

2015 - 2016 BAKER COLLEGE

HANDBOOK



BUSINESS



EDUCATION



HEALTH SCIENCE & NURSING



COMPUTER INFORMATION SYSTEMS



ENGINEERING/TECHNOLOGY



HUMAN SERVICES

UNDERGRADUATE / GRADUATE



UNDERGRADUATE
SCHOOL



ONLINE
SCHOOL



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AUTO/DIESEL INSTITUTE
OF MICHIGAN



CULINARY INSTITUTE
OF MICHIGAN

STUDENT HANDBOOK

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NEW STUDENTS



ADMISSIONS

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. Those whose qualifications show promise that their education and training here will be a mutually rewarding experience will be encouraged to enroll. Baker College follows a strict nondiscrimination policy in the admission of students.

New Student Records

UNDERGRADUATE

Each student must have on file, as a part of his/her Baker College record: (1) a completed and signed application form; (2) self-certification of high school graduation or GED test scores with acceptable ACT, SAT, or COMPASS scores, or COMPASS test scores that demonstrate ability to benefit; (3) an official high school transcript and/or Educational Development Plan (EDP), if requested by the College; and (4) for a transfer student, an official transcript and/or a record of financial aid from his/her previous college or university, if requested by the College. A student must provide an official transcript to the College upon completion of two academic quarters, or future registration may be prohibited.

GRADUATE

Each student must have on file, as a permanent part of his/her Baker College record: (1) a completed and signed application form, and (2) an official transcript of credits from his/her baccalaureate institution showing the date of graduation. A transfer student must also provide a transcript of grades and a record of financial aid from his/her previous institution.

ABOUT THE PROCESS OF BECOMING A STUDENT

Undergraduate Admissions Procedures/Requirements

(See the graduate section for graduate program admission procedures.)

Admission Policy Statement

Baker College has a "Right-to-Try" admission policy, which means:

1. All students who have earned a high school diploma or its equivalent, such as a General Educational Development (GED) certificate, along with meeting the minimum entrance requirement scores on the ACT, SAT, ASSET, or COMPASS tests are accepted.
2. Baker College admits students without regard to race, religion, sex, national origin, or disability.
3. Baker College provides students with support systems to allow them opportunity for access. Disability Services is one of many programs provided through the Academic Advising Department to support persons with disabilities. Students must provide the College with documentation in order to participate in Disability Services.
4. Baker College does not require either the ACT or SAT as a condition of admission. However, if a student chooses to take either or both tests, we encourage him/her to request that the test results be sent to the Baker College campus of his/her choice.
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 admission document will be denied admission to the College or expelled if already in attendance.
8. New students, beginning in the summer quarter, will be placed on the newest version of the STEP Plan for the next academic year.

PLEASE NOTE:

1. Students who earned a High School Certificate of Completion must pass the Ability to Benefit scoring levels to be accepted but cannot receive federal financial aid for coursework for their desired programs.
2. Students who have not earned a high school diploma or GED may be admitted on the basis of test results but cannot receive financial aid for coursework for their desired programs.

How to apply for Undergraduate Program Admission

1. The prospective student must fill out the application as completely as possible. For an online application visit www.baker.edu
2. The prospective student must return the application along with the \$20 application fee to the Baker College campus the student wishes to attend. If the prospective student is not accepted, the \$20 application fee will be refunded. If the student is accepted, the fee is non-refundable.
3. Whenever possible, a copy of the prospective student's final high school transcript, ACT or SAT scores, or GED should accompany the application.
4. The prospective student will be contacted by the Admissions Office as soon as the application is received.

Applications for Acceptance to Baker College are Available:

ONLINE AT BAKER.EDU

BY MAIL

Applications are included with the current catalog. Completed applications may be forwarded to the College, along with the application fee and a copy of the student's high school transcript or GED. It is very important that students visit the College, even when they apply by mail.

ON CAMPUS

Students are encouraged to make an appointment to talk with one of the College's Admissions Advisors. Applications may then be completed and application fees paid. Students taking the Ability to Benefit test must complete either the COMPASS or ASSET test with appropriate scores prior to submitting an application to the College. Due to government regulations, students admitted under the Ability to Benefit guidelines are not eligible for federal financial aid.

THROUGH HIGH SCHOOL COUNSELING DEPARTMENTS

Baker College works closely with high school counselors by supplying them with catalogs and applications. The Admissions Advisors at Baker College also make periodic visits to area high schools to furnish them with new information concerning Baker College programs. It is highly recommended that students take advantage of their high school counselors' expertise and assistance in completing the forms for admission, financial aid, and scholarships.

Special Health Sciences, Education, and Human Services Program Admission Requirements

Special admission and advancement requirements for individual Health Sciences, Education, and Human Services programs are detailed on the Baker College website at www.baker.edu or from Admissions Advisors or Academic/Administrative Offices. A signed Health Sciences, Education, or Human Services Waiver Form must be on file in order for a student to start classes.

Conditional Acceptance into Bachelor Degrees Requiring an Associate Degree or 90 Quarter Hours

Under specific circumstances, students will be conditionally accepted into bachelor degree programs requiring an associate degree or 90 quarter hours. Students who need 16 credits or fewer to meet the program's admission requirement of 90 quarter hours will be allowed into the program conditionally. Students who are conditionally accepted into a program because they have 16 or fewer credit hours to complete toward the program's admission requirement will be allowed 12 months to complete those requirements. After 12 months, students who do not complete the required hours for full acceptance will be blocked from registration and will need to select another program. Students missing official transcripts will also be granted "Conditional Acceptance." Students may remain on "Conditional Acceptance" because of missing transcripts for a maximum of two quarters of coursework. If after two quarters of coursework, official transcripts have not been received, the College will remove those students from the programs until the official transcripts are received. Upon receipt of the official transcripts by the College, students may re-enter the program in which they were originally admitted, but may not be able to start classes immediately because of rotation schedules and prerequisite requirements.

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" on our website under Student Services, Financial Aid, then Tuition and Fees). International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 paper/173 computer/61 Internet on the TOEFL exam is required for admission. This requirement may be waived by the campus President or designee on a case-by-case basis. Canadian students commuting from Canada are required to complete only an I-20.

Applicants who would like to transfer credits from an institution outside of the US must have their transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES/www.naces.org). The results of the evaluation must be sent from the evaluation company directly to the campus. Official evaluations must include U.S. degree equivalency (if a degree is being transferred), course grades, and overall grade point average (GPA).

Baker College does not accept International Students in the Aviation Program. Muskegon is no longer accepting new students into the Aviation Program.

NON-TRADITIONAL AND TRANSFER CREDIT

Baker College offers many non-traditional 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 non-traditional credit currently offered by the College are described on the following pages.

Guidelines for Non-Traditional Credit

ASSOCIATE DEGREE AND UNDERGRADUATE CERTIFICATES

A student may apply non-traditional credit to meet the requirements for an associate degree or undergraduate certificate. This includes transfer credit from accredited collegiate institutions, articulation credit, CLEP examinations, experiential credit, national/state approved licenses, valid proof of specialized registration/certification, and waiver test credit. Thirty-six of the required credit hours in the program must be completed in actual class time with Baker College for associate degree programs, and one-half of the required credit hours in the program must be completed in actual class time with Baker College for undergraduate certificates. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study.

BACHELOR DEGREE

A student may apply non-traditional credit to meet the requirements for a bachelor degree. This includes transfer credit from accredited collegiate institutions, articulation credit, CLEP examinations, experiential credit, and waiver test credit. Forty-eight of the required credit hours in the program must be completed in actual class time with Baker College. A minimum of 12 credit hours must be completed in actual class time through Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs.

POSTBACCALAUREATE CERTIFICATE

The policy for non-traditional credit varies depending on the certificate.

GRADUATE DEGREE

Transfer credit from accredited collegiate institutions is the only form of non-traditional credit that may be applied to meet the requirements for a graduate degree.

Articulation Credit

Baker College offers an articulation program for student work in high school or adult education settings. Students who participate in the Baker College articulation program have an opportunity to receive college credit for articulated courses while completing their high school requirements. College credit for articulated courses is limited to twelve (12) quarter hours toward a certificate program, twenty-four (24) quarter hours toward an associate degree program, and forty-eight (48) quarter hours toward a bachelor degree program. Prospective students, who wish to apply for articulated credit for coursework taken in high school, should contact high school counselors for assistance.

More information on articulation credit, as well as a list of participating high schools/educational institutions, is available through the Academic/Administrative Office or the Baker College website at www.baker.edu.

Credit by Examination

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

These national credit-by-examination programs offer students the opportunity to demonstrate their academic proficiency in various general education and specific subject areas. Such proficiency may have been developed by the student outside of a traditional classroom through such means as personal reading, adult education courses, job experiences, etc. The Academic/Administrative Office has available a list of recognized tests and the minimum scores necessary to be granted credit. Financial Aid is not available for Experiential Credit.

Experiential Credit

Experiential credit is available for students who have proven skills gained through employment, volunteer, and/or military experiences that directly correlate to skills taught through traditional Baker College courses. Not all courses are eligible for experiential credit nor do all programs accept experiential credit. Financial Aid is not available for Experiential Credit.

Students submit a portfolio documenting work and life experiences. The portfolio is evaluated and, if the skills and documented learning match the required student learning outcomes of a given course, experiential credit will be granted for that course. If the portfolio evaluation determines that the documentation did not meet the required student learning outcomes, the student may not repeat the portfolio process for that same course.

Once a student begins a specific course, he/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.

Students may prepare the portfolio independently or enroll in a two-credit hour class (COL 301A Life and Learning) to aid in preparing the portfolio and to assist with meeting the College's portfolio guidelines. The two credits earned for COL 301A do not count toward general education requirements. COL 301A is designed to help students determine the major course of study that will maximize their work experience and lead to the preparation of a portfolio which will document experiential learning. Students enrolled in COL 301A have an opportunity, in courses where waiver tests are available, to earn that credit at no additional cost.

For Experiential Learning Credit for Work Experience see Career Services - Work Experience Programs.

Licenses and Certificates

Credit is awarded for certain professional licenses and certificates. The Office of the Registrar on each campus maintains information about this form of non-traditional 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 111	Computer Aided Drafting I	\$50
CIS 106B	Introduction to Operating Systems Concepts	\$0
CIS 107B	Introduction to Hardware Concepts	\$0
ENG 091	English Review	\$0
ENG 101	Composition I	\$0
EGR 101	Engineering Graphics	\$50
GRC 131A	Introduction to Graphic Imaging	\$50
INF 112	Word Processing	\$0
INF 113	Electronic Spreadsheets	\$0
INF 114A	Introduction to Database Applications	\$0
INF 121	Introduction to Windows	\$0
INF 131	Internet and the World Wide Web	\$0
INF 141A	Microsoft PowerPoint	\$0
ITP 111	American Sign Language I	\$50
ITP 112	American Sign Language II	\$50
ITP 113	American Sign Language III	\$50
ITP 131A	Fingerspelling I	\$50
MTH 101	Mathematics for Business	\$0
MTH 108	College Mathematics I	\$0
MTH 109	College Mathematics II	\$0
MTH 111	Introductory Algebra	\$0
MTH 112	Intermediate Algebra	\$0
MTH 124	Trigonometry	\$0
MTH 140	Pre-Calculus	\$0
NET 101	Networking Essentials I	\$0
SPN 101	Spanish I	\$0
SPN 102	Spanish II	\$0
SPN 103	Spanish III	\$0
SCI 246	Chemistry I	\$50



Ability to Benefit

Students who have not earned a high school diploma or GED certificate are admitted on the following basis:

PLEASE NOTE: Students not possessing a high school diploma or GED certificate CANNOT receive financial aid, and therefore, can take courses only if they are cash paying or have a third-party payer.

1. Students must take the COMPASS test and score at approved levels.
2. The COMPASS test measures reading, writing, and numerical skills.
3. To be eligible for Ability to Benefit status, a student must achieve or exceed the minimum scores on each subset of the COMPASS test in a single testing experience. A student may retest one time only. To be eligible to retest, a student must have the approval of the advising staff. Approval is based on the assumption that a meaningful change has occurred in the student's knowledge and skills in the areas assessed. Baker College recommends that potential students who have not achieved the minimum scores on the COMPASS test pursue the completion of their GED through their local adult education programs.
4. Students who are planning to enter or have entered Baker College previously using ATB criteria should contact Financial Services to assess financial aid eligibility.

Transfer Credit

UNDERGRADUATE

Baker College welcomes transfer students into many degree programs at either the associate or bachelor level. Students with an associate degree will be given every consideration to transfer their full associate degree (two years of credit) into one of Baker College's Smart Degree programs. However, transfer students are responsible for the prerequisite knowledge necessary for subsequent courses. With our many bachelor and accelerated bachelor programs, students are able to enter a bachelor degree program with the same major as their associate degree or begin a different major and have transfer credits apply to their programs. Transfer credit is a form of non-traditional credit. See Guidelines above for how much Non-Traditional Credit a student can bring into the College. 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. Classes with a grade of C (2.0) or higher will be eligible for transfer credit with the exception of specific program standards. Refer to individual program requirements. Classes 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.

The College will accept credit from most baccalaureate institutions, special purpose institutions, community/junior colleges, technical or vocational institutions, proprietary institutions, and the United States Armed Services. Credit will be accepted from most institutions having either regional or national accreditation.

