



STUDENT HANDBOOK

Policies and Procedures Guide
2017 – 2018



STUDENT HANDBOOK

ACADEMIC & FINANCIAL INFORMATION

NEW STUDENTS	
Admissions	3
NEW AND CURRENT STUDENTS	
Financial Services	10
CURRENT STUDENTS	
Academic Information	19
Academic Resources	24
Student Resources	25
Academic Policies	30
Student Records	42
Disclosures	46
Graduation	47



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

New Student Records

UNDERGRADUATE

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

- (1) A completed and signed application form;
- (2) Self-certification of high school graduation and/or official final high school transcript or GED along with Baker College approved assessment verification (i.e., high school transcript, ACT, SAT, ASSET, COMPASS, FASTRACK, waivers, etc.);
- (3) Either successful completion of the FASTRACK program or verification of the completion of developmental education requirements for a student who has graduated from high school more than five years ago;
- (4) An official high school transcript prior to the start of classes, or future registration will be prohibited;
- (5) An Educational Development Plan (EDP), if requested by the College;
- (6) An official transcript and/or a record of financial aid for a transfer student from his/her previous college or university, if requested by the College; and
- (7) Documentation of successful completion of BC 1010 and MyMajors.

GRADUATE

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

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

A transfer student must also provide 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

Admission Policy Statement

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

1. All students who have earned a high school diploma or its equivalent, such as a General Education Development (GED) certificate, along with minimum assessment verification from one or more of the following: high school transcripts, ACT, SAT, ASSET, COMPASS, FASTRACK or waiver tests, are accepted. **High school certificates of completion are not equivalent to a high school diploma.**
2. Baker College admits students without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics.
3. Baker College provides students with support systems to allow them opportunities for access. Disability services is one of many programs provided through the academic advising department to support people 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.
NOTE: ACT and SAT test scores are valid for two years.
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as the Test of English as a Foreign Language (TOEFL) score.
6. Baker College reserves the right to deny admission to any potential student who may be disruptive to the educational environment of the College.
7. Any student found to have falsified information on an admissions document will be denied admission to the College or expelled if already in attendance.

How to Apply for Undergraduate Program Admission

1. Enrollment applications may be obtained/submitted through the following means:
 - a. Online – baker.edu/apply
 - b. On campus – Students are encouraged to make an appointment to speak with a Baker College admissions advisor who will assist in the enrollment process.
 - c. High school counseling department – Baker College works closely with high school counselors by supplying them with catalogs and applications. It is highly recommended that students take advantage of their high school counselor's expertise and assistance in completing the forms for admission, financial aid, and scholarships.
2. Prospective students must fill out the enrollment application as completely as possible and submit the application along with the \$30 application fee to the Baker College campus the student wishes to attend. Prospective students will be contacted by the admissions office as soon as the application is received.
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. All supporting documents, including transcripts, should be sent to the Baker College Enrollment Center, 1116 W. Bristol Rd., Flint, MI 48507.

Graduate Program Admissions Requirements

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

How to Apply for Graduate Programs

1. Complete your application for graduate admission through the Baker College website (baker.edu/apply).
2. Provide official transcripts from all colleges or universities attended indicating a 2.5 or better GPA. If a GPA is below 2.5, please include an explanation as part of the required essay.
3. Write and submit a 500 to 1,000-word essay on future career objectives in the chosen graduate field. The essay requirements can be found in the "Baker College Graduate Application" and below.

Graduate Program Enrollment Criteria

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

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

- A completed Graduate College Application form.
- A non-refundable \$35.00 application fee.
- A typed essay (500-1000 words) in response to the criteria provided in the specific program area.
- Official college transcripts indicating an undergraduate degree with a GPA of 2.5 or better (4.0 scale) from a regionally-accredited college or university. Official college transcripts are provided from the institution granting the degree or from an approved third-party vendor directly to the Center for Graduate Studies.
- A current resume indicating all professional work experience.

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

MASTER OF BUSINESS ADMINISTRATION

- A typed essay (500-1000 words) in response to the following questions:
 - 1) How have your academic work, professional work, and/or life experiences prepared you for the Center for Graduate Studies Master of Business Administration (MBA) degree?
 - 2) What are your personal, professional, and/or career goals 5 and 10 years after you earn your Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
 - 3) What do you view as your greatest strengths and challenges as you begin the graduate journey? How will you utilize your strengths to overcome your challenges to successfully complete the graduate program?
- A current resume indicating a minimum of three years of full-time, professional work experience.
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admissions decision.

MASTER OF OCCUPATIONAL THERAPY

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

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

MASTER OF SCIENCE IN EDUCATIONAL EFFECTIVENESS

- A typed essay (500-1000 words) addressing the candidate's reasons for entering the chosen major area of the educational effectiveness program.
- GRE scores must be submitted if the candidate wants the scores considered in the admission decision.

MASTER OF SCIENCE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

- A typed essay (500-1000 words) in response to the following questions:
 - 1) How have your academic work, professional work, and/or life experiences prepared you for the field of industrial/organizational psychology?
 - 2) What are your personal, professional, and/or career goals 5 and 10 years after you earn your Center for Graduate Studies degree and do those goals include a doctoral program?
 - 3) What do you view as your greatest strengths and challenges as you begin the graduate journey?
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admissions decision.

MASTER OF SCIENCE IN INFORMATION SYSTEMS

- A typed essay (500-1000 words) in response to the following questions:
 - 1) How have your academic work, professional work, and/or life experiences prepared you for the information technology field?
 - 2) What are your career goals 5 and 10 years after you earn your Center for Graduate Studies degree?
 - 3) What do you view as your greatest strengths and challenges as you begin the graduate journey?
- GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admissions decision

MASTER OF SCIENCE IN NURSING

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

DOCTOR OF BUSINESS ADMINISTRATION

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

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

Special admission and advancement requirements for individual health science, education, and social science programs are detailed on the Baker College website at baker.edu or from our admissions advisors or academic/administrative offices. A signed health science, education, or social science waiver form must be on file for a student to start classes.

International Student Special Requirements

International students (except commuting Canadians) must fulfill student visa requirements and make an advanced tuition deposit. (See "Tuition Deposit – International Students" under the Financial Services information in this Handbook.) International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 on paper/173 on computer/61 on 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. Commuting 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 U.S. must have their transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES; naces.org). The results of the evaluation must be sent from the evaluation companies directly to our campuses. Official evaluations must include U.S. degree equivalencies (if a degree is being transferred), course grades, and overall grade point averages (GPA).

International Students – Running Start

International students for any dual enrollment program must fulfill student visa requirements and make an advanced tuition deposit (see "Tuition Deposit – International Students" on our website under Student Services, Financial Aid, then Tuition and Fees). International Running Start students are required to take the TOEFL or similar English test for a foreign language exam. A minimum score that equates to 450 paper TOEFL/133 computer/45 Internet is required for admission. A personal interview may also be required.

International Applicants – Center for Graduate Studies

International applicants must possess both written and oral competence in the English language. The following criteria are used to determine English language competency:

- A score of 570 or higher on the paper version of the Test of English as a Foreign Language (TOEFL).
- A score of 235 or higher on the Internet version of the TOEFL.
- A median score on the Comprehensive English Language Test (CELT).
- DBA students must have a score of 575 or higher on the paper version of the TOEFL.

