Baker College Mission

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

Purposes

To this end, the following purposes have been established:

- Prepare students for competency in business, computers, education, engineering/technology, health, and human services careers in today's global economy.
- Provide general education which expands students' horizons, develops strong communication skills, and encourages critical thinking.
- Provide students with practical experience and training in a chosen field of study.
- Encourage social and classroom-related activities which promote both personal and professional growth.
- Enhance students' success through continuous assessment and improvement of teaching, learning, and institutional effectiveness.
- Assist graduates throughout their careers in securing employment and improving career opportunities.
- Encourage graduates to continue their education and to lead effectively through service in a world without boundaries.
- Offer graduate programs which provide students with advanced study, research, scholarly activity, and opportunities for professional development.
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Introduction

Baker College is transitioning to a semester-based academic calendar from a quarter-based academic calendar effective Fall 2017.

A Semester Transition Committee is in place and has developed detailed communication and implementation plans.

The purpose of this guide is to help you navigate this transition.
Our Pledge to Students

Baker College is committed to working with you for a successful transition.

- The conversion from quarters to semesters will not disrupt your academic progress or increase your time to graduation.
- You will be provided with advising and support services to complete an Individualized Graduation Plan (IGP).
- Additionally, the College will ensure financial aid and annual tuition fees on the semester calendar remain comparable to the quarter calendar.
- The transition will be cost and time neutral.

Cost Neutral = No Increased Costs to Complete Degree

Tuition and fees under the semester system will not be greater than they would be under the quarter system. The full-time cost of two semesters equals the full-time cost of three quarters. Please note that the College, as always, may implement annual tuition increases as deemed necessary and authorized by the Board of Trustees.
**Time Neutral** = No Delay to Complete Degree and Graduate

Credits earned in the quarter system will be applied to your program after the semester conversion. If you are on track for degree completion within a certain timeframe at the time of semester conversion and you follow your Individualized Graduation Plan (IGP), you will be able to complete your degree and graduate on time.

However, Baker College cannot be held responsible for personal choices or individual circumstances which may affect time to completion. This may include any of the following:

- changing programs/majors
- deviating from the established Individualized Graduation Plan (IGP)
- changing from full-time status to part-time status
- withdrawing from all courses for a term or more
- withdrawing from/failing/repeating individual course(s)
- adding additional student-elected courses to the program of study
Overview

Why is the College converting to semesters?

- Aligns our academic calendar with the majority of institutions in Michigan and nationwide. Approximately 90% of colleges and universities operate on a semester calendar.
- Aligns our academic calendar with high school calendars, providing more collaborative opportunities and better support for dual enrollment/direct credit initiatives.
- Decreases the number of courses you are required to take.
- Allows for more efficient and equitable transfer of credits to and from other colleges and universities.
- Provides opportunities for you to participate in enhanced internships for a longer period of time.
- Allows you to finish spring semester earlier, enabling you to compete for summer jobs.
- Permits you, as a graduate, to enter the job market earlier than on a quarter-based system and at the same time as most graduates from other colleges and universities. Most large employers align recruitment schedules to the semester calendar.
How will the conversion impact my program?

The goals of your program (outcomes) remain the same with a semester format. What you need to know and do as a well-prepared Baker College graduate remains the same. However, it is important to remember that course offerings and requirements are under continual examination and can and do change in support of rigorous and relevant programs. You will have the opportunity to discuss changes to your program with advisors.

What is the difference between quarters and semesters?

Typical **On-ground** Quarter to Semester Comparison

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 weeks</td>
<td>16 weeks</td>
</tr>
<tr>
<td>4 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>4 hours of direct instruction per week</td>
<td>3 hours of direct instruction per week</td>
</tr>
<tr>
<td>8 hours of outside work per week</td>
<td>6 hours of outside work per week</td>
</tr>
</tbody>
</table>

Typical **Online** Quarter to Semester Comparison

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks (two 6 week sessions)</td>
<td>16 weeks (two 8 week sessions)</td>
</tr>
<tr>
<td>4 credit hours (per 6 week session)</td>
<td>3 credit hours (per 8 week session)</td>
</tr>
<tr>
<td>2 hours of direct instruction credit per week</td>
<td>6 hours of direct instruction per week</td>
</tr>
<tr>
<td>4 hours of outside work per week</td>
<td>12 hours of outside work per week</td>
</tr>
</tbody>
</table>

NOTES:

For On-ground, a semester equals 15 weeks allocated to instruction and 1 week allocated to administering exams/projects.

For Online, 8 weeks (per session) are allocated to instruction, which includes the administering of exams/projects. Laboratory, clinical, internship, and experiential credit hours vary.

