



2024-2025  
**Student**  
**Handbook**



# Publication Home

## Admissions

### Welcome

Baker College wants to help you make a positive difference in your life and the world. Throughout your program, we're here to support you in reaching your academic and personal goals. This Handbook is here to give you important information to guide you on your journey.

### Mission Statement

The mission of Baker College is to provide an inclusive, innovative and transformative educational experience which allows students to positively impact their lives and the world around them.

Our Core Values are: Integrity, Caring, Inclusiveness, Innovation, and Social Responsibility.

The College's Vision Statement is "Creating better futures, one student at a time."

### Admissions

At Baker College, we are dedicated to fostering an educational community that reflects our mission and vision. Our goal is to enroll students whose aspirations align with the transformative experiences our programs offer. We are committed to making higher education accessible and believe in admitting individuals who have not only demonstrated academic ability but also have shown the initiative to thrive at the college level.

Baker College follows a stringent nondiscrimination policy in our admission process, ensuring equal opportunities for all individuals seeking to embark on their educational journey with us.

### New Student Records

#### UNDERGRADUATE

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

1. A completed and signed application form;
2. An official final high school transcript or GED along with Baker College approved assessment verification (i.e., high school transcript, ACT, SAT, FASTER, etc.);
3. An official transcript from all previous colleges or universities attended (for a transfer student).

#### GRADUATE

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

1. A completed and signed application form;
2. An official transcript of credits from a regionally accredited, baccalaureate institution showing degree awarded and the date of graduation. A transfer student must also provide an official transcript of grades from his/her previous graduate institutions;

3. A copy of a current resume at time of application; and
4. An admissions essay.

## Admission Policy Statement

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

1. All students are accepted who have earned a high school diploma or its equivalent, such as a General Education Development (GED) certificate, along with minimum assessment verification from one or more of the following: high school transcripts, ACT scores, SAT scores, FASTRACK or completed college credit in math or English from another institution. High school certificates of completion are not equivalent to a high school diploma.
2. Baker College admits students without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics.
3. At Baker College, we are committed to empowering all students, including those with disabilities, to thrive academically and personally. Our Disability Services department is just one of the many programs we offer to provide necessary support systems and accommodations. We recognize the importance of creating an inclusive learning environment where every student has equal access to educational opportunities. To ensure that students receive the support they need, we require documentation of disabilities for participation in our Disability Services program. This documentation allows us to tailor our support services to meet the unique needs of each individual student, empowering them to succeed in their academic pursuits.
4. Baker College does not require either the ACT or SAT test as a condition of admission; however, the scores are used as one of the criteria to determine minimum assessment verification and scholarship eligibility. If you choose to take either or both tests, we encourage you to request the test results be sent to the Baker College Enrollment Center. **Please note:** ACT and SAT test scores are valid for two years after the date of graduation.
5. Students whose native language is not English are strongly encouraged to demonstrate competency in the English language by submitting official documentation such as a minimum score of 64 on Test of English as a Foreign Language (TOEFL iBT) or an IELTS score of 6.0 or greater.
6. Baker College reserves the right to deny admission to any potential student who may be deemed disruptive to the educational environment of the College.
7. Any student found to have falsified information on an admissions document or to have given false information to the Enrollment Center will be denied admission to the College or expelled if already in attendance.

## How to Apply for Undergraduate Admission

1. Applications for admission are accessed and submitted electronically through the Baker College website: [baker.edu](http://baker.edu). To create your application, click on the "Apply" button to begin the process.

First-Year Students: Baker College collaborates closely with high school counselors by providing them with comprehensive information about the College, along with essential enrollment and scholarship deadlines. We strongly encourage you to utilize the expertise and assistance of your high school counselors when completing the application, exploring financial aid options, and pursuing scholarship opportunities while you are still in high school.

2. Complete the application for admission and submit the application through the Baker College website or approved third-party application partner such as Niche, Common App, etc. You will be contacted by an enrollment professional following receipt of the application and after the information has been processed.

3. Submit a copy of your final official high school transcript, ACT or SAT scores, or GED to the Office of Admissions.
4. Send all supporting documents, including transcripts, to the Office of Admissions, 1020 S Washington Street, Owosso, MI 48867 or electronically at [GetEnrolled@baker.edu](mailto:GetEnrolled@baker.edu).
5. First-Year and Transfer On-Campus students are strongly encouraged to attend New Student Orientation at their respective campuses before registering for courses. Online students are highly recommended to complete the synchronous Online Orientation and the New Student Welcome Experience.

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

Special admission and advancement requirements for individual health science, nursing, and social science programs are provided by our admissions professionals. By enrolling, you agree to adhere to the policies and procedures outlined in the handbook associated with their intended program of study.

## How to Apply for Graduate Programs

1. Complete an application for graduate admission through the Baker College website ([baker.edu/apply](http://baker.edu/apply)).
2. Provide official transcripts, indicating a 2.5 or better GPA, from all colleges or universities attended. If a GPA is below 2.5, you should include an explanation as part of the required essay.
3. If you are an undergraduate student who is interested in enrolling in a graduate program after completing your undergraduate degree, you are eligible to submit an application once you have earned 90 credits. If you have a GPA of 2.75 or higher in your undergraduate program, the application essay and resume requirements will be waived.
4. Write and submit a 500 to 1000-word essay on future career objectives in the chosen graduate field, including how your academic work, professional experiences, and life experiences have prepared you for graduate school. Further details on the essay requirements can be found in the following section.

## Graduate Program Admission Criteria

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

Admission to all graduate programs at Baker College is granted to qualified applicants as either full or conditional status. Conditional status is assigned to applicants who have demonstrated admissibility, however, have not yet met all prerequisite conditions of graduate admissions. Conditions must be met prior to matriculation into the graduate program. Students are admitted on a rolling admission basis.

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

- A completed Graduate College Application form.
- A typed essay (500-1000 words) regarding the following:
  1. How has your academic work, professional work, and/or life experiences prepared you for graduate school?

2. What are your personal, professional, and/or career goals five and ten years after you earn your Center for Graduate Studies degree? How will earning this degree help you achieve these goals?
  3. What do you view as your greatest strengths and greatest challenges as you begin the graduate journey? How will you utilize your strengths to overcome these challenges?
- Official college transcripts indicating an undergraduate degree with a GPA of 2.5 or better (4.0 scale) from a regionally-accredited college or university. Official college transcripts are provided from the institution granting the degree or from an approved third-party vendor directly to the Center for Graduate Studies.
  - GMAT or GRE scores may be submitted if you want the scores considered in the admissions decision.
  - A current resume indicating all professional work experience.

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

#### **MASTER OF SCIENCE IN NURSING**

- Applicants must hold an unencumbered license as a Registered Nurse (RN) in the United States (US), District of Columbia or US territories; or an unencumbered license as an RN in Canada.
- Applicants must provide a photocopy of an active US or Canadian RN license or a printed page from the licensing state's nursing website, or Canadian equivalent, verifying licensure status and expiration date. However, for applicants holding a US Nursing license, submission of a photocopy is not required as the nursing licensure will be verified via NURSUS by an admissions administrative professional.
- Hold an earned BSN or BS with a major in nursing from a nationally accredited nursing program (ACEN or CCNE).

#### **DOCTOR OF BUSINESS ADMINISTRATION**

- Official transcripts indicating an MBA degree or related master degree from a U.S. school accredited by one of the regional accrediting associations or from a non-U.S. institution with comparable accreditation. Educational Credential Evaluators, Inc. (ECE) or any organization recognized by the National Association of Credential Evaluation Services (NACES) must evaluate a degree awarded from a non-U.S. institution as equivalent to a master degree awarded by a U.S. institution. A minimum grade point average of 3.25 on a 4.0 scale in master coursework is required.
- A current resume indicating a minimum of five years of professional experience in business, management, or administration with advancement.

## **International Student Special Requirements**

We warmly welcome international students to the Baker College community. For those attending on campus (excluding commuting Canadians, who are only required to complete an I20), please note that fulfilling student visa requirements and making an advanced tuition deposit are necessary steps. You can find more details about the tuition deposit process for international students in the Tuition Deposit - International Students section under Financial Services.

As part of our commitment to ensuring a supportive academic environment, international students are required to take the TOEFL (Test of English as a Foreign Language) examination. However, this requirement may be waived if the official language of your country of education is English and/or you achieved a minimum SAT score of 450 on Evidence Based Reading/Writing or an IELTS score of 6.0 or greater. For more information about the TOEFL, please visit the ETS website at: <https://www.ets.org/toefl.html>.

If you're considering transferring credits from an institution outside of the U.S., including Canada, we require that you have your transcripts/degrees evaluated by an organization affiliated with the National Association of Credential Evaluation Services (NACES). This ensures that your credits are accurately assessed and recognized by Baker College. Official evaluations should include U.S. degree equivalencies (for degrees transferred), course grades, and overall grade point averages (GPA). Please ensure that evaluation results are sent directly from the evaluation companies to the Office of Admission.

# International Applicants - Center for Graduate Studies

International applicants must demonstrate proficiency in both written and spoken English. For admission to graduate school, English proficiency is assessed using the following criteria:

- Achieve a minimum score of 79 on the TOEFL iBT, **or**
- Achieve a minimum score of 7.0 on the IELTS.

Applicants who completed their undergraduate degrees at institutions outside the U.S. are required to have their transcripts/degrees evaluated by U.S.-based companies such as Educational Credential Evaluators, Inc. or any organization recognized by the National Association of Credential Evaluation Services (NACES). These evaluations must be sent directly from the evaluation companies to the Center for Graduate Studies and should include U.S. degree equivalencies, course grades, and overall GPAs.

Furthermore, applicants intending to study in the U.S. must meet student visa requirements and submit advanced tuition deposits. More information about tuition deposits for international students can be found in the Tuition Deposit - International Students section under Financial Services.

## Nontraditional Credit

Baker College offers many nontraditional credit options for students with varied academic and professional backgrounds. Types of nontraditional credit currently recognized by the College are described below.

## Military Training and Occupation Credit

For our active duty and veteran students, we acknowledge your military learning experiences. Baker College refers to the American Council on Education (ACE) Military Guide for credit recommendations. Credits for armed force training must equate to course content and semester hours at Baker College. Credits must be at the college level to be considered for transfer. Credit may be applied at the undergraduate or graduate level.

## Articulation Credit

Baker College partners with the Michigan Department of Education to award articulation credit for coursework completed at a State-approved secondary Career and Technical Education (CTE) program. Students who participate in the Baker College articulation program have an opportunity to receive college credits while completing the CTE program requirements. A list of requirements and eligible courses may be found by visiting [www.baker.edu/runningstart](http://www.baker.edu/runningstart) and clicking on "Articulation."

Degree residency requirements must be met. If you wish to apply for articulation credit you must do so within 12 months of high school graduation. You must complete at least one successful semester (2.0 GPA or higher) during your first year for articulation credit to be awarded. You can contact your Baker College Admissions Advisor or email [runningstart@baker.edu](mailto:runningstart@baker.edu) for assistance.

## Credit by Examination

Baker College offers you the opportunity to earn credits by successfully completing approved external examinations. These national credit-by-examination programs allow you to demonstrate your academic proficiency in various general education and specific subject areas. These examinations include:

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

## Experiential Learning Portfolio

- Experiential credit is college credit earned from skills gained through employment, volunteer work, community service, professional organizations, training, and/or military experiences that directly relate to skills taught through traditional Baker College courses.

### How Does It Work?

- If you're interested, you'll complete a self-paced module designed to help you figure out which course(s) match your experiences best.
- You'll create a portfolio that shows what you've learned from those experiences.
- Content experts will review your portfolio and determine if it meets the student learning outcomes of the specific course(s).
- If your portfolio does not meet the student learning outcomes, you'll have one chance to revise it and try again.

### Limits and Exceptions:

- Experiential credit cannot be earned for a course you've previously failed, or for a course you've already started.
- This option is available for undergraduate students only, and not all courses qualify. Contact your advisor for more information.

## ACE & NCCRS Credit Recommendations

Baker College recognizes the postsecondary credit recommendations from the American Council on Education (ACE) and the National College Credit Recommendation Service (NCCRS) for prior work experience, certifications, courses, exams, and other training. College credit recommendations can be found in the ACE National Guide and NCCRS Online Directory. Credits must be at the college level to be considered for transfer. Credit may be awarded at the undergraduate or graduate level.

## Licenses and Certificates

Baker College awards credit for many professional licenses and certificates.

## Waiver Tests

Waiver test credit may be earned for knowledge you already have. All waiver tests must be taken by the student prior to the beginning of the course. Once you begin a course, you are not eligible to take a waiver test. The waiver test for a course may be taken only once.

<b>COURSE</b>		<b>CHARGE</b>
COM 1010	Composition and Critical Thinking I	\$50
HSC 1010	Introduction to Health Professions	\$50
MTH 1010	Quantitative Literacy	\$50
MTH 1110	College Algebra I	\$50
MTH 1120	College Algebra II	\$50
SPN 1010	Spanish I	\$50

## **Transfer Credits**

### **UNDERGRADUATE**

Baker College welcomes transfer students into a wide range of degree programs at both the associate and bachelor level. Our commitment is to recognize and maximize the value of the academic work you have already completed.

Credits will be accepted from regionally accredited institutions and degree-granting nationally accredited institutions.

If you have an earned regionally accredited associate degree, every consideration to transfer your full associate degree into one of Baker College's bachelor degree programs will be made. This consideration ensures a smooth transition and allows you to continue your education without redundancy. For a previously earned undergraduate degree from a regionally accredited institution, the general education course requirements for either the associate or the bachelor degree - depending on the transferred degree level - are considered satisfied. Specific program requirements and/or program accreditation standards may impose limitations or additional requirements.

Courses with a grade of C (2.0) or higher will be eligible for transfer credit except for specific program standards. Refer to individual program handbooks for specific grade requirements. Courses with as low as a D- (0.7) grade will be considered if the grade falls in a course sequence in which the last grade earned in the sequence was a C or better.

The length of time since a course was taken may impact transferability.

To transfer a course, the course must equate in content and semester hours to a Baker College course.

To obtain transfer credits, official transcripts from previous colleges must be submitted either electronically to [GetEnrolled@baker.edu](mailto:GetEnrolled@baker.edu) or through USPS to Baker College Enrollment Center, PO Box 77000, Owosso, MI 48867. A transcript will be considered official only when received directly from the institution through the U.S. Postal Service, or electronically from the institution or a third-party vendor. In some circumstances, students will be responsible for producing documentation, including, but not limited to, catalogs, course descriptions, and syllabi.

All official transcripts are required prior to registration.

### **GRADUATE**



At the Center for Graduate Studies we highly value the work you have already done. We are committed to accepting the maximum number of transfer credits into our graduate programs. The following policies are designed to ensure the successful application of your transfer credits:

- Baker College will accept no more than 12 semester hours of transfer credit into master's programs.
- Only courses with a B (3.0) grade or higher will be eligible for transfer consideration.
- To successfully transfer a course, the course must equate to and be compatible with courses offered by the Center for Graduate Studies.
- Transfer of college credit will not be considered if the work was completed more than five years preceding matriculation.
- To obtain transfer credit, students are required to request that all previous colleges/universities attended forward official transcripts to the Office of Admissions, 1020 S Washington Street, Owosso MI 48867 or electronically at GetEnrolled@baker.edu.
- Transcripts will be considered official only when received directly from the institution through the U.S. Postal Service or electronically from the institution or a third-party vendor. In some circumstances, students will be responsible for producing documentation including, but not limited to, catalogs, course descriptions, and syllabi.
- Students in a doctoral program must complete a minimum of 24 semester hours at the Center for Graduate Studies.
- Students in the all but dissertation doctoral program can transfer up to 32 semester hours at the Center for Graduate Studies.

## **Transfer Credits Residency/Residency Policies**

### **ASSOCIATE DEGREE AND UNDERGRADUATE CERTIFICATES**

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

### **BACHELOR DEGREES**

Thirty of the required semester hours in the program must be completed in actual class time at Baker College for bachelor degree programs. A minimum of 15 semester hours must be completed in actual class time through Baker College courses in the major discipline of student at the 3000 and 4000 levels.

## **Residence Halls**

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

Students interested in housing should review the Residence Hall Licensing Agreement and Residence Life section of the Handbook. Please note, in order to meet housing eligibility requirements, you must be enrolled in classes.

Residence Hall Coordinators and/or student Resident Assistants create and promote opportunities for students to develop interpersonal relationships, leadership and decision-making skills, and an awareness of individual

responsibilities and rights. At Baker College, the residence halls are more than just places for sleeping and eating. Residence hall life supports the College's academic process and is an integral part of the living-learning experience.

All rooms in the residence halls are partially furnished. They provide access to kitchen appliances so you may buy and prepare your own meals. Lobbies/study areas offer television, recreational games, conversation areas, and food vending machines. Laundry facilities are available in all residence halls. You will receive all additional details you need at housing orientation sessions prior to and during the initial move-in.

## Student Activities

Students are at the heart of everything we do. We understand that student engagement outside the classroom is vital for a rich college experience. That's why we offer a diverse range of extracurricular activities throughout the school year.

From sports to recreational pursuits to entertainment, there's something for everyone. These activities aren't just about having fun; they're opportunities to forge new friendships, hone leadership skills, and infuse college life with meaning.

Our campuses host a variety of program-related clubs and organizations, allowing you to explore interests beyond academics. Additionally, we actively promote community-sponsored events, fostering connections between our students and the wider community.

For information on available activities, you can turn to the Residence Life Staff or Student Affairs Office on any campus.

