

Established In 1911

A Non-Profit, Independent, Co-Educational Institution

## 2008 – 2009 CATALOG

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**The Higher Learning Commission**

A Commission of the North Central Association of Colleges and Schools

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*Specialized Program Accreditations are Listed on Page xxx*



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This catalog is not to be construed as a contract. The College reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Baker College offers both equal education and equal employment opportunities.

*Information in this catalog is accurate as of the date of publication, August 1, 2008.*

Updated program information can be located on the Baker College Web site at **www.baker.edu**.

# Baker College Calendar – 2008-2009

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## Fall – 2008

Orientation and Registration (New Students) .....	Varies by Campus
Classes Start .....	September 29
Thanksgiving Break .....	November 24-28
Winter Quarter Registration (Returning Students) and Graduation Registration .....	Varies by Campus
Quarter Ends .....	December 13

## Winter - 2009

Orientation and Registration (New Students) .....	Varies by Campus
Classes Start .....	January 12
Spring Quarter Registration (Returning Students) and Graduation Registration .....	Varies by Campus
Quarter Ends .....	March 21

## Spring - 2009

Orientation and Registration (New Students) .....	Varies by Campus
Classes Start .....	April 6
Good Friday - College Closes at Noon .....	April 10
Memorial Day - College Closed .....	May 25
Summer Quarter Registration (Returning Students) and Graduation Registration .....	Varies by Campus
Fall Quarter Registration (Returning Students) and Graduation Registration .....	Varies by Campus
Quarter Ends .....	June 13
Graduation – Allen Park .....	* June 12
Graduation – Auburn Hills .....	* June 13
Graduation – Cadillac .....	* June 12
Graduation – Cass City .....	* June 12
Graduation – Clinton Township .....	* June 13
Graduation – Corporate Services .....	* June 13
Graduation – Flint .....	* June 14
Graduation – Center for Graduate Studies/Online .....	* June 5
Graduation – Jackson .....	* June 13
Graduation – Muskegon .....	* June 12
Graduation – Owosso .....	* June 12
Graduation – Port Huron .....	* June 13

## Summer - 2009

Orientation and Registration (New Students) .....	Varies by Campus
Classes Start .....	June 29
Independence Day - College Closed .....	July 4
Quarter Ends .....	August 29

## Fall - 2009

Orientation and Registration (New Students) .....	Varies by Campus
Classes Start .....	September 28
Thanksgiving Break .....	November 23-27
Winter Quarter Registration (Returning Students) and Graduation Registration .....	Varies by Campus
Quarter Ends .....	December 12

*\*Dates may be subject to change. Please check with your campus.*

# **Baker College Mission and Purposes**

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

## **To this end, the following purposes have been established:**

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

## **Baker College Institutional Student Learning Outcomes**

**Students will demonstrate upon the completion of their programs:**

- "Career-ready" knowledge and skills in the chosen career field.
- Behaviors and attitudes that promote success in the workplace as well as promote effective social interaction with diverse peoples across a range of situations.
- Information literacy which includes recognizing the need for information and identifying, locating, evaluating, and effectively using that information.
- Effective communication, including the use of technology, in various contexts and situations and with a variety of audiences.
- Critical thinking skills including analysis and synthesis both within the career field and in more general contexts.
- Effective problem-solving skills which are applicable to the field of study, the workplace, and other life situations.
- Broad-based knowledge, which includes an understanding of cultural, ethical, social, political, and global issues.

# The Baker College System – A Brief History

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Within a few years on either side of the turn of the twentieth century, two proprietary institutions of higher education were founded. Though completely independent of each other, both shared a common mission—to provide students with the skills needed for employment in the great industries of their times. In 1965, after half a century of separate but parallel existence, the two institutions came together under a single management group headed by Robert Jewell of Muskegon.

The organization has flourished in the years following that initial union. Now known as the Baker College System, it is the largest independent college in Michigan, with over 36,000 students in more than 150 programs at 17 onground locations and one virtual site. Throughout years of tremendous growth and success, Baker College has maintained its original mission: to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers. Following are some highlights in the history of the Baker College System:

**1888** Inspired by a “boom” in lumbering and Great Lakes shipping, entrepreneur Woodbridge Ferris founded Muskegon College.

**1911** In a similar venture, motivated by the growth of the great automotive factories in Flint, Eldon E. Baker founded Baker Business University.

**1965** Representing a group of Muskegon businessmen, Robert Jewell purchased Flint's Baker Business University and brought both schools under a single management group.

**1969** Muskegon College became a non-profit corporation.

**1974** The two colleges received authorization to grant the Associate of Business degree. Baker Business University became Baker Junior College.

**1977** Baker Junior College became a non-profit corporation.

**1981** The colleges were approved to grant the Associate of Applied Science degree.

**1983** An Owosso branch of Baker Junior College was established on the recently-acquired property of the former John Wesley College.

**1985** After each receiving regional accreditation from the North Central Association of Colleges and Schools, the three campuses merged to form the Baker College System. Muskegon College began offering extension classes in Cadillac.

**1986** The Baker College System was authorized to grant the Bachelor of Business Administration degree. Baker Junior College became Baker College of Flint.

**1988** Following an \$11 million construction and renovation project at the former Mandeville School property, Baker College of Flint was moved to its current site.

**1990** Baker College acquired locations in Pontiac, Mount Clemens, and Port Huron, forming Baker College of Eastern Michigan. Muskegon College changed its name to Baker College of Muskegon. The Corporate Services division was formed in Flint to deliver courses and degree programs to off-campus locations.

**1991** The Cadillac extension of Baker College of Muskegon opened a new, 40-acre campus site.

**1992** The Pontiac campus relocated and became Baker College of Auburn Hills.

**1994** The Center for Graduate Studies opened in Flint, launching the System's first graduate degree program, the Executive Master of Business Administration with a concentration in Leadership Studies. Jackson Business Institute was acquired to create Baker College of Jackson.

**1995** Baker College of Flint added its Cass City extension.

**1996** A “college without walls” was created when the development of Baker College Online enabled delivery of courses to students entirely via computer.

**1997** Baker College of Muskegon moved to a new 40-acre site, with facilities to accommodate new programs, including Culinary Arts and Food and Beverage Management. Baker College of Flint opened its West Branch extension.

**2000** Baker College of Mount Clemens became Baker College of Clinton Township and began offering an Associate of Nursing degree.

**2001** All campuses achieved record-high enrollment, with more than 21,000 students across the System. Baker College Online enrollment topped 4,000, reinforcing its position as a leader in distance education. The Center for Graduate Studies was granted full accreditation from the International Assembly for Collegiate Business Education.

**2002** Baker College entered a new realm in the field of education, gaining preliminary approval to offer the Elementary and Secondary Teacher Preparation programs. The Nursing program was expanded to the Flint and Owosso campuses. System-wide enrollment continued to grow. Baker College now boasted over 25,000 students and more than 2,000 employees, making it the largest private college in Michigan.

**2003** Baker College of Allen Park became the newest addition to the Baker College System. The new “downriver” campus offers a bachelor's degree program, as well as a variety of certificates and associate's degrees.

**2005** Baker College of Jackson added the Coldwater extension. Record high enrollment of nearly 34,000 was achieved, with several new programs including Polysomnography, Digital Video Production and Computer Animation Programming being added.

**2006** Baker College of Port Huron signed a memorandum of understanding with Lambton College of Sarnia, Ontario, after receiving written consent from the Ontario Minister of Training, Colleges, and Universities, to deliver the accelerated Bachelor of Business Administration degree onsite in Canada. Baker College is the only U.S. college or university to deliver a bachelor degree in its entirety in Ontario. Enrollment in online classes grew to over 9,000 students. In addition, another 10,000 students across the system were enrolled in web-enhanced courses that provide 24X7 access to learning.

**2007** The Baker College Center for Graduate Studies received approval from the Higher Learning Commission to offer the Doctor of Business Administration (DBA) degree. This becomes the fourth graduate program at Baker College. The other three are the MBA, the Master of Occupational Therapy and the Master of Science in Information Systems.

# You'll Do Better With Baker

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## *Why?*

- ◆ Our number one goal is for you to gain the knowledge, skills, and practical experience for a better employment future.
- ◆ Our Graduate Employment Rate is over 98%.
- ◆ You will be in a great learning environment at a small, friendly college.

## **When you come to Baker College, your studies and college life focus on classes that are geared toward helping you gain the skills you need to begin or enhance a rewarding career.**

At Baker, we can help you do better because we know what you'll need to do well in today's world and job market—and by helping you gain the skills and education that will prepare you for a bright future.

This has been our mission since Baker College first opened its doors in 1911. Since that time, we have grown to serve over 36,000 students on 14 campuses and four branch locations. Our degree programs and course selections are designed to keep pace with advancing technology and a changing workplace.

## *You'll Do Better With Baker . . .*

### **Gaining the Skills You Need to Enter the Job Market**

At Baker College, our Admissions Advisors work closely with you to identify the course of study—and career—that's right for you.

Our more than 100 doctoral, master's, bachelor's, and associate's degree programs and our certificate programs are designed by experienced educators and dedicated advisory board members from the working world to give you the specialized skills and training you need to enter your field of interest.

Business Administration, Computer Information Systems, Health Sciences, Human Service, Teaching, Engineering, and Technical studies are just some of the career areas we offer. Our programs are purposely limited to fields in which employment probability is high and opportunity for growth abounds.

Our Smart Degree Option gives you even more flexibility in planning for your future. Start out with a two-year associate's degree, and then, with two more years of study, build to a bachelor's degree. This gives you the opportunity to take courses in your area of interest right from the beginning of your college career. Not to mention you'll start your career two years sooner. Master's degree programs provide avenues for enriching job skills and broadening career objectives.

## *You'll Do Better With Baker . . .*

### **Learning in a Small College Environment**

At Baker College, we combine the best of college life with the education and training you need to be ready for the job market.

Our 17 campuses are professional and comfortable, located in beautiful settings both in urban and suburban areas. Our faculty are experts in their fields, and are supported by modern classrooms and libraries and the most up-to-date equipment available.

We keep our classes small so you can build a close, working relationship with our faculty members. This helps you get the individualized attention you need to get the most out of your coursework.

You can build good relationships with your fellow students too. Whether full-time or part-time, our students are serious about their education and where it will lead them.

We understand the importance of time, so our classes are designed to be practical and no-nonsense. Class schedules are designed to accommodate busy student lifestyles. For those whose job responsibilities preclude attending weekday classes, online classes and weekend program options are available.

## *You'll Do Better With Baker . . .*

### **Finding a Job Once Your Training Is Complete**

At Baker College, a very high percentage of our available graduates are employed in meaningful, satisfying jobs. That's a proven track record made possible by the application of customized employment seminars, personalized job search assistance, and continuous contact with hundreds of employers.

At anytime throughout your career, our Lifetime Career Service can help you find the job for which you've worked so hard to prepare. While you're attending Baker, we'll help you find part-time positions, including co-op or internship programs, which often can lead to permanent positions.

Our goal is to help our graduates successfully enter—and remain in—the job market. Your success is our success.

## *You'll Do Better With Baker . . .*

### **Come See for Yourself**

Please read through this catalog to learn more about how Baker College can help you build a brighter future.

Better yet, take the time to visit us. We would welcome the opportunity to meet with you to hear your goals, tell you about our programs, and give you a tour of the campus. You may schedule an appointment with an Admissions Advisor by contacting our Admissions Department or by visiting our Web site at **[www.baker.edu](http://www.baker.edu)**, click on New Student Info and then on Schedule a Visit.

Please join our Baker family. We'll help you meet your aspirations to be a better employee, a better person, and to enjoy a better life. Yes, look to Baker College. **For a career. For a future. For a life.**

# Baker College of Allen Park *(Downriver Campus)*

## General Location/Description

Baker College of Allen Park is conveniently located with easy access to major interstates and freeways (I-94, I-75, and Southfield Freeway). Thriving businesses, industry, and commerce fuel the areas growth; and the campus is a short drive from the headquarters of major companies such as Ford, AAA, and Belle Tire. The most recognizable local landmark is the Uniroyal Tire (the world's largest tire) located just west of the campus on I-94.

## Campus

Visible from I-94, the campus is situated on a 31-acre site at Enterprise and Outer Drives. With the addition of our new 14,000 square foot Student Center and Bookstore building in January 2007 and a three story classroom building in September 2007, the campus boasts 65 classrooms (including 17 computer labs). The campus also offers free tutoring in its Learning Center and access to unlimited books in its Library.

## Specialty Programs

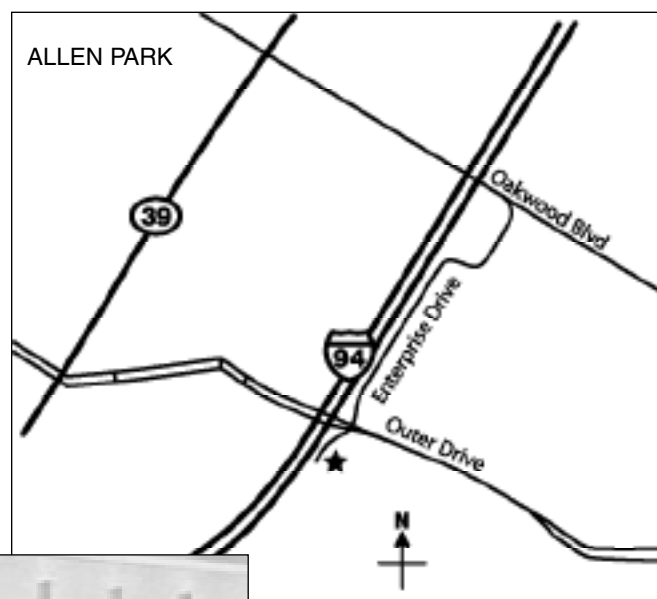
The Allen Park campus offers a number of certificates as well as associate's and bachelor's degree programs. Specialty programs include Web Design, Interior Design, Kitchen and Bath Design, Accounting, Early Childhood Education, Management, Surgical Technology, Physical Therapy Assistant, Therapeutic Massage, Medical Assistant, Health Information Technology, and Paralegal. Bachelor's degree programs include Business Administration (Accelerated), Human Resource Management, Accounting, Management, Marketing, and Human Service.

## Places to Explore

Detroit Institute of Arts  
Detroit Lions Training Facility  
Detroit Science Center  
Fairlane Green Shopping Center  
Greenfield Village  
Henry Ford Museum  
IMAX Theater  
Independence Marketplace

## Events

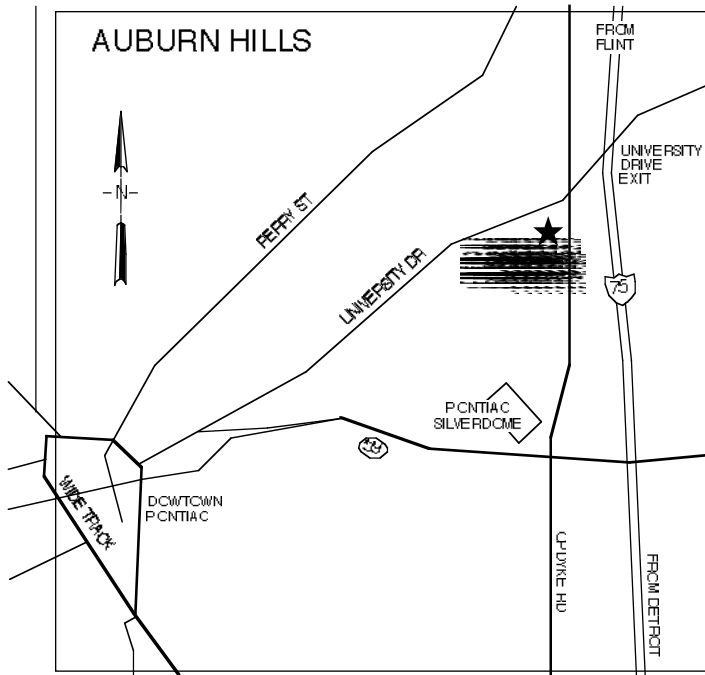
Allen Park Arts & Crafts Fair  
Detroit Lions Football  
Detroit Red Wings Hockey  
Detroit Tigers Baseball  
Lincoln Park Cruise  
Wyandotte Boat Club Races



# Baker College of Auburn Hills

## General Location/Description

Located in Oakland County, Baker College of Auburn Hills is in the epicenter of Automation Alley, one of the country's flourishing economic and business centers. Oakland County boasts the second highest per capita income in the nation and is home to some of the fastest growing companies in the world. Oakland County is home to one-third of Michigan's research and development firms, and one-third of all U.S. automobile production takes place within 70 miles. The area is surrounded by 88,000 acres of wooded parkland with over 450 lakes nearby.



## Campus

Within a half mile of the I-75 and University Drive interchange, the campus occupies a 17-acre site in the fastest growing city in southeast Michigan. The latest addition to the campus was completed in 2006. There are 65 classrooms in all, including nine computer labs, and several special purpose rooms.

## Specialty Programs

The Auburn Hills campus offers a full array of both associate's and bachelor's degree programs. Specialty programs include Echocardiographic Technology, Internet/LAN Security, Interior Design, Teacher Preparation, Dental Hygiene, Automotive Service Technology, Licensed Practical Nurse, Respiratory Care, and the Accelerated Bachelor of Business Administration degree.

## Places to Explore

Bald Mountain Recreation Area  
DTE Energy Music Theatre  
Pontiac Lake Recreation Area  
The Palace of Auburn Hills

## Events

Chrysler Arts, Beats, & Eats  
Cool Nights Festival  
Woodward Dream Cruise  
Numerous concerts and sporting events





# Baker College of Cadillac

## General Location/Description

Located in scenic northwestern Michigan, with its abundant lakes, streams, and woods, the Cadillac area is a recreational “wonderland.” Noted for its naturally-inviting beauty, students have ample opportunities to enjoy year-round, four-season activities, such as golfing, hiking, camping, boating, fishing, downhill and cross-country skiing, snowmobiling, small and large game hunting, and canoeing.

## Campus

Baker College of Cadillac's campus has a “country” feel, with its hilly 66 acres just outside of the city. The Cadillac area has the distinct feel of a small-town community—secure, comfortable, safe, and very friendly. Across the street from the campus is an extensive trail system for hiking and cross-country skiing. The campus features an outside patio, where “tail gate” parties are provided by the College, an ample student center, several computer labs, a very nice learning center that offers free tutoring services, extensive parking, a fitness center, an operating room for our Surgical Technology Program, and many other amenities.

## Specialty Programs

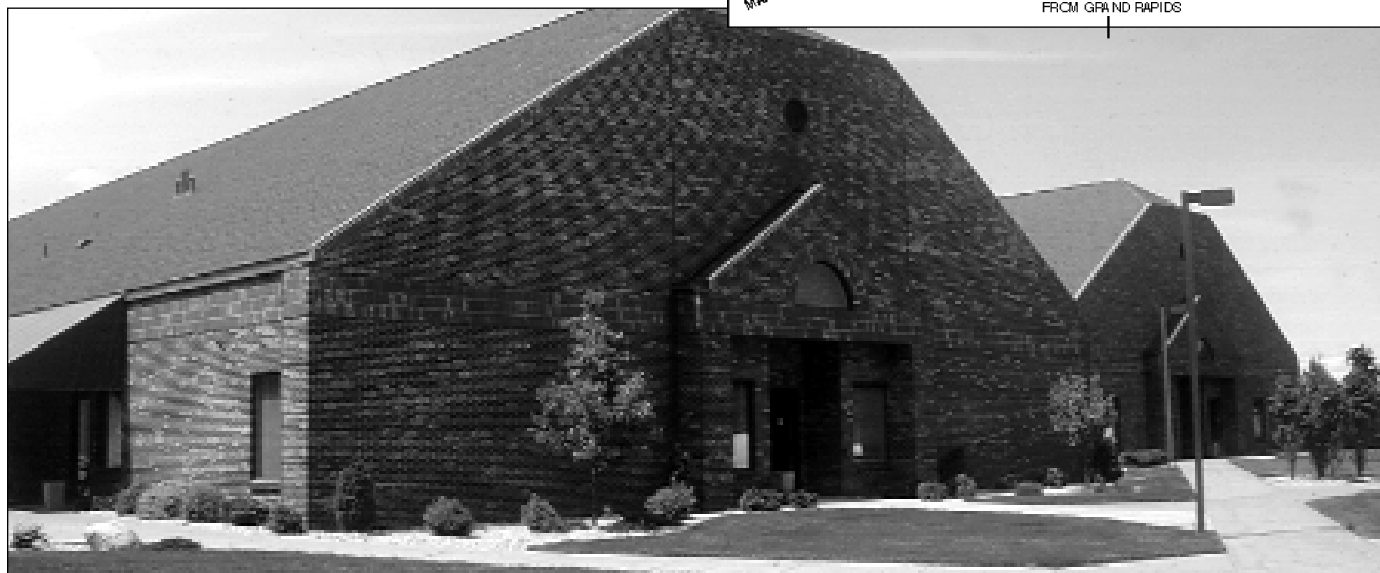
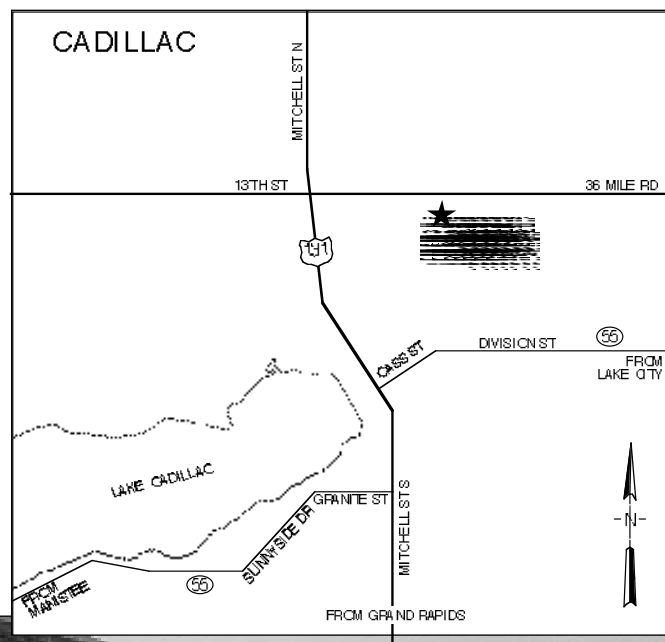
The Cadillac campus offers 60 certificates as well as associate's and bachelor's degree programs. Specialty programs offered on our campus include: Nursing, Surgical Technology, Web Design, Truck Driving, Veterinary Technician, Emergency Medical Technician-Paramedic, Early Childhood Education, Therapeutic Massage, Interior Design, and the Accelerated Bachelor of Business Leadership.

## Places to Explore

12 area golf courses  
Carl T. Johnson Hunting & Fishing Center  
Keith McKellop Walkway  
Lakes Cadillac, Mitchell, and Missaukee  
Mitchell State Park  
Wexford County Historical Museum

## Events

Cadillac Art Fair  
Cadillac Lakefront Summer Jazz Series  
Cadillac Symphony Orchestra Concerts  
First Night Cadillac (New Year's Eve celebration)  
Footlighters Theatre Guild  
Gopherwood Concert Series  
Lake City's Greatest Fourth in the North  
Manton Harvest Festival  
Mesick Mushroom Festival  
North American Snowmobile Festival



## Baker College Center for Graduate Studies

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The Center for Graduate Studies offers graduate programs providing advanced preparation in the fields of Business, Information Systems, and Occupational Therapy. These programs are designed to build upon a well-balanced undergraduate education. Students are expected to develop a thorough understanding of their chosen academic discipline. Graduate education provides students with the opportunity to increase knowledge, broaden understanding, and develop specialized skills beyond the baccalaureate degree.

The Center for Graduate Studies' administrative offices are located on the Flint campus. These administrative offices are the headquarters for the graduate programs offered at various Baker campus locations,

corporate sites throughout Michigan, and online. Leadership and administration of graduate programs are provided by the President of the Center for Graduate Studies and the Graduate Faculty Council.

All graduate programs are accredited through The Higher Learning Commission of the North Central Association of Colleges and Schools. The MBA program has additional international accreditation through the International Assembly for Collegiate Business Education (IACBE). The Occupational Therapy program also has additional accreditation through The Accreditation Council for Occupational Therapy Education (ACOTE).

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These administrative  
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headquarters for the  
graduate programs  
offered at various  
Baker campus locations,  
corporate sites  
throughout Michigan,  
and Online.*



# Baker College of Clinton Township

## General Location/Description

Located in the cultural hub of Macomb County, the Clinton Township campus of Baker College features a modern three-story building and spacious atrium. Our students enjoy the convenience of a suburban location in the Gratiot and 15 Mile Road area, near I-94. You'll find the campus easily, and you'll find Baker College of Clinton Township the ideal starting point for your career.

## Campus

A unique central courtyard planted with a variety of trees, shrubs, and flowers is one of the many focal points on campus. Attractively-landscaped grounds and parking areas surround the campus. The spacious library offers electronic access to all materials in the

Baker College System Libraries. A recently-expanded learning support service center is available to students requiring extra practice time or special project work. Since the summer of 1996, ongoing site development projects have resulted in an increase in classroom and parking spaces. However, the atmosphere of the Clinton Township campus remains personal. Classes are small, and staff and faculty are readily accessible.

## Specialty Programs

The Clinton Township campus offers a full array of both associate's and bachelor's degree programs. Specialty offerings include programs in Nursing, Surgical Technology, Radiologic Technology, Therapeutic Massage, Microsoft Authorized Academic Training Program in Computer Networking Technology, Teacher Preparation, Automotive Service Technology, and Veterinary Technology.

## Places to Explore

Comerica Park  
Fox & Fisher Theaters  
Greenfield Village  
Henry Ford Museum  
IMAX Theater  
Joe Louis Arena  
Macomb Symphony Orchestra  
Metro Beach  
Detroit Zoo

## Events

Christmas Aglow  
Classic Cars Cruise Night  
International Freedom Festival  
Mt. Clemens Santa Claus Parade  
North American International Auto Show  
Selfridge Air Show



## Baker College Corporate Services

Baker College Corporate Services follows the Baker College mission by taking associate, bachelor, and master degree programs directly to adult, life-long learners at their places of employment. The concept is simple: make attending college courses ultra-convenient for adult students who work full-time by holding classes at their work site in their own company conference rooms and classrooms, while maintaining rigorous college course content. Corporate Services' instructors are highly credentialed, "real world" experienced professionals who come to company-sponsored classrooms in Detroit, Chelsea, Sterling Heights, Warren, Flat Rock, Monroe, Allen Park, Dearborn, Romeo, Plymouth, Romulus, Wayne, Ypsilanti, Clinton Township, Flint Township, Cleveland, Ohio, and Newark, Delaware. Classes are scheduled before and after work shifts so students can attend on their own time. We simply eliminate the commute time for students to a trip down the hall or a sprint across the parking lot! And that's not all; we have an expert staff of on-site Coordinators who are devoted to assisting you every step of the way toward your college degree.

The Professional Development Division of Corporate Services is a three-pronged program that is targeted to mid and upper level managers as well as business and human services professionals and educators that are charged with improving organization performance. Our focus provides participants with powerful tools to meet personal and professional challenges in areas of leadership, quality tools and methods, allied health, personal finance, and project management. Seminars and short courses can be customized for on-site training requests.



## Baker College of Flint

### General Location/Description

Strategically located in the southwest corner of Flint, just minutes from major highways, is Baker College of Flint. Ease of access enables students to enjoy the best of urban living as they take advantage of year-round opportunities at the Flint Cultural Center or enjoy swimming, boating, fishing, camping, skiing, and skating at area parks and lakes. Nearby public golf courses, restaurants, and shopping malls are also accessible.

### Campus

Designed with students' interests and convenience in mind, the College's beautifully landscaped 40-acre campus features contemporary buildings, marked by a clean and inviting décor, creating an ambience as close as possible to today's business workplace. The Center for Undergraduate Studies building features modern offices and classrooms, industry-like laboratories, and houses the growing health sciences and business divisions' programs along with excellent student support services, including a health/fitness center/gymnasium, a comfortable auditorium, state-of-the-art video classrooms, a large bookstore/gift shop, and a student center. "Bits and Bytes" and the outdoor courtyard provide popular places to snack or visit with friends. The well-equipped, spacious library is mere steps away and just beyond it is Baker Hall East, a modern, 35-apartment residence hall. The Campus Safety Offices, Career Services, and Technology Center which house all computer, engineering, and technology programs are easily accessible in the middle of the campus. Baker Hall West, the newest and very accessible residence hall/apartments, surrounded by picnic areas and landscaping is located on the west end of the campus. Parking is abundant and adjacent to each building. There are also a number of single family homes available for students.

The Baker College Center for Graduate Studies and the growing Baker College Online as well as the College's System Headquarters are also located on the Flint campus. A short block off campus is the Living Center, another residence hall and My First School, the Baker College Early Learning Center, which is available for children of students attending classes. The Early Learning Center is also open to the public.

## Specialty Programs

The Flint campus offers over 100 programs, a full array including associate's through master's degrees via on-ground, online, and video delivery. Specialty programs are numerous and varied. They include Polysomnography, Automotive Service Technology, Mechanical Engineering, several Computer Networking options, Nursing, Orthotics/Prosthetics, Physical Therapist Assistant, Surgical Technology, Veterinary Technician, P.T.D.I. certified Truck Driving, and Teacher Preparation to name just a few.

## Places to Explore

Crossroads Village, Flint Cultural Center, Holloway Reservoir, Huckleberry Railroad, Mott Lake, Sloan Museum, Timber Wolf and Wolverine Campgrounds

## Events

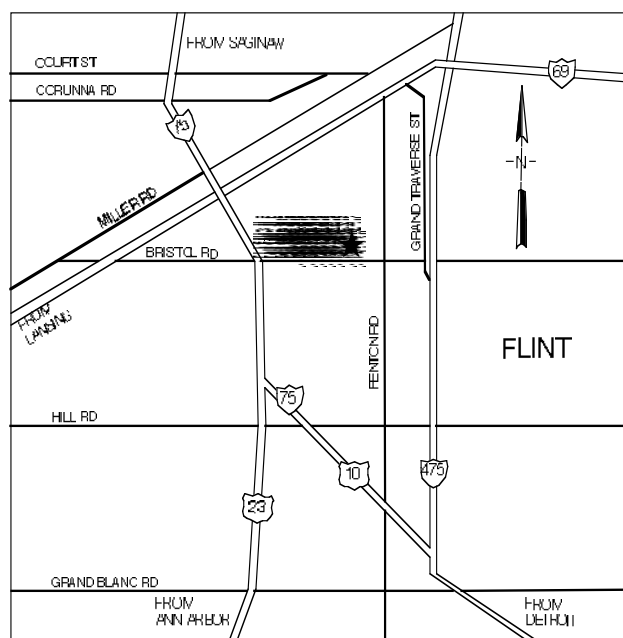
Antique Car Show, Flint Art Show, Flint Symphony Orchestra Series, Frankenmuth Bavarian Festival, Michigan Renaissance Festival, Music in the Parks, Whiting Showcase Series, and the world-renowned Crim Races.

## CASS CITY EXTENSION

About 75 miles northeast of Flint, in the center of Michigan's thumb area, the friendly, rural community of Cass City is home to one of two extension sites. The Cass City extension offers selected business programs, including the Accelerated Bachelor of Business degree. Others include Computer, Health Sciences, Early Childhood, and Human Service programs. The modern, one-story building near the center of town features its own library, student center, and classrooms, including a video classroom, medical and computer labs, and state-of-the-art multimedia rooms.

## WEST BRANCH EXTENSION

About 90 miles north of Flint, minutes from I-75, is the West Branch extension, located at Ogemaw Heights High School. Centrally located, this site serves students from West Branch, Rose City, and surrounding areas. Classes are located in the newly constructed, affectionately named, "Baker-wing," with easy access to parking. Programs offered include associate's degrees in Business Management, Early Childhood Education, as well as the Accelerated Bachelor of Business degree.



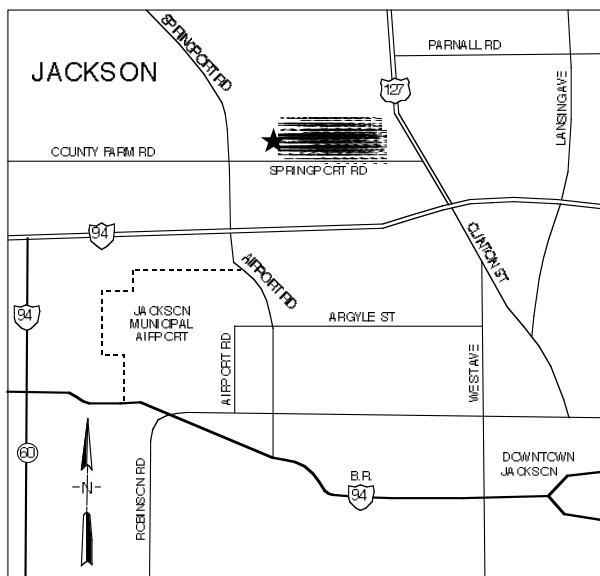
# Baker College of Jackson

## General Location/Description

Baker College of Jackson is located in the vigorous and vital community of Jackson, in south central Michigan. The campus is located north of the Jackson Airport, just north of I-94 at exit 137 and a few minutes west of the U.S. 127 Springport Road exit. This location provides a convenient commuter distance for Jackson County and surrounding communities.

## Campus

Centered on 42 acres of near-rural property at the northwest corner of the city, this contemporary facility is spacious and provides a comfortable learning environment. In 2000, completion of a new wing housing the library, bookstore, admissions offices, and a multimedia room dramatically updated the campus. Computer facilities are continually updated to provide students with access to the latest equipment. A second building opened in the fall of 2004 providing a large Learning Support Center, a Surgical Technology Lab, Radiation Therapy Lab, and a Science Lab offering a real-world environment for students in health sciences and human service career programs.



## Specialty Programs

Underlying all of this space and equipment is the Baker College tradition of teaching excellence and its reputation for quality education, both confirmed by consistently high employment rates for graduates. The Jackson campus offers a full array of both associate's and bachelor's degree programs. Specialty programs in Radiation Therapy, Medical Assisting, Health Information Technology, Surgical Technology, Teacher Preparation, Paralegal, and numerous computer-related programs are just a few of the programs which compliment higher education and training at Baker College of Jackson.

## Places to Explore

Cascade Falls & Park  
Ella Sharp Museum  
Irish Hills  
Michigan International Speedway  
Michigan Space & Science Center  
Michigan Theatre  
W.J. Hayes State Park

## Events

Cascade Civil War Muster  
Hot Air Jubilee Balloon Festival  
Jackson Symphony Orchestra  
Michigan Shakespeare Festival  
Mini Grand Prix  
Rose Festival  
Summerfest

## COLDWATER EXTENSION

About 50 miles southwest of Jackson, in the friendly community of Coldwater, is the Jackson extension site. Programs offered include: Accounting, Medical Assistant, Medical Administrative Assistant, Medical Insurance Specialist, Medical Receptionist, and Phlebotomy.



# Baker College of Muskegon

## General Location/Description

Baker College of Muskegon is nestled in western Michigan along the beautiful shoreline of Lake Michigan and its scenic sandy beaches. Students can take advantage of Muskegon Lake, Bear Lake, and Mona Lake, as well as nearby parks and recreation areas for hiking, boating, skiing, snowmobiling, and camping.

## Campus

Located in the comfortable, safe community of Muskegon, the College campus sits on 50 densely wooded acres featuring five distinct residential hall choices. The Marquette Room Culinary Arts Restaurant, The Quarterline Grill, the West End Cafe, a contemporary student center, wooded trails, and pine-scented courtyards provide peaceful sites for eating, studying, or just relaxing. Students can also enjoy the gymnasium and a new student union recreation and activity center for students living on campus.

## Specialty Programs

The Muskegon campus offers a full array of certificates as well as associate's and bachelor's degree programs. Specialty program offerings include Physical Therapist Assistant, Occupational Therapy Assistant, Aviation, Surgical Technology, Veterinary Technician, Culinary Arts, Computer Networking (Microsoft and Cisco), Graphic Communications, Human Resources Management, Radiologic Technology, Paralegal, Interpreter Training (American Sign Language), Interior Design, Teacher Preparation, Human Service, Early Childhood Education, and Nursing. Baker College of Muskegon's new Culinary Institute of Michigan (CIM) will open in Fall of 2009.

## Places to Explore

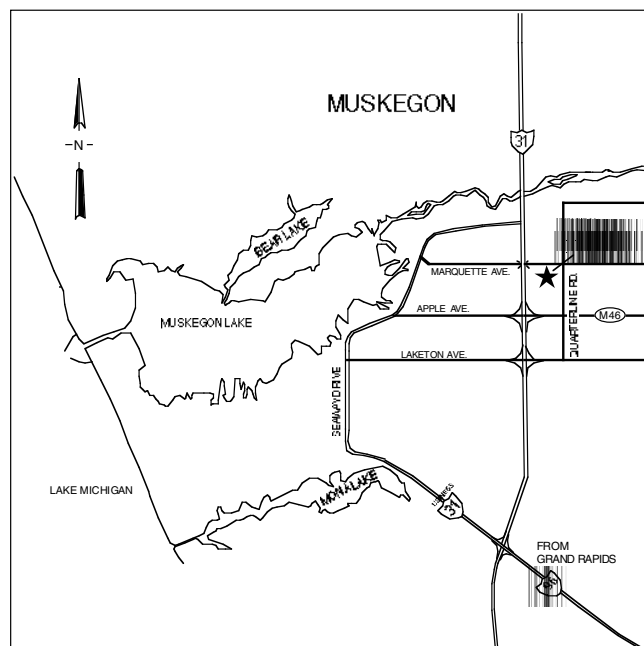
Grand Haven State Park  
Michigan's Adventure Theme Park  
Muskegon County Museum  
Muskegon Museum of Art  
Muskegon State Park  
P.J. Hoffmaster State Park  
White Lake Area

## Events

Grand Haven Coast Guard Festival  
Irish Festival  
Miss Michigan Scholarship Pageant  
Muskegon Summer Celebration  
Winterfest

## FREMONT EXTENSION

The Baker College of Muskegon Fremont Extension provides residents of Newaygo County the opportunity to begin career training in select degrees, certificates, and courses.



# Baker College Online

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Baker College Online is the “virtual campus” of the Baker College System. Baker’s online programs are accredited and are of the highest quality, with the convenience of classroom accessibility 24 hours a day, seven days a week, from virtually anywhere in the world. Students can complete assignments and communicate with instructors and classmates from any computer with Internet access. Baker Online is more than an exciting delivery method for higher education. It breaks down barriers that working people have struggled to overcome for years. It enables people to fit a college education in to their busy schedules, instead of modifying their schedules for classes. With faculty members and students based all over the world, Baker Online students benefit from a truly world-class perspective.

Online courses are delivered in an asynchronous mode using a web-based learning management system specifically designed for course delivery. Students have personal e-mail addresses and are assigned to “virtual classrooms” facilitated by qualified online instructors. The virtual classroom is the common meeting area for faculty and students registered for a particular course. Students work on readings, submit assignments, ask questions, and participate in discussions in the virtual classroom just as they would in a traditional classroom setting. Faculty members facilitate the virtual classroom, provide feedback and comments, and keep students informed of their status weekly. Online courses, available year-round, are accelerated and six weeks in length.





# Baker College of Owosso

## General Location/Description

Although Baker College of Owosso is located just four blocks south of the busy downtown, when you step onto our campus you'll find a beautiful "home away from home" with rolling and wooded hills, and the classic European architectural style of Swiss chalets—an idyllic site for your college education and collegiate lifestyle.

## Campus

Located in a historic and safe community, our classroom buildings, student center, snack shop, bookstore, gymnasium, and apartment-style residence halls sit amid a cluster of small stone and brick office buildings with a comfortable, quaint courtyard and the five-story Don R. Mitchell bell tower.

## Specialty Programs

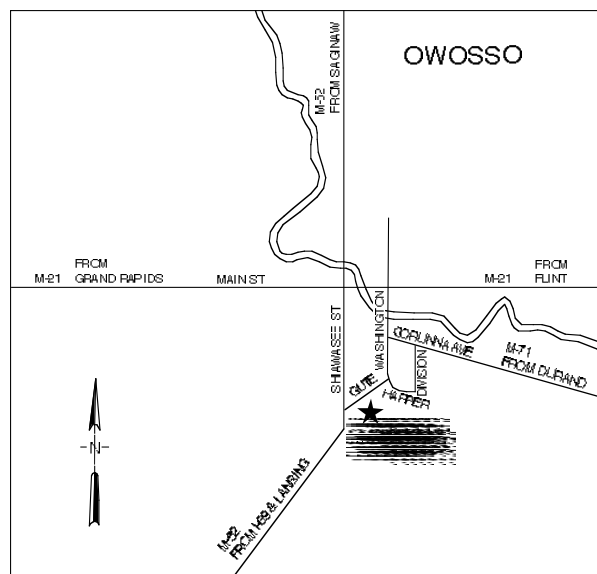
Over the past ten years, the College has focused on diversifying its programs and services to better meet the changing needs of both its student body and its community. In 1998, the College renovated a historic downtown home to create the new Baker College of Owosso Bentley campus. This site is the location of the Business and Corporate Services divisions, which provides non-traditional training for the community and assists with job training and employee recruitment services. In 2001, the College constructed a Technology Center, which allowed the curriculum offerings to expand into automotive services, HVAC, welding, and computer networking. The campus, over the past five years, has also added the Teacher Preparation and Nursing programs as a career option for its students. In 2007, the campus will open a state-of-the-art Diesel Technology Training Center to meet the job market demands and further expand its curricular offerings.

## Places to Explore

Amos Gould House  
Comstock Cabin  
Curwood Castle  
Durand Depot  
Hopkins Lake  
James S. Miner River Walkway  
Rails-to-Trails  
Shiawassee Arts Council Gallery  
Shiawassee River  
Thomas E. Dewey Boyhood Home

## Events

Cruise to the Castle  
Curwood Festival  
Mid-Winter Pow-Wow  
Performances by the Owosso Community Players  
Summer shows at the Mitchell Performing Arts Amphitheater  
Steam Railroading Institute



# Baker College of Port Huron

## General Location/Description

Welcoming the rising sun over the beautiful Blue Water area by Lake Huron and the St. Clair River, Baker College of Port Huron anchors the Baker College System on Michigan's eastern shoreline. The wonderful quality of life that our students find from Port Huron north through the thumb of Michigan and east into Ontario, Canada includes various water activities, hunting, and golf.

## Campus

Located in the safe, small, friendly town of Port Huron, the College is situated on 12 acres that border the 40th Street Pond, providing our staff and students with a relaxing environment in which to work and study. Located on the west side of town, convenient to I-69 and I-94, and only five minutes from the Blue Water Bridge which connects Port Huron with Sarnia, Ontario the campus sits at an international border crossing. Convenience, safety, and quality are among the reasons students from throughout the eastern shoreline of Michigan and the western shoreline of Ontario, Canada; choose to make a better life for themselves at the Port Huron campus.

## Specialty Programs

The Port Huron campus offers a wide variety of associate's and bachelor's degree programs. Specialty programs include Dental Hygienist, Surgical Technology, Medical Assistant, Certified Microsoft Systems Engineer, Veterinary Technician, Web Design, and the Accelerated Bachelor of Business Administration.

## Place to Explore

Fort Gratiot Lighthouse  
Huron Lightship Museum  
Sightseeing on Huron Lady II  
Thomas Edison Museum  
Two International Blue Water Bridges  
Cutter Bramble Museum  
U.S. Coast Guard Cutter

## Events

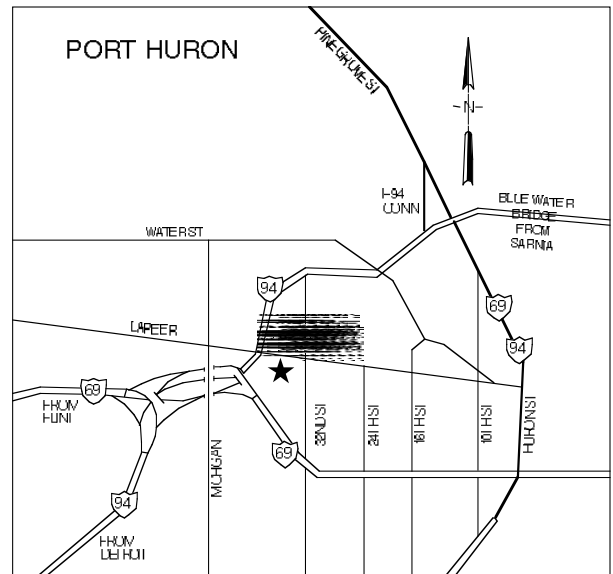
Blue Water Indian Celebration-Pow Wow  
Feast of St. Clair  
Port Huron to Mackinac Yacht Race  
Sarnia Celebration of Lights  
Sarnia Highland Days  
St. Clair Art Fair

## SANDUSKY EXTENSION

Baker College of Port Huron's Sandusky Extension offers a variety of courses. Housed at Sandusky High School, this extension offers Sanilac County residents a convenient opportunity to pursue and complete a college education.

## SARNIA EXTENSION

Baker College of Port Huron Sarnia Extension offers the Bachelor of Business Administration – Accelerated Program (BBA-AP). Housed at Lambton College, Sarnia, Ontario, this extension site offers residents who live in the Sarnia/Lambton areas the opportunity to pursue a bachelor degree in business administration.



# Undergraduate Academic Information



# General Education Program Requirements

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The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers. Required courses in the major field of study are complemented and enhanced by required general education courses. General education provides a common core of knowledge and skills that every educated person should possess. Its purpose is to stimulate curiosity and promote intellectual inquiry and lifelong learning.

## General Education Mission Statement

General education exposes students to an array of critical skills and knowledge essential to the college-educated person in any career path and provides a foundation for more specialized learning.

## General Education Goals

1. To provide students with opportunities to develop and refine essential skills in written and oral communication, mathematical reasoning, scientific inquiry, global and cultural awareness, personal and social relations, and information literacy.
2. To teach a body of common knowledge necessary for students to be successful in professional, intellectual, and social contexts.
3. To assist students in developing a breadth of knowledge, curiosity, and critical thinking skills.
4. To promote informed citizenship in an increasingly diverse world.
5. To advocate lifelong learning.

All certificates of substantial length, as well as associate and bachelor degree programs, at Baker College include the following general education outcomes. See the General Education Course Requirements for certificates of substantial length and associate and bachelor degrees on the following pages.

## GENERAL EDUCATION OUTCOMES

### Certificates of Substantial Length (*68 or more quarter hours*)

#### Communication

- Communicate ideas in written form.
- Obtain, analyze, and synthesize information into written presentations in the classroom.

#### Mathematical Reasoning

- Comprehend, communicate, and interpret numeric and graphical data.
- Synthesize and evaluate data using quantitative problem-solving processes.

#### Personal and Social Environments

- Explore, analyze, and explain major patterns of human behavior within the personal and social environment.

#### Computer Literacy

- Apply basic computer skills to the management of information.

## Associate Degrees

#### Communication

- Communicate ideas in both written and oral form.
- Obtain, analyze, and synthesize information into oral and written presentations both in the classroom and in the workplace.

#### Mathematical Reasoning

- Comprehend, communicate, and interpret numeric and graphical data.
- Synthesize and evaluate data using quantitative problem-solving processes.

#### Personal and Social Environments

- Explore, analyze, and explain major patterns of human behavior within the personal and social environment.

#### Computer Literacy

- Apply basic computer skills to the management of information.

## General Education Program Requirements *Continued*

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**Bachelor Degrees** *(Along with the above associate degree general education outcomes, the following additional outcomes apply to bachelor degrees.)*

**Global and Cultural Perspectives**

- Distinguish among various cultures and ethnic groups of the world and identify the common bonds all humans share.
- Analyze the impact that differing political systems, cultural backgrounds, ethnicities, and values have on an individual's personal, social, and work life.

**Personal and Social Environments**

- Critique ethical dilemmas and available solutions and explain their implications in the classroom and workplace.

**Scientific Inquiry**

- Apply the principles of scientific investigation within the context of a physical or natural science.

General education is required for all certificates of substantial length, as well as associate and bachelor degrees. Some degree programs may have general education requirements specific to their programs that go beyond the basic requirements. In most degree programs, the general education requirements are met through general education core curriculum. In some programs, however, a general education requirement is met through cognitive experiences.

## GENERAL EDUCATION COURSE REQUIREMENTS

### Course Requirements for General Education Core in Certificates of Substantial Length *(68 or more credit hours)*

**Communication: 4-quarter hours**

ENG101 Composition I

**Mathematical Reasoning: 4-quarter hours**

MTH101 Mathematics for Business or MTH 111 Introductory Algebra or higher level math course

**Personal and Social Environments: 4-quarter hours**

PSY101 Human Relations or PSY111 General Psychology

**Computer Literacy: 4-quarter hours**

*Two of the following courses:* INF111 Information Systems Theory, INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint. (In some programs, competency will be met by courses in the major core.)

*Please note that certificates of less than 68 credits may also contain general education requirements as determined by individual programs.*

### Course Requirements for General Education Core in Associate Degrees

**Communication: 16-quarter hours**

*All of the following:* ENG101 Composition I, ENG102 Composition II, and SPK201 Oral Communication

*One of the following:* WRI115 Workplace Communication, ENG221 Critical Writing and Literary Analysis, ENG231 Language and Culture, ENG311 Creative Writing, ENG411 Foundations of Mass Communications, LIT301 Contemporary Literature, LIT302A The American Novel, or LIT311 American Ethnic Literature

**Mathematical Reasoning: 4-quarter hours**

MTH101 Mathematics for Business or MTH111 Introductory Algebra or higher level math course

**Personal and Social Environments: 4-quarter hours**

PSY101 Human Relations or PSY111 General Psychology

**Computer Literacy: 8-quarter hours**

*Four of the following courses:* INF111 Information Systems Theory, INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint. (In some programs, competency will be met by courses in the major core.)

# General Education Program Requirements *Continued*

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## Course Requirements for General Education Core in Bachelor Degrees

### Communication: 24-quarter hours

*All of the following:* ENG101 Composition I, ENG102 Composition II, and SPK201 Oral Communication

*Two of the following:* WRI115 Workplace Communication, ENG221 Critical Writing and Literary Analysis, ENG231 Language and Culture, ENG311 Creative Writing, ENG411 Foundations of Mass Communications, LIT301 Contemporary Literature, LIT302A The American Novel, LIT311 American Ethnic Literature, WRI301 Advanced Report Writing (prerequisite of WRI115), or WRI311R Report Writing

*One of the following:* SPK205 Oral Interpretation of Literature, SPK211 Group Dynamics, or SPK401 Presentational Speaking

### Global and Cultural Perspectives: 12-quarter hours

*One of the following:* SOC321 Cultural Diversity or SOC321R Cultural Diversity

*Two of the following:* GEO101B World Geography I, GEO102B World Geography II, ECN301 International Economics, ECN301R International Economics, HIS301 Women's Studies, HIS321 Ancient World, HIS331A European History I, HIS332 European History II, HIS411 Emerging Nations, HIS421 World History Since 1945, ITP111 American Sign Language I, ITP112 American Sign Language II, POL401 International Relations, SOC341 Global Perspectives, SPN101 Spanish I or SPN102 Spanish II.

### Mathematical Reasoning: 8-quarter hours

*One of the following:* MTH101 Mathematics for Business or MTH111 Introductory Algebra

*One of the following:* MTH112 Intermediate Algebra or a higher level MTH course, or MTH312R Research and Statistics

### Personal and Social Environments: 16-quarter hours

HUM401A Philosophy of Ethics (In some programs, competency will be met by courses in the major core.)

*One of the following:* PSY101 Human Relations or PSY111 General Psychology

*Two of the following:* POL201A American Political Systems, PSY211 Psychology of Death and Dying, PSY221 Developmental Psychology, PSY231 Organizational Psychology, PSY231R Organizational Psychology, PSY335 Human Sexuality, PSY351 Adolescent Psychology, PSY401 Social Psychology, SOC201 Sociology, or SOC301 Social Problems

### Scientific Inquiry: 4-quarter hours

*One of the following:* SCI101C Human Anatomy and Physiology I, SCI111 Biology, SCI215 Integrated Physics, SCI220A Microbiology, SCI221 Basic Chemistry, SCI241 General Chemistry I, SCI251 General Physics I, SCI321 Principles of Astronomy, or SCI451 Environmental Science

### Computer Literacy: 8-quarter hours

*Four of the following:* INF111 Information Systems Theory, INF112 Word Processing, INF113 Electronic Spreadsheets, INF114A Introduction to Database Applications, INF121 Introduction to Windows, INF131 Internet and the World Wide Web, or INF141A Microsoft PowerPoint (In some programs, competency will be met by courses in the major core.)

# Philosophy of Developmental Education

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## Mission Statement

The mission of developmental education is to provide a comprehensive preparatory program enabling students to acquire academic skills necessary to complete a college-level course of study.

## Goals

- 1) To provide appropriate educational opportunities and services.
- 2) To ensure proper placement of students.
- 3) To maintain high academic standards that will support student success in college-level courses.
- 4) To enhance the quality of student life and learning.
- 5) To promote continued development and application of adult learning theory, adhering to best practices.
- 6) To provide students with opportunities to build a strong foundation of basic skills.
- 7) To be sensitive and responsive to the individual differences and special needs among students.

## Objectives

- 1) Students will utilize the developmental education services provided by the College in their academic pursuit of higher education.
- 2) All entry-level students will complete appropriate placement testing.
- 3) Students will perform basic mathematical computations.
- 4) Students will organize and write a paper using the format suggested in English Review.
- 5) Students will demonstrate proficiency in college-level reading.

The following are designed to meet the above objectives:

ENG098B	College Reading
ENG091	English Review
ENG092	Extended English Review
MTH091	Essential Math Concepts
MTH092	Extended Essential Math Concepts
MTH099E	Pre-Algebra

In addition to these foundational courses, there may be additional developmental courses specific to a program area. See individual program area requirements for details.

# The Baker College Smart Degree Option

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*The Baker College Smart Degree Option, leading to any one of several bachelor's degree options, is an effective degree completion strategy. It is a significantly different and more beneficial approach than that taken by most colleges.*

In this format, enthusiasm for degree completion is established early and maintained throughout the program. Students interested in Business Administration, for example, are motivated by experiencing computer, management, and marketing courses early in their program.

Baker College's emphasis on degree completion also helps avoid the "professional student" syndrome by encouraging progress toward graduation. During the junior and senior years, the student completes a major and a minor while finishing the general education requirements. Many students are also employed during this period. Work experiences give greater meaning to the general education coursework, since career-minded students can better understand the importance of achieving a well-balanced education.

Consider the Baker College Smart Degree Option for a bachelor's degree . . . a better way!

## Associate's Degree Students

Entering freshmen pursuing an associate's degree will find a wide selection of business and technical programs designed for direct entry into jobs which do not require completion of a bachelor's degree.

## The Smart Degree Option for Freshmen Students

Freshmen who desire a Baker College Smart Degree Option bachelor's degree begin by enrolling in an associate's degree program. Most associate's degree programs lead to related bachelor's degrees. Following completion of the associate's degree, two options are available to the student:

1. Enter a bachelor's degree program as a full-time student.
2. Begin full-time employment and continue toward a bachelor's degree as a part-time student.

## The Smart Degree Option for Transfer Students

Baker College is eager to assist transfer students who choose to enter any Baker bachelor's degree program. Transfer students must first request official transcripts from their high school and from all colleges attended for evaluation by the registrar. Requests for financial aid transcripts will also be required for those students applying for financial assistance. Transfer students should become familiar with the Baker College policy regarding acceptance of transfer credit. Students will find that Baker College is committed to applying this policy for maximum transfer of credit. The number of credits accepted by Baker College will determine entry at the associate's or bachelor's degree level.

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## Smart Degree — Program Selector Guide

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### for Students Completing an Associate's Degree

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

#### Accounting

*Bachelor of Business Administration Accounting  
Bachelor of Business Administration Accelerated Program  
Bachelor of Business Administration Human Resources  
Accelerated Program  
Bachelor of Business Leadership*

#### Accounting/Computer Information Systems

*Bachelor of Business Administration Accounting  
Bachelor of Business Administration Accelerated Program  
Bachelor of Business Administration Human Resources  
Accelerated Program  
Bachelor of Business Leadership*

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

#### Accounting/Management

*Bachelor of Business Administration Accounting  
Bachelor of Business Administration Management  
Bachelor of Business Administration Accelerated Program  
Bachelor of Business Leadership*

#### Administrative Assistant/Secretary

*Bachelor of Business Administration Accelerated Program  
Bachelor of Business Leadership*

#### Allied Health Technology

*Bachelor of Health Services Administration*



# Smart Degree — Program Selector Guide *Continued*

## for Students Completing an Associate's Degree

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

**Architectural/Construction Technology**  
*Bachelor of Science Architectural Technology*

**Automotive Services Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**CAD and Design Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**Computer Animation**  
*Bachelor of Computer Science*  
*Bachelor of Computer Information Systems*

**Computer Information Systems/  
Microcomputer Applications**  
*Bachelor of Computer Information Systems*  
*Bachelor of Database Technology*

**Computer Information Systems/Programming**  
*Bachelor of Computer Information Systems*

**Computer Networking Technology Cisco Option**  
*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Database Technology*  
*Bachelor of Information Technology and Security*

**Computer Networking Technology Microsoft Option**  
*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Database Technology*  
*Bachelor of Information Technology and Security*

**Computer Programming**  
*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Database Technology*

**Computer Programming-Java Option**  
*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Database Technology*

**Computer Systems and Internetworking Technology**  
*Bachelor of Computer Science*  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*  
*Bachelor of Information Technology and Security*

**Culinary Arts**  
*Bachelor of Business Administration Food and Beverage Management*

**Dental Assisting**  
*Bachelor of Health Services Administration*

**Dental Hygienist**  
*Bachelor of Health Services Administration*

**Diagnostic Medical Sonography**  
*Bachelor of Health Services Administration*  
*Bachelor of Radiation Therapy*

**Diesel Service Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

**Digital Video Production**  
*Bachelor of Graphic Communications*  
*Bachelor of Business Administration Accelerated Program*

**Echocardiographic Technology**  
*Bachelor of Health Services Administration*

**Early Childhood Education**  
*Bachelor of Science in Early Childhood Education*  
*Bachelor of Science in Education*

**Electronic Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**Emergency Services Management**  
*Bachelor of Health Services Administration*

**Food and Beverage Management**  
*Bachelor of Business Administration Food and Beverage Management*

**General Business Administration**  
*Bachelor of Business Administration Management*  
*Bachelor of Business Administration Marketing*  
*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Administration Human Resources Management*  
*Bachelor of Business Leadership*

**Graphic Communications**  
*Bachelor of Graphic Communications*

**Health Information Technology**  
*Bachelor of Health Services Administration*

**Heating, Ventilation, Air Conditioning and Refrigeration/Construction Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**Human Resources Management**  
*Bachelor of Business Administration Human Resources Management*  
*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Leadership*

**Human Services**  
*Bachelor of Human Service*

**Industrial Relations**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**Industrial Technology**  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

**Interior Design**  
*Bachelor of Interior Design*

**Internet and LAN Security**  
*Bachelor of Information Technology and Security*

**Linux/Unix Systems Technology**

## Smart Degree — Program Selector Guide *Continued*

### for Students Completing an Associate's Degree

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Database Technology*  
*Bachelor of Information Technology and Security*

#### **Management**

*Bachelor of Business Administration Management*  
*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Leadership*

#### **Marketing**

*Bachelor of Business Administration Marketing*  
*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Leadership*

#### **Mechanical Technology**

*Bachelor of Science Mechanical Engineering*

#### **Medical Administrative Assistant**

*Bachelor of Health Services Administration*

#### **Medical Assistant**

*Bachelor of Health Services Administration*

#### **Medical Insurance Specialist**

*Bachelor of Health Services Administration*

#### **Medical Laboratory Technician**

*Bachelor of Health Services Administration*

#### **Nursing**

*Bachelor of Health Services Administration*

#### **Occupational Therapy Assistant**

*Bachelor of Health Services Administration*  
*Bachelor of Rehabilitation Services*

#### **Opticianry**

*Bachelor of Health Services Administration*

#### **Orthotic/Prosthetic Technology**

*Bachelor of Health Services Administration*

#### **Paralegal**

*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Leadership*

#### **Paraprofessional: Instructional Technology**

*Bachelor of Science in Education*

#### **Pharmacy Technician**

*Bachelor of Health Services Administration*

#### **Physical Therapist Assistant**

*Bachelor of Health Services Administration*  
*Bachelor of Rehabilitation Services*

#### **Polysomnographic Technology**

*Bachelor of Health Services Administration*

#### **Professional Pilot/Aviation Technology**

*Bachelor of Aviation Management*

#### **Quality Improvement**

**An Associate's Degree in this subject...**  
*...is prelude to this Bachelor's Degree:*

*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

#### **Radiologic Technology**

*Bachelor of Health Services Administration*

#### **Respiratory Therapy**

*Bachelor of Health Services Administration*

#### **Small Business Management/Entrepreneurship**

*Bachelor of Business Administration Management*  
*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*  
*Bachelor of Business Leadership*

#### **Surgical Technology**

*Bachelor of Health Services Administration*

#### **Therapeutic Massage**

*Bachelor of Health Services Administration*

#### **Transportation Management**

*Bachelor of Business Administration Management*

#### **Vascular Ultrasound Technology**

*Bachelor of Health Services Administration*

#### **Veterinary Technician**

*Bachelor of Business Administration Accelerated Program*

#### **Web Design**

*Bachelor of Computer Information Systems*  
*Bachelor of Computer Science*  
*Bachelor of Web Development*

*The following choices may also be a prelude to the indicated bachelor's degree program. These options are available to transfer students as well as Baker College students.*

#### **Any Associate's Degree Program and Program**

##### **Entrance Requirements**

*Bachelor of Business Administration Accelerated Program*  
*Bachelor of Business Administration Human Resources Accelerated Program*

#### **Any Associate's Degree Program**

*Bachelor of Business Leadership*  
*Bachelor of Health Services Administration*  
*Bachelor of Industrial Management*  
*Bachelor of Industrial Technology*

# Business Administration Programs

The mission of the business department is to enable graduates to meet the challenges of the dynamic and complex business environment. Our quality-focused, market-driven, and rigorous program curricula will establish and enhance core business knowledge and the ability to anticipate and react to societal changes, as well as provide students with technological proficiency, the ability to make ethical decisions, and the communication skills that embody the professional acumen graduates need to make positive contributions to their chosen fields.

Programs guided by the above mission are denoted with an asterisk; those programs not denoted with an asterisk are guided by other, unique missions.

## **CERTIFICATES**

**Baking and Pastry**

**Clerical Bookkeeping**

**Office Support**

**Small Business Management/Entrepreneurship\***

**Truck Driving**

## **ASSOCIATE'S DEGREES**

### **Associate of Business Administration**

Accounting\*

Accounting/Computer Information Systems\*

Accounting/Management\*

Administrative Assistant/Secretary

Culinary Arts

Food and Beverage Management

Human Resource Management\*

Management\*

Marketing\*

Paralegal

Small Business Management/Entrepreneurship\*

Small Business Management/Entrepreneurship – Articulated Credit Program\*

Transportation Management\*

## **BACHELOR'S DEGREES**

### **Bachelor of Business Administration**

Accounting\*

Food and Beverage Management

Human Resource Management\*

Management\*

Marketing\*

**Bachelor of Business Administration – Accelerated Program\***

**Bachelor of Business Leadership – Accelerated Program\***

## **POSTBACCALAUREATE CERTIFICATE**

**Project Management and Planning\***

*A general education core is required for all associate's and bachelor's degrees. All graduates must meet the general education requirements established by each academic program. The general education core is listed below each program's requirements.*

*College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.*

*Many of the courses and programs at Baker College are offered in an online delivery format. See page 121 of this catalog for Online programs. Contact your campus Academic/Administrative Office for details about online courses.*

*If electives are indicated in a program, please refer to the list of Elective Options on page 42.*

## Baking and Pastry

### *Certificate*

The one-year Baking and Pastry Certificate is designed to prepare graduates for employment in retail deli-bakeries, fine dining restaurants, pastry and bakery shops, commercial baking, and hotel and resort bake shops. This program provides a combination of extensive classroom hands-on training, work experience, and classroom study to prepare students in the baking and pastry field. Successful graduates will be prepared to enter the workforce and obtain positions such as assistant pastry chefs, assistant bakers, head bakers, lead bakers, wedding cake decorators, and executive pastry chefs. Students receive extensive training in the development and preparation of breads, pies, pastries, cookies, petit fours, specialty breads and pastries, fruit bars, tortes, centerpieces, wedding cakes, and international desserts.