If the previously earned degree is an associate degree from a regionally accredited institution, the General Education Course Requirements for Associate Degrees are considered satisfied, and these same General Education courses would be applied to a bachelor degree program. If the previously earned degree is a bachelor degree from a regionally accredited institution, the General Education Course Requirements for Associate Degrees or Bachelor Degrees 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 credit hours to a Baker College course. The basis for credit awarded includes traditional classroom instruction, credit by examination, independent study, and articulation agreement credit. Media courses will transfer if they meet traditional requirements. Credit for armed forces training must be equated to Baker College courses and documented by the American Council on Education (ACE). Credit from business and industry training is evaluated through waiver testing or through documented workforce training through ACE. Transfer credit accepted must be at the college level.

To obtain transfer credit, students must request that previous colleges attended forward official transcripts to the Baker College Office of the Registrar. Official transcripts will be accepted only through the US Postal Service and electronically from approved institutions. Hand-delivered transcripts in sealed envelopes WILL NOT be considered official transcripts. In some circumstances, the student will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.

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 transcript directly to a student. Official transcripts must be sent directly to the intended institution either through the US Postal Service or approved electronic format.

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

1. Legal specialty coursework that is being transferred must have been completed at a nationally or regionally accredited institution of higher learning and meet with the approval of 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 20 quarter 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 credit will be granted for PAR 113A: Legal Research, Writing, and Analysis III; PAR 291: Civil Litigation; or PAR 491: Evidence (Litigation II).
4. No experiential credit or credit by examination is offered for legal specialty coursework credit.

GRADUATE

Because Baker College recognizes the expediency of understandable and universally accepted standards related to transfer of academic credit, the following policies are established for transfer credit.

Baker College will accept no more than 16 quarter hours (12 semester hours) of transfer credit for graduate programs. Classes with a B (3.00) grade or higher will be eligible for transfer consideration.

To transfer a course, the course must equate in content and credit hours to a Baker College course. Transfer of college credit will not be considered if the credit was completed more than five years preceding matriculation.

To obtain transfer credit, students should request that all previous colleges attended forward official transcripts to the Baker College Center for Graduate Studies. Official transcripts will be accepted only through the US Postal Service and electronically from approved institutions.

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 transcript directly to a student. Official transcripts will be accepted only through the US Postal Service and electronically from approved institutions. Official transcripts must be sent directly to the intended institution either through the US Postal Service or approved electronic format.

RESIDENCE HALLS

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

Students interested in on-campus housing should become familiar with the Residence Hall Licensing Agreement and Residence Hall Guidelines. Residence hall students must maintain full-time academic status (12 credit hours or more) to remain eligible for College housing. Note: Students whose homes are in Wexford, Missaukee, Genesee, Muskegon, Shiawassee, or St. Clair counties are eligible to live in residence halls only with the College's permission and only if space permits.

A full-time hall coordinator 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. Lobby areas offer television, recreational games, and conversation areas. Study rooms, food vending machines, and coin-operated laundry facilities are also located in most residence halls. Residence hall licensing agreements vary by campus; check with the Residence Life Staff on each campus for more specific information.

STUDENT ACTIVITIES

Baker College recognizes that student activities are an important part of college life. A variety of extracurricular activities for students of all ages 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 experiences beyond the classroom. Community-sponsored events are also promoted. The Residence Life Staff or Academic/Administrative 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

United States Armed Services Veterans' benefits are available to eligible students upon admission. Such students must complete the necessary paperwork in the Admissions or Academic Office.

Baker College is approved to train eligible veterans and their dependents under Chapters 10, 30, 31, 32, 33, 34, 35, 36, 1606, 1607, Veterans Retraining Assistance Program (VRAP), and certain other types of veteran benefits. If you are a veteran, and would like more information on the Post 911 GI Bill and other veteran benefits, go to www.gibill.va.gov

Baker College is also approved for the Reserve Educational Assistance Program (REAP) as well as the Restored Entitlement

Program for Survivors (REPS). Prospective students should contact the College Veteran Advisor as far in advance of starting school as possible. The advisor will help initiate the paperwork so it may be completed accurately. Veterans and dependents of veterans should always apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete your financial aid application, go to www.fafsa.gov. The U.S. Department of Veterans Affairs can pay directly to the student or to the Baker College Financial Services Office. This is determined by what chapter of benefits the student is receiving. The student pays the balance owed to the College from these payments.

Students receiving veterans' benefits must continuously be in good academic standing (see Academic Standing). Students failing to remain in good academic standing will be placed on probation. Students are allowed only two consecutive quarters of probation. Veteran students who are not removed from probationary status after two consecutive quarters will not be re-certified for veterans' benefits until they are removed from academic probation. The U.S. Department of Veterans Affairs will be informed if a student fails to be removed from probation at the end of two consecutive quarters.

The Veterans Administration determines enrollment status according to the time frame the classes meet, not the total number of credits taken during a quarter. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.

ADMISSION AND RE-ADMISSION POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

By the time of application to Baker College, applicants must declare whether or not they have been 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 convictions.

The College will review the background checks and circumstances for all potential students with felony convictions. The College will then determine whether or not to admit the applicant as a 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 takes into account all circumstances applicable to the potential student, 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:
 - a. the number of offenses/convictions,
 - b. the type of 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: If at any time during a student's enrollment at Baker College, a student is charged with a felony, he/she MUST disclose this charge to a Baker College official. Failure to do so will result in immediate expulsion from the College.

ORIENTATION, PLACEMENT TESTING, COLLEGE SUCCESS ONLINE

Orientation

An orientation program is conducted for all new students prior to the start of each quarter. 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. Online and graduate students accomplish this orientation online and may be assessed via a proctor system.

Placement Testing

Along with the orientation program, incoming undergraduate students will take tests relating to aptitude and achievement in areas that are basic to success in college coursework. These include mathematics skills, reading skills, writing skills, and others, as required by specific programs. These foundational skills are essential for any academic program to reach career success.

The test results determine course placement, academic advising decisions, and may reveal a need for developmental courses or waiver testing. Students are allowed to take the placement test two times.

College Success Online

All Online students enrolled in a certificate or degree program must take College Success Online (COL 112). This course informs students of campus services; college technology; and policies and procedures; as well as addresses learning and study strategies.



NEW AND CURRENT STUDENTS



FINANCIAL SERVICES

FINANCIAL SERVICES

The 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 such areas as grants, scholarships, loans, and work aid. Students who believe their resources are inadequate to meet their expenses at Baker College should see a Financial Services Advisor.

Definition of Financial Aid

Financial aid is any money that helps students attend college. It may include grants, scholarships, loans, savings, job earnings, or help from parents or a spouse.

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 www.fafsa.gov. Students may contact the Baker College Financial Services Office for assistance with this application process. Once the application has been processed, the student will receive a Student Aid Report (SAR). This report should be submitted to the Financial Services Office only if Baker College is not listed as one of the college choices.

Once Financial Aid receives the results of the FAFSA, these 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 recommended loan, the student will need to complete a Loan Request. Instructions for completing the Loan Request will be included with the award package.

Financial aid funds (including student loans) will not be applied to the student's account until after the census date or 10 days prior to the start of his/her 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 funds is available.

Financial Aid Qualifications

Eligibility for need-based financial aid programs is determined by the cost of attending a college of the student's choice, minus the amount the student and his/her family can reasonably afford.

COLLEGE COSTS

– EXPECTED FAMILY CONTRIBUTION

= FINANCIAL AID ELIGIBILITY (OR “NEED”)

COLLEGE COSTS

Include tuition, fees, books, travel, and estimated living expenses while at the College.

EXPECTED FAMILY CONTRIBUTION

This is determined from the income, assets, and other information the student and his/her family report on the Free Application for Federal Students Aid (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 (OR “NEED”)

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:

SCHOLARSHIP AID

Awards usually based on academic excellence and not necessarily on financial need.

GRANT AID

Awards based solely on financial need.

LOAN AID

Awards offered at a low interest rate, which must be repaid after the student leaves college or drops below half-time enrollment.

WORK AID

An award of 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.

SCHOLARSHIP AID

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are taken into consideration in the scholarship award process. The amount of an award is determined annually. Visit www.baker.edu for a list of the scholarships available through Baker College or to students of Baker College through other sponsoring organizations. In addition, other agencies and clubs (Lions Club, Kiwanis, American Business Women's Association, etc.) offer scholarships for outstanding achievement. Information about scholarships is available in the Admissions Office for new students and in the Academic/Administrative Office for returning students. Graduate and Online students should contact the Financial Services Office at the Center for Graduate Studies.

Michigan Competitive Scholarship

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 (achieve a qualifying ACT score prior to entering college).

GRANT AID

Several grant programs are available for eligible Baker College students. Grants need not be repaid.

Jewell Educational Fund

The Jewell Educational Fund, an institutional grant provided by the Baker College System, is awarded to undergraduate students who demonstrate financial need by completing the FAFSA. The amount a student may receive is determined on a case-by-case basis.

Federal Pell Grant Undergraduate

The amount of a Federal Pell Grant is based on the family's financial need and the cost of education at the college the student attends. To apply for a Federal Pell Grant, the student must fill out the Free Application for Student Aid (FAFSA). A Federal Pell Grant may range from \$626 to \$5,775.

Federal Supplemental Educational Opportunity Grant UNDERGRADUATE

The federally-funded Supplemental Educational Opportunity Grant (SEOG) may be awarded by colleges to undergraduate students whose financial aid applications demonstrate need. The maximum grant allowed for a student is \$4,000 per year.

Michigan Tuition Grant

MICHIGAN RESIDENTS

Students attending at least half-time may be eligible to receive a grant from the State of Michigan. Eligibility for this grant is based on financial need, as demonstrated by completion of the Free Application for Student Aid (FAFSA). Students must complete the State of Michigan questions on the FAFSA to receive grant consideration. The Michigan Tuition Grant applies only to independent colleges such as Baker College. The amount of funds available is announced annually by the State.

LOAN AID

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, these 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 www.baker.edu/loans.

Students who request a loan are required to complete Entrance Loan Counseling 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, or graduate. This 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 www.baker.edu/loans.

Regulations require schools to establish a Code of Conduct Policy. You can access our Code of Conduct Policy at www.baker.edu/loans.

Federal Direct Stafford Loans

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

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 school at least half-time, and no interest will accumulate during this time. Beginning July 1, 2013, new regulations were enacted which limit a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program.

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 school; however, interest will accumulate if not paid by the borrower.

Students cannot take out Stafford Loans which exceed the cost of their education less financial aid received. Listed below are the maximum Stafford Loan amounts students may borrow, based on grade level:

<i>Grade Level 1</i>	<i>\$5,500</i>
<i>Grade Level 2</i>	<i>\$6,500</i>
<i>Grade Level 3 or 4</i>	<i>\$7,500</i>
<i>Graduate/Professional</i>	<i>\$8,500</i>

The maximum aggregate loan limit for Stafford Loans is \$31,000 for undergraduate students and \$65,500 for graduate and professional students.

Independent, graduate and professional students, and dependent students whose parents were denied a parent PLUS loan may be eligible for additional loan amounts in the Unsubsidized Stafford Loan program. Listed below are the maximum additional Unsubsidized Stafford Loan amounts students may borrow, based on grade level:

<i>Grade Level 1 or 2</i>	<i>\$4,000</i>
<i>Grade Level 3 or 4</i>	<i>\$5,000</i>
<i>Graduate/Professional</i>	<i>\$12,000</i>

The maximum aggregate additional Stafford Loan limit is \$34,500 for undergraduate students and \$73,000 for graduate or professional students.

Federal Direct PLUS Loans

Federal Direct PLUS Loans are available for parents of eligible dependent students and eligible graduate students at a fixed interest rate. Under the Federal PLUS loan program, students are eligible for their cost of education, minus any financial aid they will receive.

WORK AID

Undergraduate students may be offered the opportunity 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 aid is based on financial need; however, all Baker College students are welcome to register with the Baker College Career Services Office for regular part-time employment.

Federal Work-Study Program

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. Students usually work 12 to 20 hours a week. Selection of work-study students will be made by the Financial Services Office and the department supervisor based on financial need, class schedule, and academic progress of the student.

FINANCIAL RIGHTS AND RESPONSIBILITIES

Students have the right to accept or refuse any part of their financial aid package. 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 school while enrolled at two or more schools for the same time period. Classes the student takes outside of his/her declared program do not qualify for most forms of financial aid.

Students must attend college at least half-time (six undergraduate credit hours or four graduate credit hours) in order 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 Services of any changes to information provided on the financial aid application.

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.



FINANCIAL INFORMATION

Tuition Charges

The tuition charge per quarter hour of credit is based on the following schedule. Tuition is subject to change at the beginning of any quarter and includes most fees.