## Veteran Benefits

Veteran benefits are available to eligible students upon acceptance to Baker College. These students must complete the necessary paperwork as part of the admissions process, and should contact the Admissions Office as soon as possible for help initiating the benefit paperwork. Once the initial paperwork is submitted, students will work with the Military Support Staff ([vet2vet@baker.edu](mailto:vet2vet@baker.edu)) for additional benefit needs.

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

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

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

Students receiving veterans' benefits must continuously be in good academic standing (see the Academic Standing section in this Handbook). Students failing to remain in good academic standing will be placed on academic probation. The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of two consecutive semesters. They will also be notified if a student is suspended or dismissed.

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

## Active Military Benefits

Active Military Benefits Students who are actively serving in the military may be eligible for funding offered through the Department of Defense Tuition Assistance program. Students should verify their eligibility status through their Military Installation's Education Center prior to enrolling.

Spouses of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E6, O1-O3, or W1-W2 may be eligible for financial assistance through the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. In addition, spouses or children of a service member may be eligible to receive a transfer of the service member's Post-9/11 GI Bill®.

Service members and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to [fafsa.gov](https://fafsa.gov). Students will be responsible for balances owed to Baker College after their benefits and financial aid payments are applied.

## **Admission Policy for Applicants with Felony Convictions**

At the time of applying to Baker College, applicants are required to disclose whether they have been charged with or convicted of a felony or felonies and/or are currently incarcerated. If an applicant discloses this information, they must submit a personal statement detailing their background as part of the application process. After their admissions application and personal statement are received, the College will provide an access code for a background check, for which the applicant is responsible for covering the associated costs. The College conducts these checks to ensure the safety of the Baker College community and to assess whether, based on the student's criminal background, they may be able to complete the program successfully given the nature of their background. The College will conduct a thorough review of the background checks and circumstances of all prospective students with felony convictions to determine their eligibility for admission.

Considerations made during the review process include, but are not limited to, the following factors, particularly concerning the safety of students and employees:

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

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

# Orientation and Student Onboarding

New Student Orientation is offered in both on-campus and online formats to meet students where they are. All orientations are supported through an online Student Welcome Experience.

## Financial Services

We're committed to ensuring that every student has access to the financial resources needed to pursue their education. Our OneStop and Financial Aid staff are here to support and guide you through the process of securing funds to attend our institution.

We strongly encourage all students to apply for financial aid, regardless of your financial situation. The application is used to determine eligibility for federal and state financial aid and is also required for a majority of Baker College scholarships. Our advisors are available to provide personalized assistance in various areas, including grants, scholarships, loans, employer reimbursement programs, veterans' benefits, and more.

We're dedicated to helping you overcome financial barriers so you can focus on your academic and personal growth.

## How to Apply for Financial Aid

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

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

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

## Cost of Attendance

At Baker College, we understand that attending college involves various expenses beyond just tuition. That's why our cost of attendance encompasses not only tuition and fees but also books, travel, and estimated living expenses while studying at our institution.

For detailed information on the cost of attendance, you can visit [my.baker.edu/coa](https://my.baker.edu/coa).

## Student Aid Index

The Student Aid Index (SAI) is determined from the income, assets, and other information that you and your family report on the FAFSA. The SAI is an eligibility index number that is used to determine how much need-based financial aid a student may receive.

## Types of Financial Aid

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

- **Scholarships:** Scholarship awards are usually based on academic excellence and not necessarily on financial need.
- **Grants:** Grants may be awarded from the federal government, the state government, Baker College, and/or private organizations. Unlike scholarships, which are merit based, grant awards are typically based on financial need.
- **Loans:** Loans are offered at low interest rates, and must be repaid after the student leaves college or drops below half-time enrollment.
- **Work-Study:** Work-study is typically a part-time job from which earnings are used toward college expenses.

Additional information about each of these programs is listed in the following sections.

## Scholarships

We recognize that academic excellence, involvement in extracurricular activities, financial need, and career aspirations all play important roles in your college journey. That's why our scholarship selection process takes into account these various factors.

We offer scholarships not only to new and transfer students but also to current Baker College students. Our scholarships aim to support students in reaching their educational and career goals. For a comprehensive list of scholarships available through Baker College, you can visit [baker.edu/scholarships](http://baker.edu/scholarships).

Additionally, there are opportunities for you to apply for scholarships from external agencies. These scholarships recognize outstanding achievements and provide further avenues for you to pursue your aspirations.

## Michigan Achievement Scholarship

The Michigan Achievement Scholarship is available to students who graduate from high school in Michigan with a diploma or certificate of completion, or achieve a high school equivalency certificate in 2023 or later. The student and their parents must be Michigan residents since July 1st of the prior year, complete the FAFSA, have an SAI of 30,000 or lower, and the student must attend college full time within 15 months of high school graduation. Eligible students may receive a scholarship of \$1,000-\$4,000 per academic year. Full details are available at [michigan.gov/mistudentaid](http://michigan.gov/mistudentaid).

## Grants

Several grant programs are available for eligible Baker College students.

## Federal Pell Grant

Pell Grant funds serve as an essential resource for undergraduate students pursuing their first bachelor's degree. Eligibility is based on financial need, the cost of attending school, and enrollment status.

For the 2024-2025 award year, the amount of a federal Pell Grant may range from \$740 to \$7,395.

## **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is another vital resource available to undergraduate students, particularly those with significant financial need. Like the Pell Grant, the amount of FSEOG awarded depends on factors such as your financial circumstances, the cost of attending school, and enrollment status.

FSEOG funds are allocated to students who qualify for Pell Grants and demonstrate the highest level of financial need. Award amounts can range from \$100 to \$4,000, providing additional support to students facing financial challenges in pursuing their education.

## **Michigan Tuition Grant**

The Michigan Tuition Grant (MTG) offers valuable support to undergraduate residents of Michigan who demonstrate financial need. Due to a recent phaseout of this program, the grant is only available to students who previously received Michigan Tuition Grant funds.

Students who attend at least half-time are eligible to apply for the MTG. To be considered for this grant, students must complete the Free Application for Federal Student Aid (FAFSA) by May 1st annually.

The exact amount of funds available through the MTG program is announced annually by the State of Michigan. By providing financial assistance to eligible students, the MTG program aims to make higher education more accessible and affordable for residents of Michigan, thereby supporting their academic and career aspirations.

## **Tuition Incentive Program**

The Tuition Incentive Program (TIP) serves as a valuable support system for students in Michigan, aiming to remove financial barriers and encourage high school completion and pursuit of post-secondary education.

This program is divided into two phases: Phase I and Phase II. TIP specifically targets students with financial need, recognizing the importance of addressing economic challenges that may hinder educational attainment. By incentivizing high school completion and post-secondary education, TIP aims to empower students to pursue their academic aspirations and build brighter futures.

For further details and application information, you can visit [michigan.gov/mistudentaid](https://michigan.gov/mistudentaid).

## **Loans**

Federal direct loans offer important financial support for students pursuing higher education, regardless of their financial need. To qualify for any type of federal loan, you must be enrolled at least half-time in college. It's crucial to remember that loans must be repaid, so you should borrow responsibly and consider the repayment options.

There are two main types of federal direct loans available: Federal Direct Stafford Loans and Federal Direct PLUS Loans. Students can find detailed information about these loan programs on [studentaid.gov](https://studentaid.gov).

Before receiving your first student loan, you are required to complete entrance loan counseling and sign a Master Promissory Note. Additionally, borrowers must complete exit loan counseling when they graduate, withdraw, or drop below half-time enrollment. This counseling provides essential information about loan repayment, deferment, forbearance, disbursement, and debt management strategies. You can complete this counseling online at [studentaid.gov](http://studentaid.gov).

To ensure ethical practices regarding student loans, schools are mandated to establish a Student Loan Code of Conduct Policy. You can access Baker College's Code of Conduct Policy on our website at [baker.edu/about/get-to-know-us/disclosure-of-consumer-information/](http://baker.edu/about/get-to-know-us/disclosure-of-consumer-information/).

By providing comprehensive information and resources, we aim to support you in making informed decisions about borrowing and managing your student loans responsibly.

## Federal Direct Stafford Loans

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

### Subsidized Stafford Loan

Subsidized Stafford Loan eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, you are not required to make payments as long as you are enrolled at least half time, and no interest will accumulate during this time.

### Unsubsidized Stafford Loan

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

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

<b>Grade Level</b>	<b>Dependent Annual Loan Limit</b>	<b>Independent (and Dependent with PLUS Denial) Annual Loan Limit</b>
<b>Grade Level 1</b>	\$5,500	\$9,500
<b>Grade Level 2</b>	\$6,500	\$10,500
<b>Grade Level 3</b>	\$7,500	\$12,500
<b>Graduate/Professional</b>	N/A	\$20,500

Listed below are the maximum aggregate federal direct loan amounts you may borrow, based on dependency status and degree level:

<b>Dependency Status</b>	<b>Maximum Lifetime Aggregate</b>
<b>Dependent</b>	\$31,000
<b>Independent (and Dependent with PLUS Denial)</b>	\$57,500
<b>Graduate/Professional</b>	\$138,500

## **Federal Direct PLUS Loans**

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

## **Federal Work-Study**

Baker College recognizes the importance of providing opportunities for undergraduate students to earn funds for college expenses through part-time work. These opportunities not only help reduce the need for loans but also complement other types of financial aid such as grants and scholarships.

Work-study programs offer jobs tailored to students with financial need, as indicated on the FAFSA. While work-study positions are typically on campus, Baker College also offers some off-campus work-study opportunities. Selection for work-study positions is based on financial need, class schedule, and academic progress.

All Baker College students are encouraged to apply for regular part-time employment opportunities, regardless of their eligibility for work-study. By offering a variety of job opportunities, both on and off campus, we strive to support students in meeting their financial needs while maintaining their academic pursuits.

For detailed information on work-study, including how to apply and current job postings, you can visit [my.baker.edu/workstudy](http://my.baker.edu/workstudy).

## **Financial Aid Rights and Responsibilities**

- You have the right to accept or refuse any part of your financial aid offer. If you reject any part of your financial aid offered, it may affect other aid offered.
- You may not receive financial aid from more than one college while enrolled at two or more colleges at the same time.
- Classes taken outside of your declared program do not qualify for most forms of financial aid.
- You must attend college at least half time (six undergraduate credit hours or five graduate credit hours) to be considered for most financial aid.
- Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College.
- It is your responsibility to inform Financial Aid of any changes to information provided on the financial aid application. Students should contact Financial Aid to report these changes.



- Financial aid offered to students is dependent upon the availability of funds. Any change in the availability of funds or in your academic performance may change the financial aid offer.
- If your financial aid application is estimated or incomplete, you will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.
- Information regarding a student and/or parent Title IV-HEA loan will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by authorized agencies, lenders, and institutions.

## Financial Information

### Tuition Charges

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

<b>UNDERGRADUATE TUITION RATES</b>	<b>PER CREDIT HOUR</b>	<b>TUITION FOR A 3 CREDIT HOUR COURSE</b>	<b>ANNUAL TUITION FOR 30 CREDIT HOURS</b>
<b>UNDERGRADUATE DEGREE COURSES</b>	\$450	\$1,350	\$13,500
<b>SPECIALTY PROGRAMS TUITION</b>			
<b>AUTOMOTIVE SERVICES TECHNOLOGY</b>	\$470	\$1,410	\$14,100
<b>CULINARY INSTITUTE OF MICHIGAN</b>	\$600	\$1,800	\$18,000
<b>DIESEL SERVICE TECHNOLOGY</b>	\$530	\$1,590	\$15,900
<b>NURSING BSN (TRADITIONAL &amp; ACCELERATED)</b>	\$485	\$1,455	\$14,550
<b>NURSING (RN TO BSN)*</b>	\$320	\$960	\$9,600
<b>GRADUATE TUITION RATES</b>	<b>PER CREDIT HOUR</b>	<b>TUITION FOR A 3 CREDIT HOUR COURSE</b>	<b>ANNUAL TUITION FOR 30 CREDIT HOURS</b>
<b>DEGREE LEVEL TUITION</b>			
<b>MASTER PROGRAMS</b>	\$600	\$1,800	\$18,000

<b>MASTER OF SCIENCE IN INFORMATION SYSTEMS*</b>	\$350	\$1,050	\$10,500
<b>NURSING (RN TO MSN)*</b>	\$500	\$1,500	\$15,000
<b>DOCTORATE PROGRAMS</b>	\$750	\$2,250	\$22,500
<b>ST. FRANCIS SCHOOL OF LAW TUITION RATES</b>	<b>TUITION PER QUARTER</b>		<b>ANNUAL TUITION</b>
<b>JURIS DOCTORATE</b>	\$3,250		\$13,000

\*Program offered with no student or program fees

<b>ACTIVE DUTY MILITARY, MEMBER OF NATIONAL GUARD, IN THE RESERVE, SPOUSE OF OF ANY THESE SERVICE MEMBERS</b>			
<b>MILITARY TUITION RATES</b>	<b>PER CREDIT HOUR</b>	<b>TUITION FOR A 3 CREDIT HOUR COURSE</b>	<b>ANNUAL TUITION FOR 30 CREDIT HOURS</b>
<b>UNDERGRADUATE</b>	\$250	\$750	\$7,500
<b>AUTOMOTIVE SERVICES TECHNOLOGY</b>	\$270	\$810	\$8,100
<b>CULINARY INSTITUTE OF MICHIGAN</b>	\$400	\$1,200	\$12,000
<b>DIESEL SERVICE TECHNOLOGY</b>	\$330	\$990	\$9,900
<b>NURSING BSN (TRADITIONAL AND ACCELERATED)</b>	\$285	\$855	\$8,550
<b>NURSING (RN TO BSN)*</b>	\$285	\$855	\$8,550
<b>MASTER PROGRAMS</b>	\$370	\$1,110	\$11,100
<b>MASTER OF SCIENCE IN INFORMATION SYSTEMS*</b>	\$350	\$1,050	\$10,500
<b>NURSING (RN TO MSN)*</b>	\$370	\$1,110	\$11,100
<b>DOCTORATE PROGRAMS</b>	\$500	\$1,500	\$15,000

\*Program offered with no student or program fees

Note: Tuition Assistance (TA) is only authorized for tuition charges up to \$250 per semester credit hour for undergraduate courses and up to \$370 per semester credit hour for master degree courses. TA does not cover doctorate program costs or fees, such as the technology fee, course fees, or books/supplies.

## Student and Program Fees

<p><b>Technology Fee</b></p> <p><i>Assessed to all students to maintain and enhance student-facing technology</i></p> <ul style="list-style-type: none"> <li>• Refundable for students who drop all courses during the first week of the semester</li> </ul>	<p><b>Undergraduate</b> \$200 per semester</p> <p><b>Graduate</b> \$225 per semester</p>
<p><b>Culinary Institute of Michigan (CIM) Course Fees</b></p> <p><i>Covers supplemental program costs, including knives and uniforms</i></p> <p><b>Culinary Program:</b> CUL 1010 &amp; CUL 1510</p> <p><b>Baking &amp; Pastry Program:</b> CUL 1010 &amp; BAK 1110</p> <p><b>Food &amp; Beverage Management:</b> FBM 1210A</p>	<p><b>Culinary &amp; Baking Programs</b> \$400 per course</p> <p><b>Food &amp; Beverage Management</b> \$125 per course</p>
<p><b>Nursing (NUR) Course Fees</b></p> <p><i>Covers supplemental professional program costs, including ATI software</i></p> <p><b>Nursing:</b> NUR 2150A, NUR 2550, NUR 3550, NUR 3750, &amp; NUR 4150</p> <p><b>Accelerated Nursing:</b> NUR 2170, NUR 3570, &amp; NUR 4170</p>	<p><b>Nursing</b> \$475 per course</p> <p><b>Accelerated Nursing</b> \$950 per course</p>

## Charges for Nontraditional Credits

<p><b>Course Waiver Test</b></p> <ul style="list-style-type: none"> <li>• This fee is non-refundable</li> </ul>	<p>\$50</p>
<p><b>Articulation Credit</b></p>	<p>No charge</p>
<p><b>Experiential Credit (per each course portfolio submission)</b></p> <ul style="list-style-type: none"> <li>• Experiential credit fees are not financial aid eligible</li> </ul>	<p>\$250</p>

<b>Independent Study Credit (per credit hour)</b>	Applicable Program Tuition Rate
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## Residence Hall Charges

<b>Residence Hall Rate*</b> <ul style="list-style-type: none"> <li>Available at Cadillac, Muskegon, Owosso, and Port Huron campuses</li> <li>If for any reason a student leaves during a semester, there will be no refund of room fees for that semester.</li> </ul>	\$2,300 per semester
<b>Returning Student Residence Hall Commitment Fee</b> <ul style="list-style-type: none"> <li>A non-refundable fee paid during the housing annual application process</li> </ul>	\$100 per year

\*Rate may vary based on occupancy

## Miscellaneous Fees

<b>New Student Confirmation Fee</b> <ul style="list-style-type: none"> <li>A one-time, non-refundable fee for new on-campus students confirming their enrollment for their first year</li> <li>Payable through the admission application process during enrollment confirmation</li> </ul>	\$100
<b>New Student Residence Hall Fee</b> <ul style="list-style-type: none"> <li>A one-time, non-refundable fee for new students moving into the residence halls in their first year</li> <li>Payable through the admission application process during enrollment confirmation</li> </ul>	\$100
<b>Late Payment Fee</b> <ul style="list-style-type: none"> <li>Applied to accounts not paid by the published due date each semester (review the Important Dates &amp; Information knowledge-base article on <a href="http://services.baker.edu">services.baker.edu</a> for due dates)</li> </ul>	\$50
<b>Non-Sufficient Funds (NSF) Fee</b> <ul style="list-style-type: none"> <li>Per item returned by the bank</li> </ul>	\$25

<b>Payment Plan Fee</b>	\$35
<ul style="list-style-type: none"> <li>Per payment plan enrollment</li> </ul>	
<b>Audit Course Fee</b>	\$100
<ul style="list-style-type: none"> <li>Per audited course</li> </ul>	
<b>Background Check Fee*</b>	Varies
<b>Fingerprinting Fee*</b>	Varies
<b>Immunization Fee*</b>	Varies

\*May be required based on academic program.

