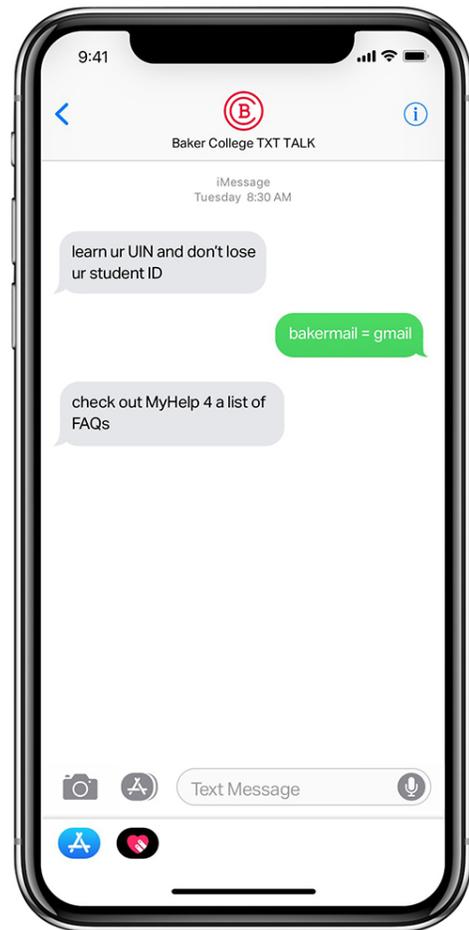
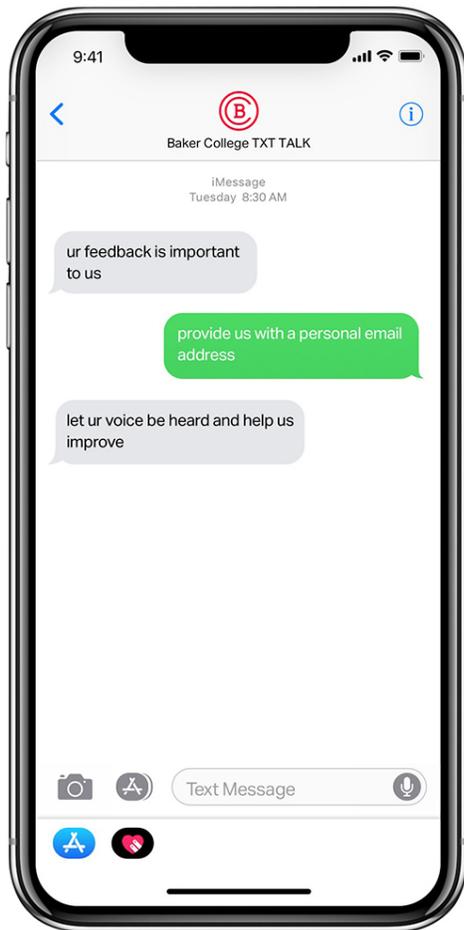
### TIPS FOR TRANSFERRING CREDITS

Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your concurrent enrollment course required. Clearly indicate on the college application forms that you have taken course work at another university. Include an official Baker College transcript as part of your application. Should a college have questions about the concurrent enrollment course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.

If transfer of credit is denied simply because the course was taken as a part of the concurrent enrollment program, contact [runningstart@baker.edu](mailto:runningstart@baker.edu).

### Financial Aid and Satisfactory Academic Progress

As a Concurrent Enrollment student, you need to be aware the grades you receive in college-level coursework may have an impact on financial aid eligibility once you graduate from high school. In order to qualify for financial aid as a college student, you will be required to maintain Satisfactory Academic Progress (SAP) towards graduation. To qualify for financial aid, students must maintain a 2.0 GPA and continue to be on track to graduate within 150% of the published program length. College-level courses taken while you are in high school must be included in this calculation. Withdrawals and poor grades in your concurrent enrollment classes will have a negative impact on SAP. Detailed information regarding Baker College's Satisfactory Academic Progress requirements is available online at [my.baker.edu](http://my.baker.edu). Students should contact [runningstart@baker.edu](mailto:runningstart@baker.edu) or their high school counselor with any additional questions.



## Feedback

### COURSE EVALUATIONS

At the end of your concurrent enrollment course, you will be provided with a link to complete a course evaluation. This short, anonymous survey is designed to give Baker College your impressions of the course content, difficulty level, and usefulness. It is important to remember that this is a look at the course itself, not a reflection on your instructor.