Course Number	Course Title	Quarter Hours
<b>MAJOR CORE - 54 HOURS</b>		
CUL 131	Sanitation	02
CUL 141	Nutrition	02
CUL 211A	Baking	08
CUL 232A	Advanced Baking and Pastry	08
CUL 251	Specialty Pastry	08
ENG 101	Composition I	04
ENG 102	Composition II	04
FBM 221	Menu Planning and Analysis	04
FBM 241	Food and Beverage Management	04
HSC 100B	Community First Aid	01
MTH 101	Mathematics for Business	04
PSY 101	Human Relations	04
WRK 291B	Professional Career Strategies	01
<b>QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>54</b>

*Certificate students are not required to take CUL 111C.*

***This program is offered at the following Baker College campus:  
Muskegon.***

# Computer Information Systems Programs

## **CERTIFICATES**

Cisco Networking with Wireless and VoIP

Microsoft Networking Professional

Web Design

## **ASSOCIATE'S DEGREES**

### **Associate of Applied Science**

Computer Animation Programming

Computer Networking Technology

- Cisco Option

- Microsoft Option

Computer Programming

Computer Programming - Java Option

Computer Systems and Internetworking Technology – Cisco Option

Digital Video Production

Internet and LAN Security

Linux/Unix Systems Technology

Web Design

### **Associate of Business Administration**

Computer Information Systems/Microcomputer Applications

Computer Information Systems/Programming

Graphic Communications

## **BACHELOR'S DEGREES**

### **Bachelor of Computer Information Systems**

Computer Information Systems

### **Bachelor of Computer Science**

Computer Science

Database Technology

### **Bachelor of Graphic Communications**

Graphic Communications

### **Bachelor of Information Technology and Security**

Information Technology and Security

*A general education core is required for all associate's and bachelor's degrees. All graduates must meet the general education requirements established by each academic program. The general education core is listed below each program's requirements.*

*College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.*

*Many of the courses and programs at Baker College are offered in an online delivery format. See page 121 of this catalog for Online programs. Contact your campus Academic/Administrative Office for details about online courses.*

*If electives are indicated in a program, please refer to the list of Elective Options on page 54.*

# Health Sciences Programs

## **CERTIFICATES**

**Coding Specialist**  
**Dental Assistant**  
**Emergency Medical Technician-Basic**  
**Emergency Medical Technician-Specialist**  
**Emergency Medical Technician-Paramedic**  
**Medical Insurance Specialist**  
**Medical Receptionist**  
**Medical Transcriptionist**  
**Patient Care Aide**  
**Pharmacy Technician**  
**Phlebotomy Technician**  
**Practical Nurse**  
**Sterile Processing Technician**  
**Therapeutic Massage**

## **ASSOCIATE'S DEGREES**

### **Associate of Applied Science**

Allied Health Technology  
Dental Assisting  
Dental Hygienist  
Diagnostic Medical Sonography  
Echocardiographic Technology  
Emergency Services Management  
Health Information Technology

Medical Administrative Assistant  
Medical Assistant  
Medical Insurance Specialist  
Medical Laboratory Technician  
Occupational Therapy Assistant  
Opticianry  
Orthotic/Prosthetic Technology  
Pharmacy Technician  
Physical Therapist Assistant  
Polysomnographic Technology  
Radiologic Technology  
Respiratory Care  
Surgical Technology  
Therapeutic Massage  
Vascular Ultrasound Technology  
Veterinary Technician

### **Associate Degree in Nursing** Nursing

## **BACHELOR'S DEGREES**

### **Bachelor of Health Science**

Pre-Occupational Therapy

### **Bachelor of Health Services Administration - Accelerated Program**

### **Bachelor of Health Services Administration**

### **Bachelor of Radiation Therapy**

### **Bachelor of Rehabilitation Studies**

*Students may be required to pass a health screening and a criminal background check prior to particular courses, admittance into programs or for their clinical externship.*

*A general education core is required for all associate's and bachelor's degrees. All graduates must meet the general education requirements established by each academic program. The general education core is listed below each program's requirements.*

*College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.*

*Many of the courses and programs at Baker College are offered in an online delivery format. See page 121 of this catalog for Online programs. Contact your campus Academic/Administrative Office for details about online courses.*

*Age of transfer credits: Students requesting transfer of science credits from another college/university or a re-entry student must have completed the following courses within five years of application or must re-take the course. After five years, applicants may also take the waiver test for proof of currency in the subject matter. The following courses are included: HSC104, HSC206, HSC207, HSC211, HSC285, MED103, SCI100E, SCI101C, SCI102C, HSC103/SCI103, SCI111, SCI211, SCI220, SCI221, SCI271A, and SCI311.*

*If electives are indicated in a program, please refer to the General Education Course Requirements for Specific Degrees on page 21.*

# Engineering and Technology Programs

## **CERTIFICATE**

Architectural/Construction Technology  
Automotive Services Technology  
Computer Aided Design  
Computer Service Technician  
Diesel Service Technology  
Electrical Technology  
Heating, Ventilation, Air Conditioning Technology  
Kitchen and Bath Design  
Quality Improvement

## **ASSOCIATE'S DEGREES**

### **Associate of Applied Science**

Architectural/Construction Technology  
Automotive Services Technology  
CAD and Design Technology  
Computer Systems and Internetworking Technology  
Diesel Service Technology  
Electrical Technology  
Electronic Technology  
Heating, Ventilation, Air Conditioning and Refrigeration Technology  
Industrial Relations  
Interior Design  
Mechanical Technology  
Professional Pilot/Aviation Technology  
Quality Improvement  
Surveying Technology

## **BACHELOR'S DEGREES**

**Bachelor of Aviation Management**  
**Bachelor of Industrial Management**  
**Bachelor of Industrial Technology**  
**Bachelor of Interior Design**  
**Bachelor of Science**  
Architectural Technology  
Mechanical Engineering

*A general education core is required for all associate's and bachelor's degrees. All graduates must meet the general education requirements established by each academic program. The general education core is listed below each program's requirements.*

*College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.*

*Many of the courses and programs at Baker College are offered in an online delivery format. See page 121 of this catalog for Online programs. Contact your campus Academic/Administrative Office for details about online courses.*

*If electives are indicated in a program, please refer to the list of Elective Options on page 88.*

# Education and Human Service Programs

## **CERTIFICATES**

Child Care Assistant  
Corrections Officer

## **ASSOCIATE'S DEGREES**

### **Associate of Applied Science**

Corrections Officer  
Early Childhood Education  
Human Service  
Interpreter Training  
Paraprofessional: Early Elementary

## **BACHELOR'S DEGREES**

### **Bachelor of Human Service**

Corrections  
Gerontology  
Human Service

### **Bachelor of Science in Early Childhood Education**

### **Bachelor of Science in Education**

Elementary Teacher Preparation  
Elementary Teacher Preparation Early Childhood Education  
Secondary Teacher Preparation

## **POSTBACCALAUREATE CERTIFICATES**

**Teacher Preparation—Initial Certification**

**Teacher Preparation—Level Change**

**Teacher Preparation—Additional Endorsement**

*A general education core is required for all associate's and bachelor's degrees. All graduates must meet the general education requirements established by each academic program. The general education core is listed with each program's requirements.*

*College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.*

*Many of the courses and programs at Baker College are offered in an online delivery format. See page 121 of this catalog for Online programs. Contact your campus Academic/Administrative Office for details about online courses.*



# Online Programs

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## **CERTIFICATE**

Web Design

## **ASSOCIATE'S DEGREES**

### **Associate of Applied Science**

- Computer Programming
- Computer Programming – Java Option
- Industrial Technology
- Web Design

### **Associate of Business Administration**

- Accounting
- Accounting/Computer Information Systems
- Accounting/Management
- Computer Information Systems/Microcomputer Applications
- General Business
- Human Resource Management
- Management
- Marketing

## **BACHELOR'S DEGREES**

### **Bachelor of Business Administration**

- Accounting
- Business Administration – Accelerated Program
- Finance
- Human Resource Management
- Management
- Marketing

### **Bachelor of Computer Information Systems**

- Computer Information Systems
- Project Management and Planning

### **Bachelor of Computer Science**

- Computer Science
- Database Technology

### **Bachelor of Health Services Administration – Accelerated Program**

### **Bachelor of Leadership Code Administration – Accelerated Program**

### **Bachelor of Science in Psychology**

### **Bachelor of Web Development**

## **POSTBACCALAUREATE CERTIFICATE**

Project Management and Planning

Baker College is one of the most successful providers of online education in the United States. Baker Online offers multiple master's, bachelor's, and associate's degree programs as well as certificates via the Internet. Students can supplement their campus-based program with online courses or complete their entire degree online.

### Technical Requirements

Students must have the following hardware and software (additional equipment and software may be required for some courses):

### PC Requirements

- Intel Core - 2 compatible processor or higher
- Windows XP or higher required
- 1 Gb of RAM required (2 Gb recommended)
- CD ROM drive; DVD ROM drive recommended
- 80 GB hard drive or greater
- Internet service provider (ISP); broadband connection recommended
- Microsoft Office 2007 (Professional recommended and may be required in some courses).
- Internet Explorer 6.0, Mozilla Seamonkey 1.1, and /or Firefox 2.0 or higher browser(s). **AOL's browser is not compatible.**
- Virus Protection Software
- Java 1.5 or later
- Webcam recommended and may be required in some courses.

### Mac Requirements

- Intel, Mac OS X-compatible processor or higher
- Mac OS X Version 10.4.X or later
- 1 Gb of RAM required (2 Gb recommended)
- CD ROM drive required; DVD ROM recommended
- 80 GB hard drive or greater
- Internet service provider (ISP); broadband connection recommended
- Microsoft Office: Mac 2008
- Parallels or VMware fusion with Windows XP or greater required (Additional Windows software and/or Windows XP Professional may be required in some courses.
- Safari 3.0, Mozilla Seamonkey 1.1, and/or Firefox 2.0 or higher browser(s). **AOL's browser is not compatible.**
- Virus Protection Software
- Mac supplied Java
- Webcam recommended and may be required in some courses.

Online courses at Baker College are delivered utilizing a secure learning management system. Students are required to comply with the Institution's policy regarding: (1) the "Policy on the Proper Use of Information Resources, Information Technology, and Networks at Baker College" and (2) "Information Systems Division: Conditions of Use Policy." Those abusing their privileges or violating these policies may be removed from the system and denied further access.

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## Baker College Online 2008-2009 Academic Calendar

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### FALL 2008

*(September 25 – December 17, 2008)*

First Session – September 25 – November 5

Second Session – November 6 – December 17

### WINTER 2009

*(January 8 – April 1, 2009)*

First Session - January 8 - February 19

Second Session - February 19 - April 1

### SPRING 2009

*(April 2 – June 24, 2009)*

First Session - April 2 - May 13

Second Session - May 14 - June 24

### SUMMER 2009

*(June 25 – September 16, 2009)*

First Session – June 25 – August 5

Second Session – August 6 – September 16

### FALL 2009

*(September 24 – December 16, 2009)*

First Session – September 24 – November 4

Second Session – November 5 – December 16

# Corporate Services Programs

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*Baker College Corporate Services continues the tradition of extending quality higher education and training opportunities to all students who wish to pursue successful and rewarding careers. To inquire about programs and classes, contact the Corporate Services Office at 248-276-8261.*

## **CERTIFICATES**

**Medical Insurance Specialist**

**Small Business Management/Entrepreneurship**

## **ASSOCIATE'S DEGREES**

**Associate of Applied Science**

Industrial Relations

Industrial Technology

Industrial Technology (Ohio version)

Medical Insurance Specialist

**Associate of Business**

Management

Small Business Management/Entrepreneurship

## **BACHELOR'S DEGREES**

**Bachelor of Business Administration**

Management

**Bachelor of Business Leadership - Accelerated Program**

**Bachelor of Industrial Management**

**Bachelor of Leadership Code Administration - Accelerated Program**

**Bachelor of Leadership in Public Safety - Accelerated Program**

## **PROFESSIONAL DEVELOPMENT DIVISION**

**Leadership Institute**

**Project Management**

**Quality Tools and Methods**

# Descriptions of Undergraduate Courses



## ACCOUNTING

### **ACC 101 Principles of Accounting I**

#### **4 Quarter Hours**

Introduces students to the basic principles and practices of accounting. Emphasis is placed on completion of the accounting cycle and accounting for the economic transactions of service and merchandising businesses. Other topics include financial reporting and analysis and an overview of accounting information systems. A grade of C- or better must be attained to proceed in the accounting program.

*Prerequisite(s): MTH 091 or placement exam.*



# Graduate Programs

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## **GRADUATE DEGREES**

### **Master of Business Administration**

- Accounting
- Finance
- General Business
- Health Care Management
- Human Resource Management
- Leadership Studies
- Marketing

### **Master of Occupational Therapy**

### **Master of Science in Information Systems**

- Management Information Systems

### **Doctor of Business Administration**

## Purpose

The Center for Graduate Studies offers graduate programs providing advanced preparation in the fields of Business, Information Systems, and Occupational Therapy. These graduate programs are designed to build upon a well-balanced undergraduate education. Students are expected to develop a thorough understanding of their chosen academic discipline. Graduate education provides students with the opportunity to increase knowledge, broaden understanding, and develop specialized skills beyond the baccalaureate degree.

## Administrative Leadership

The Center for Graduate Studies' Administrative Offices are located on the Flint campus. These administrative offices are the headquarters for the graduate programs offered at various Baker campus locations, corporate sites throughout Michigan, and online. Leadership and administration of graduate programs are provided by the President of the Center for Graduate Studies and the Graduate Faculty Council.

## Graduate Faculty Council

The Faculty Council, comprised of graduate faculty, is the primary channel of communication between the graduate faculty and the President. The Faculty Council is responsible for establishing the academic policies and standards regarding graduate programs, assessment of graduate programs, and other academic issues relating to graduate education. Additionally, the Faculty Council is the main forum for discussion of research and scholarly activity for graduate-level students and faculty.

## Academic Outcomes Assessment

Graduate students may be required to take standardized entrance, progress, or exit examinations. Students progressing through the program 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 the program for future students and to evaluate the effectiveness of delivery.

## Accreditations

The graduate programs are accredited through The Higher Learning Commission of the North Central Association of Colleges and Schools. The MBA program also has international accreditation through the International Assembly for Collegiate Business Education (IACBE). The Occupational Therapy program has additional accreditation through The Accreditation Council for Occupational Therapy Education (ACOTE).

## Acceptance of Transfer Credit

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

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

3. To transfer successfully, classes must equate to and be compatible with courses offered by the Center for Graduate Studies.
4. Transfer of college credit will not be considered if the work was completed more than five years preceding matriculation.
5. To obtain transfer credit, students are required to request that all previous colleges attended forward official transcripts to Baker College Center for Graduate Studies.
6. Students wishing to receive transfer credit from a foreign/international college or university must submit an official evaluation from a U.S. evaluation company. The evaluation must include the grade and U.S. course equivalency to be considered for transfer credit.

## International Applicants

International applicants must possess competence in the English language; both written and oral. English competency is determined by one of the following:

1. A score of 550 or higher on the paper version of the Test of English as a Foreign Language (TOEFL).
2. A score of 79 or higher on the Internet version of the TOEFL.
3. A median score on the Comprehensive English Language Test (CELT).
4. DBA students must have a score of 575 or higher on the paper version TOEFL.

Applicants who completed their undergraduate degree at an institution outside of the U.S. must have their transcript/degree evaluated by a company in the United States, such as Educational Credential Evaluators, Inc. or the National Association of Credential Evaluation Services (NACES). The results of the evaluation must be sent from the evaluation company directly to the Center for Graduate Studies. Official evaluations must include U.S. degree equivalency, course grades, and overall GPA.

Applicants wishing to study in the U.S. must fulfill student visa requirements and make an advanced tuition deposit (see page 233 for details).

## Graduation Requirements

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

1. Completion of all courses required by the program of study with a grade of C or better.
2. Completion of a minimum of 34 quarter hours at Baker College Center for Graduate Studies.
3. Achievement of a cumulative grade point average (GPA) of 3.00 or better.
4. Submission of an "Application for Graduation Form" one quarter prior to expected graduation.
5. Completion of all program requirements within seven years.



## Master of Business Administration

### MBA Program

The MBA program at Baker College combines the best of conventional academic training with the best of field-based learning. The typical business disciplines are represented in the curriculum to ensure that graduates have the necessary business background to be conversant with various aspects of running organizations and companies. Graduates will possess the ability to implement theory into practice, conduct and interpret research, and will be both capable and confident to significantly contribute to long-term corporate success.

### MBA Admission Information

Admission to the MBA program as a degree candidate is classified 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, letter of recommendation, 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.

Application forms and detailed directions are available in the Center for Graduate Studies' Administrative Offices and on the Internet at [www.baker.edu](http://www.baker.edu). Students are admitted on a rolling admission basis and acceptance decisions are determined by the Admission Committee.

Candidates applying for matriculation into the MBA program must submit the following materials:

1. The Graduate College Application (completed).
2. Non-refundable application fee of \$25.00.
3. A typed essay (500-1000 words) addressing the candidate's reasons for entering the program.
4. 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 must be mailed from the institution granting the degree directly to the Center for Graduate Studies.
5. Three letters of recommendation from professional or academic references.
6. A current resume indicating a minimum of three years of full-time, professional work experience.
7. GMAT or GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

## Master of Occupational Therapy

### Master of Occupational Therapy (MOT)

The delivery of the Occupational Therapy Program at the graduate level revolves around instructors facilitating learning through problem-based case management. Students in the MOT program will be required to utilize theory, logic, clinical reasoning, and pragmatic skills in an interactive learning environment. It is expected that students will participate in discussion, debate, and develop treatment choices based on sound research and theoretical assumptions. Students will demonstrate clinical skills as well as the ability to provide a rationale for treatment and expected outcomes. Students will not only display advanced clinical skills in laboratory settings, but they will also reflect advanced knowledge through scholarly writing by completing a research project under the supervision of a faculty member.

The MOT curriculum emphasizes mastery of skills required for entry-level practice. The curriculum is designed so that graduates can review, understand, conduct, and interpret research activities. Evidence-based practice initiatives make it essential that practitioner research skills are well developed.

This program is specifically designed as a continuation of the Bachelor of Health Science Program (Pre-Occupational Therapy) (see page 70). Transfer students may be considered for admission after analysis of undergraduate prerequisite courses.

The six month fieldwork requirement must be met no later than one year after all academic coursework is completed. Upon graduation the student will be qualified to take the national certification examination.

### ACOTE Accreditation

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, PO Box 31220, Bethesda, Maryland, 20824-1220. The phone number is 301-652-AOTA.

### MOT Admission Information

Admission to a graduate degree program as a degree candidate is classified 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: pending completion of their bachelor's degree, letter of recommendation, 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.

Graduate school application forms and detailed directions are available from the administrative offices. Applications and required credentials must be received prior to the deadline to be considered for matriculation. Acceptance decisions are determined by the Admission Committee. Students applying for matriculation into the MOT program must submit the following materials:

1. The Graduate College Application (completed).
2. Non-refundable application fee of \$25.00.
3. A typed essay (500-1000 words) addressing the student's reasons for entering the program.
4. Official college transcripts indicating an undergraduate degree in a health related discipline containing specific pre-OT courses. A cumulative GPA of at least a 2.5 on a 4.0 scale. The applicant's undergraduate degree must be from a regionally accredited college or university. Official college transcripts must be mailed from the institution granting the degree directly to the Center for Graduate Studies.
5. Three letters of recommendation from professional or academic references.
6. GRE scores may be submitted if the student wants the scores considered in the admissions decision.

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## Master of Science in Information Systems

### MSIS Program

Professional information technology management is a complex field requiring a strong, inter-related combination of management and technical skills. Thus, the mission of the MSIS program is to ensure that graduates are properly educated in information systems and management theory and equipped with the skills needed to become effective, responsible, technically competent, and ethical information systems leaders and managers upon graduation. The program is offered completely online, and is tailored to those who are already working in information systems, computer science, or software engineering fields, and who have an undergraduate degree in a related technical area.

### MSIS Admission Information

To be admitted into MSIS program, we require a Bachelor's degree in information systems, computer science, software engineering or information technology and a minimum of 3 years work experience in the IT field. While applications from candidates without a technical undergraduate degree are considered, very few are admitted, and none are admitted without the required work experience. With these more restrictive admission standards, we strive to maintain a higher-level of education and subject discourse, with students contributing greatly to the intellectual (and practical) depth of the program.

Candidates applying for matriculation in to the MSIS program must submit the following materials:

1. The Graduate College Application (completed).
2. Nonrefundable applications fee of \$25.00.
3. A typed essay (500-1000) words addressing the candidate's reasons for applying to the program.
4. Official college transcripts indicating an undergraduate degree with an information technology-related major, with a GPA at least a 2.5 on a 4.0 scale. This must be from a regionally accredited college or university. Official college transcripts must be mailed form the institution granting the degree directly to the Center for Graduate Studies.

5. Three letters of recommendation from professional or academic references. At least 2 of the references must be from professional (work-related) individuals.
6. A current resume indicating a minimum of three years of full-time, professional work experience in information technology.
7. GRE scores may be submitted if the candidate wants the scores considered in the admission decision.

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## Doctor of Business Administration

### DBA Program

The Doctor of Business Administration (DBA) program serves the needs of working adults, helping them to advance in their careers through quality graduate education. The program is designed to graduate scholar practitioners who will set the standard for best practice and contribute to the solution of critical business and management problems through research, teaching, and consulting.

Specifically, the purposes of the doctorate in Business Administration at Baker College are to graduate managers, business leaders, executives, and scholar practitioners able to: Contribute to a deeper understanding of business and management processes in an increasingly complex world through applied research, teaching, and scholarship; improve their performance and the quality of their business decisions through reflective practice and lifelong learning; help companies and organizations solve critical problems and foster an environment of performance excellence; make a difference in the life of their organizations, professions, and the larger world-wide community through service to social and professional organizations by conducting themselves in accordance with the highest ethical standards.

The program builds on an effective combination of courses, seminars, professional residencies, research papers, and a final dissertation. Working with faculty members, who have extensive academic and practical experiences, students gain a comprehensive understanding of critical foundation theories and the ability to immediately apply creative solutions to existing problems.

### DBA Admission Information

To be admitted into the program, an MBA degree or equivalent and a minimum of 5 years professional experience in business or management is required. Candidates applying for matriculation into the DBA program must submit the following materials:

1. Completed Graduate College Application form submitted electronically.
2. Nonrefundable \$25.00 application fee.
3. Official transcripts indicating an MBA or related master's 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's degree awarded by a U.S. institution. A minimum grade point average of 3.25 on a 4.0 scale in their

master's course work is required.

4. A current resume indicating a minimum of five years of professional experience in business, management or administration.
5. Three professional references.
6. A 500 - 1000 word essay on your motivation for doctoral study. Essay must be submitted electronically.

# Financial Information Effective Fall 2008



## Tuition Charges

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

- Most undergraduate courses \$190
- Automotive Service Technician (AST) courses \$200
- Dental Hygienist professional track (DHY) courses \$250
- Culinary Arts courses \$265  
(CUL111C, 112, 201, 211A, 222A, 232A, 242A, 251, 351, 451; and FBM281)
- Diesel Technology (DSL) courses \$215
- Nursing (NUR) courses \$215
- Truck Driving/Transportation Management (TRN101A, 111, 122, 151, 161, 201A) \$280  
(TRN208) \$50
- Graduate Center Master's \$315
- Graduate Center Doctorate \$450

## Fees

- COL111A College Success Strategies \$60
- Undergraduate Application Fee – payable with application \$20
- Graduate Application Fee – payable with application \$25
- Undergraduate and Graduate Finance Charge \$30  
Any balance not paid by Friday of the sixth week of classes is subject to a finance charge.
- Undergraduate and Graduate NSF Return Fee \$25  
Per item returned by the bank
- Undergraduate Graduation Processing Fee \$50
- Graduate Graduation Processing Fee \$75

## Tuition Payments

Tuition may be paid at registration or in installments. If paid in installments, at least one half of the tuition plus fees should be paid by the Friday before classes start. The remaining balance must be paid by end of the sixth week of the quarter to avoid finance charges. Absenteeism and withdrawals may not reduce a student's financial obligation (see Refund Policy, page 233).

## Past Due Balances

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

## Employer Paid Tuition

Due to the vast number of tuition arrangements, contact the campus Business Office for additional information and required documentation.

## Deferred Payment Plan

The Business Office on each campus is prepared to work out flexible payment arrangements with students and/or parents. A mutually agreeable payment schedule will be set up and a contract signed. Full payment of tuition and fees must be completed by the end of the ninth week of the quarter or the student may not be permitted to take final examinations in Week 10. If the contract is not completed as agreed, any outstanding balance will be treated as a past due balance (see above).

## Aviation Program Flight Instruction Fees

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

Entering students should be aware that the flight instruction fees will be charged in addition to regular Baker College tuition, and that the examples of average estimated costs per quarter or per school year given in this Catalog (see page 233) do not include flight instruction fees.

## Charges for Non-Traditional Credit

- Advanced Placement Credit \$0-\$50  
*Charge is dependent upon examination. No additional charges for credits earned.*
- Articulation Credit No Charge
- Experiential Credit \$190 (non-refundable) assessment fee  
*Tuition for credit earned is \$46 per credit hour. Assessment fee will be applied toward credit earned if applicable. Assessment fee is included in tuition charge for COL301.*
- Independent Study Credit Regular Tuition
- PROMOTE Classes Regular Tuition
- CLEP Test Credit \$55

## Student Housing Costs

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

For the Fall Quarter	Prior to September 1
For the Winter Quarter	Prior to December 1
For the Spring Quarter	Prior to March 1
For the Summer Quarter	Prior to June 1

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

## Flint

### Residence Hall:

Baker Hall East: \$825/person/quarter  
(4 students in apartment)

Baker Hall West: \$875/person/quarter

Living Center: \$750/person/quarter  
(double occupancy)

*Adjustments will be made if increased occupancy remains past the third week of the quarter.*

## Muskegon

Baker Townhouses: \$955/person/quarter

On-Campus Halls/Apartments: \$855/person/quarter

## Owosso

Residence Hall: \$855/person/quarter

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

Special reduced-occupancy rooms may be available at higher rates. Contact the Campus Housing Office for more information.

## Estimated Costs

### Undergraduate

#### Average Estimated Cost per Quarter (9-11 Weeks)

##### For Full-Time Enrollment (16 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	3,040
Textbooks and Supplies (approximately)	500
<b>Total</b>	<b>\$3,560</b>

#### Average Estimated Cost per School Year (3 Quarters)

##### For Full-Time Enrollment (48 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	9,120
Textbooks and Supplies (approximately)	1,500
<b>Total</b>	<b>\$10,640</b>

### Undergraduate

#### Average Estimated Cost per Quarter (9-11 Weeks)

##### For Minimum Full-Time Enrollment (12 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	2,280
Textbooks and Supplies (approximately)	375
<b>Total</b>	<b>\$2,675</b>

#### Average Estimated Cost per School Year (3 Quarters)

##### For Minimum Full-Time Enrollment (36 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	6,840
Textbooks and Supplies (approximately)	1,125
<b>Total</b>	<b>\$7,985</b>

### Undergraduate

#### Average Estimated Cost per Quarter (9-11 Weeks)

##### For Part-Time Enrollment (8 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	1,520
Textbooks and Supplies (approximately)	250
<b>Total</b>	<b>\$1,790</b>

#### Average Estimated Cost per School Year (3 Quarters)

##### For Part-Time Enrollment (24 credit hours)

Application Fee (first quarter only)	\$ 20
Tuition	4,560
Textbooks and Supplies (approximately)	750
<b>Total</b>	<b>\$5,330</b>

*Students who live in the student residence halls must add the cost of student housing.*

Estimates do not include flight instruction fees for Aviation courses or enhanced tuition rates for Dental Hygienist, Nursing, Automotive Service Technician, Culinary Arts, and Truck Driving courses.

### Graduate - Master's

#### Average Estimated Cost per Quarter

##### For Full-Time Enrollment (8 credit hours)

Application Fee (first quarter only)	\$ 25
Tuition	2,640
Textbooks and Supplies (approximately)	400
<b>Total</b>	<b>\$3,065</b>

#### Average Estimated Cost per Program For Enrollment (50 credit hours)

Application Fee (first quarter only)	\$ 25
Graduation Fee (last quarter only)	75
Tuition	16,500
Textbooks and Supplies (approximately)	2,500
<b>Total</b>	<b>\$19,100</b>

### Graduate - Doctorate

#### Average Estimated Cost per Quarter

##### For Full-Time Enrollment (6 credit hours)

Application Fee (first quarter only)	\$ 25
Tuition	2,700
Textbooks and Supplies (approximately)	400
<b>Total</b>	<b>\$3,125</b>

#### Average Estimated Cost per Program For Enrollment (90 credit hours)

Application Fee (first quarter only)	\$ 25
Graduation Fee (last quarter only)	75
Tuition	40,500
Textbooks and Supplies (approximately)	4,500
Professional Residencies (first and second year)	2,000
<b>Total</b>	<b>\$47,100</b>

## Tuition Deposit - International Students

International students must deposit in advance an amount equal to the normal tuition, fees, and books for one academic year. The deposit must be renewed prior to registering for the fall quarter of each succeeding year. Any unused funds on deposit at the time the student graduates or withdraws will be refunded to the original depositor. Exception: Groups of international students enrolled by prior arrangement may be exempted from this requirement by the President of the Center for Graduate Studies.

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

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

## Refund Policy

A student who officially withdraws during the quarter will be granted a refund according to the scale below. There are no refunds of application fees. NOTE: ABSENTEEISM DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

A student who officially withdraws is granted a refund BASED ON TOTAL TUITION CHARGES according to the following schedule:

#### On-Ground Ten-Week Courses:

- 100% - If official withdrawal is on or before the first day of classes.
- 80% - If date of official withdrawal is within the first week of classes.
- 60% - If date of official withdrawal is within the second week of classes.
- 20% - If date of official withdrawal is within the third week of classes.
- NO REFUND - If official withdrawal is after the third week of classes.

#### On-Ground Five-Week Courses:

- 100% - If official withdrawal is on or before the first day of classes.
- 80% - If date of official withdrawal is within the first week of classes.
- 50% - If date of official withdrawal is within the second week of classes.
- NO REFUND - If official withdrawal is after the second week of classes.

### Online Courses:

- 100% – If official withdrawal is on or before the first day of classes.
- 100% – If date of official withdrawal is within the first seven days of classes.
- 50% – If date of official withdrawal is after the first seven days of classes and before fourteenth day of classes.
- NO REFUND – If official withdrawal is after the fourteenth day of classes.

For academic offerings that are not consistent with the College's traditional calendar, the following percentages for refunds shall apply:

- 100% – If official withdrawal is on or before the first day of classes.
- 80% – If date of official withdrawal is within the first 10% of the total time period of the class.
- 60% – If date of official withdrawal is within the first 10% to 20% of the total time period of the class.
- 20% – If date of official withdrawal is within the first 20% to 30% of the total time period of the class.
- NO REFUND – If official withdrawal is after 30% of the total time period of the class has elapsed.

The College shall use objective criteria to establish the periods.

### Graduate Traditional Courses - Ten Week Classes;

- 100% – If official withdrawal is within the first seven days of classes.
- 50% – If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes.
- NO REFUND – If official withdrawal after the fourteenth day of classes.

### Graduate Online Courses:

- 100% – If official withdrawal is on or before the first day of classes.
- 100% – If official withdrawal is within the first seven days of classes.
- 50% – If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes.
- NO REFUND – If official withdrawal is after the fourteenth day of classes.

### Graduate Weekend Courses:

- 100% – If official withdrawal is within the first seven days of classes.
- 50% – If date of official withdrawal is after the first seven days of classes, but before the fourteenth day of classes.
- NO REFUND – If official withdrawal is after the fourteenth day of classes.

### Official Withdrawal Date

The official withdrawal date is the date the withdrawal form is turned in to the Academic/Administrative Office, the postmarked date of the letter sent to the Academic/Administrative Office, the date the fax was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official withdrawal. [See *Withdrawal from Courses*, page 257.]

### Refunds on Residence Hall Charges

There is no refund on quarterly room charges for students who are expelled, dismissed, or move out voluntarily during the quarter (see *Student Housing*, page 232).

### Refunds

Information regarding the timetable for refunds is available in the Business Office of each campus.

## Financial Aid

The Financial Aid 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.

### Definition of Financial Aid

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

### Qualifications

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

College Costs

$$\begin{array}{r} - \text{Expected Family Contribution} \\ = \text{Financial Aid Eligibility (or "Need")} \end{array}$$

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

Expected Family Contribution is determined from the income, assets, and other information that the student and his/her family report on the application for federal student aid. The federal methodology formula is used to determine the amount that the student and his/her family will be expected to pay.

Financial Aid Eligibility (or "Need") represents the amount of financial aid that 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 "package." The package may include the following:

**Scholarship Aid:** Awards usually based on academic excellence and not necessarily on financial need.

**Grant Aid:** Awards based solely on financial need.

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

**Work Aid:** An award of a part-time job from which earnings are used toward college expenses.

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

## How to Apply (The Process)

All students who wish to apply for financial aid (grants, scholarships, loans, or work aid) should complete the FAFSA. Students can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSAs may contact the Baker College Financial Aid Office for assistance with this application process.

Once the application has been processed, the student will receive either a Student Aid Report (if mailed) or a Student Aid Acknowledgement Information Report (if submitted electronically). This report should be submitted to the Financial Aid Office only if Baker College is not listed as one of the college choices.

Once the Financial Aid Office receives the results of the FAFSA, these results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed.

Once all necessary documentation is received, the student will be sent an 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) cannot be applied to a student's account until 10 days prior to the start of his/her classes. According to federal regulations, all new students who are first-time borrowers must attend classes for 30 days before receiving any loan proceeds. Students will be notified when their financial aid funds (including loans) are disbursed, and (if applicable) when a refund of excess funds is available.

Students who request a loan will be required to complete Entrance Loan Counseling before the release of their first student loan at Baker College. In addition, student loan borrowers are also required to complete Exit Loan Counseling when they withdraw, drop below half-time enrollment, or graduate. This loan counseling is designed to provide information about student loans (i.e. repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at [www.baker.edu/loans](http://www.baker.edu/loans).

*Copy continues on page 238*

## Scholarship Aid Available Campus Codes:

AH = Auburn Hills  
AP = Allen Park  
BN = Brighton  
CA = Cadillac

CS = Corporate Services  
CT = Clinton Township  
CY = Cass City  
FL = Flint

FR = Fremont  
GS = Center for Graduate Studies  
JK = Jackson  
MU = Muskegon

OL = Online  
OW = Owosso  
PH = Port Huron  
WB = West Branch

TITLE/SPONSOR	BAKER CAMPUS (and department, if not financial aid)	VALUE	KEY CRITERIA FOR ELIGIBILITY
Adult Education Scholarships II Community Education Districts	AH, AP, CA, CT, CY, FL, JK, MU, OW, PH, WB	Up to cost of one half tuition per quarter/year	Adult graduate from participating county program (must take at least half-time or more, renew up to 1 year)
Adult Transfer Scholarship	AH, AP, CA, CT, CY, FL, JK, MU, OW, PH, WB	Up to one half tuition	Associate's degree graduate within past 12 months; 3.5+ GPA; admissions recommendation, enroll at least half-time, renew for 2 years
Alternative Education Scholarships II Community Education Districts	AH, AP, CA, CT, CY, FL, JK, MU, OW, PH, WB	Up to one half tuition per quarter	Alternative Ed. graduate from participating county program (must take at least half-time), instructor recommendation, Review for 1 year
American Association of University Women Scholarship	AH (New Students)	\$1000 every other year	2.5+ GPA, female high school senior, writing sample to the committee
American Association of University Women Scholarship	OW (New Students)	\$1000 every other year	3.0+ GPA, female high school senior in Shiawassee county
American Business Women's Association - Oaks Chapter	JK (New and Returning Students)	Up to \$3,000 or one half annual tuition	High school graduate or equivalent, GPA 2.5+; for women in financial need, student must submit an application to ABWA
Automation Alley Scholarship	AP, AH, CT, FL, PH	One \$2,000 and two \$1,000 for each campus	Employee (or family member) of an Automation Alley member company, high school GPA of 3.0 or higher
Avondale Foundation Scholarship	AH (Admissions) (New Students)	Up to cost of one half tuition per quarter/year	Auburn Hills resident graduating from Avondale, Notre Dame Academy, Pontiac Central, or Pontiac Northern High School
Baker College Admissions Scholarships	AH, OW (New Students)	\$500	One senior from each of our eleven Owosso and twenty Auburn Hills local high schools will be chosen
Baker College Career Scholarship	AH, AP, CA, CT, CY, FL, JK, MU, OW, PH, WB (New Students)	Up to \$1,200 per year	2.5+ GPA, current-year high school graduate, must attend full-time, renewable for 3 years
Baker College Clintondale Scholarship	CT (New Students)	\$1,500	Recipients must be a current year Clintondale high school graduates
Baker College Jackson Rosequeen Pageant Scholarship	JK (New Students)	Up to half tuition, up to two years	Jackson Rosequeen winner
Baker College Owosso Program Champion Scholarship	OW	\$1,000	Selected by faculty members named as program champions
Frederick and Dorothy Baker Scholarship	OW (New Students)	\$1,000 renewable for up to four years	Graduating senior; 3.5 + GPA
Board of Regent's Scholarship/Baker College System	AH, AP, CA, CT, FL, JK, MU, OW, PH (New Students)	Up to cost of one half tuition per quarter/year	Graduating high school senior; 3.5+ GPA; various recommendations; must take at least 12 credit hours per quarter, renewable for 3 years



<b>TITLE/SPONSOR</b>	<b>BAKER CAMPUS (and department, if not financial aid)</b>	<b>VALUE</b>	<b>KEY CRITERIA FOR ELIGIBILITY</b>
Business Professionals of America (BPA)	AH, CT, FL, MU, OW, PH (New Students)	Up to \$500	Determined at BPA regional competition
Careerline Tech	MU, FR	11 scholarships of up to \$500 each	Top student in his/her academic program at Careerline Tech (top student determination will be made by instructor)
Chesaning Kiwanis	OW (New Students)	Varies	Chesaning High School senior; 3.5+ GPA; various recommendations
Charles W. Crowe Memorial Scholarship	OW (New Students)	\$1,000	Corunna High School graduate; 3.0+ GPA; good citizenship; community activities or achievement
Corunna Education Foundation Donald Brady Scholarship	OW	\$1,000	Graduate from Corunna Public Schools, citizenship, character, good academic record
Corunna Education Foundation Carolyn Espich Scholarship	OW	\$1,000	Graduate from Corunna Public Schools, citizenship, character, good academic record and community activities
DECA Scholarship	MU, FR	Up to \$750	High School senior; accepted by Baker College of Muskegon/Fremont; 2.5+ GPA; active DECA member; nominated by H.S. DECA advisor
Melinda Dowsett-Berry Scholarship	OW	\$500	Enrolled in and education major
Sam Duncan Scholarship	OW (New Students)	\$1,000	Genesee/Lapeer/Shiawassee County resident with disability
E & A Credit Union	PH	\$1500	Member or immediate family of E&A credit union
Flint Downtown Host Lions Club Scholarship	FL	Up to \$2000 in total awards	2.0+ GPA, visually impaired, full-time, financial need
Flint Rotary Scholarship	FL	\$2000	Graduate of Genesee County High School with a 3.25+ GPA
General Telephone Scholarship	OW (New Students)	Up to \$500	GT employee dependent; biographic sketch
John Gyles Education Fund	MU (New or Returning Students)	Up to \$3,000	2.7+ GPA; scholastic ability; financial need
George W. Hoddy Scholarship	OW (New Students)	Up to \$500	Graduating senior; 3.0+ GPA; CAD Design and Technology
International Association of Administrative Professionals Scholarship (IAAP)	MU (New or Returning Students)	\$750 for District winner	3.0+ GPA; administrative assistant/ clerical support major
Jackson Legacy Scholarship	JK	Up to \$3,000 annually	Graduate from a Jackson County High School starting in 2008
Jackson Lions Host Club - Sorrick Scholarship	JK (New or Returning Students)	\$300 to \$500	Hearing or sight-impaired students. Students must apply with the Lions Club.
Junior Achievement of West Michigan Lake Shore, Inc.	MU	2 Scholarships of \$750 each	Academic achievement; West Michigan resident
Korn Scholarship	CA	Varies	Full-time students, attending fall quarter after high school graduation, must have minimum high school GPA of 2.2. Scholarship Committee makes selection
Todd J. Kraatz Memorial Scholarship	OW (New or Returning Students)	Up to \$250	Full-time students; CIS major at Baker College; biographic sketch
Ed Kurtz Leadership Scholarship	AH, AP, CA, CT, CY, FL, JK, MU, OW, PH, WB (Junior Status)	One time \$2500 award	Recipients are selected by committee. A written essay and leadership qualities are required, must have "junior" status or minimum 3.0 GPA
Michigan Army/National Guard	All Campuses	30% tuition reduction with half-time enrollment (six or more credits)	See Financial Aid Office for information or call Army National Guard 517-483-5519 or Air National Guard 517-483-5512
Michigan Association of Legal Support Professionals	AH, CT, JK, OW, (New or Returning Students)	Up to \$1,000	Enrolled in a school of advanced education pursuing a degree in the legal field. See Paralegal Department Chair.
Michigan Competitive Scholarship/State of Michigan	AH, AP, CA, CT, FL, JK, MU, OW, PH, (New or Returning Students)	Announced by State each year	Michigan resident; qualifying ACT score; financial need, at least half-time
Miss Center of Michigan Scholarship	CA (New or Returning Students)	Up to \$5,400	Full-time Baker student; pageant winner
Mount Clemens Rotary Scholarship, Rotary Club of Mount Clemens	CT (New or Returning Students)	Varying number of awards up to \$1,500	Call campus for criteria

<b>TITLE/SPONSOR</b>	<b>BAKER CAMPUS (and department, if not financial aid)</b>	<b>VALUE</b>	<b>KEY CRITERIA FOR ELIGIBILITY</b>
Muskegon County Community Foundation Scholarships and Grants	MU (New or Returning Students)	Varies	For information, call 231-726-4538
Fred Myers Memorial Scholarship/Family & Friends of Fred Myers	FL (Registrar) (Returning Students)	Up to \$2,000	UAW/599 relationship; full-time student; financial need
Native American Scholarship/Port Huron Area School District	PH (New Students)	Up to \$1,500 a year for up to two years toward associate degree	Native American candidate selected by Native American Organization; valid high school diploma or GED
National Restaurant Association Educational Foundation Scholarship (NRA)	MU (Returning Students)	\$2,000 over two quarters	2.75+ GPA; full-time status; one term completed in restaurant/food service program; 750 hours of work experience in field
Owosso-Corunna Chamber of Commerce/Baker College of Owosso	OW (New Students)	Up to \$1,000	Owosso or Corunna High School senior or full-time Baker student
Owosso Rotary Scholarship/Rotary Club of Owosso	OW (New Students)	Up to \$1,000	Owosso High School senior or full-time Baker student; biographical sketch
Paul-Arn American Business Women's Association Scholarship	OW (New Students)	Varies	Shiawassee County resident; good academic standings; business or professional degree; financial need
Phi Theta Kappa	AH, AP, CA, CT, CY, JK, MU, OW, PH, (New Students)	Up to half tuition	Associate degree within past 12 months; 3.0+ GPA; at least half-time, renewable for up to 2 years
Porter Scholarship	MU (New and Returning Students)	Sixteen awards at \$1,250 each	Contact campus for criteria
Port Huron Rotary Scholarship/Rotary Club of Port Huron	PH (New or Returning Students)	Two awards at \$1,000 each	Call campus for criteria
Professional Secretaries International Marshall Hospitality City Chapter	JK (New or Returning Students)	Up to \$500	Cumulative GPA of 2.5+; high school graduate; accepted at accredited college; in a secretarial program
Rotary Club of Flint Scholarship/Rotary Club of Flint	FL (Registrar) (Returning Students)	Up to \$2,500	Genesee County high school graduate; 3.25+ GPA
Rotary Club of Muskegon Scholarship	MU	\$750 over two year period	2.0+ GPA each quarter; full-time status
James J. & Cathy Rummell Lennon Scholarship	OW (New Students)	\$1,000	Ovid-Elsie High School graduate; 3.0+ GPA; good citizenship; community activities or achievement
Shiawassee American Business Women's Association Scholarship	OW (New Students)	Varies	Shiawassee County resident; 3.0+ GPA
Shiawassee County Historical Society Scholarship	OW (New Students)	Up to \$1,000	Shiawassee County High School graduate; enrolled at Baker College of Owosso
Shiawassee County Legal Secretaries Association	OW (New Students)	First term tuition, not to exceed \$1,000	Shiawassee County resident; enrolled in a law related field
Shiawassee Kiwanis	OW (New Students)	Up to \$1,000	Shiawassee County high school senior; full-time Baker student; biographic sketch
Shiawassee Valley Personnel Association Scholarship	OW (New or Returning Students)	\$1,500	Enrolled in business or human resources for winter quarter
St. Clair AFL-CIO	PH	\$250	Union member or immediate family of union member
STRIVE Scholarship	CA (New or Returning Students)	Up to \$5,400	Full-time Baker student; Cadillac High School graduate; Rotary Club determines eligibility
STRIVE Scholarship	MU (New Students)	Up to \$1,500	Renewable for two years; 2.0+ GPA after 1st year; winner will be selected by STRIVE Committee
Jeffrey Suter Memorial Scholarship	FL	\$500	Second year veterinary technician student; must have a 3.0+ GPA
TEACH	All Campuses	Varies based on student need	Enrolled in a child education program
Lynn Thomas Award	FL	\$2000	3.8+ GPA, health Sciences, Community Service, at least 3 terms at BC Flint
Urban Pride Scholarship	FL (Registrar) (New or Returning Students)	Up to half tuition	Scholastic achievement; community involvement; demonstrated desire to improve
Zonta International Jane M. Klausman Women in Business Scholarship	MU	\$400 for district winner, \$4,000 for international winner	Third or fourth year of a business program; demonstrate academic credentials
Zonta Scholarship Award	AH, OW (New or Returning Students)	Up to \$1,000	Oakland County resident; high school GPA of 2.5+; enrolling in accredited college or university

## Scholarship Aid

In addition to the following major scholarship programs, various local agencies and clubs (Lions Club, Kiwanis, American Business Women's Association, etc.) offer scholarships for outstanding achievement.

Information about scholarships is available in the Admissions Office for new students and in the Academic/Administrative Office for returning students. Graduate and online students should contact the Financial Aid Office at the Center for Graduate Studies.

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are usually all taken into consideration in the scholarship award process. The amount of an award is determined annually.

The table, starting below, lists the scholarships available through Baker College or to students of Baker College through other sponsoring organizations.

## Grant Aid

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

### Jewell Educational Fund

The Jewell Educational Fund, an institutional grant provided by the Baker College System, will be awarded to undergraduate students who demonstrate financial need by completing the FAFSA. For the 2008-09 academic year, an estimated \$2,300,000 will be made available to assist Baker College students. The amount a student may receive will be determined on a case-by-case basis.

### Federal Pell Grant Undergraduate

The amount of a Federal Pell Grant is based on the family's financial need and the cost of education at the college the student will attend. To apply for a Federal Pell Grant, the student must fill out the FAFSA. A Federal Pell Grant may range from \$400 to \$4,731.

### Federal Supplemental Educational Opportunity Grant *Undergraduate*

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

### Michigan Tuition Grant

#### *Michigan Residents*

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

### Michigan Adult Part-Time Grant

#### *Undergraduate - Michigan Residents*

The Michigan Adult Part-Time (MAPT) grant is designed to provide assistance for adults who enroll at approved public or private degree-granting Michigan colleges on a part-time basis. Grants up to \$600 per year are available for not more than two years of study.

## Loan Aid

Federal 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 loans available: Federal Stafford loans and Federal PLUS loans. Additional information about our federal loan programs is available at [www.baker.edu/loans](http://www.baker.edu/loans).

### Federal Stafford Loans:

Federal Stafford Loans are available to student borrowers at a low fixed interest rate. An origination fee of up to two percent will be taken from each loan disbursement. There are two types of Federal Stafford Loans:

Subsidized Stafford Loan eligibility is based on financial need. Under this loan program, the student is not required to make payments while he/she is in school at least half time, and no interest will accumulate during this time.

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

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

Grade Level 1	\$3,500
Grade Level 2	\$4,500
Grade Level 3 or 4	\$5,500
Graduate/Professional	\$8,500

The maximum aggregate loan limit for Stafford Loans is \$23,000 for undergraduate students and \$65,500 for graduate and professional students.

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

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

The maximum aggregate additional Stafford Loan limit is \$23,000 for undergraduate students and \$73,000 for graduate or professional students.

### Federal PLUS Loans:

Federal PLUS Loans are available for parents of eligible dependent students at a fixed interest rate. An origination fee of up to four percent will be taken from each loan disbursement.

Under the Federal PLUS loan program students are eligible for their cost of education, minus any financial aid they will receive.

## Work Aid

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

### Federal/Michigan Work-Study Programs

Work-study provides jobs for students with financial need, as demonstrated on the FAFSA. Baker College offers work-study jobs off campus and at the College in its own work-study program. Students usually work 12 to 20 hours a week and must be enrolled at least half-time at Baker College. Selection of work-study students will be made by the

Financial Aid Office based on financial need, class schedule, and academic progress of the student.

## Rights and Responsibilities

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered.

Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time period. Classes the students take outside their declared program do not qualify for most forms of financial aid. In addition, Corporate Services classes are not eligible for financial aid.

Students must attend college at least half-time (six undergraduate credit hours or four graduate credit hours) in order to be considered for most financial aid.

It is the student's responsibility to inform the Financial Aid Office of any changes to information provided on the financial aid application.

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

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

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

## Satisfactory Academic Progress Rules

### Introduction

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

There are two academic standards that all students are required to maintain in order to be eligible for future financial aid assistance. These standards include a qualitative measurement based on grade point average, and a quantitative measurement based on progress toward graduation. In addition, students must be accepted for continued enrollment under the policies defined in the Baker College catalog.

### Undergraduate

#### Rule 1: Qualitative Measurement

Students must have a minimum 2.0 cumulative grade point average at the end of their second yearly review and every yearly review thereafter. Yearly reviews are conducted at the end of spring quarter. Incomplete and Progress grades are not counted until they are converted to an actual grade.

#### Rule 2: Quantitative Measurement

Students must complete their current academic program within a 150% time frame of the current program length. Baker College uses two methods to measure this rule:

- A. Baker College will monitor to ensure that students successfully complete two-thirds of their cumulative hours attempted. Students will be considered to be in violation if they do not meet this requirement. Students will be evaluated yearly at the end of spring quarter.

*Note: Students on certificate and diploma programs will be evaluated quarterly when they have met or exceeded the halfway point in their program.*

- B. Baker College will monitor students' progress by comparing the required hours for program completion to the cumulative hours attempted, which will be reviewed at the end of each quarter. Students will be considered to be in violation when it becomes mathematically impossible for them to graduate within the 150% time frame.

### Definitions:

- Time Frame: Published program hours, minus transfer hours applied to the current program, multiplied by 150%.
- Cumulative Hours Attempted: Cumulative hours attempted, minus up to 28 developmental hours (if any) plus adjusted appeal hours (if any).

*Note: Incomplete/Progress grades are not counted until they are converted to an actual grade. Withdrawal grades and repeat classes are considered as hours attempted.*

### Conditional Eligibility:

At the time of their first review, students who attempt credits in only one quarter and have not successfully completed two-thirds of their cumulative hours will be granted conditional eligibility. This allows students to continue receiving financial aid until their next review.

### Graduate

#### Rule 1: Qualitative Measurement

Students must have a minimum 3.0 cumulative grade point average at the end of their second yearly review and every yearly review thereafter. Yearly reviews are conducted at the end of spring quarter. Incomplete and Progress grades are not counted until they are converted to an actual grade.

#### Rule 2: Quantitative Measurement

Baker College will monitor to ensure that students successfully complete 80% of their cumulative hours attempted. Students will be considered to be in violation if they do not meet this requirement. Students will be evaluated yearly at the end of spring quarter.

*Note: Incomplete/Progress grades are not counted until they are converted to an actual grade. Withdrawal grades and repeat classes are considered as hours attempted.*

### Conditional Eligibility

At the time of their first review, students who attempt credits in only one quarter and have not successfully completed 80% of their cumulative hours will be granted Conditional Eligibility. This allows these students to continue receiving financial aid until their next review.

### Reinstatement of Eligibility

Students may reinstate their eligibility in the following ways: complete the number of hours required to re-establish good standing without the assistance of federal or state aid or submit an appeal with proper documentation based on mitigating circumstances to the Financial Aid Office at Baker College for consideration of reinstatement. Examples of mitigating circumstances include: illness, change of academic program, unexpected hardships, death in the immediate family, etc. Appeals must be submitted in writing to the Financial Aid Office no later than seven days prior to the traditional start date of fall quarter or up to the last business day before the traditional start dates of winter, spring and summer quarters.

### Academic Considerations

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

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

## Academic Amnesty: Title IV Refund and Allocation Policy

### Refund and Allocation Policy

1. Never return more to the Title IV fund than was paid to the student from that fund.
2. In some instances, Title IV refunds will be based upon last recorded date of attendance.
3. A student's Title IV award will be determined by the number of classes attended.
4. Copies of examples of Title IV refund calculations are available at your campus Business Office.
5. The College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:
  - a. Unsubsidized Federal Stafford loans.
  - b. Subsidized Federal Stafford loans.
  - c. Federal PLUS loans.
  - d. Federal PELL grant.
  - e. Federal Academic Competitive Grant (ACG).
  - f. Federal National Science and Math Grant (SMART).
  - g. Federal Supplemental Educational Opportunity Grant (SEOG).
  - h. Other assistance authorized by Title IV.
  - i. Other federal, state, private, or institutional student financial assistance.
  - j. The student.
6. Appropriate funds will be returned within federal guidelines.
7. If the student is a complete withdrawal and additional Title IV funds remain on the student's account after applying the refund and redistribution formulas, all remaining Title IV funds will be returned to the Title IV programs.

(See sample table on page 241.)

## Air Force Officer Education Program

### At UM-Ann Arbor

*Not a concentration program*

Instructors: Lt Col. Valentine, Capt. Misek, Capt. Willard  
 Room 154, North Hall  
 1105 North University  
 Ann Arbor, MI 48109-1085  
 734-764-2403 (phone)  
 734-647-4099 (fax)  
<http://www.umich.edu/~det390/>  
 e-mail: [afrotc390@umich.edu](mailto:afrotc390@umich.edu)  
 Lt Col. Valentine, Chair

Students who enroll as cadets in the Air Force Officer Education Program and who successfully complete the program and receive a University degree are commissioned as Second Lieutenants in the United States Air Force.

### Career Opportunities

In addition to being pilots and navigators, men and women can serve in a wide range of technical fields such as meteorology, research and development, communications

and electronics, engineering, transportation, logistics, and intelligence as well as in numerous managerial and training fields such as administrative services, accounting and finance, personnel, statistics, manpower management, education and training, investigation, and information services. Advanced education or technical training for these career areas may be obtained on active duty at Air Force expense.

### Four-Year and Three-Year Programs Plus

Students may choose to enter the Air Force Officer Education program during their freshman or sophomore year and complete a four-year or three-year program. Both program options include a summer field training course (a four-week course for the four-year option and a five-week course for the three-year option) at an Air Force base between the sophomore and junior years.

Students who wish to enroll in the three-year program should contact the Chair prior to the end of their freshman year or during the summer following that year. These students will be dual-enrolled in the first two years of classes during their sophomore year.

### Financial Benefits and Scholarships

For a detailed description of the available financial benefits and scholarships, contact the Air Force Officer Education Program Office. Qualified students may be eligible for two or three year scholarships or incentive programs based on the needs of the Air Force and individual's academic majors.

### Course of Study

Students enroll in one course in Aerospace Studies during each term of participation in the program for a maximum of 16 credits distributed as follows:

- Basic course sequence (first and second years): Aerospace Studies 101, 102, 201, 202 (4 credits).
- Advanced course sequence (third and fourth years): Aerospace Studies 310, 311, 410, 411 (12 credits).

These course sequences attempt to develop an understanding of the global mission and organization of the United States Air Force, the historical development of air power and its support of national objectives, concepts of leadership, management responsibilities and skills, national defense policy and the role of the military officer in our society.

A required Leadership Laboratory each term provides opportunities for cadets to apply their leadership and management skills as they develop in the program.

### Military Obligation

After being commissioned, graduates of the program will be called to active duty with the Air Force in a field usually related to their academic degree program for four years.

### Eligibility

Students on the Auburn Hills, Clinton Township, Flint, and Jackson campuses are eligible.

## SAMPLE TITLE IV REFUND CALCULATIONS

Tuition (12 credit hours)	2,280	2,280	2,280
PELL Grant	< 1,577 >	< 1,577 >	< 1,577 >
Federal Family Education Loan Programs	< 1,167 >	< 1,167 >	< 1,167 >
Estimated Michigan Tuition Grant	< 700 >	< 700 >	< 700 >
Account Balance	< 1,164 >	< 1,164 >	< 1,164 >
Disbursement to Student	1,164	1,164	1,164
Balance Before Withdrawal	-0-	-0-	-0-
Tuition Refund/Complete Withdraw on 10th Day of the Quarter (second week)	< 1,368 >		
Tuition Refund/Complete Withdraw on 16th Day of the Quarter (third week)		< 456 >	
Tuition Refund/Complete Withdraw on 45th Day of the Quarter			-0-
Reduction in Michigan Tuition Grant	-0-	-0-	-0-
Balance Before Title IV Refund	< 1,368 >	< 456 >	-0-
<b>Title IV Refund</b>			
Percent Earned	14.5%	23.2%	100%
Percent Unearned	85.5%	76.8%	0%
Unearned Title IV Funds	2,346	2,107	-0-
Unearned Institutional Charge	1,949	1,751	-0-
Unearned Due From School	1,949	1,751	-0-
Unearned Due From Student	0	0	-0-
Student Balance to Title IV	0	0	-0-
College's Refund of FFELP	1,167	1,167	-0-
College's Refund of PELL	782	584	-0-
Balance Before Title IV Refund	< 1,368 >	< 456 >	-0-
Title IV Refunds	1,949	1,751	-0-
Student Owes School	581	1,295	-0-
Student Owes Title IV	0	0	-0-



# Important Information for Students *...Future, Present and Past*





## Classification of Students

### Undergraduate

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

### Graduate

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

## The Academic Year

### Undergraduate

The school year at Baker College consists of four quarters. Fall, winter, and spring quarters are ten-week sessions; summer quarter is nine weeks in length. Students may enroll in most academic programs at the beginning of any quarter. For some programs, however, students may enroll only at the beginning of the fall quarter in order to register for a full-time course load.

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

### Online

Programs are offered year-round. Students may enter at the beginning or midpoint of any quarter. The school year consists of four quarters: fall, winter, spring, and summer. All quarters are 12 weeks in length.

### Graduate

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

## Availability of Classes and Programs

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

## Required Entrance Documents

### Undergraduate

Each student must have on file, as a part of his/her Baker College record: (1) a completed and signed application form; (2) self-certification of high school graduation or GED test scores, or COMPASS test scores that demonstrate ability-to-benefit; (3) an official high school transcript and/or Educational Development Plan (EDP), if requested by the

College; and (4) for a transfer student, an official transcript and/or a record of financial aid from his/her previous college or university, if requested by the College.

### Graduate

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

## *Things you'll need to know before you become a Baker College student:*

### ••• About the process of becoming a student

## Admission Procedures

### Undergraduate

(See the graduate section for master's program admission procedures.)

### Admission Policy Statement

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

1. All students who have earned a high school diploma or its equivalent, such as a General Educational Development (GED) certificates are accepted.
2. Students who have not earned a high school diploma or GED may be admitted on the basis of test results.
3. Baker College admits students without regard to race, religion, sex, national origin, or disability.
4. As a "Right-to-Try" institution, Baker College does not require either the ACT or SAT as a condition of admission. However, if a student chooses to take either or both tests, we encourage him/her to request that the test results be sent to the Baker College campus of his/her choice.
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as the Test of English as a Foreign Language (TOEFL) score.

### Ability to Benefit

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

1. Students must take the ASSET or COMPASS test and score at approved levels.
2. The ASSET and COMPASS tests measure reading, writing, and numerical skills.
3. To be eligible for ability to benefit status, a student must achieve or exceed the minimum scores on each subset of ASSET or COMPASS in a single testing experience. A student may retest one time only. To be eligible to retest, a student must have the approval of the advising staff. Approval is based on the assumption that a meaningful change has occurred in the student's knowledge and skills in the areas assessed. Baker College recommends that people who have not achieved the minimum scores on the ASSET or COMPASS test pursue the completion of their GED through their local adult education program.

## Applications for Acceptance to Baker College are Available:

1. Through high school counseling departments. Baker College works closely with high school counselors by

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

2. **On Campus.** Students are encouraged to make an appointment to talk with one of the College's admissions advisors. Applications may then be completed and application fees paid. Students will be tentatively accepted, pending proof of high school graduation (usually a high school transcript or copy of a GED with acceptable scores). Students taking the Ability to Benefit test must complete either the COMPASS or ASSET test with appropriate scores prior to submitting an application to the College.
3. **By Mail.** Applications are included with a current catalog of courses. Completed applications may be forwarded to the College, along with the application fee, and a copy of the student's high school transcript or GED. It is very important that students visit the College, even when they apply by mail.
4. **Online.** Visit [www.baker.edu](http://www.baker.edu)

#### **How to Apply for Undergraduate Program Admission**

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

### **Baker College Locations**

#### **Baker College of Allen Park**

4500 Enterprise Drive  
Allen Park, MI 48101-3033  
Phone: (313) 425-3700; Fax: (313) 425-3777  
Toll Free: (800) 767-4120

#### **Baker College of Auburn Hills**

1500 University Drive  
Auburn Hills, MI 48326-2642  
Phone: (248) 340-0600; Fax: (248) 340-0608  
Toll Free: (888) 429-0410

#### **Baker College of Cadillac**

9600 East 13th Street  
Cadillac, MI 49601-9600  
Phone: (231) 876-3100; Fax: (231) 876-3440  
Toll Free: (888) 313-3463

#### **Baker College-Cass City**

6667 Main Street  
Cass City, MI 48726-1558  
Phone: (989) 872-6000; Fax: (989) 872-6001  
Toll Free: (800) 572-8132

#### **Baker College Center for Graduate Studies**

1116 West Bristol Road  
Flint, MI 48507-9843  
Phone: (810) 766-4390;  
Admission Fax: (810) 766-2051  
Toll Free: (800) 469-3165

#### **Baker College of Clinton Township**

34401 South Gratiot Avenue  
Clinton Township, MI 48035-3540  
Phone: (586) 791-3000; Fax: (586) 791-6611  
Admission Fax: (586) 791-5790  
Toll Free: (888) 272-2842

#### **Baker College-Coldwater**

370 East Chicago Street  
Coldwater, MI 49036-1139  
Phone: (517) 781-4484; Fax: (517) 781-4490  
Toll Free: (877) 489-6357

#### **Baker College Corporate Services**

1195 Centre Road  
Auburn Hills, MI 48326-2642  
Phone: (248) 276-8260; Fax: (248) 340-0605

#### **Baker College of Flint**

1050 West Bristol Road  
Flint, MI 48507-5508  
Phone: (810) 766-4000; Fax: (810) 766-4255  
Toll Free: (800) 964-4299

#### **Baker College-Fremont**

c/o Newaygo County Educational Service Center  
4747 West 48th Street  
Fremont, MI 49412-8119  
Phone: (231) 924-8850; Fax: (231) 924-8808  
Toll Free: (800) 937-0337

#### **Baker College of Jackson**

2800 Springport Road  
Jackson, MI 49202-1290  
Phone: (517) 788-7800; Fax: (517) 789-7331  
Toll Free: (888) 343-3683

#### **Baker College of Muskegon**

1903 Marquette Avenue  
Muskegon, MI 49442-1453  
Phone: (231) 777-5200; Fax: (231) 777-5201  
Toll Free: (800) 937-0337

#### **Baker College Online**

1116 West Bristol Road  
Flint, MI 48507-9843  
Phone: (810) 766-4390; Fax: (810) 766-4399  
Toll Free: (800) 469-4062  
[www.online.baker.edu](http://www.online.baker.edu)

#### **Baker College of Owosso**

1309 South M-52  
Owosso, MI 48867-4400  
Phone: (989) 729-3350; Fax: (989) 729-3359  
Toll Free: (800) 879-3797

#### **Baker College of Port Huron**

3403 Lapeer Road  
Port Huron, MI 48060-2597  
Phone: (810) 985-7000; Fax: (810) 989-2351  
Toll Free: (888) 262-2442

#### **Baker College-Sandusky**

Sandusky High School  
191 Pine Tree Lane  
Sandusky, MI 48471-1062  
Phone: (888) 262-2442; Fax: (810) 989-2351

#### **Baker College-Sarnia**

Lambton College Office G106  
1457 London Road  
Sarnia, ON N7S 6K4  
Phone: (519) 312-1906; Fax: (810) 989-2351  
Toll Free: (888) 262-2442

#### **Baker College-West Branch**

Ogemaw Heights High School  
960 South M-33  
West Branch, MI 48661-9079  
Phone: (989) 343-2036; Fax: (810) 872-6001  
Toll Free: (800) 572-8132

## **Admission for Articulation Students**

Prospective students who wish to apply for articulated credit for coursework taken in high school should see their high school counselor for assistance. An explanation of the articulation process and the necessary paperwork are available in the Become a Student, Articulation pages on the Baker College Web site. A listing of high schools and other educational institutions with Baker College articulation agreements can be found at [www.baker.edu](http://www.baker.edu).

## **Aviation Program Admission Requirement**

Upon admission to the aviation program, a Class III medical examination with student pilot certificate must be submitted to the College (via the Department Chair for Aviation). This is required for solo flight during the first flight course, Private Pilot Flight. It is suggested that all aviation majors who desire to become commercial pilots complete a Class I medical instead of the Class III since the Class I is required of most professional pilots. The examination must be administered by an approved FAA Airmen Medical Examiner. Contact the Baker College Admissions Office for a list of approved physicians.

The United States Department of Homeland Security, Transport Security Administration requires each person seeking admission into any aviation program to submit proof of citizenship in the form of either a birth certificate or a US Passport. Copies of these documents shall be maintained by the Department Chair of Aviation for five years after training is completed.

Baker College requires each aviation student to read and sign a copy of the Baker College Flight Training Policy upon admission into the aviation program. This policy explains that students will be expected to fly exclusively with the Baker College flight carrier throughout the duration of their enrollment in this program. Once a student is enrolled with the College, flight instruction from a non-Baker College carrier will not be considered as fulfillment of course requirements in the aviation program.

Baker College requires a minimum age of 17 years for all aviation students since completion of the first flight class has a minimum FAA licensing age of 17.

Baker College recommends that persons interested in this program arrange to take a "Discovery Flight" prior to enrolling for flight classes. Arrangements can be made through the Admissions Office.

Baker College does not accept international students in the Aviation Program.

## **Bachelor of Business Administration Accelerated Program Admission Requirements**

1. Applicants with an associate degree from a regionally accredited institution of higher learning in business or with a business related concentration/major with an overall GPA of 2.0/4.0 meet all coursework requirements for entrance into the program. Applicants with an associate degree from a regionally accredited institution of higher learning not in business with an overall GPA of 2.0/4.0 meet all general education coursework requirements for entrance into the program. To validate appropriate coursework, transcripts will be reviewed for applicants with associate degrees from nationally accredited institutions or those wishing to use the equivalent of 90 quarter hours of transferable credit.
2. Applicants to the program will be required to perform a monitored, written essay.
3. Applicants to the program will be required to meet all Baker College general education requirements. (See page 22.)
4. Applicants must be currently or recently employed with suitable work experience of at least two years.

## **Bachelor of Business Leadership Admission Requirements**

1. Applicants with an associate degree from a regionally accredited institution of higher learning with an overall GPA of 2.0/4.0 meet all coursework requirements for entrance into the program. To validate appropriate coursework, transcripts will be reviewed for applicants with associate degrees from nationally accredited institutions or those wishing to use the equivalent of 90 quarter hours of transferable credit.
2. Applicants will be required to have two years of full-time work experience or the equivalent prior to entering the program.
3. Applicants to the program will be required to perform a monitored, written essay.
4. Applicants to the program will be expected to meet all of Baker College's general education requirements. (See page 22.)

## **Conditional Acceptance in Bachelor's Degrees Requiring an Associate's Degree or 90 Quarter Hours**

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

## **Program Admission Requirements (Special)**

Some programs require that you maintain higher than a C (2.0) GPA. It is required that prospective students for the Truck Driving Certificate successfully pass a USDOT Medical Examination and Drug Test. It is important that prospective students thoroughly read and understand the program requirements.

## **International Student Special Requirements**

International students (except commuting Canadians) must fulfill student visa requirements and make an advance tuition deposit. See Tuition Deposit-International Students on page 233. International students are required to take the TOEFL (Test of English as a Foreign Language) examination. A minimum score of 500 (61 Internet-based) on the TOEFL exam is required for admission. This requirement may be waived by the president on a case-by-case basis. Canadian students commuting from Canada are only required to complete an I-20.

Applicants who would like to transfer credits from an institution outside of the U.S. must have their transcript/degree evaluated by a company in the United States, such as Educational Credential Evaluation Services, Inc. or the National Association of Credential Evaluation Services (NACES). The results of the evaluation must be sent

from the evaluation company directly to the Registrar's Office. Official evaluations must include U.S. degree equivalency (if a degree is being transferred), course grades, and overall GPA.

### **Special Health Sciences, Education, and Human Service Program Admission Requirements**

Special admission and advancement requirements for individual Health Sciences, Education, and Human Service programs are detailed in catalog supplements available from admissions advisors or Academic/Administrative Offices. A signed Health Sciences, Education, or Human Service Waiver Form must be on file in order for a student to start classes.

## **Orientation, Placement Testing, and Registration**

### **Orientation**

An orientation program is conducted for all new students prior to the start of each quarter. The program is designed to explain the College's policies and procedures, and to provide an opportunity for students to ask questions and become familiar with campus facilities and resources. Online and graduate students accomplish this orientation online.

### **Placement Testing**

Along with the orientation program, incoming undergraduate students will take tests relating to aptitude and achievement in areas that are basic to success in college coursework. These include mathematic skills, reading skills, writing skills, and others as required by specific programs. The test results determine course placement and academic advising decisions, and may reveal a need for developmental courses or advanced placement testing.

### **Registration**

New students will register for classes during the orientation process. Returning students may register during the seventh week of the previous quarter. Returning students may register online via the Baker College Web site at [www.baker.edu](http://www.baker.edu). Late registration is available in the Academic/Administrative Office up to one week after classes begin. All graduate and full-time, online students register online.

A student may add an on-ground, ten-week course to his/her schedule up to the date and time when the student would miss any part of the Week 2 session(s) of that course. Students must attend the second week session(s) for the course. A student may not add a course of fewer than 10-weeks duration after the first session for that course has met. A student is not allowed to add an online course or a developmental education course once that course has started. An on-ground campus student cannot register for a second six-week-session online course after the beginning of Week 2 of the on-ground schedule.