### Financial Responsibility

Each semester that you register for courses at Baker College, you accept all responsibility for tuition and fees resulting from the registered course/s, as well as an understanding that they are subject to the course withdrawal and refund policies at Baker College. Additionally, by registering for courses each semester, you acknowledge your understanding of the payment options and tuition deadlines set forth at Baker College, and that failure to satisfy these financial obligations by the payment deadlines may result in collection activity, which could include additional fees. Furthermore, by registering for courses each semester, you are acknowledging that you have read and understand Baker College's policy on Student Billing Electronic Communications and that you consent to the terms of the policy. Additional information regarding available payment options, tuition rates, payment deadlines, and policies is located in this Handbook and within the Baker College knowledge-base at [services.baker.edu](http://services.baker.edu).

## Payment Options

### Tuition Payments

We offer several convenient options for paying tuition, allowing you to manage your financial obligations effectively:

- Payment at Registration:** Tuition can be paid upfront during the registration process.
- Prior to Semester Start:** Students can pay tuition prior to the start of the semester.
- Approved Payment Plan:** Students can opt for an approved payment plan, which incurs a \$35 fee. Invoices are generated throughout the semester and can be viewed and paid via the student portal.

Tuition payments can be made through various methods:

- Online via the student portal ([my.baker.edu](http://my.baker.edu)) using ACH or credit/debit card.** Please note that there is a fee associated with credit/debit card transactions of 2.85 percent (4.25 percent for international debit/credit cards). The minimum service fee for card transactions over \$20.00 and less than \$160.00 is \$3.00.
- Foreign Currency:** Payments in foreign currency are accepted, with fee amounts varying based on the exchange rate.

- **ACH Payments:** No fees are associated with ACH payments.
- **Personal Check or Money Order:** Payments can be mailed to Baker College or delivered to the OneStop Office.
- **Cash Payments:** Cash payments are accepted at the OneStop Office.

It's important to note that absenteeism and withdrawals do not reduce a student's financial obligation. For more details, you can refer to the Class Withdrawal and Refund Policies section in the Handbook.

Baker College accepts Visa, MasterCard, Discover, and American Express for credit/debit card payments. We strive to provide flexible payment options to ensure that you can manage your tuition payments conveniently and efficiently.

## Employer Tuition Reimbursement Program

The employer tuition reimbursement program is a tuition deferment program available to students whose employers pay tuition costs. Enrollment in this program allows students to make monthly installment payments of 2% of the enrolled balance until the final payment due date. The final due date for this plan is after the end of the semester, allowing students to submit their grades to their employer for reimbursement. Students must enroll in the payment plan each semester they wish to defer tuition payments.

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

- Complete the Request for Tuition Reimbursement Payment Plan contract.
- Submit a letter on company letterhead or a copy of the company policy stating the guidelines for tuition payments made by the employer.

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

## Employer Tuition Assistance Program

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

## GI Bill® Payments

If you will be using veteran assistance (VA) benefits through the GI Bill® to pay for tuition and fees, any portion of these charges not covered by the GI Bill® is due by the published due date of each semester. Baker College allows the cost of books/supplies to be charged to your account, which provides the VA time to release the book stipend to you. Please note that the books/supplies balances are not considered covered by the GI Bill®, as these funds are paid directly to you. If you have not received your VA book stipend by the published due date for the semester, you are still responsible for payment of the balance (see the "Important Dates and Information" knowledge-base article on [services.baker.edu](http://services.baker.edu) for semester deadlines). A \$50 late fee is applied, in accordance with these dates, for any balance still outstanding that is not covered by the GI Bill®.

If you need assistance paying a balance, you may be eligible to apply for financial aid or for enrollment in a payment plan. For more information on these options, contact the OneStop Office.

Baker College does not impose a penalty on students in the event payment is delayed for any portion of their balance covered by the GI Bill®. Delays in payment of these benefits does not result in a late fee or prevent you from registering, continuing in your current courses, or maintaining access to other Baker College services. If any portion of a balance originally covered by the GI Bill® is later denied payment by VA, you are responsible for payment of that portion of the balance. Some common reasons for a partial payment under the GI Bill® are: withdrawals from courses, a change in student eligibility, or loss of eligibility/exhaustion of benefits.

Any questions regarding VA certifications should be directed to [vet2vet@baker.edu](mailto:vet2vet@baker.edu).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

## Veteran Readiness and Employment Services (Chapter 31)

If you are using veteran assistance (VA) benefits through the Veteran Readiness and Employment Services (Chapter 31) to pay for tuition, fees, and books/supplies, any portion of these charges not covered by this benefit are due by the published due date of each semester (see the "Important Dates and Information" knowledge-base article on [services.baker.edu](http://services.baker.edu) for semester deadlines). A \$50 late fee is applied, in accordance with these dates, for any balance still outstanding that is not covered by Chapter 31 benefits.

Invoices for approved tuition, fees, and books/supplies are issued directly to the Department of Veteran Affairs. Payment for these charges are issued directly to Baker College and applied to the student billing account balance. Baker College does not impose a penalty on students in the event payment is delayed for any portion of their balance covered by Chapter 31 benefits. Delays in payment of these benefits does not result in a late fee or prevent you from registering, continuing in your current courses, or maintaining access to other Baker College services. If any portion of a balance originally covered by Chapter 31 benefits is later denied payment by VA, you are responsible for the payment of that portion of the balance.

Questions regarding VA certifications should be directed to [vet2vet@baker.edu](mailto:vet2vet@baker.edu).

## Payment Plans

Baker College understands that you may encounter financial challenges and offers payment plan options to assist those unable to pay their full charges before the semester begins. Here's how our payment plans work:

- **Enrollment and Fee:** You can enroll in a payment plan, which requires a \$35 non-refundable fee. Enrolling in the payment plan prior to tuition due dates prevents you from being charged the \$50 late fee imposed by Baker College.
- **Late Fee Policy:** If you fail to meet the terms of the payment plan, Baker College may assess a late fee. It's crucial for you to fulfill your payment plan obligations to avoid additional fees.
- **Understanding Terms:** You are responsible for fully understanding the terms of the payment plan before enrolling. Failure to adhere to these terms may result in additional fees imposed by Transact Payments and/or withdrawal from the payment plan.

- **Enrollment Process:** You can sign up for payment plans conveniently through the student portal at [my.baker.edu](http://my.baker.edu). For detailed information on available payment plans, students can refer to the Payment Plan Options knowledge-base article on [services.baker.edu](http://services.baker.edu).

Baker College aims to provide flexible payment options to support you in managing your financial responsibilities effectively.

## Past Due Balances

It's important for students to address outstanding balances promptly to maintain their enrollment status and academic progress. Here's what you need to know:

- **Re-Enrollment Restrictions:** Students with outstanding balances may not be permitted to re-enroll for another semester, and previously registered courses may be dropped until the account is settled.
- **Title IV Funds Limitation:** Federal regulations prohibit the use of Title IV funds to cover past due balances exceeding \$200.
- **Collections and Credit Reporting:** Unpaid balances will be forwarded to an outside collection agency and reported to credit bureaus. Additionally, Baker College reserves the right to charge students for collection costs.

By addressing outstanding balances in a timely manner, you can avoid disruptions to your academic journey and ensure continued access to educational opportunities. If you have any questions or concerns about your account status, you should reach out to the Financial Aid office for assistance.

## Email

Your Baker College email account is used to communicate important information regarding financial aid updates and account balances. It's crucial for you to regularly check your Baker College email to stay informed about your financial aid requirements and account status. These emails will cover various topics, including:

- Balance due amounts
- Refund status
- Adjustments to tuition charges resulting from withdrawal calculations
- Financial aid documents needed
- Financial aid awards
- Loan eligibility
- Loan postings to student accounts

If you have any questions or concerns about the information provided in these emails, you should reach out to the Financial Aid office for assistance.

## Student Billing Electronic Communications



Baker College utilizes electronic communication, rather than paper, whenever possible for the conduct of official business processes and notifications. Electronic communication between Baker College and the student or authorized payer may be provided by:

1. Email to the Baker College email address assigned to the student or the last email address provided by the authorized payer,
2. Access to information presented electronically on the my.baker.edu web site, or
3. Access to a website that Baker College will generally designate in advance for such purposes.

Communications to be provided electronically may include, but are not limited to:

- Student Billing Account Balances
- Course and Fees Statements
- Baker College Fee Catalog and Payment of Miscellaneous Fees
- Payment of Tuition Invoices
- Payment of Admission Fees
- Submitting a Title IV Authorization Form
- Selecting a BankMobile Disbursement Refund Preference
- Notifications of Changes in Student Billing Account Activity
- Payment Plan Enrollment, Payments, and Reminders
- Announcements of New or Upcoming Electronic Features

This also includes electronic delivery of form 1098-T. Students wishing to receive a paper copy of the 1098-T form can opt out of electronic delivery by visiting the 1098-T Delivery Method option on my.baker.edu.

### **Consent for Electronic Communications**

The electronic communications policy at Baker College is part of a global "Consent to do Business Electronically" agreement and is presented to students prior to registering each semester at Baker College. Students provide their consent for electronic communications as part of the registration agreement. Once consent is given it is in effect for the duration of the registered enrollment period or until a request for withdrawal of consent is received from the student.

Although Baker College reserves the right to provide records in paper format at any time, a student's consent to conduct business electronically with Baker College is also an agreement that Baker College is not required to provide those same communications in a paper format. Students wishing to retain a paper copy of any records provided electronically can do so by printing or saving a copy of the communication.

### **Hardware and Software Requirements**

For the hardware and software requirements for electronic communications please visit the knowledge-based article, "Minimum Technical Requirements" at [services.baker.edu](http://services.baker.edu).

### **Updating Student Records**

It is your responsibility to provide Baker College with accurate and complete email addresses, mailing addresses, and phone contact information and to maintain and update promptly any changes in this information.

You can update your address and other contact information with Baker College at [my.baker.edu](http://my.baker.edu).

### **Withdrawing Consent for Student Billing Electronic Communications**

You may withdraw your consent to electronically conduct business with Baker College at any time. However, a withdrawal of this consent may result in the loss of access to the Student Portal, which includes an inability to view student billing account balances, enroll in payment plans, or make payments online. To withdraw consent, submit a

request in writing to the Accounts Receivable Processing Center, 1020 S. Washington St., Owosso, MI 48867 or by email to [billing@baker.edu](mailto:billing@baker.edu). Any withdrawal of your consent to conduct business electronically will become effective only after Baker College has had a reasonable period of time to process your request.

## Student Housing Costs

Student housing is available at our Cadillac, Muskegon, Owosso, and Port Huron campuses. The rate for all housing options is \$2,300 per semester; however, the rate may vary based on occupancy. Contact the OneStop or Housing Departments for details. A non-refundable Residence Hall Fee of \$100 is required of all new students and due when confirming enrollment through the admissions process. A non-refundable \$100 commitment fee is required each Fall semester a student returns to housing and is due when the Intent to Return Housing Application, found at [www.baker.edu/housing](http://www.baker.edu/housing), is submitted.

Estimated food costs are an additional \$1,000 per semester. If you leave during a semester for any reason, there will be no refund of room fees for that semester.

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

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

<b>Undergraduate Costs</b>				
<b>Average Estimated Cost Per:</b>	<b>CONFIRMATION FEE</b>	<b>TUITION</b>	<b>BOOKS, SUPPLIES, AND FEES (approx.)</b>	<b>TOTAL</b>
<b>Semester</b> (15-16 weeks) for <b>Full-Time Enrollment</b> (15 credit hours)	\$100 (first semester only)	\$6,750	\$675	\$7,525
<b>School Year</b> (two semesters) for <b>Full-Time Enrollment</b> (30 credit hours)	\$100 (first semester only)	\$13,500	\$1,350	\$14,950
<b>Semester</b> (15-16 weeks) for <b>Minimum Full-Time Enrollment</b> (12 credit hours)	\$100 (first semester only)	\$5,400	\$675	\$6,175
<b>School Year</b> (two semesters) for <b>Minimum Full-Time Enrollment</b> (24 credit hours)	\$100 (first semester only)	\$10,800	\$1,350	\$12,250
<b>Semester</b> (15-16 weeks) for <b>Part-Time Enrollment</b> (6 credit hours)	\$100 (first semester only)	\$2,700	\$425	\$3,225

<b>School Year</b> (two semesters) for <b>Part-Time Enrollment</b> (12 credit hours)	\$100 (first semester only)	\$5,400	\$850	\$6,350
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- Students who live in the residence halls must add the cost of student housing.
- Estimates do not include higher program tuition rates for the following programs: Automotive Services Technology, Culinary Arts, Diesel Service Technology, School of Nursing, CIM Course Fees, and Nursing Course Fees.

<b>Graduate - Master Degree Costs</b>			
<b>Average Estimated Cost Per:</b>	<b>TUITION</b>	<b>BOOKS, SUPPLIES, AND FEES</b> (approx.)	<b>TOTAL</b>
<b>Semester for Full-Time Enrollment</b> (9 credit hours)	\$5,400	\$450	\$5,850
<b>Program for Enrollment</b> (36 credit hours)	\$21,600	\$3,600	\$25,200

<b>Graduate - Doctoral Degree Costs</b>				
<b>Average Estimated Cost Per:</b>	<b>TUITION</b>	<b>BOOKS, SUPPLIES, AND FEES</b> (approx.)	<b>PROFESSIONAL RESIDENCIES</b> (first and second year)	<b>TOTAL</b>
<b>Semester for Full-Time Enrollment</b> (9 credit hours)	\$6,750	\$450	N/A	\$7,200
<b>Program for Enrollment</b> (60 credit hours)	\$45,000	\$3,600	\$2,000	\$50,600

## Tuition Deposit - International Students

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

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

These regulations do not apply to commuting Canadian students.

## Class Withdrawal and Refund Policies

# Tuition Refunds

The Class Withdrawal and Refund Policies are based on the official notice date and enrollment period. A refund is available after withdrawal from a course if you are within the College's guidelines. The tuition refund policy is subject to change at the beginning of any semester. Changes made to the tuition refund policy during an academic year will be published within the knowledge base on services.baker.edu.

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

## Student-Initiated Withdrawal from a Course

You may withdraw from a course up to the end of the week that precedes the final week of the course. You are required to submit a withdrawal request by using the "Submit a Withdrawal Request" option. Tuition refunds are based on the official withdrawal date, which is the date you submit your withdrawal request via this option. You may contact the OneStop Office for assistance with completing the withdrawal process.

## College-Initiated Withdrawal from a Course

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

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

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

## Enrollment Period

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

## Percentage of Refund

**Fall/Spring Tuition Refund Schedule**  
(Based on a 16-week semester or 112 days)

16-WEEK COURSES		
Prior to start of class	100% Refund	Drop
1-7 Days (Week 1)	100% Refund	Drop

<b>8-14 Days (Week 2)</b>	100% Refund	Withdrawal
<b>15-28 Days (Weeks 3-4)</b>	50% Refund	Withdrawal
<b>29-105 Days (Weeks 5-15)</b>	0% (No Tuition Refund)	Withdrawal
<b>106-112 Days (Week 16)</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

<b>8-WEEK COURSES</b>		
<b>Prior to start of class</b>	100% Refund	Drop
<b>1-7 Days (Week 1)</b>	100% Refund	Drop
<b>8-14 Days (Week 2)</b>	50% Refund	Withdrawal
<b>15-49 Days</b>	0% (No Tuition Refund)	Withdrawal
<b>50-56 Days</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

<b>4-WEEK COURSES</b>		
<b>Prior to start of class</b>	100% Refund	Drop
<b>1-4 Days</b>	100% Refund	Drop
<b>5-7 Days</b>	50% Refund	Withdrawal
<b>8-21 Days</b>	0% (No Tuition Refund)	Withdrawal
<b>22-28 Days</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

**Summer Refund Schedule**  
(Based on a 12-week semester or 84 days)

<b>12-WEEK COURSES</b>		
<b>Prior to start of class</b>	100% Refund	Drop
<b>1-7 Days (Week 1)</b>	100% Refund	Drop
<b>8-14 Days (Week 2)</b>	100% Refund	Withdrawal
<b>15-28 Days (Weeks 3-4)</b>	50% Refund	Withdrawal

<b>29-77 Days (Weeks 5-11)</b>	0% (No Tuition Refund)	Withdrawal
<b>78-84 Days</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

<b>6-WEEK COURSES</b>		
<b>Prior to start of class</b>	100% Refund	Drop
<b>1-7 Days (Week 1)</b>	100% Refund	Drop
<b>8-14 Days (Week 2)</b>	50% Refund	Withdrawal
<b>15-35 Days</b>	0% (No Tuition Refund)	Withdrawal
<b>36-42 Days</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

<b>4-WEEK COURSES</b>		
<b>Prior to start of class</b>	100% Refund	Drop
<b>1-5 Days</b>	100% Refund	Drop
<b>6-10 Days</b>	50% Refund	Withdrawal
<b>11-21 Days</b>	0% (No Tuition Refund)	Withdrawal
<b>22-28 Days</b>	No Withdrawal <i>A student may withdraw from a course up to the end of the week which precedes the final week of the course.</i>	

- Weeks are defined as Monday through Sunday.
- For other course length refund periods contact onestop@baker.edu
- The Technology Fee is only refundable for students who drop all classes by the first week of the semester.
- The CIM and Nursing Course Fees are only refundable when the associated courses have been dropped.
- You are encouraged to contact the Financial Aid office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in you owing the College and/or federal government financial aid that had already been refunded to you.