### STUDENT EVALUATION OF FACULTY

You will be given the opportunity to provide feedback on your instructor's delivery of the course using the Student Evaluation of Faculty. This survey will be made available to you prior to the end of your course.

### ALUMNI SURVEYS

It is important to us that we gather feedback not just from high school students taking college courses, but also from high school graduates reflecting on how those college courses impacted them. Because of this, we administer surveys to all concurrent enrollment students.

The data from these surveys, like the course/faculty evaluations, is critical for growing and shaping our program into one that best helps the students it serves. Please make sure we have an accurate personal email address, other than your Baker Email address or your high school email address, on file. Alumni surveys will be sent to this personal email address after you graduate from high school. You can help, and your voice can be heard.

## Baker College Essentials

As a concurrent enrollment student, you are a Baker College student. As such, you are eligible to access many of the same resources that are enjoyed by on-campus students. Take advantage of the opportunities available to you, such as online library access and the Academic Resource Center.

### STUDENT ID

Your first Baker College student ID card is free and delivered to you during your concurrent enrollment orientation session. If you should need a replacement student ID, inform your instructor or guidance counselor. There is a \$5.00 charge for replacing your student ID.

### UNIQUE IDENTIFICATION NUMBER

As a Baker College student, you will be issued an 8-digit Unique Identification Number (UIN). The college uses this number to identify you in its student record system. Your UIN will be printed on your student ID, but if you forget your UIN, you can look it up online by going to [my.baker.edu](http://my.baker.edu), logging in and clicking on "Personal Info" in the upper right corner. Your UIN will be listed on the right hand side of the page under the Permanent Address heading.

### BAKERMAIL

As a Baker College student, you will be provided with a Gmail account. In addition to email, this account will provide you with all of the other applications Google offers including Google Calendar, Google Drive, and Google Docs. Your Running Start Coordinator or Outreach Liaison will help you familiarize yourself with this account during your orientation.

Please check your BakerMail regularly, as this is the Running Start Coordinator's main form of communication to Concurrent Enrollment students.

## RESOURCES AND SERVICES

As a Baker College student, you will have access to the learning resources available to all Baker students. Many of these resources are located in the Academic Resource Center at the campus or can be accessed online. Additionally, all student support services at Baker College are available to you as a concurrent enrollment student. Contact your instructor or Running Start personnel for more information.

## MYHELP

If you are having trouble logging in, are unsure about how to upload an assignment to Canvas, or have questions about My Baker, please check out the MyHelp section of the Baker website. Located at <https://sites.google.com/a/baker.edu/my-help/home>, this site is designed to help you through a variety of frequently encountered student issues. Academic Progress requirements is available online at [my.baker.edu](http://my.baker.edu). Students should contact [runningstart@baker.edu](mailto:runningstart@baker.edu) or their high school counselor with any additional questions.

## Conclusion

# Congratulations on your decision to take Concurrent Enrollment courses through Baker College and get a running start on your college education!

If you ever have questions/issues, there are many resources available to help:

- Ask your Concurrent Enrollment Instructor
- Reach out to your Baker College Running Start point of contact
- Visit [www.baker.edu](http://www.baker.edu)
- Search [my.baker.edu](http://my.baker.edu)
- Check out the FAQs at My Help <https://sites.google.com/a/baker.edu/my-help/home>
- Call the Help Desk at (800) 645-8350 (with issues regarding your UserID and Password)
- Send an email to [runningstart@baker.edu](mailto:runningstart@baker.edu)

Work hard and take full advantage of this opportunity to begin your post-secondary education while in high school. and poor grades in your concurrent enrollment classes will have a negative impact on SAP. Detailed information regarding Baker College's Satisfactory Academic Progress requirements is available online at [my.baker.edu](http://my.baker.edu). Students should contact [runningstart@baker.edu](mailto:runningstart@baker.edu) or their high school counselor with any additional questions.



**Baker  
College**

# **Residence Life Policy Book**

# Welcome!



Dear Resident:

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

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

## Section 1: Residence Life Personnel

Many people are involved in the development of the Resident 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 residence life community.

### 1.01 DIRECTOR/VICE PRESIDENT OF STUDENT AFFAIRS

The responsibility of this position is to provide leadership, oversight, and coordination of student academic support services. This includes advocating, promoting, and facilitating the delivery of academic support services to ensure student satisfaction. The Student Affairs Office strives to complement and enhance academic programs and student learning, and contribute to the personal growth of the individual student.