In order for a student to register for more than 17 credits in one quarter, the student must have a cumulative GPA of 3.0 or higher and have written approval from the divisional dean for the student's program.

## **Developmental Courses**

Baker College supports its Right-to-Try Admissions Policy with several educational services. Many students who enter Baker College require assistance to meet the pressures of an academic community. Because of this, Baker College provides these students with special assistance which will enable them to achieve success in college and their future careers.

1. Students with marginal English skills, as determined by the results of a placement test, are required to enroll in English Review (ENG091).

2. Students with marginal math skills, as determined by the results of a placement test, are required to enroll in Essential Math Concepts (MTH091) and/or Pre-Algebra (MTH099E).
3. Students with marginal reading skills, as determined by the results of a placement test, are required to enroll in College Reading (ENG098B).
4. Students who make progress, but need additional time to acquire all required competencies in English Review (ENG091) and/or Essential Math Concepts (MTH091), will enroll in Extended English Review (ENG092) and/or Extended Essential Math Concepts (MTH092). A student must successfully complete all required developmental education courses. Successful completion of the developmental courses requires passing a standardized exit assessment with a particular cut score.
5. Keyboarding (touch typing) skills are a prerequisite for courses in the information technology core. Students who do not have keyboarding (touch typing) abilities will need to successfully complete Keyboarding (WPG098) class before enrolling in INF112-114. Students with marginal keyboarding skills, as determined by the results of a keyboarding test, are required to enroll in Keyboarding (WPG098) for formal classroom instruction.

Students who place into all three developmental areas (reading, writing, and math) are required to take those courses the first quarter. Students who place into one or two developmental areas, depending on the number of courses and the program, will be required to take their developmental courses within the first academic year. Late registration is not allowed in developmental education courses. Mandatory attendance is required for the first session of developmental education courses. Successful completion of each of the developmental courses noted above, except for WPG098, requires passing an exit exam that demonstrates a minimum standard of competency in order to enroll in the subsequent college level courses.

## **College Success Strategies**

College Success Strategies (COL111A) or College Success Online (COL112) is required for all first-time freshmen and all online students enrolled in a certificate or degree program. This course will inform students of campus services, policies and procedures, and address learning styles and study strategies.

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### **••• About credit for special experiences**

## **Non-Traditional Credit**

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

### **Guidelines for Non-Traditional Credit**

#### **Associate's Degree and Undergraduate Certificates**

A student may apply non-traditional credit to meet the requirements for an associate's degree or undergraduate certificate. This includes transfer credit from accredited collegiate institutions, articulation credit, CLEP examinations, experiential credit, and advanced placement credit. Thirty-six of the required credit hours in the program must be completed in actual class time with Baker College for associate's degree programs, and one-half of the required credit hours in the program must be completed in actual class time with Baker College for undergraduate certificates. A minimum of 12 credit hours must be completed in traditional Baker

College courses in the major discipline of study.

#### Bachelor's Degree

A student may apply non-traditional credit to meet the requirements for a bachelor's degree. This includes transfer credit from accredited collegiate institutions, articulation credit, CLEP examinations, experiential credit, and advanced placement credit. Forty-eight of the required credit hours in the program must be completed in actual class time with Baker College. A minimum of 12 credit hours must be completed in traditional Baker College courses in the major discipline of study at the 300 and 400 levels. Different requirements may exist for the accelerated programs (see page 246).  
Post Baccalaureate Certificate

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

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

#### Transfer Credit

##### Undergraduate

Baker College welcomes transfer students into many degree programs at either the associate's or bachelor's level. Students with an associate's degree will be given every consideration to transfer in their full associate's degree (two years of credit) into one of Baker College's Smart Degree programs. With our many bachelor's and accelerated bachelor's programs, students are able to enter a bachelor's degree program with the same major as their associate's degree or begin a different major and have transfer credits apply to their program (see Program Selector Guide, page 24). Transfer credit is a form of non-traditional credit. See Guidelines above for how much Non-Traditional Credit a student can bring into the College. A transfer student could receive freshman, sophomore, junior, or senior status, although more than one or two academic years may be necessary to complete all requirements of the degree. Classes with a grade of C (2.0) or higher will be eligible for transfer credit with the exception of program standards. Refer to individual program requirements. Length of time since the course was taken may also be a factor in transferability. Classes with a D- (0.7) grade will be considered if the D- grade falls in a course sequence where the last grade in the sequence was a grade of a C or better.

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

To transfer a course, the course must equate in content and credit hours to a Baker College course. The basis for credit awarded will include traditional classroom instruction, credit by examination, independent study, and articulation agreement credit. Media courses will transfer if they meet traditional requirements. Credit for armed forces training must be equated to Baker College courses and documented by the American Council on Education (ACE). Credit from business and industry training will be evaluated with waiver testing. Transfer credit accepted must be at the college level.

To obtain transfer credit, students must request that previous colleges attended forward official transcripts to the Baker College Office of the Registrar. Official transcripts will be accepted through the U.S. mail only. In some circumstances, the student will be responsible for producing documentation including, but not limited to, catalogs, course

descriptions, and syllabi.

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) official transcript policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be mailed directly to the intended institution.

In addition to the Baker College transfer credit/residency policies (see above), for the Paralegal program only the following policies restrict transfer credit:

- 1) Legal specialty coursework that is being transferred in, must have been completed at a nationally or regionally accredited institution of higher learning and meet with the approval of the program coordinator/director/or other appointee to ensure that the credit being awarded is appropriate to meet the criteria for legal specialty coursework within the program.
- 2) A minimum of 20 quarter hours of the PAR courses must be completed in the traditional format at the campus from which the student plans to graduate.
- 3) No transfer credit will be granted for either PAR113: Legal Research, Writing, and Analysis III or PAR291: Civil Litigation.
- 4) No experiential credit or credit by examination is offered for legal specialty coursework credit.

##### Graduate

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

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

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

To obtain transfer credit, students should request that all previous colleges attended forward official transcripts to the Baker College Center for Graduate Studies. Official transcripts will be accepted through the U.S. mail only.

Baker College adheres to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Official Transcript Policy. The MACRAO policy is one in which all Michigan colleges agree not to issue an official transcript directly to a student. Official transcripts must be mailed directly to the intended institution.

#### Articulation Credit

Articulation credit is a process whereby students can earn Baker College credit toward their degree or certificate for demonstrating skills and competencies developed in high school or in adult education settings. There is no charge for articulation credit.

Baker College offers articulated credit to those students whose teachers and counselors participate in the project by completing the Articulation Competency records. More information on articulation credit and a list of participating high schools/educational institutions are available through the Academic/Administrative Office or the Baker College Web site at [www.baker.edu](http://www.baker.edu).

#### CLEP (College-Level Examination Programs), DANTES Credit by Examination Program

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

Such proficiency may have been developed by the student outside of a traditional classroom through such means as personal reading, adult education courses, job experiences, etc. The Academic/Administrative Office has available a listing of recognized tests and the minimum scores necessary to be granted credit.

### Experiential Credit Undergraduate

Experiential credit is available for students who have proven skills gained through employment, volunteer, and/or military experiences that directly correlate to skills taught through traditional Baker College courses. Not all courses are eligible for experiential credit nor do all programs accept experiential credit. Students submit a portfolio documenting work and life experiences. The portfolio is evaluated and, if the skills and learning documented match the required student learning outcomes of a given course, experiential credit will be granted for that course. By earning credit for valuable skills and prior learning, students at Baker College have the opportunity to get a head start on a degree! (See page 232.)

Students may prepare the portfolio independently or enroll in a two-credit hour class (COL301A Life and Learning) to aid in preparing the portfolio and to assist with meeting the College's portfolio guidelines. The two credits earned for COL301A do not count toward general education requirements. COL301A, taught using the PROMOTE format, is designed to help students determine the major course of study that will maximize their work experience and lead to the preparation of a portfolio which will document experiential learning. Students enrolled in COL301A have an opportunity, in courses where credit-by-examination is available, to earn that credit at no additional cost.

### Licenses and Certificates

Credit is awarded for certain professional licenses and certificates. The Office of the Registrar maintains information about this form of non-traditional credit.

### Advanced Placement Credit Undergraduate

Advanced placement credit may be earned for skills already developed. This credit is awarded based on an examination developed by Baker College in the subject area. Passing the examination for a course does not automatically result in the student waiving all the prerequisites to the course. All advanced placement examinations 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 an advanced placement examination. The advanced placement examination for a course may be taken only once. The following is a list of courses with advanced placement examinations and if a charge for the examination exists.

Course	Charge if any
• ACC101 Principles of Accounting I	\$50
• ACC102 Principles of Accounting II	\$50
• ACC121 Fundamentals of Accounting I	\$50
• ACC122 Fundamentals of Accounting II	\$50
• AST099 Automotive Services Technology	\$0
• CIS106A Introduction to Operating Systems	\$0
Concepts	
• CIS107A Introduction to Hardware Concepts	\$0
• GRC121 Introduction to Desktop Publishing	\$50
• GRC131A Introduction to Graphic Imaging	\$50
• INF111 Information Systems Theory	\$0
• INF112 Word Processing	\$0
• INF113 Electronic Spreadsheets	\$0
• INF114A Introduction to Database Applications	\$0

• INF121 Introduction to Windows	\$0
• INF131 Internet and the World Wide Web	\$0
• INF141A Microsoft PowerPoint	\$0
• IPT111 American Sign Language I	\$50
• IPT112 American Sign Language II	\$50
• IPT113 American Sign Language III	\$50
• MED103 Medical Terminology	\$50
• MGT101 Introduction to Business	\$50
• MIS131 ICD-9-CM Coding	\$50
• MKT111B Principles of Marketing	\$50
• MTH101 Mathematics for Business	\$0
• MTH111 Introductory Algebra	\$0
• MTH112 Intermediate Algebra	\$0
• MTH124 Trigonometry	\$0
• OAD210A Records Management and Computer Applications	\$50
• SC1100E Basic Human Anatomy	\$50
• SC1101C Human Anatomy and Physiology I	\$50
• SC1102C Human Anatomy and Physiology II	\$50
• SC1221 Basic Chemistry	\$50
• WPG098 Keyboarding	\$0
• WPG101B Office Grammar Skills	\$0
• WPG122 Introduction to Document Processing	\$0
• WPG123 Intermediate Document Processing	\$50
• WPG221A Transcription Applications	\$50

## Self-Study Delivery/Opportunities

### Self-Directed Study in General Education

Students with either junior or senior standing who wish to do research and/or readings in a general education discipline on a specific topic may be able to do so through self-directed study. Up to four credit hours may be earned in this manner. A self-directed study class in general education may be used as general education elective/requirement.

Self-directed study must be initiated by the student, and the student must gain the approval of the Dean of General Education. Students are first to select a topic and develop an abbreviated bibliography. An appropriate faculty member will then be chosen by the student and dean. This faculty member will help the student develop learning objectives and will facilitate the self-directed study course. Only students who are highly motivated and who work well independently should pursue this option.

### Independent Study

Independent study is defined as "credit earned by students who complete coursework (for selected courses) independently with direction from an instructor." Such courses are prepared and evaluated by a Baker College instructor who teaches the traditional version of the course. Regular tuition fees will apply. Weekly "attendance" will be required and recorded. Attendance is based on required contact with the instructor each week; this contact could be a physical meeting, phone, email, or Blackboard contact. To qualify for an independent study, a student must have at least a 3.0 GPA with no fewer than 12 credit hours earned at Baker College, or have approval of the dean.

Independent study courses are offered at the discretion of the College. Students may request an independent study if the following conditions apply:

1. The course is not offered that quarter and the student needs to return to regular rotation (i.e., to meet a prerequisite).
2. The student will be graduating prior to the next time the course is offered.

If the student chooses not to take a course because of a conflict with an instructor or the time at which the class is offered, the student is not eligible for the independent study. The student will have the responsibility to contact the dean to make arrangements for an independent study. The dean has the right to refuse an independent study request. NOTE: There must be extenuating circumstances for the dean to approve a student request for an independent study.

### **PROMOTE Classes**

Baker College PROMOTE courses are college-level courses employing a specifically designed combination of self-study and classroom instruction. The self-study portion may combine a variety of learning activities such as required readings, written papers, text assignments, programmed learning, research projects, self-assessments, workbook assignments, and proctored exams. When practical, the self-study portion is designed to incorporate the student's occupational interests, in order to make the required assignments more meaningful.

### **Veterans' Benefits**

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

Baker College is approved to train eligible veterans and their dependents under Chapters 30, 31, 32, 34, 35, 36, 1606, 1607 and Title 38, United States Code. Baker College is also approved for the Reserve Educational Assistance Program as well as the Restored Entitlement Program for Survivors. Prospective students should contact the College Veteran Advisor as far in advance of starting school as possible. The advisor will help initiate the paperwork so that 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). The U.S. Department of Veterans Affairs can pay directly to the student or to the Baker College Business Office. This is determined by what chapter of benefits the student is receiving. The student then pays the balance owed to the College from these payments.

After completing the first quarter, students must check the veteran section on their registration cards for each quarter registered in order to continue certification. Questions regarding veteran certification can be answered by the designated veteran representative on each campus.

Students receiving veterans' benefits must continuously be in good academic standing (see page 255). Students failing to remain in good academic standing will be placed on probation. Students are allowed only two consecutive quarters of probation. Veteran students who are not removed from probationary status after two consecutive quarters will not be 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 come off probation at the end of two consecutive quarters.

In order to be certified for full-time status, the veteran must be enrolled in twelve undergraduate quarter hours or eight graduate quarter hours. Baker College is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at Baker College.

Veteran students will be informed, in writing, of credit granted for previous training. Students will also be informed of the remaining number of credits necessary to complete the program for which they are enrolled. The College will then notify the U.S. Department of Veterans Affairs of the credit granted and the reduction of training time.

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## *Things you may want to do while you're a student at Baker College:*

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### **••• A special place to live and learn**

#### **Residence Halls**

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

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

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

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### **••• Activities for recreation and involvement**

#### **Student Activities**

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

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### **••• Opportunity to learn while doing**

#### **Work Experience Programs**

##### **Undergraduate**

Baker College work experience programs provide students with opportunities to earn academic credit while gaining professionally supervised, paid or unpaid work experience in business, industry, government, and other

agencies/organizations. The work experience must be career oriented and program related. Qualified students in associate's and bachelor's degree programs are required to participate in cooperative education, an affiliation/internship, or an externship. The objectives of the work experience programs are to prepare students for the transition from classroom to employment and to provide students with a better understanding of the fields which they have chosen to enter. These programs also provide valuable experiences necessary for students to obtain related employment. These work experiences may develop into part-time or full-time positions.

## **Work Experience Statement on Health Insurance Coverage**

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

Cooperative Education is:

- On-the-job experience extending from a few months to one year.
- Career and program related.
- Credit generating.
- Professionally supervised.
- Paid work experience.

Externship/Affiliation is:

- Work experience of 120 hours or more, depending on the Health Sciences Program.
- Career and program related.
- Credit generating.
- Professionally supervised in a variety of health care delivery settings.
- Paid/unpaid work experience, depending on the program requirements.

Internship is:

- Work experience of a minimum of 120 hours.
- Career and program related.
- Credit generating.
- Professionally supervised.
- Unpaid work experience.

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## **••• When you need a little help with your studies ... or your life**

### **Advising**

Baker College provides advising and student assistance in the categories listed below. Students will be referred to community resources if counseling is requested.

1. **Admissions.** Baker College seeks to enroll students whose objectives can be served by its programs. Those whose qualifications show promise that their education and training here will be a mutually rewarding experience will be encouraged to enroll. Baker College follows a strict nondiscrimination policy in the admission of students.
2. **Financial Aid.** Students attending Baker College should apply for financial assistance. Officers are available for individual advising and assistance in such areas as grants, scholarships, loans, and work assistance. Students who believe their resources are inadequate to meet their expenses at Baker College should see a Financial Aid Officer.

3. **Academic.** Individual advising is provided for students with academic concerns. Its purpose is to provide appropriate information and resources toward achieving educational objectives.
4. **Special Needs.** Baker College provides students support systems to allow them opportunity for access. Special Needs/Disability Services is one of many programs provided through the Academic Advising Department to support persons with disabilities. Students must provide the College with documentation in order to receive Special Needs/Disability Services.
5. **Career.** Career assessment inventories are available to assist students with evaluation of work-related interests, skills, and abilities.
6. **Personal.** Individual assistance and/or referral to outside agencies are provided for students with personal concerns. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.
7. **Substance Abuse.** Assistance is available for students with drug and alcohol related problems through referrals to outside agencies. Appointments can be made by contacting the Academic Advising Department. Referrals will be confidential.
8. **Employment.** Considerable effort is provided to assist graduates with job searches. Graduates receive individual assistance with skills assessment, resume critiques, job referrals, and other related services.

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## **••• Special services available to all students**

### **Laboratories**

Baker College makes computer, technical, and health science equipment available to students through the Learning Support Center and/or open lab times, enabling students to complete course projects and to gain proficiency on the equipment. The schedule of open lab times can be obtained from the course syllabus, the instructor, or the Academic/Administrative Office. These labs may be limited to students registered in courses requiring lab time. Student IDs will be checked periodically during open lab periods. Lab schedules may change from quarter to quarter.

### **Tutorial/Learning Support Services**

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. The Learning Support Services may also offer video, computer, and audiotope tutorial support and enrichment opportunities. Learning Support Services are free to Baker students. To obtain current information on services available, check with the Learning Center on each campus.

### **Library Services**

The Baker College Library mission is to fully support the educational endeavors of students, faculty, and staff of Baker College, by providing effective service and instruction, by collecting and organizing curriculum focused resources, and



by providing access to new information products and services, thereby, making the library a destination conducive to effective learning and academic success.

### **Campus Student Services**

The Libraries of Baker College provide students with a variety of books, periodicals, computer-based resources, and course-based resources for study, research, and personal growth.

All Baker College Libraries are electronically linked through PALnet, a library automation consortium. The Baker College Book Catalog lists nearly 300,000 books owned by the Baker Library System. Interlibrary loan services provide students and staff access to library books and journal articles statewide, nationally, and globally.

Baker College students may use their Baker ID/library card at all Baker Library locations. The ID card also allows remote access to library resources from home via the Baker Library homepage at [www.baker.edu/library](http://www.baker.edu/library).

Highlights of services and resources at Baker College Libraries include:

- Professional staff to assist with research.
- Online reference services for each campus library location via the Baker College Library homepage at [www.baker.edu/library](http://www.baker.edu/library), then select Questions and Suggestions.
- Almost 700 current magazine, journal, and newspaper subscriptions in paper format.
- Access to the Book Catalog, multiple online, full-text journal databases, and electronic books.
- Career study materials collection.
- Ability to place holds on books within the Baker College collection.
- Baker College libraries take part in the statewide resource-sharing initiative, MeLCat. Participating MeLCat libraries allow their users (MI residents) to request books and audiovisual resources statewide. These resources are delivered to your Baker College Library for pick up.
- Pleasant and comfortable facilities for research, study, reading, video viewing, and meeting.

### **Online Student Services**

Students who are enrolled in online courses have access to all of the traditional library services.

Highlights of online library services and resources include:

- 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.
- Interlibrary loan delivery for books via UPS (in US only); journal articles delivered electronically whenever possible.
- For additional details log in to the Bb classroom and go to My eLibrary.

### **Bookstore**

Bookstore hours may vary, but there will be ample opportunity for students to purchase books, supplies, and a variety of Baker College spirit sportswear.

### **Bookstore Return Policy**

#### **Payment Method:**

Processing of a return will be completed according to the original sales tender as follows:

Cash: Refund will be paid in cash to the customer.

Credit Card: Refund will be credited to the original credit card.

Check: Refund will be posted to the student's account by the bookstore. The Business Office will verify that the check has cleared the bank after the 7-10 day waiting period and then issue a refund to the student.

Gift Card: Refund will be credited to the gift card—if the original card is no longer available, a new gift card will be issued.

### **Books:**

- Textbooks are available for full refund through the 3rd week of class if returned in the original condition.
- Books purchased for a 2nd 5-week course will have one week to return books with the same stipulations as the rest of the return policy.
- Books purchased new but returned in used condition—writing, highlighting, broken plastic shrink wrap or other minimal damage—may be refunded up to the used value during the refund period.
- All textbooks sold with components must be returned with components.
- Used books may be exchanged for new books; students will pay the price difference.
- Required workbooks/study guides/lab and student manuals may be returned through week 1 as long as the item is in new condition.

### **Non-Textbook Items:**

- All non-textbook items, including reference books (unless marked non-refundable) are returnable within 10 days from date of purchase and must be in the same condition as when sold.
- Custom kits (art drafting, interior design, etc.) are non-returnable.
- Software is returnable up to 10 days from the date of purchase if it is unopened.
- Clothing/uniforms/shoes, unless otherwise indicated, is returnable up to 10 days from the date of purchase. Clothing must have all tags still attached and be in the same condition as purchased (no damage, stains, or odors).
- Electronic items are returnable up to 10 days from the date of purchase if unopened.

### **Other:**

- No returns or exchanges on sale/clearance/special order items or shoes.
- Items with manufacturer defects will be exchanged within 10 days from the date of purchase for exact replacement if available.
- Other return policies or restrictions may apply.
- Some used textbooks are bought back at the end of each quarter by secondhand book companies. Not all books will be re-purchased each quarter.

### **Textbook Ordering/Purchases:**

Students should purchase books at the campus they attend using their required student identification card.

Students in the Online College, Corporate Services Division, and Graduate School must order their textbooks from the Online Bookstore. Purchases can be made by going to our Web site at: [www.baker.edu](http://www.baker.edu), clicking on **STUDENT**, clicking on **SOLAR** system, choosing **STAR** system, and choosing **BOOKSTORES**.

Alternative methods to order textbooks include ordering by telephone: 1-800-339-9879, by e-mail: [bookstore@baker.edu](mailto:bookstore@baker.edu), or by fax: 1-810-766-4121. Books will be shipped directly to the student's home address.

Some students will be able to use financial aid to purchase textbooks. If the student drops/withdraws from all or part of his/her classes his/her financial aid may be reduced.

The student will owe the College for the book charges unless they are returned for full credit at the bookstore (see campus bookstore for return policy).

Health Services

It is the desire of Baker College to provide a safe, comfortable, and orderly campus environment. As such, the College has established a policy to ensure that the health and safety of students, visitors, staff, and faculty by training Campus Safety Officers and other appropriate staff in the application of First Aid and Automatic External Defibrillator (AED) to be used in emergency situations.

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

If an accident or injury occurs on Baker College premises, the College will make every effort to assist the student in receiving immediate medical attention. Baker College will bear the cost of emergency services when necessary.

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

Baker College reserves the right to require students who contract a contagious disease to not attend classes until they present a doctor's statement that they are no longer infectious. According to the Michigan Department of Health, all Baker College students should have up-to-date immunizations.

Things you'll need to know after you become a Baker College student:

••• How you will be graded on your class work

Grades

Grades are computed at the end of each course and are available via the Internet at <https://carina.baker.edu/solar>. Grade reports list the courses, the grade for each course, the GPA for that quarter, and the student's cumulative GPA.

Grading System

Grades		Grade Point Value
Letters and Meaning		Per Quarter Credit
A	=	4.0 points
A-	=	3.7 points
B+	=	3.3 points
B	=	3.0 points
B-	=	2.7 points
C+	=	2.3 points
C	=	2.0 points
C-	=	1.7 points
D+	=	1.3 points
D	=	1.0 points
D-	=	0.7 points
F	=	Failure 0.0 points
P	=	Passed 4.0 points
WF	=	Withdrawal Failing 0.0 points

GPA not computed for the following grades:

CR	=	Credit (Undergraduate = C or better) (Graduate = B or better)
EL	=	Non-traditional Credit
EX	=	Extended (used in selected courses to indicate progress but failure to acquire all required competencies)
R	=	Articulation Credit
S	=	Satisfactory
T	=	Test Credit
U	=	Unsatisfactory

Hours and GPA are not computed for the following grades:

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

To compute the Baker College cumulative GPA, first calculate the honor points for each course completed (grade points multiplied by credit hours; an A or 4.0 grade in a four-credit-hour class yields 16 honor points). Then add all honor points earned at Baker and divide by the total credit hours attempted for all quarters at Baker.

Incomplete Grade Policy

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

- 1. The student requests the Incomplete (I) grade before the end of the course.
- 2. The student has completed 80% of the total coursework and has a chance at a passing grade in the course.
- 3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances. Documentation may be required.
- 4. The student and instructor have signed a "contract" which clearly states the requirements to be completed and the due date for the completion of each requirement. The due date may not exceed the last day of the following quarter.

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

Honors

Undergraduate Certificates and Degrees and Postbaccalaureate Certificates:

The President's List

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

The Full-Time Student Deans' List

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

## The Part-Time Student Deans' List

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

## Undergraduate Certificates and Degrees:

### Honor Graduates

Graduates who achieve a 3.5 cumulative GPA or higher are awarded a special distinction at graduation; 3.9 – 4.0 Summa Cum Laude; 3.7 – 3.899 Magna Cum Laude; and 3.5 – 3.699 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.

## Class Status

### Undergraduate

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

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

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

## Academic Standing

### Undergraduate

Students must have a cumulative GPA of at least 2.0 to graduate from any program. For students to stay off academic probation, the following GPAs must be earned.

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

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

### Graduate

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

Hours Attempted	Minimum GPA
1 - 12	2.75
13 - 24	2.87
25 - graduation	3.00

## Academic Probation

If the student's cumulative GPA falls below the appropriate minimum GPA on the step scale illustrated, the student will be placed on academic probation for the following quarter. The student will be advised to restrict his/her course load and curtail extracurricular activities and work schedules. If

the student attains a satisfactory GPA according to the step scale in the probationary quarter, but his/her cumulative GPA is still below the step scale, the student will be continued on probation for the next quarter.

## Removal from Academic Probation

The student will be removed from academic probation at the end of the quarter in which his/her cumulative GPA meets the requirements of the step scale above.

## Academic Dismissal

The College reserves the right to require at any time the dismissal of a student whose health, conduct, or level of achievement makes it inadvisable for the student to remain in school.

If a student is on academic probation and his/her GPA during the probationary period is lower than that called for by the step scale, or the student receives all failures (WF is a failure) the first quarter he/she takes courses, the student will be dismissed.

Dismissed students are eligible for re-enrollment in classes after one quarter on their rotation schedule has elapsed. Graduate students must meet with the Dean of the Center for Graduate Studies to be reinstated. Undergraduate students must sign and agree to a reinstatement contract upon meeting with an Academic Advisor.

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

## Final Academic Dismissal

Students who are academically dismissed a second time receive a final academic dismissal and may not attend classes in any future quarter, unless they apply for and receive Academic Amnesty. Students can receive Academic Amnesty only one time (see below).

## Academic Appeal Process

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

### Step 1:

The student must first discuss the concern in dispute with the instructor. The only concerns that are appealable are grades, and the consistent application of both class requirements and policies, as it pertains to grades.

### Step 2:

If the concern is not resolved in Step 1 and the student wishes to pursue the issue, the student must communicate with an Academic Advisor. This step must take place within 90 days of the end of the quarter in which the concern occurred. The Academic Advisor will give the student an appeal form which the student will complete and return to the Academic Advisor within seven business days. Upon receipt of the form, the Academic Advisor will immediately send the form to the instructor.

The instructor will read the appeal form and provide input on the student's concern. The instructor will return the form within five business days of receipt to the Academic Advisor.\* The Academic Advisor will share with the student the instructor's written response.

If the concern is still not resolved and the student wishes to pursue the appeal, the Academic Advisor will arrange a meeting with the student and instructor within seven business days. The meeting could be in person or via conference call or live chat session. The purpose of the meeting is to resolve the concern.

### Step 3:

If the concern is not resolved in Step 2 and the student indicates in writing on the appeal form that he/she wishes to pursue the appeal, the Academic Advisor will ask the student to submit a comprehensive written document which represents all facts and data from the student's point of view. The student must provide this written document to the Advisor within five business days of indicating on the Student Concern form that he/she wishes to continue the appeal. The Academic Advisor will then send the appeal form and written document to the dean of the division wherein the concern originated or to the Chief Academic Officer/Vice President for Academics, if the Dean is not available, to render a decision. The Dean/Chief Academic Officer/Vice President for Academics will have three business days to render a decision and return the completed form to the Academic Advisor. The Dean/Chief Academic Officer/Vice President for Academics will meet in person with the student if the student so desires.

The Academic Advisor will immediately inform the student and the instructor of the Dean's/Chief Academic Officer's/Vice President's for Academics decision. The student must indicate, in writing on the appeal form, his/her decision to accept the Dean's/Chief Academic Officer's/Vice President's for Academics decision or to pursue the appeal to the next level.

### Step 4:

If the student chooses to pursue the concern further, the Academic Advisor will immediately contact the Chair of the Judiciary Council and will forward all documentation to the Chair. The Judiciary Council will be convened within seven business days to resolve the concern. 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 with 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 10 business days.

The Judiciary Council will be formed and chaired by a director of a student services department; the Chair will be a non-voting member of the Council. The Council shall be composed of two students, two faculty members who teach in a program other than the student's program, and a dean or associate dean from a division other than the division that is responsible for the course involved in the appeal.

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

The appeal process stops if the student misses an appointment or fails to meet timelines, unless there are documented, extenuating circumstances.

*\*If the instructor does not respond in a timely manner, the Academic Advisor and/or student has the option to go directly to Step 3 of the Academic Appeal Process.*

## Academic Amnesty: Fresh Start Program

The Fresh Start Program, which is for undergraduate students only, allows students with poor academic records, including academic dismissal, who have not attended Baker College for at least four years to resume their college education with a clean slate. A student with a poor academic record is defined as a student who is not in good academic standing (see Academic Standing, page 255). 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 only be used once by a student. Requests should be made in the Registrar's Office, with final approval from the Chief Academic Officer/Vice President for Academics. Approval for academic amnesty must be received prior to the end of the quarter in which the student returns. Once a student is granted academic amnesty, the student's permanent record cannot be changed.

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

### Veterans

Students receiving veterans' benefits must be in good academic standing at all times (see Veterans' Benefits on page 251).

## Grade Changes

A student who believes that an error has been made in the assignment of a grade may initiate the Academic Appeal Process (see page 256). Not acting within the appropriate time period will disqualify the student from further consideration of the matter.

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## ••• Some academic options you may consider

### Withdrawal from Course(s)

A written notice of withdrawal is required when a student desires to withdraw from a course or courses. A student may withdraw from a course up to the end of the week which precedes the final week of the course by:

1. Completing a Withdrawal Form (available in the Academic/Administrative Office).
2. Mailing or faxing a letter requesting withdrawal and explaining the reason for withdrawal.
3. Recommendation by faculty, based on excessive absences. Excessive absence is based on missing 75% of the first 40% of classes. NOTE: WITHDRAWAL FOR ABSENTEEISM DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.
4. Withdrawal is made necessary by academic or social discipline.

The official withdrawal date is (1) the date the Withdrawal Form is turned in to the Academic/Administrative Office, (2) the postmarked date of the letter sent to the Academic/Administrative Office, (3) the date the fax was sent, or 4) the date of the notice of withdrawal by the College. **Refunds will be based on the official withdrawal date.** (See Refund Policy, page 233.)

For student-initiated withdrawals, failure by the student to complete a Withdrawal Form or to request withdrawal in writing may result in an F grade for the course in question.

Students who withdraw during the first 60% of a course, with the approval of the College, will have a W (withdrawal) grade entered on their permanent record. Students withdrawing from a course after 60% of a course will receive a WP (withdrawal passing) or a WF (withdrawal failing) for the

coursework completed up to the date of withdrawal; this will be recorded on the student's permanent record. A withdrawal failing grade is figured into the GPA as a failure grade.

## **Courses Repeated by Students**

Students may repeat courses to improve their grades. Title IV Aid may be used to pay for a repeated course only if the student's existing grade in the course is: 1) F, W, WP, or WF; 2) below the minimum required for a prerequisite to another course; or 3) below the minimum grade required for his/her program.

If a student repeats a course, the higher or highest of the grades will be used in computing the student's GPA. However, all grades will remain on the student's official transcript. A course may not be taken a third time without written authorization of the program dean or general education dean depending on the course discipline.

## **Auditing a Course**

An audit grade is given when a student enrolls in a course for which neither grade nor credit 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 is the same as that for registering in the course for credit. Audit status must be declared at the time of registration and to the instructor on the first day of class.

## **Course Cancellation Policy**

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

## **Recording a Course Session**

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

## **Re-Admission and Re-Entry**

Students who leave Baker College for reasons such as illness, work, or family matters, who submit the official Withdrawal Form before leaving, can be readmitted at the beginning of any subsequent quarter. Undergraduate students re-enrolling after interruption of at least one quarter (summer quarter excluded except when summer quarter is part of the program rotation schedule) must complete a Student Information Change form found in the Academic/Administrative Office. Students who have been out for more than five years must also complete a new application. They will not, however, be charged an application fee. Failure to complete these forms before registration may result in the student's registration being delayed.

Re-entering students will be required to complete the current requirements of their chosen program if the program is still offered. These requirements may have changed from the program in which they originally enrolled. Students may need to choose a new program if the program is no longer offered. All courses and grades earned during previous attendance at Baker College remain on the transcript and are part of the cumulative GPA for re-entering students.

## **Curriculum Update with Re-Enrollment**

Any student whose education has been interrupted will have to meet the requirements of the curriculum in effect at

the time of his/her return, rather than the requirements in effect when the student originally began the program. Graduate students re-enrolling after a three year absence must submit a new application.

## **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 schedule.

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## **••• Rules you will be expected to follow**

### **Attendance**

#### **On-ground**

Since attendance has a direct bearing on a student's future employability, financial aid, and academic performance, students are expected to attend every class for which they are registered, except in the case of illness or emergency. It is the responsibility of the classroom instructor to establish the attendance policy for the course he/she is teaching (e.g., when attendance will be taken, etc.), publish this policy in the course syllabus, and record and submit a record of attendance. These records are frequently requested by employers and are required by most agencies that provide financial support.

When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. Students must also make arrangements to make up the coursework missed due to absenteeism. 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. The student will be withdrawn by the Academic/Administrative Office, but may immediately contact the instructor to appeal for reinstatement. Baker College has a policy that if a student misses 75% of the first 40% of the class, the student will be withdrawn.

#### **Online**

Attendance is reported on a weekly basis. Attendance is defined as submission of any assignment or discussion board posting. The details of this attendance policy are as follows:

1. A student not attending within the first four days of week one will be dropped from the course.
2. A student not attending within the first four days of any week will be marked absent for the entire week.
3. In the case of excessive absences, the instructor may request that the student be administratively withdrawn from the course.

### **Basic Principles of Student Responsibility**

Each person has a right to study, learn, and live in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. Baker College expects student awareness and concern for all aspects of classroom, residential, and extracurricular life, and strives to promote a cohesive and equitable environment, where cultural and ethnic differences are respected. Institutional expectations, regulations, policies, and practices are established to reflect the values to which the College subscribes. These expectations, regulations, policies, and practices promote:

1. The mission of the College.
2. Opportunities and settings that facilitate the coming together of persons of different cultures, backgrounds, and persuasions.
3. Respect for the rights of others.

It is important to formally note the following policies with regard to student responsibility and respect:

- Enrollment at Baker College is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, and educational aims of the College. Students will respect the rights and property of others and will treat fellow students, faculty, and staff with good manners and respect. Students will use care in keeping facilities and equipment clean and orderly. Food and beverages should not be eaten in hallways or classrooms. Students will behave in such a way as to promote a positive learning environment. This includes having pagers and cell phones turned off during class. When a student's actions do not reflect these expectations, the College will take disciplinary measures, which may include suspension or dismissal from the College and/or student housing, and/or criminal prosecution.
- It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the College.
- Baker College does not consider the use of alcoholic beverages or drugs as necessary or conducive to the process of higher education.
- Baker College students are expected to abide by the federal, state, and local laws.
- Any illegal possession, sale, or use of illegal or over-the-counter drugs will result in penalties including immediate expulsion and/or criminal prosecution.
- Student instigation or participation in activities which develop to a degree that elicits panic or alarm, disturbs the peace, endangers personal well-being, or harms public or private property is prohibited. Furthermore, students who impede or threaten to obstruct the free and uninterrupted passage of individuals or vehicles, or prevent or obstruct the normal operations of the College, will be subject to disciplinary action which may result in suspension or dismissal from the College, and/or criminal prosecution.
- Students are expected to use language that promotes a comfortable environment. Use of language or gestures that are abusive or offensive in nature will result in disciplinary action, suspension, or dismissal.
- Students are asked to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.
- A special word about college-owned equipment: Computers, printers, office machines, medical and electronic equipment, and other equipment are placed in locations that will facilitate the best possible benefit to students. Any student who removes or tampers with this equipment is subject to dismissal and payment of any costs resulting from damage or loss of equipment. Students should immediately report equipment in need of repair to an instructor.
- Operating a business on Baker College property or with the use of College equipment is prohibited. The use of the Baker College name on any advertising by a student for business purposes is not allowed.
- Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including

the College administrators, faculty, housing staff, campus safety officers, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, suspension, or expulsion.

## Academic Honor Code

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

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others. Ignorance of the College's honor code is not accepted as a valid excuse for prohibited conduct. The following lists include some examples of honor code violations; they are not intended to be exhaustive.

1. **Cheating**
  - a. Using unauthorized materials such as books, notes, or crib sheets to answer examination questions.
  - b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions.
  - c. Copying another student's homework, written assignments, examination answers, electronic media, or other data.
  - d. Assisting or allowing someone else to cheat.
2. **Plagiarism**
  - a. Representing the ideas, expressions, or materials of another without due credit.
  - b. Paraphrasing or condensing ideas from another person's work without proper citation.
  - c. Failing to document direct quotations and paraphrases with proper citation.
3. **Other forms of academic dishonesty**
  - a. Fraud, deception, and the alteration of grades or official records.
  - b. Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research.
  - c. Purchasing and submitting written assignments, homework, or examinations.
  - d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer.
  - e. Submitting work created for another course without instructor approval.
  - f. Misrepresenting oneself or one's circumstance to gain an unfair advantage.
  - g. Collaborating with another person(s) without instructor approval.
  - h. Selling or providing term papers, coursework, or assignments to other students.

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

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

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

\*A student is prohibited from withdrawing from a course in which an F grade is received due to a violation of the honor code.

## **Michigan Statute Regarding College Transcripts**

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

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

1. For the first offense, by imprisonment for not more than 93 days or a fine of not more than \$500.00 or both.
2. For a second or subsequent offense, by imprisonment for not less than 93 days or more than six months, or a fine of not less than \$500.00 or more than \$1,000.00 or both.

## **Infractions Causing Immediate Disciplinary Action**

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

1. Possessing, carrying, displaying, or using firearms, weapons, explosives, explosive ingredients or mechanisms, or hazardous chemicals.
2. Assaulting or making a threat.
3. Disabling of safety or security equipment.
4. Theft or vandalism.
5. Distributing, possessing, carrying, using, or being under the influence of illegal drugs.
6. Arrest for a felony, pending outcome of the charges.

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

1. Possessing, carrying, using, or being under the influence of alcohol.
2. Improper use of or tampering with safety or security equipment.
3. Interfering with a campus safety officer in the performance of his/her duties.
4. Cheating or plagiarizing.

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

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

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

Although most student infractions are dealt with on a one-to-one basis, there is a provision for a formal disciplinary appeal process. Baker College has established the Baker College Disciplinary Appeal Process for students who find themselves in conflict with Baker College standards. The Baker College Disciplinary Appeal Process is described in the Disciplinary Appeal Process section. Please note: Original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued.

*Things you'll need to know  
before and after graduation:*

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## **Graduation**

### **Standard Graduation Requirements**

#### **Certificate Program Graduation Requirements**

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

1. All requirements for the selected certificate program are satisfied.
2. A minimum of one-half of the quarter hours required for the certificate program are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the program's discipline.
4. Basic competencies in reading, writing, and math are demonstrated.
5. A minimum cumulative grade point average of 2.0 is achieved.
6. A graduation application is completed and submitted.

#### **Associate's Degree Graduation Requirements**

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

1. All requirements for the selected associate's degree are satisfied.
2. A minimum of 36 quarter hours required for the associate's degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's discipline.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

#### **Bachelor's Degree Graduation Requirements**

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

1. All requirements for the selected bachelor's degree are satisfied.
2. A minimum of 48 quarter hours required for the bachelor's degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 12 quarter hours completed through Baker College are within the degree's discipline and are at the 300 or 400 level.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

#### **Postbaccalaureate Certificate Degree Graduation Requirements**

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

1. All requirements for the selected postbaccalaureate certificate are satisfied.
2. A minimum of 18 quarter hours required for the postbaccalaureate certificate are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

### **Requirements for Earning Additional Majors**

#### **Associate's Degree—Additional Majors**

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

1. All requirements for the additional major are satisfied.
2. A minimum of 28 quarter hours required for the additional major are completed through Baker College.
3. A minimum cumulative grade point average of 2.0 is achieved.
4. A graduation application is completed and submitted.

#### **Bachelor's Degree—Additional Majors**

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

1. All requirements for the additional major are satisfied.
2. The additional major is offered within the same bachelor's degree.
3. A minimum of 28 quarter hours required for the additional major are completed through Baker College.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

### **Requirements for Earning Additional Degrees—Baker College Graduates**

#### **Associate's Degree—Additional Degrees**

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

1. The additional degree is different.
2. All requirements for the selected additional associate's degree are satisfied.
3. A minimum of 28 quarter hours required for the additional associate's degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

#### **Bachelor's Degree—Additional Degrees**

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

1. The additional degree is different.
2. All requirements for the selected additional bachelor's degree are satisfied.
3. A minimum of 48 quarter hours required for the additional bachelor's degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
4. A minimum of 28 quarter hours completed through Baker College are within the additional degree's discipline and are at the 300 or 400 level.
5. A minimum cumulative grade point average of 2.0 is achieved.
6. A graduation application is completed and submitted.

### **Requirements for Earning Additional Degrees—Non-Baker College Graduates**

#### **Associate's Degree—Additional Degrees**

Students are eligible to graduate with an associate's degree if the following criteria are met:

1. All requirements for the selected associate's degree are satisfied. If the previously earned associate's or bachelor's degree is from a regionally accredited institution, the "Course Requirements for General Education Core in Associate's Degrees" are considered satisfied\*.
2. A minimum of 36 quarter hours required for the associate degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 28 quarter hours completed through Baker College are within the degree's discipline.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

#### **Bachelor's Degree—Additional Degrees**

Students are eligible to graduate with a bachelor's degree if the following criteria are met:

1. All requirements for the selected bachelor's degree are satisfied. If the previously earned degree is an associate's degree from a regionally accredited institution, the "Course Requirements for General Education Core in Associate's Degrees" are considered satisfied. If the previously earned degree is a bachelor's degree from a regionally accredited institution, the "Course Requirements for General Education Core in Bachelor's Degrees" are considered satisfied.\*
2. A minimum of 48 quarter hours required for the bachelor's degree are completed through Baker College. Courses below the 100 level do not apply to this requirement.
3. A minimum of 28 quarter hours completed through Baker College are within the degree's discipline and are at the 300 or 400 level.
4. A minimum cumulative grade point average of 2.0 is achieved.
5. A graduation application is completed and submitted.

\*Specific program requirements and/or program accreditation standards may impose limitations or additional requirements.

### **Undergraduate and Postbaccalaureate Certificates**

Multiple certificates may be earned from Baker College.

#### **Application for Graduation Form**

All students who anticipate successful completion of their program course requirements for a degree or certificate MUST COMPLETE A GRADUATION PACKET by October 10 for fall quarter graduation, February 6 for winter quarter graduation, April 7 for spring quarter graduation, and July 10 for summer quarter graduation.

#### **Graduation Ceremony**

The College conducts one formal graduation ceremony per campus each year. It is held at the conclusion of the spring quarter and includes all students who have completed a degree or certificate program during the current academic year. Students receiving special honors are recognized at this occasion (see Honor Graduates, page 255). To participate in the formal graduation ceremony, students must complete the Graduation Packet by the deadline.



## Student Right-To-Know Graduation Rate

The following statistics apply to first-time, full-time students who began a certificate, associate's degree, or bachelor's degree at Baker College in Fall, 2001. First-time, full-time students, who are students that have never enrolled in college before and are taking 12 or more credit hours, comprised 44.6% of the new students at Baker College in Fall, 2001.

- 26.3% completed their programs in six years. Over 71% of these students (18.7% of the total) completed within 150% of the "normal" time for completion.
- 3.5% were still enrolled after six years.
- 3.6% transferred to another institution of higher learning.
- 16.4% were academically dismissed.
- The remainder withdrew from the College for various reasons during the six years.

These statistics are representative of only part of the student body. Many Baker College students transfer from other colleges and universities. A large percentage of Baker students are part-time rather than full-time students. Length of time to graduation and withdrawals are influenced by a variety of factors. Some students who begin their college career as full-time students drop to part-time status as they balance college, family, and work. Many students "stop out" of college for a quarter or two. This extends the time for completion of their programs. Some students, particularly older, working students, withdraw from college once their career objectives have been met. Baker College measures not only its graduation rate, but also its employment rate. The 2007 Graduate Employment Rate was 98 percent.

### ••• General Information

## Career Services

### Professional Career Strategies

Successful completion of the Professional Career Strategies course (WRK291B) initiates students into the job search process. In this course, students will demonstrate an understanding in employment demands, techniques in applying for jobs, and the system of direct communication with Career Services staff and potential employers. Students in associate's degree programs can complete the seminar requirement after completing 48 credit hours and students in certificate programs can complete the seminar after completing 24 credit hours.

### Full-Time Employment Assistance

A successfully employed graduate is the result of the College's continuous contact with hundreds of employers throughout the year and collaboration between Career Services staff and the individual who is actively seeking employment. The employment service of the College is a lifetime benefit. Anytime graduates would like help in a job search, Baker College is willing and prepared to give assistance. Graduates are asked to notify the College with name and address changes so they may be kept aware of additional services provided by the College. While the Career Services Offices of all of the Baker College campuses have enjoyed substantial and consistent success in the employment of available graduates over an extended period of years, it is important to note that Baker College does not guarantee employment.

### Part-Time Employment Assistance

Baker College students have held a wide variety of part-time jobs. If a student decides to seek part-time employment and has begun attending classes at Baker, the student may visit the Career Services Office for job postings.

## Employment Statistics

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

Percentage of Available Graduates Employed

	2003	2004	2005	2006	2007
Allen Park			100%	99%	99.2%
Auburn Hills	100%	100%	100%	99.5%	99.2%
Cadillac	99.3%	98%	97.8%	98%	98.9%
Clinton Twp	99.4%	99.4%	100%	99%	97.6%
Flint	99.7%	98.1%	99.4%	98.3%	98.9%
Jackson	99.3%	100%	99.5%	99.1%	99.2%
Muskegon	98%	97.9%	98.5%	97.6%	97.2%
Owosso	98.7%	99%	98.1%	97.5%	96.4%
Port Huron	98.9%	98.3%	99.1%	99.1%	98.1%

This data is included as information only, and is accurate to the best of our knowledge. While the Career Services Office of all the Baker College campuses have enjoyed substantial and consistent success in the employment of available graduates over an extended period of years, it is important to note that Baker College does not guarantee employment upon completion of a program.

## Transferability of Credits

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

## Official College Transcripts

Transcripts of the student's academic record are available from the Registrar's Office at a cost of \$2 per copy. Official transcripts are only mailed directly to the institution or business designated in writing by the student. An official transcript will be noted as "Official Transcript" and a student copy will be noted as "Student Copy." Each will have the print date and the registrar's name noted. Official transcripts cannot be hand-delivered.

Student copies are released directly to the student upon written request. Request forms are available in the Academic/Administrative Office and online at [www.baker.edu](http://www.baker.edu). Student copies are also available by accessing the Baker College Web site at [www.baker.edu](http://www.baker.edu).

College transcripts and/or grades may be withheld if the student's file is incomplete or lacking: (1) a high school transcript showing graduation or GED, if requested by the College, or (2) if the student has overdue financial obligations to Baker College. Transcripts may also be withheld until student loan borrowers complete an exit interview through the Financial Aid Office or online at [www.baker.edu](http://www.baker.edu).

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

## Accreditation

Baker College has been granted legal authority by the state of Michigan to operate as a nonprofit educational corporation and is empowered to grant certificates, associate's degrees, bachelor's degrees, master's, and doctorate degrees. It is approved for veterans' benefits.

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

**Baker College is accredited by the following regional institutional accreditor:**

**The Higher Learning Commission**

Baker College is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; (800) 621-7440; Web address: [www.hlcommission.org](http://www.hlcommission.org). Baker College is an Academic Quality Improvement Program (AQIP) participant.

**The following certificates and degrees have program accreditation:**

- **Master of Business Administration**

This program is accredited by the International Assembly for Collegiate Business Education (IACBE), PO Box 25217, Overland Park, KS 66225; (913) 631-3009.

- **Master of Occupational Therapy**

This program is currently recognized as a fully accredited program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA (4720).

- **Bachelor of Science in Mechanical Engineering**

This program is accredited by the Engineering Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; (410) 347-7700.

- **Bachelor of Health Science, Pre-Occupational Therapy**

This program is currently recognized as a fully accredited program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA (4720).

- **Bachelor of Radiation Therapy**

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3128; (312) 704-5300.

- **Certificate and Associate of Applied Science, Automotive Services Technology**

This program is certified by National Automotive Technicians Education Foundation (NATEF), 13505 Dulles Technology Drive, Herndon, VA 20171-3421. (These programs are accredited on the following campuses: Cadillac, Cass City, Clinton Township, Flint, and Owosso.)

- **Certificate and Associate of Applied Science, Dental Assisting**

This program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678; (312) 440-2718; Web address: [www.ada.org/prof/ed/accred/commission/index.asp](http://www.ada.org/prof/ed/accred/commission/index.asp).

- **Associate of Applied Science, Dental Hygienist**

This program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678; (312) 440-2718; Web address: [www.ada.org/prof/ed/accred/commission/index.asp](http://www.ada.org/prof/ed/accred/commission/index.asp).

- **Certificate and Associate of Applied Science, Emergency Services Management**

This program is approved by The Michigan Department of Community Health, PO Box 30670, 611 W. Ottawa, Lansing, MI 48906; (517) 335-0918. (Approved at levels: EMT Basic, EMT Specialist & Paramedic.)

- **Associate of Applied Science, Health Information Technology**

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-1683; (312) 233-1100.

- **Associate of Applied Science, Medical Assistant**

The Medical Assistant programs are accredited by the Commission on Accreditation Allied Health Education Program (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone: (727) 210-2350; fax: (727) 210-2354; Web address: [www.caahep.org](http://www.caahep.org), on the recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistant's Endowment (AAMAE), 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2930; (312) 899-1500.

- **Associate of Applied Science, Medical Laboratory Technician**

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415; (773) 714-8880.

- **Associate of Applied Science, Occupational Therapy Assistant**

This program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), c/o American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; (301) 652-2682.

- **Associate of Applied Science, Orthotic/Prosthetic Technology**

The program is accredited by the Commission on Accreditation Allied Health Education Program (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone: (727) 210-2350; fax: (727) 210-2354; Web address: [www.caahep.org](http://www.caahep.org) and the National Commission of Orthotics and Prosthetics Education (NCOPE), 330 John Carlyle Street, Suite 200, Alexandria, VA 22314; phone: (703) 836-7114; fax: (703) 836-0838; Web address: [www.ncpe.org](http://www.ncpe.org). Accreditation gives graduates eligibility to take the national registry examinations for technicians offered by the American Board for Certification.

- **Associate of Business, Paralegal**

This program is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL 60610; (800) 285-2221. (This program is ABA approved on the Auburn Hills campus only.)

- **Associate of Applied Science, Physical Therapist Assistant**

This program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; (703) 706-3245.

- **Associate of Applied Science, Polysomnographic Technology**

This program is accredited by the Commission on Accreditation Allied Health Education Program (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone: (727) 210-2350; fax: (727) 210-2354; Web address: [www.caahep.org](http://www.caahep.org), on the recommendation of the Committee of Accreditation for Polysomnographic Technology (Co-A-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154.

- **Associate of Applied Science, Radiologic Technology**  
This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312) 704-5300.
- **Associate of Applied Science, Respiratory Care**  
This program is approved for Respiratory Care training under the auspices of the American Medical Association (AMA) and is accredited by the Commission on Accreditation of the Allied Health Education Programs (CAAHEP), 1361 Clearwater, FL 33756; phone: (727) 210-2350; fax: (727) 210-2354; Web address: [www.caahep.org](http://www.caahep.org) in collaboration with the Committee on Accreditation for Respiratory Care (CoARC); ), 1248 Harwood Road Bedford, TX 76201; (817) 283-2835; [www.coarc.com](http://www.coarc.com)
- **Associate of Applied Science, Surgical Technology**  
The surgical technology curriculum has been designed in accordance with the Core Curriculum for Surgical Technology and functions within the current Standards and Guidelines set forth by the Accreditation Review Committee on Education in Surgical Technology (ARCT), sponsored by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone: (727) 210-2350; fax: (727) 210-2354; Web address: [www.caahep.org](http://www.caahep.org).
- **Associate of Applied Science, Veterinary Technician**  
This program is accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA, CVTEA), 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4630.
- **Certificate, Phlebotomy Technician**  
This program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415; (773) 714-8880.
- **Certificate, Truck Driving**  
This program is accredited by the Professional Truck Driver Institute (PTDI), 2200 Mill Road, Alexandria, VA 22314; 703-838-8842. (Port Huron will seek accreditation in Spring, 2008.)

## Assessment of Student Academic Achievement

Baker College is committed to utilizing a process of assessment which continuously improves teaching and learning thereby enhancing institutional effectiveness. The College uses a variety of assessment measures. Curricula and instruction are reviewed continuously by faculty and administration to ensure that student outcomes are being achieved at the highest possible level of learning.

## 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, or other legally protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Inquiries regarding this policy can be directed to Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@baker.edu).

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on

grounds of race, color, creed, religion, sex, national origin, age, disability, or other factors which cannot lawfully be the basis for an admissions/employment decision. The College reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, or other characteristic which cannot be lawfully the basis for the administration of such services.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled, and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures which will ensure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law.

The College reaffirms its policy of nondiscrimination, on the basis of minority status, veterans' status, disability, sex, or other impermissible grounds, in the provision of all services provided to members of the public by facilities under control of the College.

Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans, and Vietnam Era veterans without regard to either their disability or status.

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

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

## Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA)

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as they apply to persons with disabilities in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of a service, program, course, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic/Administrative 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.

## GRIEVANCE PROCEDURES FOR 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, AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

## SECTION I

If any person believes that Baker College has inadequately applied the principles and/or regulations of 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, or the Americans with Disabilities Act of 1990 (ADA), he/she may bring forward a grievance to the Equal Employment Opportunity/ Affirmative Action /ADA Officer, Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507; 810-766-4028; e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@baker.edu).

## SECTION II

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 Chief Academic Officer/Vice President for Academics, who shall function as the designated campus EEO/AA/ADA Officer. The campus Chief Academic Officer/Vice President for Academics 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 Chief Academic Officer/Vice President for Academics within five business days of receipt of a response to the informal complaint. The campus Chief Academic Officer/Vice President for Academics shall further investigate the matters of 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 Chief Academic Officer/Vice President for Academics, he/she may submit a signed statement of appeal to the campus president within five business days after receipt of the campus Chief Academic Officer's/Vice President for Academics's response. The campus President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

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

The campus Chief Academic Officer/Vice President for Academics 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 at [www.eeoc.gov](http://www.eeoc.gov).

## Sexual Harassment Policy

Pursuant to Baker College's policy of equal employment opportunity, the College will maintain a working/educational environment for its employees and students which is free from sexual harassment. Sexual harassment is illegal and against the policies of this College.

Sexual harassment involves making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/ education, making submission to or rejection of such conduct the basis for employment/educational decisions, or creating an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:

- Verbal:** Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, and sexual propositions;
- Nonverbal:** Making suggestive or insulting noises, leering, whistling, and making obscene gestures;
- Physical:** Touching, pinching, brushing the body, coercing sexual intercourse, and assault.

Any employee/student who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507; 810-766-4028; e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@baker.edu).

A confidential investigation of any complaint will be undertaken immediately. Any employee/student found by the College to have sexually harassed another employee/student will be subject to appropriate disciplinary sanctions ranging from a warning in his/her file up to and including termination/expulsion. Retaliating or discriminating against an employee/student for complaining about sexual harassment is prohibited.

The College recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all evidence received. The College also recognizes that false accusations of sexual 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 sexual harassment.

## Official Records

### Access to Official Records

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

### Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's educational records that the student believes to be inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### Definitions

A "student" is any person who attends or has attended Baker College. An "educational record" is any record in hand-writing, print, tape, microfilm, or other medium maintained by Baker College which directly relates to a student. The following exceptions are not part of the educational record and are not subject to this Act:

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

### Disclosure of Educational Records

Baker College accords all rights under the Act to each student. No one outside the College will have access to, nor will the College disclose any information from, a student's educational record without the consent of the student.

Within the Baker College community, only those members who are acting in the educational interest of a student are allowed access to a student's educational record. These College members include faculty, administration, clerical, professional employees, campus safety, and other persons who manage student records (e.g., Office of the Registrar, Business Office, Financial Aid, and the Admissions Office).

Exceptions to the disclosure policy will be made under the following specific FERPA provisions regarding release of information:

1. To College officials as described in the above paragraph.
2. To federal and state educational officials in connection with operating their programs.
3. In connection with financial aid for which the student has applied.
4. To organizations conducting studies on behalf of the College.
5. To accrediting organizations to carry out their functions.
6. To the parents of a dependent student.
7. To comply with a lawful judicial order or subpoena.
8. To appropriate parties in a health or safety emergency.
9. Designated as "Directory Information."

### Annual Notification

Baker College publishes this institutional policy yearly in the Baker College Catalog, in the Student Handbook, and on the Baker College Web site.

### Fees for Copies of Records

The fee for copies is \$1 per page or \$6 for an entire file.

### Types and Locations of Educational Records

The record custodian for Baker College is the Registrar.

Type of Record	Office Location
Admissions Records	Admissions
Academic Transcript	Academic/Administrative
Cumulative Academic Records	Academic/Administrative
Disciplinary Record	Academic/Administrative
Disciplinary Records (Housing)	Student Life/Services
Financial Aid Records	Financial Aid
Financial Records	Business
Placement Records	Career Services

### Directory Information

Baker College designates the following items as directory information: student name, address, phone number, email address, date of birth, major field of study, dates of attendance, degrees received, and academic honors. 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 in the student's file.

### Procedure to Inspect Educational Records

Students may inspect and review their education records upon request in the Academic/Administrative Office. The Academic/Administrative Office will inform the Record Custodian of the student's request and will make the needed arrangements for access as promptly as possible. Access must be given within 45 days. Many student concerns can be handled on a daily basis without requiring this procedure.

When a record contains information about more than one student, a student may inspect and review only the portion of the record which relates to him/her. Students also may not inspect those records which are excluded under the FERPA definition of "educational record" (see above).

### Amendment of Education Records

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

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

## Campus Safety

It is the mission of the Campus Safety Department to preserve, protect, and defend people and property, while respecting the rights of all persons on the Baker College campuses.

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

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

The Campus Safety Department prepares an Annual Security Report which is available at [www.baker.edu/safety](http://www.baker.edu/safety). This report includes:

1. campus safety policies and procedures, including the procedures for reporting crimes and other emergencies on campus,
2. campus safety authority and jurisdiction,
3. security and facilities access,
4. security awareness programs,
5. sexual assault reporting procedures and preventative programs,
6. the Baker College alcohol and drug policy,
7. crime statistics including murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, and auto theft, and
8. arrests and disciplinary action statistics for alcohol, drug and/or weapons violations.

In addition to being available online, a paper copy of this report can be obtained through the Campus Safety Office at all Baker College campuses.

## Internet Account

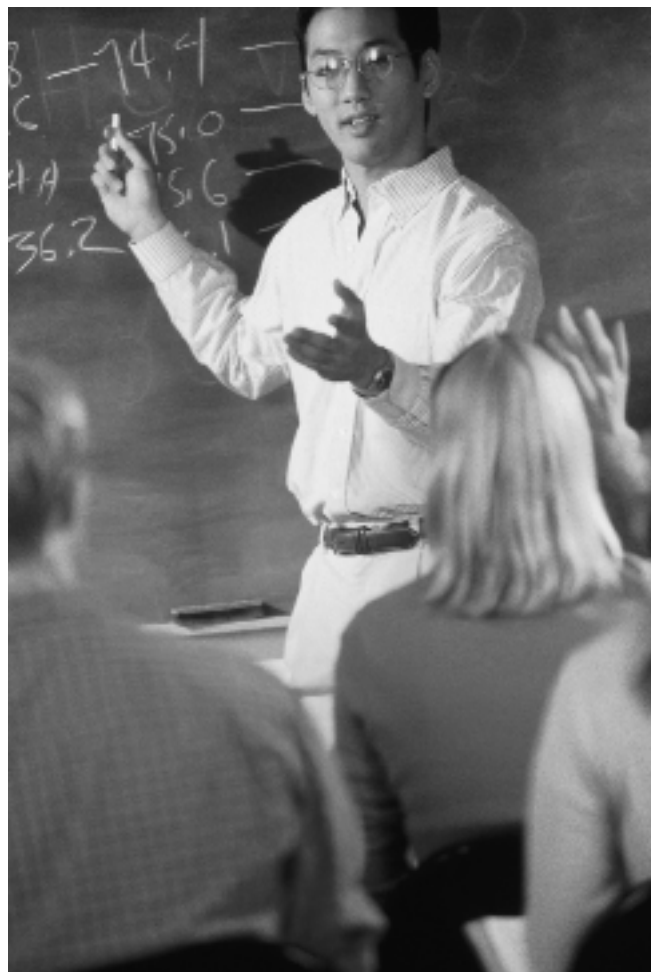
Any registered student at Baker College automatically receives an Internet Account. This account creates a personal e-mail account, an online classroom account, and gives students access to some restricted areas on Baker College's Web site, including access to many library resources. This account also gives students access to download some software that the College can distribute only to students. Finally, this account allows students to access the Student Online Links to Academic Records (SOLAR) System. The SOLAR System allows students to safely and privately access their own student data found on our administrative computer system. Students can view grades, transcript information, billing information, and register for classes through this system. For further information visit [www.baker.edu](http://www.baker.edu) and follow the link for student resources.

## 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 email 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 email is equivalent to notification by letter or by phone.