## Refunds on Residence Hall Charges

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

# Credit Balance Refunds

All Baker College refunds to students are processed with BankMobile Disbursements, a technology solution powered by BMTX, inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>

# Return of Title IV Federal Financial Aid for Withdrawals

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

The Title IV federal financial aid includes the following programs:

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

For students who begin attendance in classes and then withdraw before they have completed over 60 percent of the payment period, Baker College is required, by regulation, to calculate the amount of earned and unearned Title IV aid. The regulations state that a student is entitled to keep only the portion of the aid earned and the College/student must return the funds that were not earned to the appropriate program. Note: students who successfully complete (with a passing grade) a course that is at least 49% of the enrollment period are not considered withdrawn even if they withdraw from future classes within the term.

The calculation steps are as follows:

## 1. Determine the Withdrawal Date

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

- Official withdrawals:
  - For student-initiated withdrawals, the withdrawal date is the date the withdrawal was submitted.
- Unofficial withdrawals:
  - For college-initiated withdrawals due to faculty request, suspension, expulsion, etc., the withdrawal date is the date the withdrawal was requested by the faculty member or other College official.

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

## 2. Calculate the Percentage of Enrollment Period Completed

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

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

### **3. Calculate the Amount of Earned Title IV Aid**

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

### **4. Calculate the Amount of Unearned Title IV Aid**

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

### **5. Return of Title IV Funds**

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

### **6. Return of Unearned Title IV Funds**

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

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



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

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

<b>Example of a Return of Title IV Financial Aid Funds Calculations:</b>		
<b>WITHDRAWAL OFFICIAL NOTICE</b>		<b>WEEK 3</b>
<b>INSTITUTIONAL CHARGES</b>		<b>\$5,100</b>
<b>TITLE IV AID</b>		
<b>LOANS</b>		<b>\$2,722</b>
<b>PELL</b>		<b>\$3,222</b>
<b>TOTAL TITLE IV AID</b>		<b>\$5,944</b>
<b>REFUND TO STUDENT</b>		<b>\$844</b>
<b>ACCOUNT BALANCE</b>		<b>\$0</b>
<b>WITHDRAWAL CALCULATIONS</b>		
<b>TUITION REFUND</b>		<b>\$2,550</b>
<b>ADJUSTMENT FOR TITLE IV</b>		<b>\$4,141</b>
<b>BALANCE STUDENT OWES</b>		<b>\$1,591</b>
<b>STUDENT WITHDREW</b>		
<b>21 DAYS OF ATTENDANCE OUT OF A 112-DAY ENROLLMENT PERIOD</b>		
<b>PERCENT EARNED</b>		<b>21/112 = 18.8%</b>
<b>PERCENT UNEARNED</b>		<b>100% - 18.8 = 81.2%</b>
<b>AMOUNT OF TITLE IV AID UNEARNED</b>		<b>\$5,944 X 81.2% = \$4,826</b>
<b>THE COLLEGE MUST RETURN</b>		
<b>TITLE IV: TOTAL \$4,141</b>		<b>LOANS: \$2,722 PELL: \$1,419</b>
<b>THE STUDENT MUST RETURN</b>		

<b>STUDENT'S AMOUNT: \$685*</b>	<b>Unearned: \$4,826</b>	<b>College return: \$4,141</b>
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\*In this example, funds the student must return are related to the Pell Grant. As stated in 5.b above, federal regulations exempt the student from returning grant funds if the balance is less than 50 percent of the original grant total. The student would not have any amount required to be returned in this example.

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

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

## Return of Unearned Military Tuition Assistance (TA)

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the Department of Defense (DOD) policy, Baker College returns any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned directly to the military service branch from which the funding originated and not to the student.

In instances when a service member stops attending due to a military service obligation, Baker College works with the affected service member to identify solutions that will not result in a student debt for the returned portion, in compliance with the DOD policy.

### Schedule for the Return of Unearned TA Funds

To remain in compliance with the Department of Defense's (DOD) policy, Baker College returns any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

Baker College will not bill the DOD until after 60% of the billing period has passed, in an effort to reduce the amount of incorrect TA funds being disbursed by the DOD to Baker College. We only bill for the amount the student earned given his or her enrollment.

<b>16-week course: Withdrawal submitted</b>	
Before or during week 1	100% return
During weeks 2-4	75% return

During weeks 5-8	50% return
During weeks 9-10	40% return (60% of course is completed)
During weeks 11-16	0% return

Note: Semester weeks are defined as 7 days, Monday through Sunday.

<b>8-week course:</b> Withdrawal submitted	
Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of course is completed)
During weeks 6-8	0% return

Note: Semester weeks are defined as 7 days, Monday through Sunday.

<b>6-week course:</b> Withdrawal submitted	
Before or during week 1	100% return
During weeks 2-3	50% return
During week 4	40% return (60% of course is completed)
During weeks 5-6	0% return

Note: Semester weeks are defined as 7 days, Monday through Sunday.

<b>4-week course:</b> Withdrawal submitted	
Before or during week 1	100% return
During week 2	50% return
During week 3	40% return (60% of course is completed)
During week 4	0% return

Note: Semester weeks are defined as 7 days, Monday through Sunday.

#### **Course Lengths Other Than Listed Above**

Unearned TA funds are returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution determines the date the withdrawal was submitted and then divides that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The student enrolled in a course that was 5 weeks (35 days) in duration. The withdrawal was submitted on the 15th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (15 divided by 35 equals 42.9%. 43% of the TA authorized was earned by the student, which means 57% of what was authorized will be returned to the DOD).

## **Repeat Course Policy**

You may repeat courses to improve your grades. Financial aid eligibility for repeated courses varies based on the type of aid:

- Federal financial aid may be available to help pay for a repeated course if your existing grade in the course is an F or W. If you received a passing grade (D- or better), financial aid may be used to repeat the course only one time.
- State financial aid may be available for repeated courses until the minimum grade for your program is earned.
- Financial aid is not available for coursework completed in a previously earned certificate or degree program.

A third attempt on any course must be approved by an Academic Advisor. You may be required to pay all related tuition and fees for a third attempt. If you repeat a course, the higher or highest of the grades will be used in computing your GPA. However, all grades will remain on your official transcript and will be included in the Financial Aid Satisfactory Academic Progress calculation.

An attempt is defined as a course completion in which a student is assigned a grade.

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

## **Financial Aid Census Date**

Baker College uses the financial aid census date to determine a student's enrollment status for awarding Pell Grant funds. The census date is typically the 7th calendar day of the semester.

The courses that students are registered for at 11:59 p.m. (Eastern Time) on the financial aid census date will determine Pell Grant eligibility. This means if you add or drop courses before the census date, the amount of Pell Grant for which you are eligible will be affected. If courses are added after the census date, the Pell Grant award will not increase; however, if courses are withdrawn or dropped after the census date, Pell Grant funds may be reduced.

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

## **Satisfactory Academic Progress**

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

There are three academic standards that all students are required to maintain to remain eligible for future financial aid assistance. The standards required to maintain eligibility for financial aid are:

1. Grade point average (GPA),
2. Pace, and
3. Maximum time frame.

In addition, you must be accepted for continued enrollment under the policies defined in the Baker College Catalog and Student Handbook. Detailed information regarding Baker College's Financial Aid Satisfactory Academic Progress (SAP) Policy can be found [here](#). You can also obtain information by contacting the Financial Aid Office.

## **Academic Information**

### **Accreditation**

Baker College is accredited by the Higher Learning Commission, located at 230 S. LaSalle St., Suite 7-500, Chicago, IL, 60604-1411; (800) 621-7440; [info@hlcommission.org](mailto:info@hlcommission.org).

*\*Specialized Program Accreditation are noted with Specific Program Information and on the Website.*

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

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

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

### **The Academic Year**

The Baker College Academic Calendar consists of three semesters including fall, spring, and summer. The fall and spring semesters are 16 weeks, and the summer semester is 12 weeks. Most courses delivered on-ground and virtually have a 16-week schedule, while most online courses are scheduled during the first 8-week session, or the second 8-week session of the semester. Students may enroll in most academic programs at the beginning of any semester, however, some programs require students to enroll at the beginning of the fall semester if they wish to register for a full-time course load.

### **Advising**

Academic advising is provided either virtually or in person. You can contact your Academic Advisor for an appointment.

### **Registration**

You can register during the scheduled registration time either via the MyBaker portal or through an Academic Advisor. For you to register for more than 18 credits in one semester, you must receive approval from your academic advisor.

## Drop/Add Period

You may add and/or drop a course that is eight weeks or longer to your schedule up to the end of week one. You may not add a course of less than eight weeks' duration after the first session for that course has met. All other late registrations will need campus approval.

## Classification of Students

### Undergraduate

**Full-Time Student:** registered for 12 semester hours or more  
**Three-Quarter-Time Student:** registered for 9-11 semester hours  
**Half-Time Student:** registered for 6-8 semester hours  
**Less Than Half-Time Student:** registered for 1-5 semester hours

### Graduate

**Full-Time Student:** registered for 9 semester hours or more  
**Three-Quarter-Time Student:** registered for 7-8 semester hours  
**Half-Time Student:** registered for 5-6 semester hours  
**Less Than Half-Time Student:** registered for 1-4 semester hours

## Class Status

### Undergraduate

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

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

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

# Course Numbering

1000-4999 Undergraduate Courses

5000-9999 Graduate Courses

# Credit Hour Definitions

## 16-Week Courses

One semester credit hour equals one hour of direct instruction plus two hours of outside-of-class work per week over 15 weeks, totaling 45 hours of student time.

## 8-Week Courses

One 8-week session credit hour equals two hours of direct instruction plus four hours of outside-of-class work per week over 8 weeks, totaling 48 hours of student time.

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

# Grades

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

- A minimum 2.0 cumulative GPA\*,
- Total program credit hours, and
- General education credits.

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

If you believe that your performance is not on track to meet these requirements, you should make an appointment to see your instructor or Academic Advisor.

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

Student grade reports list the courses, the grade for each course, the GPA for the semester, and your cumulative GPA.

# Grade Definitions

## A = Outstanding Achievement

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

## **B = Commendable Achievement**

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

## **C = Acceptable Achievement**

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

## **D = Marginal Achievement**

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

## **F = Failing**

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

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

### **STANDARD UNDERGRADUATE GRADING SCALE**

A	= 93-100%
A-	= 90-92%
B+	= 87-89%
B	= 83-86%
B-	= 80-82%
C+	= 77-79%



C	= 73-76%
C-	= 70-72%
D+	= 67-69%
D	= 63-66%
D-	= 60-62%
F	= 0-59%

**STANDARD GRADUATE GRADING SCALE**

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

**STANDARD DOCTORATE GRADING SCALE**

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

**GRADING SYSTEM**

**GRADE POINT  
VALUE  
GRADE PER SEMESTER  
CREDIT**

A	= 4.0 points
A-	= 3.7 points
B+	= 3.3 points
B	= 3.0 points
B-	= 2.7 points
C+	= 2.3 points
C	= 2.0 points
C-	= 1.7 points
D+	= 1.3 points
D	= 1.0 points
D-	= 0.7 points
F	= 0.0 points (failure)

**GPA IS NOT COMPUTED FOR THE FOLLOWING GRADES:**

CR = Credit  
 (Undergraduate  
 = C or better;  
 Graduate = B  
 or better)

=  
 EL Nontraditional  
 Credit

= Articulation  
 R Credit

S = Satisfactory

T = Test Credit

=  
 U Unsatisfactory

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

AU = Audit

I = Incomplete

NC = No Credit

= Progress  
(Coursework  
PR extends beyond  
the end of the  
semester)

W = Withdrawal

The cumulative GPA is calculated by determining the quality points for each course completed (grade points multiplied by credit hours; e.g. an "A" or 4.0 grade in a 3-semester-hour course yields 12 quality points). All quality points earned are divided by the total credit hours attempted for all semesters at Baker College.

## **Auditing a Course**

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

## **Incomplete Grade Policy (Excluding Work, Clinical, or Field Experience Courses)**

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

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

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

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

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

1. The coordinator\* of the work or field experience informs the instructor that an Incomplete (I) grade should be assigned when a work or field experience site becomes unavailable.
2. The experience coordinator informs the instructor that an Incomplete (I) grade should be assigned because you are unable to complete the required hours within the time frame of the registered course.
3. You have completed 80% of the total coursework and have a chance of earning a passing grade.
4. You and your instructor must sign a contract that clearly states the requirements to be completed and the due date for completion of each requirement. The due date may not exceed the last day of the following semester.

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

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

## Grade Changes Policy

A grade change cannot be processed after the completion of the following semester or after you have been cleared for graduation.

## Undergraduate and Graduate Honors

### The President's List

Students who earn a 4.0 GPA during a semester in which 6 credit hours or more were completed will be placed on the President's List.

### The Dean's List

Students who earn a 3.5 to 3.99 GPA during a semester in which 6 credit hours or more were completed will be placed on the Dean's List.

## Academic Standing - Undergraduate

ACADEMIC STANDING	COLLEGE CRITERIA	FEEDBACK/ADVICE
Good Standing	You must have a cumulative GPA of at least 2.0 to graduate from any program.	Congratulations! You are in good academic standing.

Academic Probation	If your cumulative GPA, which is calculated at the end of each semester, falls below 2.0, you are placed on Academic Probation	To regain good academic standing, you must ensure both your semester GPA and cumulative GPA meet or exceed a 2.0.
Continued Probation	If your semester GPA during the probationary semester is a 2.0 or above, but your cumulative GPA is below a 2.0, you will remain on academic probation with the notation of Continued Probation on your transcript.	To regain good academic standing, you must ensure both your semester GPA and cumulative GPA meet or exceed a 2.0.
Academic Suspension	You will be placed on Academic Suspension if any of the following is true: <ol style="list-style-type: none"> <li>1. You fail all credit bearing courses in the first semester.</li> <li>2. You earn a semester GPA below 2.0 while on Academic Probation.</li> </ol>	Consideration for re-enrollment will be given only after both of the following have been met: <ol style="list-style-type: none"> <li>1. An absence of at least one semester, and</li> <li>2. Approval of petition for re-enrollment by the Director of Student Affairs.</li> </ol> If you are living in Baker College housing at the time of Academic Suspension, you must reapply to be considered for readmission to College housing.
Academic Dismissal	If you fail to earn a cumulative 2.0 GPA and you were previously suspended during any prior semester, you are Academically Dismissed.	You must not attend classes at Baker College for four years. You must then apply for and be granted academic amnesty.

## Academic Standing - Graduate

ACADEMIC STANDING	COLLEGE CRITERIA	FEEDBACK/ADVICE
Good Standing	You must have a cumulative GPA of at least 3.0 to graduate from any program. To remain in good academic standing, you must meet or exceed the minimum GPA listed on the step scale below: <p>1-9 attempted hours: 2.75  10-18 attempted hours: 2.87  19+ attempted hours (up to graduation): 3.0</p>	Congratulations! You are in good academic standing.

Academic Probation	If your cumulative GPA, which is calculated at the end of each semester, falls below the step scale listed above, you are placed on Academic Probation.	To regain good academic standing, you must ensure both your semester GPA and cumulative GPA meet or exceed what is required in the step scale.
Continued Probation	If you attain the required GPA based on the step scale above during the probationary semester, but your cumulative GPA is still below the step scale, you will remain on Continued Probation.	To regain good academic standing, you must ensure both your semester GPA and cumulative GPA meet or exceed what is required in the step scale.
Academic Suspension	You will be placed on Academic Suspension if you earn a semester GPA below what is required on the step scale while on Academic Probation.	Consideration for re-enrollment will be given only after both of the following have been met: <ol style="list-style-type: none"> <li>1. An absence of at least one semester, and</li> <li>2. Approval of petition for re-enrollment by the Director of Student Affairs.</li> </ol>
Academic Dismissal	If you fail to earn a cumulative GPA based on the step scale above and you were previously suspended during any prior semester, you are Academically Dismissed.	Academic dismissal is final and cannot be appealed.

## Academic Amnesty: Fresh Start Program

Academic Amnesty is available to undergraduate students in poor academic standing who have not attended Baker College for at least four years and allows them to resume their college education with a clean record. (See the Academic Standing section in this Handbook.)

If you are approved for amnesty all previous grades will be excluded from computation of your GPA. Courses passed with a C or better will count as a credit grade for program requirements and graduation. All courses and grades will remain on your transcript with a notation of Academic Amnesty on the transcript. Academic Amnesty can be used only once. Requests must be made upon re-entry. Approval for Academic Amnesty must be received prior to the start of the semester in which you return. Once you are granted Academic Amnesty, your permanent record cannot be changed.

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

## Readmission and Re-entry

**Undergraduate Students:**

- **Re-entry Application:** If you've been away for three or more semesters, you'll need to fill out an electronic Re-entry Application.