• Most undergraduate courses	\$240
• Autobody Technician (ABT) courses	\$265
• Automotive Restoration Technology (ARST) courses	\$265
• Automotive Services Technology (AST) courses	\$245
• Culinary Arts (BPA 111, 112, 121, 151, 152, 153, 221, 222, 223, 251A) (CUL 151, 152, 153, 161, 201, 222A, 231A) (FBM 121, 151, 251, 255, 261, 281, 341)	\$365
• Dental Hygiene professional track (DHY) courses	\$300
• Developmental English with e-Labs (ENG 091 and ENG 098B)	\$250
• Developmental Math with e-Labs (MTH 091 and 099E)	\$260
• Diesel Service Technology (DSL) courses, excluding DSL211	\$275
• Electronic Health Records (HSC151) courses	\$253
• Nursing courses (NUR 101A, 106, 111, 121B, 131, 141, 151A, 161A, 171, 201A, 205, 211B, 215, 225, 231C, 235, 281, 305, 335, 355, 365, 415, 425, 435, 485, NURL 151A, 161A, PN 121B, 131C, 171A)	\$285
• Orthotic/Prosthetic Technology (OPT) courses	\$255
• Polysomnographic Technology (PST) courses	\$255
• Power Sports and Small Engine Technology (SET) courses	\$245
• Pre-Occupational Therapy (OCC) courses	\$285
• Truck Driving courses (DSL 211 and TRN 101A, 111, 122, 151, 161, 201A)	\$315
• Welding (WELD) courses	\$265
• Graduate Center Master Degree courses	\$435
• Graduate Center Doctoral Degree courses	\$590
• Undergraduate and Graduate Late Fee Applied at time account is sent to collections for nonpayment	\$50
• Undergraduate/Graduate NSF Return Fee Per item returned by the bank	\$25
• Background Check Fee	Varies
• Fingerprinting Fee	Varies
• Immunization Fee	Varies

Fees

• Undergraduate Application Fee (payable w/application)	\$20
• Graduate Application Fee (payable w/application)	\$25
• Undergraduate Graduation Processing Fee	\$50
• Graduate Graduation Processing Fee	\$75

Charges for Non-Traditional Credit

• Waiver Test Credit Charge is dependent upon test. No additional charges for credits earned.	\$0 or \$50
• Articulation Credit	No Charge
• Experiential Credit (non-refundable) Assessment Fee. Tuition for credit earned is \$60.00 per credit hour (not Financial Aid eligible). Assessment fee will be applied toward credit earned if applicable. Assessment fee is included in tuition charge for COL 301A.	\$240
• Independent Study Credit	Regular Tuition: \$240
• CLEP Test Credit	\$77



Tuition Payments

Tuition may be paid at registration or in installments. If paid in installments, at least one half of the tuition plus fees should be paid by the Friday before the quarter starts. The remaining balance must be paid by end of the sixth week of the quarter to avoid finance charges. Absenteeism and withdrawals may not reduce a student's financial obligation (see Tuition Refund Policy). Invoices will be generated around the 15th of every month and available for viewing and payment options on the Baker College website at www.baker.edu. You can access the website by clicking on SOLAR system, choosing STAR system, then Financial Services (formerly Business Office).

E-MAIL

Financial Services will use your Baker e-mail account to contact you regarding changes to your account balances. It is very important to read these notices to ensure that you know the status of your account. The e-mails will alert you to balance due amounts, refund status, changes to charges from withdrawal calculations, and loan postings to your account.

PAST DUE BALANCES

Students with outstanding balances may not be allowed to re-enroll for another quarter; to receive official transcripts of credit, letters of recommendation, or diplomas; to participate in commencement ceremonies; or to use any Baker College service until all their Baker College accounts are settled at all campuses. Also, any student with an unpaid balance at the end of the quarter may not be allowed to take final examinations.

EMPLOYER PAID TUITION

Due to the wide variety of tuition arrangements, students must contact campus Financial Services for additional information and required documentation.

DEFERRED PAYMENT PLAN

Financial Services on each campus is prepared to work out flexible payment arrangements with students and/or parents.

A mutually agreeable payment schedule will be set up and a contract signed. Full payment of tuition and fees must be completed by the end of the ninth week of the quarter, or the student may not be permitted to take final examinations in Week 10. If the contract is not completed as agreed, any outstanding balance will be treated as a past due balance (see Past Due Balances above).

CREDIT BALANCES

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

Aviation Program Flight Instruction Fees

Baker College of Muskegon may contract with a licensed, fixed-base flight instruction operator to provide flight-training services. The Admissions Office can provide a schedule of fees for each course that includes flight instruction.

Students should be aware that flight instruction fees will be charged in addition to regular Baker College tuition, and the examples of average estimated costs per quarter or per school year given in this Catalog (see Estimated Costs) do not include flight instruction fees.

Muskegon is no longer accepting new students into the Aviation Program.

Student Housing Costs

A room reservation/damage deposit of \$50 is due when an application for college-sponsored housing is submitted. The deposit will be refunded if written notice of cancellation is given according to the following schedule:

<i>Fall Quarter</i>	<i>Prior to September 1</i>
<i>Winter Quarter</i>	<i>Prior to December 1</i>
<i>Spring Quarter</i>	<i>Prior to March 1</i>
<i>Summer Quarter</i>	<i>Prior to June 1</i>

Room rates on each of our five residential campuses are listed below. Estimated food costs are an additional \$300 per quarter. If for any reason a student leaves during a quarter, there will be no refund of room fees for that quarter and no deposit refund.

CADILLAC

Off-Campus Apartments:
\$975/person/quarter

FLINT

On-Campus Residence Halls:
Baker Hall East: \$1,200/person/quarter
Baker Hall West: \$1,250/person/quarter

Riverfront:
\$1,300-\$1,450/person/quarter

MUSKEGON

Baker Townhouses:
\$1,000/person/quarter
On-Campus Halls/Apartments:
\$900/person/quarter

OWOSSO

On-Campus Residence Hall:
\$975-\$1,000/person/quarter
Woodard Station Lofts:
\$925/person/quarter

PORT HURON

On-Campus Apartments:
2-person rooms: \$1,200/person/quarter
4-person rooms: \$1,000/person/quarter

The deposit and quarterly room charge will be forfeited if a student is dismissed from the residence hall during a quarter. Any damages to the room, its contents, or residence hall commons area will be charged to the student's account or withheld from the \$50 room deposit upon termination of residence licensing agreement.

Special reduced-occupancy rooms may be available at higher rates. Contact the Campus Housing Office for more information. (See Tuition Refund Policy)

Estimated Costs

UNDERGRADUATE COSTS				
Average Estimated Cost per:	Application Fee	Tuition	Textbooks & Supplies (approx.)	Total
QUARTER (9-11 weeks) for FULL-TIME ENROLLMENT (16 credit hours)	\$20 (1st quarter only)	\$3,840	\$500	\$4,360
SCHOOL YEAR (3 Quarters) for FULL-TIME ENROLLMENT (48 credit hours)	\$20 (1st quarter only)	\$11,520	\$1,500	\$13,040
QUARTER (9-11 weeks) for MINIMUM FULL-TIME ENROLLMENT (12 credit hours)	\$20 (1st quarter only)	\$2,880	\$375	\$3,275
SCHOOL YEAR (3 Quarters) for MINIMUM-TIME ENROLLMENT (36 credit hours)	\$20 (1st quarter only)	\$8,640	\$1,125	\$9,785
QUARTER (9-11 weeks) for PART-TIME ENROLLMENT (8 credit hours)	\$20 (1st quarter only)	\$1,920	\$250	\$2,190
SCHOOL YEAR (3 Quarters) for PART-TIME ENROLLMENT (24 credit hours)	\$20 (1st quarter only)	\$5,760	\$750	\$6,350

- Students who live in the student residence halls must add the cost of student housing.
- Estimates do not include flight instruction fees for Aviation courses or enhanced tuition rates for the following courses:
Autobody Technician, Automotive Restoration Technology, Automotive Services Technology, Culinary Arts, Dental Hygiene, Diesel Service Technology, Nursing, Orthotic/Prosthetic Technology, Polysomnographic Technology, Power Sports and Small Engine Technology, Pre-Occupational Therapy, Truck Driving, and Welding.

GRADUATE - MASTER DEGREE COSTS					
Average Estimated Cost per:	Application Fee	Graduation Fee	Tuition	Textbooks & Supplies (approx.)	Total
QUARTER - FULL-TIME ENROLLMENT (8 credit hours)	\$25 (1st quarter only)	N/A	\$3,480	\$400	\$3,905
PROGRAM FOR ENROLLMENT (50 credit hours)	\$25 (1st quarter only)	\$75 (last quarter only)	\$21,750	\$2,500	\$24,350

GRADUATE - DOCTORAL DEGREE COSTS						
Average Estimated Cost per:	Application Fee	Graduation Fee	Tuition	Textbooks & Supplies (approx.)	Professional Residencies (1st & 2nd year)	Total
QUARTER - FULL-TIME ENROLLMENT (8 credit hours)	\$25 (1st quarter only)	N/A	\$4,720	\$400	N/A	\$5,145
PROGRAM FOR ENROLLMENT (90 credit hours)	\$25 (1st quarter only)	\$75 (last quarter only)	\$53,100	\$4,500	\$2,000	\$59,700

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 quarter of each succeeding year. Any unused funds on deposit at the time the student graduates or withdraws will be refunded to the original depositor. Exception: Groups of international students enrolled by prior arrangement may be exempted from this requirement by the President of the Center for Graduate Studies.

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

These regulations do not apply to Canadian students who commute from Canada to classes.

TUITION REFUND POLICY

The tuition refund policy is based upon the official notice date and enrollment period. **ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.**

Official Notice Date

The official notice date is the date the drop/withdrawal form is turned in to the Academic/Administrative Office, the postmarked date of the letter sent to the Academic/Administrative Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official notice (see Withdrawal From a Course policy on pg. 226).

Enrollment Period

Enrollment period is determined by the registered class. On-ground classes: enrollment period begins on the Monday of the week class begins. Online classes: enrollment period begins on the Thursday of the week class begins.

Refund Percentages

100% DROP

If official notice date is before the first day of the enrollment period (not class start date).

100% WITHDRAWAL

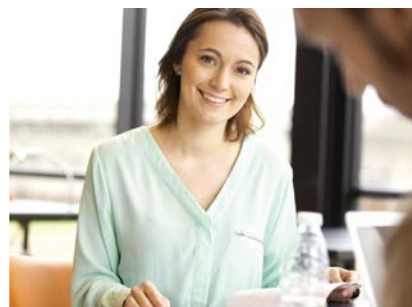
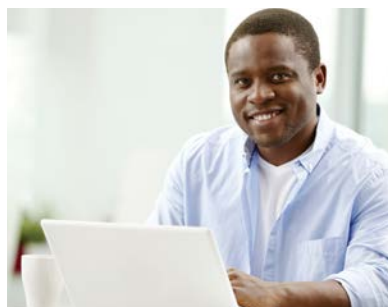
If official notice date is within the first seven days of the enrollment period (not class start date).

50% WITHDRAWAL

If official notice date is after the first seven days of the enrollment period and before the fifteenth day of the enrollment period.

NO REFUND

If official notice date is after the fourteenth day of the enrollment period.



Refunds on Residence Hall Charges

If a student properly checks out of the residence hall, in good standing, at the end of the academic quarter, or graduates, the \$50 deposit may be refunded within 45 days of the student's departure by the campus Financial Services Office. An improper checkout from the residence hall may result in an additional fee not covered by the \$50 deposit.

There is no refund on quarterly room charges or room deposits for students who are expelled, dismissed, or move out voluntarily during the quarter.

Refunds

Information regarding the timetable for refunds is available in the Financial Services Office of each campus. Refunds are processed using the Baker OneCard system. This card is issued to all new and returning students and must be activated by the student to receive refunds by choosing one of the three methods available: Baker OneAccount, ACH to existing personal bank account, or by paper check. Information regarding the Baker OneCard can be obtained in your campus Financial Services Office or by visiting www.BakerOneCard.com.

RETURN OF TITLE IV FEDERAL FINANCIAL AID FOR WITHDRAWALS

Students are encouraged to contact campus Financial Services 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 (SEOG)
- Other Grants

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Baker College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. 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. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED

Divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, the student has earned 100% of aid.

2. CALCULATE THE AMOUNT OF EARNED TITLE IV AID

Multiply the percent 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.

3. 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.

4. RETURN OF THE TITLE IV FUNDS

- a. The College is required to return funds based upon 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 quarter.
- b. **The student will be responsible** for any balance of unearned Title IV funds that were not required to be returned by the College.
 - i. 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.
 - ii. 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% 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.

5. RETURN OF UNEARNED TITLE IV FUNDS

The College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Parent PLUS loans
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Grants

If the student's account was not posted with all the funds he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so he/she does not incur additional debt. This 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 post-withdrawal for 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.

The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges (see Tuition Refund Policy on the previous page).

Withdrawing from classes may also impact Satisfactory Academic Progress (see Satisfactory Academic Progress Rules on the next page).

EXAMPLE OF A RETURN OF TITLE IV FINANCIAL AID FUNDS CALCULATIONS:		
Withdrawal Official Notice	Week 2	Week 4
Institutional Charges	\$2,880	\$2,880
TITLE IV AID		
Loans	\$1,200	\$1,200
Pell	\$1,925	\$1,925
Total Title IV Aid	\$3,125	\$3,125
Refund to Student	\$245	\$245
Account Balance	-0-	-0-
Withdrawal Calculations		
Tuition Refund	\$1,440	-0-
Adjustment for Title IV	\$2,255	\$2,255
Balance Student Owes	\$815	\$2,255
STUDENT WITHDREW		
15 days attendance out of a 69-day enrollment period		
Percent Earned	15/69 = 21.7%	
Percent Unearned	100% - 21.7% = 78.3%	
Amount of Title IV Aid Unearned	\$3,125 x 78.3% = \$2,447	
THE COLLEGE MUST RETURN		
Title IV: Total \$2,255	Loans: \$1,200	Pell: \$1,055
STUDENT MUST RETURN		
Student's amount: \$192*	Unearned: \$2,446	College return: \$2,255

*In this example, funds the student must return are related to the Pell Grant. As stated in #4 b, federal regulations exempt the student from returning grant funds if the balance is less than 50% of the original grant total. The student would not have any amount required to be returned in this example.