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



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**Baker College System Administrators**

**Baker College Administrators by Campus**

**Baker College Advisory Board Members by Campus**

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of Business and Entrepreneurship, Nova Southeastern University

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Baker College of Port Huron Regent

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Baker College Center for Graduate Studies Regent

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Baker College of Owosso Regent

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Baker College of Cadillac Regent

**David Klinger, VP Human Resources Mt. Clemens Regional Medical Center**

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Baker College of Flint Regent

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Baker College of Port Huron Regent

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Baker College of Cadillac Regent, Chairwoman

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Baker College of Cadillac Regent

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Baker College of Cadillac Regent

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Baker College Center for Graduate Studies Regent

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Baker College Jewell Educational Fund Trustee

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Baker College of Auburn Hills Regent

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Baker College Jewell Educational Fund Trustee

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Baker College of Clinton Township Regent

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Baker College Trustee

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Baker College of Cadillac Regent

**Paul Williams, Treasurer, City of Yale**  
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**Patricia Willis, President/Founder, Horizon Investment Company**  
Baker College of Jackson Regent

**Alan Wise, Vice President of Operations, Analysts International, Sequoia Service Group**  
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Tiffany J. Davis .....Vice President for Finance/Treasurer  
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Tiffany J. Davis .....Treasurer  
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Betsy White .....Vice President for Student Affairs  
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## Academic Division

### Denise A. Bannon, PhD

*System Vice President for Academics*  
BS Central Michigan University  
MA Michigan State University  
PhD Michigan State University

### Christine Schram, PhD

*System Associate Vice President for Academics*  
BS Michigan State University  
PhD Michigan State University

### Sheri Beattie

*System Director of Effective Teaching and Learning*  
BA University of Michigan  
MA Central Michigan University

### Jeff Chapko

*System Director of CIS and Technology Programs*  
BS ITT Technological Institute  
MS Michigan State University

### Susan Goering, EdD

*System Director of Education and Human Service Programs*  
BA University of Michigan  
MA Michigan State University  
EdD Wayne State University

### Kim Lutz

*System Director of Curriculum*  
BS Western Michigan University  
MA Eastern Michigan University

### Sally Pettinger

*System Library Director*  
BS University of Detroit  
MLS Wayne State University

### JoDee Salisbury, PhD

*System Director of Business Administration Programs*  
BBA Western Michigan University  
MS Central Michigan University  
PhD Capella University

### J. Michael Tyler, PhD

*System Associate Vice President for Institutional Effectiveness*  
BS Earlham College  
MA Purdue University  
PhD Indiana University

### Maria Somsel

*System Director of Health Science Programs*  
BSN Clarke College  
MBA University of St. Francis

### Sandra Valensky

*System Director of General Education and Developmental Education*  
BA Oakland University  
MA Oakland University

### Terry Martin

*Supervisor, Health Sciences Site Administration*  
BBA Baker College

### Marianne Barker

*System Program Coordinator, Patient Care Aide*  
AAS Mott Community College

### Dale Barror

*System Program Coordinator, Diesel Service Technology*  
AAS Baker College  
ASE Master Certified

### Kristin Spencer

*System Program Coordinator, Allied Health Technology*  
AAS Baker College  
BHSA Baker College  
MSBA Baker College

### Marie Bonkowski

*System Program Coordinator, Health Sciences*  
AAS Mercy College  
BS Mercy College

### Michelle Boss-Thayer

*System Program Coordinator, Rehabilitation Studies*  
BHS Grand Valley State University  
MPA Western Michigan University

### Cliff Carson

*System Program Coordinator, Automotive Service Technology*  
ASE Certified  
AAS Macomb Community College  
BS Wayne State University  
MEd Wayne State University

### JoAnne Crain, PhD, OTR

*System Program Coordinator, Master's of Occupational Therapy*  
BS Eastern Michigan University  
MA Eastern Michigan University  
PhD Michigan State University

### Thomas Cunningham

*System Program Coordinator, Electronic Technology*  
BS Baker College

### Diane DeNard

*System Program Coordinator, Medical Laboratory Technician*  
BHSA Baker College

### Robert Donelson

*System Program Coordinator, Mathematics and Science*  
BA Wittenberg University  
MS Purdue University  
EdS Michigan State University

### Pauline Dueveke

*System Program Coordinator, Computer Information Systems/Computer Science*  
BS Central Michigan University  
MSA Central Michigan University

### Sheree Duff, RDH

*System Program Coordinator, Dental Hygienist and Dental Assisting*  
BS University of Michigan  
MSA Central Michigan University

### Jeremy Eccles, PhD

*System Program Coordinator, Social Science*  
BA Southwestern Oklahoma State University  
MA Oklahoma State University  
PhD University of Nebraska

### Timothy Eklin

*System Program Coordinator, Corrections Officer*  
BA Saginaw Valley State University  
MA Saginaw Valley State University

### Terilynn Fedchenko

*System Program Coordinator, Radiation Therapy*  
BS University of Michigan

### Donna Fiebelkorn, EdD

*System Program Coordinator, Interpreter Training*  
BA Michigan State University  
MEd University of Vermont  
EdD University of Vermont

### Tamara Gerber, OTR

*System Program Coordinator, Pre-Occupational Therapy*  
BS Eastern Michigan University  
MA Eastern Michigan University

### Linda Hayden

*System Program Coordinator, License Practical Nurse*  
BSN Northern Michigan University  
MS Central Michigan University

### Paula Hayes

*System Program Coordinator, Sterile Processing Technician*  
AAS Washtenaw Community College  
BA Cleary University

### Cindy Higgins

*System Program Coordinator, Diagnostic Medical Sonography*  
AS Lansing Community College

### Jennifer Kaltz

*System Program Coordinator, Medical Insurance Specialist*  
AAS Ferris State University  
BBL Baker College

### Ann Konarski

*System Program Coordinator, Information Systems*  
BA Oakland Community College  
MS Wayne State University

### James Kullman

*System Program Coordinator, Industrial Relations and Industrial Technology*  
BA Sacred Heart Seminary  
MA Eastern Michigan University

### Barbara LaRue

*System Program Coordinator, HUS*  
BA Oakland University  
MA Oakland

### Mark Lindquist

*System Program Coordinator, Professional Pilot/Aviation*  
BAM Baker College

### Athanas Manyama

*System Program Coordinator, Architectural/Construction Technology*  
BS Budapest Technical University  
MS Budapest Technical University

### Wilsetta McClain

*System Program Coordinator, Coding Specialist*  
BBA Davenport University  
MBA Davenport University

### Michalene McPharlin

*System Program Coordinator, Vascular Technology*  
BSN Oakland University  
MSA Central Michigan University

### Matthew Mekkes

*System Program Coordinator, Occupational Therapy Assistant*  
BA Cornerstone University  
MSOT Grand Valley State University

### Kathy Miller

*System Program Coordinator, Respiratory Care*  
BAS Sienna Heights University  
MA Marygrove College

### Kathy Moran

*System Program Coordinator, Echocardiographic Technology*  
BS Wayne State University  
MS Wayne State University

### Deborah Nelson, CMA, RMA

*System Program Coordinator, Medical Assistant/Medical Administrative Assistant/Medical Receptionist*  
BS Madonna College

### Suzanne Perkins

*System Program Coordinator, Physical Therapy Assistant*  
BS University of Michigan  
MPT University of Michigan  
DPT Boston University

### Michael Picerno

*System Program Coordinator, Web Development/Game Software Development*  
BS Baker College  
MBA Baker College

### Christine Robinson

*System Program Coordinator, Polysomnography*  
AS Macomb Community College  
BA University of Detroit

### Jeff Ross

*System Program Coordinator, Graphic Communications*  
AA Macomb Community College  
BA Baker College  
MA Saginaw Valley State University

### Ahmad Sahabi

*System Program Coordinator, Computer Networking*  
BSME Lawrence Technological University  
MS Eastern Michigan University

### Anca Sala, PhD

*System Program Coordinator, Engineering*  
MS University of Bucharest  
PhD University of Toledo

### Amy Savage, RHIA, CCS

*System Program Coordinator, Health Information Technology and Medical Transcription*  
BS Ferris State University  
MAT Marygrove College

### Mary Slingerland

*System Program Coordinator, Nursing*  
BSN Michigan State University  
MSN Saginaw Valley State University

### Craig Smith

*System Program Coordinator, Orthotic/Prosthetic Technology*  
BS University of Texas

### Randall Smith

*System Program Coordinator, Opticianry*  
BS Iowa State University  
MS Ferris State University

### Soultana Sioutis

*System Program Coordinator, Bachelor of Health Services Administration*  
BSC University of Toronto  
BS National College of Chiropractic  
DC National College of Chiropractic

### Tom Spendlove

*System Program Coordinator, CAD and Manufacturing System Technology*  
BS GMI Engineering and Management Institute  
MS Rensselaer Polytechnic Institute

### Peter Szucs

*System Program Coordinator, Therapeutic Massage*  
BAS Siena Heights University

### Jennifer Volkers

*System Program Coordinator, Early Childhood Education*  
BA Olympic College  
MEd Grand Valley State University

### Robb White, CEC

*System Program Coordinator, Culinary Arts*  
AAS Lake Buena Vista Culinary Academy  
BBL Baker College

### Phillip Whitmer

*System Program Coordinator, Transport Management*  
BBA University of Michigan  
MBA Michigan State University

### Joel Yonkman

*System Program Coordinator, Emergency Medical Services*  
AS Northwestern Michigan College  
Certified EMT Paramedic

### Lynnette Zaner

*System Program Coordinator, Interior Design*  
BSA Central Michigan University  
MSA Central Michigan University

### Mary Vuckovich, MT (ASCP)

*System Associate Director, Health Sciences*  
BS Michigan State University  
MBA Baker College

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*Vice President for Marketing/Admissions*  
BBA Grand Valley State University

### Bruce Lundeen

*System Director of Admissions*  
BS Ferris State University

### Mark Heaton

*System Admissions Specialist*  
BS Michigan State University

### Bill Haas

*Regional Admissions Director*  
BS Western Michigan University  
MBA Western Michigan University

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*Vice President for Finance/Treasurer*  
BBA University of Michigan

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*Vice President for Human Resources*  
BBA Baker College  
MBA Baker College

### Melissa Seigwald, CPA

*Internal Auditor*  
BBA Western Michigan University

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*Vice President for Computer Information Systems*  
BS Michigan State University  
MS Oakland University

### Michael Andritsis

*Director of Programming*  
BBA Baker College

### Sheryl Dean

*Director of System Support and Training*  
BBA Baker College

### Ronald Belill

*Director of Networks*  
AAS Baker College

### Roy Teahen

*Director of Internet Systems and Applications*  
BBA University of Michigan  
MBA Baker College

## Student Services Division

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*Vice President for Student Services*  
BBA University of Michigan

### Linda Katrinic

*Director of Operations for Student Services*  
BBA Baker College  
MBA Baker College

## BAKER COLLEGE ADMINISTRATORS BY CAMPUS

## Allen Park

### Academics — 313-425-3721

#### William Cade

*Chief Academic Officer*  
BS University of Michigan  
MS Central Michigan University  
PhD Wayne State University

#### Fiona Brown

*Dean, General Education*  
BS Eastern Michigan University  
MEd Marygrove College

#### Charmaine Irvin

*Dean, Health and Human Services*  
BA Madonna University  
MA Marygrove College

#### James Cameron, PhD

*Dean, Business Administration*  
BS Central Michigan University  
MS Central Michigan University  
PhD Capella University

#### Jennifer O'Donnell

*Dean, Technology*  
BS Lawrence Technological University

#### Rosemarie Patterson

*Dean, Developmental Education*  
BA University of Michigan  
MA University of Michigan

#### Cheri Albright, JD

*Department Chair, Paralegal*  
BBA Rochester College  
MBA Baker College  
JD Thomas M. Cooley Law School

#### Susan Anderson

*Department Chair, Early Childhood Education*  
BA Michigan State University  
MA Michigan State University

#### Sandra Davis

*Department Chair, Technology*  
BS University of Detroit  
MS University of Detroit

#### Jamika Duncan

*Department Chair, Health Information Technology*  
BA Tennessee State University

#### Kathleen Givens, MT (ASCP)

*Department Chair, Medical Laboratory Technology*  
BS Madonna University  
MSA Central Michigan University

#### Rhonda Johns

*Department Chair, Medical Assistant*  
BA Sienna Heights College

#### John Pavliga

*Department Chair, Mathematics*  
BA Youngstown State University  
MS Youngstown State University

### David Perry, PT, MS

*Department Chair, Physical Therapist Assistant*  
BS Towson State College  
MS Duke University

### Kimberly Blair-Chambers

*Registrar*  
BS Grand Valley State  
MS Eastern Illinois University  
MBA Davenport University

### Kristine Blair-Sosnoshi

*Director, Learning Support Services*  
BA Central Michigan University

### Tehra Verellen

*Program Director, Surgical Technology*  
AAS Baker College

### Chip Evans

*Academic Advisor*  
AB Baker College  
BS Baker College

### Lisa Green, LLPC, LBSW

*Academic Counselor*  
BA Western Michigan University  
MA Spring Arbor University

### Sara Molloy, LLP

*Academic Advisor*  
BA Western Michigan University  
MA University of Detroit - Mercy

### Admissions — 313-425-3700

#### Steven Peterson

*Vice President, Admissions*  
BS Grand Valley State

### Bookstore — 313-425-3717

#### Jacqueline Steele

*Manager*  
AS Owens Community College

### Business — 313-425-3722

#### Aaron Maiké

*President*  
BS Northern Michigan University  
MBA Baker College

#### Tonya Dorn-Jackson

*Business Manager*  
BA Clarke Atlanta University  
MBA Devry University

### Career Services — 313-425-3716

#### Yvonne Langley

*Director*  
BA University of Michigan  
MPA Eastern Michigan University

### Facilities — 313-425-3731

#### Jim Sauve

*Director*

### Cliff Levitt

*Director of Scholarships and Grants*  
BBA Detroit College of Business  
MBA Baker College

### Robert Nelson

*Director of Student Loans*  
BBA Western Michigan University

### Financial Aid — 313-425-3728

#### Lisa Manning

*Director*  
BBA Albion College

### Library — 313-425-3713

#### Nicole Kessler

*Librarian*  
BA University of Michigan  
MLIS Western Michigan University

## Auburn Hills

### Academics — 248-276-8224

#### Jeffrey Love

*President*  
BSBA Central Michigan University  
MBA Central Michigan University

#### Susan Cathcart, PhD

*Vice President, Academics*  
BA Michigan State University  
MSM Walsh College  
PhD Capella University

#### Kammila Bramblett

*Dean, Developmental Education*  
BBA Baker College  
MBA Baker College

#### James Conlen, EdD

*Dean, Education and Human Service*  
BS Central Michigan University  
MA Michigan State University  
EdS Eastern Michigan University  
EdD Western Michigan University

#### Iris Lane

*Dean, Health Sciences*  
BBA Davenport College  
MA Central Michigan University

#### Kimme Nuckles, PhD

*Dean, General Education*  
BA Anderson College  
MA Eastern Michigan University  
PhD Wayne State University

#### James Wood, BS, MA CNE, CNI

*Dean, Computer Information Systems/Office Administration*  
BS University of Cincinnati  
MA Wayne State University

#### Ann Piper

*Dean, Business Administration*  
BS Central Michigan University  
JD Wayne State University

#### Sheree Duff

*Associate Dean, Dental Hygiene*  
BS University of Michigan  
MSA Central Michigan University

**Natalie Campbell**

*Department Chair, Early Childhood Education*  
BA Albion College  
MEd Oakland University

**Carey Ford, PhD**

*Department Chair, Social Sciences*  
BA Oakland University  
MA Wayne State University  
PhD Wayne State University

**Ann Jacob**

*Department Chair, Interior Design*  
BA Wayne State University

**Kenneth Juzsik**

*Department Chair, Automotive Services*  
BS Eastern Michigan University

**Susan Kanda**

*Department Chair, Office Administration and Small Business Management*  
BA Western Michigan University

**Susan Lowell**

*Department Chair, Human Service*  
MA University of Central Florida

**Melissa Manela, JD**

*Department Chair, Paralegal*  
BS Wayne State University  
JD Wayne State University

**Ronald Nuckles**

*Department Chair, Corrections*  
BS Anderson University  
MDiv Anderson University  
DMin Anderson University School of Theology

**Ken Piggott, CCNA, MCSE, MCSA, Network+, A+, Security+, CWLSS**

*Department Chair, Computer Networking*  
BSEE Wayne State University  
MBA Wayne State University

**Peggy Smith, CPA**

*Department Chair, Accounting*  
BA Walsh College

**Jacqueline Tessmer**

*Department Chair, Graphic Communications*  
BA University of Detroit  
MS Central Michigan University

**Horace Williams**

*Department Chair, Drafting and Design*  
BBA Northwood University  
MSA Central Michigan University  
PhD Capella University

**Letha Williams**

*Department Chair, Management and Accelerated*  
BA Oakland University  
MPA University of Michigan  
PhD Capella University

**Rita Atikian, RDMS**

*Program Director, Diagnostic Medical Sonography*  
BAS Siena Heights College

**Christine Levandowski**

*Program Director, Practical Nursing*  
MS Clarkson College

**Wilsetta McClain**

*Program Director, Medical Assisting*  
BBA Davenport University  
MA Davenport University

**Michalene McPharlin, RN, RVT**

*Program Director, Vascular Technology*  
BSN Oakland University  
MSA Central Michigan University

**Kathy Miller, RRT, CRT**

*Program Director, Respiratory Care*  
BAS Siena Heights College  
MA Marygrove College

**Kathy Moran, RDCS, RCVT**

*Program Director, Echocardiographic Technology*  
BS Wayne State University  
MS Wayne State University

**Kelly Roos**

*Program Director, Dental Assisting*  
MS Ferris State University

**Nancy Shannon**

*Site Coordinator, Teacher Preparation*  
BA University of Michigan  
MA Wayne State University

**Narine Mirijanian**

*Academic Advisor, Health Science*  
BS Oakland University  
MS Oakland University

**William Potvin**

*Advisor, Teacher Preparation*  
BS Northern Michigan University  
MA Eastern Michigan University  
EdS Eastern Michigan University

**David Slade**

*Academic Counselor, Business*  
BSE Western Michigan University  
MGC Western Michigan University

**Richarne Parkes White**

*Academic Counselor, Education, Human Service & Technical*  
BA Cleary College  
MC Siena Heights University

**Timothy Yount**

*Registrar*  
BS Wayne State University  
MA Central Michigan University

**Brian Hudson**

*Director, Learning Center*  
BS Central Michigan University  
MA Central Michigan University

**Sharon O'Connor**

*Director, Counseling and Assessment*  
BS Michigan State University  
MC Oakland University

**Admissions — 248-276-8201**

**Jan Bohlen**

*Vice President, Admissions*  
BA Michigan State University

**Bookstore — 248-276-8257**

**Stacie Payton**

*Manager, Bookstore*  
BBA Baker College

**Business — 248-276-8211**

**James Martin**

*Vice President, Finance*  
BA Michigan State University  
MBA University of Detroit Mercy

**Career Services — 248-276-8216**

**Beth Nuccio**

*Director, Career Services*  
BS Ferris State University  
MA Central Michigan University

**Facilities — 248-276-8213**

**James DeLashmit**

*Director, Facilities*  
AB Baker College  
BBA Baker College

**Financial Aid — 248-276-8252**

**Gregory Little**

*Director, Financial Aid*  
BBA Baker College

**Library - 248-276-8223**

**Michele Pratt**

*Director, Library*  
BA University of Michigan  
MLIS Wayne State University

---

**Cadillac**

**Academics — 231-876-3114**

**Nancy Foster**

*Chief Academic Officer*  
BS Ferris State University  
MS Ferris State University

**Gail Bullard**

*Dean, Health Sciences*  
RN Buttersworth Hospital School of Nursing  
BS Central Michigan University  
MSA Central Michigan University

**Mary Corey**

*Dean, Developmental Education*  
BS Ferris State University  
MA Michigan State University

**David Darrow**

*Dean, General Education*  
BA Central Michigan University  
MS Ferris State University

**Mark Kinney**

*Dean, Computer Information System and Technology*  
BBL Baker College  
MBA Baker College

**Mary Luchies**

*Dean, Education and Human Service*  
BS Ferris State University  
MS Capella University

**Dan Winkel**

*Department Chair, Technology*  
BS Central Michigan University  
MA Central Michigan University

**Christina Burke**

*Director, Veterinary Technology*  
BS Michigan State University  
MS Michigan State University  
DVD Michigan State University

**Jay Huntington**

*Director, Nursing*  
BSN Arizona State  
MSN University of Phoenix

**Rebecca Rodenbaugh**

*Director, Medical Assisting*  
BBSA Baker College

**Cynthia Shupe**

*Director, Surgical Technology*  
Certified Surgical Technician Indiana Vocational Technical College  
NCCA Certified First Assistant

**Gaylord Thompson**

*Director, Truck Driving*  
BS Central Michigan University  
MA University of Detroit

**Aileen Haggitt**

*Coordinator, CENA*  
ADN Henry Ford Community College

**Cindy Kelly**

*Coordinator, Nursing*  
BSN Barry University  
MSN Indiana University

**Admissions — 231-876-3100**

**Mike Tisdale**

*Vice President, Admissions*  
BA Mt. Vernon Nazarene College

**Bookstore — 231-876-3137**

**Lois Strzynski**

*Manager, Bookstore*  
MBA Baker College

**Business — 231-876-3101**

**Robert VanDellen, PhD**

*President*  
BA Calvin College  
MA Indiana University  
PhD Indiana University

**Ami McBride**

*Manager, Business*  
BBA Baker College  
MBA Lake Superior State University

**Business/Corporate Services Office — 231-876-3128**

**Mary Jo Binkley**

*Director, Business/Corporate Services*  
BBL Baker College  
MBA Baker College

**Career Services — 231-876-3101**

**Jackie Soltman**

*Director, Career Services*  
BS Ohio University

**Facilities — 231-876-3117**

**Ruth Mitchell**

*Director, Facilities*  
AB Baker College

**Financial Aid — 231-876-3118**

**Kristin Bonney**

*Director, Financial Aid*  
BS Central Michigan University

**Library — 231-876-3112**

**Support Services — 231-876-3123**

**Tammy Kangas**

*Director, Learning Support Services*  
BS Central Michigan University  
MA Western Michigan University

**Registrar/Academic Advisor — 231-876-3101**

**Cliff Redes**

*Registrar/Academic Services*  
BS Northern Michigan University  
MA Central Michigan University

**Cindy Deemer**

*Academic Advisor*  
BBA Baker College  
MA Central Michigan University

**Center for Graduate Studies**

---

**Academics — 810-766-4021**

**Bart Daig, PhD**

*Vice President, Academics*  
BS Central Michigan University  
MBA Baker College  
PhD Touro University International

**JoAnne Crain, OTR, PhD**

*Dean, MOT Program*  
BS Eastern Michigan University  
MA Eastern Michigan University  
PhD Michigan State University

**Scott Overmyer, PhD**

*Director, Master of Science in Information Systems*  
BA University of Colorado  
MS University of Iowa  
PhD George Mason University

**Michael Peters, PhD**

*Dean, MBA Program*  
BA University of Toledo  
MBA University of Toledo  
PhD University of Toledo

**John Vinton, PhD**

*Dean, Doctoral Studies*  
BA Carleton College  
MS University of Minnesota  
PhD Case Western Reserve University

**Dawn Prueter**

*Director, Academic Services*  
BBA Baker College  
MBA Baker College

**Admissions — 810-766-4390**

**Chuck Gurden**

*Vice President, Admissions*  
BS Central Michigan University  
MBA Baker College

**Bookstore — 800-339-9879**

**Dan Griggs**

*Manager*  
BBA Baker College

**Business — 800-469-3165**

**Michael Heberling, PhD**

*President*  
BS Cornell University  
MS University of Northern Colorado  
PhD Michigan State University

**Lynne Higham**

*Vice President, Finance*  
BBA Baker College  
MSA Walsh College

**Career Services — 810-766-8754**

**Chris Miciek**

*Director, Career Services*  
BA Calvin College  
MA Wesleyan University

**Financial Aid — 800-469-3165**

**Krista McGuire**

*Director, Financial Aid*  
BA Ferris State University  
MBA Baker College

**Library — 810-766-4289**

**Chandrika Shantaram**

*Director, Library*  
MLS Wayne State University  
MA University of Madras  
BA University of Madras

## Clinton Township

**Academics — 586-790-9587**

**James Koenig, MBA**

*Vice President, Academics*  
BBA University of Michigan  
MBA Baker College

**Anna Czubatyi, RN, MSN**

*Dean, Health Sciences*  
BA Siena Heights  
BSN Graceland College  
MSA Central Michigan University  
MSN University of Phoenix

**Pauline Dueweke, MSA**

*Dean, Computer Information Systems/Technology*  
BS Central Michigan University  
MSA Central Michigan University

**Debra Harroun, PhD**

*Dean, General Education*  
BA Oakland University  
MA Michigan State University  
MBA Simmons College  
PhD Capella University

**Lynne Morgan, MAT**

*Dean, Education/Human Services and  
Director, Learning Support Services*  
BA Michigan State University  
MAT Wayne State University

**Joseph Pepoy, MSA**

*Dean, Business Administration/Accounting*  
BBA Walsh College  
MSA Central Michigan University

**Donna Townsend, JD**

*Dean, Developmental Education*  
BS Eastern Michigan University  
MA Eastern Michigan University  
JD University of Toledo

**V. Lynn Carlinio, JD**

*Associate Dean, Business Administration*  
BA University of Michigan  
JD University of Detroit School of Law  
LLM Wayne State University Law School

**Jane Cox, RN, MSN**

*Associate Dean, Health Sciences*  
BSN University of Detroit  
MSN University of Phoenix

**Elizabeth Hoffman, CMA, BS, MA Ed**

*Associate Dean, Health Sciences*  
BS Central Michigan University  
MA Ed Central Michigan University

**Ahmad Sahabi, MS**

*Associate Dean, CIS/Technology*  
BSME Lawrence Technological University  
MS Eastern Michigan University

**Patty Berak, MBA**

*Director, Therapeutic Massage*  
MBA Baker College

**Lynda Custer, CST**

*Director, Surgical Technology*  
BA Wayne State University

**Crystal Forbush**

*Director, EMS*  
BS Central Michigan University  
MEd American Intercontinental University

**Zohra Gideon, PhD**

*Director, Human Service*  
BA University of Madras  
MSW University of Louisville  
PhD Michigan State University

**Karen Grobson-Wagar, RN, MSN**

*Director, Nursing*  
MSN Oakland University  
BSN Oakland University

**Brian Howell, DVM**

*Medical Director, Veterinary Technology*  
BS Michigan State University  
DVM Michigan State University

**Barbara Krygel**

*Director, Advising and Counseling*  
BS Central Michigan University  
ME George Washington University

**Tamara Lowe, RHIA, RHIT**

*Director, Health Information Technology and  
Medical Insurance Specialist*  
BME Eastern Michigan University  
RHIA Schoolcraft College

**Marianne Tear, MS, BA, LVT**

*Director, Veterinary Technology*  
AAS Wayne County Community College  
BA Wayne State University  
MS Wayne State University

**Kristi Wickerham, JD**

*Director, Paralegal*  
JD Michigan State University

**Christopher Woodward, BS**

*Director, Radiological Technology*  
BS Ferris State University

**Shaun Stevens, MBA**

*Registrar*  
BS Wayne State University  
MBA Baker College

**Deborah Schall, MSW**

*Coordinator, Special Needs*  
MSW Wayne State University  
Graduate Certificate Wayne State University

**Admissions — 586-790-9580**

**Annette Looser**

*Vice President, Admissions*  
BS Ferris State University  
MSA Central Michigan University

**Bookstore — 586-790-9592**

**Susan Helfing**

*Manager, Bookstore*  
BA Columbia College, Chicago  
MA Assembly of God Theological Seminary

**Business — 586-790-9165**

**Marsha Adamkiewicz**

*Vice President, Finance*  
BA Walsh College

**Campus Safety — 586-790-9409**

**Daniel Osborn**

*Director, Campus Safety*  
BS Wayne State University

**Career Services — 586-790-9165**

**Marilyn Woods**

*Director, Career Services*  
BBA Detroit College of Business  
MSA Central Michigan University

**Facilities — 586-790-2594**

**Raymond Amato**

*Director, Facilities*

**Financial Aid — 586-790-9810**

**Donald Torline**

*President*  
BS Oakland University  
MA Eastern Michigan University

**Lisa Harvener**

*Vice President, Student Services*  
BBA Walsh College

**Library — 586-790-9584**

**Kathy Harger**

*Director, Library*  
BA Hope College  
MLIS Wayne State University

## Corporate Services

**Sandra Kay Krug, PhD**

*Campus Director, Corporate Services*  
BA University of Michigan  
MA University of Michigan  
PhD Michigan State University

**Roger Hosn**

*Director, Operations*  
BA University of Michigan  
MA Wayne State University

**James Kullman**

*Academic Dean*  
BA Sacred Heart Seminary  
MA Eastern Michigan University

**Louise Borucki**

*Business Manager*  
BBA Walsh College  
MBA Walsh College

**Faye Burdzinski**

*Registrar*  
BS Oakland University

**Felicia Fawaz**

*Coordinator*  
BBA Baker College  
MSA Central Michigan University

**Matthew Seluk**

*Enrollment Specialist*  
BA Central Michigan University  
MBA Lawrence Technological University

**Randall Swift**

*Coordinator*  
BBA Baker College  
MBA Baker College

**Tanya Urcavich, PhD**

*Coordinator*  
BA Olivet College  
MA Central Michigan University  
PhD Union Institute

## Flint

**Academics — 810-766-4100**

**Margaret Hale-Smith, PhD**

*Vice President, Academics*  
BA Michigan State University  
MA Michigan State University  
PhD Michigan State University

**Veronica Bordine**

*Dean, Developmental Education*  
BS Michigan State University  
MA Wayne State University

**John Cote, PhD**

*Dean, Business Administration*  
BS Northern Michigan University  
MBA Central Michigan University  
PhD Capella University

**Candace Johnson**

*Dean, Health Science*  
BSN University of Michigan-Flint  
MPA University of Michigan-Ann Arbor

**James Riddell**

*Dean, Engineering and Technology*  
BSME University of Vermont  
MSME University of Vermont

**Mary Ann Thayer, PhD**

*Dean, General Education*  
BA University of Michigan  
MLS University of Michigan  
PhD Michigan State University

**Amy DeSonia, PhD, CPA, NPA**

*Associate Dean, Business Administration*  
BBA University of Michigan  
MPA Western Michigan University  
PhD Western Michigan University

**Kevin Eikey, DPT, MBA**

*Associate Dean, PTA and Therapeutic Massage*  
BS Michigan State University  
BS University of Michigan  
MBA University of Michigan  
DPT University of Michigan

**Timothy Eklin**

*Associate Dean, Education and Human Service*  
BA Saginaw Valley State University  
MA Saginaw Valley State University

**Morris Fulcher**

*Associate Dean, Computer Information Systems*  
BS Central Michigan University  
MA Central Michigan University

**Deborah Nelson**

*Associate Dean, Health Sciences*  
BS Madonna College  
MS University of Michigan

**Kamal Osman, PhD**

*Associate Dean, Health Sciences*  
BSc Alexandria University  
MS Wayne State University  
PhD Wayne State University

**Amy Savage, RHIM**

*Associate Dean, HIT/Medical Transcription*  
BS Ferris State University  
MAT Marygrove College

**Maureen Steen, PhD**

*Associate Dean, General Education*  
BS Oakland University  
MS University of Michigan  
PhD Oakland University

**Connie Warner**

*Associate Dean, Developmental Education*  
BA Oakland University  
MBA Baker College

**Janet Haffner, EdD**

*Program Coordinator, Teacher Preparation*  
BA University of Michigan  
MA Eastern Michigan University  
EdD Wayne State University

**Jack Larmor**

*Program Coordinator, Automotive Technology*  
BS Spring Arbor University

**Christine Robinson, RRT, RPFGT**

*Program Coordinator, Polysomnography*  
BA University of Detroit

**Craig Smith, CPO**

*Program Coordinator, Orthotic/Prosthetic Technology*  
BS University of Texas

**Stephanie Sova, RN**

*Program Coordinator, CA/CENA*  
ADN Delta College

**Judith Snider**

*Program Coordinator, Early Childhood Education*  
BA William Tyndale  
MA Michigan State University

**Aaron Walton, DVM**

*Program Coordinator, Veterinary Technology*  
BS Michigan State University  
DVM Michigan State University

**Phillip Whitmer**

*Program Coordinator, Transport Management*  
BBA University of Michigan  
MBA Michigan State University

**Charles Grasley**

*Site Coordinator, Teacher Preparation*  
BA Saginaw Valley State University  
MA Saginaw Valley State University

**Denise Gruener**

*Clinical Coordinator, MA and MIS*  
AAS Ferris State University  
BS Baker College

**Brenda Brown, PhD**

*Director, Learning Support Services*  
BLS Hillsdale College  
MS Central Michigan University  
PhD Capella University

**Phyllis Sano, RN**

*Assistant Director, Nursing*  
BSN Wayne State University  
MSN Wayne State University

**Paul Zang, MSW, ACSW, BCD**

*Director, Counseling and Assessment*  
BA Michigan State University  
MA Michigan State University

**Robert Martin**

*Registrar*  
BA Michigan State University  
MA Michigan State University  
EdS Michigan State University

**Melissa Latner**

*Coordinator, Registration/Retention*  
BS Central Michigan University

**Nicole Toft**

*Evening Coordinator*  
BA Michigan State University  
MA Central Michigan University

**Karen Weissert**

*Coordinator, Academic Support Services*  
BA University of Michigan  
MSW University of Michigan

**Admissions — 810-766-4000**

**Jodi Cuneaz**

*Director, Admissions*  
BS University of Michigan

**Michelle Wolfenden**

*Assistant Director, Admissions*  
BBA Baker College

**Bookstore — 810-766-4055**

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*Manager, Bookstore*  
BBA Baker College

**Marsha Reed**

*Assistant Manager, Bookstore*  
AB Baker College

**Business — 810-766-4030**

**Julianne Princinsky, EdD**

*President*  
BS Ferris State University  
MBA University of Michigan  
EdD Wayne State University

**Rebecca Ayre Boggs**

*Manager, Business*  
BS Ferris State University

**Campus Safety — 810-766-4223**

**Greg Campbell**

*Sergeant, Campus Safety*  
BA University of Detroit

**Thomas Pokora**

*Director, Campus Safety*  
BS Michigan State University

**Gary Nelson**

*Assistant Director, Sergeant, Campus Safety*  
BS Michigan State University

**Career Services — 810-766-4200**

**Janie Stewart**

*Director, Career Services*  
BS Central Michigan University  
MBA Baker College

**Laura Zuck**

*Assistant Director, Career Services*  
BBA Baker College  
MBA Baker College

**Corporate/Community Services — 810-766-4256**

**Clifford Burks**

*Director, Corporate/Community Services*  
BSED Lincoln University of Missouri

**Extension Sites Academics — 989-872-6016**

**Karen Easterling**

*Campus Director, Cass City and West Branch*  
BS Ferris State University  
MBA Baker College

**Facilities — 810-766-4041**

**Marvin Dean**

*Director, Facilities*  
AB Baker College

**Financial Aid — 810-766-4202**

**Gerald McCarty II**

*Vice President, Student Services*  
BBA Central Michigan University  
MSA Central Michigan University

**Veta Norris**

*Director, Financial Aid*  
BBA Baker College

**Housing — 810-766-4341**

**David Hall**

*Resident Halls Coordinator*  
AAS Baker College

**Amy Kline**

*Resident Halls Coordinator*  
BA Alma College

**Library — 810-766-4237**

**Eric Palmer**

*Director*  
MLIS Wayne State University

**My First School — 810-766-4315 (The Early Learning Center)**

**Janna Birchmeier**

*Director, My First School*  
AAS Mott Community College

**Student Life — 810-766-8752**

**Maureen Parmann**

*Director, Health and Fitness Center*  
BA Central Michigan University

**Jackson**

**Academics — 517-789-6123**

**Patricia Kaufman, EdD**

*President/Chief Academic Officer*  
BA Siena Heights College  
MA University of Toledo  
EdD Wayne State University

**Marie Bonkowski, RRT**

*Dean, Health Sciences*  
BS Mercy College

**Blaine Goodrich**

*Dean, Education and Human Service*  
BA Albion College  
MA Eastern Michigan University  
EdS Eastern Michigan University

**Nancy Hill**

*Dean, General Education*  
BS Illinois State University  
MS Illinois State University

**Jack Jordan**

*Dean, Business Administration and Technology*  
BA Michigan State University  
MA Michigan State University  
JD Thomas Cooley Law School

**Cynthia VanGieson**

*Dean, Developmental Education*  
BFA Ohio University  
MBA Baker College

**Jean Allison**

*Department Chair, Early Childhood Education*  
BS Michigan State University  
MA Michigan State University

**Jim Carpenter**

*Department Chair, Business Management*  
BBA Davenport University  
MSA Central Michigan University

**Marc Ellsworth**

*Department Chair, Massage Therapy*  
BBL Baker College

**Teri Fedchenko**

*Department Chair, Radiation Therapy*  
BS University of Michigan

**Paula Hayes**

*Department Chair, Surgical Technology*  
CST Washtenaw Community College  
BBA Cleary University

**Timothy Williams**

*Department Chair, Paralegal*  
BA Aquinas College  
JD Valparaiso University

**Terrence Willyard**

*Department Chair, Accounting*  
BA Aquinas College  
MBA Eastern Michigan University

**Lisa Radak**

*Clinical Coordinator, Radiation Therapy*  
AAS Chattanooga State University

**Jill Dutton**

*Registrar*  
BS Western Michigan University

**Sharon Sexton**

*Site Coordinator, Teacher Preparation*  
BS Western Michigan University  
MA Siena Heights University

**Bambi Cooper**

*Director, Learning Support Services*  
BA Adrian College  
MA Spring Arbor University

**Jackie Hassenzahl**

*Coldwater Coordinator*  
BBA Baker College

**Admissions — 517-788-7800**

**Kelli Stepka**

*Vice President, Admissions*  
BS Michigan State University

**Bookstore — 517-789-6123**

**Rose Zentner**

*Manager, Bookstore*  
AAS Baker College

## Business — 517-789-6123

**Patricia Kaufman, EdD**  
*President/Chief Academic Officer*  
 BA Siena Heights College  
 MA University of Toledo  
 EdD Wayne State University

**Pam Holloway**  
*Assistant Business Manager*  
 BBA Baker College

## Campus Safety — 517-789-6123

**Tim Griffin**  
*Director, Campus Safety*  
 BS Western Michigan University

## Facilities — 517-789-6123

**Ryan Smithson**  
*Director, Facilities*  
 MBA Baker College

## Financial Aid — 517-780-4543

**Jenni Samons**  
*Director, Financial Aid*  
 BBA Baker College

## Library — 517-789-6123

**Melissa McPherson**  
*Director, Library*  
 BS Central Michigan University  
 MLS Indiana University

## Student Services — 517-789-6123

**Michelle Shields, PhD**  
*Vice President, Student Services*  
 BBL Baker College  
 MA Michigan State University  
 PhD University of Toledo

## Muskegon

## Academics — 231-777-5232

**Mary Ann Herbst, PhD**  
*Vice President, Academics*  
 BA Michigan State University  
 MA Michigan State University  
 PhD Michigan State University

**Lee Coggin**  
*Dean, General Education*  
 BA Sanford University  
 JD University of Dayton

**Alex Erdmann**  
*Dean, Culinary Arts*  
 Diploma International Hospitality Management  
 Certified Hospitality Educator AHLEI  
 Certified Master Chef-Germany

**Donna Fiebelkorn, EdD**  
*Dean, Education and Human Services*  
 BA Michigan State University  
 MEd The University of Vermont  
 EdD The University of Vermont

**Trudi Kenny, RN**  
*Dean, Health Sciences*  
 BSN Loyola University  
 MBA Baker College

**Steve Snyder**  
*Dean, Developmental Education*  
 BS Ohio State University  
 MS Grand Valley State University

**Rusty Van Der Veer**  
*Dean, Business/Office Administration*  
 BA Cornerstone College  
 MBA Baker College

**Allyn Abel**  
*Department Chair, CAD, Architectural Construction/Industrial Technology*  
 BS Western Michigan University

**Sylvia Coon**  
*Department Chair, Interior Design*  
 BBL Baker College  
 BID Baker College

**Linda DeKuiper**  
*Department Chair, Office Administration*  
 BS Western Michigan University  
 MA Michigan State University

**Ruth Deters, RN, CNOR**  
*Department Chair, Surgical Technology*  
 RN Hackley School of Nursing  
 BAHA Baker College

**Sheri Goik-Kurn**  
*Department Chair, Human Service*  
 BA University of Texas  
 MS Amber University

**Cindy Gordon, CMA**  
*Department Chair, Medical Assistant*  
 BSH Baker College  
 MBA Baker College

**Karen Johnson-Cole**  
*Department Chair, Corrections*  
 BS Grand Valley State University

**Jennifer Kaiser**  
*Department Chair, Nursing*  
 BSN Grand Valley State University  
 MSN University of Phoenix

**Mark Lindquist**  
*Department Chair, Aviation Technology*  
 BAM Baker College

**Don Mangione**  
*Department Chair, Graphic Communications/Web Design*  
 BA Western Michigan University  
 MA Western Michigan University

**Valerie Manglitz**  
*Department Chair, Interpreter Training Program*  
 BS Grand Valley State University

**Matt Mekkes**  
*Department Chair, Occupational Therapy Assistant*  
 BA Cornerstone University  
 MSOT Grand Valley State University

**Amy Morris-Jones**  
*Department Chair, English/Communications*  
 BA Grand Valley State University  
 MA Miami University

**Marcy O'Rourke, DVM**  
*Department Chair, Veterinary Technology*  
 BVS Michigan State University  
 DVM Michigan State University

**Paula Rahe**  
*Department Chair, Electronic Technology*  
 BA University of Michigan  
 MCIS University of Phoenix

**Peter Schaub, PT**  
*Department Chair, Physical Therapist Assistant/Therapeutic Massage*  
 BS Daemen College  
 MS University of Indianapolis

**Timothy Stein**  
*Department Chair, Management and Marketing, Weekend Administrator*  
 BA Michigan Technological University  
 MBA Baker College

**Susan Stout, RN**  
*Department Chair, Science*  
 RN Hackley Hospital  
 BS Western Michigan University  
 MHS Grand Valley State University

**Cameron Vander Stel, RT**  
*Department Chair, Radiologic Technology*  
 AAAS Grand Rapids Community College  
 BS Western Michigan University  
 MBA Baker College

**Mark Verhoeven**  
*Department Chair, Computer Networking*  
 BSC Baker College  
 MBA Baker College

**Jennifer Volkers**  
*Department Chair, Early Childhood Education/Paraprofessional Education*  
 BA Olympic College  
 MEd Grand Valley State University

**Robb White, CEC**  
*Department Chair, Culinary Arts*  
 AAS Lake Buena Vista Culinary Academy  
 BBL Baker College

**Christine Bultema, LPC**  
*Director, Counseling and Assessment*  
 BA Western Michigan University  
 MA Western Michigan University

**Vicky Halpin, RT (R)**  
*Academic Clinical Coordinator, Radiography*  
 BHA Baker College

**Sally Schmieding**  
*Academic Clinical Coordinator, Nursing*  
 BSN Coe College  
 MS University of Arizona

**Kathy Van Til, COTA**  
*Academic Clinical Coordinator, Occupational Therapy Assistant*  
 BA Western Michigan University

**Christine Fogg**  
*Registrar*  
 BA Adrian College  
 MEd Loyola University-Chicago

**Marleen DeLong**  
*Evening Administrator*  
 BA Grand Valley State University

**Brenda Bourdon**  
*Director, Learning Center*  
 BA Western Michigan University

## Admissions — 231-777-5200

**Kathy Jacobson**  
*Vice President, Admissions*  
 BA Central Michigan University  
 MA Central Michigan University

**Debra Smith**  
*Assistant Director, Admissions*  
 BS Ferris State University  
 MBA Baker College

## Bookstore — 231-777-5342

**Amy Bodbyl - MAST**  
*Manager, Bookstore*  
 BA Kalamazoo College

## Business Office — 231-777-5233

**Rick Amidon, PhD**  
*President*  
 BS Northern Michigan University  
 MA Michigan State University  
 PhD Michigan State University

**Manifa Dennison, CPA**  
*Vice President, Finance*  
 BS Florida A&M University

## Campus Safety — 231-777-5301

**Joseph Stapel**  
*Director, Campus Safety*  
 BS Ferris State University

## Career Services — 231-777-5200

**Michael Helsen, LPC**  
*Vice President, Student Services*  
*Director, Career Service*  
 BS Western Michigan University  
 MA Western Michigan University

## Facilities — 231-777-5350

**Patrick Kopytek**  
*Director, Facilities*  
 BSME Michigan Technological University  
 MA Central Michigan University

## Financial Aid — 231-777-5231

**Jody Zerlaut**  
*Director, Financial Aid*  
 BS Ferris State University

## Fremont Extension — 231-924-8850

**James Kelly**  
*Extension Director*  
 BS University of Melbourne

## Library — 231-777-5331

**Gail Powers-Schaub**  
*Director, Library*  
 AA Northwestern Michigan College  
 BA University of Michigan  
 MSL Western Michigan University

## Online

## Academics — 888-211-8915

**Bart Daig, PhD**  
*Vice President, Academics*  
 BS Central Michigan University  
 MBA Baker College  
 PhD Touro University International

**Eric Grekowicz, PhD**  
*Dean, General Education*  
 BA University of Michigan  
 MA University of Alaska Fairbanks  
 PhD Michigan State University

**Amie Losee**  
*Dean, Business Administration*  
 AA Columbia College  
 BS Columbia College  
 MA Webster University

**Michael Picerno**  
*Dean, Computer Information Systems*  
 BS Baker College  
 MBA Baker College

**Ann Voorheis-Sargent, PhD**  
*Dean, Developmental Education*  
 BA Michigan State University  
 MA Oakland University  
 MSA Central Michigan University  
 PhD Oakland University

**Robert Payne**  
*Associate Dean, Business Administration*  
 BS Walsh College  
 MS Central Michigan University

**Dawn Pruetter**  
*Director, Academic Services*  
 BBA Baker College  
 MBA Baker College

## Admissions — 800-469-4062

### Chuck Gurden

*Vice President, Admissions*

BS Central Michigan University  
MBA Baker College

## Bookstore — 800-339-9879

### Dan Griggs

*Manager, Bookstore*

BBA Baker College

## Business — 800-469-4062

### Julia Teahen, DBA

*President*

BA Michigan State University  
MSA Central Michigan University  
DBA Nova Southeastern University

### Lynne Higham

*Vice President, Finance*

BBA Baker College  
MBA Walsh College

## Career Services — 888-211-8915

### Chris Miciek

*Director, Career Services*

BA Calvin College  
MA Wesleyan University

## Financial Aid — 800-469-4062

### Krista McGuire

*Director, Financial Aid*

BA Ferris State University  
MBA Baker College

## Library — 888-854-1058

### Chandrika Shantaram

*Director, Library*

BA University of Madras  
MA University of Madras  
MLS Wayne State University

## Owosso

## Academics — 989-729-3400

### Carol Dowsett, EdD

*Vice President, Academics*

BS Wayne State University  
MA Wayne State University  
EdD Wayne State University

### Tom Kurtz

*Dean, Computer Science/Technology*

BS Purdue University  
MBA Baker College

### Dana Clark

*Dean, Teacher Preparation, Human Service and Early Childhood Education*

BS Northern Illinois University  
MA National-Louis University

### Jeremy Eccles, PhD

*Dean, General Education*

BA Southwestern Oklahoma State University  
MA Oklahoma State University  
PhD University of Nebraska

### Randy Paape

*Dean, Business/Office Administration*

BS Central Michigan University  
MBA Central Michigan University

### Phyllis Seelye

*Dean, Developmental Education*

BA Adrian College  
MA Marygrove College

### Toni Kneiding

*Associate Dean, Teacher Preparation/Human Service/Early Childhood Education*

BA Eckerd College  
MA Michigan State University

### Mary Slingerland, RN, MSN

*Dean, Health Sciences*

BSN Mercy College of Detroit  
MSN Saginaw Valley State University

### Susan Gregoricka, RN, BSN, MPA

*Director, Nursing*

BSN Northern Michigan University  
MPA Western Michigan University  
MSN Michigan State University

### Theresa Gulick

*Director, Academic Services*

BA Michigan State University  
MBA Baker College

### Rich Barror

*Program Coordinator, Diesel Service Technology*

ASE Master Certified  
AAS Baker College

### Diane DeNard, CLT, HEW, MLT (ASCP)

*Program Coordinator, Clinical Laboratory Sciences*

BHS Baker College

### Gail Grace

*Program Coordinator, Therapeutic Massage*

BA Michigan State University

## Cindy Higgins, RDMS

*Program Coordinator, Diagnostic Medical Sonography*

AAS Lansing Community College

## Sheri Lafrance, MT (ASCP)

*Program Coordinator, Clinical Lab Sciences*

BS Central Michigan University

## Lesa Louch

*Program Coordinator, Teacher Preparation*

BA Michigan State University  
MA Michigan State University

## Kristin Spencer

*Program Coordinator, Medical Assistant*

AAS Baker College  
BHSA Baker College

## Kathleen Wallen, BS, RT (R)

*Program Coordinator, Radiologic Technology*

BHS Baker College

## James Whaley, MS, RPh

*Program Coordinator, Pharmacy Technology*

BS Ferris State University  
BS Grand Valley State University  
MS University of Illinois

## Paula Bishop

*Assistant Director, Nursing*

BSN University of Michigan

## Paula Dixon, RT (R)

*Clinical Coordinator, Radiography*

AAS Lansing Community College

## Laura Washburn, RDMS

*Clinical Coordinator, Diagnostic Medical Sonography*

Grand Rapids Community College

## Pam Carlson

*Site Placement Coordinator, Teacher Preparation*

BS Michigan State University  
MA Michigan State University

## Admissions — 989-729-3350

### Mike Konopacke

*Vice President, Admissions*

BS Northern Michigan University

### Amy Martin

*Assistant Director, Admissions*

BBL Baker College

### Christain Schaefer

*Assistant Director, Admissions*

BS Michigan State University

## Bookstore — 989-729-3451

### Sherri Hammond

*Manager, Bookstore*

AB Baker College

## Business — 989-729-3430

### Peter Karsten, CPA

*President*

BA Michigan State University  
MA University of Michigan  
MBA Michigan State University

### Michael Moore

*Vice President, Finance*

BBA University of Michigan  
MSA Central Michigan University

## Business and Corporate Services — 989-729-3616

### Troy Napier

*Director, Business and Corporate Services*

BA Northwood University  
MBA Baker College

## Campus Safety — 989-729-3499

### Vic Spagnuolo

*Director, Campus Safety*

AB Lansing Community College

### Doug Ferrier

*Officer, Campus Safety*

## Career Services — 989-729-3300

### Lisa Lynch

*Vice President, Student Services*

BS Michigan State University  
MSA Central Michigan University

### Greg Klapko

*Director, Career Services*

BBL Baker College

## Early Learning Center — 989-729-3340

### Kendra Nichols

*Director, Early Learning Center*

BBA Baker College

## Facilities — 989-729-3457

### Pat Praski

*Director, Facilities*

### Vince Birchmeier

*Assistant Director, Facilities*

## Financial Aid — 989-729-3430

### David Lewis

*Director, Financial Aid*

BBA University of Michigan-Flint  
MA Central Michigan University

## Library — 989-729-3325

### Mary Brandt

*Director, Library*

BS California State University – Humboldt  
MLS University of Hawaii

### Derek Barth

*Circulation Supervisor*

BS University of Michigan  
MLS Wayne State University

## Support Services — 989-729-3370

### Voula Erfourth

*Director, Learning Center*

BA Michigan State University  
MLS University of Michigan

## Port Huron

## Academics — 810-985-7000

### Laura Treanor

*Vice President, Academics*

BS Virginia Tech University  
MA Ohio State University  
EdD Virginia Tech University

### Marjorie Beaudry

*Dean, Developmental Education*

BS Central Michigan University  
MBA Baker College

### Larry Bukowski, EdD

*Dean, Education and Human Service*

BA Western Michigan University  
MA Central Michigan University  
EdS Wayne State University  
EdD Wayne State University

### Pamela Goll, DC

*Dean, Health Sciences*

DC Cleveland College

### Jean Hall

*Dean, Technology*

BBA Walsh College  
MS Ferris State University

### Colleen Kaltz

*Counselor and Special Needs Coordinator*

BA Siena Heights University  
Med Siena Heights University

### Susan Porrett

*Dean, Business Administration*

BA Olivet College  
MSA Central Michigan University

### Louise Wang-Weldon

*Dean, General Education*

BGS University of Michigan

### Lawrence VanNess

*Academic Advisor*

BS Ferris State College  
MA Eastern Michigan University

### Kirstin Howell

*Registrar*

BA Concordia College  
MA University of Mary

### Gytina Roy

*Director, Learning Support Services*

BS West Virginia University  
MA Central Michigan University

## Admissions — 810-985-7000

### Daniel Kenny

*Vice President, Admissions*

BA Central Michigan University

## Bookstore — 810-989-2108

### JoAnn Stewart

*Manager, Bookstore*

## Business — 810-989-2133

### Charles Decker

*Manager, Business*

BBA Baker College  
MBA Baker College

## Campus Safety — 810-989-2107

### Rick LaRue

*Director, Campus Safety*

BBL Baker College  
John Boysmier



Campus Safety Officer

**Career Services — 810-989-2117**

**Betsy White**

*Vice President, Student Services*

BS Lake Superior State University

MBA Baker College

**Facilities — 810-989-2107**

**Ralph Jordan**

*Director, Facilities*

AB Baker College

**Financial Aid — 810-989-2119**

**Barb Fosgard**

*Director, Financial Aid*

BBA Baker College

**Library — 810-989-2122**

**Theresa Miller**

*Director, Library*

BS Wayne State University

MLIS Wayne State University

**President's Office — 810-989-2124**

**Connie Harrison, PhD**

*President*

BGS Oakland University

MA Central Michigan University

PhD Capella University

## Purposes and Goals

It is the belief of Baker College that quality education is the result of a cooperative effort shared between the College and the business community toward the development and implementation of relevant curricula. With this purpose in mind, the following goals have been established for members of the Advisory Boards of Baker College:

1. To provide responsible advisement and to make recommendations to the staff of Baker College regarding the development and operation of instructional programs.
2. To provide Baker College instructors with timely, professional information on the new methods, techniques, and procedures used in specific fields of business and technology.
3. To help Baker College determine community needs and objectives in the areas of curriculum and placement.
4. To provide the essential communication link between Baker College and the business community.
5. To advise on curriculum content, facilities, and equipment.
6. To provide assistance to the College in the areas of externship, co-op, and placement; as guest speakers for selected courses; as field trip sites; and on public relations activities.
7. To evaluate the College's progress made toward program outcomes.
8. To provide feedback concerning program assessment methods/tools and assessment findings.

## Members

### Allen Park

#### Business Administration

**Cheri Albright J.D.**  
Baker College  
**Connie Austin-Gentris,**  
Charter One  
**Jewell Dziendziel**  
Baker College  
**Tim Kleczynski**  
GMAC Insurance  
**George Mimikos**  
Hollingsworth Logistics Group  
**Keith Nolan**  
Business Consultant  
**Jennifer O'Donnell**  
Baker College  
**Patti Powell**  
Baker College  
**Annette Prevaux**  
The Visionary

#### Computer Information Systems

**Jermaine Buckines**  
SBC Credit and Collections  
**William Hilliker**  
Monroe County Community College  
**Walter Koltys**  
Ford Motor Company  
**Pete Lopez**  
Inkster Public Schools  
**Mariann Luppino**  
Baker College  
**Brandon Sabo**  
Baker College  
**Chuck Williams**  
Penske Corporation

#### Early Childhood Education

**Kim Barnhart**  
FlatRock Head Start  
**Cathy Bartolotta**  
Fiona Brown  
Baker College  
**Michael Kaminski**  
St. Pius School  
**Michele Lopez**  
The Guidance Center Head Start Program  
**Debra MacPhail**  
Learn and Play  
**Mary Ann Pendergast**  
Boynton Elementary Detroit Public Schools  
**Becky Scheerhorn**  
FlatRock Head start

#### Health Information Technology

**Ann Barta, MSA, RHIA**  
American Health Information Management Association

**Jamika Duncan, MHSA**  
Baker College  
**Genenne Marlar, RHIT**  
St. John Home Care  
**Amy Robbins, MHSA, RHIA**  
Baker College  
**Charlie Robinson, MBA, RHIT, CCS-P**  
MedQuest, Inc.  
**Kimberly Wilson, RHIT**  
University of Michigan Hospital

#### Interior Design/Architectural Technology

**Hulya Cakan**  
College for Creative Studies  
**Garnet Cousins**  
Lawrence Tech University  
**Gail Feskorn**  
KSI Kitchen and Bath  
**Marlene Jaworski-Warnke**  
Baker College  
**Roberta King**  
Baker College  
**Patricia Klenczar**  
Baker College  
**Karen Ogden**  
Homespun Furniture  
**Renee Palmateer**  
Baker College  
**Shelly Powell**  
ISCG, Inc.  
**Shari Stein**  
Partners in Design, Inc.  
**Deborah Tibauda**  
Creative Office Interiors, Inc.  
**Linda Welch, CKD, CBD, ASID**  
Mans Kitchen & Bath

#### Medical Assisting

**Chantale Bothell, DPM**  
Private Practice  
**Michelle Eldridge**  
Citizen  
**Sandra Ellis, MD**  
Private Practice  
**Greg Monroe, DO**  
DO Care  
**Senoria White, MA**  
Gordon Moss, MD

#### Medical Laboratory Technician

**Marilyn Anderson, MT(ASCP)**  
Detroit Regional Laboratory  
**Althea Sauls, MT**  
Detroit Regional Laboratory  
**Kenetra Ruffin**  
Sinai Grace Hospital

#### Paralegal

**Lorie Burnham**  
Independent Paralegal

**Konstantine Diamond, JD**  
Rehrig Pacific Company  
**Barbara Goldman, JD, PhD**  
Appellate attorney  
**Sister Colleen Hickey**  
University of Detroit Law Library  
**Wanda Jones**  
Wayne County Neighborhood Legal Services  
**Gary Land**  
Wayne County Neighborhood Legal Services  
**Serita Lockard, JD**  
Baker College  
**Norman Rice, JD**  
USAF, JAG, retired  
**Beth Rose, JD**  
Ford Motor Company  
**Jennifer Williams**  
State Bar of Michigan  
**Dianne Zyskowski**  
Oakland County Bar Library

#### Physical Therapy Assistant

**Maria Bell, PTA**  
Private Practice  
**Paulette Cebulski**  
University of Michigan  
**Reyna Colombo, PT**  
Troy Beaumont Hospital  
**Edward Drabowski, MD**  
Children's Hospital of Michigan  
**Edward Drogowski, MD**  
Orthopedic Specialists  
**Larry Eaton, PT**  
Theramatrix Southgate OPT  
**Rick Gawenda, PT**  
Detroit Receiving Hospital  
**Helene Rosen Graham, PT**  
Chelsea Community Hospital  
**Shirley Hartert, PTA**  
HCR Georgian East  
**Kathleen Jakubiak Kovacek, PT**  
In-Home Rehab  
**Rob Macek, PT**  
Theramatrix,  
**Nancy Malone, PT**  
Private Practice  
**Sanjay Thakral, PT**  
Kindred Hospital  
**Peter VanWell, PT,**  
Henry Ford Medical Center – Fairlane  
**Shari Wilson, PTA**  
Private Practice  
**Gary Wreford, PT**  
Private Practice

#### Surgical Technology

**Sharon Ales, RN**  
Detroit VA Medical Center  
**Kay Anderson, CST**  
Baker College/Henry Ford Wyandolite Hospital

**Belinda Brown-Tezera, MSN, APRN**  
Detroit VA Medical Center  
**Elaine Chandler, MSN, RN, CPAN, CAPA**  
Oakwood Healthcare System  
**Lynda Custer, CST**  
Baker College  
**Cheryl Mitchell, RN, BSN, MSA**  
Detroit VA Medical Center  
**Alicia Rodman**  
Baker College  
**Richard Schroeder, CRNA**  
Bon Secours Hospital  
**Terry Simpson**  
H.O. Trerices  
**Robert Stachler, MD**  
Detroit Medical Center  
**Paulette Woods, CST, CFA**  
HFCC/WCCC  
**Jill Yontz**  
Oakwood Hospital

### Auburn Hills

#### Automotive Services Technology

**Mike Bertucci**  
Mike Savoie Chevrolet  
**Michael Collins**  
DaimlerChrysler  
**Andy Haas**  
Bloomfield Honda  
**Jack Huhn**  
Warren Fitzgerald High School  
**Kenneth Juzswwik**  
Baker College  
**Ronald Meyer**  
Automotive Service Council of Michigan  
**Bob Millard**  
International Show Car Association  
**Mark Murphy**  
Snap-on Industrial  
**Ken Schewe**  
Detroit Auto Dealers Association (DADA)  
**Robert Slovey**  
General Motors  
**Scott Wright**  
Wright Tool Company

#### Business Administration

**John Bebes**  
Plante and Moran, LLP  
**Judy Beaver**  
Baker College  
**Judy Caldwell**  
Parrin, Fordree, & Co.  
**Elizabeth Cantu**  
Detroit Medical Center  
**Doug Dawson**  
PTP, Inc.

**Brian Dunphy**  
William Beaumont Hospital  
**Scott Farwell**  
Accountemps  
**Sandy Gohlke**  
Parrin, Fordee, and Co.  
**Mark Hansen**  
Oakland Public Schools  
**Dale Hynan**  
Allstate Insurance Company

**Sonya Julie**  
Chrysler Financial  
**Judy Kebl**  
Community Connections  
**Ken Lawler**  
Michigan Environmental Auditors  
**Therese McShane**  
**Beth Morrison**  
HAVEN  
**Steven Pepoy**  
Ricoh Business Systems  
**Lou Ruggirello**  
Andover High School  
**Renee Shimmel**  
MACPA  
**Melissa Sundquist, CPS**  
**Cande Tschetter**  
Baker College  
**Teri Tuttle, CPA**  
Baker College

### Competency Evaluated Nurse Aid (CENA)

**Monica Adams**  
Boulevard Temple  
**Minnie Altamirano**  
Baker College  
**Gay Ford**  
Bortz Health Care of Warren  
**Imelda Malone**  
Bortz Health Care of Warren  
**Drury Nkana**  
Parks Health Care Facility  
**Luann Redmond**  
Abbey Mercy Living Center  
**Ila Rozier**  
Abcott Institute  
**Deanna Stamp**  
Bortz Health Care of Warren

### Computer Aided Design CAD

**Page Avallone**  
GKN  
**David Barbishire**  
DASI-Solid Works  
**Ajay Behl**  
Veritas  
**Norman Bennett**  
Lear Corp.  
**Sharon Blumeno**  
Automation Alley  
**Steven Brown**  
General Motors  
**James Jelnicki**  
Master Mind Alliance  
**Nell Kauppila**  
UGS  
**Neil Kawecki**  
AMI Eng  
**Maureen Parrish**  
Delphi  
**Dan Smith**  
Rand Corp.  
**Jesse Cwllina,**  
Cwllina Design  
**Marc Dirusso**  
Tacom  
**Syed Iman**  
Daimler Chrysler  
**James Locicero**  
Locicero Builders, Baker College  
**Patrick Niven**  
Daimler Chrysler  
**Horris Williams**  
Baker College  
**Gary Zack**  
Premier Auto Workers

### Computer Information Systems

**Kelly Comeaux**  
Preferred Data Systems  
**Wendy Corbin**  
Siemens  
**Anthony Craton**  
Comerica Bank  
**Kevin Gibson**  
Cisco Systems  
**Pete Hoffmann**  
EDS  
**John Leggett**  
Comerica Bank  
**John McQuistan**  
Siemens  
**Richard Meganck**  
Sun/Tel Systems  
**Patrick Nielsen**  
Comerica Bank  
**Ken Piggott**  
Baker College  
**Nathan Poulos**  
Connected Systems  
**L. Anthony Sama**  
HyperTEK  
**David Szybala**  
Baker College, Instructor  
**Pankil Vyas**  
Check Point Software  
**Michael Wilk**  
Oakland County  
**James Wood**  
Baker College

### Corrections Officer

**Robin Brooks**  
Wayne County Prosecutors Office  
**Dr. Jim Conlen**  
Baker College  
**Fannie Johnson**  
Baker College  
**Captain Richard McCall**  
Thumb Correctional Facility  
**Barry McLemore**  
Michigan Department of Corrections  
**Inspector Michael Mullins**  
Thumb Correctional Facility  
**Beth Nuccio**  
Baker College  
**Kimme Nuckles**  
Baker College  
**Ron Nuckles**  
Thumb Correctional Facility  
**Emmett Richardson**  
Michigan Department of Corrections

### Dental Science Programs

**Jan Bohlen**  
Baker College  
**Dr. Angela DeKock**  
Private Practice  
**Lisa Derderian, RDH**  
Private Practice  
**Sheree Duff**  
Baker College  
**Andrea Ford, RDH**  
Private Practice  
**Dr. Francine Greenfield**  
Private Practice  
**Marianne Jacobs, CDA, RDA, RDH**  
Private Practice  
**Sandy Kijorski, CDA, RDA**  
Private Practice  
**Iris Lane**  
Baker College  
**Dr. Joan Lewis**  
Private Practice  
**Dr. James Loprete**  
Private Practice  
**Dr. David Madorsky**  
Private Practice  
**Laurie May, CDA, RDA**  
Private Practice  
**Sabrina Pilarski, RDH**  
Private Practice  
**Linda Plunkett, RDH**  
Private Practice  
**Michele Pratt**  
Baker College  
**Deborah Smith Spellicy, CDA**  
Private Practice

**Terri Spohn, RDH**  
Private Practice

### Diagnostic Medical Sonography

**Rita Atikian, BAS, RDMS**  
Baker College  
**Jeanne Beck, RDMS**  
Henry Ford Macomb Hospital  
**Michelle Dalfovo**  
St. John, North Shores Hospital  
**Nicole Harris**  
Harper Hospital  
**Dianna Hatch**  
Harper Hospital  
**Pamela Jelsone**  
St John Hospital  
**Iris Lane**  
Baker College  
**Elizabeth Lawrence, RDMS**  
Garden City Hospital  
**Beverly Layman**  
Crittenton Medical Center  
**Dr. Anthony Munaco**  
Henry Ford Macomb Hospital  
**John Pierson, RDMS**  
VA Medical Center  
**Laurie Polasek**  
Harper Hospital  
**Patricia Szczygieski, BAS, RDMS**  
Michigan Institute of Urology

### Early Childhood Education

**Sue Allen**  
Oakland County Child Care Council  
**Laura Brown**  
Avondale Schools  
**Natalie Campbell**  
Baker College  
**Nancy Ely**  
Farmington Public Schools  
**Beverly Erlich**  
West Bloomfield Schools/Community Education  
**Lisa Gryglak**  
Bloomfield Hills Schools, Bloomin Tots  
**Becky Haga**  
Troy Continuing Education  
**Joan Lessen-Firestone, PhD**  
Oakland Schools Early Childhood  
**Lisa Marion**  
Clarkston Early Childhood Center  
**Andrea Miller**  
OLHSA  
**Joan Mulcahy**  
Stepanski Early Childhood Center, Waterford Schools  
**Joan Sare**  
Walled Lake Schools Early Childhood  
**Brian White**  
Saint Joseph Mercy Oakland Children's Learning Center

**Jane Wierner**  
Bloomfield Hills Schools Early Childhood  
**Judie Wurges**  
Children's Programs, Rochester Schools  
**Dianna Zink**  
Oxford Schools, Lakeville Elementary

### Echocardiographic Technology

**Vera Best**  
Huron Valley Hospital  
**Joan Bradshaw**  
Mid-Michigan Cardiology  
**Janet Clayton**  
St Mary's of Michigan  
**Mikki Collins**  
Baker College  
**Frieda Craig**  
St. Mary Mercy Hospital-Livonia  
**Ted Crowe**  
McLaren Regional Hospital  
**Lenora Eberhart**  
Spectrum Health  
**Jennifer Gunow**  
William Beaumont Hospital-Royal Oak  
**Wendy Hung**  
Crittenton Hospital  
**Sue Kobylarek**  
William Beaumont Hospital - Royal Oak

**Mary Sue Lamire**  
U of M Hospital  
**Mellisa McDonald**  
Sparrow Health System  
**Kathy Moran**  
Baker College  
**Connie Nanni**  
Henry Ford Macomb Hospital  
**Julie O'Mell**  
Providence Hospital  
**Jackie Paul**  
Mt Clemens Regional Medical Center  
**Dr. Michael Pettersen**  
Children's Hospital of Michigan  
**Patricia Pollock**  
Mercy Memorial Hospital - Monroe  
**Renee Rowe**  
St. Mary Mercy Hospital - Livonia  
**Kathy Sunbeck**  
U of M Hospital  
**Dr. Sanjeev Vaishampayan**  
St. Mary Mercy Hospital - Livonia  
**Laura VanHoughten**  
Thoracic and CV Institute  
**Heather Williams**  
St. Joseph Mercy Livingston Hospital  
**Kris Woodworth**  
Thoracic and CV Institute  
**Graphic Communications**  
**John Bergmeier**  
Avery Dennis, Baker College  
**Richard Bratto**  
CERB, Baker College  
**Dr. Bill Cade**  
Baker College  
**Michele Favoretto**  
Banker and Bribois  
**Scott Filip**  
UltraGrafix  
**Esther Gonzalez**  
Baker College  
**Kim Komarzec**  
Freelancer, Baker College  
**Jim Laurain**  
Arbor Press  
**Marlyn Reid**  
Baker College  
**Jeffrey Ross**  
Allegra, Baker College  
**Colleen Sullivan-Leh**  
Sullivan-Leh Design, Baker College  
**Dave Szybala**  
Baker College  
**Jacqueline Tessmer**  
Baker College  
**Judie Vail-Matouk**  
Judith Vail Studio  
**Kenn Zorn**  
Diagnostic Instruments, Baker College

### Human Service

**Peggy Akrigg**  
Catholic Social Service of Oakland County  
**Pamela Barckholtz**  
Oakland County Human Services  
Community Collaborative  
**Ron Brongesser**  
Oakland Livingston Human Services Agency  
**Kim Champion**  
Havenwyck Hospital  
**Margaret Frausto**  
Judson Center  
**Harriet Glassman**  
Michigan Department of Human Services  
**Robert Horstman**  
Oakland County Community Mental Health Authority  
**LaWanda Jackson**  
New Bethel Outreach Ministry  
**Julie Jones**  
HAVEN  
**Noreen Keating**  
Enhancing Your Nonprofit  
**Lorraine Kremer**  
Alzheimer's Association  
**Susan Lowell**  
Baker College  
**Janet McPeck**  
Crossroads for Youth  
**Maureen McWalters**  
Lighthouse of Oakland County

**Lori Mello**  
Training and Treatment Innovations, Inc.  
**Tony Rothschild**  
Common Ground Sanctuary  
**Amy Smyth**  
Area Agency on Aging 1-B  
**Tim Stickel**  
Crossroads Pregnancy Center  
**Carol Teachworth**  
Children's Home of Detroit  
**Roxanne Wheat**  
MORC, Inc.