**Graduate Students:**

- **New Application:** If you've been away for three or more years, you'll need to submit a new application.

**General Info:**

- **Current Requirements:** You must meet the latest admissions and curriculum requirements.
- **Program Changes:** If your old program isn't available, you'll need to choose a new one.
- **Transcripts:** All your previous courses and grades will stay on your transcript and count towards your cumulative GPA.
- **Additional Requirements:** Some programs might have extra steps to re-enter.

## Program Changes

If you are considering a program change, you must request a change through your Academic Advisor.

## Program Name Change/Curriculum Update

If Baker College changes the official name of a program, with no curriculum or content change, students will be transitioned to the new program name.

## Academic Resources

### Bookstore

### Bookstore Ordering

Our Baker College bookstores are managed by Barnes & Noble. You can place bookstore orders at [baker.bncollege.com](http://baker.bncollege.com).

### Refunds and Exchanges

Barnes & Noble College maintains a refund policy developed with students' welfare in mind. The standard refund policy is as follows:

### Textbooks

- For textbooks purchased at the one of our bookstores, refunds will be issued to the original payment method, provided they are returned within the first week of classes and in original condition with the original receipt.

- Within 30 days of the first day of classes, textbooks accompanied by a valid proof of add/drop and the original receipt will be refunded.

## **Electronics**

- Refunds for electronics are available within 14 days of purchase, given they are returned in original condition with the original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics can be exchanged for the same item if defective but are not eligible for refunds.

## **All Other Merchandise**

- Refunds for other merchandise purchased at the bookstore are issued any time during the semester, provided they are returned in original condition with the original receipt.
- Returns without a receipt will result in store credit issued at the current selling price.
- Certain items are not eligible for refunds or exchanges, including food and beverages, unwrapped loose-leaf books, activated e-books, custom course materials, outlines, study guides, school guides, magazines, and prepaid cards.

## **Academic Resource Center (ARC)**

### **Library Services**

At Baker College, our libraries are dedicated to fully supporting the educational pursuits of our students, faculty, and staff. We accomplish this by providing a wide range of services and resources designed to enrich learning experiences and foster academic achievement. Here's what our libraries provide:

### **Library Website**

- Explore [guides.baker.edu/onlineresources](https://guides.baker.edu/onlineresources) for easy access to our online resources.

### **Research Assistance**

- Receive personalized support from librarians for assignment-focused help.
- Access online research assistance during the day, evening, and weekends.
- Get guidance on APA format.

### **Online Resources**

- Access full-text articles from over 100 databases.
- Explore a collection of over 70,000 searchable ebooks.
- Utilize over 100,000 ejournals.
- Access streaming media covering course-related subjects, available 24/7.



## Faculty Support

- Participate in virtual and in-person library instruction sessions for courses.
- Schedule course visits for tailored support.
- Receive assistance with faculty research.

## Onsite Materials

- Browse through our collection of books, journals, DVDs, CDs, and audiobooks.
- Utilize our research and study spaces for individual and group study.
- Access computers and printing facilities.

## Ask Us

- Visit [askus.baker.edu](http://askus.baker.edu) for assistance.
- Fill out the form on the right for reference assistance.
- Explore our knowledgebase of previously answered questions.

## Research Guides

- Visit [guides.baker.edu](http://guides.baker.edu) to find program and course-specific resources including electronic books, authoritative websites, searchable keywords, topic ideas, focused database choices, journal articles, and academic video suggestions.

## Additional Services

- Receive technical assistance and troubleshooting for online resources.
- Utilize our interlibrary loan services to access materials we don't have in our collection.

## Tutoring Services

Tutoring Services at Baker College are dedicated to nurturing academic growth and excellence among our students. We provide professional tutoring across various subjects to support your learning journey. Our tutoring sessions come in two formats:

### Online Asynchronous Sessions

- If you're unable to meet in real-time, simply upload your document, and our tutors will provide feedback within 24 hours. When scheduling this session, make sure to upload the draft you need assistance with.

### Online Live Synchronous Sessions

- Prefer face-to-face interaction, even virtually? Opt for a synchronous session, where you'll collaborate with a tutor in real-time via Zoom. Utilize audio, video, and chat, as well as the whiteboard for effective communication and learning. Click on your tutor's Zoom link during the scheduled session time to join.

Whether you seek support in time management, understanding concepts, improving writing skills, or overall academic enhancement, Tutoring Services is here to guide you towards success in your academic and professional endeavors. For information regarding a tutorial appointment, please visit Baker College Tutoring Services.

To book a tutoring appointment, visit Tutoring Appointment.

## Career Resource Center

The Career Resource Center at Baker College serves as a central hub for a wide array of career-related services tailored to both students and alumni. Our mission is to educate, advise, and facilitate connections to empower individuals in achieving their career aspirations. Here's what we offer:

- **Lifetime Employment Assistance:** We provide ongoing support to students and alumni throughout their professional journey.
- **Handshake Platform:** Utilize Handshake, our online recruiting platform, where employers connect with opportunities tailored to our students and alumni.
- **Career-Related Training:** Access training and skill development sessions covering workplace success, professional branding, interviewing techniques, and job search strategies.
- **On-Demand Career Readiness Tools:** Explore a wealth of resources including resume and cover letter assistance, interviewing tips, networking guidance, salary negotiation support, and personalized career coaching by our dedicated Career Services team.

### Career Coaching

Our Career Services staff members offer personalized one-on-one assistance to guide students and alumni through every stage of their career search. Services include:

- **Resume and Cover Letter Development:** Receive expert assistance in crafting compelling resumes and cover letters tailored to your goals.
- **Job Opportunity Identification:** Explore job opportunities suited to your skills and aspirations.
- **Mock Interviews:** Prepare for interviews through targeted practice sessions.
- **Online Professional Branding:** Enhance your online presence to attract potential employers.
- **Networking Development:** Build valuable connections within your desired industry.
- **Salary Negotiation:** Learn effective negotiation strategies to secure competitive compensation packages.

For more information or to connect with a Career Services staff member, visit the Career Resource Center. We're here to support you in every step of your career journey.

## Employment Assistance

The Career Resource Center is here to support both current students and alumni in their pursuit of employment and work experience opportunities. Through our services, students and alumni can leverage:

- **Handshake Platform:** Utilize Handshake to explore approved employers, apply to available job openings, and access a wealth of career resources tailored to your needs.

Whether you're a current student or an alum, we're dedicated to helping you navigate the job market and find opportunities aligned with your career goals.

# Work Experience Courses

## Undergraduate Work Experience Courses

At Baker College, we offer work experience courses that give you a chance to earn academic credit while gaining practical, supervised work experience. These experiences happen in various settings-businesses, industries, government agencies, and other organizations.

Here's what you need to know:

- **Purpose:** Work experience courses are all about preparing you for the transition from classroom learning to the real world of employment. They also help you better understand the field you've chosen to enter.
- **Who Participates:** If you're in an associate or bachelor degree program, you'll likely participate in internships after completing most of your major core courses.
- **Career Focus:** These courses are career-oriented and directly related to your program of study.
- **Valuable Experiences:** The experiences you gain are valuable-they'll help you build the skills and knowledge necessary for related jobs.
- **Current Job:** If it makes sense, you may even be able to fulfill your work experience hours with your current employer.

So, think of work experience courses as stepping stones toward your future career. They're like a bridge between what you learn in class and what you'll do out there in the working world!

## Health Insurance Coverage for Work Experience Courses

Any medical expenses that may occur during your work experience will be your responsibility to cover. As a health science student, you will need to have health insurance for your clinical/work experiences, as some of the clinical sites will not accept students without health insurance coverage.

## Student Resources

### Laboratories

Baker College provides labs for students to work on projects and practice using equipment. These labs include computer rooms, technical labs, health science rooms, and the Academic Resource Center.

You can find the open lab schedule in your course syllabus, from your instructor, at the Academic Resource Center, or in the academic/administrative offices.

Note: Labs might be restricted to students enrolled in specific courses that need lab time. Remember to bring your student ID, as it may be checked during open lab hours. Lab schedules can change each semester.

## Campus Safety

The mission of the Campus Safety department is to preserve, protect and defend people and property, while respecting the rights of all people on the Baker College campuses.

At every Baker College campus, we aim to maintain a safe environment for students, employees, and guests. Campus officials maintain a close working relationship with local law enforcement agencies, and the College encourages and enforces all College, local, state, and federal laws and rules of conduct. This includes banning drugs, weapons, violence, threats, vandalism, and being under the influence of drugs or alcohol.

## **Campus Annual Security Reports (ASR)**

The Campus Safety Department prepares an Annual Security Report for Baker College, which is available here, on our Campus Safety Web page, or in the links in the Disclosures section of this Handbook.

## **Alcohol and Drug Prevention**

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

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

## **Standards of Conduct**

Baker College is a drug-free and alcohol-restricted institution. We believe that drugs and alcohol are not helpful for your education. Students and employees must follow all federal, state, and local laws.

The unauthorized use of alcohol on any Baker College-owned or leased property or during a College-sponsored activity is strictly prohibited (unless approved by the president or their designee). Violations will result in immediate disciplinary action up to and including expulsion.

If you live in the Residence Hall and are of legal drinking age, check the Residence Hall Student Handbook for specific rules.

## **Health Risks**

Using alcohol and drugs can cause many health, behavior, and social issues. These include:

- Acute health problems related to intoxication and overdose
- Physical and psychological dependence
- Interference with memory, sensation, and perception
- Permanent brain damage or death
- Long-term health issues, diseases, and mental health problems
- Problems with pregnancy
- Risky and violent behavior, accidents, and poor academic or work performance.

# Legal Sanctions

The following laws are strictly enforced by Baker College Campus Safety departments and local law enforcement agencies:

## Federal Law

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, Student Resources as well as other related federal laws, the penalties for controlled substance violations include:

- Incarceration or fines
- Forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircraft, and any other property)
- Ineligibility to possess a firearm
- Ineligibility to receive federal educational benefits (such as student loans and grants)

## State Law

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. For example, under current Michigan state law, "a person shall not knowingly or intentionally possess or distribute a controlled substance." If an individual is found guilty of a violation of the state law, he or she may be subject to large fines and imprisonment.

If you're under 21, you may not "purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor or have any bodily alcohol content." Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out-of-pocket expenses related to required substance abuse screenings.

## Local Laws

Local laws can be different depending on the county, but they usually consider these actions as violations:

- Drinking alcohol in public places
- Possession and use of alcohol by minors
- Having uncapped liquor in passenger compartments of a vehicle
- Breaking any substance abuse laws

Penalties can range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment.

## Institutional Sanctions

Distributing, possessing, carrying, using, or being under the influence of illegal drugs on any Baker College-owned or leased property or during a College-sponsored activity is strictly prohibited and will be cause for disciplinary action up to and including expulsion from all campuses.

Possessing, carrying, using or being under the influence of alcohol on Baker College premises will be cause for disciplinary action up to and including expulsion from all campuses. Possession or use of alcohol is restricted to housing residents of legal drinking age within their housing unit (See Residence Life).

If you violate either the drug or alcohol policy, you will face immediate disciplinary action which may include:

- A verbal or written warning
- A behavior contract
- Change in student housing or academic schedule
- Dismissal from student housing or suspension/expulsion from the College

For employees, a violation of either the drug or alcohol policy will result in immediate disciplinary action which may include:

- Transportation changes/restrictions
- Changes in work assignment/location
- Suspension or termination of employment

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

In all cases, if an investigation finds it's more likely than not that a violation of the policy occurred, you will face disciplinary action.

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

If you're convicted of possessing or selling illegal drugs while receiving Title IV funds, you will lose your eligibility for federal grants, loans, and work-study. This ineligibility starts from the date of your conviction and ends after the following:

### **Possession Offenses**

First offense: ineligible for one year  
Second offense: ineligible for two years  
Third offense: ineligible indefinitely

### **Sale of Controlled Substance Offenses**

First offense: ineligible for two years  
Second offense: ineligible indefinitely

If your financial aid eligibility is suspended due to a drug conviction, you resume eligibility by completing an approved drug rehabilitation program. This program must meet the following criteria:

- Include at least two unannounced drug tests
- Be qualified to receive funds from federal, state, or local governments, or from a federal or state-licensed insurance company, or
- Be administered or recognized by a federal, state, or local government agency or court, or a federal or state licensed hospital, health clinic, or medical doctor

## **Drug and Alcohol Prevention Program**

- **Annual Programs:** Every year, Baker College offers programs about the issues related to drug and alcohol abuse.
- **Campus Info:** Each campus may provide extra information on these issues.

- **Request More Info:** If you want more details, you can ask the Campus Safety department.
- **Orientation Sessions:** During orientation, students living in residence halls will attend a session on the dangers of drugs and alcohol, provided by Campus Safety and Residence Life.
- **Online Training:** All currently enrolled students, faculty, and staff must complete an online drug and alcohol prevention training each semester. This training is sent via email by the Human Resources Department and is offered by an external vendor.
- **Employee Benefits:** Full-time employees have access to counseling services, and any referrals will be kept confidential.
- **Local Resources:** Each campus has local resources to help with drug and alcohol problems.
- **Full Program Details:** You can find the complete Drug and Alcohol Abuse Prevention Program at [baker.edu/safety](http://baker.edu/safety).

## Biennial Review

- **Review Schedule:** Prior to March 30th during even calendar years, Baker College will review its Drug and Alcohol Abuse Prevention Program (DAAPP).
- **Who Reviews:** The review is done by the Baker College System Vice President for Human Resources and the System Campus Safety Coordinator.
- **Approval and Implementation:** The System President approves the review and any recommendations, which are then implemented for the fall semester.
- **What's Included in the Review:** The biennial review will include a description of the research methods and data analyses used to determine the effectiveness of the program and the consistency of its enforcement strategy.
- **Evaluation Purpose:** To ensure the successful achievement of the policy/program objectives.

### Evaluation Process:

#### 1. Process Evaluation:

- **Purpose:** To monitor the progress of the policy and program implementation to see if any changes are needed to meet stated objectives.
- **Data Reviewed:**
  - Annual Security Report (ASR) data
  - Programs administered at each campus
  - Policies and procedures
  - The number and type of disciplinary actions against students and staff
  - Notifications sent to students and staff to ensure adherence to the notification policy

#### 2. Outcome Evaluation:

- **Purpose:** To see how well the campus alcohol and drug policy and prevention programs are working, determine alcohol and drug-related trends, and suggest ways to make the policies and programs more effective.
- **Data Reviewed:**
  - Annual review of the survey data collected through the external vendor's drug and alcohol prevention training program
  - Semester Campus Safety reports of alcohol and drug-related incidents on campus
  - Follow-up on disciplinary actions taken against students

**Availability:** A copy of the biennial review is kept by the System Vice President for Human Resources and the System Campus Safety Coordinator, and is available upon request.

## Smoking

In alignment with our student-centered approach, Baker College prioritizes your health and well-being! As part of our commitment to your success, our campuses are designated as smoke-free/tobacco-free, encompassing electronic tobacco/vaping devices and tobacco-simulating products. This policy applies to all areas of the campus, including grounds, buildings, and parking lots. Smoking is permitted solely within enclosed personal vehicles or off-campus premises. Any student found violating these policies will be subject to disciplinary measures.

## Children on Campus

Our commitment is to prioritize the safety and well-being of our students. If a parent/guardian needs to conduct College business, drop off an assignment, or any related activity, children are welcome to accompany them inside the building. However, for activities such as attending class, studying, utilizing library resources, or participating in other academic engagements, children are not permitted on campus. Additionally, for their safety, children should not be left unattended anywhere on campus. Please note that College resources, including computers and printers, are reserved exclusively for student use.

## Emergency Procedures

In case of fire, an alarm will sound. You will be required to leave the building immediately, proceeding to a designated area at least 100 feet from the building. Make sure you check the posted evacuation information and routes in each classroom. During a fire evacuation, remember that elevators will not work and you must use the stairs. Window exits should not be used unless doorways are blocked. Doors and windows should be closed when leaving the room.

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

## Fire Drill Policy

### **Purpose of the Fire Drill Policy**

The purpose of the fire drill policy is to prepare everyone for safely leaving the building during a fire or other emergency.

### **What Fire Drills Help With:**

- **Knowledge Check:** Making sure everyone knows the drill procedures, where the fire exits are, and what the fire alarm sounds like.
- **Alarm Check:** Finding any issues with the fire alarm system.
- **Evacuation Check:** Monitoring the evacuation of the building.
- **Timing:** Seeing how long it takes to evacuate the building.

## Responsibilities

### **Campus Safety Director or Facilities Director**

These are the responsibilities of the Campus Safety Director or Facilities Director in regards to our Fire Drill Policy:



- **Annual Drills:** Make sure each occupied building utilized by Baker College has at least one preplanned fire drill every academic year.
- **Residence Hall Drills:** Ensure each residence hall/dormitory has three fire drills per academic year:
  - One in the fall semester (within 21 days of classes starting)
  - One in the spring semester
  - One in the summer semester
  - One of these drills must happen between sunset and sunrise.
  - All fire drills must be done when school is in session.
- **Staff Training:** The Fire Prevention Code, PA 207 of 1941, Section 29.19a requires that all instructional staff be trained in fire drill procedures before the beginning of each academic year. The Campus Safety Director or their designee will conduct this training prior to the fall semester. This training will also be provided to all new faculty at new faculty orientations held throughout the year.