The Tuition Refund Policy uses official notice date to determine refund percentage and not last date of attendance (see Tuition Refund Policy).

The example does not reflect all of the different combinations of refund situations that may exist. More information on the Title IV return calculations can be found at the campus Financial Services Office.

The College reserves the right to amend this procedure to comply with federal regulations.



REPEAT COURSE POLICY

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. Financial aid is not available for coursework completed in a previously earned certificate or degree program.

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 9th calendar day of the standard undergraduate class calendar.

The courses which students are registered for at 11:59 pm (Eastern Time) on the census date will determine Pell Grant eligibility. This means that if a student adds or drops classes before the census date, the amount of Pell Grant he or she is eligible for will be affected. If classes are added or dropped after the census date, the initial Pell Grant award will not change even if the student has been attending the class.

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 Financial Services for details about how enrollment changes will affect their financial aid awards.

Students receiving state and/or federal aid are required to maintain satisfactory academic progress as detailed below.

SATISFACTORY ACADEMIC PROGRESS RULES

Introduction

In order for students to receive federal, state, or institutional aid, regulations require that students maintain satisfactory academic progress toward completion of their current academic programs. All students will have their progress reviewed, whether or not they are receiving financial aid, since these rules decide eligibility for future quarters.

There are three academic standards that all students are required to maintain in order 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.

Grade Point Average (GPA) Requirement

UNDERGRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not maintain the minimum GPA requirement.

Listed below are the minimum GPA requirements for the initial review. Please note that these minimums apply only to the first review; all subsequent reviews require that the student maintain a 2.0 GPA.

Credit Hours Attempted Initial Review Minimum GPA

1-16	1.50
17-32	1.65
33-48	1.80
49-64	1.90
65 and above	2.00

GRADUATE STUDENTS

Baker College will evaluate the GPA Requirement after each spring quarter. Students will be considered in violation if they do not maintain the minimum GPA requirement. Listed below are the minimum GPA requirements for the initial review. Please note that these minimums apply only to the first review; all subsequent reviews require that the student maintain a 3.0 GPA.

Credit Hours Attempted	Initial Review Minimum GPA
1-12	2.75
13-24	2.87
25 and above	3.00

Pace Requirement

Baker College will evaluate the Pace Requirement after each spring quarter to ensure that students successfully complete two-thirds of their cumulative hours attempted (including transfer credit). Students on a certificate program of 48 or fewer credit hours (based on published Catalog hours) will be evaluated quarterly. Students will be considered in violation if they do not meet this requirement.

Maximum Time Frame Requirement

Baker College will monitor the Maximum Time Frame Requirement at the end of each quarter by comparing the required hours for program completion to the cumulative hours attempted. Students will be considered in violation when it becomes mathematically impossible for them to graduate within the 150% time frame.

Definitions:

- Time Frame: Published program hours multiplied by 150%
- Cumulative Hours Attempted: Cumulative hours attempted at Baker College, plus transfer hours, minus up to 45 developmental hours (if any), minus adjusted hours for successfully completed classes toward the most recent prior program, but not applicable to the current program (if any)

Please Note

- Withdrawal grades and repeat classes are counted as hours attempted.
- Incomplete/Progress grades are not counted until they are converted to an actual grade.
- Only transfer credits from another institution, which apply toward the student's current program, are applied to the Pace and Maximum Time Frame Requirements.
- Classes that do not meet the minimum grade criteria are not considered successfully completed for purposes of the Maximum Time Frame Calculation.
- Academic amnesty does not eliminate classes from being included in the calculation.

Reinstatement of Eligibility

Students may reinstate their eligibility using one of the following options:

- Students in violation of the GPA or Pace Requirements may re-establish good standing by completing the number of hours required or raising their cumulative GPA to a minimum 2.0 for undergraduate students (3.0 for graduate students) without the assistance of federal or state aid. Once completed, it is the student's responsibility to contact Financial Services regarding reinstatement of his or her financial aid.
- By submitting an appeal, with proper documentation based on special circumstances, to Financial Services at Baker College for consideration of reinstatement. Examples of special circumstances include illness, unexpected hardships, death in the immediate family, etc. Note: Beginning on July 1, 2011, students will be allowed to submit only two SAP appeals for consideration of reinstatement of financial aid. Only appeals reviewed by the committee (approved or denied) are counted in this limit. Students must wait four years after the second appeal is submitted before they can submit a third appeal for consideration.



Appeal Process

The SAP Appeal Form must be completed and submitted, **with proper documentation**, to Financial Services no later than the following dates:

- Fall 2015 – September 11, 2015
- Winter 2016 – December 29, 2015
- Spring 2016 – March 18, 2016
- Summer 2016 – June 10, 2016

Registered students, who are not notified of the violation prior to the deadlines listed above, must submit their appeals within 7 days from the date they are notified by Financial Services.

An appeal committee will review appeals to determine the appropriate action. Actions could consist of

- A returned appeal for additional documentation.
- An accepted appeal.
- A denied appeal.

All accepted appeals will include an academic plan, which must be followed by the student in order to re-establish financial aid eligibility. Students are required to meet with the appropriate academic personnel to register for classes while they are on these academic plans.

Academic Considerations

The Financial Aid Satisfactory Academic Progress Rules measure a student's eligibility for financial aid and are separate from the academic policies, which students must maintain for continued enrollment.

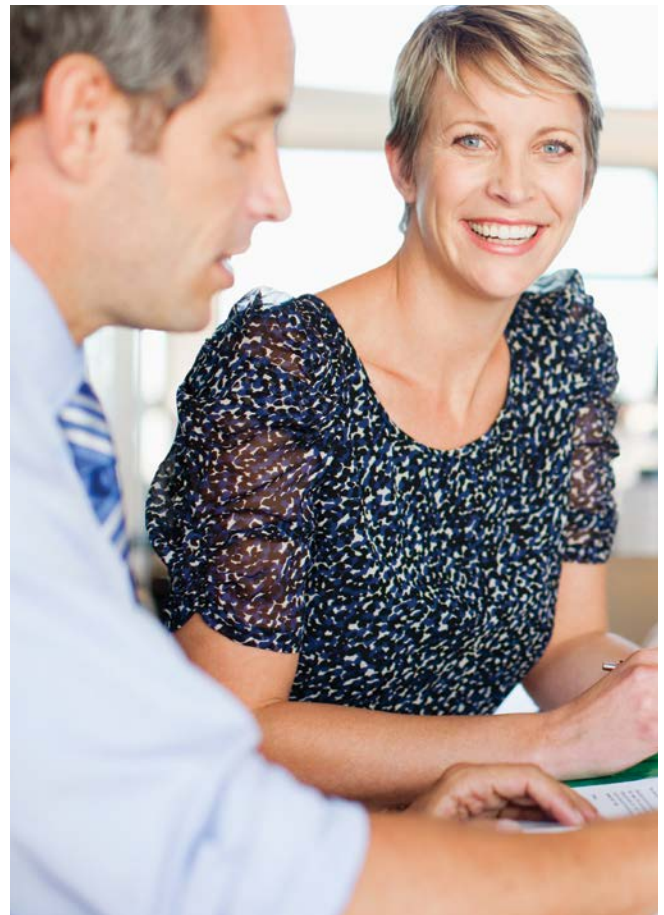
- Academic Appeals: The academic appeals are completed separately from the financial aid appeals, and students may be required to complete both.
- Academic Amnesty: The Fresh Start Program will not supersede the Baker College Financial Aid Satisfactory Academic Progress Rules.

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

- Possession Offenses
 - First Offense – ineligible for 1 year
 - Second Offense – ineligible for 2 years
 - Third Offense – ineligible indefinitely
- Sale of Controlled Substance Offenses
 - First Offense – ineligible for 2 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 is qualified to receive funds from federal, state, or local governments; or from a federally 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

ACCREDITATION

Baker College is accredited by the Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411; 800-621-7440; www.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 four quarters. For on-ground campuses, fall, winter, and spring quarters are typically ten-week sessions; summer quarter is typically nine weeks long. Students may enroll in most academic programs at the beginning of any quarter. For some programs, however, students may enroll only at the beginning of the fall quarter in order to register for a full-time course load.

Because program rotation schedules are designed to begin in the fall, new students enrolling in winter, 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 quarter. The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long.

Graduate

The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks long. Students may enroll at the beginning or midpoint of any quarter.

AVAILABILITY OF CLASSES AND PROGRAMS

In an effort to meet current job demands, the programs of Baker College are in a constant process of assessment and revision. A high demand for classes and limited resources may require some students to take more than the estimated minimum time to complete a program. Students may also be required to present special qualifications such as prerequisite courses, work experience, knowledge, or a particular grade point average in order to be authorized to take certain courses. For these reasons, students are urged to discuss such matters periodically with an Academic Advisor and/or instructors. Programs are subject to change without notice.

ADVISING AND REGISTRATION

Advising

Academic advising is provided for students with academic questions and concerns. Its purpose is to provide appropriate information and resources toward achieving education objectives.

Registration

New students register for classes during the orientation process. Returning students may register during the scheduled registration time as determined by the campus either via the Internet or on campus. In order for a student to register for more than 17 credits in one quarter, the student must have a cumulative GPA of 3.0 or higher and have written approval from the Divisional Dean for the student's program.

Late Registration

A student may add an on-ground, ten-week course to his/her schedule up to the date and time when the student would not miss any part of the Week 2 session(s) of that course. Students must attend the second week session(s) for the course. A student may not add a course of fewer than 10-weeks duration after the first session for that course has met. A student is not allowed to add an online course once that course has started. All other late registrations are at the sole discretion of the campus CAO/VP of Academics.

CLASSIFICATION OF STUDENTS

Undergraduate

Full-time student: registered for 12 quarter hours or more
Three-quarter-time student: registered for 9-11 quarter hours
Half-time student: registered for 6-8 quarter hours
Less than half-time student: registered for 1-5 quarter hours

Graduate

Full-time student: registered for 8 quarter hours or more
Three-quarter-time student: registered for 5-7 quarter hours
Half-time student: registered for 4 quarter hours
Less than half-time student: registered for 1-3 quarter hours

CLASS STATUS

Undergraduate

The following schedule defines the number of credit hours, including developmental education courses, which must be completed to qualify for class designations.

Class	Credit Hours Completed
Freshman	less than 45
Sophomore	45 to 89
Junior*	90 to 135
Senior	136 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

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. In terms of student expectations, for each credit hour, a student can expect a minimum of ten hours of direct in-class instruction and twenty hours of outside-of-class activities. This distribution may vary for courses with laboratory, internship, externship, clinical, and practicum requirements where a combination of direct instruction, academic assignments, lab work, field work, observation, and/or clinical practice is included.

Online Courses

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. Online courses require regular and substantive faculty and student interactions. In terms of student expectations, for each credit hour a student can expect a minimum of ten hours of instruction. Online instruction includes, but is not limited to, instructor-facilitated asynchronous discussions, interactive tutorials, and computer-assisted lectures, videos, or other digital resources. In addition, for each credit hour, a student can expect a minimum of twenty hours of outside-of-class learning activities. Outside-of-class activities include, but are not limited to, fulfilling academic assignments, completing readings, conducting research, contributing to asynchronous discussions, collaborating in group activities, and completing examinations. In internship, externship, clinical, or practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, lab work, field work, observation, and/or clinical practice.

GRADES

It is the responsibility of each student to meet the specific outcomes of each course, as defined by the instructor and listed on the course syllabus provided by the instructor at the first class session, as well as to meet the general overall requirements for graduation which include a minimum 2.0 cumulative GPA, total credit hours, general education credits, and prescribed speeds/proficiencies with selected equipment. If the student feels 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 (individual course) or an Academic Advisor (overall program).

Grades are computed at the end of each course and are available via the Internet at <https://carina.baker.edu/solar>

Grade reports list the courses, the grade for each course, the GPA for that quarter, 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 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 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 GRADING SCALE (UNDERGRADUATE)

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%

This standard grading scale is used in all Baker College undergraduate courses except for Health Science programs and related courses (see below).