### Interior Design

**Jackie Cutwright**  
Marshall Fields  
**Karen Davis**  
Architect  
**Bonnie Doran**  
Thybonny  
**Ann Jacob**  
Baker College  
**Kasey Pierson**  
R.J. Thomas  
**Pat Roubie**  
Ethan Allen  
**Dawn Tennant**  
Baker Knapps and Tubbs  
**Hope West**  
HE West Designs

### Interior Design Kitchen and Bath

**Nancy Alexander**  
NuWay  
**Vita Buffa**  
Extraordinary Works  
**Richard Franz**  
JZ Designs for Living  
**Cheryl Gable**  
Simply Kitchens and Baths  
**Ann Jacob**  
Baker College  
**Eric Johnson**  
Kitchens by Richards  
**Eric Richards**  
Kitchens by Richards  
**Bruce Trevarrow**  
Trevarrow, Inc.  
**Kim Washburn**  
Blaine Design Group

### Kitchen and Bath

**Anthony Bronzorski**  
Epiphany Kitchens  
**Fred Flock**  
Bellacuccina  
**Scott Grandes**  
Bellacuccina  
**Robert O'Brien**  
Kurtis Kitchen and Bath

### Licensed Practical Nurse

**Cindy Brassinger, RN, MSN**  
Triumph Hospital  
**Kathleen DeBaker, RN, MSN**  
Mt Clemens Regional Medical Center  
**Mary Keyser**  
Genesys Convalescent Center  
**Christine Levandowski, RN, MSN**  
Baker College  
**Karen Rieck, RN, NHA**  
Shelby Nursing Center  
**Deborah Sarsfield, MSN**  
Baker College  
**Leah Searcy, BPS, CAP**  
POH Regional Medical Center  
**Loretta Warda, RN, BSN**  
Baker College

### Medical Assistant and Medical Insurance

**Lisa Daniel**  
Baker College  
**Jan Durham**  
North Oakland Medical Center  
**Jim Flanegin**  
St. John Health Center  
**Diane Henderson**  
Heart Care

**Marian Hutchins**  
St Joseph Mercy Oakland  
**Herbert Isaac II, M.D.**  
Family Medicine Practice  
**Denise Jayson**  
William Beaumont-Grosse Pointe  
**Jack Lamborn**  
McGraw-Hill Publishers  
**Wilsetta McClain**  
Baker College  
**Laura Parkanzy**  
Quest Diagnostics  
**Dr. David Pinelli**  
Medical Director, POH  
**Susan Pridemore, CPC**  
Henry Ford Health Systems  
**Mary C Reynolds-Tharp**  
Baker College Student, MASO President  
**Leah Searcy**  
POHS Director of Operations  
**Steve Smithson**  
Crittendon Hospital  
**Stacy Weinstein**  
St Joseph Mercy

### Office Administration

**Debbie Barnowsky**  
Snelling Personnel  
**Dr. Bill Cade**  
Baker College  
**Sherri Caldwell**  
Oakland Tech Ctr NE  
**Carrie Covey**  
Omega Solutions  
**Sheryl Fields**  
Acorn Auto, dba Midas  
**Elizabeth Hang**  
Baker College  
**Debbie Irvin**  
Baker College/FEV Engine Tech  
**Debbie Johnson, CPS**  
Comerica Bank  
**Sue Kanda**  
Baker College  
**Karen Kohn, CPS/CAP**  
Oakland County Park  
**Lynne Lievens**  
Baker College  
**Kerri Little**  
Office Team  
**Sharon McCarty**  
Baker College  
**Cheryl Mangiapane, SAPC**  
Birmingham Public Schools  
**Jennifer Major**  
Baker College  
**Karen Parker, CPS/CAP**  
City of Rochester  
**Kathy Seabolt**  
Baker College  
**Susan Smith**  
General Motors  
**Melissa Sundquist, CPS/CAP**  
Comerica

### Paralegal

**Raimi Blackerby**  
TI Automotive Ltd.  
**Dr. Bill Cade**  
Baker College  
**Rosemary Chisholm**  
Law Offices of Diane Kwitowski  
**Angelina Cummins**  
Oakland County Circuit Court  
**Denise Gau**  
Butzel Long, PC  
**Andrew Graves**  
Fire Captain  
**Lori Howes**  
Hertz, Schram & Saretsky, PC  
**Gary Lane**  
Neighborhood Legal Services Michigan  
**Twila Leigh**  
Oakland County Friend of Court  
**Lorinda Lindsey**  
Neighborhood Legal Services Michigan  
**Rona Lum**  
Rona Lum, PC  
**Laura Mancini**  
Oakland County Library

**Melissa Manela, JD**  
Baker College  
**Stanley Moore**  
Plunkett & Cooney  
**Rosa Neal**  
Kelly Law Registry  
**Beth Nuccio**  
Baker College  
**Hon. Judge Colleen O'Brien**  
Oakland County Circuit Court  
**Becky Pipari**  
Plunkett & Cooney, PC  
**Robert Pernick**  
Baker College  
**Cynthia Pike**  
Baker College  
**Michele Pratt**  
Baker College  
**Christine Ramey**  
**Carolyn Rico**  
Robert Half Legal  
**Michael Shackelford**  
MicroTech Systems, Inc.  
**Michael Stone**  
Eastman Outdoors  
**Angela Tacey**  
Law Office of Robert Beardslee  
**Lori Tallman**  
Baker College  
**Hon. Judge Judith Trepeck**  
Michigan Tax Tribunal  
**Michael Witten**  
Bodman LLP

### Respiratory Care

**James Berry**  
Beaumont Home Medical Equipment  
**Dr. Caaron Cook**  
DRHUHC-DMC  
**Veena Erinjeri**  
Hurley Medical Center  
**Doug Hay**  
Farmington Healthcare Center  
**Helen Johnson**  
Sinai-Grace Hospital-DMC  
**Daniel Maxwell, DO**  
Program Medical Director, Pulmonary & Critical Care Specialist  
**Kathy Miller**  
Baker College  
**Nick Pamakov**  
Henry Ford Health Systems  
**Rontriece Turner**  
Harper University & Hutzel Women's Hospital-DMC  
**Alicia Wafers**  
St Joseph Mercy-Livingston & Ann Arbor Hospitals  
**Keith Williams**  
Respiroics Critical Care Group  
**Robert Wilson**  
Children's Hospital of Michigan-DMC  
**Todd Young**  
Sparrow Specialty Hospital

### Teacher Preparation

**Willa Allen**  
Pontiac School District  
**David Beiter**  
Lake Orion Community Schools  
**Dr. James Bird**  
Avondale Schools Superintendent  
**Dr. Mel Blohm**  
Rochester Community Schools  
**Jan Bohlen**  
Baker College  
**Laura Brown**  
Avondale ELC - Woodland  
**Dr. Jim Conlen**  
Baker College  
**John Dickinson**  
Clawson Middle School  
**Karen Eckert**  
Baker College  
**Dr. Barbara Fowler**  
Troy School District Superintendent  
**Dr. Steve Gaynor**  
Bloomfield Hills Public Schools  
**Sandra Harris**  
Oak Park School District

**Dr. Margaret Hazlett**  
Holly Area Schools  
**Dr. George Heitsch**  
Avondale School District  
**Fannie Johnson**  
Baker College  
**Dr. Victor Mayo**  
Hazel Park Public Schools  
**Thomas Miller**  
Brandon School  
**Dr. Robert Neu**  
Waterford School  
**Dr. Jim Nolan**  
Clawson City School District  
**Beth Nuccio**  
Baker College  
**Dr. Kimme Nuckles**  
Baker College  
**Patricia Pell**  
Paul Schalm Elementary School  
**Jesse Petway**  
Pontiac School District  
**James Schwartz**  
Oxford Community Schools  
**Nancy Shannon**  
Baker College  
**Gail Snoddy**  
Coolidge Intermediate School  
**Dr. Lora Stout**  
Walled Lake Consolidated School District  
**Dr. Donald Vandenbergher**  
Wass Elementary School  
**Tim Yount**  
Baker College  
**Susan Zurvalec**  
Farmington Public Schools

### Therapeutic Massage

**Jan Bohlen**  
Baker College  
**Sabrina Collins**  
Baker College  
**Sandy Fritz**  
Health Enrichment Center  
**Erin Kersanty**  
American Therapeutic Massage  
**Dr. John Kowalczyk**  
Balanced Living Chiropractic  
**Iris Lane**  
Baker College  
**James Nichols**  
Baker College  
**Michele Pratt**  
Baker College

### Vascular Technology

**Ginny Bechtel**  
Baker College  
**Margaret Burr**  
William Beaumont Hospital - Royal Oak  
**Nicole Czarnecki**  
Baker College Student  
**Joanne Drago**  
Michigan Vascular Center - Flint  
**Linda Hawkins**  
William Beaumont Hospital - Troy  
**Candi Higginbotham**  
MI Heart & Vascular Institute  
**Mare Juncaj**  
William Beaumont Hospital - Troy  
**Lynn LaBuda**  
Henry Ford Medical Center - Dearborn  
**Donna LaSage**  
St. Joseph Hospital  
**Judith Lin, MD**  
Henry Ford Hospital - Detroit  
**Angel Marshall**  
William Beaumont Hospital - Royal Oak  
**Robin Mastick**  
William Beaumont Hospital - Royal Oak  
**Sonia McIntyre**  
William Beaumont Hospital  
**Michalene McPharlin**  
Baker College  
**Jenna Vincent**  
St. John's Hospital

## Cadillac

### Architectural Construction/Interior Design

**Bonnie Adams**  
*Independent Designer*

**Scott Kleinsorge**  
*DK Design Group*

**Natalie McKay**

**Ron McLean**  
*McLean Construction*

**Jim Peterson**  
*Woodson*

**Bob Rexford**  
*Rexford Builders*

**Bill Salisbury**  
*IM Builders*

**Racquel Schroder**  
*Cabinetry and Interiors of Michigan*

**Jackie Solman**  
*Baker College*

### Automotive Services Technology

**Steve Anderson**

**Chad Boolman**  
*Cadillac Tire Center*

**David Cox**  
*CTC*

**Tim Birtles**  
*Birtles Automotive Technics*

**Jeff Branch**  
*Muffler Man*

**Jim Ferguson**  
*Auto Value*

**Don LaChonce**  
*Voelker Automotive*

**Tom Kiser**  
*CTC*

**John Knapp**  
*Four Seasons Ford*

**Glen Martin**  
*Hanson Collision*

**Rob Piasecki**  
*Four Seasons Ford*

**Jim Pluger**  
*Don's Auto Clinic*

**Dan Ward**  
*Wexford County Road Commission*

### Business Administration

**Melissa Benzenberg**  
*MC Sporting Goods*

**Doug Brown**  
*Chemical Bank*

**Vivian Blakemore**  
*CPA*

**Carla Filkins**  
*Mercy Hospital*

**Gay Kurtz**  
*Northern Billing Associates*

**Jack Meyer**  
*Caberfae Peaks Resort*

**Carol Nelson**  
*Baker College*

**Jack Pope**  
*Independent Consultant*

**Dale Rosser**  
*Avon North America*

**Sharon Sargeant**  
*AAR Manufacturing*

**Karla Schultz**  
*Meijer Stores*

**Thomas Sutton**  
*Four Wims*

### Career Services

**Pat Birtles**  
*Birtles Hagerman*

**Sharon Butler-Sargent**  
*AAR Manufacturing*

**Betty Clark**  
*Club Cadillac*

**Carol Corwin**  
*Family Practice of Cadillac*

**Carla Filkins**  
*Mercy Hospital*

**Barbara Graham**  
*Spectrum Health Services*

**Jeff Hawke**  
*City of Cadillac*

**Cindy Long**  
*Fifth Third Bank*

**Dianna Nicholas**  
*Wells Fargo*

**Ted Stuble**  
*Michigan Works*

**William Tencza**  
*Chamber of Commerce*

**Patty Weatherwax**  
*West Michigan Educational Services*

**Lori Weedon**  
*Mercy Hospital*

### Computer Information Systems

**Gordon Baldwin**  
*WM ISD*

**Doug Gingrich**

**Jyran Glucky**  
*Flextek*

**Rose Harr**  
*Blueware*

**Tom Houseman**  
*Four Wims*

**Dave Kardos**  
*Borg-Warner*

**Laurie Kinney**  
*CAPS*

**Jason Selley**  
*PC Outlet*

**Sean Tidey**  
*Hayes Lemmerz*

### Corrections Officer

**Gordon Bans**  
*Probation and Parole Supervisor*

**Michael Boyd**  
*Lieutenant, CJM Jail Administrator*

**Gary Finstrom**  
*Sheriff*

**Fred Harris**  
*Under-Sheriff*

**Jeff Hawke**  
*Director of Public Safety*

### Early Childhood Education

**Terri Colasacco**  
*Northwest Michigan Human Service*

**Mary Dillon, PhD**  
*Retired, Ferris State University*

**Joy Beth Hicks**  
*Lincoln Elementary School*

**Karen Lee**  
*Mid Michigan Community College*

**Linda McGillis**  
*North East Michigan Community Service Agency*

**Nancy Oliver**  
*Nancy's Funny Farm*

**Tracy Trautner**  
*Children's Learning Center*

**Pam Ward**  
*Community Coordinated Child Care (4C)*

### Emergency Services Management

**Joel Baille**  
*North Flight EMS*

**Wayne Beldo**  
*Westshore EMS*

**Daryl Case**  
*Blair Township EMS*

**Mary Jurriga**  
*Cadillac Mercy Hospital*

**Robert Kowalski**  
*Physician Director*

**Steve Myers**  
*Mobile Medical Response*

**Pete Olsen**  
*Allied EMS*

**Doug Paulus**  
*Otsego County EMS*

**Brent Mason**  
*Mecosta County EMS*

**Rick Sharp**  
*North Flight EMS*

**Laura Sincok**  
*Otsego Memorial Hospital*

**Jeff Stein**  
*Reed City Fire Department*

**Patty Walton**  
*Northern Michigan Hospital*

**Human Services**

**Randy Adlam**  
*Wexford County Probate Court*

**Dawn Bishop**  
*Muskegon River Youth Home*

**Bonnie Campbell**  
*District Health Department #10*

**Craig Derror**  
*Midwest Michigan Psychological Associates*

**Dennis Dull**

**Bonnie Forbes**  
*Wexford County Commission on Aging*

**Suzanne Gaffney**  
*Northwest Michigan Human Service Agency*

**Holly Helsel**  
*Lake County Public Schools*

**Mike Kelso**  
*YMCA*

**Chaplain Ron Klimp**  
*Workplace Chaplains*

### Medical Assistant/Medical Insurance

**Todd Bruggema**  
*CAPS*

**Katie Collins**  
*Great Lake Family Care*

**Dr. Gerald Dudek DO**  
*Trinity Health-Mercy Hospital*

**Theresa Grabowski CMA**  
*Northern Pines Health Center*

**Tracey Hodges CMA**  
*Cadillac Orthopaedics*

**Heather Jensen, BHA**  
*Cadillac Family Physicians*

**Melissa Penney**  
*Cadillac Family Physicians*

**Ameer Pore, MA**  
*Great Lakes Family Care*

**Pollyanna Torres CMA**  
*Cadillac Urology*

**Rita Youngman**  
*Mercy Hospital*

### Nursing

**Kevin Anderson, MD**  
*Family Practice of Cadillac*

**Mary Blackmer, MSN, FNP**  
*Macinaw Trail Pediatrics*

**Susanne Cleere**  
*West Shore medical Center*

**Dianne Conrad, ENP**  
*Cadillac Family Physicians*

**Netty Cove, RN, MSA**  
*Mecosta County Medical Center*

**Gerald Dudek, PhD**

**James Fischer, MS, MBA, RN**  
*Munson Medical Center*

**Diane Fisher**  
*Otsego Memorial Hospital*

**Larry Gereau, ST**  
*Central Michigan Community Hospital*

**Mary Juriga, RNC, BSN, MBA**  
*Mercy Hospital Cadillac*

**Tara Mathieu, BSN**  
*Green Acres Retirement Living*

**Mary Neff, RN, MSA, FNP**  
*Mercy Hospital Cadillac*

**Jen Penney, RN, MSN**  
*Mid-Michigan Medical Center*

**Linda Rubin**  
*Spectrum Health-Reed City*

**Patti Sisson, ST**

### Surgical Technology

**Mark Cerny**  
*Baker College Student*

**Rachel Chase, RN**  
*Mercy Hospital Cadillac*

**Christine Clifford, ST**  
*Spectrum Health Care, East Campus*

**Janet DuBiel, RN, BSN**  
*Munson Medical Center*

**John Dumas, CST**  
*Great Lakes Orthopedics*

**Larry Gereau, ST**  
*Central Michigan Community Hospital*

**Danielle Grant, ST**  
*Mercy Health Services North*

**Pam McCarther, ST**  
*Alpena Regional Medical Center*

**Stephen Resnicek, MD**  
*Cadillac Urology Center*

**David Weber, CST**  
*Munson Medical Center*

**Denise Wekwert, RN**  
*Alpena Regional Medical Center*

**Susan VanderPol**  
*Community representative*

### Teacher Preparation

**Harry Ashton**  
*Lake City Area Schools*

**Dan Bachman**  
*McBain Rural Agricultural Schools*

**Charles Chase**  
*Marion Public Schools*

**Scott Crosby**  
*Wexford-Missaukee Intermediate School District*

**James Ganger**  
*Pine River Area Schools*

**Jim Hofman**  
*McBain Northern Michigan Christian School*

**Howard Hyde**  
*Evart Public Schools*

**Paul Liabenow**  
*Cadillac Public Schools*

**Karen Mlcek**  
*Wexford-Missaukee ISD*

**Lon Schneider**  
*Manton Consolidated Schools*

**Dennis Stratton**  
*Mesick Consolidated Schools*

**Maynard Thompson**  
*Baker College/Cadillac Board of Regents*

### Veterinary Technology

**Rev. James Barton**  
*Presbyterian Church*

**Mandalyn Beerens, LVT**  
*Meyer Vet Clinic*

**Audrey Brown LVT, LAT**  
*Central Michigan University*

**Dr. Carl Clark**  
*Whaley Road Veterinary Clinic*

**Sarah Dehn, LVT**  
*Indianapolis, IN*

**Frank Flemming**  
*Fleming's Feed Store*

**Dr. Alan Meyer, DVM**  
*Myer Veterinary Clinic*

**Candy Prince**  
*Northwood Feeds*

**Craig Wallin**  
*Baker College Student, Airport Animal Clinic*

## Center for Graduate Studies

### MBA Program

**Rick Corder**  
*Ford Motor Company*

**Laurene Funk**  
*LaSalle Bank*

**Charletta Gutierrez, PhD**  
*Northeastern Illinois University*

**Tracy Jakary**  
*Kelly Services, Inc.*

**RShelly Ouellette**  
*Bay City Public Schools*

**James Petz**  
*Morley Brands, LLC*

**Marvin Pichla, PhD**  
*Thumb Area Michigan Works!*

**William Starbird, MD**

**Geralyn Stephens, EdD**  
*Wayne State University*

**Raymond Stucko**  
*Independent Bank*

**Martin Wing, PhD**  
*Kettering University*

## MSIS Program

**Stephen J. Andriole, PhD**  
Villanova University  
**Michelle Billingsley**  
Blue Cross/Blue Shield of Michigan, Strategic Systems  
**Donna Colorito**  
General Motors, Service and Parts Division  
**Edd Joyner, EdD**  
The Journal of Learning in Higher Education  
**Ellen Rose, PhD**  
Massey University, Auckland, New Zealand

## Occupational Therapy

**Lori Bowie, OTR**  
Beaumont Hospital  
**Karen Burdick, OTR**  
Genesys Regional Medical Center  
**Lidia Christensen, OTR, CHT**  
Michigan Back and Spine Center  
**Jean Clarkson, OTR**  
**Peter Dimmer, MA, OTR**  
Mercy Hospital  
**David Ethridge, PhD, OTR**  
**Joyce Fraker, MS, OTR**  
Ann Arbor VA Hospital  
**Darrell Hagen, MA, OTR**  
**Beverly Harrison, OTR**  
Genesee Intermediate School District  
**Raquel Largent, MOT, OTR**  
Genesys Regional Medical Center  
**Rhonda Mattiuzzo, OTR**  
Genesee Intermediate School District  
**Elaine Murphy, PhD, PT**  
Gentiva Home Care  
**Amy Stygles, OTR, CHT**

## Clinton Township

### Automotive Services Technology

**Kevin Barber**  
CarQuest  
**Adam Bongiorno**  
Baker College  
**Carolyn Dorian**  
Dorian Ford  
**Mike Driest**  
Jeffrey Buick  
**Pauline Dueweke**  
Baker College  
**Brian Gemi**  
G & L Custom Exhaust  
**Joel Gianuario**  
Auto Zone  
**Gerry Hope**  
Pankow Vocational Tech Center  
**David Kamsickas**  
Parkway Jeep/Chrysler  
**Jim Nicholas**  
United Auto Parts  
**Terry O'Mara**  
Friendly Jeep  
**Tracy Potter**  
Discount Tire Co. Inc.  
**Mike Roskos**  
Stan & Mikes  
**Simon Shammami**  
Student  
**Dave Stachnik**  
Auto Motive Enhancers, Inc.  
**Bill Stanley**  
Friendly Jeep  
**Matt Sumrack**  
Baker College  
**John Szot**  
Friendly Jeep/Chrysler  
**Kathleen Szymanski**  
Career Prep Center  
**Don Tallent**  
Dorian Ford  
**Tom Tignanelli**  
**Bill Weidemann**  
Bill's Transmissions  
**Business and Accounting**  
**Cathy Carlino, CPA**  
Wolinski & Company  
**V. Lynn Carlino, J.D.**

*Baker College*  
**Paula Demchak**  
SBC Smart Yellow Pages  
**Marina Houghton, CPA**  
President, Wolinski & Company  
**Laura Kramer**  
UHY Advisors  
**Beth LaValley, BA, MBA**  
Human Resources Consultant  
**Dennis Loughlin, Esq.**  
Strobl & Sharp PC  
**Don Morandini**  
Michigan SBDC Regional Center  
**Dan Moss**  
Chamber of Commerce  
**Joe Pepoy**  
Baker College  
**Barb Sabatini**  
St. John Hospital  
**John Salisbury, CPA**  
Paradigm Accounting  
**Grace Shore**  
Central Macomb Chamber, Baker College  
**Elizabeth Sidaway**  
Kelly Services  
**Timothy Strubbe, CPA**  
Timothy Strubbe Sole Proprietor, CPA  
**Joe Uniewski, CPA**  
Uniewski Consulting Services  
**Tom Walas, BS, MBA**  
Marketing Consultant  
**Kristi Wickerham**  
Baker College  
**Michael Wickerham, CFP**  
PrimeVest Financial Services  
**Cheryl Wojtowycz**  
Community Central Bank  
**Frederick A. Wolf**  
Metro Health Network, Human Services

### Computer Information Systems/Technical

**Mahir Awrahem**  
Baker College  
**Aaron Balchunas**  
Baker College  
Simpli-Tech, Inc.  
**Shen Chow**  
Ford Motor Company, Baker College  
**Pauline Dueweke**  
Baker College  
**Peggy J. Felner**  
Zenacomp  
**Robert Mathew**  
United States Marine Corps, Baker College  
**Kurt Ortwein**  
Baker College, C & G Industries, Simpli-Tech, Inc.  
**Dale Pickett**  
Baker College  
**Ahmad Sahabi**  
Baker College  
**Keith Smith**  
Baker College, Global Business Process, GM Product Development  
**Jack Wallace**  
Davenport University, TACOM (retired)

### Emergency Medical Services

**Mark K. Bacigal, DO FACOEP**  
Garden City Hospital Emergency Department  
**Bill Forbush, EMT-P, I/C**  
Garden City Fire Chief  
**Brian Madar, EMT-P**  
Universal Ambulance  
**Paul Mazarek, RN, EMT-P**  
University of Michigan Survival Flight Medic  
**Kevin Sullivan, EMT-P, I/C**  
Ferndale Fire Department  
**John Theut, EMT-P, I/C**  
Ferndale Fire Department  
**Christine Thompson, RN**  
Botsford Hospital  
**Lynne Thompson, EMT-P**  
Michigan Department of Corrections

### Human Services

**Mary Lou Bagley**  
Manufacturing and Research Consultant  
**Julie Oldani**  
IVC Detroit  
**Cristina Peixota**

*Child Welfare Services, Catholic Social Services*  
**Ann Simons**  
Detroit Board of Education (retired) and Professional Volunteer  
**Lou Stewart**  
Learning Disabilities Teacher

### Interior Design

**Ingrid Ams**  
NBS  
**Martin Blagdurn**  
Design Weave  
**Adam Bongiorno**  
Baker College  
**Jeff Delange**  
HB Stubbs Co.  
**Pauline Dueweke**  
Baker College  
**Jennifer Finlinsin**  
Roppee Flooring  
**Annette Looser**  
Baker College  
**William McKay, CKD**  
Starline Distributors, Inc.  
**Dennis Palazzolo, ASID, CKD**  
E W Kitchens (Extraordinary Works)  
**Louie Paras**  
Baker College  
**Jennifer Sopoliga-Malia, Assoc. IIDA**  
VP of Communications MI Chapter Board  
**George Strauch, AIA**  
Robert Wakely Architects  
**Bruce Trevarrow**  
Trevarrow Inc.  
**Linda Welch, CKD, CBD, ASID**  
N.A. Mans Kitchen and Bath Centers  
**Lynnette Zaner**  
Baker College  
**Robert Zebrowski, ASID, CKD**  
E W Kitchens (Extraordinary Works)

### Medical Assistant

**Ashley Barker, SMA**  
Dawn Bowen  
**Colleen Canning**  
**Deborah Clements**  
**Lisa Daniel**  
Baker College  
**Anne Davia**  
Pankow Career Center  
**Amy Ensign, CMA, RMA**  
Henry Ford Systems  
**Vikki Gordon**  
Adjunct Faculty  
**LaToya Grant, SMA**  
**Phyllis Hickey, CMA**  
**Michelle High**  
Baker College  
**Vicki Jahn**  
Pankow Career Center  
**Carol King**  
Pankow Career Center  
**Sonya Latinovich, SMA**  
**Pat Lauro, CMA**  
**Chrissy Litzan**  
Baker College  
**Maisia Lor, CMA**  
**Michael Maddens MD**  
Beaumont Hospital Royal Oak  
**Jennifer Mulka, CMA**  
**Jessica Nelson**  
**Marti VanEnenaam**  
Fraser High School  
**Tammy Vannatter, CPC**  
**Gayle Wyckstandt, CMA**

### Nursing (ADN)

**Cheryl Barger, MSN**  
Clinical Specialist Special Projects Nursing Scholarship, Quality & Research  
Wm. Beaumont Hospital  
**Catherine Barwick**  
St. John Oakland Hospital  
**Cera Begeman, BBA**  
Baker College  
**Janet Cadotte-Kelly, RN, BSN CRRN**  
Baker College  
**Teresa L. Cervantez Thompson, PhD, RN, CRRN-A**  
Madonna University

**Marilyn Cito, RN, BSN, MA**  
St. John Macomb Hospital  
**Jane Cox, RN, MSN**  
Baker College  
**Annie Czubytyj, MSN, MSA**  
Baker College  
**Wilgenia Denson-Shavers, RN, MSN**  
Baker College  
**Jim Flanegin**  
St. John Health System  
**Carol Frey, RN, BSN**  
Harper University Hospital  
**Karen Grobson-Wagar, RN, MSN**  
Baker College  
**Kim Knight, MSN, RN**  
Triumph Hospital Detroit  
**Darby Hansen, MS, CNM**  
Baker College  
**Kate Harger, BA, MLIS**  
Baker College  
**Linda Hayden, RN, BSN, MSA**  
Baker College  
**Elizabeth Hoffman, MA Ed, CMA, CPT, ASPT**  
Baker College  
**James Koenig**  
Baker College  
**Barbara Krygel, BS, MA**  
Baker College  
**Annette Looser**  
Baker College  
**Elizabeth Pohl**  
Baker College Student  
**Donald Torline**  
Baker College  
**Anne Viviano, RN, MSN**  
Baker College

### Paralegal

**Stephen Becker**  
Becker & Lundquist, P.C.  
**Kelly Bidelman**  
Legal Aid & Defenders Association, Inc.  
**Shawniece Clark**  
Legal Aid and Defenders Association, Inc.  
**Vanessa Lozzi**  
Butzel Long  
**Jean Marceau-Springer**  
Strobl & Sharp, P.C.  
**Christine Mueller**  
Kelly Law Registry  
**Sherri Murphy**  
Macomb County Treasurer's Office  
**Hon. Joseph Oster**  
40th District Court  
**Carolyn Rico**  
Robert Half Legal  
**Deborah Lech Shubnell**  
National Center for Dispute Settlement

### Radiography Technology

**Gail Alexander**  
Detroit Receiving Hospital  
**Ron Brown**  
Harper University Hospital  
**Ron Corfield**  
Mt. Clemens Regional Medical Center  
**Jennifer Fuery**  
Henry Ford Bi-County Hospital  
**Lynsey Guzik**  
St. John Oakland Hospital  
**Mary Hoppe**  
Henry Ford Bi-County Hospital  
**Pat Keigher**  
Mt. Clemens Regional Medical Center  
**Jennifer Kordish**  
Harper University Hospital  
**Jim Koscinski**  
St. John North Shores Hospital  
**Carol Pordonzek**  
St. John North Shores Hospital  
**Natasha Preston**  
St. John Oakland Hospital  
**Matina Pruitt**  
Detroit Receiving Hospital  
**Don McCoy**  
St. Joseph Mercy West Hospital  
**Diane Nance**  
St. John Macomb Hospital  
**Charlene Rosario**  
Mercy Hospital

#### **Maria Sassine**

*Baker College Student*

#### **Joyce Schnurstein**

*Harper University Hospital*

#### **Tania Shumajko**

*Baker College Alummi*

#### **Kim Terlecki**

*St. John Macomb Hospital*

#### **Greg West**

*St. Joseph Mercy West Hospital*

#### **Danny Young**

*Baker College Student*

### **Surgical Technology**

#### **Jackie Bigush**

*Baker College*

#### **Christin Check, ST**

*Baker College, Children's Hospital of Michigan*

#### **Jane Cox, RN**

*Baker College*

#### **Lynda Custer, CST**

*Baker College*

#### **Anna Czubytyj, MSN**

*Baker College*

#### **Gregory Gaborick, OD**

*Mount Clemens Regional Hospital and Medical Center*

#### **Lisa Grohowski, RN**

*Mount Clemens Regional Hospital and Medical Center*

#### **Barbara Harvey**

*Community Member*

#### **Dr. A. Hawasli, M.D.**

*St. John Hospital and Medical Center*

#### **Elizabeth Hoffman, MA Ed.**

*Baker College*

#### **James Koenig**

*Baker College*

#### **Eileen Kortess, CST**

*Clinical Lab Instructor*

#### **Barbara Krygel**

*Baker College*

#### **Teresa Lardner, RN**

*Beaumont Hospital*

#### **Jackie MacKay, RN**

*Beaumont Hospital*

#### **Melissa Maiorana, ST**

*Baker College Student*

#### **Marcie McKay, ST**

*Baker College Alummi*

#### **Gail Pietryzk, RN**

*Crittendon Hospital*

#### **Rebecca Richards, RN**

*Henry Ford Macomb Hospital*

#### **Reneae Rosiek, CST**

*Baker College Alummi*

#### **Donald Torline**

*Baker College*

#### **Jennifer Westendorf, RN**

*Beaumont Hospital*

#### **Marilyn Woods**

*Baker College*

### **Teacher Preparation**

#### **Eddie Burks**

*Van Dyke Public Schools*

#### **Phillip Easter**

*Mount Clemens Community Schools*

#### **Sue Grenier**

*Chippewa Valley Schools*

#### **John Kment**

*Roseville Community Schools*

#### **Dr. DiAnne Pellerin**

*L'Anse Creuse Public Schools*

#### **Mitchell Ritter**

*Clintondale Community Schools*

#### **Barbara VanSweden**

*Fitzgerald Public Schools*

#### **Leonard Woodside**

*Anchor Bay Schools*

### **Therapeutic Massage**

#### **John Gifford**

*Motionwise, Baker College*

#### **Denise Sue Humbert**

*Healing Hands, Baker College*

#### **Chrissy Litzen**

*Baker College*

#### **Janine McKay**

*OCC Highland Lakes*

#### **Ashley Paleno**

*Baker College Student*

#### **Steve Serra**

*Safe Therapeutic Touch, Baker College*

#### **Shaun Stevens**

*Baker College*

#### **Jennifer Zimmerman**

*Baker College Student*

### **Veterinary Technology**

#### **P.J. Agents, LVT**

*Parkway Small Animal & Exotic Clinic*

#### **Heather Bieke LVT**

*Baker College*

#### **Stan Blackwell DVM**

*Maple Veterinary Hospital*

#### **Shirley Burgess**

*Humane Society of Macomb*

#### **James A. Coleman, DVM**

*Madison Veterinary Hospital*

#### **Daniel Dechiechi DVM**

*Animal Emergency Hospital of Macomb*

#### **Lori Hatton**

*Shelby Veterinary Hospital*

#### **Brian Howell, DVM**

*Baker College*

#### **Patricia Liva LVT**

*Abbey East Animal Hospital*

#### **Michele McGonagle, LVT**

*William Beaumont Hospital*

#### **Valerie Sammut**

*Springbrook Equestrian Center*

#### **Jillian Spielman LVT**

*Animal Emergency Hospital of Macomb*

#### **Marianne Tear, MS, LVT**

*Baker College*

#### **Roland Thaler DVM**

*Metamora Equine*

## **Flint**

### **Accounting/Office Administration**

#### **Linda Arnott**

*Metris USA Inc.*

#### **Tim Boovet**

*Manpower Professional*

#### **Bruce Buchner, MBA, CMA, CPA**

#### **Kreston Canada, MBA, CMA**

#### **Jann Demars**

*Entech Personnel*

#### **Penny Fausey, CPA**

*Fausey and Associates*

#### **Michael Frawley, CPA**

*YEO and YEO*

#### **Mike Guthry**

*Kelly Services*

#### **Kevin Leffler, CPA**

*Thomas Lillie, CPA*

*Rachor, Purman & Tucker*

#### **Heidi Lyons**

*Fentech Window Corp*

#### **Martin Maier**

*Waddell & Reed Inc.*

#### **Martita Moffett-Page, MSA**

#### **Tammy Porn**

*Baker College Student*

#### **Debbie Redding, CPA**

*Dupuis and Ryden, PC*

#### **Alan Rohde, CPA**

*YEO and YEO*

#### **Amy Sullivan, CPA**

*Fromholz, Pauwe and Baker*

#### **Paul Valacak, CPA**

*Dupuis and Ryden, PC*

### **Architectural/Construction Technology**

#### **Sheryl Ananich**

*THA Architects and Engineers*

#### **John Asselin, AIA**

*Asselin Associates Architects*

#### **Ronald Campbell, AIA**

*THA Architects and Engineers*

#### **Thomas Cummings**

*Tremco Inc.*

#### **Jeffrey Curtiss**

*Baker College Student*

#### **John Gazall, AIA**

*Gazall Lewis & Associates Architects, Inc.*

#### **Randy Hicky**

*Premarc Corporation*

#### **Mark Krueger**

*Erickson and Lindstrom Construction*

#### **Gene Lazar**

*E & D Engineering, Inc.*

#### **Nick Mendenhall**

*MWA Commercial Roofing Solutions*

#### **Jeff Peltier**

*Spicer Group*

#### **Dennis Smith**

*D.S. Smith Enterprises*

#### **Park Smith**

*Park Smith Architect*

#### **Jeffrey Williams**

*Baker College Student*

### **Automotive Services Technology**

#### **Bill Axford**

*3D CTE Member*

#### **Don Bolis**

*Don's Quality Service*

#### **Randy Cronk**

*3D CTE Member*

#### **Gary Drago**

*Drago Automotive Center*

#### **Harold Furlong**

*Genesee Valley Auto Mall*

#### **Mark Gray**

*3D CTE Member*

#### **Gerald Jackson**

*GM Technical Assistance*

#### **Don Korn**

*3D CTE Member*

#### **Kyle Krawczyk**

*Honda of Grand Blanc*

#### **Dan McKay**

*Grand Blanc Motorcars*

#### **Michael Michalik**

*3D CTE Member*

#### **Mike Militello**

*AC Delco Training*

#### **Lance Mossman**

*Applegate Chevrolet*

#### **Linda Nagel**

*Muffler Man Technical Center*

#### **Robert Naler**

*Master Technician*

#### **Jim Palshan**

*Joseph Ford*

#### **Ken Price**

*Genesee Valley Auto Mall*

#### **Allen Shampine**

*Patsy-Lou Williamson Chevrolet*

#### **Jim Vaughn**

*Glenn's Carquest Auto Parts*

### **Business Administration**

#### **Stan Blood**

*Genesee Regional Chamber of Commerce*

#### **Michael Burke**

*JP Morgan Chase*

#### **Chris Cooper**

*Fernco, Inc.*

#### **R.J. Kelly III**

*Raymond James and Associates*

#### **Richard Laing**

*Oppenheimer & Co.*

#### **Elmond Nolff**

*Citizens Bank*

#### **Teri Irland Munley**

*LaSalle Bank*

#### **William A. Shaheen, Jr.**

*Attorney*

#### **Jeff Snider**

*Snider Financial*

### **Computer Aided Design (CAD)**

#### **Clyde Allen**

*Metamora Products Corp.*

#### **Steve Brown**

*Delphi*

#### **Robert Cadwell**

*GASC Technology Center*

#### **Dean Clark**

*General Motors*

#### **Duane Danks**

*ABB, Inc.*

#### **Steve Davidek**

*Future Engineering*

#### **Scott Densmore**

*Delphi Technical Center*

#### **Tony Metz**

*Metz Consulting*

#### **Dennis Murphy**

*Richfield Industries*

#### **Mark Nelson**

**Albert Hardy**  
McLaren Regional Medical Center

**Horst Hartmann**  
Electrical Engineer

**Bill Holloway**  
Trianon Corporation

**Todd Hopak**  
CBI, Inc.

**James Lemanski**  
Kodak Health Imaging

**Brian Miller**  
McLaren Regional Medical Center

**Katie Miller**  
Aerotek

**Nickola Pyre**  
H-Care

**Jeff Sample**  
McLaren Regional Medical Center

**Paul Staley**  
McLaren Regional Medical Center

**John Wichlacz**  
Magna Electronics

**Courtney Winston**  
Aerotek

**Engineering**

**Michael Austin**  
Atlas Technologies

**Kelly Blake**  
AMI Engineering

**Rhonda Brender**  
Delphi Steering Systems

**Brett Brunette**  
Baker College Alumni

**Damian Colden**  
D.A. Colden & Associates

**Kristena Cook**  
Baker College Alumni

**Holly Cuzelis**  
Jabil Circuit, Inc.

**Eric Gardner**  
Baker College Alumni

**Patrick Gance**  
Concept Analysis

**Wayne Groth, PE**  
SSOE, Inc.

**April Harris**  
Delphi Flint - East

**Janice Karcher**  
Genesee Regional Chamber of Commerce

**Larry Lalonde**  
Trikon Corporation

**Lois McGraff**  
M & T Design Service, Inc.

**Richard Mercier**  
Iatrics, Inc.

**Corey Mitchell**  
GMC

**Wayne Morey**  
Burkland Textron

**Greg Papendick**  
General Motors Corporation

**Fred Peivandi**  
GCRC

**Kimberly Roan**  
Fischer Automotive

**Jared Robinson**  
Baker College Alumni

**Laurie Schmalz Moncrieff**  
Schmalz Tool & Die, Inc.

**John West**  
Modern Engineering, Inc.

**Graphic Communications**

**Todd Marcy**  
AlliedMedia

**Karl Olmstead**  
Olmstead Associates, Inc.

**Christopher Orlowski**  
Olmstead Associates, Inc.

**Richard Tesner**  
Independent Graphic Designer

**Andrew Ward**  
Olmstead Associates, Inc.

**Michael Watkins**  
AlliedMedia

**Health Information Technology**

**Belle Bell, RHIT**  
Hurley Medical Center

**Jan Crocker, RHIA, MSA**  
Crowe Chizek Consulting

**Kim Hom, RHIT**  
PHNS (McLaren)

**Carol Jennings, RHIA**  
Beaumont Hospital

**Connie Klein, RHIT**  
Synergy Medical Education Alliance

**Jeanette Linck, RHIA**  
Consultant

**Sheri Patton, RHIA**  
BCBS of Michigan

**Susan Tylutkis, RHIA**  
Oakwood Healthcare System

**Harriet Yackell, RHIT**  
Consultant

**Human Service and Corrections Officer Program**

**Earl Carr**  
Wolverine Human Services

**Susan Dittrich**  
Crossroads for Youth

**Tina Fielder-Gibson**  
Genesee County Sheriff's Department

**James Hudgens**  
New Paths, Inc.

**Robert Jones**  
Holy Cross Children's Services

**Pam Linn**  
Carman Ainsworth Schools

**John Mishler**  
United States Pretrial Services

**Jim Murdock**  
Whaley Children's Center

**Doug Powell**  
Shiawassee County Sheriff's Department

**Ruth Smith**  
Alzheimer's Association-Flint

**Gerald D. Snodgrass, II**  
Genesee County Prosecutor's Office

**Celeste Wright**  
Michigan Department of Corrections

**Lindsey Younger**  
Resource Center

**Interior Design**

**Carolyn Bennis**  
Kelly-Younger Interiors

**Mike Foran**  
Michael Foran Interiors

**Bill McKay**  
Starline Kitchen & Bath

**Gary Paro**  
Home Depot

**Louis Rau**  
Oscar Rau Furniture Center

**Sheryl Watts**  
Manufacturer Representative

**Chris Weaver**  
Home Depot

**Medical Assistant/Medical Administrative/Medical Receptionist**

**Carla Church**  
Women's Integrated Health Care

**Betsy Clark**  
Dr. June Murphy

**RaeAnn Garlock**  
TCI Cardiology

**Wendy Monroe**  
Genesys - West Flint Health Center

**Joanne Pratt**  
Emergency Medical Center

**Randi Ryan**  
Emergency Clinic Department

**Beth Schumaka**  
Genesys

**Michelle Zeeman**  
Genesys - West Flint Campus

**Medical Insurance Specialist**

**Carla Iacoboni, ART**

**Ruth Jessie King**  
Hurley-Physician Billing

**Dru Knox**  
Genesys Regional Medical Center

**Jane Lewis**  
McLaren Regional Medical Center

**Jane Rini, CPC**  
Joanne Pratt

**Emergency Medical Center**

**Ruth Schang, CPC**  
Hurley

**Corey Schlaud**  
Genesys Medical Equipment

**Gloria Schwerin**  
Specialist Billing

**Denise Thompson, CPC, PMC**

**Medical Transcriptionist**

**Anthony Arnold**  
Stat Transcriptionist Services

**Constance Butts, CMT**

**Eileen D'Anna-Mallett**

**Kathleen Dominquez, CMT**

**Sandra Legan, CMT**  
Hurley Medical Center

**Dawn Prueter, RHIT, MCT, CCS**

**Fran Rowland**  
Genesys Health Park

**Kathy Seidell, CMT**  
Medquist, Inc.

**Ellyn Serra**

**Cindy Thompson**  
Family Orthopedics Associates

**Nursing**

**Laura Acton, RN, BSN**  
St. Mary's Medical Center

**Rosemary Asman, RN, MPA**  
Shiawassee County Health Department

**Debbie Best, RN, BSN**  
Covenant Health Care

**Ricki Burk**  
Clinton Memorial Hospital

**Linda Burns**  
Shiawassee Medical Center

**Pam Cislo, RN, MSN**  
Genesys Regional Medical Center

**Jeanette Goldstein, RN**  
Durrand Convalescent Manor

**Laurie Hawkins, RN**  
Genesys Regional Medical Center

**Janice Hodges**  
Sparrow Health System

**Jean Holmquist, RN**  
HCR Hearland-Fostrian

**Debra LeBlanc**  
Ingham Regional Medical Center

**Scott Mango**  
Lapeer Regional Medical Center

**Connie McFarland, RN, BSN, MSA**  
McLaren Regional Medical Center

**Deb Neveau**  
McLaren Regional Medical Center

**Karen Ogden**  
Genesys Hospice

**Joanne Rinke**  
Avalon Hospice

**Marty Seaman**  
Brian's House

**Susan Spragg**  
Memorial Healthcare Center

**Paula Stopijk**  
Gratiot Community Hospital

**Orthotic/Prosthetic Technology**

**Dan Bugg, RTPO**  
Wright & Filippis Inc.

**Jo Ellen Dolecki, PT**  
Geriatric Specialist

**Rex Miller, CP**  
Greater Flint Prosthetics

**Daniel Minert, CO**

**Linda Minor, OT, CHT**  
U of M Health System Medical Rehabilitation

**Robert Rhodes, CO**  
Eastern Michigan University

**Donald Stiles, RTPO**

**Michael Sutherland**

**Mark Taylor, CPO**  
University of Michigan

**Scott Walters, RTP**  
Wright and Filippis

**David Williams, CO**  
Genesys Hospital

**Kenneth Woodard, CO**

**Patient Care Aid**

**Laurie Hawkins**  
Genesys Regional Medical Center

**Alice Lorenz RN, MSN**  
Hurley Medical Center

**Constance McFarland**  
McLaren Regional Medical Center

**Christy Moore**  
Crestmont Healthcare Center

**Annette Seyfried**  
Genesys Convalescent Center

**Pharmacy Technician**

**Linda Almasy**  
Meijer Pharmacy

**Robyn Parker**  
Knight Pharmacy

**Judy Stowell**  
Meijer Pharmacy

**Fred Tarver**  
Genesys

**James Taylor**  
Genesys Hospital

**Physical Therapist Assistant**

**Paul Czarnecki, PT**  
Greater Flint Sports Medicine Center, PC

**Dr. Ted Dreisinger, PhD**  
Dynamic Rehabilitation Centers, Inc

**Marla Eckel**  
Hurley Medical Center

**Alane Long, PTA**  
Hurley Eastside

**Anette Nickel, PT**  
McLaren Physical Therapy

**Julie Murphy, PT**  
DeKerville Community Hospital

**Suzanne Spicer, PTA**  
Hurley Medical Center

**Ellen Steadle, PT, CCCE**  
Genesys Regional Medical Center

**Lisa Stogner**  
McLaren Physical Therapy Department

**Lori Walters, PT**  
McLaren Regional Medical Center

**Linda Wheeler, PTA**  
Thibodeau Physical Therapy

**Michelle Whitaker, PTA**  
Advanced Physical Therapy Center

**Polysomnographic Technology**

**Renee Androsky, RPSGT**  
Mid Michigan Sleep Center

**Janice Ashley, RPSGT**  
McLaren Sleep Diagnostic Center

**Lori Bearden**

**Linda Blondin, RRT, RSPGT**  
Hurley Sleep Diagnostic Center

**Stephanie Cantrell**  
Baker College Alumni

**Lisa Chomicz**

**Dr. Deidre Conroy**  
UMARC

**Brian Horan**  
Chante Keith

**Baker College Alumni**

**Pamela Minkley, RRT, RPSGT**  
Ingham Regional Center for Sleep and Alertness

**Angela Thibault**

**George Zureikat, MD**  
Mid Michigan Sleep Center

**Sterile Processing Technician**

**Vicki Craddock**  
McLaren Regional Medical Center

**Sandy Gwizdala**



*Saint Mary's Hospital*  
**Paula Julian, CSPDT**  
*Genesys Regional Medical Center*  
**Randy Lintula**  
*McLaren Regional Medical Center*  
**Carla Musielak**  
*Saint Mary's Hospital*  
**Donna Serra, CST, CRCST, CHL**  
*Genesys Regional Medical Center*  
**Charles St. James**  
*Hurley Medical Center*  
**Molly Terbush**  
*Covenant Health*  
**Gail Watson, CSPDT**  
**Candace Young**  
*Genesys*

## Surgical Technology

**Kim Balica**  
*The Surgery Center*  
**Alice Buck, RN, BSN**  
*Genesys Regional Medical Center*  
**Keri Bentz-Chestnut**  
**Sandra Coccione, CST**  
*University of Michigan Hospital*  
**Catherine Crane, RN, BSN**  
*University of Michigan Hospital*  
**Michelle Diepenhorst, RN**  
*St. Joseph Mercy Hospital*  
**Mark Dyball, DO**  
**Shannon Grover**  
**Rebecca Kennedy**  
**Diana Koviack, RN, BA, MLS**  
*McLaren Regional Medical Center*  
**Kay Leitz, RN**  
*Lapeer Regional Medical Center*  
**Paula Lloyd, CST**  
*Huron Valley Hospital*  
**Paula Marentay, RN, CNOR**  
*University of Michigan Hospital*  
**Trish Morrison**  
*Powers Catholic High School*  
**Dr. Srinivas Mukkamala**  
**Lynn Raynor, RN**  
*Sparrow Hospital*  
**Brooke Richter**  
**Dan Riza, CST**  
*Genesys Regional Medical Center*  
**Carrie Schrepfer, CST**  
*Hurley Medical Center*  
**Donna Serra, CST, CRCST, CHL**  
*Genesys Regional Medical Center*  
**Jessica White**

## Teacher Preparation

**Sharon Armstrong**  
*Genesee Intermediate School District*  
**Kathleen Conover**  
*Lake Fenton Community Schools*  
**Kim Cross**  
*Flint Community Schools*  
**Jan Dean**  
*Genesee Area Skills Center*  
**Corinne Edwards**  
*Flint Community Schools*  
**Lisa Hagel**  
*Mt. Morris Community Schools*  
**Ana Maria Hufton**  
*Flint Community Schools*  
**Annette Miller**  
*Kearsley Community Schools*  
**Angela Reilly**  
*Montrose Community School District*  
**Arteka Sevillian**  
*Carman Ainsworth Community Schools*  
**Nancy Trologot**  
*Flushing Community Schools*  
**Barbara Watkins**  
*Grand Blanc Community Schools*  
**Diane Wilbur**  
*Grand Blanc Community Schools*  
**Therapeutic Massage**  
**Dixie Ault**  
**Bruce Froelich, J.D., NCTMB**  
**Lori Gillespie**  
**Stephanie Jones, CMT, HTP**

**Sharon Kenney**  
**Kristen Paladuk**  
**Andrew Pobocik**  
**Troy Prince, PhD**  
*ABC back and Neck Care*  
**Shawna Walker**  
*ABC back and Neck Care*

## Transportation Management

**Greg Causley**  
*Causley Trucking Inc.*  
**Don Fisher**  
*UPS*  
**John Flanagan**  
*Stevens Group, Inc.*  
**Walter Heinritzi**  
*Michigan Trucking Association*  
**Ed Humphrey**  
*Humphrey Enterprises*  
**Michael Irwin**  
*Michigan Center for Truck Safety*  
**Kurt Koster**  
*National Truck Brokers*  
**James McKay**  
*Fleet Compliance Group East*  
**Glen Merkel**  
*Davis Cartage Company*  
**Dan Suggate**  
*Dan Suggate & Son Trucking Inc.*  
**Jeanne Suggate**  
*Dan Suggate & Son Trucking Inc.*  
**Korin Zochowski**  
*REI*

## Veterinary Technology

**Carol Cocagne, DVM**  
*Briarwood Veterinary Hospital*  
**Simon Fick, DVM**  
*Grand Blanc Veterinary Hospital*  
**Michael Fleming, DVM**  
*Cross Veterinary Clinic*  
**Tracy Mapes, LVT**  
**Megan Olmstead, LVT**  
**Jeff Pinkston, DVM**  
*Companion Animal Hospital*  
**Jamie Smith, LVT**  
*Companion Animal Hospital*  
**Jane Smith, LVT**  
**Sandy Smith, DVM**  
*Animal Health Clinic*  
**Sue Walton, DVM**  
*Animal Medical Clinic of Flint*  
**Donald Watson, DVM**  
**Wendy Wiecek, LVT**  
*Foley Veterinary Hospital*  
**Kerry Zubke, DVM**  
*Frontier Veterinary Clinic*

## Jackson

### Accounting

**Steve Gates**  
*Consultant*  
**Richard Haller**  
*Consumer's Energy*  
**Amber Sneyd**  
*Capitol Bancorp*  
**Larry Wells**  
*Michigan League for Human Services*

### Business

**Chris Barlow**  
*Adecco Employment Agency*  
**Edwina Divins**  
*Domino's Pizza*  
**Tara Dombroske**  
*Junior Achievement*  
**Steven Hogwood**  
*McDonalds*  
**Kim DeForest**  
*Eaton Corporation*  
**Teri Ogg**  
*Manpower*  
**Michael O'Rourke**  
*Worthington Specialty Processing*  
**John Ropp**  
*Marketing Consultant*

**Mrs. Gwen Tabb**  
**Fran Vian**  
*Wayne Total Living Center*

## Computer Information Systems and Technology

**Kevin Bowman**  
*Consumers Energy*  
**Victoria Conley**  
*EDSCHA*  
**David Darbyshire**  
*DASI Solutions*  
**Karen Deland**  
*Borg Warner*  
**Jim Gearhart**  
*Pine River Plastics*  
**Don Hyden**  
*Allied Tool*  
**Bryan Friedrich**  
*Consumers Energy*  
**Maxx Marriott**  
*O'Harrow Construction*  
**Theresa Martone**  
*EDSCHA*  
**Steve Rakowski**  
*Orbitform*  
**Bill Rayl**  
*Jackson Area Manufacturers Association*  
**Ed Redies**  
*Jackson Area Career Center*  
**Jeff Sherman**  
*Foot Health System*  
**Brian Smith**  
*PC Solutions*  
**David Torres**  
*Adams Building Contractor*  
**Burt Wheeler**  
*Baker College Student*  
**Dale Williams**  
*Walters-Dimmick Petroleum*  
**Clinton Wiltse**  
*PC Solutions*  
**Julie Wright**  
*Baker College*

## Early Childhood Education

**Jean Allison**  
*Baker College*  
**Liz Colegrove**  
*Jackson Child Care*  
**Mary Cunningham DeLuca**  
*Jackson/Hillsdale Head Start*  
**Jeremy reuter**  
*MI TEACH*  
**Crystal Shaw**  
*Jackson Area Career Center*  
**Kathleen Sinnamon**  
*Early Childhood, State of Michigan*  
**Jim Sinnamon**  
*Head Start, State of Michigan*  
**Nancy Willyard**  
*Head Start, State of Michigan*

## Human Service

**Sandra Brososke**  
*Catholic Charities*  
**Robert Powell**  
*Florence Crittenden Services*  
**Tammy Ratz**  
*Florence Crittenden Services*  
**Bradley Schweda**  
*Schweda Consulting Services*  
**Michael Thompson**  
*Lifeways*

## Management

**Kurt Baringer**  
*JTV*  
**Jeff Crowell**  
*Jackson Citizen Patriot*  
**Deanna Leicht**  
*New York Life Insurance*  
**Kathe Meade**  
*Ken Wheeler and Associates*  
**Gwen Tabb**  
**Fran Vian**  
*Wayne Total Living Center*

## Marketing/Small Business Management

**Terri Cornish**  
*Martinrea Fuel Tank Group*  
**Ken Hack**  
*Michigan Department of Corrections*  
**Patrick Hayden**  
**Gail Kavey**  
*Comerica Bank*  
**Aaron Rydjord**  
*Eaton Corporation*

## Medical Assistant

**Jennifer Bowersox, CMA**  
*Dr. Taylor's Office*  
**Deb Hadfield, MSN**  
*Baker College*  
**Dr. Marty Holmes**  
*Keefer Medical Practice*  
**Shelagh Holmes, RN**  
*Baker College*  
**Dr. Elizabeth Hughes**  
*Lake Lansing Family Practice*  
**Hope Minniear**  
*Baker College Student*  
**Deb Murphy, MA**  
*Lake Lansing Family Practice*  
**Nancy Sparks**

## Opticianry

**Morrie Coles**  
*Soderberg Optical*  
**Stuart Goodrich**  
*Goodrich Optical*  
**Dr. Martin Pearlman**  
*Lansing Ophthalmology*  
**Kathryn Ring**  
*Eye Services*  
**Eric Rollins**  
*Rollins Consulting*  
**Dr. James Serino**  
**Dr. Shefferly**

## Paralegal/OAD

**Ivy Arbuckle**  
*Attorney at Law*  
**Mark Barnett**  
*Consumers Energy*  
**Lisa Benedict**  
*State of Michigan*  
**Matthew Clark**  
*Wilson, Brown, and Dungan*  
**Ann Cox**  
*Certified Legal Assistant*  
**Kelly DeKarske**  
**Marci Jankovich**  
*Pro Assurance Professional Liability Group*  
**Karen Kay**  
*Michigan Indian Employment*  
**Hon. John McBain**  
*Jackson County Circuit*  
**Jeanne Phillips**  
*Foster, Swift, Collins*  
**Hon. Chad Schmucker**  
*Jackson County Circuit*  
**Melissa Tanner**  
*Michigan Attorney General's Office*  
**Amy Tripp**  
*Chalgian and Tripp Law Offices*

## Phlebotomy

**Sue Adams**  
*Hillsdale Community Hospital*  
**Marcus Glass, MT**  
*Regional Medical Laboratories*  
**Susan Hall, PBT**  
*Baker College*  
**Patty Hill-Haughton, CPT**  
*Garcia Clinical Laboratory*  
**Joan Lutovsky, MT**  
*Chelsea Community Hospital*  
**Kris Swor, PBT**  
*Foote Hospital*  
**Linda Young**  
*Townsend Medical Center*

## Radiation Therapy

**Ranee Adams**

St. Joseph Mercy Hospital

**Cathy Barlage**

Josephine Ford Cancer Center-Downriver

**Sue Bridges**

Great Lakes Cancer Institute

**Amy Curtis**

Seton Cancer Center

**Deborah Dusseau, BS, RT(T)**

Paul Tejada Cancer Center

**Susan Finch**

Baker College Alumni

**Shawn Galecka**

Sparrow Hospital

**Brent Gilmore**

Mercy Hospital

**Brian Grubich**

Mid-Michigan Cancer Center

**Barbara Keith**

Battle Creek Health System

**Joanna Marry**

Paul Tejada Cancer Center

**Jacob Pangle**

Josephine Ford Cancer Center- Downriver

**Kirk Parent**

Upper Michigan Cancer Center

**Theresa Pruder**

Sparrow

**Linda Puste**

Hickman Cancer Center

**Ken Roberts**

Ingham Medical Center

**Jean Roose**

Flower Hospital

**Toni St. Johns**

Flower Hospital

**Courtney Szelisi**

Mid-Michigan Cancer Center

**John Szelisi**

Saginaw Radiation Oncology Center

**Daniel Tatro**

University of Michigan Cancer Center

**Bryan Tollenaar**

Ingham Medical Center

**Kim Turner**

Saginaw Radiation Oncology Center

**Cassandra Yorke**

Battle Creek Health System

## Surgical Technology

**Catherine Balser, RN, BS, CNOR**

U of M Medical Center

**Sandra Coccione, CST**

U of M Medical Center

**Jeanine Cupp, CST**

U of M Medical Center

**Cindy Everett, RN, CNOR, BA**

Ingham Regional Medical Center

**Terri Foster, RN, BSN, CNOR**

Foot Hospital

**April Kesler, CST**

University of Michigan Medical Center

**Paula Marentay**

University of Michigan Medical Center

**Lynn Raynor, RN**

Sparrow Hospital

**Shirley Sandaire, CST**

IRMC

**Beth Stamat**

Baker College Student

**Dr. Robert Wadley**

Henry Ford Medical Center

## Therapeutic Massage

**Sarah Ackerman, CMT**

Sessions, LLC

**Jeanne Brickner, NCTMB**

Passages

**Dr. Vernie Cassity, DC**

Cassity Chiropractic

**Deanna Ekin**

Volunteer Coordinator Hospice of Jackson & Oaklawn

**Marci Ellsworth, CMT**

Baker College

**Bea Furman, CMT**

Healing Song Massage

**Brigid Mote, CMT**

Cassity Chiropractic

**Kristi Shoemaker, CMT**

Jackson Campus

**Ashlee Taylor**

## Teacher Preparation

**Richard Ames**

Hillsdale Schools

**Jay Bada**

Concord Public Schools

**Cari Bushinski**

Northwest Schools

**Kimberlee Conley**

Baker College Student

**Dan Evans**

Jackson Public Schools

**Tony Farina**

Baker College

**Laura Goldsmith**

JCISD

**Blaine Goodrich**

Baker College

**Sheila Iding**

Baker College Student

**Tony Hollow**

Vandercook Lake Schools

**Chris Kregel**

Springport High School

**Kevin Leonard**

Hillsdale Vocational Technical Center

**Kevin Oxley**

JCISD

**Mark Rankin**

Baker College

**Sharon Sexton**

Baker College

**Richard Skrocki**

Lumen-Christi

**Gloria Smith**

JCISD

## Veterinary Technology

**Dr. Ruth Barthel**

Grass Lake Animal Hospital

**Tim Bohner**

Fort Dodge

**Katrina Bowers, LVT**

Program Director, Veterinary Technology Program

**Dr. Pamela Fouty**

Animal Hospital of Vandercrook Lake

**Deborah Gilbert-Weeks**

Cascades Humane Society

**Dr. Richard Hammer**

Countryside Veterinary Services

**Kim Luce**

Jackson County Animal Control

**Dr. Edward Tritt**

Tecumseh Animal Hospital

**Dr. Judd Videto**

Country side Veterinary Services

**Michelle Wiseley**

Ann Arbor Animal Hospital

## Muskegon

### Aviation

**John Remol**

American Airlines

**Paul St. Amour**

Gerber, Inc.

**Rex Vanderlinde**

Executive Air Transport

### Business Administration

**Vicki Broge**

Muskegon Area ISD

**David Conley**

Edward Jones

**Doug Febert**

Mercy Health Partners

**Melissa Freye**

Mercy Health Partners

**Brian Gerrans**

Waddell and Reed

**Peggy Hartmann**

Jervis-Fethke Insurance

**Bill Lee**

Quality Dining

**Cora Russ**

Port City Group

**Amy Sleman**

Reid Supply Company

**Mary Sorenson**

Hairstage Salon and Day Spa

**Tim Taylor**

Consultant

**Gary Versalle**

Whitehall Products

## Career Services

**Sheila Bridges**

Muskegon Family Care

**Michele Buckley**

Hines Corporation

**Jim Cherney**

Goodwill Industries

**Melissa Donselar**

Agility Health Professionals, Inc

**Kyle Esh**

Wesco, Inc.

**Carrie Hagen**

Pratt and Whitney Component Solutions

**Brooke Kieft-Anderson**

Knoll, Inc.

**Jeremy Kooi**

Aflac

**Diane Lindquist**

Interior Concepts Corporation

**Karen Mogdics**

Huntington Bank

**Wendy Ohst**

Department of Employment and Training

**Melissa Smith**

Manpower

**Jennifer Way**

Interior Concepts

**Steve Wisneski**

Creative Benefits Systems, Inc.

## Computer Aided Design (CAD) and Architectural Construction

**Steve Brown**

MagnaDonnelly

**Jeff DeVries**

Structural Concepts

**Mel Hawke**

Net One

**Jeff Johnston**

HiLite

**John Loss**

Retired Architect

**Tom Martin**

Whitehall Public Schools

**Zackary Miller**

Braun Mixer

**Mike Reagan**

City of Norton Shores

**Theresa Westrick**

Peel-Westrick Design, Inc.

## Computer Information Systems/Networking

**Eduardo Bedoya**

Muskegon County

**Carole Bos-Dusterwinkle**

ICS-Data

**Greg Brosco**

Meijer, Inc.

**Gene Collison**

CWC Texttron

**Doug Dolislager**

Novartis

**Gary Dusterwinkle**

ICS-Data

**Creighton Goins**

Trinity Health

**John Horning**

Alcoa

**Dennis LeBoeuf**

Agility Health

**Pete Mulford**

Gerber Memorial Hospital

**Bill Ogle**

Muskegon County

**Clark Patton**

Gerber Memorial Hospital

**Becky Puckett**

Manpower

**Dan Raymond**

Sarcom, Inc.