### 1.02 COORDINATOR OF STUDENT LIFE (CSL)

A professional staff member who is responsible for the supervision of the Residence Hall Coordinators (RHC) and the overall operation of the Department of Residence Life and student activities including student clubs/organizations.

### 1.03 RESIDENCE HALL COORDINATOR (RHC)

Coordinators are professional staff members who reside in Residence Life student housing. They are responsible for the day-to-day operation of the residence halls and for the overall supervision of the Residence Life student staff.

### 1.05 RESIDENT ASSISTANT (RA)

Resident Assistants (RAs) are student staff members who reside in Residence Life student housing. RAs are available in the facilities for resident concerns. RAs are responsible for providing support and assistance to all residents in creating an atmosphere conducive to growth and learning.

Some RA responsibilities include the following:

1. Getting to know each resident in their community.
2. Communicating with each resident regularly and frequently.
3. Assisting residents with peer guidance and conflict resolution.
4. Guiding residents to campus or community resources.
5. Being visible in the facilities and available to all residents.
6. Aiding in the development of the "community responsibility" concept.
7. Facilitating social and educational programming.

If you have any questions about ANYTHING at Baker College, your RA should be the person to contact. If the RA does not know the answer, he/she will direct you to someone who can assist.

### 1.06 WORK-STUDY

Residence Life Work-studies are student employees who serve in a variety of capacities for Residence Life. Applications for work-study positions can be found by contacting the OneStop Office at (833) 691-7867 or [onestop@baker.edu](mailto:onestop@baker.edu).

## Section 2: Requirements

### 2.01 ELIGIBILITY TO LIVE IN STUDENT HOUSING

To live in Baker College student housing:

1. Residents must be enrolled as full time (15 or more credits) students at Baker College to move into student housing.
2. Students reducing their credit load to less than 15 credit hours must contact Residence Life for a final decision regarding that student's eligibility to remain in student housing.
3. If a student's credits are reduced beyond what was approved for that semester, the housing contract may be subject to cancellation for the remainder of the academic year.
4. Students who do not register for, or who withdraw from all, classes will be ineligible to reside in student housing. A non-student already in student housing will be required to vacate the unit immediately and is responsible for all damage charges incurred to that point.

5. Any 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 student housing.
6. Students who have been academically suspended must formally re-apply to Residence Life at least one full semester following their suspension. Students reinstated to the College are not automatically readmitted to student housing.
7. Any student dismissed from student housing for disciplinary reasons must vacate the premises within the time period stated in the terms of the dismissal. As a result, visitation privileges will be forfeited unless otherwise stated.
8. Applicants younger than 17 or older than 24 will not be allowed to live within student housing, unless permission from the College administration is granted.
9. Baker College has the sole right to determine who lives in student housing and their unit assignment.

### 2.02 LICENSING AGREEMENT

The Licensing Agreement, which must be signed each year, obligates a student to live in student housing for the entire academic year (Fall and Spring semesters). Summer semester 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 Policies and the Licensing Agreement.

### 2.03 PRE-PAYMENT

A non-refundable pre-payment of \$50 is required of all new students and due when the Residence Hall Application is submitted. A non-refundable \$100 pre-payment is required for each semester a student returns to housing and is due when the Intent to Return Housing Application, found at [www.baker.edu/housing](http://www.baker.edu/housing), is submitted. The \$100.00 returning student pre-payment is applied toward housing costs each semester it is paid.

### 2.04 VACCINATIONS

Baker College recommends all students living in student housing are up to date on all CDC listed vaccines for their age (19-24): Meningococcal, TDAP, HPV, and Season Flu. Baker College does not mandate students have vaccines or require documentation.

### 2.05 STUDENT HOUSING ORIENTATION

This program has been designed for all new student housing students as they transition from high school to college. Residence Life will serve as hosts during the program which occurs prior to the start of classes each Fall Semester. Students will have the opportunity to connect with one another and to acclimate to the campus. This is a requirement for all new housing students.

### 2.06 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 semester, students who do not live in a designated single unit, but find themselves without a roommate during the first four weeks of the semester (at no fault of their own), may be subject to room consolidation. 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 Licensing Agreement.