HEALTH SCIENCES GRADING SCALE

A	=	94 - 100%
A-	=	91 - 93%
B+	=	89 - 90%
B	=	87 - 88%
B-	=	84 - 86%
C+	=	81 - 83%
C	=	78 - 80%
C-	=	75 - 77%
D+	=	72 - 74%
D	=	69 - 71%
D-	=	65 - 68%
F	=	0 - 64%

THE FOLLOWING PREREQUISITE COURSES ARE INCLUDED IN THE HEALTH SCIENCE GRADING SCALE:

SCI	100F	Structure and Function of the Human Body
SCI	101C	Anatomy and Physiology I
SCI	102C	Anatomy and Physiology II
SCI	111	Biology
SCI	211	Pathophysiology
SCI	220A	Microbiology
SCI	271A	Clinical Kinesiology
SCI	311	Neuroanatomy

ALL COURSES UNDER THE FOLLOWING PREFIXES ARE INCLUDED IN THE HEALTH SCIENCE GRADING SCALE:

CAS	CCP	DAS	DHY	DMS	EMS	ESM	HIT	HN	HSC
HT	MED	MIS	MLT	MOA	MSG	NUR	NURL	OCC	OP
OPT	OTA	PHT	PTA	PST	PN	RDT	RAD	RSC	SPT
STC	SCT	VAS	VET						

GRADING SYSTEM

GRADES LETTERS AND MEANING	GRADE POINT VALUE PER QUARTER 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	=	Non-traditional 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 quarter)
W	=	Withdrawal

To compute the Baker College cumulative GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours; an A or 4.0 grade in a four credit-hour class yields 16 honor points). Then add all honor points earned at Baker and divide by the total credit hours attempted for all quarters 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. If at any point, prior to the beginning of the course, the class size maximum is reached, any audit registrations will be canceled. Financial aid is not available for audited courses.



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% 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 have signed a "contract" which clearly states the requirements to be completed and the due date for the completion of each requirement. The due date may not exceed the last day of the following quarter.

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 quarter in which the course was taken.

INDEPENDENT STUDY

Independent study is defined as credit earned by students who complete coursework independently with direction from an instructor. Regular tuition will apply to courses taken in this format. Attendance is based on required contact with the instructor each week; this contact could be a physical meeting, or by phone, e-mail, or Blackboard. Independent studies are offered at the discretion of the College.

To be considered for an independent study, a student must have completed at least 12 credits of college-level coursework at Baker College and have a minimum cumulative GPA of 2.0 (3.0 for graduate students). Students who fail an independent study course will not be allowed to repeat the course in an independent study format. The student is responsible for contacting the Dean and completing the Baker College Application for Independent Study. See the Baker College Independent Study Guidelines for more information. The Dean and the campus Chief Academic Officer have the right to refuse an independent study request.

HONORS

Undergraduate Certificates, Degrees, and Postbaccalaureate Certificates:

THE PRESIDENT'S LIST

Students who earn a 4.0 GPA during a quarter in which 12 credit hours or more were completed will be placed on the President's List for possible publication the following quarter. These students may also be invited to attend a President's Luncheon/Dinner held in their honor.

THE FULL-TIME STUDENT DEANS' LIST

Students who earn a 3.5 to 3.99 GPA during a quarter in which 12 credit hours or more were completed will be placed on the Full-Time Student Deans' List for possible publication the following quarter.

THE PART-TIME STUDENT DEANS' LIST

Students who earn a 3.5 to 4.0 GPA during a quarter in which 4 to 11 credit hours were completed will be placed on the Part-Time Student Deans' List for possible publication the following quarter.

- *Academic Honors #1* - (President's List, Deans' List, Honor Graduates) - Students with an "Incomplete" grade are ineligible for academic honors for that quarter until the final course grade is posted.
- *Academic Honors #2* - (President's List, Deans' List, Honor Graduates) - Developmental education courses are not calculated in the determination of earning Academic Honors.



ACADEMIC STANDING

Undergraduate Programs

Students must have a cumulative GPA of at least 2.0 to graduate from any program. For students to remain in good academic standing, the following GPAs must be earned.

HOURS ATTEMPTED	MINIMUM GPA
1 - 16	1.50
17 - 32	1.65
33 - 48	1.80
49 - 64	1.90
65 and above	2.00

Note: The graduation requirement of a 2.0 supersedes the academic standing requirements.

Graduate Programs

Students must have a cumulative GPA of at least 3.0 to graduate. A grade of C or better is required in all classes used to calculate hours for graduation. For students to remain in good academic standing, the following GPAs must be earned.

HOURS ATTEMPTED	MINIMUM GPA
1 - 12	2.75
13 - 24	2.87
25 to graduation	3.00

ACADEMIC AMNESTY: FRESH START PROGRAM

The Fresh Start Program, which is for undergraduate students only, allows students with poor academic records, including those who have experienced academic dismissal, who 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 Academic Standing).

If a student is approved for the Fresh Start Program, all previous grades and courses 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 Fresh Start on the transcript. The Fresh Start Program can be used only once by a student. Requests should be made to the campus Director of Advising. Approval for academic amnesty must be received prior to the start of the quarter in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

The Fresh Start Program 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 Fresh Start 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.

RE-ADMISSION AND RE-ENTRY

Students who leave Baker College for reasons such as illness, work, or family matters, who submit the official Withdrawal Form before leaving, can be re-admitted at the beginning of any subsequent quarter.

Undergraduate students with good academic standing re-enrolling after interruption of at least two consecutive quarters must complete a Re-entry Application found on the Baker College website. They will not, however, be charged an application fee. Failure to complete these forms before registration may result in the student's registration being delayed.

Any student whose education has been interrupted will have to meet the requirements of the curriculum in effect at the time of his/her return, rather than the requirements in effect when the student originally began the program. Graduate students re-enrolling after a three year absence must submit a new application.

Students may need to choose a new program, if the program is no longer offered or if they desire a new career path. All courses and grades earned during previous attendance at Baker College remain on the transcript and are part of the cumulative GPA for re-entering students.

PROGRAM CHANGES

Any change of program by a student must be recorded in the Academic/Administrative Office using the College's Official Change Form. This process enables the College to appropriately change/update a student's program to reflect the new degree requirements and any additional transfer credits. Students should be aware that changing programs may have a negative impact on maintaining the satisfactory academic progress required to receive financial aid.

If a student wishes to change to a program that is not offered on the campus he/she is attending, the student must contact an Academic Advisor on the campus that offers the program in order to process the change in program. The Academic Advisor on the campus that offers the program may make the change or may direct the student to the Program Director or Dean to make the change.

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 rotation schedules.

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:

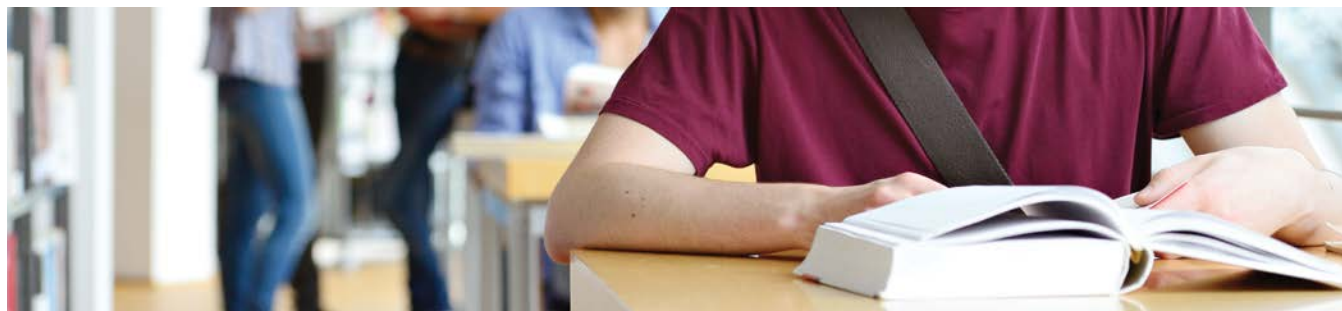
The Baker College Bookstores will issue refunds in the original form of payment for textbooks purchased at the bookstore if returned in original condition, with original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with original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

ELECTRONICS:

The bookstores will issue refunds in the original form of payment if returned in original condition, with original receipt and within fourteen (14) days of purchase. Opened software, audio books, DVDs, CDs, music and small electronics may not be returned for a refund, 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 quarter for other merchandise purchased at the bookstore if returned in original condition and with 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 eBooks, 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 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 Library a destination conducive to effective learning and academic success.

The Library is here to advance student learning and career goals at Baker College. The many resources available include:

LIBRARY WEBSITE

- Begin research at www.baker.edu/library
- A world of college-level resources for academic success

RESEARCH GUIDES

Begin at <http://guides.baker.edu> to locate program and course-specific guides with:

- Links to electronic books
- Credible, authoritative websites
- Keywords to help you search
- Topic ideas
- Magazine articles
- Focused database choices
- Academic videos

Ask Us

- Visit <http://askus.baker.edu> for help
- Search the list of questions already asked

Research Tutoring

- Personalized session with a librarian
- Assignment focused help

Online Resources

- Full-text articles from more than 110,000 databases
- Over 110,000 electronic magazine and journals
- Available 24/7 with student ID

Media

- DVDs, CDs, and audiobooks
- Online media covering college-level subjects

Electronic Books

- Over 60,000 searchable e-books
- Available 24/7 with student ID
- Devices for rent

Print Materials

- More than 200,000 print books
- Over 900 print magazine subscriptions
- Access millions more with student ID

Ten Campus Libraries

- Use Baker student ID at any location
- Access all library resources - online and print
- 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

Additional Services for Online Students

- Online reference services during daytime, evenings, and weekends
- Toll-free phone number for online students: 888-854-1058
- Technical assistance/troubleshooting for remote services to the online resources
- UPS delivery for books (in US only)
- Journal articles delivered electronically whenever possible

Learning Support Services/Tutoring

A variety of options are available to support optimal learning on Baker College campuses. Services are available to all registered students, whether a student is struggling with a course or is doing well, but wants to do better. Online tutoring is offered for some courses, and both peer and professional tutoring may be available. Peer tutors are students who have done well in the course and have been trained in tutoring techniques. Professional tutors may be classroom instructors or instructors hired specifically to tutor.

Learning support services may also offer video, computer, and audiotape tutorial support and enrichment opportunities. Learning support services are free to Baker students. Computers are available for student use in the Academic Resource Centers. To obtain current information on services available, check with the Academic Resource Center on each campus.

Laboratories

Baker College makes available labs 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 quarter-to-quarter.



STUDENT SERVICES

CAMPUS SAFETY

The mission of the Campus Safety Department is to preserve, protect, and defend people and property, while respecting the rights of all persons 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, alcohol, and other controlled substances; firearms and other weapons; 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 an Annual Security Report for each campus, which is available at www.baker.edu/safety or at one of the following links:

Allen Park	http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf
Auburn Hills	http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf
Cadillac	http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf
Center for Transportation Technology -Cadillac	http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf
Cass City	http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf
Clinton Township	http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf
Coldwater	http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf
Flint	http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf
Center for Transportation Technology -Flint	http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf
Fremont	http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf
Jackson	http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf
Muskegon	http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf
Culinary Institute of Michigan - Muskegon	http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf
Owosso	http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf
Port Huron	http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf
Culinary Institute of Michigan - Port Huron	http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf

Alcohol and Drug Use

Use of alcohol or drugs presents numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose; physical and psychological dependence; long-term health problems; contracting diseases; pregnancy problems; psychological problems; diminished behavior; risk taking; violent behavior; accidents; negative side effects on academic or work performance; and conduct problems. Baker College will provide referrals to students who seek assistance with alcohol or drug problems.

Baker College does not consider the use of alcoholic beverages or drugs necessary or conducive to the process of higher education. Baker College students are expected to abide by federal and state laws and the laws of the respective cities in which its campuses are located. Use of alcohol on any Baker College owned or leased property or during a College sponsored activity is strictly prohibited. Violations will result in immediate disciplinary action up to and including expulsion.

The legal drinking age in Michigan is 21. Some alcohol-related offenses under Michigan law are drunk driving; permitting a person under the influence to drive; minor possessing or transporting alcohol in a motor vehicle; impaired driving; purchase, possession, and/or consumption by a minor; and open intoxicants in a vehicle. Michigan law imposes fines, incarceration, and in some cases, vehicle impoundment for violations. The Student Chemical Impairment Policy can be found at www.baker.edu/safety

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, conduct library research, or 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 a doorway path is 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

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 to:

- Assess the occupants' knowledge of drill procedures, location of fire exits, and the sound of the fire alarm.
- Identify problems with fire alarm components.
- Monitor the evacuation of the building.
- Provide information on the amount of time it takes to evacuate a building.

RESPONSIBILITIES

Campus Safety Director, Facilities Director

The Campus Safety Director, Facilities Director shall ensure that pre-planned drills are conducted at least once per academic year for each occupied building utilized by Baker College and shall ensure that each residence hall has two fire drills per academic year, one during the fall semester, within 21 days of the start of classes, and one during the spring semester. One of the drills must be conducted between sunset and sunrise. Both 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 Symposium held prior to the beginning of classes. 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 that they may follow the guidelines associated with fire drills and building evacuations.

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

- Faculty will identify the quickest escape route from their classrooms along with a secondary route in case the primary route is inaccessible. Evacuation routes are posted in each classroom near the door.
- Faculty will identify a location outside and away from the building where the class 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 persons with disabilities that may need assistance. In multistory buildings, person(s) with disabilities should be directed to fire protected stairwells (Area 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 semester.

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 the building in an orderly manner and shall congregate at the designated reassembly site.
- Occupants shall not re-enter the building until a verbal "All Clear" is signaled by Campus Safety or appropriate emergency personnel.
- Persons with disabilities shall, if unable to evacuate from the building, go to the designated Area of Refuge (stairwell) for assistance in exiting the building.

Emergency Personnel

Emergency personnel are designated to be Campus Safety and Facilities personnel as well as any other first responder on scene.