**Aaron Rosencrans**

Trinity Information Services

**Herb Strandberg**

Dana Corporation

**Gary Versalle**

Whitehall Products

**Rachael Villeseas**

Manpower

## Corrections Officer

**Robert Carter**

Muskegon County Sheriffs Department,

Retired

**Steve Farrel**

Parole Office

**Mary Guizer**

Michigan Department of Corrections

**James Heckathorn**

Muskegon County Youth Detention Center

**Clif Johnson**

Muskegon Heights Police Department

**George Jurkas**

Muskegon County Sheriffs Department,

Retired

**Donna Powell**

Muskegon County Community Corrections

**Don Schrupf**

Muskegon Township Police Department

**John Shyne**

Kalamazoo Probation Enhancement Program

## Culinary Arts

**Daniel Beals**

Muskegon Country Club

**Joe Carmolli**

Careerline Tech Center

**Chad Dalke**

**Robert Hosler**  
Brunswick Corporation  
**Roger Kelley**  
American Trainco  
**Tim Korthase**  
Powerlink Plus  
**Andy LaVesque**  
Gentex Corp.  
**Sherry White**  
American Coil Spring Company

## Emergency Services Management

**James Bartholomew**  
ProMed Team  
**Mary Boyer, MD**  
Mercy Health Partners  
**Leon Conklin**  
Mercy Health Partners  
**Lori Mullerleile**  
Mercy Health Partners  
**Michelle Olvitt**  
Brooks Correctional Facility  
**Bill Rhodes**  
Mercy Health Partners  
**Tom Schmiedeknecht**  
ProMed Team  
**Remington Sprague, MD**  
Mercy Health Partners  
**Marlene Tejchma**  
ProMed Team

## Graphic Communications and Web Design

**Andrew Bouc**  
Portalflux Media  
**Doug Clink**  
Newaygo Career Tech. Center  
**Ernie Davis**  
Next IT  
**Mitch Dennison**  
Masana, LLC  
**Paul Ferrier**  
Mindscape Creative  
**Don Kalisz**  
Relevant  
**Eric Koopmans**  
Grand Haven Tribune  
**Keven Kyser**  
Muskegon Chronicle  
**Lance Parman**  
Y H Communications  
**Jason Piasecki**  
Qonverge  
**Don Rogers**  
Grand Haven Tribune  
**Sally Salkowski**  
Careerline Tech. Center  
**Mike Vogas**  
Benchmark Productions  
**Natalie Walther**  
Muskegon County

## Human Service

**Richard Carlson**  
Goodwill Industries of Western Michigan, Inc.  
**Jeanie Colella**  
Child Abuse Council of Muskegon County  
**Jackie Fisher**  
United Way of Muskegon  
**Tom Griffin**  
Goodwill Industries of West Michigan, Inc.  
**Maggie Jensen**  
Senior Resources and Call 211  
**Paula Kelson**  
Community Mental Health Services  
**Tim Lipan**  
American Red Cross  
**Dave Parnin**  
Community Mental Health Services  
**Greg Scott**  
Pioneer Resources  
**Peggy Scouten**  
Michigan Pine and Dunes Girl Scouts, Retired  
**Carla Skoglund**  
Muskegon Rescue Mission  
**Thomas Zmolek**  
MOKA Corporation

## Interior Design

**Vanessa Dekoekkoek**  
20/20 Technologies Commercial Corp.  
**Wendy Fraswer**  
Details + Design  
**Travis Griffith**  
Lakeshore Office Interiors  
**Stacie Hegg**  
Hess's Gallery  
**Mary Kaye**  
Detail and Design by Mary Kaye  
**Julie Korhonen**  
Kendall Lighting Center  
**David Layman**  
Hooker/DeJong Architects Engineers  
**Gina Manthei**  
Vogue Interiors  
**Sara Pupil**  
Rock Home Studio  
**Kathy Tyler**  
Total Design

## Medical Assistant

**Michael Krohn, DO**  
West Michigan Internal Medicine, PC  
**Lori Luttrall, CMA**  
West Michigan Internal Medicine  
**Kathy Reid, GNP**  
**Lori Remmler, CMA**  
Raymond Rabideau DO  
**Cindy Weberg**  
Muskegon Surgical Associates  
**Louis Ypema, II, LPN, CPHQ**  
Hackley Primary Care

## Occupational Therapy Assistant

**Barb Achterhof, OTR**  
Orthopedic Rehabilitation Services  
**Kathy Andrews, OTR**  
Muskegon Area Career Tech Center  
**Rick Benham, COTA**  
Hackley Workplace Rehab  
**Alic Bergklint, COTA**  
**Terri Cooper, OTR**  
Center for Child Development  
**Shannon Goggins, COTA**  
Mary Free Bed  
**Brion Kelly, COTA**  
Mercy Health Partners  
**Diane Klein, COTA**  
Holland Home Homecare  
**Mary Kleis, CHT, OTR**  
Holland Northside Clinic  
**Robin Pegg, COTA**  
Mona Shores Public Schools  
**Sandy Sowa, COTA**  
Deboer Nursing Home

## Office Administration

**Susan Boos**  
Fleet Engineers, Inc.  
**Henni Campbell**  
Grand Haven Area Public Schools  
**Penni Dewitt**  
Ottawa County Probate Court  
**Dave Johnson**  
ESCO  
**Barb Morrison**  
Dana Corporation  
**Dawn Parks**  
Goodwill Industries of West Michigan, Inc.  
**Mary Seeger**  
West Michigan Shoreline Regional Development Commission

## Pharmacy Technician

**Thomas Anderson, PharmD**  
Centocor, Inc., Division of Johnson & Johnson  
**Dee Briegel, RPh**  
Pitkins Pharmacy  
**Kimberly Carney, CPhT**  
Hackley Pharmacy, Glenside  
**Randy Dahlquist, RPh**  
Benson Drugs  
**Kim DeBruin, CPhT**  
Hackley Professional Pharmacy  
**Elyse Eagan, CPhT**

Mercy Health Partners, Inpatient Pharmacy  
**George Kuhnert, RPh**  
Mercy Health Partners, Inpatient Pharmacy  
**Brian Toppen, RPh**  
Option Care  
**Ken Uganski, RPh**  
Mercy Health Partners, Inpatient Pharmacy

## Physical Therapy Assistant

**Kevin Arnold**  
Mary Free Bed System  
**Beth Eisenlohr, PTA**  
Shelby Physical Therapy  
**Kim Gesiakowski, PTA**  
Mercy Health Partners  
**Carrie Hower, PTA**  
Rehabilitation Professional  
**Terri Jeurink, PTA, COTA, PT**  
Mercy Health Partners  
**Kate Mawby, PT**  
Agility/North Ottawa Community Hospital  
**Kristine Mestrom, PT, CCE**  
Hackley Sports Medicine  
**Jeanne Meyer, PTA**  
North Ottawa Community Health Services  
**Connie Schepers, PT**  
Autowood Rehab Center  
**Ken Scholten**  
Agility Health Professionals, Inc  
**Lyle Townsend, PT**  
Agility Health Professionals, Inc

## Quality Improvement/Industrial Systems Engineering

**Jessica Balberde**  
Gentex  
**John Bowyer**  
Dana Corporation  
**Dale Everett**  
Herman Miller  
**Pete Kantola**  
Gentex  
**Mike Koch**  
Alcoa Automotive Castings  
**Steve Landenberger**  
Nelson Steel Products  
**Rick Mol**  
ESCO Company  
**Jon Morey**  
Gentex  
**Chris Pauwels**  
Bekaert Corporation  
**Cindy Seaver**  
Spectrum Health Systems  
**Pauline Virro-Nic**  
Lighthouse Professional Services  
**Ben Woodrum**  
Alcoa  
**Tim Zwit**  
American Coil Spring Manufacturers' Council

## Radiography

**Rob Balkema, RT (R)**  
Radiology Imaging Solutions  
**Rick Carlton, RT (R) FAERS**  
Grand Valley State University  
**Linda Green, RT (R)**  
Mercy Health Partners  
**Jeff Hollander, RT (R)**  
Mercy Health Partners  
**Diane Niederstadt, RT (R)**  
Gerber Memorial Health Services  
**Terry Perry**  
Baker College Alumna  
**Lisa Wall, RT (R)**  
Ferris State University

## Surgical Technologist/Sterile Processing

**Paulette Burdick**  
Gerber Memorial Hospital  
**Henry Costez**  
Mercy Health Partners  
**Anita Grega**  
Student Representative  
**Terri Grego**  
Holland Hospital

**Lori Hall**  
Mercy Health Partners  
**Dr. Herman Hoeksema, MD**  
Orthopaedic Specialists of Muskegon  
**Marlene Holstine**  
Zeeland Hospital  
**Tracy Humphreys**  
Metropolitan Hospital  
**Cris Janservangalen**  
Metropolitan Hospital  
**Linda Kirk**  
Spectrum Hospital  
**Jerry Mickam**  
Spectrum Hospital  
**Lora Negele**  
Memorial Medical Center  
**John Oudshoorn**  
North Ottawa Community Hospital  
**Marianne Patten**  
Gerber Memorial Hospital  
**Donna Rudy**  
Metropolitan Hospital  
**J. Stinger**  
Public Representative  
**Deb Svensson**  
Mercy Health Partners  
**Kim Vossekuil**  
Mercy Health Partners

## Teacher Preparation

**Barb Gowell**  
Muskegon Area ISD  
**Dan Jonker**  
Ottawa Area ISD  
**Keith Kanarsha**  
Grand Valley Area Public Schools  
**Jeanette Magsig**  
Ravenna Public Schools  
**Larry Mason**  
Spring Lake Public Schools, Retired  
**Carol Minnaar**  
Holland Public Schools  
**Claudia Phipps**  
Grand Haven High School  
**Linda Riepma**  
Muskegon Public Schools  
**Pam Snow**  
Orchard View Public Schools  
**Jeanne Steber**  
Careerline Tech. Center  
**Pam Turner**  
Reeths-Puffer Schools  
**Linda Welsh**  
Whitehall District Schools

## Veterinary Technology

**Jack Brummel, DVM**  
Zeeland Veterinary Hospital  
**Barb Bytwerk, DVM**  
Haven Animal Hospital  
**Steve Comer, DVM**  
Animal Emergency Hospital  
**Chriss Halleck, LVT**  
Animal Emergency Hospital  
**Jim Havenga, DVM**  
The Animal Clinic  
**Ward Heaton, DVM**  
White Lake Animal Hospital  
**Dara Heidema, LVT**  
East Holland Veterinary Clinic  
**Fred Heidema, DVM**  
East Holland Veterinary Clinic  
**Eric Heitman, DVM**  
Ottawa Animal Hospital  
**Jennifer Johnson, LVT**  
Allendale Animal Hospital  
**James Kelly, DVM**  
Kelly's Animal Clinic  
**Joan Koelzer, DVM**  
Relief Veterinarian  
**Denise Montagna, DVM**  
Relief Veterinarian  
**Casey Nash, DVM**  
Grand Haven Animal Clinic  
**Deron Nelson, DVM**  
West Michigan Veterinary Service  
**Arnold Pals, DVM**  
Clarke Animal Hospital

**Bill Pals, DVM**  
Clarke Animal Hospital  
**Richard Russell, DVM**  
Fremont Animal Hospital  
**Tammy Sadik, DVM**  
Kentwood Cat Clinic  
**Stacey Skilling, LVT**  
West Michigan Veterinary Services  
**Wendy Swift, DVM**  
Humane Society of Kent County  
**Martin VanAlmen**  
Indexx Laboratories  
**Steven Wales, DVM**  
Wales Veterinary Practice  
**Alan Zamarron, DVM**  
Holton Road Veterinary Clinic

## Online

**Jennifer Avery**  
WebsiteASP, Inc.  
**Greg Beatty**  
Online Faculty Consultant  
**Tom Cornacchia**  
Accrediting Commission of Career Schools  
and Colleges of Technology  
**Donald Dougherty**  
Deupoint, Inc.  
**Leo Hauer**  
Online Faculty Consultant  
**Stephen Tvorik**  
Online Faculty Consultant

## Owosso

**Accounting**  
**Michael Bazelides, CPA**  
Indian Trails, Inc.  
**James Demis, CPA**  
Demis and Wenzlick  
**Jim Grimes**  
Vogl & Grimes  
**Roger Kuhl, CPA, PC**  
**Janet Sprague**  
Premarc Corporation  
**Robert Vogl, CPA**  
Getzen & Connell

## Architectural/Construction Technology

**John Archer**  
City of Owosso  
**Brian Swatman**  
Sascon, Inc.  
**Mark VanRaemdonck**  
Landmark Surveying  
**Bruce Westerlund**  
Medalpad Construction  
**Murray Young**  
Morgan Construction Company

## Automotive Services Technology

**Aaron Alexander**  
Young Olds Cadillac  
**Tom Carpenter**  
Young Olds Cadillac  
**Dave Chase**  
Mel Ervin Ford  
**David Dann**  
Hunter Engineering Co.  
**Keith Dotson**  
Slingerland  
**Jim Dwyer**  
CarQuest Auto Parts  
**Jeff Ervin**  
Mel Ervin Ford  
**James Slingerland, Jr.**  
Aurand/Slingerland  
**Mike Smith**  
Mike's Repair  
**Chris Wendling**  
NAPA Auto  
**Tony Young**  
Young Olds Cadillac  
**Adrian Zoellner**  
Mike's Station

## Clinical Laboratory Science Programs

**Dr. Qazi Azher**  
Hurley Medical Center  
**Deborah Bendall**  
Owosso Memorial Healthcare Center  
**Karen Ciesielski**  
St. Mary's Medical Center  
**Tom Gerculski**  
Bay Medical Center  
**Julie Gomez**  
Carson City Hospital  
**Jim Ivey**  
Ingham and McLaren Regional Medical Center  
**John Landis**  
NAACLS Consultant  
**Karen Lawcock**  
Genesys Regional Medical Center  
**Jean Malcomson**  
Hurley Physician Management Systems Lab Services  
**Jami Millon**  
Covenant Healthcare  
**Vonda Rann**  
Clinton Memorial/Owosso  
**Dana Renshaw**  
Owosso Memorial Healthcare Center  
**Kathy Setto**  
St. Mary's Medical Center  
**Carol Spoor**  
Genesys Regional Medical Center

## Diagnostic Medical Sonography

**Mike Buetow**  
Sparrow Ramblewood Imaging  
**Jan Brawn**  
Oakwood Hospital & Medical Center  
**Dr. John Crockett**  
**Ron Conlin**  
McLaren Regional Medical Center  
**Michelle Courture**  
St. John River District  
**Theresa Dietz**  
McLaren ImagingCenter  
**Rosemary Gozdowski**  
Sylvania Ultrasound Institute  
**Rebecca Graebert**  
St. John River District  
**Mike Florip**  
Tawas St. Joseph Health System  
**Vicki Nedeljkovic**  
St. John River District  
**Doris Matheson**  
Memorial Healthcare Center  
**Deb McShane**  
Tawas St. Joseph Health System  
**Amy Robinson**  
McLaren Imaging Center  
**Marge Thompson**  
Memorial Healthcare System  
**Denise Sawyers**  
Oakwood Hospital & Medical Center  
**Mary Slick**  
Kalkaska Memorial Healthcare  
**Timothy Vargas**  
Oakwood Hospital & Medical Center  
**Geoff Washburn**  
Memorial Healthcare Center  
**Laura Washburn**  
St. Johns River District Women's Health  
**Andrea Zol**  
McLaren Regional Medical Center

## Diesel Technology

**Craig Allen**  
Capital Area Transit Authority  
**Larry Alpert**  
Shiawassee Area Transit Authority  
**Eric Bailey**  
Wieland Truck Center  
**Chris Boyd**  
Bavarian Motor Transport  
**Richard Bruder**  
Premarc  
**Hank Caulder**  
Transportation Department of Kalamazoo

**Rob Cleary**  
Weiland Trucks  
**Charlie Creech**  
The Rapid  
**Laure Dumond**  
Davis Cartage Company  
**Bob Erickson**  
Indian Trails  
**Tony Grubb**  
SRES/D/SATA  
**Jim Hills**  
Vesco Oil Corporation  
**Jeffrey Lefebvre**  
MI CAT  
**Jim Leshar**  
MI CAT  
**Glen Merkel**  
Davis Cartage  
**Daniel Morrill**  
Midwest Bus Rebuilders  
**Alan Quackenbush**  
AIS  
**Frank Quine**  
Ovid Elsie High School  
**Glen Reich**  
CarQuest Auto Parts  
**Bob Reichert**  
Midwest Bus Corporation  
**Chris Wendling**  
NAPA

## Early Childhood Education

**Sue Alleman**  
Perry MSRP  
**Mary Arvay**  
The Arc-Shiawassee  
**Elixabeth Bailey**  
MSRP – Byron  
**Lori Bailey**  
Central School  
**Joe Bixler**  
MSU Extension  
**Emily Brewer**  
Shiawassee Early Childhood Services  
**Cindy Bromley**  
Social Workers, Memorial Healthcare  
**Sandy Bump**  
Shiawassee Early Childhood Services  
**Krista Colby**  
Shaftsbury United Methodist Church  
**Mariah Davis**  
Owosso Kiwanis Representatives  
**Jim Dell**  
MSRP-Durand Area Schools  
**Susan Devault**  
Ovid Elsie High School  
**Lori Godfrey**  
Shiawassee Early Childhood Services  
**Susan Guyski**  
Durand Schools  
**Hattie Hanycz**  
Owosso Public Schools  
**Pam Husking**  
Catholic Charities  
**Deborah Kyle**  
CACs Head Start  
**Nicole Lange**  
Laingsburg MSRP  
**Sue Lea**  
Shiawassee RESD Developmental Center  
**Heidi Loynes**  
Shiawassee Health Department  
**Paige Lloyd**  
MSU Extension  
**Sarah Maynard**  
Shiawassee Early Childhood Services  
**Cindy McLean**  
Shiawassee County Health Department  
**Danielle Meir**  
Shiawassee Early Childhood Services  
**Allison Morrison**  
Family Independence Agency  
**Lori Noyer**  
Office for Young Children/Great Start  
Shiawassee  
**Shannon Odette**  
MSRP at Doyle Knight Elementary School  
**Jan Oien**

**Corunna High School**  
**Rhonda Perkins**  
CACs Head Start  
**Roberta Purcell**  
Early Childhood Consultant  
**Trudy Rau**  
Owosso High School  
**Lisa Richardson**  
Durand Head Start  
**Steveanna Roose**  
Storyteller  
**Joann Sawyer**  
Noah's Ark Child Development Center  
**Carrie Schneider**  
North Community Center  
**Vicky Schultz**  
Catholic Charities  
**Monte Sheedlo**  
Owosso Kiwanis Representative  
**Laura Spees**  
CACs Head Start  
**Rhonda Steffs**  
Shiawassee Early Childhood Services  
**Andrea Toney**  
Social Workers, Memorial Healthcare  
**Karen Trap**  
Shiawassee Early Childhood Services  
**Karen VanEpps**  
Shiawassee County for Child Abuse Prevention  
**Kelda Wilson**  
CACs Head Start  
**Sheila Wiitala**  
Congregational CDC  
**Kirk Woerner**  
Shiawassee Community Mental Health  
**April Woodruff**  
MSRP/Corunna Children's Services

## Graphic Communications

**Mark Agnew**  
Agnew Graphics & Signs  
**Jeff Burkhand**  
**Tom Campbell**  
The Argus Press  
**Julie DeRosa**  
Pace & Partners  
**Doug Edwards**  
Edwards Advertising  
**John Henkard**  
Henkard Screen Printing & Embroidery  
**Terry Kemp**  
Willoughby Press  
**Brad Konechne**  
Vision Graphics  
**Ron Schlaak Jr.**  
FJ Grafik  
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Sarah's Attic  
**Roger Smith**  
The Shirt Smith  
**Dan Stewart**  
Stewart Graphics  
**Bob Taylor**  
Target Industries  
**Timothy Wright**  
Wright-Image

## HVAC&R

**Jeff Brenner**  
Brenner Heating and Cooling  
**Dan Briggs**  
Briggs Mechanical  
**Russ Hilliker**  
Ram Heating & Cooling  
**Robert Hutchison**  
Accu-Temp Heating  
**Walt Macklin**  
Design Comfort Company, Inc.  
**Cory McDowell**  
MACs All Temp, Inc.

## Information Systems Technology

**Michael Bates**  
EDS  
**Jeff Britton**  
Michigan School for the Deaf and Blind

**Michael Conway**  
Ovid Elsie Area Schools

**Doug Cornell**  
Shiawassee Area Chamber of Commerce

**Ronald DeHass**  
Michigan Online

**Deanna Drascell**  
Manpower

**Kurt George**  
5/3 Bank

**John Gilkey**  
Artemis

**Michael Holman**  
Expand Learning

**Jeff Hopkins**  
Woodard, Inc.

**Dan Jacobs**  
Owosso Memorial Healthcare Center

**Lance Little**  
Owosso Jr. High School

**Sue Luft**  
5/3 Bank

**Gayle Mills**  
Shiawassee County Medical Care

**Tim Ray**  
Motor Products

**Collin Rose**  
Michigan Online

**Dan Schoch**  
Michigan State Police  
Criminal Justice Center

**Dean Schultz**  
Owosso Memorial Healthcare Center

**Dean Smith**  
Michigan Works

**Dennis Squires**  
Perry Public Schools

**Brian Tongl**  
Expand Learning

**Todd Wyzynajts**  
Memorial Health Care Center

**Human Services**

**Larry Alpert**  
Shiawassee Area Transportation Agency

**Joseph Bixler**  
MSU Extension

**Bob Bluedorn**  
Shiawassee Council on Aging

**Sharon Bowen**  
Career Alliance

**Emily Brewer**  
Shiawassee Early Childhood Services

**Sharon Brubaker**  
Michigan Rehabilitation Services

**Jackie Bucsi**  
Girl Scouts Fair Winds Council

**Sandy Bump**  
Shiawassee Early Childhood Services

**Linda Burns**  
Shiawassee Medical Care Facility

**Arlesia Fields**  
Human Investment & Development

**Scott Gilman**  
Shiawassee County Community Mental Health

**Barbara Harris**  
Planned Parenthood of East Central MI

**Andrew Highland**  
Looking Glass Community Services

**Pam Holman**  
Department of Human Services

**Helen Howard**  
Respite Volunteer of Shiawassee

**Ruth Jandick**  
Shiawassee Rehabilitation Services

**Amy Kerry**  
Salvation Army

**Mike Klauka**  
Big Brothers Big Sisters

**Cynthia Mayhew**  
ARC

**Sue Osika**  
American Red Cross

**George Pichette**  
Shiawassee County Health Department

**Shawn Potter**  
Michigan Rehabilitation Service

**Linda Schonberg**  
Housing Program Specialist

**Vicky Schultz**  
Catholic Charities

**Jody Smith**  
RAVE

**Pam Smith**  
Catholic Charities

**Linda Spencer**  
Shiawassee County Community Corrections

**Cathy Stevenson**  
Memorial Healthcare

**Donald Trapp**  
RESO

**Karen VanEpps**  
Council for Child Abuse Prevention

**Sarah Warren-Riley**  
Habitat for Humanity

**Kirk Woerner**  
Shiawassee Community Mental Health

**Rebecca Zemla**  
Capital Area Community Services

**Interior Design**

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Melco Decorating & Furniture

**Patricia Gage**  
The Kitchen Shop

**Dianne Gewirtz**  
Interiors by Dianne

**Pam James**  
Interiors by Dianne

**Management/Marketing**

**Jim Civile**  
Civille Insurance

**Michael Dvorak**  
Smith Janitor Supply

**Mike Galloway**  
A & O Smith

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Gilbert's True Value

**Kathy Hetfield**  
Morgan Stanley

**Amy Hill**  
VG's Food Center

**Jim Howe**  
Howe's Hallmark

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MMI Financial Group, Inc.

**Sam McLaren**  
McLaren Rent It

**Tony Young**  
Young Chevrolet-Olds-Cadillac, Inc., Toledo Communicator

**Medical Assistant**

**Stephanie Annese**  
Friendly Family Care

**Joy Archer**  
Memorial Healthcare Center

**Carol Berthume**  
Friendly Family Care

**Lisa Cairl**  
Amy Wallace, DO

**Peter Cotey, DO**  
Friendly Family Care

**Joanna Duer, CMA**  
Arnold Medical Clinic

**Cheryl Korf**  
Shiawassee Developmental Center

**Maryann Kujava**  
Baker College

**Angela McKinnis, RN**  
Owosso Medical Group

**Nursing**

**Dawn Buhler**  
Shiawassee County Health Department

**Janet Camp, RN**  
Gratiot Community Hospital

**Suzanne Cleere**  
Memorial Healthcare

**Evan Lapinski, RN**  
Durand Convalescent Manor

**Ricki Burn, RN**  
Clinton Memorial Hospital

**Christine Bauchamp, RN, BSN**  
Hazel Findley Country Manor

**Janice Hodges, RN**  
Sparrow Health System

**Cindy Everett, RN**  
Ingham Regional Medical Center

**Kara Schmier, RN, BSN**  
Memorial Healthcare Center

**Ken Teremi, RN**  
Memorial Healthcare

**Janene Ridor, RN**  
Shiawassee Medical Care Facility

**Shelly Brandt**  
Shiawassee County RESO

**Office Administration**

**Mike Guthrie**  
Kelly Services

**Barb Holland**  
Memorial Healthcare Center

**Sue Luft**  
5/3 Bank

**Sue Osika**  
American Red Cross

**Carol Ann Snyder**  
Shiawassee Soil Conservation

**Radiography**

**Deborah Burch, RT**  
University of Michigan

**Peggy Davison, RT**  
Hills and Dales General Hospital

**Amy Devlin, RT**  
Garden City Hospital

**Denise Hazelton, RT**  
Lapeer Regional Center

**Nancy Latin, RT**  
Spectrum Health System

**Claire Crisher, RT**  
Bon Secours Cottage Health Services

**Vickie Robertson**  
Memorial Healthcare

**Greg Kapp**  
Small Animal Clinic

**Theresa Look, RT**  
Genesys Health Park

**Bradford Siek, RT**  
United Memorial Hospital

**Adrianna Crisan, RT**  
POH Medical Center

**Lisa Bain, RT**  
Oakwood Healthcare System

**Teacher Preparation**

**Bruce Burger**  
Morrice Public Schools

**Cindy Civile**  
Shiawassee Regional Education Service District

**Kathy Clapp**  
Owosso Public Schools

**Rich Collins**  
Owosso Public Schools

**Mark Erickson**  
Owosso Public Schools

**Marcia Freeman**  
Owosso Public Schools

**Susan Giberson**  
Owosso Public Schools

**Greg Gray**  
Owosso Public Schools

**Dave Harnish**  
New Lothrop Schools

**Denice Hernandez**  
Baker College

**Jackie Hurd**  
Perry Public Schools

**Jan Krause**  
Chesaning Public Schools

**Steve Listenfeltz**  
Perry Public Schools

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Webberville Public Schools

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Lansing Public Schools

**Kari Selleck**  
Corunna Public Schools

**John Smith**  
Corunna Public Schools

**Krista Strong**

Owosso Public Schools

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New Lothrop Public Schools

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Karl Manke's Barber-Beauty Shop

**Cherie Knecht**  
Massage Therapist

**Dr. Kerry Lazenby**  
Owosso Chiropractic

**Jacqueline Pabst, NCTMB**  
Kal Family Chiropractic

**Tracy Spencer**  
Harmony Massage Therapy and Body Wellness

**Christopher Venetis**  
Massage Therapist

**Port Huron**

**Business Programs**

**Ed Brennan**  
City of Port Huron/Finance Department

**David Forster**  
CPA

**Michael Carr**  
Farm Bureau Insurance

**Leslie Daniel**  
Domtar Industries

**Karen Dech, CPA**

**Brian Duda**  
Northwestern Mutual

**Linda Finnegan**  
Austin Neister Beauchamp & Finnegan

**David Gillis**  
St. Clair Chamber of Commerce

**Steven Heisler**

**Sharlene Henderson**  
Times Herald

**David Kreistick**  
Plante & Moran

**Harold Krul**  
Automotive Marketing Specialties

**Cheryl Landrum**

**Kim Lewandowski**  
Personal Chef

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Eastern Michigan Bank

**Margo Miller**  
Kelly Services

**John Ogden**  
City of Port Huron/Finance Department

**Kelly Roberts-Burnett**  
Treasurer, St. Clair County

**Debbie Thierry**  
Manpower

**Herman Yentz III**  
Aflac

**Business Administration (Sarnia)**

**Dean Anderson**

**Deborah Austin**  
Ontario Court

**Marcel Beaubien, MPP**

**James Carpeneto**  
Barrister

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Canadian Cancer Society

**Robert Gladwish**  
Ranson Industrial Supplies

**Ken Machan**  
New England Arbors

**Susan Martin**

**Scott McKay**  
Hazlett & Steeves

**Janice McMichael**  
BlueWater Power

**Sharon McPhail**

**Charles Monk, MD**

**Andre Proia**  
Maran Fashions

**Career Services**

**Sharlene Henderson**  
Times Herald

**Jennifer King**  
Marshall Campbell Company  
**Harold Krul**  
Automotive Marketing Specialties  
**Jenifer Shagena**  
Robbins & Marcezzi  
**Sue Spradlin**  
Holiday Inn Express Hotel & Suites  
**Debbie Thierry**  
Manpower  
**Kathy VanPeteghem**  
Graphics by Design  
**Geoffrey Washburn**  
Mercy Hospital

## Computer Information Systems

**David Bailey**  
DTE Energy  
**Brian Briese**  
St. Clair County  
**Robin Frontiero**  
RESA  
**Kay Fuller**  
Sears Home Central  
**David Hickman**  
Port Huron Hospital  
**Jeffery Jarchow**  
QCI Internet  
**Gordan Jemison**  
Port Huron School District  
**Mike Kimmerly**  
Precision Computers  
**Dennis Klaus**  
Avistar Technologies Solutions  
**Ann Konarski**  
Consultant  
**Ernie Martin**  
Acheson Colloids  
**Richard Mousigian**  
CrosLex School Network Administrator  
**Joyce Newtown**  
Baker College  
**Jim Ratche**  
Port Huron High School  
**Bill Riddell**  
Lambton College  
**Dennis Swoffer**  
St. Clair County  
**Robert Todd**  
Avistar Technology Solutions

## Corrections Officer

**Todd Armstrong**  
State Probation Officer  
**Barry Brockdorff**  
St. Clair County Sheriff's Office  
**Scott Green**  
State Probation Officer  
**Jane McCormick**  
St. Clair County Jail  
**Bill Symington**  
Probation Office  
**Thomas Torrey**  
St. Clair County Sheriff's Office

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**Doug Baribeau, DDS**  
**Chester Gauss, DDS**  
**Jill Gilhooley-Brion, DDS**  
**Colleen Guilliat, DDS**  
**Cheryl Grange, CDA**  
**Julie Hastings, CDA, RDA**  
**Robert Hicks, CDT**  
**Kathleen Inman, RDA, RDH, BS**  
**Donna Linne, RDH**  
**Cynthia Lynch, RDH**  
**Laurie Oden, CDA, RDA**  
**Jaime Tickle, RDH**  
**Patric Ward, DDS**  
**Paula Weidig, RDH, BS**

## Early Childhood Education

**Marge Arpan**  
EDC Head Start  
**Robin Bennett**  
Student, PHASD FLEC Program

**Kelly Hardy-Poosch**  
Chippeway Valley  
**Gary Paruet**  
Algonac Schools  
**Whitney Pavlov**  
Consultant, St. Clair RESA  
**Martha Reed-Graves**  
Sandusky Schools

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**Bob Banas**  
Distinctive Images  
**Christina Conlee**  
CMC Designs  
**Kathy Hobden**  
Studio Graphics  
**Kathy Johnston**  
Gregory AD  
**Greg Johnston**  
Gregory AD  
**Karen Senyilmaz**  
Everything Auto Magazine  
**Kathy Van Peteghem**  
Graphics by Design

## Human Services

**Jeff Frazier**  
Norserve  
**Michael Kaza**  
Professional Counseling Center  
**Lisa Stoneburg**  
CCMS  
**Sally Traffon**  
Child Abuse and Neglect Council

## Medical Assistant

**Bonnie DeShon**  
State Farm  
**Christopher Grove**  
Baker College  
**Charlene Golembiewski, LPN**  
Huron Family Practice  
**Christa House, CMA**  
**John Lensmeyer, MD**  
Northpointe OB/GYN  
**Robie Olewski, CMA**  
Prompt Care  
**Sheri Plummer, CMA**  
Downriver Medical Center  
**Patty Povilunas**  
Northpointe OB/GYN

## Medical Laboratory Technician

**Fred Beaulieu**  
McKenzie Memorial Hospital  
**Cindy Endicott**  
Lapeer Regional Hospital  
**Vi Golat**  
Port Huron Hospital  
**Shirley Jackson**  
Port Huron Hospital  
**Joan Jensen**  
Marlette Community Hospital  
**Sheri Nabozney**  
Mercy Hospital  
**Denise Walker**  
St. John River District Hospital  
**Dale Wideman**  
Hills and Dales Hospital

## Networking

**Christopher Adams**  
Citizens First  
**David Bailey**  
DTE Energy  
**Doug Copley**  
GMAC  
**Scott Deland**  
Lewis Company  
**Robin Frontiero**  
RESA  
**Kay Fuller**  
Sears Home Central  
**Dave Hickman**  
Port Huron Hospital  
**Richard Mousigian**  
CrosLex Schools

**Matt Nichols**  
Consultant  
**Robert Payne**  
Consultant  
**Bill Saunders**  
RESA  
**Shawn Teltow**  
Baker College Student  
**Robert Todd**  
Avistar Technology Solutions  
**David Willis**  
General Motors

## Office Administration

**Sue Brisbois**  
First United Methodist Church  
**Donna Class**  
Whaling-Class Appraisals  
**Sue Coates**  
Jewels by Parklane  
**Robin Frontiero**  
RESA  
**Ann Konarski**  
Consultant  
**Connie Kreh**  
Port Huron High School  
**Denice Lapish**  
RESA  
**Dorothy McLean**  
Prepaid Legal Services, Inc.  
**Catherine Messing**  
AG Edwards & Sons, Inc.  
**Paula Randolf**  
Sport Rack Automotive  
**Shonda Stimer**  
Baker College  
**Robert Tharrett**  
Retired High School Business Instructor  
**Jeanne Thomas**  
Girl Scouts  
**Jan Zimmer**  
Jan Zimmer Interior Designs

## Surgical Technology

**Jeff Beckett**  
Port City Communications  
**Dannette Hayman, RN**  
**Donna McFadden, RN, CNOR**  
Department Co-Chair  
**Katherine LaBadie, RN**  
Port Huron Hospital  
**Mary Lambert, CST**  
Marlette Community Hospital  
**Sara O'Donnell, CST**  
Mercy Hospital  
**Kristina Robinson, CST**  
Port Huron Hospital  
**Marilyn Scharnweber, RN**  
St. John River District Hospital  
**Michael Shier, MD**  
**Krishna Valjee MD**  
**Ann Vogt, CST**  
Mercy Hospital

## Teacher Preparation

**Rebecca Falk**  
Special Education Port Huron School District  
**Frank Johnson**  
Yale Public Schools  
**Petra Koprivica**  
East China School District  
**Jerry Steigerwald**  
Brown City Schools

## Therapeutic Massage

**Brandi Leverenz**  
Leverenz Chiropractic  
**Chase Knowlton**  
**Jackie MacDonald**  
**James Pocklington, CMT**

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**Carolyn Aaron (CT)**

*Computer Information Systems*  
BBA Davenport University  
MBA Davenport University

**Andrew Abbott (OL)**

*Research and Statistics*  
BS University of Maine  
MA University of Connecticut  
PhD University of Connecticut

**Frank Abnet (OW)**

*Graphic Communications*  
BA Oakland University  
MS Central Michigan University

**Shawn Abrams (OW)**

*Computer Aided Design*  
BA Northwood University

**Ronald Adam (FL)**

*Education*  
BA Bethel College  
MA Eastern Michigan University

**Gail Adams (MU)**

*Education*  
BS Grand Valley State University  
MA Wayne State University

**Glen Adams (OL)**

*Social Sciences*  
BA Harding University  
MS University of Nebraska  
PsyD Illinois School of Professional Psychology

**Katherine Adams (JK)**

*Mathematics*  
BS Eastern Michigan University  
MBA Michigan State University

**Michelle Adams (OW)**

*CAD/CAM*  
AAS Lansing Community College

**Paulette Adams (FL)**

*Health Sciences*  
AAS Baker College  
BS Eastern Michigan University  
MS Central Michigan University

**John Addis (OW)**

*Computer Information Systems*  
BM Michigan State University

**Archie Addo (CG) (OL)**

*Computer Information Systems*  
BS South Bank University  
MS Somerset University  
PhD Nova Southeastern University

**Tammy Affholter (CS)**

*Accounting*  
BA University of Michigan  
MS Wayne State University

**Antonio Agosto (MU)**

*Social Sciences*  
BS Central Michigan University  
MA Roosevelt University

**Rajeev Agrawal (OW)**

*Computer Information Systems*  
BS GB Part University  
MS TIET

**Mahmood Akhtar (AH)**

*Computer Science*  
MS University of Windsor  
MS University of Islamabad

**Allison Albert (OW)**

*Medical Assistant*  
ADN Mott Community College

BS University of Michigan

**Christine Alexander (AH)**

*Interpreter Training*  
AI North Central Technical College

**Veronica Alexander (AH)**

*Developmental Education*  
BA Wayne State University

**Laura Alexandria (MU)**

*English/Communications*  
BA Wayne State University  
MA University of Maryland

**Melanie Allen (MU)**

*English/Communications*  
BFA Western Michigan University  
MFA University of Florida

**William Allen (FL)**

*Patient Care Aide*  
LPN Northern Michigan University  
RN St. Joseph Mercy School of Nursing

**Pamela Alley (CA)**

*Health Sciences*  
BSN Ferris State University  
MSN Andrew's University

**Jean Allison (JK)**

*Early Childhood Education*  
BS Michigan State University  
MA Michigan State University

**Larry Allison (PH)**

*Management*  
BIM Baker College  
MBA Baker College

**Fouad AlNajjar, PhD (CG)**

*Accounting*  
BA University of Baghdad

MBA University of Bridgeport

PhD University of Strathclyde

**John Alwardt (CT)**

*Communications*  
BA Western Michigan University  
MAT Marygrove College

**Shelley Alwardt (CT)**

*Early Childhood Education*  
BA Western Michigan University  
MA Marygrove College

**Luis Amado (MU)**

*Culinary Arts*  
AAS Grand Rapids Community College

**Stanley M. Amaladas (CG)**

*Business Administration*  
BA University of Manitoba  
MA University of Manitoba  
PhD Walden University

**Carolyn Ambrose (OW)**

*Therapeutic Massage*  
BFA Michigan State University

**Beth Ammerman (FL)**

*Nursing*  
BSN Michigan State University  
MSN Michigan State University

**Sheryl Ananich (FL)**

*Architecture*  
BS University of Arlington  
MA University of Michigan

**Allen Anderson (MU)**

*Culinary Arts*  
BS Ferris State University  
MBA Baker College

**Dean Anderson (PH)**

*Accounting*  
 Certified Accountant  
 BS Althouse College  
 BE University of Western Ontario

**Lori Anderson (MU) (FR)**

*Medical*  
 BS Western Michigan University  
 MPA Western Michigan University

**Margaret Anderson (FL)**

*Education*  
 BA University of Michigan

**Vicki Anderson (JK)**

*Human Services*  
 AA Jackson Community College  
 BSW Spring Arbor College  
 MSA Central Michigan University

**Robert Andres (MU)**

*Developmental Education*  
 BS Central Michigan University  
 MEd Grand Valley State University

**Max Anthouard (CT)**

*Health Sciences*  
 AAS Washtenaw Community College

**Gerri Apsey (OW)**

*Nursing*  
 BS Oakland University  
 MSN Michigan State University

**Penny Apsey (OW)**

*Early Childhood Education*  
 BS Central Michigan University  
 MA Michigan State University

**Ivy Arbuckle (JK)**

*Paralegal*  
 BA Eastern Michigan University  
 JD Thomas Cooley School of Law

**Joy Archer (OW)**

*Medical Insurance Specialist*  
 BHSA Baker College

**Cheryl Aretha (AH)**

*Medical/Science*  
 BA New College of the University of South Florida  
 PhD Wayne State University School of Medicine

**Jennifer Arkwright**

*Social Sciences*  
 BA Oakland University  
 MA Oakland University

**Freddie Armstead (OW)**

*Social Sciences*  
 MA University of Oklahoma

**Cisely Armstrong (OW)**

*Office Administration/Computer Information Systems*  
 BA University of North Alabama  
 MA University of North Alabama

**Todd Armstrong (PH)**

*Corrections*  
 BS Ferris State University  
 JD Wayne State University

**Karen Arndt (AH)**

*Communications*  
 MAT Oakland University

**Margaret Arnold (FL)**

*Communications*  
 BA Michigan State University  
 MLS Western Michigan University

**Sheila Arnouts (MU)**

*Accounting*  
 BS Western Michigan University  
 BS Western Michigan University

**Shannon Ash (FL)**

*Nursing*  
 BSN University of Michigan  
 MSHE University of Michigan

**Ann Ashbay (CA)**

*Nursing*  
 AAS Baker College  
 BS Ferris State University  
 BSN Ferris State University

**Belinda Atchison (MU)**

*Social Sciences*  
 BA Olivet Nazarene University  
 MA Wheaton College

**Christopher Attarian (OW)**

*Social Sciences*  
 BA Albion College  
 MA University of California  
 PhD University of California

**Mayssa Attia (CT)**

*Management*  
 BA Michigan State University  
 JD Detroit College of Law

**Karen Atwell-Zbiciak (FL)**

*Nursing*  
 BSN University of Michigan

**Johanna Atwood-Brown (FL)**

*Communications*  
 BA University of Michigan  
 MA Ohio University

**Adam Aube (FL)**

*CIS/Computer Science*  
 BA Baker College

**Robert Aubey (CG)**

*Business Administration*  
 BBA Lamar University  
 MA University of the Americas  
 PhD University of California

**Vincent Authier (AP)**

*Computer Information Systems*  
 BA University of Michigan

**Mahir Awraham (CT)**

*Computer Science*  
 BS University of Mosul  
 MS University of Detroit

**Clarence Aycock (CT)**

*Electronic Engineering Technology*  
 BEE Auburn University  
 MSTM Embry-Riddle Aeronautical University

**Nedra Ayer-Scholl (MU)**

*Therapeutic Massage*  
 AS College of Redwoods

**John Ayres (WB)**

*Education*  
 MA Ferris State University  
 EdD Walden University

**Danielle Babb (CG)**

*Business Administration*  
 BS University of California  
 MBA University of Redlands  
 PhD Capella University

**Kyle Badaoui (AH) (CT)**

*Science*  
 BS Concordia University  
 MS Life University  
 DC Life University

**Tony Badovinac (CA)**

*Law*  
 BS Central Michigan University  
 MBA Central Michigan University  
 JD Thomas M. Cooley Law School

**Dean Bagnall (FL)**

*Education*  
 BA Central Michigan University  
 MA Central Michigan Education

**Amelia Cristina Bailey (AP)**

*Health Sciences*  
 AA Schoolcraft College  
 BA Universidad Nacional del Nordeste  
 BS Universidad Nacional del Nordeste  
 MD UNNE

**David Bailey (PH)**

*Computer Information Systems*  
 BS Baker College

**Ed Bailey (MU)**

*Social Science*  
 BA Western Michigan University  
 MA Western Michigan University

**Jonathan Bailey, CPA (PH)**

*Accounting*  
 MBA Walsh College

**Bruce Bailey (CA)**

*Humanities*  
 BS Central Michigan University  
 MA Central Michigan University

**Randy Baker (MU)**

*English/Communications*  
 BA Indiana University  
 MA University of South Dakota

**Mark Baldwin (FL)**

*Architecture*  
 BS Lawrence Tech  
 MA Lawrence Tech

**Diane Baldwin (AH)**

*Communications*  
 BA Oakland University

**Nancy Balko (OW)**

*Office Administration/CIS*  
 BA Central Michigan University  
 MA Central Michigan University

**Cindy Ballor (OW)**

*Diagnostic Medical Sonography*  
 AAS Ferris State University

**Rebecca Banat (FL)**

*Nursing*  
 BSN Wayne State University

**Claretha Banks (OL)**

*Business Administration*  
 BA Clemson University  
 MT North Carolina State University  
 PhD Virginia Polytechnic Institute & State University

**S. Keith Bankson (PH)**

*Law*  
 BA University of Michigan  
 JD University of Michigan Law School

**Mernoush Banton (OL) (CG)**

*Business Administration*  
 MS Florida International University  
 MBA University of Miami  
 DBA Nova Southeastern University

**Diana Baran (AH)**

*Computer Information Systems*  
 BSME GMI Engineering and Management Institute

**Susan Baranski (AP)**

*General Education*  
 BA Michigan State University  
 MA Oakland University

**Roger Baran (AH)**

*Automotive Services*  
 BA Wayne State University  
 MA Central Michigan University

**Patricia Barber (OW)**

*Management*  
 BS University of Michigan  
 MA University of Michigan  
 PhD Greenwich University

**Pamela Barckholtz (AH)**

*Human Service*  
 BS Eastern Michigan University

**James Barczewski (CA)**

*Health Sciences*  
 Paramedic Certification Southeastern  
 EMS Academy  
 MA Macomb College

**Dan Bare (FL)**

*CIS/Computer Science*  
 BS Michigan State University  
 MA Eastern Michigan University

**Nasser Barkesseh (CS)**

*Industrial Management/Mathematics*  
 BS University of Texas  
 MS New Mexico State University  
 PhD Oakland University

**Barb Barnes (CA)**

*Nursing*  
 LPN Mercy School of Practical Nursing  
 ADN Kirtland Community College  
 BSN Excelsior

**Angela Barone (OW)**

*Management*  
 BA Michigan State University  
 MS Central Michigan University

**Randi Tucker Barr (JK)**

*Business Administration*  
 BS University of Toledo  
 MBA University of Findlay

**Heather Barry (AP)**

*Developmental and General Education*  
 BA Oakland University  
 MS Eastern Michigan University

**Philip Bartlett (JK)**

*Mathematics*  
 BS Huntington College  
 MS Eastern Michigan University

**James Bartlett (OW)**

*Management*  
 BS New York State University  
 MS Troy State University  
 PhD Columbia Pacific University

**Sara Barton (AH)**

*Management*  
 MBA University of Michigan

**Bill Batchelor**

*Diesel Technology*  
 AAS Denver Auto

**Julie Bates (AP)**

*Developmental Education*  
 BS University of Michigan  
 MBA University of Michigan

**Gary Bates (FL)**

*Management/Marketing*  
 BS Ferris State University  
 MA Central Michigan University

**Peter Batzer (CY)**

*Education*  
 BS Central Michigan University  
 MA Central Michigan University

**Jim Bauer (FL)**

*Law/Research/Communications*  
 BA University of Michigan  
 JD Thomas M. Cooley Law School

**Christina Baum (CA)**

*Therapeutic Massage*  
 AA Lake Tahoe Community College  
 MT Certificate Greenville Tech  
 BS Excelsior College

**Marsha Baumgarten (CA)**

*English*  
 BME Central Michigan University  
 MA Central Michigan University

**Norman Bayne (PH)**

*Veterinary Technology*  
 BS Michigan State University  
 MS University of Utah  
 DVM Michigan State University

**Stephen Bazinski (CT)**

*Mathematics*  
 BS General Motors Institute  
 MS University of Michigan  
 MBA University of Michigan  
 MME Oakland University

**Marilyn Beals (OW) (PH)**

*Medical Laboratory Technology*  
 BS Michigan State University

**Sheri Beasley (OL)**

*Management*  
 BA University of Phoenix  
 MA University of Phoenix

**Greg Beatty (OL)**

*Communications*  
 BA University of Washington  
 MA University of Iowa

**Bob Beckwith (OW)**

*Computer Information Systems/Computer Science*  
 AAS Mott College  
 BS Rochville University

**Karen Bedell (FL)**

*Social Sciences*  
 BS Central Michigan University  
 MS Purdue University

**Kamila Bednarowska (OW)**

*General Education*  
 BA University of Wrocław  
 MA University of Silesia

**Eduardo Bedoya (MU)**

*Computer Information Systems*  
 BS Grand Valley State University

**Carl Beekman (OL)**

*Social Sciences*  
 BS Indiana State University  
 MS Indiana State University  
 PhD The Union Institute

**Maddalyn Beers (CA)**

*Health Sciences*  
 AAS Baker College

**Shannon Behlin (CA)**

*Nursing*  
 AAS Macomb Community College  
 BS University of Michigan  
 MSN Ferris State University



**Holly Behrens (MU)**

*Computer Information Systems*  
BS University of Missouri  
MBA SIU Edwardsville  
PhD St. Louis University

**John Behrens (OW)**

*Mathematics/Social Sciences*  
BA Spring Arbor University  
MA Western Michigan University

**Max Belcher, CSW, CCBT (FL)**

*Social Sciences*  
BA Berea College  
ThB American Divinity School  
ThM Trinity College  
ThD Trinity Theological Seminary  
MA Liberty University  
PhD University of San Jose  
DD, LLD International Free Protestant  
Episcopal University

**Belle Bell, RHIT (FL)**

*Health Sciences*  
AAS Baker College

**Michael Belleman (AP)**

*Economics*  
BA Marygrove College  
MST Walsh College  
MAE Walsh College

**F. Craig Bellw (CY)**

*Health Sciences*  
BS University of Toledo  
MSA Central Michigan University

**Deborah Bendall (OW)**

*Clinical Laboratory Science*  
BS Michigan State University

**Robyn Benham (MU)**

*Early Childhood Education/Education*  
BS Grand Valley State University  
MA Grand Valley State University

**Melinda Benn (FL)**

*Therapeutic Massage*  
LPN Mott Community College  
DC Palmer College

**Eric Bennet (OW)**

BS Southwest Baptist University  
MS Central Missouri State University

**Kelly Bennett (PH)**

*Accounting*  
BBA Baker College

**Marlene Berens (OW)**

*Nursing*  
ADN Westshore Community College  
BSN Grand Valley State University  
MSN Michigan State University  
CFNP Michigan State University

**Robert Berge (AP)**

*Management*  
BA Eastern Michigan University  
MA University of Detroit

**John Bergmeier (AH)**

*Graphic Communications*  
BA Hastings College  
MFA Wichita State University

**Keith Bergquist (MU)**

*Social Sciences*  
BA University of Michigan  
MA Assembly of God Theological  
Seminary

**Lisa Bergquist (MU)**

*Social Sciences*  
BA Central Bible College  
MA Assemblies of God Theological  
Seminary

**Michelle Berke (AH) (FL)**

*Social Sciences*  
BFA Center for Creative Studies  
MA Wayne State University

**Dale Bernard (PH)**

*English*  
BA Oakland University  
MA Education Wayne State University

**Robert Bethel (AP)**

*Management*  
AAS Westmoreland County Community  
College  
BS Robert Morris University  
MS Central Michigan University

**Trevor Bethke (MU)**

*Culinary Arts*  
AAS Grand Rapids Community College

**Jennifer Beurmann (OW)**

*Health Sciences*  
CMT Academy of Health Professionals  
AAS Davenport College

**Janis Beutel (OW)**

*Developmental Education*  
BA Eastern Michigan University  
MA Central Michigan University

**Sara Bieda (JK)**

*Mathematics*  
BS Western Michigan University

**Todd Bigger (PH)**

*Education*  
MA Central Michigan University

**Joseph Bill (CS)**

*Management*  
BSET Wayne State University  
MBA Baker College

**Melissa Bills (CY)**

*Therapeutic Massage*  
NCTMB  
AAS Baker College

**Kristi Bisballe (CA)**

*Developmental Mathematics*  
MAT Marygrove College  
BSE Central Michigan University

**Paula Bishop (OW)**

*Nursing*  
BSN University of Michigan

**Valerie Bishop (MU)**

*Social Sciences*  
BA Spring Arbor College  
MA Dallas Theological Seminary

**Deborah Biskner (PH)**

*Medical Insurance Specialist*  
AA St. Clair Community College  
BBA Baker College

**Sheryl Bivins (OW)**

*Computer Information Systems*  
BS Wright State University  
MSA Central Michigan University

**Mary Biziorek (CS)**

*Communications*  
BS Reford University  
MA Oakland University  
PhD Michigan State University

**Raymond Biziorek (CS)**

*Communications/Management*  
MA Central Michigan University

**Krysis Bjork (MU)**

*Management*  
BBL Baker College  
MBA Baker College

**Tina Black (PH)**

*Dental Hygiene*  
AS Lansing Community College

**Karla Blackmer (CA)**

*Health Sciences*  
AAS Baker College  
MBA Baker College

**Barbara Blair (OL)**

*Computer Information Systems*  
BS Oakland University  
MBA Baker College

**Don Blair (CA)**

*Accounting*  
BA Central Michigan University  
MBA University of Chicago

**Vivian Blakemore, CPA (CA) (OL)**

*Accounting*  
BA Regent's College  
MBA Baker College

**Ron Blevins (CS)**

*Management*  
BSIM Lawrence Technological  
University  
MSA Central Michigan University

**John Block (CA)**

*Developmental Mathematics*  
BS University of Michigan  
MA Wayne State University

**Kay Blohm (AH)**

*Communications*  
BA Southern Nazarene University  
MA Southern Nazarene University

**Diana Bloss (CG)**

*Health Care Management*  
BS University of Nebraska  
JD University of Nebraska

**Joann Bogard (CA)**

*Mathematics*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Betsy Boggs (MU)**

*Early Childhood Education*  
BS Michigan State University  
MA Michigan State University

**Kathryn Bogl (AH)**

*Health Sciences*  
BBL Baker College  
MBA Baker College

**Gary Bogner (MU)**

*Management/Marketing/Law*  
BA Aquinas College  
BSBA Aquinas College  
MBA Baker College

**Michael Bohanon (OW)**

*Accounting/Management*  
BGS University of Michigan  
MS Walsh College

**Helen Bojarczyk (AH)**

*Management*  
BS Central Michigan University  
MA Central Michigan University

**Elizabeth Bolen (MU)**

*Science*  
BS Central Michigan University  
PhD University of Virginia

**Suzanne Boos (MU)**

*Office Administration*  
BBA Baker College

**John Bonagofsky (OL) (CG)**

*Marketing*  
BSBA University of Phoenix  
MBA University of Phoenix  
PhD Walden University

**Kim Bond (PH)**

*Marketing*  
BBA Baker College  
MBA Baker College

**Mark Bondar (CT)**

*Mathematics*  
BA Wayne State University  
MAT Wayne State University

**Laurie Bonventre (FL)**

*Communications*  
BA University of Michigan  
MLS University of Michigan

**Birgitta Born (CT)**

*Communications*  
BA Augustana College  
MAT Saginaw Valley State University

**Antonio Borrello (OL)**

*Social Sciences/General Education*  
BA Wayne State University  
MA Wayne State University  
PhD Capella University

**Katrina Bowers (JK)**

*Health Sciences*  
AAS Michigan State University

**Kevin Bowling (CA)**

BBA Baker College  
AB Davenport University

**Sharon Bowman (AP)**

*English, Mathematics*  
BA Michigan State University  
MA Eastern Michigan University

**Gordon Boyd (CT)**

*Social Sciences*  
BA Asbury College  
MDiv Asbury Theological Seminary

**Debra Boyles (OW)**

*Developmental Education*  
BA Simpson College

**Richard Brader (OW)**

*Automotive Service Technology*  
AAS Denver Auto and Diesel

**Betsy Bradley (FR)**

*Early Childhood Education*  
BA Michigan State University  
MA Grand Valley State University

**Vickie Bradshaw (PH)**

*English*  
MA St. Mary's College

**Al Braekevelt (PH)**

*Economics/Management/Human  
Resource Management*  
B COM McGill University  
MBA Wayne State University  
PhD Madison University

**René Branch (CA)**

*Health Sciences/Nursing*  
AA Delta Community College  
BS Spring Arbor University

**Garret Brand (OL)**

*Law*  
BBA Western Michigan University  
JD Thomas M. Cooley Law School

**Chris Brandt (OL)**

*Computer Information Systems*  
BS University of Minnesota  
MS Capella University

**Joseph Brandt (CG) (OL)**

*Economics/Finance*  
BS University of Houston  
MS Texas A&M University  
EDD University of Northern Colorado

**Betty Brant (WB)**

*Early Childhood Education*  
BA Saginaw Valley State University

**Joy Brastrom (CA)**

*Medical Insurance Specialist*  
BBA Baker College  
MA Baker College

**Karen Bratus, DDS (PH)**

*Dental Hygiene*  
BS Michigan State University  
DDS University of Detroit

**Julie Brennan Jackson (PH)**

*Diagnostic Ultrasound*  
RMT Fanshawe College

**Brian Bridson (FL)**

*CIS/Law/Computer Networking*  
Microsoft Certified System Engineer  
Microsoft Certified Trainer  
BS Michigan State University  
MS Ferris State University  
JD Thomas M. Cooley Law School

**Gregory Bringard (CY)**

*Management/Law*  
BS Eastern Michigan University  
JD Thomas M. Cooley Law School

**Douglas Brouwer (MU)**

*Science*  
BS Grand Valley State University  
MS University of Wisconsin  
PhD University of Wisconsin

**Althea Brown (CS)**

*Health Sciences*  
BS University of Detroit  
MA Central Michigan University

**Annette Brown (CA)**

*Accounting/Business Administration*  
BA Tri-State University  
MBA Baker College

**Bonnie Brown (CT)**

*Business Administration*  
BA Michigan State University  
Med Wayne State University

**Carole Brown (FL) (OW)**

*Health Sciences*  
BSN University of Michigan

**Carrie Brown (FL)**

*Health Sciences*  
LVT Baker College

**Connie Brown-Olds (CA)**

*Nursing*  
ADN Northwestern Michigan College  
BSN University of Michigan

**David Brown (OW)**

*Law/Accounting*  
BS California State University  
MA Saginaw Valley State University  
JD Thomas M. Cooley Law School

**Jodi Brown (FL)**  
BA Oakland University  
MA Wayne State University

**Tracy Brown (JK)**  
*Health Sciences*  
BS Ferris State

**Kenneth Brownson (OL)**  
*Health Administration*  
BPA Saint Joseph's College  
MSM The American College  
MS California College of Health Sciences

**Richard Bruder (OW)**  
*Automotive Service Technology*  
AAS Denver Auto and Diesel

**Anthony Brumar (FL)**  
*Marketing*  
BBA University of Michigan  
MBA Michigan State University

**Margaret Bryce (FL)**  
BA Oakland University  
MDiv Nazarene Theological Seminary

**Carol Bubblitz (PH)**  
*Early Childhood Education*  
BS Central Michigan University

**Darryl Buchanan (FL)**  
*Political Science*  
BA Kalamazoo College  
MPA Western Michigan University

**Bruce Buchner (FL)**  
*Accounting*  
BBA University of Michigan  
MBA Eastern Michigan University

**Rebekah Bulgrien (PH)**  
*Developmental Education*  
BA Saginaw Valley State University

**Leonard Bulmer (OL)**  
*Economics*  
BA Lakehead University  
BEd University of Toronto

**Jerri Buiting (FL)**  
*Business Administration*  
MSA Central Michigan University

**Paulette Burdick, CST (MU)**  
*Surgical Technology*  
AAS Baker College

**Erlan Burk (OL)**  
*Management*  
BS Brigham Young University  
MS Arizona State University

**Tina Burke (CA)**  
*Health Sciences*  
MS Michigan State University  
DVM Michigan State University

**William Burkett (OL)**  
*Computer Information Systems*  
BS Palm Beach Atlantic University  
MS Nova Southeastern University  
PhD Nova Southeastern University

**Robert Buszta (AH)**  
*Computer Information Systems*  
BS Central Michigan University

**William Byrne (AH)**  
*Communications*  
BA Marist College  
MA St. John's University

**Minnie Cabine (FL)**  
*Human Services*  
BA University of Michigan  
MSW University of Michigan

**Gary Cockman (FL)**  
*Social Sciences*  
BA University of Michigan  
MA Eastern Michigan University

**Robert Cadwell (FL)**  
*Computer Aided Drafting*  
BS Western Michigan University  
MA Eastern Michigan University

**Francis Cafferty (AP)**  
*Paralegal, Management*  
BA University of Detroit  
MA University of Detroit  
JD Detroit College of Law

**Helen Callans (PH)**  
*Medical*  
BS Charter Oak State College

**Laura Callsen (CA)**  
*Health Sciences*  
AST Baker College

**Kreston Canada, CMA (FL)**  
BA University of Michigan  
MBA Eastern Michigan University

**Elizabeth Caplis (JK)**  
*Health Information Technology*  
BA Concordia

**Lisa Carlesso, CPA (CT)**  
*Accounting/Economics*  
BS University of Detroit  
MBA University of Detroit

**Ron Carlotti (MU)**  
*Science*  
BS Ohio State University  
MS West Virginia University  
MBA Aquinas College  
PhD West Virginia University

**Lisa Carlson, EMT-P, I/C (MU) (FR)**  
*Emergency Medical Services*  
Great Lakes EMS Academy

**Maureen Carlson (CA)**  
*Music*  
BA Helderberg College  
MM Michigan State University  
DMA Michigan State University

**Rita Carlson (PH)**  
*Social Studies*  
BSW Saginaw Valley State University  
MSW Wayne State University

**Rod Caruthers (AP)**  
*Management*  
BA Wayne State University  
MA University of Phoenix

**Ann Cascarelle (FL)**  
*Mathematics*  
BA Southwest Baptist University  
MA University of Louisville  
EdD Nova Southeastern University

**Daryl Case (CA)**  
*Health Sciences*  
Paramedic Certification Lansing  
Community College

**Clifford Cast (OL)**  
*Computer Information Systems*  
BIS Brigham Young University  
MBA University of Phoenix

**Litina Cates (PH)**  
*Human Resources*  
BA Marygrove College  
MBA Baker College

**Judy Catto (CA)**  
*Office Administration*  
BBA Baker College  
MBA Baker College

**Neema Caughran (OL)**  
*Social Sciences*  
BA Syracuse University  
MA Antioch College  
PhD Syracuse University

**Tom Cavanaugh (MU)**  
*Computer Information Systems*  
BBA Baker College

**Diann Ceglarek (PH)**  
*Medical Laboratory Technology*  
BS Oakland College

**Phil Celice (PH)**  
*Medical*  
BA Michigan State University

**Norann Chadwick (CA)**  
*Teacher Preparation*  
BS Northern Michigan University  
MA Central Michigan University

**Teresa Chapman (FL)**  
*Health Sciences*  
BS Baker College

**Madhavan Chari (FL)**  
*CIS/Computer Science*  
MS Florida Institute of Technology

**Bonnie Chasseur (CA)**  
*Social Sciences*  
BS Western Michigan University  
MSW Western Michigan University

**David Chaulk (PH)**  
*Computer Networking*  
BBA Baker College  
MBA Baker College

**Karen Cheatham (FR)**  
*Accounting*  
BS Western Michigan University

**William Cheng (CG) (OL)**  
*Economics/Finance*  
BL National Chengchi University  
MA National Chengchi University  
PhD SUNY University

**Claudia Chester (AP)**  
*Early Childhood Education*  
BA Michigan State University  
MA University of Michigan  
EdS Wayne State University

**Thomas Chester (AH) (CS)**  
*History/Management*  
BA Oakland University  
MA Central Michigan University

**Lawrence Chominski (CT)**  
*Communications*  
BA Wayne State University  
MA Wayne State University

**Lauri Choan (FL)**  
*Early Childhood Education*  
BS Michigan State University  
MS

**Lauren Chom (FL)**  
*Early Childhood Education*  
BS Michigan State University  
MS Nova University

**Shen-Yung Chow (CT)**  
*Computer Science*  
BS Chinese Culture University  
MA University of Detroit

**Juliane Chreston (CG)**  
*Occupational Therapy*  
BA Wayne State University  
MS University of Michigan

**Cathy Church-Knox (OW)**  
*Health Sciences*  
BA Southeastern University  
MA Columbia International University

**Michele Ciarlo-Glazewski (AH) (CT)**  
*Social Sciences*  
BA Illinois State University  
MA Eastern Michigan University

**Cindy Civile (OW)**  
*Education*  
BS Oakland University  
MA Michigan State University  
EdS Michigan State University

**Kathy Clapp (OW)**  
*Education*  
BS Central Michigan University  
MS Eastern Michigan University

**Jerry Clardy (PH)**  
*Education*  
MA Wayne State University

**Catherine Clark (PH)**  
*General Education*  
BA Saginaw Valley State University  
MA Saginaw Valley State University

**Dean Clark (FL)**  
*Computer Aided Drafting*  
AS Commercial College  
BA Baker College

**Janice Clauser (AP)**  
*Marketing*  
BBA Baker College  
MBA Oakland University

**Ruth Clayman (AH)**  
*Communications*  
BA Wheaton College  
MA Oakland University

**Kathryn Clemans (AH)**  
*Management*  
BA Asbury College  
MSA Central Michigan University

**Steven Climer (AP)**  
*English*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Catherine Cline (CA)**  
*Health Sciences*  
BS Grand Valley State University  
MS Clayton College  
PhD Clayton College

**Jane Clingman-Scott (MU)**  
*English/Communications*  
BA Aquinas College  
MA Western Michigan University

**Kathleen Coakley (AP)**  
*Early Childhood Education*  
AA Wayne County Community College  
BA Central Michigan University  
MA Oakland University

**Constance Cody (OW)**  
*Spanish*  
BA Western Michigan University  
MA Indiana University

**Damian Colden (FL)**  
*CIS/Computer Science*  
BS Virginia Military Institute  
MS University of Rhode Island

**Michaelene Collins (AH)**  
*Health Sciences*  
AAS Baker College

**April Collett (OL)**  
*General Education*  
BA Eastern Washington State College  
MS Eastern Washington State College  
PhD Gonzaga University

**Jake Collins (OW)**  
*Marketing*  
BBA William Tyndale College  
MBA University of Michigan

**Daniel Collison (MU)**  
*Social Sciences*  
BA St. Olaf College  
MSW George Washington University  
MA The Fielding Institute  
PhD The Fielding Institute

**Ervin Colston (AP)**  
*Management*  
BBA Detroit College of Business  
MBA Davenport University

**Misty Combs (OW)**  
*Human Resources/Management/Developmental Education*  
BA Baker College  
MA Baker College

**Conna Condon (OL)**  
*Computer Information Systems*  
MBA California State University

**Kimberlee Conley (JK)**  
*English*  
BS Baker College

**Karen Conner (FL)**  
*Communications*  
BS Bob Jones University  
MA Eastern Michigan University

**Virginia Conner (FL)**  
*Office Administration*  
BS Shippensburg University

**Alicia Conradson (CA)**  
*Developmental Mathematics*  
MAAS University of Michigan  
BAME Kalamazoo College

**Michael Conway (AH) (AP) (PH)**  
*Social Sciences/Paralegal/Business*  
BA Michigan State University  
MPA Michigan State University  
JD University of Detroit School of Law

**Ann Cook (AP)**  
*General Education/Human Services*  
BA University of Michigan  
MSW University of Michigan  
PhD Institute for Clinical Studies

**Kelly Cook (OW)**  
*CENA*  
ADN Lansing Community College

**Sandra Cook (FL)**  
*Nursing*  
ADN Mott Community College  
BA University of Michigan  
MSN Wayne State University

**Mary Ellen Cooper (OL)**

*General Education*  
BA Augusta College  
MA Liberty University  
PhD Walden University

**Rebecca Cooper (CT)**

*Veterinary Technology*  
LVT Michigan State University  
BS Western Michigan University

**Terri Cooper, OTR (MU)**

*Occupational Therapy Assistant/Physical Therapist Assistant*  
BS Alma College  
MSOT Washington University

**Doug Copley (PH)**

*Computer Security*  
BA Albion College  
MS Michigan State University

**Shawn Corlew (JK)**

*Human Services/Social Sciences*  
BS Ferris State University  
MA Siena Heights College

**Kendra Corman (CS)**

*Accounting/Finance*  
BA Penn State University  
MA Oakland University

**Dale Cottrill (CS)**

*Communications*  
BS Western Virginia University  
MA University of Michigan  
PhD Wayne State University

**D'anna Courtney-Rives (AP)**

*Early Childhood Education*  
BSBA Wayne State University  
MA Wayne State University

**Cheryl Cox (JK)**

*English*  
BA Western Michigan University  
MA Eastern Michigan University

**Susan Cox (MU)**

*Business Administration*  
BS Cornerstone University  
MS Cornerstone University

**Michael Coyne (AH)**

*Marketing*  
BA Central Michigan University  
MSA Oakland University

**John Craddock (CG)**

*Business Administration*  
MBA Pepperdine University  
PhD Walden University

**JoAnne Crain (CG) (FL) (OL)**

*Health Sciences*  
BS Eastern Michigan University  
MA Eastern Michigan University  
PhD Michigan State University

**Anthony Craton (AH)**

*Computer Information Systems*  
BA University of Michigan  
MS University of Detroit

**Michael Crawford (FL)**

*Architecture*  
BA University of Michigan

**Mickey Crews (OL)**

*General Education*  
BA Lee College  
MA Auburn University  
PhD Auburn University

**Kim Critchlow (OL)**

*Management*  
BS University of Phoenix  
MBA Golden Gate University

**Gregory Cronic (PH)**

*CIS/Management*  
BBA Southern Illinois  
BOM Goshen College

**Sarah Cronk (CY)**

*Medical Assistant*  
BSN Illinois Wesleyan University

**Rachel Cronover (AP)**

*Interior Design*  
BS Lawrence Technological University  
BFA Lawrence Technological University

**Janita Cross (CT)**

*Computer Science*  
BA Jackson State University  
MBA Lindenwood College

**Rebekah Cross (AH)**

*Communications*  
BA Cedarville University  
MA Wright State University

**Dolores Cummings (FL)**

*CENA/PCA*  
BS University of Michigan

**Glenn Cummings (PH)**

*General Education*  
BA University of Michigan  
BS Wayne State University  
PhD Wayne State University

**Robert Cunningham (FL)**

*Science*  
BS Michigan Technological University  
MA Michigan Technological University

**Thomas Cunningham (OW)**

*Electronic Technology*  
BIM Baker College

**Michelle Curtain (FL)**

*Nursing*  
BSN University of Michigan

**Herbert Czerwon (MU)**

*Social Sciences*  
BS Western Michigan University  
MA Western Michigan University

**Mohamed Daasa (FL)**

*History*  
BA University of Paris  
MA University of Avignon  
PhD University of Paris

**Lori Dailey (JK)**

*Business*  
BBA Eastern Michigan University  
MBE Eastern Michigan University

**Gary Dall (MU)**

*Computer Networking*  
BS University of Michigan  
MS University of Phoenix

**Jacqueline Dalley (OW)**

*Communications*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Christine D'Angela (AH)**

*Management*  
BA University of Detroit  
MA Wayne State University

**Elena Danishevskaya (CS)**

*Public Safety*  
BS Eastern Michigan University  
MS Eastern Michigan University

**Ronald Dans (AH)**

*Interpreter Training*  
BS Gallaudet University

**Kris Darrow (CA)**

*Communications*  
BA University of Michigan  
MA Central Michigan University

**Ron Davey (PH)**

*General Education*  
BS Western Michigan University  
MBA Central Michigan University

**Karen Davis (AH)**

*Interior Design*  
BS University of Michigan  
MBA Wayne State University

**Louise Davis (OW)**

*English*  
BA Roehampton Institute  
MA Michigan State University

**Mary Davis (OL)**

*Management*  
BBL Baker College  
MBA Baker College

**Robert Davis (MU)**

*Mathematics*  
BA University of Illinois  
MA University of Alabama

**Sandra Davis (AP)**

*Computer Information Systems*  
BS University of Detroit  
MS University of Detroit

**Wendy Dawson (CA)**

*EMS*  
Paramedic Certification North Central Michigan College

**Barb Debelak (OW)**

*Human Services*  
BA Central Michigan University  
MA Central Michigan University

**Karen Dech (PH)**

*Accounting*  
BA Walsh College

**Cindy Deemer (CA)**

*Research*  
AS Baker College  
MA Central Michigan University

**Sara Dehn (CA)**

*Health Sciences*  
AVT Baker College

**Scott Deland (PH)**

*Networking*  
AAS Baker College

**Amy DeLange (PH)**

*Social Sciences*  
BA Oakland University  
MS Wayne State University

**Katy Delashmit (OL)**

*Computer Information Systems*  
BBA Baker College

**Tim Demumbrum (MU)**

*Architectural Construction Technology*  
BS Ferris State University  
BS Michigan State University

**Nancy Denbrock (CY)**

*Health Sciences/Social Sciences*  
BS Central Michigan University  
MA Central Michigan University

**Michael Deneen (AH)**

*Management*  
BBA Baker College  
MBA Indiana Institute of Technology

**Cynthia Denham (CS)**

*Social Sciences*  
BA Spring Arbor University  
MA University of Detroit-Mercy

**Gwen Dennis (CA)**

*Nursing*  
ADN Ferris State University

**Craig Derror (CA)**

*Social Sciences/Human Services*  
BA Western Michigan University  
MA Western Michigan University  
PhD Capella University

**Mark DeSantis (OW)**

*Health Sciences*  
BS University of Michigan  
MD University of Michigan

**Richard DeShon (PH)**

*Corrections*  
BS Wayne State University  
MA Eastern Michigan University

**Lonnie Deur (CA)**

*Corrections*  
BA Ferris State University  
MA Michigan State University

**Robin Devine-Paskins (FL)**

*Health Sciences*  
ADN Mott Community College  
BSA Baker College

**Carol Dew, MAT, CMA-AC (FL)**

*Medical Assistant*  
AAS Baker College  
BA Spring Arbor University  
MAT Marygrove College