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

Nontraditional Credit

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

Guidelines for Nontraditional Credit

ASSOCIATE DEGREES AND UNDERGRADUATE CERTIFICATES

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

BACHELOR DEGREES

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

POSTBACCALAUREATE CERTIFICATES

The policy for nontraditional credit varies depending on the certificate.

Articulation Credits

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

Credits by Examination

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

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

Experiential Credits

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

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

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

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

Licenses and Certificates

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

Waiver Tests

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

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

Transfer Credits

UNDERGRADUATE

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

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

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

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

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

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

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

All official transcripts are required prior to registration.

GRADUATE

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

- Baker College will accept no more than 12 semester hours of transfer credit into graduate programs.
- Only courses with a B (3.00) grade or higher will be eligible for transfer consideration.
- To successfully transfer a course, the course must equate to and be compatible with courses offered by the Center for Graduate Studies.

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

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

Transfer Credits Residency/Residency Policies

ASSOCIATE DEGREES AND UNDERGRADUATE CERTIFICATES

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

BACHELOR DEGREES

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

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

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

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



Residence Halls

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

Students interested in housing should become familiar with the Residence Hall Licensing Agreement and Residence Hall Guidelines. Residence hall students must maintain a minimum of 15 credit hours per semester 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.

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

All rooms in the residence halls are partially furnished. They provide access to kitchen appliances so students may buy and prepare their own meals. Lobby areas offer television, recreational games, and conversation areas. Study rooms, food vending machines, and 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 is provided during each school year. Activities include athletic, recreational, and entertainment opportunities for students to gain new friends, develop leadership skills, and make college life more meaningful. Each campus has program-related clubs and organizations that permit students to expand their experiences beyond the classroom. Community-sponsored events are also promoted. The Residence Life Staff or Student Affairs Office on each campus will have information on available activities. Students are encouraged to use leisure time productively and to participate in diverse activities.

Veterans' Benefits

United States Armed Forces veterans' benefits are available to eligible students upon admission. Such students must complete the necessary paperwork in the admissions or OneStop office.

Baker College is approved to train eligible veterans and their dependents under Chapters 10, 30–36, 1606, 1607, and certain other types of veterans' benefits. If you are a veteran and would like more information on the Post-9/11 GI Bill and other veterans' benefits, go to 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 campuses' VA Point of Contact (VA POC) as far in advance of starting school as possible. The VA POC 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 a financial aid application, go to fafsa.gov. The U.S. Department of Veterans Affairs can pay directly to the students or to Baker College. This is determined by which 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 section in this handbook). Students failing to remain in good academic standing will be placed on probation. Students are allowed only two consecutive semesters of probation. Veteran students who are not removed from probationary status after two consecutive semesters will not be recertified 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 semesters.

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

Admission Policy for Applicants with Felony Convictions

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

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

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

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

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

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

Orientation and Placement

ORIENTATION

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

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

PLACEMENT OPTIONS

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

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

Specific programs may have additional placement requirements as well.





NEW AND CURRENT STUDENTS

FINANCIAL SERVICES

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

How to Apply for Financial Aid

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

Once received by Baker College, the FAFSA results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed. Once all necessary documentation is received, the student will be sent a financial aid award package. If the award package includes a 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 financial aid is available.

COLLEGE COSTS

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

EXPECTED FAMILY CONTRIBUTION

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

FINANCIAL AID ELIGIBILITY

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

$$\begin{array}{r} \text{COLLEGE COSTS} \\ - \text{EXPECTED FAMILY CONTRIBUTION} \\ \hline = \text{FINANCIAL AID ELIGIBILITY} \end{array}$$

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

Types of Financial Aid

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

SCHOLARSHIPS

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

GRANTS

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

LOANS

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

WORK-STUDY

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

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



Scholarships

Scholastic achievement, extracurricular accomplishments, financial need and career objectives are taken into consideration in the scholarship award process. The amount of an award is determined annually. Visit 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 (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 OneStop office for returning students.

Michigan Competitive Scholarship

MICHIGAN RESIDENTS

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

Grants

Several grant programs are available for eligible Baker College students.

FEDERAL PELL GRANT UNDERGRADUATE

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

A federal Pell Grant for the 2017–2018 award year (July 1, 2017, to June 30, 2018) may range from \$606 to \$5,920.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT UNDERGRADUATE

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

Baker College will award FSEOG on a first come, first served basis to returning students who qualify for Pell Grant funds and who demonstrate the greatest financial need. Students awarded FSEOG are not eligible to receive the Baker College Returning Student (BCRS) Merit Award.

Michigan Tuition Grant

MICHIGAN RESIDENTS

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

Students must complete the state of Michigan questions on the FAFSA by June 30 to receive grant consideration. The amount of funds available is announced annually by the state.

Tuition Incentive Program

The Tuition Incentive Program (TIP) is a high school completion program that offers to pay for college costs for students who graduate from high school or complete their GEDs. There are two phases to this program (Phase I and Phase II). The program targets students with financial need to encourage them to graduate from high school or complete their GEDs and continue to postsecondary education.

Baker College Grant

New students attending at least half-time who meet the qualifications for the MTG but are not able to be awarded the MTG may be eligible to receive the Baker College Grant (BCG). Eligibility for this grant is based on financial need, as demonstrated by completion of the FAFSA. Students must complete the state of Michigan questions on the FAFSA by July 31 to receive grant consideration.

Baker College Returning Student Merit Award

Returning students, attending at least half time, who meet the qualifications for the MTG but are not able to be awarded the MTG may be eligible to receive the Baker College Returning Student (BCRS) Merit Award. Eligibility for this grant is based on financial need, as demonstrated by completion of the FAFSA. In addition, the student must have a minimum 3.0 GPA at the end of the prior spring term with a minimum of 12 credits earned. Students must complete the state of Michigan questions on the FAFSA by June 30 to receive grant consideration.

Students may be awarded FSEOG, MCS, or MTG in place of the BCRS award.

Increased Credit Incentive

The Increased Credit Incentive (ICI) award is an institutional award provided by Baker College. To qualify, the undergraduate student must be enrolled in 14 or more credit hours that apply to his or her program.

Award Amounts:

15+ credits = \$585 per semester

14 credits = \$390 per semester



Loans

Federal direct loans are available to all students, regardless of financial need. Students must attend college at least half time to be eligible for any type of loan. Remember, 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 studentaid.gov

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

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

Federal Direct Stafford Loans

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

SUBSIDIZED STAFFORD LOAN

Subsidized Stafford Loan eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, the student is not required to make payments while he/she is in college at least half time, and no interest will accumulate during this time. Beginning July 1, 2013, new regulations were enacted that limit a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program.

UNSUBSIDIZED STAFFORD LOAN

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

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

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



Federal Direct PLUS Loans

Federal Direct PLUS Loans are available for parents of eligible dependent undergraduate students and for eligible graduate students at fixed interest rates. Under the federal Direct PLUS Loan program, applicants are eligible to borrow up to the total cost of attendance minus any financial aid they will receive.

Work-Study

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

Federal Work-Study Program

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

Financial Rights and Responsibilities

Students have the right to accept or refuse any part of their financial aid packages. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one college while enrolled at two or more colleges at the same time. Classes taken outside of a student's declared program do not qualify for most forms of financial aid.

Students must attend college at least half time (six undergraduate credit hours or five graduate credit hours) to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College.