## Faculty

These are the responsibilities of Baker College faculty in regards to our Fire Drill Policy:

- **Communicate Policy:** Faculty will explain the fire drill and evacuation rules to students.
- **First Day Info:** On the first day of class each semester, faculty will educate students on the following. This information will also be included in their syllabi and posted near each classroom door.
  - **Escape Routes:** Identify the quickest escape routes from their classrooms, along with a secondary route in case the primary routes are inaccessible.
  - **Meeting Spots:** Point out where to meet outside to make sure everyone is safe.
  - **Help for Disabilities:** Faculty will make sure emergency personnel are aware of people with disabilities that may need help. In multistory buildings, people with disabilities should be directed to fire-protected stairwells (areas of refuge) to wait for help if they can't use the stairs.
- During a Fire Alarm, faculty will follow the fire alarm evacuation procedure:
  1. **Evacuate:** Leave the building.
  2. **Assemble:** Meet at the designated spot outside.
  3. **Report:** Faculty will tell Campus Safety or emergency personnel if anyone is missing or injured.

## Building Occupants

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

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

## Emergency Personnel

If there's an emergency, Campus Safety and facilities personnel, along with any other first responders who arrive, are designated as Emergency Personnel.

- They'll conduct thorough searches of the buildings to make sure everyone has left safely.
- Once it's safe, they'll give the all-clear signal, letting you know it's okay to return to the buildings.

Note: During a real emergency, the on-scene fire commander will give an "all clear" when it's safe to re-enter the building. Campus Safety and/or facilities personnel will communicate this information to you at the scene.

## **Reporting Requirements**

If you find that a fire alarm system isn't working properly, report it to facilities personnel so they can take immediate action to fix it. Your safety is our priority, so it's important that all safety systems are fully functional.

Additionally, records of all drills will be kept by the Campus Safety Director or their designee. This helps us track our preparedness and ensures that everyone is familiar with the procedures in case of an emergency.

## **Non-Compliance**

Your safety is our top priority at Baker College. According to the National Fire Protection Association Standard NFPA 1 Fire Prevention Code, Section 3.2.2, "drills shall include suitable procedures to ensure all persons subject to the drill participate." During fire drills, it's essential that everyone participates to ensure our campus remains a safe environment for all.

If, for any reason, you fail to comply with fire drill procedures, Campus Safety may need to escort you out of the building. We take these drills seriously to protect everyone on campus.

For employees who don't comply with fire drill procedures, incidents will be reported to their immediate supervisor for further review and corrective action. Similarly, for students who don't follow the procedures, incidents will be reported to the Director of Student Affairs for appropriate action. Your cooperation during fire drills ensures the safety of our entire community.

## **Medical Emergencies**

Your safety and well-being are our priority at Baker College. We've put policies in place to ensure our campus environments are safe, comfortable, and orderly for everyone. Our Campus Safety staff and other trained personnel are equipped to provide first aid and use automatic external defibrillators (AED) if needed. Bystanders who wish to apply first aid do so at their own risk.

If you're ever in need of medical attention, whether it's for an illness, injury, or accident on campus, we will immediately notify Campus Safety and make every effort to get the help you need as quickly as possible.

Please note that if you contract a contagious disease, we may ask you to refrain from attending classes until you present doctors' statements that you're no longer infectious. It's important for all Baker College students to stay up-to-date with their immunizations as recommended by the Michigan Department of Health and Human Services.

## **Substance Abuse Referrals**

If you're struggling with drug and alcohol-related issues, support is here for you at Baker College. You can find resources by reaching out to the OneStop Office. Rest assured, any referrals made will be kept confidential to protect your privacy.

## **Personal Concerns Referrals**

If you're dealing with personal concerns, know that individual assistance and referrals to outside agencies are available for students at Baker College. You can find resources by reaching out to the OneStop Office. Remember, any referrals made will be kept confidential to respect your privacy.

## **Parking**

As a student at Baker College, you'll find plenty of free, paved, and well-lit parking spaces available. Some spots are reserved for specific groups like handicapped drivers, campus visitors, and College employees, and these areas are clearly marked. Handicapped parking operates on a first-come, first-served basis. Remember, parking illegally in restricted areas may result in fines or parking tickets. Baker College has the authority to revoke parking privileges or tow vehicles of repeat offenders. Make sure to adhere to posted speed limits on campus.

Parking lots are accessible whenever the College is open for business or classes. If you leave your car in the College parking lots after 10:00 p.m., it's important to inform Campus Safety.

Residence hall students must have parking permits. If you plan to live in a residence hall, you can obtain a permit free of charge from Campus Safety.

## **Student Identification Cards**

As a student, you'll receive an identification card or mobile credential when you start at Baker College. To find out where to get your ID card, check in at the academic/administrative office. Remember to carry your student ID card whenever you're on campus. Campus Safety Officers have the authority to ask for College identification, ensuring everyone on campus has lawful business at Baker College.

## **Academic Policies**

### **Course Cancellation Policy**

The College reserves the right to cancel any course at any time. If a course you're enrolled in is canceled, you will be notified promptly and given an opportunity to enroll in another course.

### **Repeat Course Policy**

As a student, you have the option to repeat courses to improve your grades. The eligibility for financial aid for repeated courses depends on the type of aid:

- Federal financial aid may be available to help pay for a repeated course if your existing grade in the course is an F or W. If you received a passing grade (D- or better), financial aid may be used to repeat the course only once.
- State financial aid may be available for repeated courses until the minimum grade for your program is earned.
- Financial aid is not available for coursework completed in a previously earned certificate or degree program.

Prior to attempting a course for the third time, you'll need approval from an Academic Advisor. You may also be required to pay all related tuition and fees for a third attempt. When you repeat a course, the higher or highest of the

grades will be used in computing your GPA. However, all grades will remain on your official transcript and will be included in the Financial Aid Satisfactory Academic Progress calculation.

An attempt is defined as a course completion in which you are assigned a grade. Some programs may have exceptions to the third attempt policy based on licensing, accreditation, and standards, which may stipulate fewer attempts.

## **Withdrawal from a Course Policy**

### **Student-Initiated Withdrawal from a Course**

As a student, you have the option to withdraw from a course up to the end of the week before the final week of the course. To do so, you need to submit a notice of withdrawal using the "withdraw" option in MyBaker. The official withdrawal date, which determines tuition refunds, is the date you submit your withdrawal request through this option. If you need assistance with completing the withdrawal process, you can reach out to your Academic Advisor.

### **College-Initiated Withdrawal from a Course**

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

1. If you fail to engage academically during the first week of the course, you may be withdrawn. Remember, it's your responsibility to drop courses you don't plan to attend, and you'll be financially responsible for tuition charges if you don't drop/withdraw during the drop/add period.
2. If you're not progressing academically in the course, your faculty will submit an Early Alert (EA) and inform you of your status. All administrative withdrawals will be decided by the Director of Student Affairs (or designated official).
3. Violation of the Basic Principles of Student Responsibility Policy or other reasons determined on a case-by-case basis.

For College-initiated withdrawals, the official withdrawal date is when the withdrawal is requested by the faculty member or College official.

## **Medical Leave of Absence**

If you have a health condition, whether physical or psychological, which reaches a point where continuing participation in college becomes impossible, impractical, or unsafe to any member of the college community, the following policy applies. The Director of Student Affairs is responsible for the administration of this policy.

### **A. Voluntary Leave**

If you're facing challenges due to physical or psychological illness that are making it difficult to thrive at Baker College, or if the demands of college life are hindering your recovery or safety, you have the option to request a voluntary leave.

Here's how it works:

1. **Assessing the Need:** If you believe that taking time off would help, it's recommended to discuss your situation with College personnel like the Director of Student Affairs, Disabilities Specialist, program director or dean, or healthcare providers. They can help you determine if a leave would be beneficial.
2. **Duration of the Leave:** The length of your leave will be collaborative decision with you and Baker College based on the specific situation. Keep in mind that indefinite leaves aren't allowed, so there will be a specified time frame for your leave.

Taking a voluntary leave can provide you with the time and space you need to focus on your well-being without the pressure of academic responsibilities.

## B. Involuntary Leave

If there's a concern about your safety or the safety of the community, the College may place you on an involuntary leave of absence, but only under extraordinary circumstances. This would happen if there's strong evidence suggesting that you might pose a serious risk of harm to yourself or others due to physical or psychological illness. Additionally, if there's a significant risk that you might harm yourself based on an individual assessment, the process may also be initiated.

Here's how it works:

1. **Individualized Assessment:** When the College becomes aware of a health emergency or condition that makes it impossible, impractical, or unsafe for you to continue participating in college activities, they'll consult with relevant parties and review any supporting documentation, including recommendations from your healthcare provider, academic advisors, and possibly you or your guardian.
2. **Interim Action:** If safety is an immediate concern, the College may temporarily remove you from campus until a final decision about involuntary leave is made. You can appeal this interim action in writing.
3. **Considering Alternatives:** Before deciding on involuntary withdrawal, the College will explore other options, such as voluntary withdrawal, accommodations for any disabilities, or code of conduct contracts.
4. **Notice of Withdrawal:** If involuntary withdrawal is deemed necessary, you'll be withdrawn from all registered courses, and you'll receive a written notice outlining the decision and any interim actions taken.
5. **Appeal:** You have the right to appeal the decision for involuntary withdrawal by submitting a written appeal to the campus president within seven calendar days of receiving the notice.

## C. Financial Obligation

If you need to take a medical leave of absence, it's important to understand that this won't change your financial responsibilities. Tuition and fees remain subject to the College's refund policy and financial aid may be reduced as mandated by federal and state regulations. If your medical leave of absence lasts more than six months, student loans will enter repayment. If you have any questions about how this might impact you financially, don't hesitate to reach out to OneStop for assistance.

## Grade Appeal Process

If you believe that your final course grade is incorrect due to a clerical or calculation error, a decision that seems out of character in the context of the course, or if it doesn't align with the established grading criteria outlined in the course syllabus, you have the right to file an appeal. Make sure to provide evidence to support your claim. Keep in mind that

there are deadlines for each stage of the appeal process. If you don't file the required paperwork within 30 calendar days of the end of the semester in which the concern occurred, you won't be able to appeal. It's essential to meet all deadlines to ensure your appeal is considered.

## **Step 1:**

You'll need to discuss the concern in dispute directly with the instructor.

## **Step 2:**

If you're unable to resolve your concern with the instructor and you want to take it further, reach out to an Academic Advisor. They'll give you an Academic Appeal form.

After meeting with the advisor and getting the form, you will have 10 business days to complete and submit it, along with a detailed written document which summarizes the facts and data from your perspective. Make sure to meet the deadline for submitting the appeal and all supporting materials. If anything is missing by the deadline, your appeal will proceed without it. Once your appeal is received, the Academic Advisor will pass it on to the instructor.

The instructor will review your appeal and provide a written response within 10 business days. The Academic Advisor will then share this response with you. If your concern remains unresolved, the appeal will move to Step 3.

## **Step 3:**

The Academic Advisor will send the Academic Appeal form and any written documents to the Dean or their representative. Within 10 business days, the Dean or their representative will make a decision and send the appeal back to the Academic Advisor.

After the decision is made, the Academic Advisor will let you know. You'll have five business days from the notification to indicate, in writing on the Academic Appeal form, whether you accept the decision or if you want to move forward to Step 4.

## **Step 4:**

If you're not satisfied with the outcome of Step 3 and you want to take your concern further, the Academic Advisor will reach out to the chair of the judiciary council and send them all the documents. Within 15 business days of receiving your appeal, the council will meet to address your concern.

The council, chaired by the Director of Student Affairs or someone they appoint (who won't vote), will include two students, two faculty members who teach in programs different than yours, and a program director from a different division than the one related to your course.

You and your instructor can both speak to the council, but they won't consider any new documents. After they reach a decision, the chair will write a report and add it to your file. You'll get a copy within five business days. The council's decision is final, but you and your instructor can write responses that will also be included in your file. There won't be any more chances to appeal after this.

## **Attendance**

At Baker College, we don't take attendance, but that doesn't mean you don't have to participate. You must maintain academic activity. Here's what we mean by "academic activity":

- Physically attending class
- Assignment submission and/or completion
- Taking part in interactive tutorials or computer-assisted instruction
- Attending a study group assigned by your teacher
- Participating in online discussions
- Reaching out to your teacher if you need help with the class

If you need to be absent for an extended period of time, you'll need to provide your instructor with an explanation. Also, if your instructor believes that your absences have been excessive and unjustified, they might ask for you to be withdrawn from the course.

## **Course Reinstatement Following Withdrawal**

If you need to be reinstated into a course, the Director of Student Affairs will make the final determination, with or without faculty input.

## **Inclement Weather Procedures**

If there's an emergency causing Baker College to close, you'll find a notice on the website ([baker.edu](http://baker.edu)). Pay attention to whether day, evening, or all classes are canceled.

All students in the Baker College Emergency Notification System (ENS) will get updates through their Baker email, text messages, or recorded phone calls.

Remember: If the campus closes, students in off-site courses like work experiences or clinical rotations should go unless it's unsafe to travel. In that case, contact your site supervisor or College official to discuss your situation.

During class cancellations, keep up with your studies on Canvas for continued instruction.

## **Student Complaint Policy**

As a student, you have the right to file formal complaints about College matters if you feel that your rights have been violated. These formal complaints include grade disputes, equal opportunity complaints, Americans with Disabilities Act complaints, and harassment complaints. The following sections of this Handbook provide more information about specific policy and complaint procedures.

To file a complaint, you should follow the procedures outlined in the relevant sections of this Handbook. For grade disputes, you will use the grade appeal form. For all other complaints, you'll use the Baker College Concerns & Complaints Form. Your formal complaint must be specific, well-documented, signed by you, and delivered either by U.S. mail or as an attachment to an email. To be considered a "formal student complaint," your submission should include detailed information, such as relevant documentation, dates, locations, and witnesses.

Additionally, you must clearly state the remedy you're seeking or the reasonable steps you believe should be taken to resolve your complaints. Within 10 business days of receiving your formal, written complaint, the College will outline the steps it will take to address the issue.

<b>Specific Policy and Complaint Procedures</b>	
<b>Type of Complaint</b>	<b>Student Handbook Heading</b>
Grade Disputes	Grade Appeal Process (above)
Equal Opportunity Complaints	Equal Opportunity Policy Statement (below)
Harassment Complaints	Prohibited Harassment Policy (below)
Americans with Disabilities Act Complaints	Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (below)
Grievance Procedure for Complaints	Grievance Procedure for Complaints (below)
Anti-Bullying/Harassment Policy	Anti-Bullying/Harassment Policy (below)

If you have a complaint that Baker College hasn't addressed to your satisfaction, you can reach out to the Higher Learning Commission:

#### **Higher Learning Commission**

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

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

Fax: (312) 263-7462

Email: [info@hlcommission.org](mailto:info@hlcommission.org)

## **Email Correspondence**

Email is the main method of communication at Baker College. You will automatically receive a Baker email account, and all official messages will be sent to this address, regardless of any "preferred email address" you set when applying. Rules regarding email use can be found in our Acceptable Use Policy for Baker College Information Technology Resources below.

## **Baker College Student Printing**

Here's the information about the Baker College print system, designed specifically for you as a student:



- You have access to the Baker College print system to print, copy, and scan documents.
- Each semester, you receive a \$50 printing credit, which equals 500 black and white single-sided pages. (If you print in color, it will reduce the number of pages provided.)
- Keep in mind that duplex (two-sided) print jobs count as two printed pages.
- Your printing balance doesn't carry over from one semester to the next. You get a new balance each semester.
- If you use up your \$50.00 printing credit during the semester, you'll need to purchase additional printing credit to continue printing.
- Any prints you buy are nonrefundable and nontransferable.
- Your semester allotment of prints can't be exchanged for cash.

## Internet Account

As a registered student at Baker College, you automatically receive an Internet account that unlocks various resources and benefits to support your academic journey. This account is your gateway to essential tools and services:

1. **Email and Online Classroom Access:** Your account sets up your email and online classroom accounts, providing you with communication channels and access to course materials.
2. **Library Resources:** Gain access to restricted areas on Baker College's website, including a wide range of library resources to aid your research and studies.
3. **Software Downloads:** Enjoy the privilege of downloading certain software exclusively available to students, provided by the College to enhance your learning experience.
4. **My.Baker.edu Access:** Access my.baker.edu, your personalized student portal, where you can view grades, transcript information, billing details, and conveniently register for classes.

Your Internet account serves as a valuable resource hub, empowering you to navigate your academic endeavors effectively.

## Assessment at Baker College

At Baker College we collect various types of assessment data at the course, program, and institutional levels for the purpose of program planning and accountability.

As a student, you may be completing projects with rubrics, taking standardized exams, filling out surveys, or participating in other evaluation methods. The data collected through these assessments is crucial in helping us understand areas for improvement and refining our teaching and learning practices.

## Graduate Studies Academic Outcomes Assessment

As graduate students, you may be required to take standardized entrance, progress, or exit examinations as part of your academic journey. Additionally, your performance will be evaluated through various methods established by your course instructors and the Center for Graduate Studies.

Rest assured that your privacy will be respected throughout this process. The College will utilize the information gathered from these assessments to enhance programs for future students and evaluate the effectiveness of program delivery without compromising your privacy.

## Recording a Course Session

As a student, you have the right to audio record lectures or mini-lectures within your course sessions for personal use. However, it's important to inform your instructors before doing so. If you wish to video record course sessions for personal use, you must obtain authorization from your instructors beforehand.