**Lori Dewey (CA)**

*Health Sciences/Nursing*  
ADN Northwestern Michigan University  
BBSA Baker College

**Penni Dewitt (MU)**

*Office Administration*  
BBA Baker College  
MBA Baker College

**Robert DeYoung (CG)**

*Management*  
BA Barry University  
MS Saint Thomas University  
PhD Lynn University

**Zach Diatchun (PH)**

*Electronics*  
BSEE University of Michigan

**Patrick Diener (FL)**

*Social Sciences*  
BA University of Michigan  
MPA University of Michigan

**Terrence Dillard (AH)**

*IT Security*  
BS University of Phoenix  
MS Walsh College

**Rosemarie Dirjan (CT)**

*Mathematics*  
BS Central Michigan University  
MA Wayne State University

**Marc DiRusso (PH)**

*Economics/Management/Marketing*  
BA Ferris State University  
MS Embry-Riddle University

**Deborah Dixon (FL)**

*Health Sciences*  
BSN Madonna University

**Richard Dodge (FL)**

*Education*  
BA Michigan State University  
MA University of Michigan  
EdS Central Michigan University

**Cynthia Doerr-Joseph (CY)**

*Health/Sciences*  
Nursing Diploma Hurley Medical Center  
BS University of Michigan  
MS Rush University

**Sarah Dollison (CT)**

*Business Administration*  
BA Manchester College  
BA Siena Heights College  
JD Capital University

**Jeanne Donado (JK)**

*English*  
BA College of the Holy Cross  
MA Ohio University

**Robert Donelson (AH)**

*Chemistry*  
BA Wittenberg University  
MS Purdue University  
EdS Michigan State University

**Sheila D'Onofrio (CS)**

*Mathematics*  
BS Marygrove College

**Joe Donovan (CA)**

*Health Sciences*  
AAS Davenport University  
BS Central Michigan University  
PhD Slippery Rock University

**Judy Donovan (OL)**

*Computer Information Systems*  
BS University of Michigan  
MA Western Michigan University  
MBA Eastern Michigan University

**Teresa Double (JK)**

*Mathematics*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Polly Doyle (OL)**

*Communications*  
BA George Washington University  
MA University of Phoenix

**Marva Dozier (AP)**

*General Education*  
BA Wayne State University  
MA Wayne State University

**Cheryl Dozier-Forte (AP)**

*Health Sciences*  
BA Wayne State University  
MBA University of Phoenix

**Mariann Drake (FL)**

*Office Administration*  
BS Northern Michigan University  
MA Northern Michigan University

**David Droski (MU)**

*Communications*  
BS Central Michigan University  
MA Central Michigan University

**Benjamin Drummer (AP)**

*Business Administration*  
BS Wayne State University  
JD Detroit College of Law

**Nancy Dubuc, PT (MU)**

*Physical Therapist Assistant*  
BS University of California

**Diane Duchene (PH)**

*Business Administration/Marketing/  
Management/Finance*  
BBA Walsh College  
BBA Lambton College  
MS Walsh College

**William DuChene (CT) (PH)**

*Economics/Mathematics/Marketing*  
BA Michigan State University  
MA Michigan State University

**Richard Duell, EMT-P, I/C (MU)**

*Emergency medical Services*  
Certified Davenport University

**Derrick Dugeon (AH)**

*CIS/Web Design*  
BS University of Phoenix

**David Duhon (FL) (OW)**

*Computer Information Systems*  
BA University of Michigan

**Dan Dulin (OW)**

*Education*  
BA Naropa Institute  
MA Center for Humanistic Studies  
PsyS Center for Humanistic Studies  
PsyD Center for Humanistic Studies

**Dennis Dull (CA)**

*Psychology*  
BS Central Michigan University  
MA Central Michigan University  
MPA Grand Valley State University

**Charis Dumand (OW)**

*Developmental Education*  
BA Michigan State University

**Frank Dumas (FL)**

*Business Administration*  
BS Eastern Illinois University  
MA Central Michigan University

**Daniel Duncan (FL)**

*Health Sciences*  
BS Central Michigan University

**Danielle Duncan, CST (FL)**

*Surgical Technology*  
AAS Baker College

**Deidra Duncan (CG) (OL)**

*Accounting*  
BBA Middle Tennessee State University  
MBA Middle Tennessee State University

**Dan Dulin (OW)**

*BA Naropa Institute*  
MA Center for Humanistic Studies  
PsyD Center for Humanistic Studies

**Michelle DuPuis, RN (FL)**

*Nursing*  
BSN Oakland University  
MS University of Michigan

**Tonya Dutton (MU)**

*Social Sciences*  
BS Grand Valley State University  
MA Western Michigan University  
MSW Grand Valley State University

**Myra Dutton-Johnson (MU)**

*Human Services*  
BA Michigan State University  
JD Thomas Cooley Law School

**Jill Ealy (PH)**

*Health Sciences*  
BS Baker College

**Keith Earnshaw (OL)**

*General Education*  
BS Purdue University  
MS Purdue University  
PhD Rensselaer Polytechnic Institute

**Jeremy Eccles (OW)**

*Political Science*  
BA Southwestern Oklahoma State University  
MA Oklahoma State University  
PhD University of Nebraska

**Raguh Echempati (FL)**

*Mechanical Engineering*  
BA Andhra University  
PhD ITT

**Karen Eckert (AH)**

*Education*  
MA Oakland University

**Irene Eder (CS)**

*Management/Marketing*  
BA University of Michigan  
MA Central Michigan University

**Shawn Edie**

AS Vincennes University  
BSC Baker College

**Anne Edwards (OL)**

*Humanities*  
BA Wells College  
MA University of Oklahoma  
PhD University of Oklahoma

**Lance Edwards (OL)**

*Business Administration*  
BS University of Montana  
MBA City University  
PhD Colorado Technical University

**Shirley Edwards (PH)**

*Education*  
BA Western Michigan University  
MA Central Michigan University

**John Ehiri (CG) (OL)**

*Management*  
BS Eastern Michigan University  
MScEcon University of Wales  
MPH University of Glasgow  
MFA Antioch University  
PhD University of Glasgow

**Jean Ehresman (MU)**

*Health Sciences*  
AAS Baker College

**Mary Jean Ehrlich (FL)**

*Communications*  
BA Northern Michigan University  
MA Eastern Michigan University

**Monika Ehrlich (FL)**

*Communications*  
BA University of Michigan  
MA Eastern Michigan University

**Jennifer Eichenberg (OL)**

*Business Administration*  
BS Ferris State University  
MBA Webster University  
MA University of Arkansas

**Catherine Eiker (FL)**

*Mathematics*  
BA University of Michigan  
MA Eastern Michigan University

**Asmaa Elassad (FL)**

*Health Sciences*  
BSc University of Khartoum  
MS universit of Khartoum  
MS Michigan State University

**Ronald Elcombe (OL)**

*Business Administration*  
BS University of Minnesota  
MM Minnesota State University  
PhD The Union Institute

**Jennifer Eldridge**

*Veterinary Technician*  
AS Stautzenberger College

**Joyce Elferdink (CT)**

*Communications*  
BS Grand Valley State University  
MA Michigan State University

**Majed El-Ghussaini (CS)**

*Industrial Management/Mathematics*  
BS American University of Beirut  
BS Michigan Technological University  
MS Wayne State University

**Jacqueline Elowsky (MU)**

*Communications*  
BA University of Rhode Island  
MBA Western Michigan University

**Rebecca Elswick (AH)**

*Computer Information Systems*  
BCIS Baker College

**Thomas Emond (JK)**

*Business Administration*  
BS Empire State College  
MLS Eastern Michigan University

**Patricia Englade (MU)**

*Education*  
BA Western Michigan University  
MA Western Michigan University  
PhD University of Michigan

**Laurie Enz (JK)**

*Health Sciences*  
AAS Davenport University  
BHSA Baker College

**Barbara Epple (OW)**

*Developmental Education*  
BS Central Michigan University

**Serhat Eren (OL)**

*General Education*  
BS University of Istanbul  
MS Purdue University  
PhD Purdue University

**Stravoula Erfourth (OW)**

*Developmental Education*  
BA Michigan State University  
MA University of Michigan

**David Erwin (AP)**

*Mathematics*  
BS Michigan State University  
MA Michigan State University

**Lisa Eshbach (CS) (CG)**

*Management*  
BSBA Michigan Tech University  
MSA Central Michigan University  
PhD Wayne State University

**Judith Evers (JK)**

*General Education*  
BA Western Michigan University  
MA University of Toledo  
ED-Spec University of Toledo

**Richard Everts (OL)**

*Social Sciences*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Nkecy Ezech (MU)**

*Early Childhood Education*  
BA Grand Valley State University  
MEd Grand Valley State University  
EDD Nova Southeastern University

**Geralyn Fahey (CT)**

*Graphic Communications*  
AA Macomb Community College

**Anthony Farina (JK)**

*Education*  
BA Albion College  
MA Spring Arbor College

**Michelle Farney (AH)**

*Developmental Education*  
BS Central Michigan University  
MAT Oakland University

**Jean Farrand (AH)**

*Mathematics*  
BA Oakland University  
MA Oakland University

**Roger Farris (FL)**

*Mathematics*  
BS Spring Arbor College  
MS University of Michigan  
Ed Spec Michigan State University

**Richard Fernholz (CA)**

*Science*  
BS Michigan Tech University  
MS Michigan Tech University

**Teresa Fielstra (MU)**

*Early Childhood Education*  
BA Central Michigan University  
MEd Grand Valley State University

**Scott Filip (AH)**

*Graphic Communications*  
BGC Baker College

**Carla Filkins (CA)**

*Management/Marketing*  
BS Baker College  
MBA Baker College

**Susan Finerty (AP)**

*Early Childhood Education*  
BS Eastern Michigan University  
MS Eastern Michigan University

**Jennifer Finlayson (CT)**

*Interior Design*  
BA Central Michigan University

**Jane Fischbach (CA)**

*English*  
BA Mary Manse College  
MA Boston College

**Dawn Fisher (AH)**

*Human Services/Social Sciences*  
BS Utah State University  
MA Center for Humanistic Science

**Lonteria Fisher (CT)**

*Computer Information Systems*  
BA Detroit College of Business

**Donald Fitzpatrick (CA)**

*Economics/Accounting*  
BA University of Detroit  
MA University of Detroit

**April Flanagan (OL) (CG)**

*Management*  
BA Rutgers University  
MA Fairleigh Dickinson University  
EdD Eastern Michigan University

**Larry Flegle (OL)**

*Management*  
BA University of South Florida  
MPA Pepperdine University  
DBA Nova Southeastern University

**James Flores (OL)**

*Computer Information Systems*  
BBA St. Mary's University  
MA St. Mary's University  
MBA University of St. Thomas

**Bernice Folz (CG)**

*Business Administration*  
BBA University of Wisconsin  
MS University of Minnesota  
PhD University of Minnesota

**Gretchen Fonticchiaro (MU)**

*Social Sciences*  
BA University of Denver  
MA Adler School of Psychology

**Judith Forbes (OL)**

*Management*  
BA California State College  
MS California State College  
MBA University of Southern California  
PhD The Claremont Graduate School

**Delores Forsmark (FL)**

*Communications*  
BS University of Michigan  
MLS University of Michigan

**Barbara Foster (OL)**

*Management*  
BA University of Michigan  
MBA Eastern Michigan University  
MA University of Michigan

**Mitchell Franklin (CG)**

*Business Administration*  
BS Syracuse University  
MS Syracuse University  
PhD Walden University

**Wendy Franklyn (AP)**

*General Education*  
MA Spring Arbor University

**Stephanie Fraser-Beekman (OL)**

*Management*  
BS Indiana University  
PhD The Fielding Institute

**Christine Freudenstein (MU)**

*Developmental Education*  
BS Purdue University

**Lora Fridline (PH)**

*Diagnostic Ultrasound*  
AA Jackson Community College

**Lisa Friedrich-Harris (AH)**

*Developmental/Communications*  
BA Oakland University  
MA Oakland University

**Jill Frieling (OW)**

*Developmental Education*  
BS Western Michigan University

**Kathy Frusti (JK)**

*Early Childhood Education*  
BS Concordia  
MA Eastern Michigan University

**Armstead Frye (CG) (OL)**

*Computer Information Systems*  
BA Spring Arbor College  
MBA City University  
PhD The Union Institute

**Marilyn Fullmer-Umari (OL)**

*Management*  
BA Ponom College  
MA Cornell University

**Jason Fylan (AH)**

*English*  
BA Siena Heights University  
MA University of Dayton

**Allen Gable (PH)**

*Marketing*  
BS Wayne State University  
MA Wayne State University

**Cheryl Gable (AH)**

*Interior Design*  
AAS Baker College

**Phyllis Gabler (CT)**

*Communications/Humanities*  
BA Wayne State University  
MAT Saginaw Valley State University

**Raymond Gambill (PH)**

*Health Sciences*  
BS Texas State University  
MS Texas State University

**Ming Gao (OL)**

*General Education*  
BA Beijing Second Foreign Language Institute  
MS Lehigh University  
PhD Lehigh University

**Linda Garr (OW)**

*Education*  
BA University of Michigan  
MA University of Michigan

**Jack Garrison (CG) (OL)**

*Computer Information Systems*  
BBA Walsh College  
MSA Central Michigan University

**Cheryl Gaspar (FL)**

*Social Sciences*  
BA University of Michigan  
MA Eastern Michigan University

**Steven Gates (JK)**

*General Education*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Mark Gaut (FL)**

*Automotive Services*  
AS Ferris State University  
BS Ferris State University

**John Gazall, AIA, NCARB (FL)**

*Architecture*  
BS University of Michigan  
MA Lawrence Institute of Technology

**Samual Gazzarato (CT)**

*Health Sciences*  
BS Wayne State University

**Yvonne Gebhart (MU)**

*Computer Information Systems*  
BBA Baker College

**Gary Gemmill (CG)**

*Business Administration*  
MBA Michigan State University  
PhD Michigan State University

**Deborah Gerard (FL)**

*Interior Design*  
BS Michigan State University  
MS Eastern Michigan University

**Tamara Gerber (FL)**

*Health Sciences*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Ronald Gerich (AH)**

*Mathematics*  
BS Oakland University  
BED University of Michigan  
MS Oakland University

**Stephanie Germaine (MU)**

*Graphic Communications*  
BFA Western Michigan University

**Michelle Gettleson (AH)**

*Mathematics*  
BS Eastern Michigan University  
MAT Wayne State University

**Duane Getzmeyer (FL)**

*Interior Design*  
BA Central Michigan University

MA Eastern Michigan University

**Angela Geyer (OL)**

*Management*  
BBA University of Michigan  
MBA Baker College

**Sandra Gibbs (MU)**

*Social Sciences*  
BS Wayne State University  
MA Wayne State University  
PhD Wayne State University

**Robin Gibson (FL)**

*Computer Aided Design*  
BS Michigan State University  
MS Ferris State University

**Zohra Gideon (CT)**

*Psychology*  
BA University of Madras  
MSW University of Louisville  
PhD Michigan State University

**Sari Gilbertson (FL)**

*Education/Early Childhood*  
BS University of Michigan  
MA University of Michigan

**Cathleen Gilleran, RDH (PH)**

*Dental Hygiene*  
BS Ferris State University

**Lori Gillespie (FL)**

*Health Sciences*  
AAS Mott Community College

**David Gillis (PH)**

*Management/Marketing*  
BA Southern California College  
MA Webster University

**Kim Gillow, RN (MU)**

*Therapeutic Massage*  
BSN Grand Valley State University  
MSN Old Dominion University

**Rena Gizicki (AP)**

*Medical Assisting*  
BA Davenport University

**Leka Gjolakj (CS)**

*Management*  
BF Walsh College  
MBA University of Phoenix

**Glenn Glaser Jr., RPh (MU)**

*Pharmacy Technician*  
BS University of North Carolina  
MBA Grand Valley State University

**Lynn Glaser, CPHT (MU)**

*Pharmacy Technician/Communications*  
BS Northern Illinois University  
MS Northern Illinois University

**Erik Glasius (CT)**

*Education*  
BE Central Michigan University  
ME Wayne State University

**Barbara Glovis (AP)**

*Health Sciences*  
BA University of Detroit  
Irene's Myomassology Institute

**Grace Godell (CA)**

*Medical/Science*  
BBA Baker College  
MBA Baker College

**Philip Goldfeder (OL)**

*Mathematics*  
BA Lafayette College  
PhD Northwestern University

**Penny Gorbach (MU)**

*Communication*  
BA Aquinas College  
MA Western Michigan University  
MA Catholic Theological Union  
EdS Michigan State University

**Charlene Gordon (AP)**

*Graphic Communications*  
BA Lawrence Institute of Technology

**Richard Gordon (OL)**

*Management*  
BA Tarkio College  
MA Central Michigan University  
EdD Eastern Michigan University

**Greg Goudy (CA)**

*Health Sciences*  
BS St. Mary's College of Maryland  
MS University of Michigan

**Sharon Gould (OW)**

*Social Sciences*  
BS University of Michigan  
MA Oakland University

**Rebecca Graebert (PH)**

*Diagnostic Ultrasound*  
AA Baker College

**Suzanne Grandy (PH)**

*Science*  
BS Wayne State University  
MA Wayne State University

**Keith Grant (CG)**

*Management*  
MA Central Michigan University  
PhD The Union Institute

**Casimer Granz (AP)**

*Computer Information Systems*  
MEd Marygrove College  
BS University of Michigan

**Walter Gratz (PH)**

*Medical Assisting*  
AA Baker College

**Adrian Graur (MU)**

*Developmental Education*  
MS Romania Technical University

**Cherril Gray (PH)**

*General Education*  
BA Central Michigan University  
MA Central Michigan University

**Evelyn Greaux (OW)**

*Health Sciences*  
BS Eastern Michigan University  
MS University of Michigan

**Candice Green (AP)**

*Business*  
BBA Grand Valley State University  
MA University of Michigan

**Leslie Green (AH)**

*Medical*  
BS Michigan State University  
DVM Michigan State College of Veterinary

**Scott Green (PH)**

*Corrections*  
BA University of Michigan

**Terri Green (JK)**

*Health Sciences*  
BA Siena Heights University  
BS Michigan State University

**Victoria Green (AH) (AP)**

*Paralegal*  
BA University of Michigan  
JD Boston University of Law

**Cindy Greenman (CA)**

*Mathematics/Business Administration*  
BS Central Michigan University  
MSA Central Michigan University

**Sue Greenwood (CA)**

*Nursing*  
BS Central Michigan University  
MS Central Michigan University

**Nancy Grenan (MU)**

*Developmental Education*  
BS Michigan State University  
MA University of Detroit

**Gerald Griffin (OL)**

*Business Administration*  
BS University of Tulsa  
MBA Southern Methodist University  
EdD University of Tulsa

**Henry Griffin (CS)**

*Management*  
BS Wayne State University

**Lisa Griffis (JK)**

*Education*  
BA Grand Rapids Baptist College  
EDS Calvin College  
MA Eastern Michigan University

**Donna Gropp (OW) (PH)**

*Dental Hygiene*  
BS University of Detroit  
MA Central Michigan University

**Margaret Groth (AH)**

*Computer Information Systems*  
BA Oakland University

**Steven Grothe (OL)**

*Marketing*  
BBA National University  
MBA Redlands University

**Cynthia Groulx (FL)**

*Computer Information Systems*  
BS General Motors Institute  
MA Central Michigan University

**Heather Grzemkowski (FL)**

*Education*  
BA Saginaw Valley State University  
MA Saginaw Valley State University

**Sandra Gschwind, DDS (PH)**

*Dental Hygiene*  
BS University of Michigan  
DDS University of Michigan

**Mark Guerrieri (OL)**

*Political Science*  
BA Michigan State University  
PhD Wayne State University

**Tom Gueth (FL)**

*Computer Science*  
BS Ohio State University  
MBA Northwestern University

**Patricia Guiley (AH)**

*Management*  
BS Troy State University  
MA Webster University

**Nancy Gurzick (AH)**

*Dental Hygiene*  
BS University of Detroit

**Donald Gusfa (OL)**

*Management*  
BS Detroit College of Business  
MS Central Michigan University  
EDD Western Michigan University

**Kathleen Gutowski (PH)**

*Human Services*  
PhD International University

**Janet Haas (PH)**

*Office Administration*  
BS Central Michigan University

**Valerie Haas (AP)**

*General Education*  
BS Northern Michigan University  
MA Eastern Michigan University

**Kenneth Hack (JK)**

*Management*  
BA University of Toledo  
MA Eastern Michigan University

**Debra Hadfield (JK)**

*Health Sciences*  
BSN Anderson University  
MSN Michigan State University

**Richard Haffner (FL)**

*Education/Mathematics*  
BS Western Michigan University  
MA Central Michigan University

**Robert Hagen (MU)**

*Mathematics*  
BA Oakland University  
MA Western Michigan University

**Barbara Hagerty (AH)**

*English*  
BA Western Michigan University  
MA Wayne State University

**D. Michael Haggerty (PH)**

*Economics/Management/Marketing*  
BS Central Michigan University  
MA Central Michigan University

**Sylvia Haikio (AP) (AH)**

*General Education*  
BS Wayne State University  
MSW Wayne State University

**Carrie Hall (FL)**

*Medical Insurance Specialist*  
AAS Baker College

**Cynthia Hall (OW)**

*Computer Information Systems*  
BBA Baker College  
MA Aquinas College

**Nancy Hall (FL)**

*Communications*  
BA Mankato State University  
MA Eastern Michigan University

**Susan Hall (JK)**

*Health Sciences*  
BS Spring Arbor University

**Tamra Hall (JK)**

*Human Services*  
BA Pacific Lutheran  
MA Saint Martin's

**Chriss Halleck, LVT (MU)**

*Veterinary Technology*  
CER Michigan State University

**Jan Hamilton (CG) (OL)**

*Marketing*  
BA Roosevelt University  
MA Northern Illinois University  
EdD Vanderbilt University

**Phyllis Hammitt (OL)**

*Office Administration*  
BBA Baker College  
MBA Baker College

**Martha Hamp (FL)**

*Communications*  
BA Central Michigan University  
MA University of Michigan

**Sharon Hampton (AP)**

*Developmental Education*  
BS Wayne State University  
MEd Wayne State University

**Mohammad Hanif (CS)**

*Social Sciences*  
MA Perryale University  
MA University of Windsor

**Robert Hann (AH)**

*Management*  
BA Cleveland State University  
MS Walsh College

**Wade Hanna (CT)**

*Automotive Services Technology*  
BS Eastern Michigan University

**Mark Hannawi (CT)**

*Management*  
BS Liberty University  
MBA Indiana Wesleyan

**Karen Hanson (AH)**

*Paralegal*  
BBA Walsh College  
MA Walsh College  
JD University of Detroit Mercy

**Kelli Hardy-Poosch (PH)**

*Early Childhood Education*  
MA Oakland University

**Emily Harmon (FL)**

*Social Sciences*  
BAA Central Michigan  
MA University of Michigan  
MLS University of Michigan

**Christopher Harrington (MU)**

*Paralegal*  
JD Thomas Cooley Law School

**Jennifer Harris (FL)**

*Communications*  
BA University of Michigan  
MA Eastern Michigan University

**Jerri Harris (AP)**

*Therapeutic Massage/Management*  
BS Bowling Green State University  
MA University of Michigan  
Certified Massage Therapist

**Beppie Harrison (AH)**

*Health Sciences*  
BA University of California Berkley

**Lynn Marie Harshbarger (JK)**

*Veterinary Technology*  
BA Western Michigan University  
DVM Michigan State University

**Tom Hart (FL)**

*Automotive Service Technology*  
BA Concordia  
MA Central Michigan University  
ASE Certified Auto Master

**Horst Hartmann, PE (FL)**

*Electronic Engineering Technology/CIS*  
BSEE Marquette University

**Doug Hay (AH)**

*Health Sciences*  
BS University of Windsor

**Patrick Hayden (JK)**

*Management*  
BA Arizona University  
MBA University of Phoenix

**Maureen Hayes (AH)**

*Health Sciences*  
BSN Mercy College of Detroit  
MSN Wayne State University

**Suzanne Haynes (AH)**

*Social Sciences*  
BA University of Michigan  
MS Eastern Michigan University

**Deb Hazel (FL)**

*Nursing*  
BSN Davenport University

**Gary Hazen (FL)**

*Automotive Service Technology*  
BBA University of Michigan  
MSA Central Michigan University  
ASE Certified Automotive Master

**Katie Heid (OW)**

*English*  
BA Olivet Nazarene University  
MS Northwest University

**Sue Heinz (MU)**

*Health Sciences*  
AAS Cleary College  
BS National College  
MPA Western Michigan University

**Dan Hellebuyck (CS)**

*Management*  
BS Wayne State University  
MS Central Michigan University

**Dale Helsom (JK)**

*Management*  
BA Ferris State University  
BA Michigan State University  
MA Michigan State University

**Nancy Helsom (JK)**

*Office Administration*  
BS Ferris State University  
MS Michigan State University

**Carolyn Henderson (PH)**

*Medical Transcription*  
AAS St. Clair Community College

**Kirk Hendrickson (AH)**

*Health Sciences*  
BS Michigan State University  
MS Oakland University

**Sue Henry (OW)**

*Early Childhood Education*  
BA Central Michigan University  
MA Michigan State University

**Wendy Herbert (PH)**

*Medical Assistant*  
ADN St. Clair County Community College

**Harold Hermanson (MU)**

*Law*  
BA Kalamazoo College  
JD University of Michigan

**Ikhlas Hermiz (CT)**

*Mathematics*  
BS University of Mosul  
MSc University of Mosul

**Ed Hernandez (AH)**

*Design and Technology*  
BS Wayland Baptist College  
MA Central Michigan University

**John Herrick (MU)**

*Computer Information Systems*  
MDiv Grand Rapids Baptist Seminary  
MIS Ferris State University

**Kevin Hewitt (OW)**

*Education/Development Education*  
BA University of Michigan  
MA Marygrove College

**Wendi Hickman (PH)**

*Business Administration*  
BBA Baker College  
MBA Baker College

**Michelle High (CT)**

*Health Sciences*  
LPN Oakland Community College

**Miles Hilderbrand (PH)**

*Veterinary Technology*  
DVM Michigan State University

**Todd Hildreth (FL)**

*Mathematics*  
BA Alma College  
MS University of Texas

**Eugene Hliebby (CS)**

*Management*  
BA Rochester College  
MBA Baker College

**Joseph Hill (OL)**

*Management/Marketing*  
BS Wayne State University  
MBA Baker College

**Gregory Hilliker (FL)**

*Human Services*  
BS Michigan State University  
MSW University of Michigan

**William Hilliker (AP)**

*Management/CIS*  
BAA Central Michigan University  
MSCIS University of Detroit-Mercy  
MBA Wayne State University

**Caroline Hinton (OW)**

*Developmental Education*  
BS Central Michigan University

**William Hirschfeld (CA)**

*General Education*  
BA New York University  
MDiv Chicago Theological Seminary  
PhD New York University

**Elizabeth Hirst (OL)**

*Management*  
BS Memphis State University  
MEd Memphis State University  
EdD University of Tennessee

**Arlene Hiss (CG)**

*Management*  
BS High Point University  
MBA Azusa Pacific University  
PhD United States International University

**Stacey Hitt (OL)**

*Computer Information Systems*  
BS Gannon University  
MBA Gannon University  
PhD The Union Institute

**Gaye Hobson (CS)**

*CIS/Management/Quality Improvement*  
BS University of Maryland

**William Hobson (CS)**

*Accounting/Finance*  
BBA University of Michigan  
MBA University of Michigan

**Lilburn Hoehn (CG)**

*Business Administration*  
BSED University of Missouri  
MSED University of Missouri  
PhD Michigan State University

**Joanna Hoenshell (CA)**

*Health Sciences*  
Paramedic Certificate Munson Regional  
EMS Education

**Fred Hoffman, EMT-P, I/C (MU)**

*Emergency Medical Services*  
Certificate Baker College

**Peter Hoffman, MCSE, CLP (AH)**

*CIS/Computer Networking*  
BS Lawrence Technological University  
BA Lawrence Technological University  
MBA Wayne State University

**Fonda Holbrook (FL)**

*Health Sciences*  
AAS Baker College

**Barb Holland (OW)**

*Office Administration*  
BBA Baker College  
MBA Baker College

**Melissa Hallock (OW)**

*Computer Information Systems*  
BAS Davenport University

**Kurt Hollweg, DDS (PH)**

*Dental Hygiene*  
BS Eastern Michigan University  
DDS University of Michigan

**Mary Holmes (PH)**

*Developmental Education*  
BS University of Alaska SE

**Shelagh Holmes (JK)**

*Health Sciences*  
RN The Georgian College of Applied Arts and Technology

**Genevieve Hones (JK)**

*Mathematics*  
BS Michigan State University

**Connie Hopper (FL)**

*Computer Information Systems*  
BS Eastern Michigan University  
MA Eastern Michigan University

**James Hopper (MU)**

*Education/English*  
BA Michigan State University  
MEd Wayne State University

**Joanna Hopper (OL)**

*Computer Information Systems*  
BA University of Connecticut  
MA Webster University

**Mark Horbovetz (OL)**

*Computer Information Systems*  
BA University of Texas  
MBA University of Texas

**Kenneth Horn (MU)**

*Education/Social Sciences*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Ed Hornback (OW)**

*English/Communications*  
BS Central Michigan University  
MA University of New Mexico

**Christopher Hornbeck (AH)**

*Architecture*  
BS Lawrence Tech University  
MA Lawrence Tech University

**John Horning (MU)**

*Computer Information Systems*  
BBA Baker College  
MBA Baker College

**Thressa Horton (FL)**

*Human Services*  
BA University of Michigan  
MSW University of Michigan

**Roger Hosn (CS)**

*Social Sciences*  
BA University of Michigan Dearborn  
MA Wayne State University

**Anita Houghton (OL)**

*Computer Information Systems*  
BS Oakland University  
MS Oakland University

**Bradley Houghton (FL)**

*Architecture*  
AAS Ferris State University  
BS Ferris State University  
MS Eastern Michigan University

**Peggy Houghton (CG)**

*Management/Leadership*  
BA Oakland University  
MSA Central Michigan University  
PhD Walden University

**Rosemarie Houghton (CS) (CG)**

*Accounting*  
BA Walsh College  
MSA Central Michigan University  
EdD Wayne State University

**Timothy Houghton (CG)**

*Leadership Studies*  
BS Michigan State University  
MSA Central Michigan University  
PhD Wayne State University

**Toni Houtteman (CT)**

*Mathematics*  
BA Michigan State University  
MA Wayne State University

**Saralee Howard (OW)**

*English*  
BA Antioch University  
MA Michigan State University

**Todd Howard (FL)**

*CIS/Computer Science*  
BS University of Phoenix  
MS Walsh College

**Dee Howe (OW)**

*English/Early Childhood Education*  
BA Western Michigan University  
MA Western Michigan University  
EdLd Western Michigan University

**John Howell (OL)**

*Business Administration*  
BA California State University  
MPA California State University

**Mary Howey (CS)**

*Communications*  
BA Michigan State University  
MA Wayne State University

**Cherylann Hoying (OL)**

*Management*  
BA Park College  
MBA Golden Gate University

**John Hubbard (FL)**

*Mechanical Engineering/Quality Improvement*

BA University of Michigan  
MBA University of Michigan

**Sudanese Hubbard (AP)**

*Computer Information Systems*  
BS Clark Atlanta University  
MS Clark Atlanta University

**Melissa Hubert (MU)**

*Interior Design*  
BFA Kendall College of Art and Design

**Jessica Hudson (OW)**

*Computer Information Systems*  
BA Northwood University

**Marianne Huff (AH)**

*Human Services*  
BA University of Michigan  
MSW Eastern Michigan University

**Diane Hughes (CG) (OL)**

*Research/Statistics*  
BS Indiana University of PA  
MA University of Pittsburgh  
EdD Rowan University

**Nancy Hulka (MU)**

*Human Services*  
BA Central Michigan University  
MSW Grand Valley State University

**Paul Hulka (MU)**

*Computer Information Systems*  
BS Aquinas College  
MA Western Michigan University

**John Hull (FL)**

BA University of Michigan  
MLS University of Michigan

**Wendy Hunt (PH)**

*Medical*  
BS Rochester Institute of Technology

**Allison Hunter (PH)**

*General Education*  
MA Saginaw Valley State University

**Peggy Hutchings (FL)**

*Mathematics*  
BS Oakland University  
MA University of Sarasota

**Richard Hutchings (OW)**

*Business Administration/ISE/AST/CAD*  
BBA Cleary University  
MA University of Sarasota

**Renea Huth (AH) (FL)**

*Developmental/Business*  
BA Oakland University  
MA Oakland University

**Priscilla Hutton (OL)**

*Social Sciences*  
BS California State University  
MA Phillips Graduate Institute  
MS California State University

**Roger Ignatius (OL)**

*Finance*  
BS Washburn University  
MBA University of New Brunswick  
PhD University of North Texas

**Roberto Imhoff (OW)**

*Nursing*  
BA University of North Carolina  
BS North Carolina State University  
BSN Grand Valley State University  
MSN Michigan State University

**Albert Infande (OL)**

*Business Administration*  
BS Florida Atlantic University  
MS Nova Southeastern University  
EDD Nova Southeastern University

**Fathiah Inserto (OL)**

*Communications*  
MA The Fielding Institute  
PhD The Fielding Institute

**Tiara Inserto (OL)**

*General Education*  
BA University of San Francisco  
MA University of Exeter

**Petros Ioannatos (CG)**

*Research/Statistics*  
BA Athens University  
MA University of Windsor  
PhD Wayne State University

**Laura Jean Ireland (PH)**

*English*  
BS University of Western Ontario  
MA University of Windsor

**Michael Irowa (AH)**

*Health Sciences*  
BA University of Ilorin  
MA University of Ilorin  
PhD University of Ilorin

**Deborah Irvin (FL) (AH)**

*Office Administration*  
BS Central Michigan University

**Orestes lung (FL)**

*Chemistry/Biology*  
BA Indiana University  
MS Central Michigan University

**James Ivey (OW)**

*Clinical Laboratory Science/Science*  
MS Michigan State University

**Frank Jackson (AP)**

*Developmental Education*  
AAS Baker College  
BBA Baker College  
MBA Baker College

**William Jackson (OL)**

*Communications*  
BA George Washington University  
MA Western Michigan University  
PhD University of Texas

**Marianne Jacobs, RDA, RDH (PH)**

*Dental Hygiene*  
BS University of Detroit  
MA Central Michigan University

**Usha Jagannathan (OL)**

*Computer Information Systems*  
BS Bharathidasan University  
MCA Bharathidasan University

**Pamela James (OW)**

*Interior Design*  
BID Baker College

**Ronald Jastrzebski (OL)**

*Business Administration*  
BBA Loyola University  
MBA Loyola University

**Thomas Javarinis (AP)**

*Management*  
MBA Davenport University  
PhD Capella University

**Tammy Jenema (CA)**

*English*  
BA Grand Valley State University  
MA Grand Valley State University

**Jennifer Jenkins (MU)**

*Computer Information Systems*  
BA Grand Valley State University  
MEd Grand Valley State University

**Loretta Jenkins (AH)**

*Developmental Education*  
BS Wayne State University  
MBS Walsh College

**Paula Jenkinson (FL)**

*Nursing*  
BSN University of Texas

**Larissa Jennings (AP)**

*Management*  
BA Michigan State University  
MBA University of Phoenix

**Heather Jensen (CA)**

*Health Sciences*  
AAS Baker College  
BHA Baker College

**Garland Jex (FL)**

*Electronic Engineering Technology*  
BS Western Michigan University  
MA Western Michigan University

**Stephanie Johns (PH)**

*Veterinary Technology*  
LVT Baker College

**Amy Johnson (PH)**

*Dental Hygiene*  
AAS Baker College  
BA Siena Heights College

**Colleen Johnson (MU)**

*Communications*  
BA Calvin College  
MA Biola University

**Darla Johnson (FL)**

*Health Sciences*  
BS Eastern Michigan University  
MA Wayne State University

**Eric Johnson (AH)**

*Interior Design*  
BFA University of Detroit

**Kevin Johnson (PH)**

*Sociology*  
PhD Wayne State University

**Larry Johnson (CA)**

*Human Services*  
BS Central Michigan University  
MA Central Michigan University

**Marie Johnson (MU)**

*Education*  
BS Western Michigan University  
MA Grand Valley State University

**Melinda Johnson (PH)**

*Early Childhood Education/Management*  
BA University of Michigan  
MSA Central Michigan University

**Nancy Johnson (CT)**

*Office Administration*  
BS Eastern Michigan University  
MEd Wayne State University

**Tim Johnson (CG) (CS)**

*Management*  
BS Ferris State University  
MPA University of Michigan  
EdD Wayne State University

**Victor Johnson (FL)**

*Communications*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Charles Johnston (CG)**

*Economics/Finance*  
BA George Washington University  
PhD University of Texas

**Jeff Johnston (MU)**

*Computer Aided Design*  
BSME Michigan State University  
MSME Michigan State University

**Bob Jones (PH)**

*General Education*  
BA Franklin Pierce College  
MEd Boston University

**Constance Jones (OW)**

*Education*  
BA Wayne State University  
MA Wayne State University

**LaToniya Jones (AH)**

*Developmental Education*  
BA Concordia College  
ME Wayne State University

**Ledrienne Jones, RHIT, CTR (CT) (AP)**

*Health Information Technology*  
BHSA Baker College

**Nancy Jones-Keiser (MU)**

*Education*  
BS Bradley University  
MA Temple University

**Roger Jordan (FL)**

*Law/Political Science*  
BA University of Michigan  
JD Thomas M. Cooley Law School

**Carol Joseph (FL)**

*Health Sciences*  
BS Baker College

**Joe Jubinski (OW)**

*Microbiology*  
BS University of Detroit  
MS Wayne State University

**Anthony Julian (AP)**

*Developmental Education*  
BA Oakland University  
MA Marygrove College

**Paula Julian, CSPDT (FL)**

*Health Sciences*  
AAS Baker College

**Craig Julien (AH)**

*Computer Animation*  
BA Madonna University

**Barbara June (AH) (AP)**

*Early Childhood Education*  
BA Michigan State University  
MA University of Michigan  
EDD Western Michigan University

**John June (AP) (AH)**

*Accounting/Management*  
BA Michigan State University  
MBA Indiana University

**Mary Juriga (CA)**

*Health Sciences*  
BA University of Michigan  
LPN South Western Michigan University  
ADN Kalamazoo Valley  
BSN University of Michigan

**Daniel Juzzwik (AH)**

*Automotive Services*  
Eastern Michigan University

**Sara Kacin (AH)**

*Human Resource Management*  
BA Michigan State University  
MTD Oakland University

**Doris Kaempf (PH)**

*Early Childhood Education*  
*Communications*  
BA Windsor University  
MEd Windsor University

**Alfred Kahl (CG) (OL)**

*Global Strategy*  
BA University of Maryland  
PhD University of Florida

**David Kaiser RPH (MU)**

*Pharmacy Technician*  
BBA/BA Western Michigan University  
BS Ferris State University  
MBA American Grad School of International Management  
PharmD University of Florida

**Don Kalisz (MU)**

*Graphic Communications*  
BFA Western Michigan University

**Jennifer Kaltz, CMA, CPC (PH)**

*Medical Assistant/Medical Insurance Specialist*  
AAS Ferris State University  
BBL Baker College

**Claudia Kamar (AH)**

*Early Childhood Education*  
BA University of Michigan

**Katherine Kangas (FL)**

*Social Sciences*  
BA University of Michigan  
MA Central Michigan University

**Carol Kapustka (OW)**

*Education*  
ES Michigan State University  
BS Central Michigan University

**Patrick Karbon (CG) (OL)**

*Management*  
BIA GMI Engineering Management Institute  
MS Central Michigan University  
PhD University of North Texas

**Teresa Karle (AH)**

*Medical*  
BSN Mercy College of Detroit  
MHCA Central Michigan University

**Neil Kawecki (AH)**

*Architecture/CAD*  
BA Central Michigan University

**Joseph Kearney (MU)**

*Mathematics*  
BS Grand Valley State University  
MBA Farleigh Dickinson University  
PhD University of Michigan

**Michael Keck (CS)**

*Management*  
BIM Baker College  
MBA Baker College

**Bill Keith (CA)**

*Political Science*  
BS Western Michigan University  
MA Western Michigan University

**Brenda Kelly (AH)**

*Social Science*  
BA Michigan State University  
MAT Wayne State University

**John Kelly (CT)**

*Management*  
BS Central Michigan University  
MA Central Michigan University

**Michael Kelly (OW)**

*Accounting/Finance*  
BS University of Michigan  
MS Walsh College

**Sherry Kelly (AP)**

*General Education*  
BA Wayne State University  
MA Central Michigan University

**Stacey Kelly, CST (PH)**

*Surgical Technology*  
BS Wayne State University

**Harold Kelm (CT)**

*Management*  
BA University of Nebraska  
MA Central Michigan University

**David Kennedy (PH)**

*General Education*  
BE Eastern Michigan University  
ME Eastern Michigan University

**Barbara Kenney (AP)**

*Health Sciences*  
AAS Ferris State University  
BS Ferris State University

**Tamara Kenny (PH)**

*Management/Human Resource*  
*Management/Marketing*  
BA Michigan State University  
MBA Baker College

**Melissa Kerr (PH)**

*Health Sciences*  
AS Baker College

**Tina Kerr (OW)**

*Education*  
BA Bethany College  
MA Western Michigan University  
PhD Michigan State University

**Jennifer Ketz (FR)**

*Emergency Medical Services*  
Certified Lansing Community College  
AAS Davenport University

**Rafi Khan (PH)**

*Mathematics*  
BSC University of Poana  
MSC University of London  
MBA Baker College

**Khalid Khanfar (OL)**

*Computer Information Systems*  
BS Yarmouk University  
MS Western Michigan University  
PhD Illinois Institute of Technology

**Gregory Khaykin (AP)**

*Computer Information Systems*  
BA University of Michigan  
BBA University of Michigan  
MS University of Phoenix

**Priscilla Kidd (FL)**

*Accounting/Business*  
BBA Baker College  
MBA Baker College

**Lisa Kielbas (PH)**

*Medical Insurance Specialist*  
BS Eastern Michigan University

**Mark Kilburn (CY)**

*Computer Information Systems*  
BA Baker College  
MBA Baker College

**Josie Kimball (AP)**

*Early Childhood Education*  
BA Spring Arbor College  
MA Central Michigan University  
MA Spring Arbor University

**Anissa Kimber (AP)**

*General Education*  
BA Grand Valley State University  
MA Aquinas College

**Bonnie Kincaid (AH) (AP)**

*Economics*  
BA University of Michigan  
MA University of Michigan  
PhD Capella University

**Kimberly King (FL)**

*Medical Insurance Specialist*  
AAS Baker College

**Patricia King (CY)**

*Health Sciences*  
BS Mercy College of Detroit  
MA Central Michigan University

**Roberta King (AP)**

*Interior Design*  
AA Northwest Iowa Community College  
BS Western Michigan University

**Sherry King (AH)**

*Management/CIS/Computer Science*  
BS Oakland University  
MS Walsh College of Business

**Patricia Kinnee (PH)**

*English*  
BA Michigan State University  
MS Walden University

**Justin Kinziger (MU)**

*Culinary Arts*  
BA University of Montana

**Kathleen Kirby (FL)**

*Education/English*  
BA Western Michigan University  
MA University of Michigan

**Kenneth Kircoff (FL)**

*Social Sciences*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Carol Kirkby (CS)**

*Communications*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Frederick Kirkby (CS)**

*Communications*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Tom Kiser**

AAS Ferris State University

**Margo Klaasen (JK)**

*Education*  
BA Eastern Michigan University  
MA Eastern Michigan University

**Anton Klarich (PH)**

*Education*  
PhD Wayne State University

**John Klocinski (OL) (CG)**

*Management*  
BBA University of Toledo  
MEd University of Toledo  
PhD University of Toledo

**Elizabeth Klooster (MU)**

*General Education*  
BBA Baker College  
MBA Baker College

**Toni Kneiding (OW)**

*Early Childhood Education*  
BA Eckerd College  
MA Michigan State University

**Dennis Knieper (OW)**

*Education*  
BA Saginaw Valley State University  
MA Central Michigan University

**Jean Knight (PH)**

*Medical*  
AAS Sarnia Collegiate Institute and Technical School

**Michael Knoll (FL)**

*Economics*  
BS Central Michigan University  
MA Central Michigan University

**Raymond Knoll (PH)**

*Web Design*  
MEd Brock University

**Toni Knuth (AH)**

*Computer Information Systems*  
BS Northern Michigan University

**Jeffrey Koch (FL)**

*Mathematics*  
BA Kalamazoo College  
MS Michigan State University

**Madelyn Koerner (OW)**

*Developmental Education*  
BS Spring Arbor University

**Rene' Kohn (CA)**

*Veterinary Technology*  
AS Delta College  
DVM Michigan State University

**George Kolibar (CS)**

*Communications*  
BA Oakland University  
MA Oakland University

**Walter Koltys (AP)**

*Computer Information Systems*  
BA St. Leo University  
MS Golden Gate University

**Ann Konarski (PH)**

*Office Administration/CIS*  
MA Wayne State University

**Eric Koopmans (MU)**

*Graphic Communications/Web Design*  
AA Whatcom Community College  
BA Western Washington

**Kimberly Komarzec (AH)**

*Graphic Communications*  
BS Baker College

**David Koppy (AH)**

*Computer Information Systems*  
BBA University of Michigan  
JD University of Miami Law School

**William Kornegay (FL)**

*Management/Mathematics*  
BS Bethune-Cookman College  
MS Florida A&M University  
PhD University of Illinois

**Raghu Korrapati (CG)**

*Business Administration*  
BS Amravati University  
MBA Webster University  
MS University of South Carolina  
Master of Technology in Computer Science and Technology Andhra University  
PhD Nova Southeastern University

**Eileen Kortcs (CT)**

*Health Sciences*  
AAB Baker College

**Jennifer Kotz EMT-P, I/C (MU)**

*Emergency Medical Services*  
Certified Lansing Community College  
AAS Davenport University

**Mary Kovatch (PH)**

*General Education*  
MA Oakland University

**Kerrie Kozloff (PH)**

*Social Sciences*  
MA Central Michigan University

**Richard Kraemer (CA)**

*Humanities*  
BS University of Wisconsin  
MDiv Garrett Evangelical Theological Seminary  
EdSped Central Michigan University

**Mike Krale, CPA (MU)**

*Accounting*  
BA Western Michigan University  
MSED Ferris State University

**Janice Kramb (AH)**

*Health Sciences*  
BS Michigan State University  
MS Indiana State University

**Mark Kraszewski (CA)**

*Management*  
BBL Baker College  
MBA Baker College

**Thomas Kratzin (CS) (CG)**

*Economics*  
MBA university of Hanover  
PhD University of Hanover

**Marjory Krause (OL)**

*Computer Information Systems*  
BSN Madonna University  
MBA University of Phoenix

**Antoinette Kreager (FL)**

*Health Sciences*  
MSN Wayne State University

**Constance Kreh (PH)**

*Office Administration*  
BS Western Michigan University  
MBE Central Michigan University

**Arlene Krestik (PH)**

*Developmental Education*  
BA Bethel College

**Jim Krolak (OL)**

*Management*  
BS Eastern Michigan University  
MS Eastern Michigan University  
PhD University of Michigan

**Harold Krul (PH)**

*Marketing/Management*  
BBA Western Michigan University  
MBA Central Michigan University

**Carrie Krygel-Young (CT)**

*Computer Information Systems*  
BS Oakland University  
MBA Oakland University

**Brandi Krystyniak (CA)**

*Veterinary Technology*  
AD Baker College

**Mike Kubacki (FL)**

*Automotive Service Technology*  
AAS Northwestern Business Tech  
ASE Master Certification

**Joanne Kucharczyk (CS)**

*Social Sciences*  
BA Western Michigan University  
MA Western Michigan University

**Chong Kue (OL)**

*Computer Information Systems*  
BS Wayne State University  
MBA University of Phoenix

**Fue (Steve) Kue (AH)**

*CIS/Security*  
BS Strayer University  
MS Strayer University  
MBA Davenport University

**Ralph Kuehn (CG)**

*Management Information Systems*  
BBA West Texas State University  
MBA West Texas State University  
DBA Florida State University

**Kimberly Kuhnle (CT)**

*Mathematics*  
BS GMI Engineering and Management Institute

**Lisa Kunkleman (FL)**

*Communications*  
BA Saginaw Valley State University  
MA Oakland University

**Margo Kurtzman (CA)**

*Interior Design*  
AAS Baker College

**Rick Kwan, CPA, CMA (CG) (OL) (OW)**

*Accounting*  
BSC Benedictine College  
MBA St. Mary's University

**Katherine LaBadie (PH)**

*Medical Assisting*  
ADN St. Clair Community College

**Dedra Ladd (OW)**

*Computer Information Systems*  
BA University of Michigan

**Margaret LaGattuta (AH) (FL)**

*Communications*  
BA Oakland University  
MFA Vermont College

**John Lakatos (MU)**

*Culinary Arts*  
AA Grand Rapids Community College



**Laura Lambert (PH)**

*Medical*  
BA Spring Arbor College  
MS University of Phoenix

**Mary Lambert (PH)**

*Surgical Technology*  
AA/CST Baker College

**Steve Landenberger (MU)**

*Quality Improvement*  
BSIE University of Nebraska  
MEIE Iowa State University  
COE American Society for Quality Control

**Cheryl Landrum (PH)**

*Business*  
BBL Baker College  
JD Cooley Law School

**Karen Lange (AP)**

*Developmental Education*  
BA University of Michigan  
MAT Marygrove College  
MS Walden University

**Sally Lange (AH)**

*Computer Information Systems*  
BA Oakland University

**Judi Langolf (PH)**

*Business*  
BBA Walsh College  
MBA Walsh College

**Michelle Langston (AP)**

*Computer Information Systems*  
BS Albion College  
MS Central Michigan University

**Curtis Lapham (JK)**

*General Education*  
MA U.S. Army  
MMAS U.S. Army

**Denice Lapish (PH)**

*Office Administration*  
BBL Baker College

**Barbara LaRue (PH)**

*Social Sciences*  
BA Oakland University  
MA Oakland University

**Mike Larzelere (PH)**

*English/General Education/Developmental Education*  
BS Eastern Michigan University  
MA Oakland University  
EdS Wayne State University

**Doreatha Lassow, RN (MU)**

*Medical Assistant*  
BSN Grand Valley State University  
MSN Grand Valley State University

**Joanne Lauterbur (OW)**

*Developmental Education*  
BS University of Michigan

**Beth LaValley (CT)**

*Management*  
BA Michigan State University  
MS Central Michigan University

**Len Lawrence (MU)**

*Mathematics*  
BS Worcester Polytechnic Institute  
MBA University of Rhode Island  
MEd Grand Valley State University

**Rita Leader (OW)**

*Management*  
BBA Baker College  
MBA Baker College

**Jacquelyn Leary (MU)**

*Computer Information Systems*  
BBA Baker College

**Edward Leatzow (MU)**

*Developmental Education*  
BA Concordia College  
MA Western Michigan University

**Dennis LeBoeuf (MU)**

*Computer Networking*  
BBA Baker College

**Andre Lee (AH)**

*Health Sciences*  
BS Michigan State University  
MPA Cornell University  
PhD Nova University

**Tracey Lee (AP) (CS)**

*Medical Insurance*  
BS Tennessee State University  
MA Central Michigan University

**Kevin Leffler (FL)**

*Management*  
BBA University of Michigan  
MBA Wayne State University

**Ted Lehnen (CA)**

*Mathematics*  
BA John Wesley  
MA Central Michigan University  
PhD Central Michigan University

**Twila Leigh (AH)**

*Paralegal*  
BA Armstrong Atlantic  
MA Wayne State University  
JD Wayne State Law School

**Roger Lennert (AP)**

*Marketing*  
BA Wayne State University  
MA University of Phoenix

**Lesley Leonessa (OL)**

*Computer Information Systems*  
BS University of Lowell  
MS Worcester Polytechnic Institute  
MBA Northeastern University

**Jamie LeRoux (MU)**

*Culinary Arts*  
BBA Baker College

**Tamara Lester, RDH (PH)**

*Dental Hygiene*  
AS Oakland Community College

**Mark Levine (CT)**

*Social Sciences*  
MA Wayne State University  
PhD University of Detroit

**Daisy Levy (OW)**

*English*  
BA University of North Carolina  
MA University of Miami

**Julie Lewis (AP)**

*Computer Information Systems*  
BBA University of Michigan  
MA University of Michigan

**Snow Li (FL)**

*Office Administration*  
BA Jiamusi Teacher's College

**Harry Libka (FL)**

*Mathematics*  
BME General Motors Institute  
MS Stanford University

**Mark Lieber (PH)**

*Information Technology*  
BS University of Michigan  
MA Marygrove

**Pam Lilley (OW)**

*Interior Design*  
BA Michigan State University

**Lester Lindley (OL)**

*Business Administration*  
BA Southern Illinois University  
MA University of Illinois  
PhD Rice University

**Deb Lindsay (CA)**

*Health Sciences*  
Certified Surgical Technologist  
LPN Mercy School of Nursing

**Cindy Liniaski, RDH (PH)**

*Dental Hygiene*  
AS Mott Community College

**Susan Lint-Pirtle (AH)**

*Medical*  
BS University of Detroit Mercy  
MS University of Detroit Mercy

**Melissa List (FL)**

*Education/Early Childhood*  
BS University of Michigan  
MA Oakland University

**Judith Little (CT)**

*Office Administration*  
BS Wayne State University  
MA Wayne State University

**Geraldine Litz (OL)**

*History*  
BS Troy State University

ME Georgia State University  
EDD Georgia State University

**William Livingston (CG) (OL)**

*Research/Statistics*  
BPh Wayne State University  
MBA University of Louisville  
MDiv Southern Baptist Theological Seminary  
PhD Wayne State University

**Constance Llewellyn (FR)**

*English/Communications*  
BA Adrian College  
MA Western Michigan University

**Paula Lloyd, CST (FL)**

*Surgical Technology*  
AAS Baker College

**James Locicero (AH)**

*Architectural Construction*  
BBA Northwood University

**James Lockwood (OW)**

*Mathematics*  
BA Great Lakes Christian College  
MA Cincinnati Christian Seminary

**Carie Lokers (MU)**

*Interior Design*  
BFA Kendall College of Art and Design

**Kelly Lomas (AP)**

*General Education*  
BS Wayne State University  
Med Wayne State University

**Vicki Long (CA)**

*Business Administration*  
BBA Baker College  
MBA Baker College

**Roxanne Lopetrone (AP)**

*Management*  
BA Wayne State University  
MSA Central Michigan University

**Christine Lopez (MU)**

*Business*  
BS Ferris State University  
MBA Western Michigan University

**Heather Lorenz-Babcock (MU)**

*Computer Information Systems*  
BS Central Michigan University  
BA Central Michigan University  
MS Loyal Michigan University

**Lesia Louch (OW)**

*Education*  
BA Michigan State University  
MA Michigan State University

**Brandon Love (OL)**

*Computer Information Systems*  
BIM Baker College

**Debra Love (AP)**

*Human Services/General Education*  
BA University of Detroit  
MA University of Michigan

**Kenya Lowe (PH)**

*Interpreter Training*  
BA Michigan State University

**Margaret Lowe (MU)**

*Social Sciences*  
BS Central Michigan University  
MA Illinois School of Professional Psychology  
PsyD Illinois School of Professional Psychology

**Ann Lown (JK)**

*Mathematics*  
BS Western Michigan University  
MBA Baker College

**Pamela Loyd (OL)**

*Business Administration*  
BBA Detroit College of Business  
MS Central Michigan University  
PhD Capella University

**Diana Lucas (AH)**

*Communications*  
BA Wayne State University  
MBA Eastern Michigan University

**Sharon Lucero, RN (FL)**

*Nursing*  
BSN Nazareth College

**Mariann Luppino (AP)**

*General Education, CIS*  
BS Central Michigan University  
MS Central Michigan University

**Dawn Lybarger (JK)**

*Health Sciences*  
BS Ferris State University  
MSN Michigan State University

**Deb Lynch (OW)**

*Office Administration*  
BS Central Michigan University  
MVE Central Michigan University

**Stephanie Lyncheski (CG) (OL)**

*Business Administration*  
BA Ripon College  
MA Marquette University  
MSEd Northern Arizona University  
DM University of Phoenix

**Tamera Lyshen (FL)**

*Early Childhood Education*  
BA Spring Arbor University  
MA University of Michigan

**Barbara MacDonald (AH)**

*Developmental Education*  
BS Florida Atlantic University

**Jacqueline MacDonald (PH)**

*Massage Therapy*  
AA Baker College

**John MacIntosh (PH)**

*Health Sciences*  
BSE University of Western Ontario  
DC Canadian Memorial Chiropractic College

**April Mack (AP)**

*General Education*  
BS Lawrence Technical University  
MS Lawrence Technical University

**Carrie Mackie (FL)**

*Veterinary Technology*  
AAS Baker College  
BS Penn State University

**Kathy Maclellan (CG) (OL)**

*Accounting*  
MS University of Central Florida

**Debra Magnuson (CA)**

*Mathematics/Developmental Education*  
BA Calvin College  
BA Cornerstone University  
MA Eastern Michigan University

**Charlene Mahon (PH)**

*Human Services/Social Sciences*  
BA York University  
MA York University

**Kimberly Mahone (MU)**

*Therapeutic Massage*  
BS Central Michigan University

**Kim Maier (FL)**

*Nursing*  
BSN Oakland University

**Walter Makovoz (CG) (OL)**

*Computer Information Systems*  
BS Kiev State University  
PhD The Union Institute

**Natasha Malinky (AP)**

*Developmental Education*  
BED Rigar Teacher Training and Educational Management Academy  
MED Rigar Teacher Training and Educational Management Academy

**Michael Mancini (PH)**

*Management/Finance*  
BA Michigan State University  
MS Walsh College

**James Mandley (AH)**

*Chemistry*  
BS Northern Michigan University  
MA Wayne State University

**Janice Manning (JK)**

*Health Sciences*  
BA Concordia

**Sandra Manssur (FL)**

*Health Sciences*  
ADN Washtenaw Community College  
MSN University of Michigan

**Athanas Manyama (FL)**

*Architecture/Mathematics*  
BS Technical University of Budapest

MS Technical University of Budapest

**Dominic Marchetti, Jr. (AH)**

*Mathematics*  
BA Wayne State University  
MS Wayne State University

**Edwin Marcum (CS)**

*Industrial Management/Mathematics*  
BS Lawrence Technological University

**Cassandra Lynn Markel (PH)**

*Veterinary Technology*  
AA Baker College  
BS Oakland University

**Angela Marin (JK)**

*Health Sciences*  
BA University of Texas

**Fred Marinucci (AP)**

*Mathematics*  
BS Michigan State University  
MAT Wayne State University

**Donna Marion (FL)**

*Social Sciences/Human Services*  
BA Oakland University  
MA Oakland University  
MA Michigan State University  
PhD Michigan State University

**Sally Maronde (PH)**

*General Education*  
BA Michigan State University  
MA Michigan State University

**Janet Marsh-Hunt (FL)**

*Medical Insurance Specialist*  
MBA Baker College

**Kristina Marshall (OW)**

*Social Sciences*  
BA Miami University  
JD Thomas M. Cooley Law School

**Rebecca Marshall (MU)**

*English/Communications*  
BS Central Michigan University  
MA Central Michigan University

**Ernie Martin (PH)**

*Computer Information Systems*  
BS Lawrence Technological University

**Erricka Martin (FL)**

*Mathematics*  
BS GMI  
MS Kettering University

**Joan Martin (FL)**

*Communications*  
BA Xavier University  
MA Louisiana State University  
PhD University of Michigan

**Michelle Martin (CT)**

*Communications*  
BA Wayne State University  
MA Oakland University

**Paul Martin (OW)**

*English*  
BS Central Michigan University  
MAT Marygrove College

**Tarnesha Martin (FL)**

*Nursing*  
BSN University of Michigan

**Tim Martin (CA)**

*Business Administration*  
BS University of Minnesota  
MS University of Minnesota

**Edward Masha (PH)**

*Mathematics*  
BS Detroit Institute of Technology  
MA Wayne State University

**James Massey (WB)**

*Accounting/Business/Corrections*  
DMA Combs College  
MBA Webster University

**Ruth Maurer (OL)**

*Business Administration*  
BSc Colorado School of Mines  
MSc Colorado School of Mines  
PhD Colorado State University

**Juddee Maxwell (CA)**

*Social Sciences*  
BA Saginaw Valley State University  
MA Central Michigan University

**Yvonne May (MU)**

*Computer Information Systems*  
BBA Spring Arbor College  
MA Grand Valley State University

**Ginny Mayer (OL)**

*Communications*  
BA University of California  
MA Harvard University  
PhD Harvard University

**Bernadette McAllister (FL)**

*Communications*  
BS Wayne State University  
MTE Wayne State University

**Martin McArdle (WB)**

*Mathematics*  
BS Central Michigan University  
MA Central Michigan University

**John McBain Jr. (JK)**

*Paralegal*  
BA Michigan State University  
JD Thomas Cooley Law School

**Kathy McCauliff (CA)**

*Communications*  
BS Central Michigan University  
MA Carion University of Pennsylvania

**Sandy McClusky, CST (FL)**

*Surgical Technology*  
AAS Baker College

**Barbara McCoy (AP)**

*Developmental Education*  
AA Monroe Community College  
BS Eastern Michigan University  
MBA Baker College

**Jonne McCoy, MPA (FL)**

*Medical Assisting*  
BSN Michigan State University  
MPA University of Michigan

**Mark McCulfor (MU)**

*Computer Networking*  
AAS Kalamazoo Valley Community College

**Christopher McDonald (AH)**

*Communications*  
BA Kalamazoo College  
MA Middlebury College  
MAT Wayne State University

**Marsha McDonald (FL)**

*Education*  
BS University of Michigan  
MA Marygrove College

**Donna McFadden (PH)**

*Surgical Technology*  
ADN Victoria Hospital School of Nursing

**Shannon McFarren (MU)**

*Science*  
BS Central Michigan University  
MED Grand Valley State University

**Janice McFaul (OL)**

*Marketing*  
BBA Walsh College  
MSA Central Michigan University  
PhD The Union Institute

**Thomas McGaw, III (JK)**

*Management/Quality Improvement*  
BBL Baker College  
MBA Baker College

**Kenyal McGee (CS)**

*Accounting/Finance*  
BBA University of Michigan  
MSA University of Notre Dame

**Colleen McGran (AH)**

*Developmental Education*  
BS Central Michigan University  
MS Texas A&M University

**Dennis McGuire (OW)**

*Computer Science*  
BS University of Michigan

**Kalai McHan (OL)**

*Accounting*  
BBA Harding University  
MBA Baker College

**Barry McLemore (AH)**

*Corrections*  
BBA National University

**Kathleen McIlwain (AH)**

*Education*  
BS Central Michigan University  
MA Oakland University

**David McKay (PH)**

*Management/Finance*  
BBA Walsh College  
MSM Walsh College

**Scott McKay, CPA (PH)**

*Business Administration/Accounting*  
BA Wilfrid Laureier University

**Kimberly McKeown (JK)**

*English*  
BA University of Michigan

**Deborah McKinley (JK)**

*Business Administration*  
BS Bellevue University

**John McMillan (OW)**

*Automotive Service Technology*  
BS University of Michigan  
MA Central Michigan

**Lisa McMillen (AH)**

*Mathematics*  
BS Western Michigan University  
MS Western Michigan University

**Christine McPhail, JD (AP)**

*Paralegal*  
BA University of Michigan  
JD University of Detroit- Mercy

**Neil McPhee (FL)**

*Communications*  
BS Central Michigan University  
MA Michigan State University

**Nikki McPherson (CT)**

*Education*  
BS California State University of Pennsylvania  
MA Oakland University  
EdS Wayne State University

**Tammy McPherson (PH)**

*Health Sciences*  
BA Oakland University  
MA Oakland University

**Steve McQueen (CG)**

*Economics*  
BA Utah State University  
MBA Utah State University  
PhD Utah State University

**Patricia McWilliams (OL)**

*Computer Information Systems*  
BS University of Southern California  
MS University of Southern California

**Barton Curtis Meadows (PH)**

*Veterinary Technology*  
DVM Michigan State University

**Sharon Meadows (AP)**

*Business Administration*  
BS Wayne State University  
MBA University of Detroit - Mercy

**Marianne Meekhoff (CA)**

*Health Sciences*  
Certificate of Business Wexford-  
Missaukee Career Tech.