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

NOTE: In the event of an actual emergency, the on scene Fire Commander will give an "All Clear" so that 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 non-functional 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 persons in the building, and everyone must leave the building 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 non-compliance to the employee's immediate supervisor for further review and corrective action.

The Campus Safety Director or designee shall report incidents of student non-compliance to the Vice President of Student Services for consideration of corrective or disciplinary action.

Medical Emergencies

It is the desire of Baker College to provide a safe, comfortable, and orderly campus environment. 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 Defibrillator (AED) to be used in emergency situations.

In cases of serious illness 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 illness or accident, whether or not emergency response is required, Baker College personnel will immediately notify an Academic Advisor, Residence Hall staff, Campus Safety, or Buildings and Grounds staff, as applicable.

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.

Students know their own healthcare needs far better than anyone else. For this reason, the primary responsibility for healthcare rests with the individual. Students should take special care to thoroughly complete the Emergency Contact Information form. This information will help the staff in providing emergency response action.

Baker College reserves the right to require students who contract a contagious disease to not attend classes until they present a doctor's statement that they are no longer infectious. According to the Michigan Department of Health, 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 a licensed healthcare professional. Employees may refuse immunization by signing a vaccination declination. If the employee has not received the HBV vaccination, it can be administered within twenty-four 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 Academic Advising Department. 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 Academic Advising Department. Referrals will be confidential.

PARKING

Baker College provides a student parking area. Students parking in the College lot must display a parking permit which is issued free of charge in the Campus Safety Office. Students without the appropriate parking permit may have their vehicles towed. Students parking in designated employee parking spaces, visitor parking spaces, traffic lanes, handicapped spaces, or other designated no-parking areas will be subject to a fine and/or be towed away at the owner's expense.

Every campus supplies 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) and are clearly marked as restricted areas. Vehicles with a student parking permit are prohibited from parking in these restricted spaces.

The parking lot is open whenever the College is open for business or classes. Students who leave their cars in the College parking lot after 10:00 pm must report this to the Campus Safety Office.

Students who park illegally in restricted areas may receive a parking ticket and be expected to pay a fine. Failure to pay the fine by the ninth week of the quarter may result in the student not being allowed to take final exams.

The student to whom the parking permit is issued will be held responsible for any parking violations, even if someone else was driving the illegally-parked vehicle. 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.

Handicapped parking is available on a first come, first served basis. All students possessing a state issued handicapped permit must also obtain a Baker College parking permit.

Several Baker campuses are served by local bus lines. Check with the Academic/Administrative Office on your campus for route maps and schedules. Students are encouraged to form car pool groups to save on transportation costs and to relieve parking space.

STUDENT IDENTIFICATION CARDS

An identification card will be issued to each new student. Check in the Academic/Administration Office for information on where to obtain the ID card. Students should carry their student ID cards when on campus.

CAREER SERVICES

My Career Services

Located on the Baker College website, My Career Services provides a variety of resources to assist you as a student preparing for a career:

- Reinforce your career decision by investigating your Baker College major. We have program documents and videos for your review and research.
- Investigate employers who hired Baker College graduates in your major last year.
- Login to our Virtual Office, HQconnect, to access career preparation resources, post your résumé, and connect with employers.
- Explore How to become a Well-Rounded Student so that you can become a Hire Qualified Graduate!
- Get excited about your academic journey by viewing Baker College student success stories and employer testimonial videos.

Professional Career Strategies

Successful completion of the Professional Career Strategies course (WRK 291B) initiates students into the job search process. In this course, students will demonstrate an understanding of employment demands, techniques in applying for jobs, and the system of direct communication with Career Services staff and potential employers. Students can enroll in WRK 291B the last quarter of a certificate program or during the last two quarters of a degree program.

Part Time Employment Assistance

Baker College students have held a wide variety of part-time jobs. If a student decides to seek part-time employment and has begun attending classes at Baker, the student may contact the Career Services Office for information on how to access the HQconnect system for available job openings.

WORK EXPERIENCE PROGRAMS

Undergraduate

Baker College work experience programs provide students with opportunities to earn academic credit while gaining professionally supervised work experience in business, industry, government, and other agencies/organizations. The work experience must be career oriented and program related. Qualified students in associate and bachelor degree programs are required to participate in an internship after the majority of the program major core courses are completed. The objectives of the work experience programs 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.



Internship:

- Work experience of varying hours
- Career and program related
- Credit generating
- Professionally supervised in a variety of employment settings
- Paid/unpaid work experience

Experiential Learning Credit (ELC) for Work Experience

Students can petition for four credit hours of Work Experience by documenting their current employment experience in a field related to their programs and major core courses. Prior approval is required. Students will be charged 25% of the four credit hour tuition fee, and four credits will be applied to the transcript upon approval and completion.

Work Experience Statement on Health Insurance Coverage

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

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 work 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 has completed 80% of the total coursework and has a chance of earning a passing grade in the course.
4. The student and instructor must sign a "contract" that clearly states the requirements to be completed and the due date for completion of reach requirement. The due date may not exceed the last day of the following quarter unless extenuating circumstances are reviewed and approved by the CAO. 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 quarter in which the course was taken.

*A 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 (4) Career Services staff.

Employment Assistance

Considerable effort is provided to assist graduates with job searches. Graduates receive individual assistance with skills assessment, résumé critiques, job referrals, and other related services.

The employment service of the College is a lifetime benefit. Any time graduates would like help in a job search, Baker College is willing and prepared to give assistance. Graduates are asked to notify the College with name and address changes so they may be kept aware of additional services provided by the College. While the Career Services Offices for all of the Baker College campuses have enjoyed substantial and consistent success in the employment of available graduates over an extended period of years, it is important to note that Baker College does not guarantee employment.

Through the Baker College HQconnect system, recent graduates and alumni can search the database of approved employers and apply to available job openings.

Employment Statistics

The following chart details employment statistics for Baker College for the past five years.

PERCENTAGE OF AVAILABLE GRADUATES EMPLOYED					
CAMPUS	2010	2011	2012	2013	2014
Allen Park	96.3%	95.6%	96.6%	95%	96%
Auburn Hills	100%	99.6%	97.9%	97.8%	99.1%
Cadillac	97.1%	97.5%	97.2%	99%	99.2%
Clinton Township	96.8%	96.6%	95.6%	97.6%	96.8%
Flint	97.7%	96.1%	95.6%	95.6%	96.9%
Jackson	98.2%	99%	98.3%	96.5%	95.3%
Muskegon	96%	96.3%	97.8%	98.9%	98.5%
Owosso	97.2%	95.2%	98.1%	98.1%	98%
Port Huron	95.2%	96.6%	95.6%	96.4%	96.4%
Online	97%	98.8%	99.7%	99.9%	99.7%
Graduate	98.7%	98.6%	100%	99.6%	99.3%
System	97.3%	97.2%	97.5%	97.7%	97.8%

This data is included as information only and is accurate to the best of our knowledge.

AVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:

- Graduates who have completed their academic programs during the reporting year, minus graduates continuing their education.

UNAVAILABLE GRADUATES ARE DEFINED AS THE FOLLOWING:

- Graduates who have declared themselves unavailable due to personal or medical reasons
- Graduates who are unable to be contacted due to disconnected telephones, undeliverable e-mail addresses, moving without providing Career Services with a forwarding address, etc.
- Graduates who do not cooperate with the efforts of Career Services to gain employment by refusal to return phone calls, to provide an updated résumé, to complete forms, or to follow up on Career Service generated job referrals in their related fields, or by having unrealistic geographic or monetary expectations.



ACADEMIC POLICIES

COURSE CANCELLATION POLICY

The College reserves the right to cancel any course 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. 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. A student may attempt a non-developmental course for the third time only after meeting with and obtaining written authorization from the Program Dean or General Education Dean, depending on the course discipline.

An attempt is defined as a course completion in which a student is assigned a grade. Withdrawals are not considered an attempt. A student is blocked from registering for a course for a third time until a Third Attempt Learning Contract is completed and registration is approved. Successful completion of the conditions outlined within the Third Attempt Learning Contract is required for consideration of subsequent attempts.

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

The policy for repeating Developmental Education courses is included on p. 35 of the Catalog, along with other Developmental Education information. Withdrawals are considered an attempt for Developmental Education courses, and students face academic dismissal if unable to successfully complete (pass) these courses within three 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 one of the following methods:

1. Completing a Withdrawal Form (available in the Academic/Administrative Office).
2. Mailing, faxing, e-mailing (Baker e-mail account preferred) a letter requesting withdrawal and explaining the reason for withdrawal.

The official withdrawal date is 1) the date the Withdrawal form is submitted, 2) the postmarked date of the letter mailed, 3) the date the fax was received, or 4) the date the e-mail was received. Tuition refunds are based on the official withdrawal date (see Tuition Refund Policy).

College-Initiated Withdrawal from a Course:

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

1. Excessive absenteeism as defined in the Attendance Policy (see Attendance). A student will be withdrawn from a course up to the end of the week which precedes the final week of the course. (The student has earned a grade at this point).
2. The level of academic achievement for the course makes it inadvisable for a student to remain in the course. The instructor communicates his/her concern about a student's level of academic achievement in a course by submitting a Student

Notice of Concern form. The form is reviewed by the designated campus official(s) and a decision is made regarding the student's status in the course.

3. Violation of the Basic Principles of Student Responsibility Policy (see section with the same title).

The official withdrawal date for College-initiated withdrawals is the date of processing.

Student-initiated or College-initiated withdrawals do not reduce the student's financial obligation.

ACADEMIC 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 concern, the appeal process has deadlines for each stage. If the student does not file the required paperwork within 90 calendar days of the end of the quarter 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 Advisor or designee. The Academic Advisor or designee will provide the student with an Academic Appeal form.

The student will complete the Academic Appeal form and submit, within five business days of the meeting with the Academic Advisor or designee, 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 material is not received by the stated deadline, the appeal will go forward without the additional material. Upon receipt of the appeal, the Academic Advisor or designee 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 Advisor or designee within five business days of receipt of the appeal. The Academic Advisor or designee 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 Advisor or designee will send the Appeal Form and written document to the Dean of the division wherein the concern originated or to the Chief Academic Officer/Vice President for Academics, if the Dean is not available to render a decision. The Dean/Chief Academic Officer/Vice President for Academics will have five business days to render a decision and return the appeal to the Academic Advisor or designee.

The Academic Advisor or designee will inform the student of the decision. Upon the student's request, the Dean/Chief Academic Officer/Vice President for Academics may review the decision with the student. Within five business days of notification, the student will indicate, in writing on the 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 Advisor or designee, will contact the Chair of the Judiciary Council and will forward all documentation. The Judiciary Council will be convened within ten business days of receipt of the appeal to resolve the concern.

The Judiciary Council will be formed and chaired by the Director of Student Services 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 a program other than the student's program, and a Dean or Associate Dean 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.

ACADEMIC PROBATION POLICY

If the student's cumulative GPA falls below the appropriate minimum GPA required to remain in good academic standing as illustrated on the step scale, the student will be placed on academic probation for the following quarter. The student will be advised to restrict his/her course load and curtail extracurricular activities and work schedules. If the student attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below the step scale, the student will remain on probation for the next quarter.

Removal from Academic Probation

The student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA places him/her in good academic standing as illustrated on the step scale.

ACADEMIC SUSPENSION POLICY

Students are academically suspended based on either of the following:

1. A student receives all failures his/her first quarter.
2. A student on academic probation who earns a GPA at the end of the probationary quarter lower than that called for by the step scale.

Consideration for re-enrollment will be given to academically suspended students only after an absence of at least one academic quarter. Requests to re-enroll are processed through the Academic Department.

Students who were living in Baker College housing at the time of academic suspension must reapply in order to be readmitted to College housing.

ACADEMIC DISMISSAL POLICY

Students are academically dismissed based on any of the following:

1. A student received a prior academic suspension and his/her GPA falls below the step scale regarding good academic standing.
2. A student fails to complete required work within 30 days of the

beginning of a course in which he/she is enrolled. A Notice of Concern must be on file from the instructor indicating that the student has not completed any coursework within this time period or has not successfully completed (passed) enough work to receive a passing grade if the student remained in the class.

The College reserves the right to academically dismiss any student whose level of achievement makes it inadvisable for the student to remain in school. Students who are academically dismissed may not attend classes in any future quarter, unless they apply for and receive Academic Amnesty (See Academic Amnesty: Fresh Start Program).

Students may also be academically dismissed based on the following:

1. A student is unable to successfully complete (pass) any developmental education course within three attempts.

Readmission for developmental education academic dismissal may be considered under one of the following conditions:

1. If the student is in good academic standing, he/she can return at any time with documentation of transferable college-level math and/or English courses which were completed following dismissal from Baker College, and the transfer credit is within the same discipline that caused the dismissal.
2. If the student is in good academic standing, he/she can return after two years if able to demonstrate through placement testing that the developmental education course(s) which he/she previously could not pass in three attempts are no longer needed.
3. If the student is academically dismissed and is in poor academic standing, he/she can only return after four years if approved for Academic Amnesty and can indicate through placement testing that developmental courses are no longer needed.

ATTENDANCE POLICY

Since attendance has a direct bearing on a student's future employability, financial aid, and academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

On-ground

It is the responsibility of the classroom instructor to record and submit a record of attendance. When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 40% of the course.

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.