It is the student's responsibility to inform Financial Aid of any changes to information provided on the financial aid application. Students should contact the OneStop office to report these changes.

Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.

If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.

Financial Information

TUITION CHARGES

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

• Most undergraduate courses	\$390
• Autobody Technician (ABT) courses	\$430
• Automotive Restoration Technology (ARST) courses	\$430
• Automotive Services Technology (AST) courses	\$400
• Culinary Arts (BAK, CUL, FBM) courses	\$585
• Dental Hygiene professional track (DHY) courses	\$475
• Diesel Service Technology (DSL) courses (Excluding DSL 211)	\$500
• Electronic Health Records (HSC 1010) courses	\$405
• Emergency Medical Technician and Paramedic courses	\$190
• Nursing courses (Excluding NUR 3050, 3210, 3250, 3310, 3350, 4450, 4452, 4550, 4552, 4650, 4750, 4850)	\$460
• Orthotic/Prosthetic Technology (OPT) courses	\$415
• Polysomnographic Technology (PST) courses	\$415
• Power Sports and Small Engine Technology (SET) courses	\$400
• Pre-Occupational Therapy (OCC) courses	\$460
• Truck Driving courses (Excluding TRN 1150, 2110, 2610)	\$505
• Welding (WELD) courses	\$430
• Graduate Center master's degree courses	\$695
• Graduate Center master's degrees Cloud Security Risk Management courses (Including BUS 6200, 6210, 6220, 6230, and 6240)	\$1200
• Graduate Center doctoral degree courses	\$915

FEES

• Undergraduate application fee (payable with application)	\$30
• Graduate application fee (payable with application)	\$35
• Undergraduate and graduate late fee Applied to accounts not paid by the start of the semester	\$50
• Undergraduate/graduate NSF return fee Per item returned by the bank	\$25
• Payment plan fee	\$35
• Background check fee	Varies
• Fingerprinting fee	Varies
• Immunization fee	Varies

CHARGES FOR NONTRADITIONAL CREDITS

• Waiver test credit Charge is dependent upon test. No additional charges for credits earned.	\$0 or \$50
• Articulation credit	No Charge
• Experiential credit (per credit hour) Students are also required to take a COL 3010 at the regular tuition rate of \$390 per credit hour	\$100
• Experiential Learning Credit for Work Experience	\$390
• Independent study credit (per credit hour)	\$390

Payment Options

TUITION PAYMENTS

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

Tuition payment can be made as follows:

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

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

EMPLOYER TUITION REIMBURSEMENT PROGRAM

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

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

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

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

EMPLOYER TUITION ASSISTANCE PROGRAM

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

GI BILL PAYMENTS

If the student will be using veteran assistance (VA) benefits through the GI Bill to pay for tuition, payment is due by the end of each semester. If the student has not received his or her VA payment by that date, the student is still responsible for paying this balance. A late fee may be applied after this date.

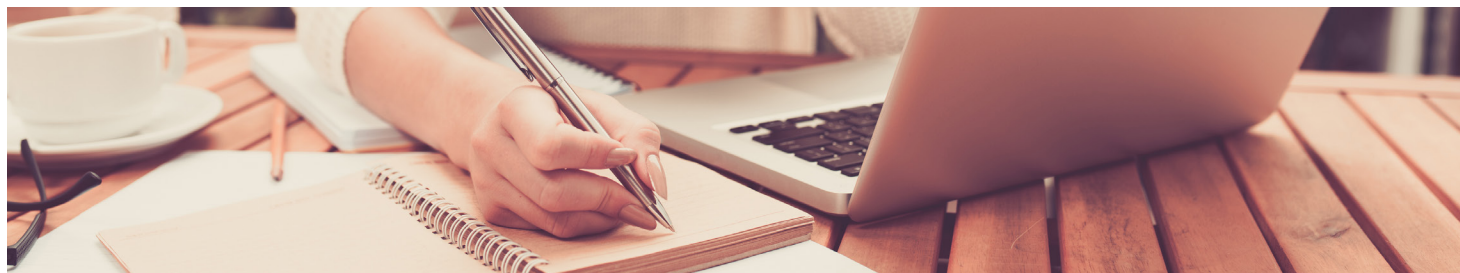
If the student believes he or she may have problems paying the balance if a VA payment is delayed, the student should contact the OneStop office. The student may be eligible to apply for financial aid.

Questions regarding VA certifications should be directed to the VA Point of Contact in the OneStop office.

PAYMENT PLANS

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

Students may sign up for payment plans through the student portal at my.baker.edu.



PAST DUE BALANCES

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

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

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

EMAIL

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

REFUNDS

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

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

Student Housing Costs

Student housing is available at our Cadillac, Flint, Muskegon, Owosso, and Port Huron campuses. The rate for all housing options is \$2,000 per semester; however, the rate may vary based on occupancy. Contact the OneStop or Housing departments for details. There is a nonrefundable \$50 fee due when an application for campus housing is submitted.

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

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

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

UNDERGRADUATE COSTS

AVERAGE ESTIMATED COST PER:	APPLICATION FEE	TUITION	TEXTBOOKS & SUPPLIES (approx.)	TOTAL
SEMESTER (15–16 weeks) for FULL-TIME ENROLLMENT (15 credit hours)	\$30 (first semester only)	\$5,850	\$900	\$6,750
SCHOOL YEAR (two semesters) for FULL-TIME ENROLLMENT (30 credit hours)	\$30 (first semester only)	\$11,700	\$1,800	\$13,500
SEMESTER (15–16 weeks) for MINIMUM FULL-TIME ENROLLMENT (12 credit hours)	\$30 (first semester only)	\$4,680	\$900	\$5,580
SCHOOL YEAR (two semesters) for MINIMUM FULL-TIME ENROLLMENT (24 credit hours)	\$30 (first semester only)	\$9,360	\$1,800	\$11,160
SEMESTER (15–16 weeks) for PART-TIME ENROLLMENT (6 credit hours)	\$30 (first semester only)	\$2,340	\$450	\$2,790
SCHOOL YEAR (two semesters) for PART-TIME ENROLLMENT (12 credit hours)	\$30 (first semester only)	\$4,680	\$900	\$5,580

- Students who live in the student residence halls must add the cost of student housing.
- Estimates do not include enhanced tuition rates for the following courses:
Autobody Technician, Automotive Services Technology, Culinary Arts, Dental Hygiene, Diesel Service Technology, Nursing, Orthotic/Prosthetic Technology, Pre-Occupational Therapy, and Welding.

GRADUATE – MASTER DEGREE COSTS

AVERAGE ESTIMATED COST PER:	APPLICATION FEE	TUITION	TEXTBOOKS & SUPPLIES (approx.)	TOTAL
SEMESTER FULL-TIME ENROLLMENT (9 credit hours)	\$35 (first semester only)	\$6,255	\$600	\$6,855
PROGRAM FOR ENROLLMENT (38 credit hours)	\$35 (first semester only)	\$26,410	\$2,400	\$28,810

GRADUATE – DOCTORAL DEGREE COSTS

AVERAGE ESTIMATED COST PER:	APPLICATION FEE	TUITION	TEXTBOOKS & SUPPLIES (approx.)	PROFESSIONAL RESIDENCIES (first and second year)	TOTAL
SEMESTER FULL-TIME ENROLLMENT (9 credit hours)	\$35 (first semester only)	\$8,235	\$600	N/A	\$8,835
PROGRAM FOR ENROLLMENT (60 credit hours)	\$35 (first semester only)	\$54,900	\$4,800	\$2,000	\$61,700

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 semester of each succeeding year. Any unused funds on deposit at the time the student graduates or withdraws will be refunded to the original depositor.