**Lori Meikle (PH)**

*Dental Assisting*  
CDA Ferris State University  
BS Ferris State University  
RDA Ferris State University

**Lori Mello (AH)**

*Human Services*  
BSW San Diego State University  
MA Oakland University  
MPA Oakland University

**Judith Meno (PH)**

*Medical*  
BA University of LaVerne  
MA Central Michigan University

**Tim Meno (PH)**

*General Education/Developmental Education*

BA University of Michigan  
MS Naval Post Graduate School

**Deborah Mercer (OW)**

*Education*  
BS University of Michigan  
MA Michigan State University

**Jim Messick (MU)**

*Social Sciences*  
BA Indiana University  
MA Michigan State University

**Richard Messina (AH)**

*Business Administration/Mathematics*  
BSME GMI Engineering and Management Institute  
MBA Oakland University

**Marian Mety (CT)**

*Management*  
BA Wayne State University  
MSM Walsh College

**Lee Metzelaar (OW)**

*Education*  
BA University of Minnesota  
MA University of Michigan

**Linda Meyers (MU)**

*Management/Marketing*  
BBL Baker College  
MBA Baker College

**Susan Miedzianowski (AH)**

*Medical*  
BA University of Detroit  
MA Central Michigan University

**Ted Mikell (CG)**

*Information Technology/Management*  
BS Mississippi State University  
MBA Amberton University  
MM University of Dallas  
PhD Nova Southeastern University

**Mark Miles (PH)**

*Transportation*  
CDL/State Instructor Certification

**Steven Miles (OW)**

*Electronic Technology*  
BS University of Michigan  
MSE Rennsler Polytechnician Institute

**Jennifer Miller (FL)**

*Science*  
BA Randolph-Macon Women's College  
MS University of Michigan

**Matthew Miller (CY)**

*Management*  
BS Central Michigan University  
MBA University of Michigan

**Rex Miller (FL)**

*Orthotics/Prosthetics*  
BS Central Michigan University

**Richard Miller (PH)**

*Health Sciences*  
BA Oakland University  
MA Wayne State University

**Zachary Miller (MU)**

*Mathematics*  
BS Michigan State University  
MBA Grand Valley State University

**Dan Mills (MU)**

*Mathematics*  
BS Grand Valley State University  
MED Grand Valley State University

**Brody Milner (FR)**

*Mathematics*  
BS Western Michigan University  
MED Grand Valley State University

**Carol Miner (AP)**

*Health Sciences*  
BS Wayne State University  
MS Central Michigan University  
MS University of Detroit-Mercy

**Dan Minert (FL)**

*Orthotics/Prosthetics*  
BGS University of Michigan  
MS University of Michigan

**David Miramonti (CS)**

*Management*  
BGS Wayne State University  
MA Central Michigan University  
EdD Western Michigan University

**Narine Mirijanian (AH)**

*Health Sciences*  
BS Oakland University  
MS Oakland University

**John Mishler (FL)**

*Corrections/Human Services*  
BS Ferris State University

MA University of Detroit Mercy

**Angela Mitchell (MU)**

*Culinary Arts*

BA Michigan State University

**Corey Mitchell (FL)**

*Engineering*

BS Central Michigan University

MS Kettering University

MS University of Wisconsin

**Teresa Mitchell (AH)**

*Accounting*

BSA Walsh College

MSF Walsh College

**Martita Moffett-Page (FL)**

*Business Administration*

BBA University of Michigan

MSA Central Michigan University

**Mike Mokdad (AH) (AP)**

*Mathematics/Science*

BS Wayne State University

MAT Wayne State University

**Mary Montie (AP)**

*Mathematics*

AAS Oakland Community College

BS Wayne State University

MA Wayne State University

MUP Wayne State University

**Jennifer Moomey**

AAS Baker College

**Kristine Mooney (AH)**

*Accounting*

BBA Walsh College

MBA Baker Center for Graduate Studies

**Cindy Mooty-Hoffmann (AH)**

*Communications*

BS Oakland University

MA Michigan State University

**Peggy Moran (CA)**

*Medical/Science*

BA Central Michigan University

MA Baker College

**Jason Morin (JK)**

*Education*

BS Eastern Michigan University

MA Marygrove College

**Bonnie Morris (MU)**

*Mathematics*

BA Alma College

MA Grand Valley State University

**Jill Morris (AP)**

*Computer Information Systems*

BS Michigan Technological University

MS Michigan Technological University

**Teresa Mortier (PH)**

*Medical Laboratory Technology*

BS University of Akron

MSTE University of Akron

**Harrison Morton (FL) (OW)**

*Mathematics*

BA Michigan State University

MA Wayne State University

PhD Wayne State University

**Belinda Moses (CT)**

*Computer Information Systems*

BS University of Detroit

MS Ember Riddle Aeronautical University

PhD Waldern University

**Rose Moten-Solomon (CT)**

*Psychology*

BS Eastern Michigan University

MA Wayne State University

PhD The Union Institute

**Matthew Mott (PH)**

*Veterinary Technology*

LVT Northern Michigan University

**Richard Mousigian (PH)**

*Computer Networking/CIS*

BA Baker College

**Jill Mueller (MU)**

*Developmental Education/Mathematics*

BS Grand Valley State University

MEd Grand Valley State University

**Andrew Muniz (AH)**

*Medical/Science*

BBA Baker College

**Connie Murdoch (OW)**

*Education*

BA Michigan State University

MA Saginaw Valley State University

**Jeff Murdoch (OW)**

*Communications*

BS Northern Michigan University

MA Central Michigan University

**Marian Murphy (AP)**

*Management*

BS Spring Arbor College

MBA University of Phoenix

**D. Brent Murray (FL)**

*Transportation Management*

BS Capital University

**William Musilli (CT)**

*Business Administration*

BBA Northwood University

MSA Central Michigan University

**Tim Myers (MU)**

*Culinary Arts*

AB Baker College

**Doru Nace (MU)**

*Mathematics*

MS Technical University

PhD Petroleum Institute

**Manuela Nace (MU)**

*Communications*

MA University of Bucharest

**Justin Nader (AH)**

*Graphic Communications*

BGC Baker College

**Sabrina Nael (FL)**

*Nursing*

BSN Wayne State University

MAE Eastern Michigan University

MSN Michigan State University

**Deborah Nagel, RDH (PH)**

*Dental Hygiene*

BS Marquette University

**Kiran Nair (OL)**

*Computer Information Systems*

BS University of Madras

**Kim Nalepka (AP)**

*Marketing*

BA University of Michigan

MBA Wayne State University

**Charles Nassar (CS)**

*Industrial Management*

BBS Lawrence Technological University

MA Central Michigan University

**George Nassif (FL)**

*Education/Social Sciences*

BS Eastern Michigan University

MS University of Michigan

**Jeannette Nassif (FL)**

*Education/English*

BA Michigan State University

MS Michigan State University

**Kathryn Nathan (MU)**

*Communications*

BA Auburn University

MA University of Houston

**Marilyn Nathan (WB)**

*Early Childhood Education*

BS Ohio State University

MA Ashland Theological Seminary

**Greg Nave (OW)**

*English*

MA University of Illinois

**Burl Near (CA)**

*Geography*

BS Central Michigan University

MS Central Michigan University

**Cheryl Nebedum (MU)**

*Human Services*

BA Western Michigan University

MSW Grand Valley State University

**Stacey Nebel (AH)**

*Computer Information Systems*

BS Baker College

**Ernest Ndukwe (AP)**

*Geography/Science*

BA State University of New York

MS Ball State University

PhD Michigan State University

**John Neff (OW)**

*Communications*

BA University of Michigan

MA Central Michigan University

**Larry Neitzert (OW)**

*Social Sciences*

BA Michigan State University

MA Michigan State University

**David Nelson (JK)**

*General Education*

BA Somona State University

MSC University of the Pacific

MBA Purdue University

**Richard Nelson (MU)**

*Human Services*

BS George Williams College

MSW Western Michigan University

**Peggy Nemode (OW)**

*Clinical Laboratory Science*

AAS Delta College

BS Michigan State University

**Janis Newberry (FL)**

*CENA*

ADN Kettering College of Medical Arts

**Christopher Newell (OW)**

*Computer Networking*

BS Michigan State University

**James Newtown, CPA, CDP**

**(CG) (OL)**

*Accounting/CIS*

BA University of Michigan

MA Eastern Michigan University

PhD Michigan State University

**Joyce Newtown (PH)**

*Computer Information Systems*

BA University of Michigan

MA Eastern Michigan University

**Charles Nichols (OL)**

*Management*

BS Kentucky State University

MPA Kentucky State University

PhD The Union Institute

**James Nichols (AH)**

*Therapeutic Massage*

AAS Central Michigan University

**Matt Nichols (PH)**

*Computer Networking*

AAS Baker College

BA Baker College

**Julie Nimety (PH)**

*General Education*

MA Saginaw Valley State University

**Christine Nisbet (FL)**

*Health Sciences*

AAS Mott Community College

BA Spring Arbor College

MA Spring Arbor College

**Steve Nisbet (FL)**

*Social Sciences*

BA Western Michigan University

MBA Michigan State University

**Mitchell Noland (MU)**

*Historical Preservation*

BArch Louisiana State University

**Paul Nong-Laolam (MU)**

*Electronics/Computer Information Systems*

BS St. John's University

**Nancy Norkus (MU)**

*English/Communications*

BS Eastern Michigan University

MA Grand Valley State University

**Jonathan Nowak (PH)**

*Social Studies*

BA Michigan State University

MA Saginaw Valley State University

**Gerald Noxon (AP)**

*Accounting*

BBA Eastern University

MBA Wayne State University

**Lori Noyer (OW)**

*Early Childhood Education*

BS Michigan State University

MA Michigan State University

**Beth Nuccio (OL)**

*Management/Marketing*

BS Ferris State University

MA Central Michigan University

**Cecelia Nuoffer (FL)**

*Office Administration*

BS Central Michigan University

MA Michigan State University

**Karen Oblinger (FL)**

*Patient Care Aide/Nursing*

BSN Wayne State University

**James O'Brien (CT)**

*Office Administration/CIS*

BA Wayne State University

MEd Wayne State University

**Robert O'Connor (OL)**

*Management*

BS University of Southern Mississippi

MS University of Southern Mississippi

PhD University of Southern Mississippi

**Sara O'Donnell (PH)**

*Surgical Technology*

AAS Baker College

CST Baker College

**Rebecca Ohtonen (AH)**

*Developmental Education*

BSE Eastern Michigan University

MEC Eastern Michigan University

**Fran Okoren (CA)**

*Mathematics*

BS Michigan State University

MA Michigan State University

Ed Spec Wayne State University

**Mary Beth Oles (**

**Carl Pacacha (AH)**

*Communications*  
BA Duquesne University  
MA Wayne State University  
PhD Michigan State University

**Dean Paczewitz (AP)**

*General Education*  
AA Henry Ford Community College  
BS Michigan State University  
MA Regent University

**Patricia Paholsky (PH)**

*Communications*  
BA Wayne State University  
MA Wayne State University

**Scott Pallotta (AP)**

*Health Sciences*  
AAS Schoolcraft College  
BS University of Michigan

**Renee Palmateer (AP)**

*Architecture/Interior Design*  
BS Lawrence Technological University

**Doug Palmer (MU)**

*Human Resource Management*  
BSE Western Michigan University  
MBA Eastern Michigan University  
JD Wayne State University

**Jan Palmer (FL)**

*Music/Education*  
BME Northern Michigan University  
MA Saginaw Valley State University

**Barry Palmerton (MU) (FR)**

*Medical/Science*  
DC Palmer College of Chiropractic

**Philip Papes (PH)**

*Accounting/Management/Finance*  
BS Wayne State University  
MBA Wayne State University

**George Pappas (AH)**

*Computer Information Systems*  
BS University of Georgia  
MS Naval Postgraduate School  
MITM Naval Postgraduate School

**Harry Parke (FR)**

*Social Sciences*  
BS Michigan State University  
MA Michigan State University

**Gordon Parnes (FL)**

*Mathematics/Education*  
BA University of Michigan  
MEL Saginaw Valley State University

**Susan Parnes (FL)**

BS Central Michigan University  
MEL Saginaw Valley State University

**Dave Parnin (MU)**

*Human Services*  
BS Central Michigan University  
MA Central Michigan University

**Candida Partridge, CST/CFA (FL)**

*Surgical Technology*  
AAS Delta College

**John Partridge (CA)**

*Electronic Engineering Technology*  
Certified WMACTE

**John Pascaretti (CT)**

*Social Sciences*  
BS Wayne State University  
MA Center for Humanistic Studies

**Ronald Pascuzzi (CS)**

*Mathematics*  
BA West Liberty  
MA Eastern Michigan University

**Margaret Patchin (CA)**

*Therapeutic Massage*  
BS Western Michigan University  
MS Ferris State University

**Trenia Patrick (FL)**

*Communications/Social Sciences*  
BA Olivet College  
MA Eastern Michigan University

**Jennifer Patterson (CT)**

*Communications*  
BA University of Michigan  
MA Eastern Michigan University

**Dawn Paulin (CA)**

*Office Administration*  
BA Grand Valley State University  
MBA Baker College

**Leo Paveglio (FL)**

*Math/Education*  
BA Central Michigan University  
MA Eastern Michigan University

**David Pearce (OL)**

*Health Administration*  
BS George Washington University  
MPA Golden Gate University

**Patricia Pearson (PH)**

*Education*  
BA University of Toledo  
MA University of Toledo

**Fred Peivandi (FL)**

*Mechanical Engineering*  
BS Louisiana State University  
MS Wayne State University

**Jeff Peltier (OW)**

*Architectural Construction Technology*  
BS Lawrence Technological University  
MS Lawrence Technological University

**Debra Pennell (WB)**

*Early Childhood Education*  
BA Avila College  
MA Northern Michigan University

**Travis Perdue (OW)**

*Computer Information Systems*  
BBA Baker College

**Donald Perkins (CT)**

*Law*  
BA Brigham Young University  
MS University of Utah  
JD Wayne State University

**Suzanne Perkins, MPT, DPT (FL)**

*Physical Therapist Assistant*  
BS University of Michigan  
MPT University of Michigan  
DPT Boston University

**Robert Pernick (AP) (AH)**

*Paralegal/Small Business Management*  
BS Eastern Michigan University  
JD Detroit College of Law

**Ricky Perrin (OW)**

*Automotive Services Technology*  
BBA Baker College

**Tony Perrini (OW)**

BS Macomb Community College  
MA Goddard College

**Patricia Perry (AP)**

*Mathematics*  
BA University of Michigan  
MA University of Michigan

**Seth Persky (AP)**

*Human Services*  
BA University of Michigan  
MSN University of Michigan

**Rick Pertler, DDS (FL)**

*Health Sciences*  
BS Anderson University  
DDS University of Michigan

**Debra Peter (OL)**

*Business Administration*  
BA Michigan State University  
MBA Lebanon Valley University

**Amy Peterson (OL)**

*Communications*  
BA Olivet College  
ME City University

**Marcia Peterson (OL)**

*Communications*  
BS University of Michigan  
MBA Baker College

**Michelle Peterson (PH)**

*Interpreter Training*  
BA Rochester Institute of Technology

**Suzanne Peterson (JK)**

*Health Sciences*  
AAS Baker College

**Bernard Pfeiffer (OL)**

*Business Administration*  
BA McDaniel College  
JD Dickinson School of Law

**David Phelps (MU)**

*Communications*  
BA Hope College  
MA Central Michigan University

**Allan Phillips (PH)**

*General Education*  
BS Michigan State University  
MS Michigan State University  
PhD University of California

**David Phillips (PH)**

*Education*  
EDSP Saginaw Valley State University

**Mark Phillips (FL)**

*Quality Improvement*  
MS Eastern Michigan University

**Dale Pickett (CT)**

*Computer Information Systems*  
BBA Walsh College  
MS Central Michigan University

**Larry Pickett (OL)**

*Management*  
BS Eastern New Mexico University  
MBA University of Michigan

**Mark Pickvet (FL) (OW)**

*Mathematics*  
BA University of Michigan  
MA University of Michigan  
MA California State University  
PhD Columbia Pacific University

**Kasey Pierson (AH)**

*Interior Design*  
BS Michigan State University

**Marty Piette (MU)**

*Aviation*  
BBA University of North Dakota

**Cynthia Pike (AH)**

*Paralegal*  
BA Michigan State University  
JD Wayne State University

**Kim Pilieci (MU)**

*Communications*  
BA St. Joseph's College  
MA SUNY at Stony Brook

**Daniel Pilot (AH)**

*Automotive Services*  
BA Madonna University

**Leone Pinalt (FL)**

*Communications*  
BS Central Michigan University  
MA Central Michigan University

**Michelle Pinter (FL)**

BS University of Michigan  
JD Thomas M. Cooley Law School

**H. Williams Piotter (CY)**

*Mathematics*  
BS Central Michigan University  
MA Central Michigan University

**Anthony Pizur (CG) (OL)**

*Economics*  
BA Canisius College  
PhD International University of Kyrgyzstan

**Bruce Plowman (CY) (WB)**

*Management*  
AB Baker Junior College of Business  
BA John Wesley College  
MA Central Michigan University  
MA The Fielding Institute  
PhD The Fielding Institute

**Kimberly Poag, CMA, CPC (FL) (OW)**

*Medical Assistant/Medical Insurance Specialist*  
BBA Baker College

**Paula Podein, CMA (MU)**

*Medical Assistant*  
AAS Baker College  
BHSA Baker College

**Jo Poe (OL)**

*Business Administration*  
BBL Baker College  
MBA Baker College

**Rhonda Polak (OL)**

*Computer Information Systems*  
BA Palm Beach Atlantic College  
MBA Palm Beach Atlantic College  
DBA Nova Southeastern University

**Jennifer Postil, RDH (PH)**

*Dental Hygiene*  
AS Kalamazoo Valley Community College

**Brian Potter (CA)**

*Corrections*  
AAS Ferris State University  
BS Ferris State University

**Patti Povilonas (PH)**

*Medical Assisting*  
BBL Baker College

**Patti Powell (AP)**

*Human Resource Management*  
BA Spring Arbor University  
MA University of Phoenix

**Robert Powell (JK)**

*Human Services/Social Sciences*  
BA Michigan State University  
MA Wayne State University

**William Powell (CA)**

*Health Sciences*  
BS Michigan State University

**Donna Precour (PH)**

*Veterinary Technology*  
LVT Macomb Community College

**Lorraine Priest (OL)**

*Business Administration*  
BA Johnson and Wales College  
BSBA University of Phoenix  
MBA University of Phoenix

**Rodney Prince (FL)**

*Automotive Service Technology*  
AAS Baker College  
BBA Baker College  
ASE Certified Master

**Steve Prins, OTR (MU)**

*Occupational Therapy Assistant*  
BS Grand Valley State University  
BS Washington University School of Medicine  
MS Washington University School of Medicine

**Andre Proia (PH)**

*Marketing*  
BA York University

**Victor Prowant (MU)**

*Accounting*  
BSBA Aquinas College  
MBA Baker College

**Steven Przytulski (CT)**

*Developmental Education*  
BS Wayne State University  
MBA Welsh College

**Barbara Pugh (AP)**

*Mathematics*  
BBA Albany State University  
MBA Albany State University

**Mae Purrenhage (CA)**

*Early Childhood Education*  
BS Austin Peay State University  
MA Austin Peay State University

**Gwen Puza (OL)**

*Computer Information Systems*  
BA Duquesne University  
MS University of Pittsburgh  
MS Duquesne University

**Gina Rableau (AH) (FL)**

*Mathematics*  
BS University Bucharest  
MS West Virginia University

**Sandra Rademacher (FL)**

*Education/Early Childhood*  
BS Western Michigan University  
MA Saginaw Valley State University

**Dennis Raetzke (AH)**

*Education*  
BA Western Michigan University  
MS Eastern Illinois University  
EdD Western Michigan University

**Patricia Ragsdale (MU)**

*Mathematics*  
BA Michigan State University  
MA Michigan State University

**Steven Rakowski (JK)**

*Technology*  
AAS Lansing Community College

**Joseph Ralph (OW)**

*Automotive Service Technology*  
BS Kettering University

**Tracy Ramierez (PH)**

*Medical*  
Certificate Academy for EMS  
AAS MLT Baker College  
BS University of Cincinnati

**Michelle Ramirez (FL)**

*Physical Therapy Assistant*  
MS University of Michigan

**Sally Randall (CA)**

*Law*  
BA Spring Arbor University  
JD Thomas M. Cooley Law School

**Gaetano Randazzo (AP)**

*Architectural Technology*  
BAS Sienna Heights University  
MAS Central Michigan University

**Teresa Ranger (PH)**

*Education*  
MA Marygrove College

**Mark Rankin (JK)**

*Education*  
BA Cornerstone University  
MA Michigan State University

**James Ratche (PH)**

*Computer Information Systems*  
BS Northern Michigan University  
MA Wayne State University

**Theresa Ratkowiak (AH)**

*Developmental Education*  
BSE Baker College

**Tammy Ratz (JK)**

*Human Services/Social Sciences*  
BS Central Michigan University  
MA Eastern Michigan University

**Sally Raxter (AP)**

*Medical Assisting*  
AAS Macomb Community College  
BA University of Detroit Mercy  
MA Oakland University

**Michael Reagan (MU)**

*Architectural Construction Technology*  
BBL Baker College

**Lisa Redick (AP)**

*Accounting*  
BS Florida Institute of Technology  
BSA University of Michigan  
MPA Wayne State University

**Anne Redmond (FL)**

*Health Sciences*  
BA University of Michigan

**Shelley Reed (FL)**

*Education/Reading*  
BS Central Michigan University  
MA Oakland University  
MA Eastern Michigan University

**Rebecca Rees (MU)**

*Interpreter Training*  
BS Michigan State University

**Pamela Reese (PH)**

*Social Science*  
BS Eastern Michigan University  
MA University of Houston

**Theodore Reese (CA)**

*History*  
BA Saginaw Valley State University  
MA Central Michigan University

**Kristine Reeths (MU)**

*Communications*  
BA Hope College  
MA Nova Southeastern University

**Susan Refior (OW)**

*Human Services/Sociology*  
BA Washtenaw Community College  
MA University of Michigan

**Gary Reggio (CS)**

*Management/Social Sciences*  
BS Wayne State University  
MBA Wayne State University

**Gary Reinke (OL)**

*Management*  
BS Wisconsin State University  
MS Central Michigan University

**Michelle Reiter-Miller (AH)**

*Social Sciences*  
BA Michigan State University  
MS Eastern Michigan University

**Justin Remeselnik (PH)**

*English*  
BA Oakland University  
MA Wayne State University

**Shirley Reneau (CT)**

*Office Administration*  
BA Michigan State University  
MA Michigan State University

**Nancy Rennie (FL)**

*Education/Early Childhood/Communications*  
BS University of Michigan  
MA University of Michigan

**Mark Revels (OL)**

*Computer Information Systems*  
BBA University of Kentucky  
MS University of Denver

**Cheryl Rhoads (OL)**

*Computer Information Systems*  
BBA Baker College  
MBA Baker College

**Robert Rhodes (FL)**

*Orthotics/Prosthetics*  
BS Mercer University  
MS University of Memphis

**Melinda Ricard (AH)**

*Health Sciences*  
BSN University of Phoenix

**Janet Rice (MU)**

*Office Administration*  
BS Bob Jones University  
MS Winthrop College

**John Rice (CA)**

*Management*  
BBA University of Detroit  
MA Central Michigan University

**Rennell Rice (AP)**

*General Education*  
BA Marygrove College  
BA Wayne State University  
MA Marygrove College

**Maggie Richards (PH)**

*Social Sciences*  
BA Wayne State University  
MS Wayne State University

**Richard Richards (CA)**

*Accounting/Finance*  
BS Detroit College of Business  
MS Walsh College of Accounting

**Thomas Richards (OL)**

*Computer Information Systems*  
MA San Jose State College  
PhD University of Massachusetts

**Janet Richter (CY)**

*Management/Marketing*  
BA Detroit College of Business  
MBA Baker College

**Pete Ricks (OL)**

*Computer Information Systems*  
BS DeVry Institute of Technology  
MBA University of Phoenix

**Janene Rider, RN, MHSA (FL)**

*Health Sciences*  
BS St. Joseph College  
MHSA St. Joseph College

**Erik Riha (CS)**

*Management*  
BSEE University of Michigan  
MBA Baker College

**Dan Riley (MU)**

*Graphic Communications*  
AA Muskegon Community College  
AB Baker College  
BS Grand Valley State University

**Margaret Riordan (OL)**

*General Education*  
BA Pacific Oaks College  
MA Antioch University  
PhD Syracuse University

**Charlotte Ripka (AH)**

*Mathematics*  
BA Western Michigan University  
MA Western Michigan University

**Sue Ritchey (JK)**

*Human Services*  
BS Western Michigan University  
MA Siena Heights

**Angie Ritter (CT)**

*Mathematics*  
BS Eastern Michigan University  
MA Eastern Michigan University

**Deborah Robb (CA)**

*Health Sciences*  
BA Ferris State University

**Ruth Robb (FL)**

*Mathematics*  
BS Michigan State University  
MA Ohio State University

**Jeanette Roberts (PH)**

*Veterinary Technology*  
BS University of Findlay  
DVM Ohio State University

**Kenneth Roberts (JK)**

*Radiation Therapy*  
AAS Lansing Community College  
BS Siena Heights

**Kelli Roberts-Burnett (PH)**

*Accounting*  
BBA Walsh College  
MBA Walsh College

**Patricia Robertson (JK)**

*Human Services*  
BA Michigan State University  
MASS Cyril & Methodist Seminary  
PhD Ecumenical Theology Seminary

**Gail Robin (CG)**

*Statistics/Management*  
BA Columbia College  
Med Boston University  
DBA University of Sarasota

**Kristina Robinson (PH)**

*Surgical Technology*  
AA/CST Baker College

**Michele Rodeffer (AP)**

*Information Systems*  
BBA Baker College

**Rebecca Rodenbaugh (CA)**

*Health Sciences*  
BS Baker College  
AAS Baker College

**Pamela Rogers (AH)**

*Computer Information Systems*  
BA St. Mary's

**Karen Roggenbuck (PH)**

*Veterinary Technology*  
BS Siena Heights University  
LVT Michigan State University

**Bert Rondeau (PH)**

*Social Studies*  
BA Western Michigan University  
MA Western Michigan University

**Pamela Ronning, RN (MU)**

*Health Sciences*  
RN Hackley School of Nursing  
BSN Grand Valley State University  
MPA Grand Valley State University

**Janet Rose (OL)**

*Computer Information Systems*  
BS University of Michigan  
BS Michigan State University  
MS Central Michigan University

**Kim Rosebohm (FL)**

*Communications*  
BA University of Michigan  
MA University of Michigan

**Wallace Ross (AH)**

*Health Sciences*  
BA Western Michigan University  
DC Palmer

**James Rossio (FL)**

*Mathematics*  
BS Michigan State University  
MA Saginaw Valley State University

**Christine Ross-Michels (OW)**

*Interior Design*  
BS Michigan State University

**Rebecca Rowe (MU)**

*Computer Information Systems/Education*  
BS Charleston Southern University  
MAT Aquinas College

**Katie Roy (FL)**

*Therapeutic Massage*  
Certification Lansing Community College

**Eric Royston (OW)**

*Early Childhood Education*  
BS Michigan State University  
MA Michigan State University

**Cathy Rozanski, MA, OTR (FL)**

*Occupational Therapy*  
BS Wayne State University  
MA Central Michigan University

**Kathi Rubin (OW)**

*Education*  
BS Central Michigan University  
MA Marygrove College

**Michael Rucks (FL)**

*Social Sciences*  
BS Lindenwood College  
MED University of Missouri  
MA Center for Humanities Studies  
EdD Wayne State University

**Kenetra Ruffin (AP)**

*Health Sciences*  
BS Michigan State University  
MBA University of Phoenix

**Anne Rumpitz (MU)**

*Management*  
BA Valparaiso University  
BS Valparaiso University  
MBA Grand Valley State University

**John Russell (MU)**

*Developmental Education*  
BS Morningside College  
MED Grand Valley State University

**Lynda Russell (MU)**

*Accounting*  
BS University of Delaware  
MS University of Delaware

**David Rutkowski (FL)**

*Automotive Service Technology*  
AAS Micgara County Community College  
ASE Master Certification

**Alan Rutledge (FL)**

*Health Sciences*  
BS Eastern Michigan University  
MS Michigan State University

**Carolyn Rutledge (CT)**

*Office Administration*  
BS Alabama A&M University  
MA Wayne State University

**Terri Rutzen (MU)**

*Health Sciences*  
AAS University of Toledo  
BBA Baker College  
MED University of Phoenix

**John Ryan (MU)**

*Management*  
BS Western Michigan University  
MA Wayne State University  
EdS Central Michigan University

**Pam Ryan (OW)**

*Education*  
BS Northern Michigan University  
MA Saginaw Valley State University

**Lisa Rydzinski (PH)**

*Medical Laboratory Technology*  
BS Franklin University  
MLT/ASCP Midlands Technical College

**Patrick Sadler (AP)**

*Health Sciences*  
AAS Henry Ford Community College  
BA University of Michigan  
MED University of Michigan

**Paula Sadler (CT)**

*Science*  
BS Wayne State University  
MS Central Michigan University

**Mark Sadowski (AH)**

*Accounting/Finance*  
BA Schoolcraft College  
MSF Walsh College

**Sherry Sagers (AP)**

*Physical Therapist Assistant*  
AS Wayne County Community College  
AAS Community College of the Air Force  
BA Davenport University

**Rina Sahay (MU)**

*Computer Aided Design/Architectural Construction*  
BS Chandigarh College

MA University of Michigan

**Naim Saiti (CT)**

*Mathematics*

BS University of Belgrade  
MS Michigan State University  
PhD Michigan State University

**Anca Sala (FL)**

*Engineering/Mathematics*

MS Politehnica University of Bucharest  
PhD University of Toledo

**Sherri Salem (OW)**

*Human Services*

BS Michigan State University  
MA Oakland University

**Soncia Salter (AH)**

*Communications*

BS State University of New York  
MS Illinois State University

**Katherine Salvatore (CA)**

*Graphic Communications*

BS Central Michigan University

**Georganne Salvia (CT)**

*Communications*

BA Oakland University  
MA Oakland University

**Bruce Sanborn (FL)**

*Automotive Service Technology*

BS Ferris State University  
ASE Certified Automotive Master

**Stewart Sanders (FR)**

*Mathematics*

BS Ferris State University  
MA Central Michigan University

**Mary Santarelli, RN (MU)**

*Medical*

BS Western Michigan University  
MA Western Michigan University  
RN Shannon School of Nursing

**Gloria Santrucek (OW)**

*Writing/English*

BA University of Michigan  
JD Michigan State University

**Sharon Sargeant (CA)**

*Accounting*

BBA Baker College  
MBA Baker College

**David Satram (PH)**

*Science*

BSc University of Western Ontario  
BS National College of Chiropractic  
DC National College of Chiropractic

**Eric Saunders (PH)**

*Veterinary Technology*

BS Ohio State University  
DVM Ohio State University

**Thomas Saunders (FL)**

*Social Sciences*

BA Southern Illinois University  
MA Louisiana Technical University  
PhD Louisiana Baptist University

**Sarah Scantamburlo (AH)**

*Social Sciences*

BA University of Michigan  
MSW University of Michigan

**Steve Schaible (JK)**

*Computer Information Systems*

BSME Michigan State University

**Roxanne Schaner (MU)**

*Communications*

BA Western Michigan University  
MA Western Michigan University

**Jenette Schanick (FL)**

*Health Sciences*

BS Ferris State University

**Kimberly Scharrer (FL)**

*Office Administration*

BBA Baker College

**Richard Schirer (OL)**

*Finance/Social Sciences*

BA California State University  
BS State University of New York  
MBA University of Phoenix

**James Schiro (OL) (CG)**

*Management*

BBA Walsh College  
MSA Central Michigan University

PhD Walden University

**Gary Schlaak (CA)**

*Communications*

BA Western Michigan University  
MA Central Michigan University

**Barbara Schlachter (AH)**

*Mathematics*

BA Wayne State University  
MA University of Michigan  
EdS Wayne State University

**Constance Schmidt (AH)**

*Health Sciences*

BS University of Detroit  
MS University of Detroit

**Steven Schoen (OL)**

*Computer Information Systems*

BA University of Virginia  
MA University of Hawaii  
MBA University of Hawaii

**Janette Schott (PH)**

*Medical Laboratory Technology*

BS Michigan State University

**Melissa Schroeder (JK)**

*Health Sciences*

AAS Baker College

**Stephen Schroeder (OL)**

*Management*

BA University of Nebraska  
MA University of Phoenix

**Donald Schrumpf (MU)**

*Corrections*

BS Ferris State University  
MPA Grand Valley State University

**Scott Schuette (OW)**

*Business Administration*

BS Central Michigan University  
MA Central Michigan University

**Melissa Schulman (AH)**

*Developmental Education*

BBA Baker College

**Karen Schultes (AH)**

*Economics*

BA University of Rhode Island  
MA Penn State University

**Carolyn Schultz (AH)**

*Medical Science*

BSN Oakland University

**LaDonna Schultz (WB)**

*Communications*

BA University of Arizona  
JD University of Detroit School of Law

**Lois Shurig (FL)**

*Health Sciences*

BSN Madonna College  
MSA Madonna University

**Sandra Schwab (MU)**

*Computer Information Systems*

AS Muskegon Community College  
BS Grand Valley State University  
MEd Grand Valley State University

**Fred Schwartz (OL)**

*Management*

BS University of Cincinnati  
MBA Pepperdine University

**Brad Schweda (JK)**

*Social Sciences*

BA Spring Arbor College  
MA Center for Clinical and Humanistic Studies

**Tom Sciamanna (MU)**

*History*

BA Aquinas College  
MA Michigan State University  
MA Grand Valley State University

**Cedric Scott (MU)**

*Social Sciences*

BS Western Michigan University  
MA Western Michigan University

**Glenda Scott (MU)**

*Developmental Education*

BS Grand Valley State University  
MA Western Michigan University

**Leland Scott (OW)**

*Architectural Construction/CAD*

BA John Wesley  
MBA Baker College

**Van Scott (FL)**

*Computer Information Systems*

BA Albion College

**Beverly Scrutchions (AP)**

*Developmental Education*

BA University of Detroit Mercy  
BS Wayne State University  
MA Marygrove College

**Kathy Seabolt (AH)**

*Keyboarding*

BBA Northwood University  
MBA Baker College

**Steve Seamon (FL)**

*Education/Social Sciences*

BS Central Michigan University  
MAT Marygrove College

**James Searls (MU)**

*Computer Information Systems*

BA Grand Valley State University  
MA Grand Valley State University

**Cindy Seaver (MU)**

*Quality Improvement/Lean Manufacturing*

BS Michigan State University

**John Sederous (FL)**

*Mechanical Engineering*

MS Ohio State University  
ME Ohio State University

**Naomi Seedberg (CT)**

*Communications*

BS Minot State University  
MA Eastern Michigan University

**Sean Seelhoff, LVT (MU)**

*Veterinary Technology*

AAS Baker College

**Phyllis Seelye (OW)**

*Developmental Education*

BA Adrian College  
MA Marygrove College

**Janet Seifferlein (FL)**

*Nursing*

BSN University of Michigan

**Robert Seikman (CA)**

*Mathematics*

BS ME Tri-State University  
MS ME University of Michigan

**Ann Selbig (MU)**

*English/Communications*

BS Western Michigan University  
MA Michigan State University

**Matthew Seluk (AP)**

*Marketing/Management*

MBA Lawrence Technological University

**Collen Sexton (CA)**

*Business Administration*

BA Suffield University  
MBA Madison University  
PhD Madison University

**Cynthia Shafer (PH)**

*Mathematics/Developmental Education*

BS Central Michigan University  
MA Wayne State University

**Nancy Shannon (AH)**

*Education*

BA University of Michigan  
MA Wayne State University

**Richard Sharp (CA)**

*Health Sciences*

Paramedic Certificate State of Michigan

**James Sharpe (OL)**

*Economics/Finance*

BA University of Washington  
MBA Pepperdine University  
MS University of Strathclyde

**Rachel Sharrard (PH)**

*Developmental Education*

BA University of Michigan

**Wilgenia Denson Shavers (CT)**

*Health Sciences*

BSN University of Detroit  
MSN Wayne State University

**Crystal Shaw (JK)**

*Early Childhood Education*

BA Spring Arbor College  
MA Eastern Michigan University  
ZA Endorsement Eastern Michigan University

**Martha Shean (JK)**

*General Education*

BS Central Michigan University  
MA Michigan State University

**Patsy Sheets (PH)**

*Sciences*

BA Baker College

**Jeanette Sheler (PH)**

*Computer Information Systems*

AAS Baker College

**Mark Sheler (OW) (PH)**

*Information Technology*

BSS University of Tennessee  
MAT Marygrove College

**Edward Shepard (FL)**

BA City University of New York

MA Columbia University  
EdD Michigan State University

**Kimberly Shephard (PH)**

*Human Services*

MA Wayne State University

**Cindy Sheppard (FR)**

*Human Services*

BSW Grand Valley State University  
MSW Grand Valley State University

**Jacqueline Sheridan (AH)**

*Communications*

BA Oakland University  
MA Oakland University

**Sandra Sheridan (OW)**

*English*

BA Alma College  
MA Michigan State University

**Judith Sherkow (OL)**

*Social Sciences*

BA Elmhurst College  
MS Northern Illinois University

**Michael Shier (PH)**

*Science*

BS Michigan State University  
MD Michigan State University

**Martha Shinn (OW)**

*Interior Design/Humanities*

BS Michigan State University  
MA Michigan State University

**Carl Short (FL)**

*Transportation Management*

BA Freewill Baptist College  
MBA Baker College

**Jeffery Short (OW)**

*Communications*

BS Central Michigan University  
MS Central Michigan University

**Melinda Shreve (AP)**

*Communications*

BA Howard University  
MA Wayne State University

**Valerie Shultz (CA)**

*Business*

BA Baker College  
MBA Baker College

**Geraldine Siero (AH)**

*Health Sciences*

BS University of Detroit  
MS University of Detroit-Mercy

**Gary Sievert (CA)**

*Transportation Management*

BS Ferris State University  
MA Eastern Michigan University

**Christine Sikula (CT)**

*Communications*

BA Wayne State University  
MA Wayne State University

**Melvin Silverman (CG)**

*Management*

BS Rutgers University  
MS University of California  
PhD The Union Institute

**Angela Simmons (CA)**

*Mathematics/Teacher Preparation*

BA Grand Valley State University  
MA Grand Valley State University

**Pamela Simon (FL)**

*Social Sciences*

BA University of Michigan  
MA Eastern Michigan University

**Francine Sims, PhD (AP)**

*General Education*

BA Sienna Heights University  
MA Sienna Heights University  
PhD Capella University

**Soultana Sioutis (PH)**

*Science*

BSc University of Toronto  
BS National College of Chiropractic  
DC National College of Chiropractic

**Jim Skertich (OL)**

*Management/Marketing*

BS Indiana University  
MA University of Phoenix  
DBA U.S. International University

**John Skidmore (OW)**

*History/Humanities*

BS Southern Methodist University  
MA Westminster Theological Seminary  
MA University of Alabama

**Tad Skierkowski (OW)**

*Electronics*

BSEE Warsaw Technical University  
MSEE Warsaw Technical University  
Matt Slater (MU)

*Spanish*

BA Indiana Wesleyan University  
MEd Aquinas College

**William Slusher (PH)**

*Social Sciences*

BA University of Michigan  
MSW University of Michigan

**Corinne Smereka (CS)**

*Management*

BA University of Michigan  
MA University of Michigan

**Angie Smith (OW)**

*English*

BA Saginaw Valley State University  
MA Eastern Michigan University  
MA University of Phoenix

**Brad Smith (CT)**

*Health Sciences*

Certificate Ann Arbor Institute of  
Massage Therapy

**David Smith, DDS (PH)**

*Dental Hygiene*

BS Adrian College  
MSA Central Michigan University  
DDS University of Michigan School of  
Dentistry

**Erin Smith (FL)**

*Physical Therapist Assistant*

MPT Oakland University

**James Smith (FL)**

*Architectural Construction*

BA Beloit College  
BS University of Idaho

**Julia Smith (OL)**

*Computer Information Systems*

BS University of Pittsburgh  
BA University of Pittsburgh  
MS University of Pittsburgh

**Kathleen Smith (MU)**

*Early Childhood Education*

BA Concordia College  
MA Grand Valley State University

**Kyle Smith (CA)**

*Health Sciences*

MS Lake Superior State University

**Michelle Smith (PH)**

*Business*

BA Cedarville University  
MBA Liberty University

**Patricia Smith (FL)**

*Nursing*

BSN University of Michigan  
MSN University of Phoenix

**Randall Smith (JK)**

*Health Sciences*

BS Iowa State University  
MS Ferris State University

**Stacey Smith (PH)**

*Health Sciences*

BS Michigan State University  
DC National University of Health  
Sciences

**Thomas Smith (AH)**

*History*

BA NE Louisiana University  
MA Louisiana State University  
MEd Louisiana State University  
PhD University of New Orleans

**Valerie Smith (OW)**

*Human Services/Developmental Education*

BA Baker College

**Cynthia Snead (MU)**

*Developmental Education*

BS Grand Valley State University

**Gerald Snodgrass (FL)**

*Corrections Officer*

BA Albion College  
JD of Notre Dame Law School

**Kenneth Snow (OL)**

*Business Administration*

BS Athens State College  
MBA Florida Institute of Technology  
PhD Walden University

**Robert Sobie (FL)**

*Economics*

BA Spring Arbor College  
MPA Western Michigan University  
PhD Western Michigan University

**Jackie Soltman (CA)**

*Office Administration*

BS Ohio University

**Robert Sopo (FL)**

*Management*

BA University of Western Ontario  
MA University of Detroit  
PhD Union Institute & University

**Steve Sosnoski (AP)**

*General Education*

BAA Central Michigan University  
MA Central Michigan University

**Stephen Soto (OL)**

*Business Administration*

BS Massachusetts Institute of Technology  
MBA Rutgers  
PhD University of Phoenix

**Christopher Sowa (MU)**

*Culinary Arts*

AB Baker College  
BBA Baker College

**Eileen Sparks (FL)**

*Communications*

BA Detroit Institute of Technology  
MSLS Wayne State University  
PhD The Union Institute

**Carla Spaulding (PH)**

*Accounting*

BA Cameron University  
MBA Walsh College

**Evelyn Spears (JK) (OW)**

*General Education*

BS Arizona State University  
MS Arizona State University  
MS Michigan State University  
PhD Texas A & M

**Tom Spendlove (FL)**

*CAD/MST/Engineering/Mathematics*

BS General Motors Institute  
MS Rensselaer Polytechnic Institute

**Kristin Spencer (OW)**

*Health Sciences*

AAS Baker College  
BHSA Baker College  
MBA Baker College

**Carol Spoor (OW)**

*Clinical Laboratory Science*

BS Michigan State University

**Marilyn Sprechman (OL)**

*Social Sciences*

BA University of Connecticut  
MA University of New Haven  
MS University of Bridgeport

**Chris Sprink (OW)**

*Education*

BA Ohio Northern University  
MA Bowling Green State University

**Dawn Stafford, RHIA (FL)**

*Health Sciences*

BS Baker College

**James Stahley (CG)**

*Business Administration*

BS University of Massachusetts  
MS Alabama University  
PhD Walden University

**Chris Stanglewicz (OL)**

*Accounting*

BS Wayne State University  
MS Walsh College

**Theresa Starcher (PH)**

*Health Sciences*

20 years experience as phlebotomist

**Kristine Stariha (MU)**

*English/Communications*

BA Alma College  
MEd Aquinas College

**David Starnes (CS)**

*Management*

BBA Davenport University  
MBA Davenport University

**Deborah Starr (CS)**

*Social Sciences*

BA Marygrove University  
MA University of Detroit-Mercy

**Dawn Starrett (OL)**

*Social Sciences*

BS University of Nevada  
MS University of Nevada  
PhD U.S. International University

**Angela Staten (FL)**

*Computer Information Systems*

BBA Eastern Michigan University

**Ronald Steffel (CG) (OL)**

*Management*

BEE Ohio State University  
MBA University of Chicago  
DBA Nova Southeastern University

**Jefferey Stein (CA)**

*Health Sciences*

AAS Lansing Community College  
Paramedic Certificate Lansing  
Community College

**Thomas Steinhagen (OL)**

*Business Administration*

BS University of Cincinnati  
MBA Nova Southeastern University  
DBA Nova Southeastern University

**Catherine Steinhoff (AP)**

*Therapeutic Massage*

CER Hilton Holistic Health Center

**Jennifer Stephens (AP)**

*Management*

BS University of Arizona  
MS Walsh College

**Kathy Jo Stevens (MU)**

*Mathematics*

BA Cornerstone University  
MA Western Michigan University

**Scott Stevens (OL)**

*Accounting/Economics/Finance*

BBA Saginaw Valley State University  
MBA Saginaw Valley State University

**Lillian Stevenson, RDH (PH)**

*Dental Hygiene*

AAS University of Detroit Dental School

**Anna Stewart (FL)**

*Therapeutic Massage*

CER Baker College

**Matthew Stewart (OW)**

*Health Law*

BA St. Leo College  
JD Thomas M. Cooley Law School

**Oran Stewart (OL)**

*General Education*

BA University of Pittsburgh  
MEd University of Pittsburgh  
PhD Ohio University

**Vickie Stewart (OW)**

*Social Sciences/Human Services*

BA Saginaw Valley State University  
BA Saginaw Valley State University

**Carolyn Stickney (FL)**

*Education/Reading*

BA Michigan State University  
MS Nova Southeastern University

**Michael Stifler (CA)**

*Science*

BS University of Michigan  
MS University of Michigan

**Shonda Stimer (PH)**

*Office Administration/General Education*

BA University of Michigan  
MA University of Michigan

**Becky Stimick (CA)**

*Therapeutic Massage*

AA North Idaho College

**Sherri Stirn (CA)**

*Health Sciences*

BS Ferris State University

**Kenneth Stothers (PH)**

*Management/Marketing*

BS Western Michigan University  
MEd Wayne State University  
Edd Nova

**David Stradal (MU)**

*Marketing*

BS Lehigh University  
MBA University of Connecticut

**Laura Strait (AH)**

*Early Childhood Education*

BA University of Michigan  
MA Oakland University

**George Strauch, AIA (CT)**

*Interior Design/Architectural Construction*

BS Lawrence Institute of Technology

**Penny Strauss (PH)**

*Medical*

BA Spring Arbor Community College

**Wendy Streeter (OL)**

*Accounting*

BBA Baker College

**Gregory Stremers (PH)**

*Law*

BS Wayne State University  
JD University of Detroit

**Leigh Stroh (PH)**

*General Education*

BA University of Michigan  
MA Eastern Michigan University

**Andy Stroup (MU)**

*Architectural Construction Technology*

BA Aquinas College  
BS Michigan State University

**Judy Strunk (CA)**

*Transportation Management*

BS Grand Valley State University  
MS Michigan State University

**Mary Stuart-Linthwaite (PH)**

*Business Administration/Management/*

*Marketing/General Education*  
BA University of West Ontario  
MA University of Waterloo  
MBA Wilfrid Laurier University

**Janice Stuckey (FL)**

*Communications*

BS Baptist Bible College  
MLS University of Michigan

**James Suandi (OW)**

*Computer Information Systems*

BBA Cleary University  
MBA University of Southern California

**Stephen Sucaet (AH)**

*Medical/Science*

BS Michigan State University

**Colleen Sullivan-Leh (AH)**

*Graphic Communications*

BFA University of Michigan

**April Sunderlin (CA)**

*Early Childhood Education*

BS Central Michigan University  
MS Central Michigan University

**Michael Susalla (CA)**

*Computer Science*

AAS Mott Community College

**Joy Sutherland (PH)**

*Medical Insurance Specialist*

BBL Baker College

**Michael Sutherland (FL)**

*Orthotics/Prosthetics*

AD Oakland Community College  
Prosthetics Certification

**Thomas Sutton (CA)**

*Computer Networking*  
BBA Baker College

**Jerry Swatez (OL)**

*Management*  
BA University of Minnesota  
MA Pennsylvania State University  
PhD University of California

**J. Michael Swathwood (CY)**

*Mathematics*  
BS Michigan Technological University  
MA Central Michigan University

**Wes Sweetser (OL)**

*Computer Information Systems*  
BA State University of College at Oswego  
MS SUNY University

**Randall Swift (CS)**

*Management*  
BBA Baker College  
MBA Baker College

**Jamie Swiger (CA)**

*Early Childhood Education*  
BS Clarion University  
MA Michigan State University

**Sherri Szajner (AP)**

*Accounting/Management*  
BS Wayne State University  
MBA Wayne State University

**Vic Sztengel (CA)**

*Humanities/Health Sciences*  
BA Western Michigan University  
MPA University of Michigan

**Robert Szymke (CA)**

*Corrections*  
BA Oakland University

**Kristina Tabaczka (MU)**

*Accounting*  
BS Grand Valley State University  
MS Grand Valley State University

**Lori Tallman (AH)**

*Purplegal*  
BAS University of Michigan  
JD Thomas Cooley Law School

**Senay Tascioglu (AP)**

*Architectural Technology*  
BA Yildiz Technical University  
MA Istanbul Technical University  
MS Wayne State University

**Keith Tatarelli (AH) (CS) (CG)**

*Management*  
BA Wayne State University  
JD University Of Detroit Mercy

**Mahasin Tatone (AH)**

*Education, Social Sciences*  
BGS University of Michigan  
MA Wayne State University  
PhD Wayne State University

**Laura Robinson Tay, DVM (MU)**

*Veterinary Technology*  
BA Kenyon College  
DVM Michigan State University

**Geri Taylor (AP)**

*Health Sciences*  
BA Davenport University  
MBA Davenport University

**Janice Taylor (AP)**

*Health Sciences*  
BSW Wayne State University  
MSW Wayne State University

**Timothy Taylor (MU)**

*Management*  
BS Michigan State University  
MM Aquinas College

**Dawn Tennant (AH)**

*Interior Design*  
BBA Baker College

**Ellen Tenney, RN (MU)**

*Health Sciences*  
BSN Vanderbilt University

**Cynthia Terry (FL)**

*Human Services*  
BSW Marygrove College  
MSW Wayne State University

**Todd Terry (MU)**

*Management/Marketing*  
BS Ferris State University  
MBA University of Phoenix

**Ernest Tesluck (AH) (PH)**

*Accounting/Finance/Management*  
BA Michigan State University  
MS Central Michigan University

**Richard Tesner (FL)**

*Graphic Communications*  
BGC Baker College

**Leah Tewell (AH)**

*Developmental Education*  
BA Western Michigan University

**Robert Tharrett (PH)**

*Office Administration*  
BS Ferris State University  
MS Eastern Michigan University

**Peggy Thenhaus, RHIT (FL)**

*Health Sciences*  
AAS Baker College

**Donald Theodore (CS)**

*Accounting*  
BA Central Michigan University  
BS Central Michigan University  
MBA Wayne State University  
MAT Wayne State University

**Marji Theodoroff (FL)**

*Computer Information Systems*  
BA Central Michigan University

**John Theut (CT)**

*Health Sciences*  
AAS Macomb County Community College

**Melissa Thiebaut-Near (CA)**

*Early Childhood Education*  
BS Michigan State University  
MA Concordia University

**Laurie Thiel (AH)**

*Marketing*  
BBA Walsh College  
MSM Walsh College

**Karen Thoman (FL)**

*Communications*  
BS University of Illinois  
MA Marygrove College

**Elizabeth Thomas-Garman (MU)**

*Early Childhood Education*  
BA University of Michigan  
MA Western Michigan University

**Estella Thompkins (MU)**

*Human Services*  
BA Anderson University  
MSW Eastern Michigan University

**Akecia Thompson (AP)**

*Early Childhood Education*  
BS University of Southern Mississippi  
MA Oakland University

**Bill Thompson (MU)**

*Mathematics*  
BS Michigan State University  
MA Michigan State University

**Denise Thompson (FL)**

*Medical Insurance Specialist*  
AAS Baker College

**Keesha Thompson (AP)**

*Early Childhood Education*  
BA Eastern Michigan University  
MA Eastern Michigan University

**Michael Thompson (FL)**

*Health Sciences*  
BA University of Michigan  
MPA University of Michigan

**William Thompson (AH)**

*Management/Marketing*  
BJ University of Akron  
MBA University of Akron

**Alan Tillquist (CG)**

*Management*  
BS Hannibal LaGrange College  
MBA Missouri State University  
DBA Nova Southeastern University

**Steven Tippins (CG)**

*Business Administration*  
BS University of Hartford  
PhD Florida State University

**Robert Todd (PH)**

*Computer Networking/Computer Information Systems*  
BA Baker College

**Dan Tominello (CT)**

*Health Sciences*  
MS Life College  
DC Life College

**Tyra Tomlim (AP)**

*Health Sciences*  
BS University of Detroit Mercy  
MHSA University of Detroit Mercy

**Susan Tons, MA, OTR, CHT (CG)**

*Occupational Therapy*  
BS Utica College of Syracuse University  
MA Michigan State University

**Vikki Tormala (OW)**

*Computer Information Systems*  
BA Northwood University  
MS Central Michigan University

**Ron Tosto, DDS (PH)**

*Dental Hygiene*  
DDS University of Detroit

**Donald Tousignant, DDS (PH)**

*Dental Hygiene*  
BS University of Detroit  
DDS University of Michigan

**Peyton Towler (PH)**

*Communications*  
BA Michigan State University  
MA Michigan State University

**Cynthia Townsend (FL)**

*Office Administration*  
BA Oral Roberts University  
MA Oral Roberts University

**Nancy Tremberth (CT)**

*Nursing*  
BSN University of Detroit

**Pamela Tripp (FL)**

*Medical Insurance*  
AAS Detroit College of Business

**Peter Trosko (FL)**

*CAD Design Technology*  
BS Western Michigan University  
MA Michigan State University  
EdD Wayne State University

**Nancy Tucker (FL)**

*Communications*  
BA University of Michigan  
MA Michigan State University  
PhD Michigan State University

**Boris Turner (FL)**

*Education*  
BS University of Michigan  
MS Bank Street College of Education

**Emily Turner (CY)**

*Social Sciences*  
BA Saginaw Valley State University  
MA Michigan State University

**Jamal Turner (AH)**

*Health Sciences*  
BS University of Toledo  
MSA Central Michigan

**Mildred Turner (AP)**

*General Education*  
BS Wayne State University  
MA Wayne State University  
EdS Wayne State University

**Robert Turner (CA)**

*Mathematics/Developmental Education/Health Sciences*  
BA Albion College  
PhD Michigan State University

**Stephen Tvorik (OL)**

*Management*  
BFA Ohio University  
MBA La Verne University  
MFA New Mexico State University  
PhD Walden University

**Sarah Ulishney (FL)**

*Communications*  
BA University of Michigan  
MAT American University

**Joseph Uniewski, CPA (CT)**

*Accounting/Finance*  
BS Lawrence Institute of Technology

**Mustafa Unuvar (FL)**

*Engineering*  
BSE Michigan Technological University  
MSME Michigan Technological University

CS Michigan Technological University  
PhD Michigan Technological University

**Jim Upright (JK)**

*Mathematics/English*  
BA Saginaw Valley State University  
MA Ferris State University

**Dannette Utecht (CA)**

*Developmental Education/Mathematics*  
BSM University of Virginia  
ME Michigan Technical University

**April Valley, CMA (FL)**

*Medical Assisting*  
BA Baker College  
MBA Baker College

**Joseph Van Auken (CY)**

*Law*  
BA Clemson University  
JD Thomas M. Cooley Law School

**Joyce Vanderlip (FL)**

*CIS/Computer Science*  
MMED Southern Methodist University  
BFA Stephen F. Austin St. University

**Julie Vandermeulen (MU)**

*Human Service*  
RN Hackley School of Nursing  
BS Western Michigan University  
MSW Western Michigan University

**Dana VanDrew (PH)**

*Political Science*  
JD Michigan State University

**Richard VanHaften (FL)**

*Education*  
BA Michigan State University  
MA Michigan State University

**Annie VanNiekerk, PT (MU)**

*Physical Therapist Assistant*  
BS University of Stellenbosch

**Kathy Van Peteghem (PH)**

*Graphic Communications*  
BS Oakland University  
MBA Baker College

**April Van Velzen (MU)**

*Culinary Arts*  
BA Grand Valley State University

**Sherry Vaughn (CA)**

*Nursing*  
ADA Ferris State University  
BSN Ferris State University

**Tanya Vedapudi (CS)**

*Economics/Finance*  
BA Bombay University  
MA Bombay University  
MBA Wayne State University

**Elsie Velazquez (FL)**

*Veterinary Technology*  
BBA Baker College

**Andrea Velez (PH)**

*General Education*  
BSW University of Michigan  
MSW Wayne State University

**C.K. Venkateswaran (FL)**

*Mathematics*  
MS Carnegie Mellon University  
MS University of Kentucky

**Gary Versalle (MU)**

*Computer Information Systems*  
BBA Baker College  
MBA Grand Valley State University

**Michael Vesta (OL)**

*Computer Information Systems*  
BS Park College  
MBA Texas A&M University

**Rebecca Vincent-Sturdivant, DVM (MU)**

*Veterinary Technology*  
AA Tyler Junior College  
BS Texas A&M University  
DVM Texas A&M University

**Steven Vincent, CNA, CNE, CNI (FL)**

*CIS/Computer Science*  
BA University of Michigan  
MS Ferris State University

**Joe Vines (OL)**

*General Education*  
BA University of Georgia  
MA University of Georgia



PhD University of Florida  
**John Vinton (CG)**  
*Business Administration*  
 BA Carleton College  
 MA University of Minnesota  
 PhD Case Western Reserve University  
**Alex Violassi (AH)**  
*Marketing*  
 BA Michigan State University  
 MBA University of Detroit  
**Anne Viviano (CT)**  
*Health Sciences*  
 BSN Wayne State University  
 MSN Wayne State University  
**Michael Vogas (MU)**  
*Communications*  
 BA Hope College  
 MA Michigan State University  
**Carl Vogler (PH)**  
*Transportation*  
 CDL/State Instructor Certification  
**Ann Vogt (PH)**  
*Surgical Technology*  
 CST Marygrove College  
**James Vohs (CS)**  
*Public Safety*  
 BS Eastern Michigan University  
 MSA Central Michigan University  
**Mark Von Destinon (OL)**  
*General Education*  
 BA Cochise College  
 MEd University of Arizona  
 PhD University of Arizona  
**Jelena Vucetic (OL)**  
*Computer Information Systems*  
 BSEE University of Beograd  
 MSE University of Beograd  
 MBA University of Phoenix  
 PhD University of Beograd  
**Peggy Vulysteke (PH)**  
*Early Childhood Education*  
 BA Central Michigan University  
 MA Central Michigan University  
**Pankil Vyas (AH)**  
*Computer Information Systems*  
 BA University of Poona  
 MA University of Detroit  
**Ronald Wabel (MU)**  
*Mathematics*  
 BS University of Illinois  
 MS Florida State University  
**Mary Wade (AP)**  
*General Education*  
 BS Oakland University  
 MS University of Michigan  
**Anne Wagner (CT)**  
*Communications*  
 BA University of Michigan  
 MS University of Dayton  
**Janis Walachovic, PTA/COTA (MU)**  
*Physical Therapist Assistant*  
 BRS Baker College  
**Thomas Walas (CT)**  
*Marketing/Management*  
 BS Wayne State University  
 MBA Wayne State University  
**Sharon Walby, RDH (PH)**  
*Dental Hygiene*  
 BS University of Michigan  
 MS Ferris State University  
**Nancy Waldron (OL)**  
*Management*  
 BA Plymouth State College  
 MBA Plymouth State College  
**Theresa Walker (AP)**  
*General Education*  
 BA Wayne State University  
 MA Wayne State University  
 MAT Wayne State University  
**Sharon Wallace (CS)**  
*Communications*  
 BA Marygrove College  
 MA University of Detroit-Mercy  
**Charlene Walsh (MU)**  
*Early Childhood Education*  
 BS Aquinas College

MS Aquinas College  
**F. Craig Walter (CY)**  
*Social Sciences*  
 BS Central Michigan University  
 MA Central Michigan University  
**Scott Wang (CG)**  
*Accounting/Finance*  
 BA University of Richmond  
 MBA University of Detroit  
 CPA State of Washington  
**Mohammad Wani (AH)**  
*Mathematics*  
 BSc University of Karachi  
 MSc University of Karachi  
 MA University of Karachi  
 MS Wayne State University  
**Julie Warack (CY)**  
*CIS/Office Administration*  
 BS Central Michigan University  
 MA Saginaw Valley State University  
**Sonya Wardlaw (CS)**  
*Management*  
 BBA Detroit College of Business  
 MBA Davenport University  
**Ravi Warrier (FL)**  
*Mechanical Engineering*  
 BSEE Government Engineering College  
 MSEE University of New Mexico  
 PhD University of New Mexico  
**Kathy Warzybok (AH)**  
*Health Sciences*  
 BSN Northern Michigan University  
**Kimberly Washburn (AH)**  
*Interior Design*  
 AAS Baker College  
**Cynthia Washington (FL)**  
*CENA*  
 BSN University of Michigan  
**Joanna Washington (OL)**  
*Management*  
 BA Detroit Institute of Technology  
 MS Embry Riddle Aeronautical University  
**Warren Washington (OL)**  
*Social Sciences*  
 BA California State University  
 MS University of LaVerne  
 PhD U.S. International University  
**Lee Watkins (AH)**  
*Computer Information Systems*  
 BS Eastern Michigan University  
 MA Eastern Michigan University  
**Michael Watkins (FL)**  
*Computer Science/Graphic Communications*  
 BS Ferris State University  
**Gail Watson, CSPDT (FL)**  
*Sterile Processing*  
 BBA Detroit College of Business  
**Judy Watson (MU)**  
*Computer Information Systems*  
 BA Michigan State University  
 MA Michigan State University  
**Chris Weaver (FL)**  
*Interior Design*  
 BID Baker College  
**Rebecca Weaver (MU)**  
*Mathematics*  
 BS Marion College  
 MS Michigan State University  
 MA Michigan State University  
**Colleen Webb (PH)**  
*Accounting/Management*  
 BS Northern Michigan University  
 MA Eastern Michigan University  
**Stephen Webb (OW)**  
*Computer Information Systems*  
 BS Aquinas College  
**Travis Webb (MU)**  
*Developmental Education*  
 BS Grand Valley State University  
**Linda Weber (OW)**  
*Accounting*  
 BS Ferris State University  
**Sara Weber (CA)**  
*Health Sciences*  
 AAS Baker College

**Bob Weight (OL)**  
*Business Administration*  
 BS U.S. Air Force Academy  
 MS University of Michigan  
**John Weis (OL)**  
*Management*  
 BS Northern Illinois University  
 MA Vermont College of Norwich University  
**Jay Weiss (CT)**  
*Human Services/Social Sciences*  
 BA University of Michigan  
 MA Center for Humanistic Studies  
**Linda Welch (CT)**  
*Interior Design*  
 AAS Davis College  
**Danielle Welke (JK)**  
*Health Sciences*  
 BS Northern Michigan University  
**Blaine Weller, CSW (MU)**  
*Social Sciences*  
 BS Western Michigan University  
 MA Western Michigan University  
**Richard Wells (FL)**  
*CS/Engineering*  
 BME Kettering  
 MS University of Daytona  
**Karen Welter (MU)**  
*Developmental Education*  
 BA Grand Valley State University  
 MA Grand Valley State University  
**Jonathan Wessell (MU)**  
*Social Sciences*  
 BS Central Michigan University  
 MA Western Michigan University  
**Robert Whale (OL)**  
*Computer Information Systems*  
 BS Brigham Young University  
 MBA Loyola Marymount University  
 MS Brigham Young University  
**Betsy White (PH)**  
*Management/Marketing*  
 BA Lake Superior State University  
 MBA Baker College  
**Leauba White (JK)**  
*General Education*  
 AA Jackson Community College  
 AS Jackson Community College  
 BA Spring Arbor College  
 MSA Central Michigan University  
**Oris Whitehead (PH)**  
*Education*  
 MA Eastern Michigan University  
**Eileen Whiteside, MMHS, OTR (FL)**  
*Occupational Therapy*  
 BS State University of New York  
 MMHS Brandeis University  
**Barbara Whitman (CA)**  
*Health Sciences*  
 BSN Northern Michigan University  
 MSN University of Minnesota  
**Jason Wiard (AH)**  
*Accounting/Developmental Education*  
 BA Anderson University  
**Kristi Wickerham (CT)**  
*Political Science*  
 BA Wayne State University  
 JD Detroit College of Law  
**Kathryn Wiese (AH)**  
*Computer Information Systems*  
 BA University of Michigan  
 MA California State University  
**Rosalie Wild (CT)**  
*Business Administration*  
 BS Madonna University  
**Marilynn Wilkinson (OW)**  
*Developmental Education/Mathematics*  
 BBA Baker College  
 MBA Baker College  
**Jeff Willard (PH)**  
*Mathematics*  
 BA Wayne State University  
 MA Eastern Michigan University  
**Dale Williams (JK)**  
*Computer Information Systems*  
 BFA Penn State University

**Gregory Williams (CS)**  
*Economics*  
 BA University of Detroit-Mercy  
 MA University of Toledo  
**Lolita Williams (AP)**  
*Computer Information Systems*  
 BS Eastern Michigan University  
 MSA Central Michigan University  
**Percy Williams (CS)**  
*Management*  
 BBA Western Illinois University  
 MBA Baker College  
 PhD Capella University  
**Richard Williams (OW)**  
*Automotive Service Technology*  
 AAS Alpena Community College  
 AAS Ferris State University  
 BA Ferris State University  
**Robbyn Williams (CT)**  
*Communications/Social Sciences*  
 BA Western Michigan University  
 MA Eastern Michigan University  
**Sandra Williams (FL)**  
*Medical Assistant*  
 BS Eastern Michigan University  
**Sarah Williams, PhD (AP)**  
*Business Administration*  
 BS Central Michigan University  
 MS Central Michigan University  
 PhD Capella University  
**Stephen Williams (AP) (PH)**  
*Humanities*  
 BA University of Michigan  
 MA State University of New York  
**Timothy Williams (JK)**  
*Business*  
 BA Aquinas College  
 JD Valpariso University  
**Beverly Wilson (PH)**  
*Medical*  
 AAS Sinclair Community College  
**William Wilson (OW)**  
*Heating, Ventilation, Air Conditioning*  
 Licensed Master Plumber in MI  
**Robin Wilson (FL)**  
*Nursing*  
 BSN Madonna University  
**Sara Wilson (CY)**  
*English*  
 Legal Assistant Diploma Oakland University  
 BA Olivet Nazarene University  
 MA Oakland University  
**David Windle (JK)**  
*Business Administration*  
 BA Western Michigan University  
 MA Western Michigan University  
**Mike Windnagle (OW)**  
*Education*  
 BS Central Michigan University  
 MA Michigan State University  
**Diana Winkelmann (CA)**  
*Office Administration*  
 BA Baker College  
 MBA Baker College  
**Rob Wise (OW)**  
*Informational Technology Security*  
 AAS Baker College  
 BS Baker College  
**Diane Wisniewski (FL)**  
*Health Sciences*  
 MS University of Detroit  
**Victoria Fanning-Wisniewski (AP)**  
*Management*  
 BBL Baker College  
 MA Central Michigan University  
**Karen Wissman (PH)**  
*Early Childhood Education*  
 BS Taylor University  
 MA Central Michigan University  
**Mark Witsaman (MU)**  
*Social Sciences*  
 BA Western Michigan University  
 MA Georgia State University

**Jennifer Witt (CA)**

*General Education*  
BA Ferris State University  
MA Central Michigan University

**Stephanie Witt (MU)**

*Interior Design*  
BA Western Michigan University

**David Wolshon (CG)**

*Marketing*  
BS Wayne State University  
MBA Wayne State University  
PhD Wayne State University

**Patricia Wolshon (OL)**

*Business Administration*  
BBA Davenport University  
MBA Baker College

**Sheri Wolters (MU)**

*Office Administration*  
BBL Baker College  
MBA University of Phoenix

**Phyllis Wong (OL)**

*Communications*  
BA Evergreen State College  
MA Pacific Lutheran University

**Franzetta Woodard (AP)**

*Human Services*  
BS Spring Arbor University  
MA Spring Arbor University

**Barry Woods (OL)**

*Mathematics*  
BSME GMI Engineering & Management  
Institute  
MS Oakland University

**Mark Woods (AH)**

*Communications*  
BA University of Michigan  
MA Michigan State University  
PhD Michigan State University

**Paulette Woods (AP)**

*Surgical Technology*  
AAS Delta College  
MSA University of Detroit-Mercy

**Mary Worth (MU)**

*Developmental Education/English*  
BA Western Michigan University  
MA Ashford University

**F. Wayne Wright (CY)**

*Education/Mathematics*  
BS Evangel College  
MA Eastern Michigan University  
EdS Eastern Michigan University

**Julie Wright (JK)**

*CIS/Web Design*  
BBA Eastern Michigan University  
MS Capella University

**Mark Wyn (MU)**

*Office Administration/English*  
BA Calvin College  
MA Western Michigan University

**Nicole Yambrick (FL)**

*Veterinary Technology*  
BBS University of Michigan

**Antonio Yancey (AP)**

*Medical Insurance Billing*  
BBA Northwood University  
MBA Lawrence Technological University

**Vincent Yeh (AH) (CT)**

*Mathematics*  
BS Cheng Kung University  
MBA Washington University  
MS University of Wyoming

**Erin Yezbick (FL)**

*Communications*  
BA Bob Jones University  
MA Bob Jones University

**Ernest Young, CPA (OW)**

*Accounting/Developmental Education*  
BBA Eastern Michigan University  
MST Walsh College of Accounting

**Lynette Zaner (CT)**

*Interior Design*  
BSA Central Michigan University  
MSA Central Michigan University

**Katie Zaske (MU)**

*Graphic Communications*  
AAS Ferris State University  
BS Ferris State University

**Linda Zelasko (AP)**

*Medical Assisting*  
AAS Henry Ford Community College

**Karen Zelle, RN (FL)**

*Nursing*  
BSN Saginaw Valley State University

**Daniel Zendell (AH)**

*CIS/Security*  
BS Eastern Michigan University  
MSBIT Walsh College

**Rebecca Ziemianski (PH)**

*Education*  
MA Saginaw Valley State University

**Stephen Zimmer, CPA (PH)**

*Accounting*  
BS Oakland University

**Kristine Ziola-Pardell (OW)**

*Office Administration/Business Administration*  
BBA Baker College  
MBA Baker College

**Joan Zito (FL)**

*Computer Information Systems*  
BBA Baker College  
MBA Baker College

**Lisa Zubal-Leggett (AH)**

*Social Sciences*  
MA Oakland University

**Michael Zusack (OW)**

*Science*  
BS Michigan State University  
BA Michigan State University  
MA Michigan State University  
EdS Michigan State University

**Gail Zwart (OL)**

*Business Administration*  
BS California State Polytechnic University  
MPA California State University  
PhD University of La Verne



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**For career counseling and program planning  
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