### 2.07 UNIT CHANGES

A Unit Change Request form must be filled out and approved by the Residence Life professional staff. Unit Change Request forms will be accepted after the start of each semester; however, authorized unit changes will not occur before Week 3 or after Week 13. Unit Change Request forms submitted after Week 13 will be processed during the following break period. Final determination for all unit changes will be at the discretion of Residence Life personnel.

## 2.08 BREAK ACCOMMODATIONS

These accommodations are determined by campus, and more information can be found from meeting with a Residence Life professional staff member.

## 2.09 CLOSING AND CHECK-OUT PROCEDURES

1. At the beginning of each break period, all residents are required to officially check-out with a Residence Life staff member. At that time, Residence Life staff will inspect each unit to ensure all garbage has been disposed of and 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 and/or disciplinary action.
2. Student housing officially closes on the last day of each semester. Students are expected to leave campus within 24 hours after their last exam, at the end of the semester, or at the designated facility closing time, whichever comes first. **It is the responsibility of each student to find temporary housing during regularly scheduled break periods.** Students not registered for future semester classes, and those who fail to follow check-out procedures, will be considered in violation of the Residence Life Policy Book. Property left behind after forty-eight (48) hours 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.**
3. A proper check-out includes, but is not limited to, signing up 24-hours in advance with a Residence Life staff member, completing all cleaning responsibilities, and being ready to leave the facility. A final check-out also includes the removal of all personal belongings from the facility.

## Section 3: Residence Hall Living

### 3.01 FURNITURE AND APPLIANCES

Students are responsible for the College-supplied furnishings in their rooms. The furniture/appliances should be in the same condition at move out as they were at check-in. College-owned furnishings may not be removed from the unit. If furniture is moved around within your unit, it must be returned to the same room when you move out. If for any reason your furniture gets broken or damaged during the course of the year, you may be assessed damage/repair charges, and you must report it to Residence Life personnel. A television may be supplied by the College. Televisions brought by residents must meet certain requirements. Please check with housing personnel.

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.

### 3.02 BED

Personal beds, lofts, and waterbeds are considered a potential safety hazard for student rooms and are prohibited. Beds may not block a room entrance or windows. Beds may not be moved to another room. Beds may not be reconfigured without Residence Life consent. Headboards must remain on the beds attached in the proper position.

### 3.03 GENDER INCLUSIVE HOUSING

Baker College Residence Life is committed to fostering safety, security, and acceptance for all students who live on campus. In order to create a diverse and inclusive environment, Residence Life offers several gender inclusive housing options where students will be assigned roommates based on perceived gender, not on legal sex. Our goal is to provide a safe space for residents of all gender identities and gender expressions. When sharing a residence, students who identify as transgender and gender non-conforming can specify the preferred gender of their roommate(s).

First semester students are ineligible for Gender Inclusive Housing and will be assigned by their legal sex. Any appeals or questions should be directed toward Residence Life personnel. Any campus living options may be designated as Gender Inclusive Housing.

Gender Inclusive Housing criteria:

- Students must have completed one full academic term of residence hall living at Baker College.
- Students must submit a Gender Inclusive Housing Interest Form. Units will be assigned on a first come, first served basis, limited by the number of applicants and available space.
- If selected, a student may request roommates based on the available occupancy of the unit to which he/she has been assigned.

The intended purpose of Gender Inclusive Housing is to provide a healthy, educational living option for gender non-conforming students. As a result, Baker College discourages students of any sexual orientation or gender identity who are in a romantic relationship from living together in a residence hall unit. Students will not be assigned to live with pre-existing romantic partners, and violation of this policy may result in disciplinary action.

### 3.04 ADA HOUSING

Residence Life partners with the Disability Services Specialists to ensure consistency in evaluating requests for reasonable accommodations in housing. Students seeking reasonable accommodations due to a documented impairment, and who would like to be considered for reasonable accommodations under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, should contact the Residence Life Office for more details on availability and eligibility. All students who request reasonable accommodations in housing due to a medical, psychological, or physical impairment must submit full and current documentation to the Disability Services Specialist. Students with approved requests will be offered reasonable accommodations that meet the documented and approved need.