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

These regulations do not apply to commuting Canadian students.

Class Withdrawal and Refund Policies

TUITION REFUNDS

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

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

STUDENT-INITIATED WITHDRAWAL FROM A COURSE

A student may withdraw from a course up to the end of the week that precedes the final week of the course. The student is required to submit a notice of withdrawal by one of the following methods:

1. Completing a Withdrawal form
2. Mailing, faxing, or emailing (Baker email account required) a letter requesting withdrawal and explaining the reason for the withdrawal

Tuition refunds are based on the official withdrawal date. The official withdrawal date is one of the following:

1. The date the Withdrawal form was submitted.
2. The postmarked date the letter was mailed.
3. The date the fax was received.
4. The date the email was received.



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. A student will be withdrawn from a course up to the end of the week that precedes the final week of the course.
2. The student is not progressing academically in the course. Faculty will submit an Early Alert (EA) and communicate the student's status in the course to the VP/Director of Student Affairs (or designated official). All administrative withdrawals will be at the discretion of the VP/Director of Student Affairs (or designated official).
3. Violation of the Basic Principles of Student Responsibility Policy.

The official withdrawal date for excessive absenteeism is the date the violation occurred. For students who are not progressing academically or who violate the Basic Principles of Student Responsibility Policy, the official withdrawal date may vary.

Student-initiated or College-initiated withdrawals do not reduce students' financial obligations.

ENROLLMENT PERIOD

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

PERCENTAGE OF REFUND

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

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

REFUNDS ON RESIDENCE HALL CHARGES

There is no refund of room charges for students who are expelled, dismissed, or move out voluntarily during the semester. (See the Student Housing section of this handbook.) An improper checkout from the residence hall may result in additional charges.

CREDIT BALANCE REFUNDS

All Baker College refunds to students are processed through BankMobile. Students will be sent refund selection kits from BankMobile when they initially register for classes. Students must select a refund option (i.e., ACH to an existing bank account, open a BankMobile debit card account, etc.). There

are no application or in-network ATM fees associated with the BankMobile account. A \$10 fee is assessed for all card replacement requests after the initial activation.

Students who do not receive the refund selection kit should contact the OneStop office. Additional information on the refund process and BankMobile is available at baker.edu.

Return of Title IV Federal Financial Aid For Withdrawals

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

The Title IV federal financial aid includes the following programs:

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

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



The calculation steps are as follows:

1. DETERMINE THE WITHDRAWAL DATE

The withdrawal date is used to calculate the amount of earned and unearned federal aid for the semester. Baker College is an attendance-taking institution; faculty members record student attendance for all courses. There are two types of withdrawals:

- Official withdrawals: student-initiated withdrawals
- Unofficial withdrawals: college-initiated withdrawals due to excessive absences, suspension, expulsion, etc.

The withdrawal date for both official and unofficial withdrawals is the last date of attendance as recorded by the faculty member and/or participation in online courses.

2. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED

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

3. CALCULATE THE AMOUNT OF EARNED TITLE IV AID

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

4. CALCULATE THE AMOUNT OF UNEARNED TITLE IV AID

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

5. RETURN OF TITLE IV FUNDS

- The College is required to return funds based on the total institutional charges for the payment period multiplied by the percentage of unearned Title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the semester. These funds must be returned within 45 days of determination that the student has withdrawn (officially or unofficially for nonattendance).
- The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.

- If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
- If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50 percent of the total grant for original amounts over \$50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid.

6. RETURN OF UNEARNED TITLE IV FUNDS

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

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

Post-withdrawal disbursements: If the calculation results in earned funds that have not been paid to the student account, a post-withdrawal disbursement

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

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

EXAMPLE OF A RETURN OF TITLE IV FINANCIAL AID FUNDS CALCULATIONS:		
WITHDRAWAL OFFICIAL NOTICE	WEEK 3	WEEK 5
INSTITUTIONAL CHARGES	\$4,680	\$4,680
TITLE IV AID		
LOANS	\$1,732	\$1,732
PELL	\$2,960	\$2,960
TOTAL TITLE IV AID	\$4,692	\$4,692
REFUND TO STUDENT	\$12	\$12
ACCOUNT BALANCE	-0-	-0-
WITHDRAWAL CALCULATIONS		
TUITION REFUND	\$2,340	-0-
ADJUSTMENT FOR TITLE IV	\$3,795	\$3,795
BALANCE STUDENT OWES	\$1,455	\$3,795
STUDENT WITHDREW		
21 DAYS OF ATTENDANCE OUT OF A 111-DAY ENROLLMENT PERIOD		
PERCENT EARNED	21/111 = 18.9%	
PERCENT UNEARNED	100% - 18.9 = 81.1%	
AMOUNT OF TITLE IV AID UNEARNED	\$4,692 X 81.1% = \$3,805	
THE COLLEGE MUST RETURN		
TITLE IV: TOTAL \$3,795	LOANS: \$1,732	PELL: \$2,063
THE STUDENT MUST RETURN		
STUDENT'S AMOUNT: \$10*	Unearned: \$3,805	College return: \$3,795

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

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

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

Repeat Course Policy

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

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

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

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

Census Date

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

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

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

(including withdrawals) will affect their financial aid awards.

Satisfactory Academic Progress

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

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

Suspension of Financial Aid Eligibility for Drug-Related Offenses

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

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

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





CURRENT STUDENTS

ACADEMIC INFORMATION

Accreditation

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

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

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

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

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

The Academic Year

UNDERGRADUATE

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

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

ONLINE

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



Advising and Registration

ADVISING

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

REGISTRATION

New students register for classes during the Academic Welcome Experience process. Returning students may register during the scheduled registration time as determined by the campus either via the Internet or on campus. For a student to register for more than 18 credits in one semester, the student must receive approval from the Director/Vice President of Student Affairs.

LATE REGISTRATION

A student may add an on-ground course to his or her schedule up to the end of week one. A student may not add a course of less than eight weeks' duration after the first session for that course has met. 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 Director/Vice President of Student Affairs.

Classification of Students

UNDERGRADUATE

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

GRADUATE

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

CLASS STATUS

UNDERGRADUATE

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

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

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

Credit Hour Definitions

ON-GROUND COURSES

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

ONLINE COURSES

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

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

Grades

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

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

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

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

Grades are computed at the end of each course and are available via the Internet at my.baker.edu

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

Grade Definitions

A = OUTSTANDING ACHIEVEMENT

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

B = COMMENDABLE ACHIEVEMENT

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

C = ACCEPTABLE ACHIEVEMENT

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

D = MARGINAL ACHIEVEMENT

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

F = FAILING

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



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

STANDARD GRADING SCALE (UNDERGRADUATE & GRADUATE)

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%

GRADING SYSTEM

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

GPA NOT COMPUTED FOR THE FOLLOWING GRADES:

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

HOURS AND GPA ARE NOT COMPUTED FOR THE FOLLOWING GRADES:

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

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

Auditing a Course

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



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

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

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

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

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

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

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

Grade Changes Policy

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

Independent Study

Independent study is defined as credit earned by a student who completes 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, email, 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 Director/Vice President of Student Affairs and completing the Baker College Application for Independent Study. See the Baker College Independent Study Guidelines for more information. The Director/Vice President of Student Affairs and the Director/Vice President of Academic Affairs have the right to refuse an independent study request.