Online

Attendance is reported on a weekly basis. Attendance is defined as submission of any of the following within Blackboard during the seminar week:

- Wiki, blog, or journal assignment
- Assignment submission to an assignment link
- Discussion Board posting

The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

1. The student is absent for the first week of the course.
2. The student is absent for two consecutive weeks.
3. The student is absent for more than 33% of the course.



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 FOR EXCESSIVE ABSENTEEISM POLICY

The student initiates the application process for course reinstatement through the SOLAR/STAR system. The student can request course reinstatement only once per course, per quarter. The instructor reviews the application and makes a decision to approve or deny the request for course reinstatement. The instructor cannot approve a second reinstatement into the same course within the same quarter. The reinstatement process and the assessment of the associated student work must be completed prior to submission of final grades. If the request is approved, the instructor generates an academic plan of action.

STUDENT COMPLAINT POLICY

Students have the right to file a formal complaint 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 the Student Handbook for more information about the specific policy and complaint procedures:

SPECIFIC POLICY AND COMPLAINT PROCEDURES		
TYPE OF COMPLAINT	STUDENT HANDBOOK HEADING	STUDENT HANDBOOK PAGE LOCATION
Grade Dispute	Academic Appeal Process	226-227
Equal Opportunity Complaints	Equal Opportunity Policy Statement	234
Grievance Procedure for Complaints		236
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 (ADAA)	234
Grievance Procedure for Complaints		236
Harassment Complaints	Prohibited Harassment Policy	235
Anti-bullying/Harassment Policy		235-236

To file complaints, students may follow the specific procedures outlined in the areas noted in the Student Handbook. For grade disputes, students may use the Academic Appeal Agreement and Plan Forms. For all other complaints, the student will use the Baker College Complaint/Grievance Form. The students may file a formal complaint, in writing, with the appropriate College officer, using the forms noted.

Formal complaints must be specific, comprehensively documented, signed by the student in written format, and delivered either by US mail or through an attachment to an e-mail. 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 the complaint. 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.

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413
Phone: 800.621.7440 / 312.263.0456
Fax: 312.263.7462
info@hlcommission.org

Complaint Process

E-mail questions to complaints@hlcommission.org

Michigan Department of Licensing and Regulatory Affairs

P.O. Box 30220
Lansing, MI 48909-7720
Complaint Process and Forms
<http://www.michigan.gov/lara>

E-MAIL CORRESPONDENCE

E-mail 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.

E-mail correspondence shall be made to the "Preferred E-mail Address" of the member. The "Preferred E-mail Address" is the e-mail address issued by the College (an e-mail address ending in "@baker.edu"). Students have the option to define a different "Preferred E-mail Address" by entering it in the Baker College SOLAR System; however, the College cannot guarantee delivery of these messages to non-Baker addresses.

BAKER COLLEGE STUDENT PRINTING

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

Students are given a \$50.00 printing credit each quarter, 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 print pages.
- Printing balances do NOT transfer from quarter-to-quarter. New balances are loaded each quarter.
- If a student exceeds the \$50.00 of free printing at any time during the quarter, students 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 non-refundable and non-transferable.
- The quarterly allotment of prints cannot be redeemed for cash.

INTERNET ACCOUNT

Any registered student at Baker College automatically receives an Internet account. This account creates a personal e-mail account, an online classroom account, 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 the Student Online Links to Academic Records (SOLAR) System. The SOLAR System allows students to safely and privately access their own student data found on our administrative computer system. Students can view grades, transcript information, billing information, and register for classes through this system. For further information visit:

www.baker.edu and click on Solar System at the top of the page.

ACCEPTABLE USE POLICY FOR BAKER COLLEGE INFORMATION TECHNOLOGY RESOURCES

I. Introduction

This policy defines the accountability of all ("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) environment, including computers, data storage, mobile devices, electronic data, networks, software, e-mail services, electronic information sources, voicemail, telephone services, and other products and services.

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

IT resources are provided for the use of 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 for Baker College Information Technology Resources language.

II. Applicability

2.1 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 campus or remote locations.

2.2 For usage within the Baker College campus IT environment, 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 on the Users.

2.3 Access to Baker College resources may be wholly or partially restricted without prior notice and without consent.

2.4 Access to this Policy will be granted to Users through the website, handbook and/or catalog.

III. General Authorized Usage Overview

3.1 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.

3.2 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.

3.3 Inappropriate or supplementary use that inaccurately or inappropriately illustrates support or affiliation of products, services, or organizations, without written approval, is prohibited.

3.4 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.

3.5 Users are responsible for informing themselves of any Baker College policies or regulations that control the use of College resources prior to resource usage.

3.6 Users are expected to respect the privacy of other Users, including usage, content, or identities.

3.7 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.

3.8 Users are expected to engage in safe and responsible security and computing practices in order to maintain the integrity of Baker College resources.

IV. Inappropriate Usage

4.1 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.

4.2 Users must adhere to copyright, trade secret, patent, or other intellectual property or similar laws/regulations.

4.3 Using College resources for unlawful communications, including threats of violence, obscenity, child pornography, and harassing communication are prohibited and will immediately be reported to the local police department and/or campus safety.

4.4 Unauthorized access, modification, copies, or deletion of Users' accounts or resources, including files, is not allowed.

4.5 Users cannot use IT resources in a manner that impacts usage or activities of the resources by other Users including, but not limited to, the introduction of malicious software or malware.

4.6 Connecting unauthorized modems, routers, wireless access points, or other devices to Baker College resources is prohibited.

4.7 Interfering with the networking including, but not limited to, scanning, monitoring, intercepting, and altering network packets is expressly prohibited.

4.8 Baker College resources cannot be used to engage in patrician politics or promote/oppose ballot measures unless that use is approved by the President/CEO.

4.9 Users cannot access Baker College resources without the proper authority, which includes attempting to evade or circumvent user authentication and/or misrepresenting one's identity or affiliation.

V. Email and Electronic Communications

5.1 Access to Baker College e-mail is a privilege that may be wholly or partially restricted without prior notice and without consent of the user.

5.2 An activity that may strain the e-mail or network facilities is a violation of this policy. These activities include, but are not limited to, sending chain letter and widespread dissemination of unsolicited e-mail.

5.3 Modification or forging of e-mail information, including the header, is prohibited.

5.4 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.

VI. 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 Baker social media accounts. As a student at Baker College, if you want to create an official Baker page or group, you must first 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 follow Baker's online code of conduct and adhere to the 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 behavioral guidelines, disciplinary action may be undertaken at the discretion of the Administration. Any deviation (even unintentional) from the policies and procedures could result in disciplinary action up to and including termination.

6.1 STUDENT GROUPS

- All official student groups and pages will be monitored on an ongoing basis at the campus and departmental level 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."

6.2 BEST PRACTICES

- 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 will not be tolerated.
- 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 towards a resource who can answer them—even if you don't 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.



6.3 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, contact the Support department for that particular site or service immediately for assistance.
- Immediately notify the IT Solutions Center (itsc@baker.edu) of any situation when a password or account appears to be compromised.
- Immediately report any threatening or abusive posts made on student groups/pages to Campus Security and IT Solutions Center (itsc@baker.edu); capture a screenshot of the post and username before deleting it.

6.4 HIPAA AND SOCIAL MEDIA IN THE HEALTHCARE SETTING

- Federal law defines privacy through the Health Insurance Portability 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, the students responsibilities are:
- Safeguard any patient information learned by the student during the course of treatment.
- Disclose patient information only to other members of the healthcare team for the purpose of providing care for the patient.
- Share confidential information only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions, a student is obligated to safeguard confidential information.
- Be aware of the potential consequences of disclosing patient-related information via social media, failure to adhere to clinical affiliate's policies, failure to abide by relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media.

6.5 FERPA AND SOCIAL MEDIA IN EDUCATION SETTINGS

- The federal law that addresses student privacy and records is the Family Educational Rights and Privacy Act, or 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 education records.
- Candidates (Student Teachers) should be aware of issues related to 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 discuss students, staff or the school negatively inside or outside of the building, and should not discuss students by name except for professional purposes.

VII. Privacy

7.1 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.

7.2 Users are expected to respect the privacy of other Users and not divulge personal data concerning faculty, staff, or students.

7.3 Authorized individuals of the Baker College IT environment will perform management tasks in a manner that fosters User trust.

7.4 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 in order to perform necessary maintenance, including security events.

VIII. Operational Security

8.1 The College may, without advanced notice to Users, take any action necessary to protect the interests of Baker College to ensure that the IT resources are stable and secure. Any action necessary will be taken including monitoring and scanning College resources.

8.2 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.

8.3 Known or suspected violations of the Acceptable Use Policy or Social Media Policies should be reported immediately to abuse@baker.edu.

IV. Enforcement

9.1 Use of Baker College resources is a privilege and not a right. User's access to Baker College IT resources may be limited, suspended, or terminated if that User violates the Policy. The CIO or the Director of Security will address alleged violations of this Policy.

9.2 In addition to review of alleged violation of this Policy, the College may be obligated to report incidents to law enforcement.

9.3 Users who violate this Policy, other College policies, or external laws will be subject to disciplinary action and/or penalties.

9.4 If the CIO determines that a User has violated this Policy and determines that access should be limited or suspended, the User may appeal that decision to the System Executive Committee.

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



PERSONAL AND PROFESSIONAL CONDUCT

Baker College is committed to providing an educational environment that gives students the opportunity to obtain their academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

Baker College will take into account all circumstances that are applicable to the potential student including felony convictions. If a potential student has been convicted of a felony, Baker College will consider the specifics of the conviction. The specifics will include the original charge, the crime for which the potential student was convicted, the length of time since the date of conviction, and if the potential student was incarcerated, the length of time from the date of the release, along with any other relevant information requested by Baker College.

Baker College may also consider any documented success of rehabilitation. If necessary, the potential student will provide any releases or waivers necessary to obtain the requested information.

If a potential student is currently on parole, the potential student will provide the name and contact information of his or her parole officer. Baker College will obtain the conditions of parole and will determine whether admittance to Baker College meets the conditions of parole. A personal interview may be required. After review of the available information, Baker College will determine whether to deny admission to the potential student, admit the potential student, or admit the potential student with conditions.

Baker College reserves the right to refuse admission or readmission to any applicant whose academic preparation, personal disposition, or personal demeanor is determined to be inconsistent with the ideals, values, and educational aims of the College.



BASIC PRINCIPLES OF STUDENT RESPONSIBILITY

Each person has a right to study, learn, and live in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. Baker 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 cultural and ethnic differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes. These expectations, regulations, policies, and practices promote the following:

- The mission of the College,
- Opportunities and settings that facilitate the interaction of persons of different cultures, backgrounds, and persuasions, and
- Respect for the rights of others. It is important to formally note the following policies with regard to student responsibility and respect:

Enrollment at Baker College is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, and educational aims of the College. Students will respect the rights and property of others and will treat fellow students, faculty, and staff with good manners and respect. Students will use care in keeping facilities and equipment clean and orderly. Food and beverages should not be eaten in hallways or classrooms. Students will behave in such a way as to promote a positive learning environment. When a student's actions do not reflect these expectations, the College will take disciplinary measures, which may include disciplinary suspension or expulsion from the College and/or student housing, and/or criminal prosecution.

- It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College.
- Baker College does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.
- Baker College students are expected to abide by federal, state, and local laws.
- Any illegal possession, sale, or use of illegal or over-the-counter drugs will result in penalties including immediate expulsion and/or criminal prosecution.

Student 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 is prohibited. Furthermore, students who impede or threaten to obstruct the free and uninterrupted passage of individuals or vehicles, or prevent

or obstruct the normal operations of the College will be subject to disciplinary action, which may result in disciplinary suspension or expulsion from the College and/or criminal prosecution.

Students are expected to use language that promotes a comfortable environment. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion.

Students are asked to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.

A special word about College-owned equipment: Computers, printers, office machines, medical and electronic equipment, and other equipment are placed in locations that will facilitate the best possible benefit to students. Any student who removes or tampers with this equipment is subject to dismissal and payment of any costs resulting from damage or loss of equipment. Students should immediately report equipment in need of repair to an instructor.

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.

Students shall 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. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion.

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.

RECORDING A COURSE SESSION

Students have the right to audio record for personal use a lecture or mini-lecture within a course session but must inform the instructor. Students are required to gain authorization from the instructor and Dean to video record a course session for personal use.

ACADEMIC HONOR CODE

Academic honesty, integrity, and ethics are required of all members of the Baker College community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at Baker College. They are the foundation for ethical behavior in the workplace. Attending Baker College is a privilege, and students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College.

Academic integrity 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. Ignorance 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.

1) Cheating

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

2) Plagiarism

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

3) Other forms of academic dishonesty

- a. Fraud, deception, and the alteration of grades or official records
- b. Changing examination solutions after the fact; inventing, changing, or falsifying laboratory data or research
- c. Purchasing and submitting written assignments, homework, or examinations
- d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
- e. Submitting work created for another course without instructor approval
- f. Misrepresenting oneself or one's circumstance to gain an unfair advantage
- g. Collaborating with another person(s) without instructor approval
- h. Selling or providing term papers, coursework, or assignments to other students

There are four possible consequences for violating Baker College's Honor Code:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the College
4. Rescinding a certificate or degree



In cases involving violation of the honor code, determination of the grade and the student's status in the course are left solely to the discretion of the instructor. The faculty may seek guidance from College administrators. The instructor will report the incident to the College's administration to establish, investigate, or determine potential patterns of dishonesty.