## Diversity Statement

At Baker College, every building and classroom, whether on-ground or online, is a safe and respectful space for you and your fellow students, staff, and faculty. We celebrate diversity in all its forms:

- We welcome you, regardless of your age, background, beliefs, ethnicity, gender, gender identity, national origin, religion, sexual orientation, abilities, or any other visible or non-visible differences.
- We expect all members of our College community to uphold and demonstrate values of respect, inclusivity, and kindness.
- We encourage you to actively contribute to a culture of respect, acceptance, and inclusivity, ensuring that every person, including yourself, feels valued and supported.

At Baker College, we believe that embracing diversity enriches our community and enhances your educational journey.

## Equal Opportunity Policy Statement

At Baker College, we're committed to creating an inclusive and equitable environment for all students, faculty, and staff. Here's how we uphold our policy of non-discrimination:

- We do not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or any other protected characteristics in providing and administering educational programs, services, activities, employment, or recruitment.
- We affirm our commitment to equal employment and educational opportunities for all individuals, ensuring that recruitment decisions are made without discrimination based on any protected characteristics.
- We support transgender students and employees by allowing access to gender-specific facilities, such as restrooms or locker rooms, consistent with their gender identities. Additionally, we offer individual user options for students and employees seeking additional privacy.
- If you have any questions or concerns about our non-discrimination policy, you can reach out to the Vice President of Human Resources at 1020 S. Washington, Owosso, MI, 48867, or by phone at (989) 729-3955.

At Baker College, we're dedicated to fostering a welcoming and inclusive community where everyone can thrive and succeed.

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

At Baker College, we're committed to ensuring equal access and opportunities for all students, including those with disabilities. Here's how we comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA):

- We ensure that all new facilities are barrier-free and accessible to people with disabilities.
- Existing facilities are modified to make programs, classes, and activities accessible to individuals with disabilities.
- We make reasonable and appropriate adjustments and accommodations to provide a full educational opportunity for students with disabilities.
- When necessary, we provide auxiliary aids and services in a timely manner to ensure individuals with disabilities can effectively participate in and enjoy the benefits of our services, programs, courses, employment, or activities.

If you're a postsecondary student with a disability and require auxiliary aids, it's important to notify the College's academic counseling/advising office. You'll need to provide details about your disabling condition and assist the College in identifying appropriate auxiliary aids. This includes identifying your needs and giving adequate notice. When requesting auxiliary aids, you may be required to provide supporting diagnostic test results and professional prescriptions to the College.

## **Prohibited Harassment Policy**

At Baker College, we're committed to providing equal opportunities and fostering inclusive environments for all students and employees. Harassment based on race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics is strictly prohibited.

One example of prohibited harassment is sexual harassment, which includes: 1) Making unwanted sexual advances or requests for sexual favors, or any other verbal or physical behavior of a sexual nature, as a condition for employment or education; 2) Making employment or educational decisions based on whether someone accepts or rejects such behavior; and/or 3) Creating an intimidating, offensive, or hostile work or educational environment through such behavior.

If you believe you've experienced any form of prohibited harassment, it's important to speak up. You can report the alleged conduct immediately to the campus Director of Student Affairs. Sexual harassment may also be covered by Baker College's Title IX Nondiscrimination Policy.

Rest assured that any complaint will be taken seriously, and an investigation will begin promptly. Your privacy will be respected to the fullest extent possible throughout the process. If an employee or student is found to have engaged in prohibited harassment, they will face appropriate disciplinary actions, which could range from a warning in their file to termination or expulsion from the College.

We strictly prohibit any form of retaliation or discrimination against individuals who report harassment or participate in an investigation. We understand that determining whether prohibited harassment has occurred requires careful consideration of all evidence. We also acknowledge the serious impact that false accusations can have on innocent individuals. We trust that everyone in our community will continue to uphold our values of respect and professionalism, creating environments that are free of discrimination and harassment.

## **Examples of Sexual Harassment To Be Aware Of**

### **Verbal**

This includes sexual innuendos, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions made verbally.

### **Nonverbal**

Nonverbal sexual harassment involves making suggestive or insulting noises, leering, whistling, or making obscene gestures towards someone.

### **Physical**

Physical sexual harassment consists of unwanted physical contact such as touching, pinching, brushing the body, coercing sexual intercourse, or assault.

It's essential to recognize these behaviors as forms of sexual harassment and take appropriate action if you experience or witness them. Everyone has the right to feel safe and respected in their environment, free from any form of harassment.

## **Sexual Misconduct Policy Statement**

At Baker College, we're committed to ensuring that sex-based discrimination, including sexual harassment and sexual violence, has no place in our community. We want to make it clear that other acts, such as dating violence, domestic violence, and stalking, are also forms of sex-based discrimination and are strictly prohibited.

To address these issues comprehensively, we have established a plan that includes educational programs and procedures for reporting, investigating, and adjudicating cases of sexual assault, domestic violence, dating violence, and stalking. This policy applies regardless of where the incidents occur, whether on or off campus, and when they are reported to a Campus Security Authority.

Baker College prohibits domestic violence, dating violence, sexual assault, and stalking, reaffirming our commitment to maintaining campus environments that prioritize the dignity and worth of all members of our community.

If you'd like to review or obtain a copy of Baker College's policy on sexual misconduct, you can find it [here](#).

# Anti-Bullying/Harassment Policy

At Baker College, your safety and well-being are our top priorities. We want to ensure that both you and your fellow students feel protected from any form of bullying or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim. This can take various forms, including written, verbal, social, graphic, or physical gestures.

We have a strict policy against all types of bullying or harassment, whether it's written, physical, verbal, or psychological. This includes actions like hazing, gestures, comments, threats, or behaviors that cause or threaten bodily harm, instill fear for your personal safety, or lead to personal degradation. While teasing differs from bullying, it's important to recognize that repeated and harmful teasing can also be considered bullying. For example, constant criticism, work sabotage, or glaring are all potential forms of bullying tactics.

Bullying creates environments filled with fear and disrespect, which can greatly affect your physical and psychological well-being. Additionally, it hinders your ability to achieve your full potential. At Baker College, we're dedicated to creating environments where every student feels safe, respected, and empowered to thrive.

If you believe you've experienced bullying or harassment, it's important to report it right away to the campus Director of Student Affairs. All complaints will be promptly investigated, and confidentiality will be maintained to the fullest extent possible.

Any employee or student found to have engaged in bullying or harassment may face disciplinary actions, which could range from a warning in their file to termination or expulsion from the College. Retaliation or discrimination against an individual for reporting such incidents or participating in an investigation is strictly prohibited.

We understand that determining whether bullying or harassment has occurred requires careful consideration of all evidence. We also acknowledge the serious impact that false accusations can have on innocent individuals. We trust that everyone in our community will continue to behave responsibly and professionally, ensuring a positive and inclusive environment free of discrimination.

If you need to file a complaint, please complete the Baker College Complaint/Grievance form.

## Examples of Bullying or Harassment To Be Aware Of

### Verbal Bullying

This includes repeated comments made to or about a person, which can involve name-calling, intimidation, or humiliation. Verbal bullying often occurs when there's an imbalance of power between the bully and the victim. When verbal bullying is based on protected characteristics and creates a hostile environment, it may be considered unlawful harassment.

### Physical Bullying

This involves repeated physically aggressive actions towards someone, which could constitute assault, battery, or false imprisonment. Even if nobody reports it, physical bullying may still be happening.

### Social Bullying

Social bullying harms a person socially, often leading to their isolation. Examples include spreading rumors, staring, laughing, or shunning someone.

## **Cyber Bullying**

Using digital platforms like the Internet, social media, or cell phones to bully someone constitutes cyberbullying. It's important to recognize and address cyberbullying as it can have serious effects on the victim's mental health and well-being.

## **Other Forms**

Bringing or threatening baseless legal actions against someone to control or punish them is another form of bullying or harassment that should not be tolerated.

By understanding these examples, you can identify instances of bullying or harassment and take appropriate action to address them. Remember, everyone deserves to feel safe and respected in their environment.

## **Grievance Procedure for Complaints**

If you believe that Baker College has not properly followed the principles and regulations outlined in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), you have several options for filing a complaint.

### **Option I**

If you believe you have a valid grievance, you should first talk about it informally and verbally with the campus Director of Student Affairs, who serves as the designated campus EEO/AA/ADA Officer. After discussing your grievance, the Director will investigate the complaint and provide you with a response. If necessary, formal procedures may be initiated, following these steps:

#### **Step 1**

If you have a grievance, you'll need to submit a written statement, signed by you, to the campus Director of Student Affairs within five business days of getting a response to your informal complaint. The Director will then look into your grievance and respond to you in writing within five business days.

#### **Step 2**

If you're not satisfied with the decision made by the campus Director of Student Affairs, you have the option to appeal it. You can do this by submitting a signed statement of appeal within five business days of receiving the response from the Director of Student Affairs. The Dean of Students will then meet with everyone involved, come to a conclusion, and provide a written response to you within 10 business days.

If you need more information about the College's grievance procedure, just ask, and a copy will be provided to you.

## **Option II**

If you have a grievance or inquiry, you can contact the Office for Civil Rights, Region V, Department of Education, at any time. They're located at Room 700C, 7th Floor, 401 S. State St., Chicago, IL 60605-1202. They can help address any concerns you may have.

## **Title IX Nondiscrimination Policy**

Baker College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Baker College Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Baker College Title IX Coordinator is Voula Erfourth, Ph.D., Vice President for Student Success & Engagement and they may be reached at: 1020 S Washington St, Owosso, MI, 48867; or by email at [vpsse@baker.edu](mailto:vpsse@baker.edu); or by phone at 989-729-3406.

Baker College nondiscrimination policy and grievance procedures can be located in the Baker College Title IX Policy

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Baker College Title IX Policy

## **Code of Conduct**

### **Philosophy**

Baker College believes in providing a safe, respectful learning and working environment for all students and staff. At Baker College, the Code of Conduct is designed to help you learn and grow while also providing a framework for how things work here. When we interact with you, our goal is to help support the College's educational mission, guiding principles, and the outcomes we want for all students. Our process for handling conduct issues gives you chances to talk and think about what happened, all while reminding you to stay committed to the Basic Principles of Student Responsibility and other rules laid out in the Student Handbook. These documents show you the standards we expect from every student as part of the Baker College community.

### **Code of Conduct**

The Code of Student Conduct lays the groundwork for your behavior as a student, aiming to create a respectful and positive learning environment that values academic integrity. If you find yourself violating these rules, there's a process in place to address it. Additionally, the College has detailed the Basic Principles of Student Responsibility, an IT Acceptable Use Policy, and an Academic Honor Code to give you further guidance on how to conduct yourself. These policies are here to ensure that you and everyone else at the College know what's expected of you, promoting fairness and integrity across the board.

## **College of Health Science and College of Nursing**

Programs in the College of Health Science and the College of Nursing may have additional guidelines. Even though these programs still follow the general Code of Conduct, they might have their own specific expectations and consequences that are related to the industry or the program itself.

To find out more about what's expected of you in your specific program, make sure to check your program handbook. It'll have all the details you need to know about how you should behave and what might happen if you don't follow the rules.

## **Basic Principles of Student Responsibility**

At Baker College, we're dedicated to ensuring that everyone can study, learn, and live without feeling afraid, embarrassed, or disrespected. We want our community to be a place where all differences are embraced and everyone feels respected, comfortable, and like they are treated fairly.

Our rules and policies are designed to reflect these values. Enrolling at Baker College is a privilege, and we expect students to behave in a way that aligns with the College's mission, ideals, and educational goals.

Here's how we expect students to conduct themselves:

- Respect others' rights and property.
- Treat fellow students, faculty, and staff with kindness and respect.
- Help create a positive learning atmosphere.
- Provide honest and complete information on all required forms and documents.
- Refrain from the use of alcoholic beverages (except where allowed in student housing for students of legal drinking age).
- Follow all federal, state, and local laws.
- Refrain from any illegal possession, sale, or use of drugs, whether illegal or over-the-counter.
- Keep facilities and equipment clean and orderly.
- Adhere to all College policies and procedures.

If a student's behavior doesn't meet these expectations, the College will take disciplinary action.

On campus, the following actions can lead to discipline, including expulsion:

- Having, using, or displaying weapons, explosives, or hazardous chemicals
- Assaulting or threatening others
- Tampering with safety or security equipment
- Theft or vandalism
- Distributing, possessing, or being under the influence of drugs
- Arson or any attempt of arson



- Possessing or being under the influence of alcohol (except where allowed in student housing for students of legal drinking age)
- Interfering with Campus Safety Officers
- Being unwilling or unable to show your Baker College ID when requested by an authorized College official
- Failing to comply with requests or disciplinary measures given by College staff or authorities
- Bullying, stalking, harassing, or intimidating others
- Causing disruptions on campus or violating the Basic Principles of Student Responsibility
- Identity theft or use of another person's user ID and/or password
- Engaging in activities that create panic, disturb the peace, harm property, or put people in danger
- Obstructing or threatening to obstruct the free movement of people or vehicles, or the normal operations of the College
- Using abusive or offensive language, gestures, or electronic media
- Removing or tampering with College-owned equipment
- Running a business on College property or with the use of College equipment
- Using the College's name for personal advertising

We believe that by respecting each other and following these guidelines, we can create a positive and inclusive community where everyone can thrive.

## **Disclosure of Criminal Arrest**

If a student is arrested for a felony, whether it happens on or off campus, they may have to temporarily stop attending classes at the College. This suspension remains in place until the legal case is resolved. Once the legal process is over, the student can apply to return to the College if they wish.

Additionally, if a student is ever charged with or convicted of a felony while enrolled at Baker College, they are required to inform a College official about it. Failing to do so can result in immediate expulsion from the College.

## **The Conduct Process**

When a student violates the Code of Conduct, the student will receive notification of an Administrative Meeting. This notice will include the date(s) of the alleged behavior and request the student's presence to discuss the matter with Baker College personnel. During the Administrative Meeting, the College will present all available evidence and provide the student with the opportunity to either deny or accept responsibility for the alleged violation. College personnel will then make a determination regarding the student's responsibility, and appropriate sanctions will be issued if deemed necessary. For certain violations of the Code of Conduct, an alternative dispute resolution process may be available. In cases involving residence hall dismissal or expulsion from the College, the student may have the right to appeal the decision.

# Sanctions for Violating the Code of Conduct

The sanction for a violation of the Code of Conduct is at the discretion of the presiding College official. For each violation, one or more of the following sanctions may be imposed, and the student's refusal to acknowledge these sanctions does not nullify them. All Code of Conduct violations are recorded in the student's file and maintained by the Director of Student Affairs at the respective campus.

1. **Conduct Contract:** This document outlines the specific actions or behaviors that were inappropriate and the corresponding policy violations. It also delineates the consequences of any future violations, potentially including expulsion from the College.
2. **Educational Sanctions:** These measures aim to enhance the student's knowledge, comprehension, and personal development concerning their violation.
3. **Expulsion:** Immediate and indefinite termination of enrollment at Baker College, accompanied by a ban from all Baker College campuses.
4. **Restorative Measures:** These practices focus on rectifying wrongs and restoring relationships through dialogue. They may be utilized in resolving disputes between students or when a student breaches institutional policies, and can be combined with other sanctions.
5. **Suspension:** Specifies the duration during which a student is prohibited from accessing any campus. This sanction may also extend to College-provided housing where applicable.
6. **Verbal Warning:** A conversation between a College staff member and the student, detailing the inappropriate conduct and serving as a formal alert.

## Interim Measures

The College reserves the right to implement interim measures as deemed necessary to maintain a conducive learning environment and ensure the safety of students, staff, and faculty until the student's case is resolved. Interim measures may include, but are not limited to:

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

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

## Academic Integrity Philosophy

### Academic Honor Code

Integrity and honorable behavior are fundamental aspects of professionalism and citizenship, extending far beyond one's time at Baker College. They serve as the cornerstone for ethical conduct in today's ever-changing workplace.

Academic integrity is crucial for students to thrive in their academic endeavors and prepare for the demands of careers in our information-driven global society. To uphold this vision, Baker College has established an Academic Integrity Philosophy.

In promoting this philosophy, all members of the Baker College academic community—students, faculty, and staff—commit to upholding values of honesty, trust, and accountability. It is our collective responsibility to foster mutual trust and ensure that all ideas and work are respected. Even in challenging circumstances, members of our academic community strive for consistency and professionalism. Demonstrating academic integrity involves taking personal responsibility for one's work, making ethical decisions, and being accountable for one's actions and choices. In the pursuit of academic integrity, all members of our community must embody attitudes and behaviors aligned with three core ideals.

The three critical core ideals essential to academic integrity are as follows:

1. **Mutual Honesty, Trust, and Respect:** Education thrives on the exchange and sharing of knowledge and ideas. As learning is a collaborative endeavor, all stakeholders at Baker College bear a reciprocal responsibility to uphold honesty, trust, and respect within the academic community.
2. **Responsibility for Professional and Ethical Conduct:** Academic integrity requires individuals to make personal, ethical commitments and be accountable for their behavior and work. Upholding academic integrity necessitates the acceptance of responsibilities inherent in one's roles within the Baker College community.
3. **Fairness, Transparency, and Exemplary Behavior:** Fostering a culture of fairness requires ongoing dedication, sustained through consistent practice and unwavering professionalism, even in challenging circumstances. Students, faculty, and administration alike have the right to fair treatment and must work in each other's best interests while adhering to practices that promote exemplary conduct, impartiality, and transparency.