Undergraduate Honors

THE PRESIDENT'S LIST

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

FULL-TIME STUDENT DEAN'S LIST

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

PART-TIME STUDENT DEAN'S LIST

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

Academic Standing – Undergraduate

ACADEMIC STANDING	COLLEGE CRITERIA	FEEDBACK/ADVICE
Good	You must have a cumulative GPA of at least 2.0 to graduate from any program and to remain in good academic standing	Congratulations! You are in good academic standing.
Academic Probation	If your cumulative GPA falls below 2.0 during a semester	You are on academic probation. To register for the subsequent semester, you will be required to meet with an academic advisor. If you attain a 2.0 GPA during the probationary semester, but your cumulative GPA is still below a 2.0, you will remain on academic probation.
Academic Suspension	If you fail all credit-bearing courses for the first semester OR you earn a semester GPA below 2.0 while on academic probation	<p>You are on academic suspension. Consideration for re-enrollment will be given only after both of the following have been met:</p> <ol style="list-style-type: none">1. An absence of at least one semester2. Approval of petition for re-enrollment by the VP/Director of Student Affairs <p>If you are living in Baker College housing at the time of Academic Suspension, you must reapply to be considered for readmission to College housing.</p>
Academic Dismissal	If you fail to earn a 2.0 GPA the semester following academic suspension	You are academically dismissed, and you must not attend classes at Baker College for four years. You must then reapply for and be granted academic amnesty.

Academic Standing – 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 courses used to calculate hours for graduation. For students to remain in good academic standing, the following GPAs must be earned.

HOURS ATTEMPTED	MINIMUM GPA
1-9	2.75
10-18	2.87
19 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 and have not attended Baker College for at least four years – to resume their college education with clean slates. A student with a poor academic record is defined as a student who is not in good academic standing. (See the Academic Standing section in this handbook.)

If a student is approved for 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/Vice President of Student Affairs. Approval for academic amnesty must be received prior to the start of the semester in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

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 the OneStop office.

Readmission and Re-Entry

Undergraduate students considering re-enrollment after an absence of at least two consecutive semesters must complete the electronic Re-entry Application.

Any student re-enrolling must meet the most recent curriculum requirements. If a program is no longer offered, a new program must be selected, and completion of the MyMajors career assessment may be required.

Graduate students re-enrolling after a three-year absence must submit a new application.

All courses and grades earned during previous attendance at Baker College remain on the transcripts and are part of the cumulative GPA for re-entering students.

Program Changes

Students considering program changes must see an academic advisor and complete the MyMajors assessment tool.

Program Name Change/Curriculum Update

When Baker College makes a change in the official name of a program, with no curriculum or content change, all students will be switched to the new program name. Occasionally, students who attend continually may need to change to a new year and/or version of their program 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 bookstores if returned in original condition, with the original receipt, and within the first week of classes. Within 30 days of the first day of classes, textbooks with the original receipt and valid proof of add/drop will be refunded.

ELECTRONICS

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

ALL OTHER MERCHANDISE

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

Academic Resource Center (ARC)

LIBRARY SERVICES

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

The libraries are here to advance students' learning and career goals at Baker College. The many resources available include the following:

LIBRARY WEBSITE

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

RESEARCH GUIDES

Access guides.baker.edu to locate program and course-specific guides by using the following:

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

Ask Us

- Visit askus.baker.edu for help
- Search the list of questions already asked

Research Assistance

- Personalized session with a librarian
- Assignment-focused help

Online Resources

- Full-text articles from more than 100 databases
- Over 110,000 electronic magazines and journals
- Available 24/7 with student ID

Media

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

Electronic Books

- Over 70,000 searchable e-books
- Available 24/7 with student ID

Print Materials

- More than 200,000 print books
- Over 1,000 print magazine subscriptions
- Access to millions more with student ID

Ten Campus Libraries

- Use your 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 U.S. 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 College students. Computers are available for student use in the Academic Resource Centers. To obtain current information on available services, check with the Academic Resource Center on each campus.

LABORATORIES

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

STUDENT RESOURCES

Campus Safety

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

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

Campus Annual Security Reports

The campus safety department prepares annual security reports for each campus, which are available at baker.edu/safety or in the links in the Disclosure section of this handbook.

Alcohol and Drug Prevention

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

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

STANDARDS OF CONDUCT

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

HEALTH RISKS

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

LEGAL SANCTIONS

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

FEDERAL LAW

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act,

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

STATE LAW

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

LOCAL LAWS

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



INSTITUTIONAL SANCTIONS

The use of illegal drugs or alcohol on any Baker College-owned or leased property or during a College-sponsored activity is strictly prohibited (unless approved by the campus president or his/her designee).

- For students, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including verbal warning, written warning, behavior contract, change in student housing, dismissal from student housing, changes to academic schedule, or suspension/expulsion from the College
- Distributing, possessing, carrying, using or being under the influence of illegal drugs on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses.
- Possessing, carrying, using, or being under the influence of alcohol on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses.

The Student Chemical Impairment Policy can be found at baker.edu/safety.

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

SUSPENSION OF FINANCIAL AID ELIGIBILITY FOR DRUG-RELATED OFFENSES

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

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

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

DRUG AND ALCOHOL PREVENTION PROGRAM

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

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

The Baker College System uses an external vendor's resource for a drug and alcohol prevention training program for all students, faculty, and staff. This web-based training will be distributed by the System's Human Resources Department via email every semester to all currently enrolled students and



employees. Additionally, full-time employees have employment benefits that address counseling needs. Referrals will be kept confidential.

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

A copy of the complete Drug and Alcohol Abuse Prevention Program is available at baker.edu/safety.

BIENNIAL REVIEW

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

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

Process evaluation data will include the following:

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

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

Outcome evaluation data will include the following:

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

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

Children on Campus

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

Emergency Procedures

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

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

Fire Drill Policy

PURPOSE OF THE FIRE DRILL POLICY

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

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

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

Responsibilities

CAMPUS SAFETY DIRECTOR OR FACILITIES DIRECTOR

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

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



FACULTY

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

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

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

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

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

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

BUILDING OCCUPANTS

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

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

EMERGENCY PERSONNEL

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

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

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

REPORTING REQUIREMENTS

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

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

NON-COMPLIANCE

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

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

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

Medical Emergencies

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

In cases of serious illnesses or accidents, Baker College staff will assist as possible in contacting public medical emergency response. People who wish to apply first aid do so at their own risk. In cases of illnesses or accident, whether or not emergency response is required, Baker College personnel will immediately notify 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 health care needs far better than anyone else. For this reason, the primary responsibility for health care rests with each individual. Students should take special care to thoroughly complete their Emergency Contact Information forms. This information will help the staff in providing emergency response action.

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

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



SUBSTANCE ABUSE REFERRALS

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

PERSONAL CONCERNS REFERRALS

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

Parking

Baker College provides student parking areas. Student parking in the College's lots must display parking permits, which are issued free of charge in the campus safety offices. Students without appropriate parking permits 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 fines and/or have their vehicles towed away at the owners' 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, etc.) and are clearly marked as restricted areas. Vehicles with student parking permits are prohibited from parking in these restricted spaces.