### 3.05 BICYCLES

Bicycles are permitted on campus property. Students must adhere to the rules for bicycle use and storage on campus property. Bicycles may also be locked to the provided bicycle racks located around campus. Bicycles which are secured to any structure other than a bicycle rack may be impounded. Students whose bicycles are impounded may be assessed a charge. Abandoned or impounded bicycles not claimed by their owner by the end of the current academic term will be donated to a charity at the College's discretion. Students should document the serial number of the bicycle for identification purposes. During the winter months, bicycle owners are responsible for removing bikes from the provided outdoor racks and storing them elsewhere.

### 3.06 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 have a wick or no wick.

### 3.07 PETS

All pets, including but not limited to, 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 or keep pets in the yard. The only pets a student may have on campus are fish in a maximum 10-gallon tank.

### EMOTIONAL SUPPORT ANIMALS (ESA)

In order to comply with the Fair Housing Act, and in order to accommodate persons with disabilities, Baker College will allow the disabled person to have an Emotional Support Animal (ESA) in student housing. An ESA

is defined as an animal that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability as documented by a licensed medical practitioner. A student wishing to have an ESA on campus must first contact Residence Life and complete the application process.

### **SERVICE ANIMALS**

Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, assisting a person with a visual impairment with navigation or other tasks, alerting a person with a hearing impairment to the presence of people or sound, providing physical support and stability assistance to a person with a mobility impairment, providing minimal protection or rescue work, pulling a wheelchair, assisting a person during a seizure, or retrieving items.

### **3.08 ACCESS CREDENTIALS**

Students are strictly prohibited from using another person's access card or loaning their card to another person. Loaning of access cards/keys will result in disciplinary action, up to and including dismissal. 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 IDs at all times and be prepared to present it at the request of College personnel. Students who fail to carry their access cards are not assured immediate access to their living space. There is a fee to replace a lost or damaged picture ID and/or keys which must be paid in cash when issued. Lost, damaged, or stolen IDs/keys must be replaced immediately. Residents are issued access cards to enter the building and individual living space. If students misplace or lose their keys, Residence Life personnel may unlock their doors for a fee. If the staff member is not at housing, residents can expect to wait.

### **3.09 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, it is recommended that doors remain closed and secured.

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. The Residence Hall Coordinator must approve all changes to your unit condition sheet in writing. Be sure to complete and sign a "Room Inventory/Condition Form" within the first week after moving into your residence hall unit. You will complete the checkout portion of this form upon your departure from the residence halls. 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.

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

The College does not approve or endorse any adhesive items or brands, and students should note that any residue or wall damage created by hanging items on walls or ceilings will be charged to the students account. Under no circumstance should anything be hung from the brick walls. Other hanging devices such as nails and/or screws are prohibited and will result in a damage charge. No decorations made from dried plant matter or from evergreens may be used including, but not limited to, live trees (Christmas trees,) wreaths, or other live holiday/seasonal decor.

### **3.11 YOU AND YOUR COMMUNITY**

The following Residence Hall Considerations List articulates some basic components of good relationships 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 semester and when new roommates are assigned to your residence hall unit.

#### **CONSIDERATIONS LIST**

Resident students should be able to experience the following:

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 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. Communicate openly 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.

### **3.12 MAIL AND PACKAGE DELIVERY**

Students are encouraged to customize delivery options from delivery services (UPS, FedEx, USPS, etc.). Baker College is not responsible for any lost/misplaced mail or packages. Students have the option to complete a mail forwarding request upon moving out. Once a student has moved off campus, mail will be returned to sender. Please note that at some locations a post office box is required for mail delivery.

### **3.13 FOOD DELIVERY**

It is the student's responsibility to meet the delivery person at the main entrance.

### **3.14 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 a 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, deep fryers, and electric heaters are prohibited.

### **3.15 ENERGY SAVINGS**

During break periods and between semesters, all electrical appliances, with the exception of those College-provided, must be unplugged in all unoccupied rooms. This includes clocks, televisions, PCs, etc.

### **3.16 CAMPUS COOKING**

It is expected 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.

### **3.17 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.

### 3.18 MAINTENANCE, REPAIRS, AND CLEANING

Consult Residence Life staff when/if a maintenance-related issue arises. There may exist a separate process for facilities-related emergencies (toilet not flushing, kitchen sink clogged, smell of gas, furnace/HVAC/appliance not functioning, etc.). Each resident is responsible for the general orderliness and cleanliness of his/her room.

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.

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. Wash thoroughly all dirty dishes and cooking appliances in the room.
5. Clean thoroughly 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. Clean the inside of your refrigerator periodically.