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. A student may, however, appeal a grade based on the criteria outlined in the Academic Appeal Process. Should the student choose to appeal the consequences of the Academic Honor Code violation, the student would use the Disciplinary Appeal Process.

INFRACTIONS CAUSING IMMEDIATE DISCIPLINARY ACTION

On Baker College premises, any of the following will be cause for immediate expulsion from all campuses:

1. Possessing, carrying, displaying, or using firearms, weapons (including tasers), explosives, explosive ingredients or mechanisms, or hazardous chemicals
2. Assaulting or making a threat
3. Disabling safety or security equipment
4. Theft or vandalism
5. Distributing, possessing, carrying, using, or being under the influence of illegal drugs
6. Arson or any attempt of arson

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

1. Possessing, carrying, using, or being under the influence of alcohol
2. Improper use of or tampering with safety or security equipment
3. Interfering with a campus safety officer in the performance of his/her duties
4. Cheating or plagiarizing
5. Bullying, stalking, harassing, or intimidating another student, faculty, staff, or visitor on campus
6. Causing a disruption on campus or violating the Basic Principles of Student Responsibility
7. Identity theft or use of another person's User ID and/or password

These matters are taken directly to the College official in charge of discipline for immediate action. During an investigation, students may be suspended for disciplinary purposes from the College and/or Residence Halls.

Any student arrested for a felony (on or off campus) will be immediately suspended from the College. The suspension is in effect pending disposition of the charges. The student may re-apply to the College once these pending charges have reached resolution.

Expelled or suspended students found on any Baker College premises will be considered trespassing and treated as such. Expelled or suspended individuals may make appointments by phone during regular business hours with appropriate College administrators, if necessary. All tuition, housing fees, and deposits will be forfeited.

In compliance with housing policy, students dismissed from housing for disciplinary reasons must vacate the housing facility within 24 hours of notification of the infraction. In addition, all visitation rights to any Baker College residence facilities are revoked.

Although most student infractions are dealt with on a one-to-one basis, there is a provision for a formal disciplinary appeal process. Baker College has established the Baker College Disciplinary Appeal Process for students who find themselves in conflict with Baker College standards. If a student wishes to appeal a disciplinary action, he/she may contact the Campus Safety Office or the Academic/Administrative Office regarding the Appeal Process.

Please note: An original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued. A student who is placed on suspension must leave campus while the College completely investigates the incident which caused the disciplinary action. The student will be notified when the investigation is complete, and the student may be reinstated, placed on probation, or expelled.

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, or other protected characteristics in providing and administering of 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 grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, 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 which 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, or other protected characteristics which cannot be lawfully the basis for the administration of such services.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled, and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures. This program will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans, and Vietnam Era veterans without regard to either their disability or veteran

status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs.

The College reaffirms its policy of nondiscrimination on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics, in the provision of all services provided to members of the public by facilities under control of the College.

Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

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 persons 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 persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, employment, or activity 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 a working/educational environment for its employees/students, which is free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics is prohibited and against the policies of the College.

An example of prohibited harassment is sexual harassment. Sexual harassment involves (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 an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:

VERBAL

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

NONVERBAL

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

PHYSICAL

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

Any student who believes that he or she has been the subject of prohibited harassment should report the alleged conduct immediately to the campus Chief Academic Officer/Vice President for Academics.

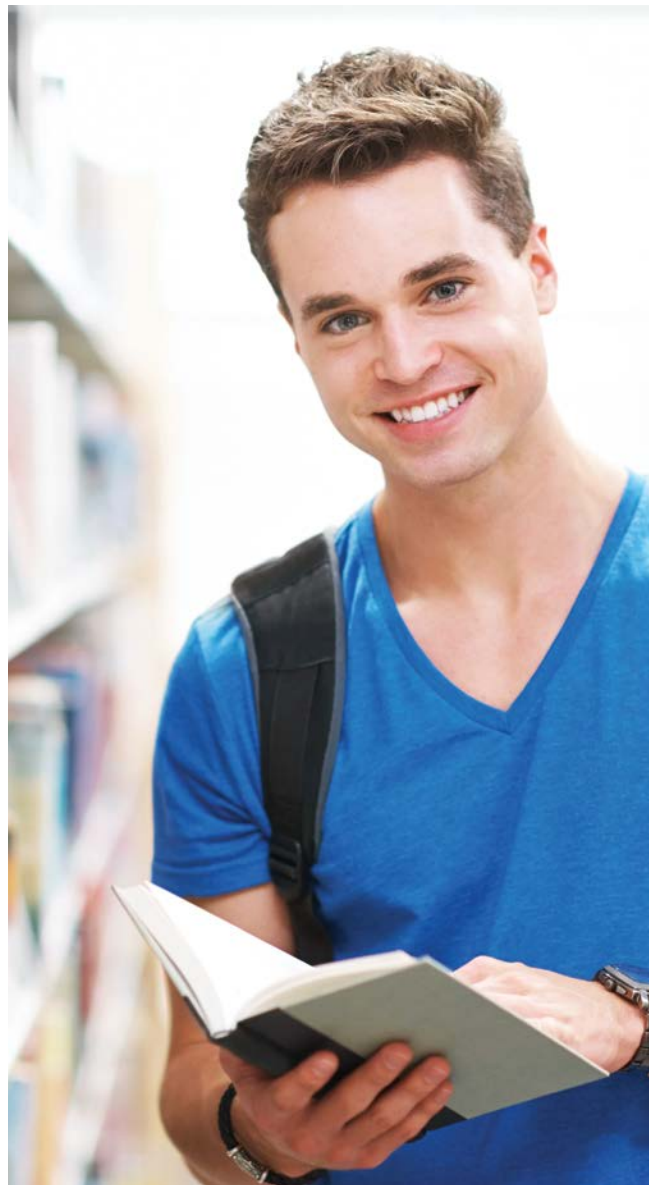
An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.

Any 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 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 a pleasant working/educational environment free of prohibited harassment.

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



ANTI-BULLYING/HARASSMENT POLICY

It is the policy of Baker College to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. 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 which 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 a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates 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, 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.

CYBERBULLYING

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 them.

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

Any 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 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 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:

Section I

The person who believes that Baker College has inadequately applied the requirements of the law may bring forward a grievance to the campus Chief Academic Officer/Vice President for Academics (CAO/VPA).

Section II

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the campus Chief Academic Officer/Vice President for Academics, who shall function as the designated campus EEO/AA/ADA Officer. The campus CAO/VPA 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 CAO/VPA, within five (5) business days of receipt of a response to the informal complaint. The campus CAO/VPA shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

STEP 2

If the complainant wishes to appeal the decision of the campus CAO/VPA, he/she may submit a signed statement of appeal to the campus President within five (5) business days after receipt of the campus CAO/VPA's response. The campus President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Section III

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 South State Street, Chicago, IL 60605-1202.

The campus CAO/VPA will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus CAO/VPA's office.



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 are 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:

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 records 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 US 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: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC 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, which 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, solely for law enforcement.
4. Alumni records which contain information about a student after the student is no longer in attendance at the College.

Disclosure of Educational Records

FERPA permits the disclosure of PII from a student's educational records, without consent of the student, 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 FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student.



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 which the student has 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: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) 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 rule or policy 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 Clearing house for enrollment and degree verification purposes for interested parties (www.degreeverify.org).

Annual Notification

Baker College publishes this institutional policy yearly in the Baker College Catalog 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 - Financial Services
- Financial Records - Business
- Placement Records - Career Services

Directory Information

Baker College designates the following items as directory information: student name, user ID, address, phone number, e-mail address, date of birth, major field of study, dates of attendance, degrees 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 Office. The Academic/Administrative Office will inform the Record Custodian of the student's 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 which relates to him/her. Students also may not inspect those records which are excluded under the 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 so doing, 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 of 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 the SOLAR system. 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 the SOLAR system (log-in with your Baker user name and password), and Choose CONTACT INFORMATION > EDIT Items, if you need to change your contact information.

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 or 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 or a fine of not more than \$500.00 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 \$500.00 or more than \$1,000.00 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." Student copies will be stamped as "Issued to Student." Each 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 www.baker.edu

College transcripts and/or grades may be withheld if the student's file is incomplete or lacking any of the following:

1. High school transcript showing graduation, a GED certificate, or self-certification of high school graduation, if requested by the College
2. If the student has overdue financial obligations to Baker College
3. In certain circumstances, a completed graduation application
4. If student loan borrowers have not completed an exit interview through Financial Services or online at www.baker.edu/loans

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 credit. The exact amount of credit accepted depends upon the compatibility of the Baker courses with the requirements for the degree sought. Students should check with the institution to which they intend to transfer for information on that institution's transfer credit policy. Non-traditional credit (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 a threat 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 an Annual Security Report for each campus, which is available at www.baker.edu/safety or at one of the following links:

Allen Park	http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf
Auburn Hills	http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf
Cadillac	http://www.baker.edu/media/ckfinder/files/Security-Report-CA-Zeeland-ALTL.pdf
Center for Transportation Technology -Cadillac	http://www.baker.edu/media/ckfinder/files/Security-Report-CA-CTT.pdf
Cass City	http://www.baker.edu/media/ckfinder/files/Security-Report-CY.pdf
Clinton Township	http://www.baker.edu/media/ckfinder/files/Security-Report-CT.pdf
Coldwater	http://www.baker.edu/media/ckfinder/files/Security-Report-CW.pdf
Flint	http://www.baker.edu/media/ckfinder/files/Security-Report-FL.pdf
Center for Transportation Technology -Flint	http://www.baker.edu/media/ckfinder/files/Security-Report-FL-CTT.pdf
Fremont	http://www.baker.edu/media/ckfinder/files/Security-Report-FR.pdf
Jackson	http://www.baker.edu/media/ckfinder/files/Security-Report-JA.pdf
Muskegon	http://www.baker.edu/media/ckfinder/files/Security-Report-MU.pdf
Culinary Institute of Michigan - Muskegon	http://www.baker.edu/media/ckfinder/files/Security-Report-MU-CIM.pdf
Owosso	http://www.baker.edu/media/ckfinder/files/Security-Report-OW.pdf
Port Huron	http://www.baker.edu/media/ckfinder/files/Security-Report-PH.pdf
Culinary Institute of Michigan - Port Huron	http://www.baker.edu/media/ckfinder/files/Security-Report-PH-CIM.pdf

This report includes:

- 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, and 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, a paper copy of this report 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: www.michigan.gov/vote

STUDENT RIGHT-TO-KNOW GRADUATION RATE

The following statistics apply to first-time, full-time students who began a certificate, associate degree, or bachelor degree at Baker College in fall 2008. First-time, full-time students, who are students that have never enrolled in college before and are taking 12 or more credit hours, comprised 50% of the new students at Baker College in fall 2008.

- 20.1% completed their programs in six years.
- 12.8% completed within 150% of the “normal” time for completion.
- 1.9% were still enrolled after six years.
- .7% transferred to another institution of higher learning.
- 12.1% 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 career as full-time students drop to part-time status as they balance college, family, and work. Many students “stop out” of college for a quarter 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. Baker College measures not only its graduation rate, but also its employment rate. The 2014 Graduate Employment Rate was 97.8 percent.

UNDERGRADUATE GRADUATION



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 quarter hours required for the certificate program are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the program's major area of study.
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.

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 36 quarter hours required for the associate degree are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study.
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 an 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 quarter hours required for the additional major are completed in actual class time through Baker College.
- c. The additional major is offered within the same 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 48 quarter hours required for the bachelor degree are completed in actual class time through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's major area of study and are at the 300 or 400 level.
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 an 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 24 quarter hours required for the additional major with 12 quarter hours at the 300 and 400 level are completed.

ADDITIONAL MINORS

Students are eligible for an 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 at the student's degree granting campus within the same bachelor degree.
- c. A minimum of 12 quarter hours required for the additional minor are completed through Baker College.

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 18 quarter hours required for the Postbaccalaureate certificate are completed in actual class time through Baker College. Courses below the 100 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.

Graduate Degrees 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.
2. Completion of a minimum of 34 quarter hours at Baker College Center for Graduate Studies.
3. Achievement of a cumulative GPA of 3.00 or better.
4. Submission of an "Application for Graduation Form" one quarter prior to expected graduation.
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. There is a minimum of 24 quarter hours, which are different from any previously earned associate degree. These 24 quarter hours must be completed in actual class time through Baker College. Courses below the 100 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.

Bachelor Degree—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. There is a minimum of 48 quarter hours, which are different from any previously earned bachelor degree. These 48 quarter hours must be completed in actual class time through Baker College. Courses below the 100 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 a degree or certificate must complete a graduation application online for each program at www.baker.edu/graduation-application by November 1 for fall quarter graduation, February 1 for winter quarter graduation, April 10 for spring quarter graduation, and August 1 for summer quarter graduation.

GRADUATION CEREMONY

The College conducts one formal graduation ceremony per campus each year. It is held at the conclusion of the spring quarter 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 www.baker.edu/graduation-application

Undergraduate Certificates and Degrees:

HONOR GRADUATES

Graduates who achieve a 3.5 cumulative GPA or higher are awarded a special distinction 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 an additional SALUTE honor cord.

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