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

Students who park illegally in restricted areas may receive parking tickets and be expected to pay fines.

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 permits.

Several Baker campuses are served by local bus lines. Check with the academic/administrative office on the campus for route maps and schedules. Students are encouraged to form car pool groups to save on transportation costs and to relieve parking spaces.

Student Identification Cards

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

Career Services

MY CAREER SERVICES

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

- Locate employers who hired Baker College graduates
- Log in to Handshake to access career preparation resources, post your resume, and connect with employers.

- Explore "How to Become a Well-Rounded Student," so you can become a qualified graduate!
- Get excited about your academic journey by viewing Baker College student success stories and employer testimonial videos.

Achieve Career Excellence (ACE) Program

The ACE program is a series of well-defined, self-paced assignments and activities integrated throughout the academic experience. Students will work on the assignments using a self-paced approach, and/or assignments may be incorporated into their programs' courses. Upon completion, students will be prepared to seek employment or advance their careers. ACE begins with students' initial terms at Baker College and is a required prerequisite to be eligible to enroll in their programs' capstone courses. Students may contact their advisors or program officials for any questions.

Experience Courses

UNDERGRADUATE

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

Experiential Learning Credit (ELC) For Work Experience

Experiential Learning Credit for Work Experience is available for students who are currently employed in their field of study. Students who are eligible for Experiential Learning Credit will enroll in WRKEL 2010 or WRKEL 2020. Each of these courses is a 3-semester credit hour, 16-week online course in which students will complete assignments and provide official documentation of their related employment from their employer. Business owners will need to provide proof of business ownership and tax information. Upon successful completion of WRKEL 2010 or WRKEL 2020, the student will receive credit for the 3-credit work experience course required in their program. Eligible students will have one semester to enroll in and complete the course; if the student does not complete the course within one semester, the student will need to reapply. Three semester hours will be earned upon approval and completion of the WRKEL2010 or WRKEL 2020 course. Tuition for this course is at a reduced rate (see Tuition Charges for details.) For more information and to determine eligibility, the student should contact the OneStop office.

EXPERIENCE STATEMENT ON HEALTH INSURANCE COVERAGE

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

EMPLOYMENT ASSISTANCE

The Baker College Handshake system is a lifetime benefit for students and alumni. Students and alumni can search Handshake for approved employers, apply to available job openings, and access various career resources.

ACADEMIC POLICIES

Course Cancellation Policy

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

Repeat Course Policy

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

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

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

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

Withdrawal from a Course Policy

Student-Initiated Withdrawal from a Course

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by one of the following methods:

1. Completing a Withdrawal Form (Available in the Academic/Administrative/OneStop office).
2. Mailing, faxing, emailing (Baker e-mail account required) 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 Class Withdrawal and 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 in this handbook. 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 by submitting an Early Alert (EA). The Early Alert (EA) is reviewed by the Director/Vice President of Student Affairs or 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 in this handbook.)

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

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

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

STEP 1:

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

STEP 2:

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will communicate with an academic 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 10 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 materials are not received by the stated deadline, the appeal will go forward without the additional materials. 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 10 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 Academic Appeal form and written document to the Director/Vice President of Academic Affairs. The





Director/Vice President of Academic Affairs will have 10 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 Director/Vice President of Academic Affairs may review the decision with the student. Within five business days of notification, the student will indicate, in writing on the Academic Appeal form, his/her acceptance of the decision or the desire to move the appeal to Step 4.

STEP 4:

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

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

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

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

Attendance Policy

Since attendance has a direct impact 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.

It is the responsibility of the classroom instructor for on-ground courses to record and submit a record of attendance.

For online courses, attendance is automatically recorded on a daily 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

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:

16 – week course:

- No attendance during weeks one and two
- No attendance for two consecutive weeks
- No attendance for four non-consecutive weeks

8-15 – week course:

- No attendance during week one
- No attendance for two consecutive weeks
- No attendance for three non-consecutive weeks

7 weeks or less course:

- No attendance during week one
- No attendance for two consecutive weeks

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

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

Inclement Weather Procedures

In the event of an emergency requiring the closure of Baker College, a message will be posted on the website (baker.edu) as well as announced on area radio and television stations. Please be careful to note if day, evening, or all classes are cancelled.

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

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

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

Student Complaint Policy

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

To file complaints, students may follow the specific procedures outlined in the areas noted in this handbook. For grade disputes, students may use the Academic Appeal Agreement and Plan forms. For all other complaints, the student will use the Baker College Complaint/Grievance form. Students may file formal complaints, in writing, with the appropriate College officers,



using the forms noted. Formal complaints must be specific, comprehensively documented, signed by students in written format, and delivered either by U.S. mail or through an attachment to an email. To be considered a "formal student complaint," the information submitted by the student needs to present full details, including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve their complaints. Within 10 business days, after receiving the formal, written complaint from the student, the College will outline the steps that will be followed to resolve the issue.

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

Higher Learning Commission
230 S. LaSalle St., Suite 7-500, Chicago, Illinois 60604-1411
Phone: 800.621.7440 / 312.263.0456
Fax: 312.263.7462
info@hlcommission.org
Complaint Process:
Email questions to complaints@hlcommission.org

Michigan Department of Licensing and Regulatory Affairs
Complaints Department
P.O. Box 30018 Lansing, MI 48909
Complaint Process and Forms:
michigan.gov/lara

Email Correspondence

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

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

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

SPECIFIC POLICY AND COMPLAINT PROCEDURES		
TYPE OF COMPLAINT	STUDENT HANDBOOK HEADING	STUDENT HANDBOOK PAGE LOCATION
Grade disputes	Academic Appeal Process	30
Equal opportunity complaints	Equal Opportunity Policy Statement	38
Harassment Complaints	Prohibited Harassment Policy	39
Americans with Disabilities Act complaints	Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)	41
GRIEVANCE PROCEDURE FOR COMPLAINTS		41
ANTI-BULLYING/HARASSMENT POLICY		41

Baker College Student Printing

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

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

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

Internet Account

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

Acceptable Use Policy for Baker College Information Technology Resources

I. INTRODUCTION

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

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

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

When utilizing Baker College resources, you agree to the Acceptable Use Policy 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 campuses or remote locations).

2.2 For usage within Baker College campuses' IT environments, additional rules may apply to specific resources including classrooms, business systems, networks, software, social media, databases, and other services and support. Rules will be consistent with this policy and could potentially enact additional requirements and/or responsibilities from the Users.

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 – is 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 the 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 to 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. E-MAIL AND ELECTRONIC COMMUNICATIONS

5.1 Access to Baker College email is a privilege that may be wholly or partially restricted without prior notice and without the consent of Users.