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

### 3.19 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, refurbishment, 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 semesters 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 semester 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 abandoned, damaged, lost, or stolen personal items.**

Attention: Unannounced room inspections by campus Residence Life and Campus 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 illegal alcohol use, as well as to identify health and safety hazards.

### 3.20 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 semester to check for compliance with routine housekeeping duties, safety, security, and College Residence Life Policy. Damages assessed at this time will be

charged to student accounts. 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.

### 3.21 MANDATORY COMMUNITY MEETINGS

Community meetings are occasionally scheduled in housing to distribute important information to residents. Residence Life considers these meetings to be of the utmost importance and requires residents to attend. Residents who do not attend mandatory hall meetings, without prior approval, risk disciplinary action.

### 3.22 COMMUNICATION EXPECTATIONS

Residence Life regularly communicates important information via flyers, campus postings, texts, and/or email. Students are expected to read such information and respond accordingly. Vandalizing or removing bulletin boards is prohibited. Bulletin boards are created and maintained by Residence Life staff for educational purposes and are for your benefit.

## Section 4: Public Areas

### 4.01 PUBLIC AREAS AND CAMPUS RECREATIONAL FACILITIES

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 visitors 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. Access to public areas varies by campus.

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. All residents are expected to promote building safety and security, and prevent visitors from damaging public areas.

Residents and visitors 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.

### 4.02 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.

### 4.03 LAUNDRY FACILITIES

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 items abandoned, damaged, lost, or stolen from the laundry facilities.**

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

### 4.04 STUDY LOUNGE USE

Residence halls have study lounge areas which students are encouraged to use. 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 a piece of equipment is broken, please report it to the Residence Hall 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 rearranged, it is the responsibility of the student to move all furnishings back to their original location. Students found in violation will be charged accordingly.

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

## Section 5: Residence Life Policies

### 5.01 RESIDENCE LIFE INFRACTIONS

Students are responsible for reading and following the guidelines in the Student Handbook. Additionally, students are accountable for the following policies.

ON BAKER COLLEGE PREMISES, ANY OF THE FOLLOWING MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE HALLS AS WELL AS EXPULSION FROM ALL CAMPUSES:

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

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 criminal offense (on or off campus) may, at the discretion of the college, be immediately suspended. The suspension will be 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 will be forfeited.

Residence Life Policies are designed to ensure the safety and security of our residents. Residents must be familiar with the policies 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.**

Please refer to the Student Handbook for an outline of the disciplinary appeal process.

### SEXUAL MISCONDUCT POLICY

Baker College does not discriminate on the basis of sex. Sexual harassment and sexual violence are considered 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:

<https://www.baker.edu/about/get-to-know-us/disclosure-of-consumer-information/>

### 5.02 ALCOHOL

Residents 21 years of age or older may drink alcoholic beverages in residence hall units with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied unit. Such beverages may only be transported to and from unit in covered, sealed containers. The number of open containers in the room should not exceed the number of people ages 21 and over in the unit. Serving of alcohol from a common source or in bulk quantities is prohibited. Common source containers, whether full or empty, are not permitted. Common source is defined as, but not limited to, the following examples: kegs, pony kegs, punch bowls, wine boxes, commercial dispensers, or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full.

In situations in which some students are over 21 years of age and others are under 21 years of age, possession of alcohol may be determined by the number of open alcohol containers in the unit. Students are permitted one open alcohol container per person over 21 years of age. Any additional open containers may indicate possession by students in the room who are under the age of 21. If a 21-year-old guest visits a room where the residents are not 21, no alcohol is allowed, even by the 21-year-old guest.

### 5.03 ABUSIVE LANGUAGE AND GESTURES

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

### 5.04 DRUGS

All illegal drugs are prohibited on Baker College property, even drugs that are legal for medicinal purposes in the state of Michigan, but which remain classified as illegal drugs under federal law and 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 may result in disciplinary

action, up to and, including dismissal from the halls and/or expulsion from the College.

### 5.05 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.

### 5.06 GUESTS, VISITORS, AND OVERNIGHT VISITORS RESPONSIBILITY

A **GUEST** is considered a resident hall student from another unit of Baker College residence halls.

A **VISITOR** is someone who is not a resident of Baker College residence halls.

An **OVERNIGHT VISITOR** refers to a visitor who stays past visitation hours.

A **HOST** is considered the residence hall student with whom the guest, visitor, or overnight visitor (**INVITEE**) is meeting.