Direct Instruction time equals 50 minutes.
Advising

A System Advising Specialist will work with you to develop an Individualized Graduation Plan (IGP) based on your Step Plan/Degree Audit. As a result of meeting with your System Advising Specialist, your student status will be identified as either a Completing Student (CS) or Transition Student (TS).

Completing Students (CS) Status:

- You are a currently enrolled, returning, or transfer student prior to Fall 2017, and you have the time potential to complete your intended degree/program under the quarter system during or before Summer 2017.
- You and your System Advising Specialist will review your Step Plan/Degree Audit and progress toward program/degree completion including the number of credit hours earned and the number of courses needed to complete the degree during or before Summer 2017.
- Your System Advising Specialist will work with you to create an Individualized Graduation Plan (IGP).

Transition Students (TS) Status:

- You are a currently enrolled, returning, or transfer student prior to Fall 2017, and you do not have the time potential to complete your intended degree/program and graduate under the quarter system.
- You and your System Advising Specialist will review your Step Plan/Degree Audit and progress toward program/degree completion including the number of credit hours earned and the number of courses needed to complete the degree.
- Your System Advising Specialist will work with you to create an Individualized Graduation Plan (IGP).
Individualized Graduation Plan (IGP)

The Individualized Graduation Plan (IGP), developed in conjunction with your System Advising Specialist, outlines coursework, directing you toward program completion and graduation.

IGP to come
Financial Aid

All student financial aid is awarded based on Expected Family Contribution (EFC). This is determined by the Free Application for Federal Student Aid (FAFSA) that you complete each academic year. Baker College has been awarding financial aid three times a year (fall, winter, and spring) based on the quarter system. When the College converts to the semester system, awards will be made twice a year (fall and spring). The amount you may be eligible to receive in grants, loans, and scholarships remains the same annually but will be distributed over two semesters instead of three quarters. Annual tuition will generally be divided into two semesters rather than three quarter payments.

Financial aid requirements will remain the same as the College moves from quarters to semesters. This includes the Satisfactory Academic Progress requirements:

- **PACE:** Successfully complete two-thirds of the credits attempted.
- **GPA:** Maintain the minimum GPA requirement based on the number of credit hours earned. Maintain Satisfactory Academic Progress (SAP) to receive financial aid.
- **Maximum Timeframe:** Complete the desired academic program of study within the 150% timeframe.

For undergraduate programs:

- Full-time student status requires a student to register for a minimum of 12 credit hours per semester.
- Eligibility for most financial aid (including student loans) requires a student to register a minimum of 6 credit hours each semester.
<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Online First Session Classes Begin</th>
<th>On-ground Classes Begin</th>
<th>Online First Session Classes End</th>
<th>Online Second Session Classes Begin</th>
<th>On-ground Classes End</th>
<th>Online Second Sessions Classes End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong> 2016</td>
<td>September 22</td>
<td>September 26</td>
<td>November 2</td>
<td>November 3</td>
<td>December 10</td>
<td>December 14</td>
</tr>
<tr>
<td><strong>WINTER</strong> 2017</td>
<td>January 5</td>
<td>January 9</td>
<td>February 15</td>
<td>February 16</td>
<td>March 18</td>
<td>March 29</td>
</tr>
<tr>
<td><strong>SPRING</strong> 2017</td>
<td>March 30</td>
<td>April 3</td>
<td>May 10</td>
<td>May 11</td>
<td>June 10</td>
<td>June 21</td>
</tr>
<tr>
<td><strong>SUMMER</strong> 2017</td>
<td>June 22</td>
<td>June 26</td>
<td>August 2</td>
<td>August 19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 2017-2018 Academic Calendar

## FALL SEMESTER 2017
- **On-ground Classes and Online First Session Classes Begin**: August 28
- **Online First Session Classes End**: October 21
- **Online Second Session Classes Begin**: October 23
- **On-ground Classes and Online Second Sessions Classes End**: December 16

## SPRING SEMESTER 2018
- **On-ground Classes and Online First Session Classes Begin**: January 8
- **Online First Session Classes End**: March 3
- **Spring Break**: March 5-9
- **Online Second Session Classes Begin**: March 12
- **On-ground Classes and Online Second Sessions Classes End**: May 5

## SUMMER SEMESTER 2018
- **On-ground Classes and Online First Session Classes Begin**: May 21
- **On-ground First Session Classes End**: June 16
- **On-ground Second Session Classes Begin**: June 18
- **Online First Session Classes End**: July 14
- **Online Second Session Classes Begin**: July 16
- **On-ground and Online Second Sessions Classes End**: August 11

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*my.baker.edu/ICS/Semester_Conversion*