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

5.3 Modification or forging of email 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

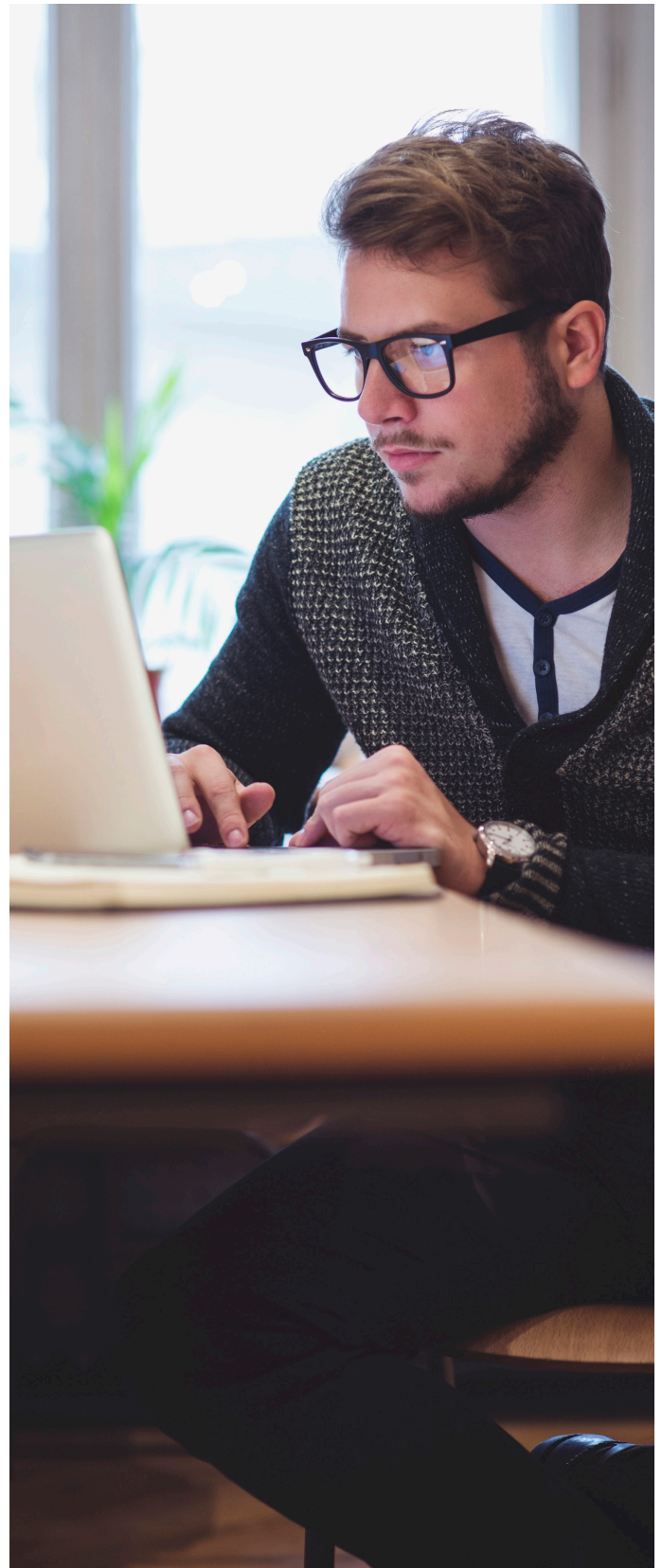
Baker College recognizes the important role that social media plays in our community. In support of this, there are a number of official Baker social media accounts. As a student at Baker College, if you want to create an official Baker page or group, you must first receive approval from the school. (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 levels to ensure compliance, quality, and consistency with these policies and guidelines.
- The description of the page/group must include the following:
"This page/group is not operated by an official representative of Baker College and, as such, the posts and opinions expressed here do not represent the opinions or policies of Baker College. Baker College is not responsible for any content posted here."

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 toward a resource who can answer them — even if you do not have the information.
- Be aware that anything you publish online has a long shelf life and may be accessible for many years afterward — online or in archives (even if you delete it).
- Respect all copyright and fair use laws with any information you share online (including pictures).
- Do not provide any endorsement or referral for a product or service on behalf of Baker College.
- Do not let your online activities get out of balance with your day-to-day academic or personal responsibilities.



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

6.4 HIPAA AND SOCIAL MEDIA IN THE HEALTHCARE SETTINGS

- Federal law defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy and confidentiality by defining individually identifiable information and establishing how this information may be used, by whom, and under what circumstances.
- The definition of individually identifiable information includes any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information

that could be used to identify an individual. To that end, students' responsibilities are the following:

- Safeguard any patient information learned during the course of treatments.
- Disclose patient information only to other members of the healthcare team for the purpose of providing care for patients.
- Share confidential information only with patients' informed consent, when legally required, or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions, students are obligated to safeguard confidential information.
- Be aware of the potential consequences of disclosing patient-related information via social media; failure to adhere to clinical affiliates' policies; and failure to abide by relevant state and federal laws as well as professional standards regarding patient privacy and confidentiality and its application to social and electronic media.

6.5 FERPA AND SOCIAL MEDIA IN EDUCATIONAL SETTINGS

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



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 Baker College IT environments 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 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 and 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.

IX. ENFORCEMENT

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

9.2 In addition to review of alleged violations 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 that access should be limited or suspended, the User may appeal that decision to the System's executive committee.

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



X. PERSONAL AND PROFESSIONAL CONDUCT

10.1 Baker College is committed to providing educational environments that give 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.

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

10.3 Baker College will consider 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 since 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.

10.4 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.

XI. INFRACTIONS CAUSING IMMEDIATE DISCIPLINARY ACTION

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

11.1 Possessing, carrying, displaying or using firearms, weapons (including Tasers), explosives, explosive ingredients or mechanisms, or hazardous chemicals

11.2 Assaulting or making a threat

11.3 Disabling or tampering with safety or security equipment

11.4 Theft or vandalism

11.5 Distributing, possessing, carrying, using or being under the influence of illegal drugs

11.6 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:

11.7 Possessing, carrying, using, or being under the influence of alcohol

11.8 Improper use of safety or security equipment

11.9 Interfering with a campus safety officer in the performance of his/her duties

11.9A Refusal or failure to produce a Baker College ID card upon request of a Campus safety officer or another authorized College official

11.10 Cheating or plagiarizing

11.11 Bullying, stalking, harassing, or intimidating another student, faculty, staff or visitor on campus

11.12 Causing a disruption on campus or violating the Basic Principles of Student Responsibility

11.13 Identity theft or use of another person's user ID and/or password

11.14 These matters are taken directly to the College officials in charge of discipline for immediate action. During an investigation, a student may be suspended for disciplinary purposes from the College and/or residence halls.

11.15 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.

11.16 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 and housing fees will be forfeited.

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

11.18 Although most student infractions are dealt with on a one-on-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. NOTE: In the case of a sexual misconduct policy violation, the Title IX Coordinator's decision cannot be appealed. Any discipline for subsequent violations of any behavior contract resulting from the original Title IX offense cannot be appealed.

11.19 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 that 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.

Assessment at Baker College

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

Graduate Studies Academic Outcomes Assessment

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

Recording a Course Sessions

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

Academic Integrity, Basic Principles of Student Responsibility, and Academic Honor Code

Baker College Academic Integrity Philosophy

Integrity and acting honorably are essential components of professionalism and citizenship that continue well beyond courses at Baker College. They are the foundation for ethical behavior in an ever-evolving workplace. Academic integrity must be understood, appreciated, and upheld for students to be successful in their academic pursuits and prepared for the challenges of skills-intensive careers in an information-based global society. To support this vision, Baker College has created an Academic Integrity Philosophy.