GUESTS: 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. Only residents of a unit and their approved guests may sleep in that unit at any time.

VISITORS: Visitors must be properly signed in upon arrival. Visitation hours vary by campus. Please contact your campus Residence Life professional for details.

OVERNIGHT VISITORS: Each resident is limited to two overnight visitors per weekend. No overnight visitors are allowed Sunday through Wednesday.

Approval of an overnight stay is at the discretion of the Residence Hall Coordinator (RHC). Overnight visitors must be at least 18 years of age.

Visitors and overnight visitors 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 of the invitee will be contacted to approve and accompany the invitee. Upon leaving the residence hall, each invitee must check out at the designated location.

All visitors 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.

A resident who hosts an invitee is responsible for his/her behavior during the stay. Invitees are not permitted to be in a host's unit if the host is not present. In addition, all invitees are expected to comply with established residence hall policies and may be asked to leave campus for any violation. If the invitee is another Baker College student, both may be referred for disciplinary action. Non-compliance on the part of the invitee may be grounds for termination of the resident host's visitation privileges and/or residence hall agreement.

Approval of 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.

### 5.07 COHABITATION

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.

### 5.08 QUIET HOURS

The residence hall facilities are subject to quiet hours which are in effect from 10:00 p.m.-10:00 a.m. Sunday through Thursday and midnight to 10:00 a.m. on Friday and Saturday. During finals and mid-term weeks, 24-hour quiet hours are in effect. 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.).

### 5.09 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, hover boards, and other sporting equipment. Any damage to College recreational equipment will result in fees and/or disciplinary action.

### 5.10 SMOKING

No smoking/tobacco use is allowed in College residence halls. In compliance with Baker College's Smoking Policy, Baker College is a smoke-free/tobacco-free campus, including electronic tobacco devices and products that simulate the use of 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.

### 5.11 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.

### 5.12 DISCIPLINE

Please refer to the student handbook regarding disciplinary action

### 5.13 BAKER COLLEGE DISCIPLINARY APPEAL

While expulsion from the College can be appealed, any associated dismissal from the residence halls CANNOT be appealed when indisputable evidence exists. Please see the Student Handbook for details.

## Section 6: CAMPUS SAFETY

### 6.01 FIRE PROCEDURES

#### FIRE DRILLS AND EXITS:

Periodic fire drills, which are required by the state of Michigan, 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 Residence Life personnel, if possible. The building should be empty before any attempt is made to contain a fire. Residence Life personnel will review fire safety and evacuation procedures for each building. Lack of cooperation during fire or tornado drills will be considered a serious breach of discipline and students may be subject to disciplinary actions.

#### FIRE EVACUATION PROCEDURES:

1. Close windows.
2. Prior to opening any doors, 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 ACTIVE SHOOTER

In the event of an active shooter, Baker College follows the Run, Hide, Fight philosophy. The following video is used for informational purposes. <https://www.youtube.com/watch?v=5VcSweJ2D0>

#### 6.03 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 Residence Life personnel or another College official that shelter is needed, go to that location and remain there until an all-clear signal is given.

In the event of severe weather conditions, you should monitor local weather. You can monitor weather on local television and radio stations. 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.

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.

#### 6.04 GENERAL CAMPUS SAFETY

The College attempts to provide a comfortable, safe living environment for residence hall students. Some entrances are monitored via Closed Circuit Television Cameras, intercoms, and electronic 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.

#### 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 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.

#### 6.05 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, email, 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 **mybaker** 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.

#### 6.06 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.

#### 6.07 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 abandoned, damaged, lost, or stolen personal items.** The Residence Life personnel 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 immediately by the student to Campus Safety.

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.

#### 6.08 PARKING AND AUTOMOBILES

Residents are encouraged to lock their vehicle doors. Baker College is not responsible for any damage, theft, loss, etc. 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. 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 one (1) vehicle in Baker College provided parking unless prior approval is given by Residence Life personnel. 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 for the parking requirement at housing may result in towing of vehicles at the owner's expense, discipline, fines, housing reassignment, and/or termination of housing licensing agreement. Please follow the 15-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.

#### AUTO INSURANCE

Michigan is a no-fault insurance state and residents are required to obtain no-fault insurance coverage on their vehicles. If you are a non-Michigan resident and you have no-fault insurance coverage from the state in which you reside, 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, 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.