To promote this philosophy, all members of the Baker College academic community (students, faculty, and staff) affirm and share the belief that values of honesty, trust, and accountability will be adhered to by all. Students, faculty, and staff have a shared responsibility to build mutual trust and ensure their ideas and work will be respected. Members of an academic community practice consistency and professional conduct even in the face of adversity. Demonstrating academic integrity is an individual choice to be responsible for one's own work, make ethical decisions, and be accountable for one's own actions and choices. In the pursuit of achieving and maintaining academic integrity, all members of the academic community must understand and exhibit attitudes and behaviors consistent with three critical core ideals. All members of Baker College can exemplify the Academic Integrity Philosophy.

The three core ideals crucial to academic integrity include the following: mutual honesty, trust, and respect; responsibility for professional and ethical conduct; and fairness, transparency, and exemplary behavior.

Mutual Honesty, Trust, and Respect: Education involves the exchange and transference of knowledge and ideas. Because learning is a collaborative process, all stakeholders at Baker College have a reciprocal responsibility to ensure the academic community is grounded in honesty, trust, and respect.

Responsibility for Professional and Ethical Conduct: Academic integrity involves a personal and individual ethical choice to be committed and accountable for one's own behavior and work. Beyond the individual choice, academic integrity can only be upheld and maintained when all members of Baker College accept the responsibilities involved with their roles and are accountable for their conduct in the academic community.

Fairness, Transparency, and Exemplary Behavior: Fostering a commitment to fairness is an ongoing process, maintained by continuous practice, as well as consistency and assured professionalism even in the face of adversity. Students, faculty, and administration at Baker College all have a right to be treated fairly by each other and will work in the best interest of one another while adhering to practices that promote exemplary behavior, impartiality, and transparency.

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 all differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes. Enrollment at Baker College is a privilege, and it is expected that students will

conduct themselves in a manner that reflects the mission, ideals, values, and educational aims of the College.

Students will conduct themselves in the following manner:

- Respect the rights and property of others.
- Treat fellow students, faculty, and staff with good manners and respect.
- Behave in such a way as to promote a positive learning environment.
- Give honest and complete replies to all questions included in application forms and other documents required by the College.
- Refrain from the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.
- Abide by federal, state, and local laws.
- Refrain from any illegal possession, sale, or use of illegal or over-the-counter drugs. This will result in penalties which may include immediate expulsion and/or criminal prosecution.
- Use care in keeping facilities and equipment clean and orderly.

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.

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 behavioral probation, 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 is 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 leaves 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.

Academic Honor Code

To support the Baker College Academic Integrity Philosophy, the Academic Honor Code provides a framework which ensures an ethical, honorable, and responsible environment is sustained for all students. Baker College requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple

honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Lack of awareness of the College's honor code is not accepted as a valid excuse for prohibited conduct.

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

1) CHEATING

- a. Using unauthorized materials such as books, notes, crib sheets, or electronic devices 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 webpages 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
- i. Posting, uploading, using, or exchanging term papers, coursework, tests, or assignments to/from an Internet site

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

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

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.

Equal Opportunity Policy Statement

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or

other protected characteristics in providing and administering educational programs, services, activities, employment, or recruitment. Inquiries regarding this policy can be directed to the Vice President of Human Resources at 1050 W. Bristol Road, Flint, MI., 48507, or by phone (810) 766-4028.

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on the grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics, which cannot lawfully be the basis for an admissions/employment decision.

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

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

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

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

Prohibited Harassment Policy

Pursuant to Baker College's policy of equal employment opportunity and nondiscrimination, the College will maintain working/educational environments for its employees/students that are free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics is prohibited and against the policies of the College.

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

THE FOLLOWING ARE EXAMPLES OF SEXUAL HARASSMENT:

VERBAL

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

NONVERBAL

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

PHYSICAL

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

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

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

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

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





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

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

Sexual Misconduct Policy Statement

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

For a complete copy of the Baker College policy governing sexual misconduct, visit baker.edu/safety/SexualMisconductPolicy.



Anti-Bullying/Harassment Policy

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

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

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

THE FOLLOWING ARE EXAMPLES OF BULLYING OR HARASSMENT:

VERBAL BULLYING:

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

PHYSICAL BULLYING:

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

SOCIAL BULLYING:

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

CYBER BULLYING:

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

OTHER:

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

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

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

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

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

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

Grievance Procedure for Complaints

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

OPTION I

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

STEP 1

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

STEP 2

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

*The campus Director/Vice President of Student Affairs will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campuses' academic/advising office.

OPTION II

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



STUDENT RECORDS

Official Records

ACCESS TO OFFICIAL RECORDS

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

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

THESE RIGHTS INCLUDE THE FOLLOWING:

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

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

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

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

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

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

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

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



DEFINITIONS

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

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

DISCLOSURE OF EDUCATIONAL RECORDS

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



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



ANNUAL NOTIFICATION

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

TYPES AND LOCATIONS OF EDUCATIONAL RECORDS

The record custodian for Baker College is the Registrar.

TYPE OF RECORD AND THE OFFICE LOCATION

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

DIRECTORY INFORMATION

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

RECORD OF DISCLOSURES

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

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

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

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

AMENDMENT OF EDUCATIONAL RECORDS

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

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

Personal Information Changes

In order for Baker College to efficiently and effectively communicate important information to all students, we ask that you review your contact information, which is located in the Student Online Links to Academic Records (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 username and password, and choose CONTACT INFORMATION > EDIT Items, if you need to change your contact information. All email correspondence shall be sent to the e-mail address issued by Baker College (the address ending in "@baker.edu").

Michigan Statute Regarding College Transcripts

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

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

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

Official College Transcripts

Transcripts of the student's academic record are available electronically through the Baker College website. Transcripts will be considered official only if they are sent directly to the institution or business designated in writing by the student through electronic submission. All transcripts will be noted as "Official Transcript." Student copies will be noted 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 baker.edu.

College transcripts may be withheld for any of the following reasons:

1. If a student has overdue financial obligations to Baker College
2. If a student loan borrower has not completed exit loan counseling (This can be completed online at studentloans.gov)

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

Transferability of Credits

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



DISCLOSURES

Campus Safety

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

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

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

This reports includes the following information:

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

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

Voter Registration

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

Student Right-to-Know Graduation Rate

The following statistics apply to first-time, full-time students who began certificate, associate, or bachelor degree programs at Baker College in fall 2010. First-time, full-time students – who have never enrolled in college before and are taking 12 or more semester credit hours – comprised 50 percent of the new students at Baker College in fall 2010.

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

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

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

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

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

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

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

ADDITIONAL MAJORS

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

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

BACHELOR DEGREE GRADUATION REQUIREMENTS

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

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

ADDITIONAL MAJORS

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

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

ADDITIONAL MINORS

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

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

POSTBACCALAUREATE CERTIFICATE GRADUATION REQUIREMENTS

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

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

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



GRADUATE DEGREE GRADUATION REQUIREMENTS

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

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

Requirements for Earning Additional Degrees – Baker College Graduates

ASSOCIATE DEGREE – ADDITIONAL DEGREES

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

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

BACHELOR DEGREES – ADDITIONAL DEGREES

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

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

UNDERGRADUATE AND POSTBACCALAUREATE CERTIFICATES

Multiple certificates may be earned from Baker College.

Application for Graduation

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

Graduation Ceremony

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

UNDERGRADUATE CERTIFICATES AND DEGREES:

HONOR GRADUATES

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

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

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

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