To support the Baker College Academic Integrity Philosophy, the Academic Honor Code provides a framework ensuring an ethical, honorable, and responsible environment for all students. The College mandates that all work submitted for credit must be the result of students' individual efforts. Acting honorably in an academic context encompasses more than mere honesty; academic dishonesty occurs whenever students compromise the institution's academic integrity or seek an unfair advantage over others. Lack of awareness of the College's honor code is not an acceptable excuse for prohibited conduct.

The following examples illustrate some instances of honor code violations, though the list is not exhaustive:

## Cheating

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

## Plagiarism

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

## **Other Forms of Academic Dishonesty**

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

## **Sanctions for Violating the Academic Honor Code**

### **Instructor Sanctions**

- Assignment Failure
- Course Failure

### **Institutional Sanctions**

- College Expulsion
- Revocation of Certificate or Degree

The determination of grades and a student's standing in the course rests entirely with the instructor. Instructors may consult College administrators for guidance in identifying, investigating, and assessing potential patterns of dishonesty and severity. Additional sanctions from the institution may be imposed for honor code violations.

Students are not permitted to withdraw from a course in which the consequence for violating the academic honor code is a course failure. Appeals regarding assignment or final course grades solely aimed at overturning an academic dishonesty decision or sanction cannot be pursued.

All students found in violation of the honor code must complete the Judicial Educator Module before registering for further classes. Records of violations are maintained in student records, and additional disciplinary measures may be enacted.

Appeals against academic honor code sanctions are not permitted.

## **Returning to Baker College After Expulsion**

Students who have been expelled from Baker College previously will have the opportunity to apply for readmission. After a period of four years or greater since the date of expulsion, a student wishing to return must submit an

application to the College, along with a personal written statement explaining the circumstances surrounding their expulsion, their experiences that have allowed them to grow following that time, and what actions they have taken to be successful at Baker College moving forward. This application will be reviewed by a Baker College committee composed of the Vice President of Enrollment, the Vice President of Student Success and Engagement, and/or the Dean of Students to determine whether or not a formerly expelled student may return.

# Acceptable Use Policy for Baker College Information Technology Resources

When you use Baker College's computers, software, email, and other technology tools, you're agreeing to follow certain rules. These rules are meant to protect everyone's privacy and keep our technology running smoothly. Whether you're a student, faculty, staff, or part of our community, you're expected to use these resources responsibly. They're here to support our education, services, and administrative work. So, remember to respect these guidelines when you're using Baker College's technology.

1. **Resource Overview:** Baker College provides a range of IT resources, including computers, data storage, mobile devices, networks, software, email services, electronic information sources, voicemail, telephone services, learning management systems, and other products and services.
2. **Ownership and Purpose:** These resources are the property of Baker College and are intended to support the institution's objectives, including education, services, community engagement, and administrative functions.
3. **User Base:** IT resources are made available for use by faculty, staff, students, and courtesy affiliates.
4. **Policy Purpose:** The Acceptable Use Policy is designed to safeguard Baker College and its stakeholders by ensuring privacy, confidentiality, and the overall integrity of IT resources. A robust IT environment is vital for fulfilling Baker College's mission and guiding principles.
5. **Agreement to Policy:** By utilizing Baker College resources, users agree to abide by the Acceptable Use Policy.

## Applicability

This policy applies to everyone who uses Baker College resources, including students, faculty, staff, guests, and courtesy affiliates. Whether you're on campus or accessing resources remotely, these rules are important to follow.

1. **Additional Rules on Campus:** Some resources on campus, like classrooms and business systems, may have extra rules in addition to this policy. These rules will always align with this policy and might add more requirements or responsibilities for you.
2. **Changes to Access:** Baker College can restrict or limit access to resources at any time, even without telling you beforehand or asking for your consent.
3. **How to Access the Policy:** You can find this policy on the website, in the handbook, or in the catalog. It's important to know and understand these rules to use Baker College resources responsibly.

## General Authorized Usage Overview

As a student at Baker College, you have access to various resources like computers, software, and online platforms to support your education and campus life. It's important to remember a few key points:

1. **Responsibility for User Activity:** Users are granted access to IT resources and are accountable for all actions taken with their user IDs. It is your responsibility to safeguard your passwords and prevent unauthorized access to your accounts.
2. **Prohibition of Inappropriate Use:** Any use of Baker College resources that inaccurately or inappropriately represents support or affiliation with products, services, or organizations without written approval is strictly prohibited.
3. **Personal Use at User's Risk:** Supplementary personal use of Baker College resources is permitted but done so at the user's own risk. The College does not guarantee the continued operation, support, or security of IT resources for personal use.
4. **Awareness of Policies and Regulations:** Users are expected to familiarize themselves with Baker College policies and regulations governing the use of resources before utilizing them.
5. **Respect for Privacy:** Users must respect the privacy of others, including their usage, content, and identities, while utilizing Baker College resources.
6. **Compliance with Laws and Policies:** Users are required to comply with state, federal, and local laws, as well as Baker College policies. Additionally, you must adhere to any rules and regulations set forth by third parties.
7. **Engagement in Safe Computing Practices:** Users are expected to engage in safe and responsible security and computing practices to uphold the integrity of Baker College resources.

These guidelines aim to ensure the appropriate and responsible use of Baker College resources while promoting a secure and productive computing environment for all users.

## Inappropriate Usage

The use of Baker College resources is subject to the following prohibitions and regulations:

1. **Private Business, Commercial Activities, Fundraising, or Advertising:** Unless approved in advance, using College resources for private business, commercial activities, fundraising, or advertising for non-College purposes is strictly prohibited.
2. **Adherence to Intellectual Property Laws:** Users must adhere to copyright, trade secret, patent, or other intellectual property laws and regulations when utilizing College resources.
3. **Prohibition of Unlawful Communications:** Engaging in unlawful communications, including threats of violence, obscenity, child pornography, or harassing communication, is strictly prohibited. Such behavior will be reported to the local police department and/or Campus Safety immediately.
4. **Unauthorized Access or Modification:** Unauthorized access, modification, copying, or deletion of users' accounts or resources, including files, is not allowed.
5. **Prohibition of Disruptive Behavior:** Users cannot use IT resources in a manner that disrupts the usage or activities of other users. This includes the introduction of malicious software or malware.
6. **Unauthorized Connectivity:** Unauthorized connectivity or access to Baker College resources is prohibited.
7. **Interference with Networking:** Interfering with the networking, including scanning, monitoring, intercepting, and altering network packets, is expressly prohibited.

8. **Restriction on Political Activities:** Baker College resources cannot be used to engage in partisan politics or promote/oppose ballot measures unless approved by the President/CEO.
9. **Proper Authority for Access:** Users cannot access Baker College resources without proper authority. This includes attempting to evade or circumvent user authentication or misrepresenting one's identity or affiliation.

These regulations are in place to ensure the appropriate use of Baker College resources and to maintain a secure and productive computing environment for all users. Violations of these regulations may result in disciplinary action.

## E-Mail and Electronic Communications

As a student at Baker College, it's important to understand the rules regarding email access:

1. **Access to Email:** Your access to Baker College email is a privilege, but it can be restricted, either partially or entirely, without warning and without your consent.
2. **Responsible Use:** Activities that strain the email or network facilities are against the rules. This includes sending chain letters or mass emails without permission.
3. **No Modifications:** You're not allowed to modify or forge any email information, including the header.
4. **Confidentiality Risk:** While we do our best to keep your emails private, we can't guarantee confidentiality. So, avoid sending confidential, personal, financial, or sensitive information through email.

## Social Media

At Baker College, we understand the significance of social media in our community. If you're interested in creating an official Baker College page or group, you need approval from the College. You can find the social media application on [my.baker.edu](http://my.baker.edu).

When you run an official page or group, you're representing Baker College. Therefore, you must follow the expectations and policies outlined below. Any violation of these policies, regardless of scale or visibility, will be addressed. Just like with offline violations of Baker College's Code of Conduct, disciplinary action may be taken. Any deviation from the policies, even if unintended, could lead to disciplinary action.

## Student Organizations

All registered student organizations and pages will be regularly monitored by campus and departmental staff to make sure they follow these policies and guidelines.

When creating a page or group, make sure the description includes the following statement: "This page/group is not operated by an official representative of Baker College and, as such, the posts and opinions expressed here do not represent the opinions or policies of Baker College. Baker College is not responsible for any content posted here."

## Expectations

These guidelines promote responsible and respectful online behavior:

1. **Respectful Interaction:** Treat others with respect, even if they don't reciprocate. Avoid making personal comments, criticisms, or attacks.

2. **Appropriate Language:** Ensure that all postings are free of inappropriate language or content, including ethnic slurs, personal insults, or obscenity.
3. **Avoid Controversial Topics:** Refrain from participating in inflammatory or sensitive topics, such as religious beliefs or political opinions, to maintain a positive online environment.
4. **Accuracy and Citations:** Be mindful of accuracy when sharing information and always cite reliable sources. Include links to any resources cited and promptly correct any mistakes.
5. **Stay Within Your Expertise:** Refrain from speaking outside your area of expertise. Direct questions to individuals who can provide accurate information.
6. **Long-term Impact:** Be aware that anything published online can have a long-lasting impact and may be accessible for many years, even if deleted.
7. **Respect Copyright Laws:** Respect all copyright and fair use laws when you share information online, including images or other content.
8. **Avoid Endorsements:** Do not provide endorsements or referrals for products or services on behalf of Baker College.
9. **Balance Academic and Personal Responsibilities:** Ensure that your online activities do not interfere with academic or personal responsibilities and maintain a healthy balance between online and offline activities.

## Safety and Privacy

1. Always prioritize your privacy and safety online. Make sure your privacy settings are configured to protect your personal information. Avoid sharing sensitive details online and never ask others for their personal information.
2. Keep all your passwords secure and unique; never share them with anyone or write them down. Avoid using the same password for multiple sites or accounts. Remember to log out of sites after use and avoid using auto-login features.
3. If you suspect that your password has been compromised, change it immediately. Contact the support department of the relevant site or service if you suspect your account has been compromised.
4. Notify the IT Solutions Center (via email at [itsc@baker.edu](mailto:itsc@baker.edu)) immediately if you believe your password or account has been compromised. Report any threatening or abusive posts made on student groups/pages to Campus Safety and the IT Solutions Center. Be sure to capture a screenshot of the post and username before deleting it.
5. Multi-Factor Authentication is required for accessing any information system. It is highly recommended to register multiple authentication methods to prevent losing access to your account.
6. Inactive accounts will be disabled, so make sure to use your accounts regularly to avoid deactivation.

## HIPAA and Social Media in Healthcare Settings

Baker College recognizes the importance of protecting the privacy of patients and confidentiality of their healthcare records under Health Insurance Portability and Accountability Act (HIPAA) regulations, particularly for students in healthcare settings. HIPAA regulations are intended to protect patient privacy and confidentiality by defining individually identifiable information and establishing how this information may be used, by whom, and under what



circumstances. Individually identifiable information includes any information that relates to the past, present, or future physical or mental health of a person that could be used to identify them. Students have the following responsibilities:

1. **Safeguard Patient Information:** Students in healthcare settings have specific responsibilities to safeguard patient information. They must protect the confidentiality of any information they encounter during treatments or interactions with patients.
2. **Limited Disclosure:** Patient information should only be disclosed to other members of the healthcare team when necessary for providing care, and with the patient's informed consent (unless legally required, or when failure to disclose information could result in significant harm).
3. **Social Media Awareness:** Students need to be aware of the potential consequences of disclosing patient-related information on social media platforms. Any violation of clinical affiliates' policies or relevant state and federal laws regarding patient privacy can have serious repercussions.
4. **Professional Standards:** Adherence to professional standards regarding patient privacy and confidentiality is paramount. Students must understand and comply with these standards in all aspects of their interactions with patient information, including social and electronic media.

## FERPA and Social Media in Educational Settings

The federal law that protects student privacy and records is called the Family Educational Rights and Privacy Act (FERPA). In the United States, educational records at public schools or schools that receive public funding fall under FERPA's jurisdiction. FERPA ensures the privacy of these educational records. Student teachers have the following responsibilities:

1. **Confidentiality:** If you're training to become a teacher, it's crucial to understand the importance of maintaining the privacy of educational records. As a future educator, you'll be entrusted with sensitive information about students and their families. It's your responsibility to keep this information confidential and to only use it for professional purposes.
2. **Professional Conduct:** It's essential to maintain professionalism both inside and outside of the school building. Avoid negative discussions about students, staff, or the school in any setting. Refrain from discussing students by name except when necessary for professional purposes. By respecting student privacy and maintaining professionalism, you contribute to a positive and supportive learning environment for everyone.

## Privacy

At Baker College, we value your privacy, and it's important for you to know the following:

1. **Data Ownership:** While privacy is valued, Baker College asserts its ownership of data created or stored on its resources. Users should understand that any data generated within the College's systems belongs to the institution.
2. **Respect for Privacy:** Users are expected to uphold the privacy of others and refrain from disclosing personal data about faculty, staff, or fellow students without authorization.
3. **Trustworthy Management:** Authorized individuals within Baker College's IT environments are tasked with managing resources in a manner that promotes user trust. This implies handling data responsibly and ensuring confidentiality.
4. **Monitoring and Maintenance:** While the College doesn't routinely monitor individual usage, certain activities like data backup, logging, and monitoring are necessary for normal operations. Baker College

reserves the right to access resources for maintenance purposes, including addressing security events, to maintain the integrity and functionality of its IT infrastructure.

## Operational Security

Baker College is committed to maintaining the stability and security of its IT resources:

1. **Proactive Measures:** The College reserves the right to take any necessary action, including monitoring and scanning resources, without prior notice to users, to protect its interests and ensure IT resource stability and security.
2. **Risk Mitigation:** Baker College acknowledges that third-party intrusions, viruses, and physical access can pose security threats. The institution takes reasonable precautions to minimize these risks.
3. **Incident Reporting:** Users are required to promptly report any known or suspected incidents, such as security breaches or policy violations, to the designated email address: [abuse@baker.edu](mailto:abuse@baker.edu). This reporting helps the College address and mitigate potential threats effectively.

## Enforcement

At Baker College, using our IT resources is a privilege we extend to you. However, if you violate our policy, please know the following:

1. **Privilege, not a Right:** Access to Baker College IT resources is considered a privilege, and users must adhere to the policy guidelines. Violations can result in limitations, suspension, or termination of access.
2. **Enforcement and Reporting:** The IT Executive Team will address alleged policy violations, and incidents may be reported to law enforcement if necessary.
3. **Disciplinary Action:** Users who violate the policy, other College policies, or external laws may face disciplinary action and/or penalties.
4. **Appeal Process:** If a user's access is limited or suspended due to a policy violation, they have the right to appeal the decision to the System's executive committee.

The policy defines Users as any authorized individual, including faculty, staff, students, guests, or courtesy affiliates.

## Student Records

## Official Records

### Access to Official Records

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

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

## These Rights Include the Following:

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

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

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

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

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

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

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

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

## Definitions

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

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

## Disclosure of Educational Records

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

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

determines the student committed a disciplinary violation and the student is under the age of 21.  
[§99.31(a)(15)

14. Student information will be sent to the National Student Clearinghouse for enrollment and degree verification purposes for interested parties (degreeverify.org).

## **Annual Notification**

Baker College publishes this institutional policy yearly in the Baker College Catalog, Student Handbook, and on the Baker College website. The publications can be found here.

## **Types and Office Locations of Educational Records**

The record custodian for Baker College is the Registrar.

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

## **Directory Information**

At Baker College, the following information is designated as directory information: your name, user ID, address, phone number, email address, date of birth, major field of study, enrollment status, dates of attendance, degree and date received, academic honors, and candidacy for degree and/or teacher certification. While the College does not publish a directory, we may disclose directory information without your prior written consent, unless you notify the College in writing.

## **Record of Disclosures**

Whenever any information from your educational record is disclosed, except for directory information or with your written permission, it will be recorded in a disclosure log. This log is maintained as part of your educational record.

## **Procedure to Inspect Educational Records**

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

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

# Solomon Amendment

The Solomon Amendment is a Federal law, separate from FERPA. It provides that military recruiters may have access to campuses, access to students and access to student recruiting information on students age 17 and older and enrolled for at least one credit. They can receive name, address, phone, date of birth, class, major, place of birth, degrees earned and most recent educational institution attended. Release of recruiting information may be limited to one request each semester for each branch of the services - Army, Navy, Air Force, Coast Guard and Marine Corps, including their Reserve or National Guard components. These requests should be referred to the Office of the Registrar.

## Amendment of Educational Records

You have the right to have your educational record amended if you believe the record is inaccurate, misleading or in violation of your privacy rights. Following are the procedures for the amendment of a record:

1. A student must ask the record custodian of Baker College to amend a record. In doing so, the student will identify the part of the record that is to be changed and specify why it is believed to be inaccurate, misleading or in violation of the student's privacy or other rights.
2. Baker College may comply with the request or may determine that it is not appropriate to comply. If it is determined that the record will not be changed, Baker College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of their 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 they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If Baker College discloses the contested portion of the record, it must also disclose the statement.
8. If Baker College determines that the information is inaccurate, misleading or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

## Personal Information Changes

To ensure effective communication between Baker College and students, it's important to keep your contact information current. You can update your information by following these steps::

1. Log in to my.baker.edu using your Baker user ID and password.
2. Click on the silhouette icon located in the upper right corner of the page.
3. Choose the "My Personal Info" link below the silhouette icon.
4. Here you will find information to update your address, phone, personal email address, gender identity, personal pronouns, campus/display name, legal name and legal gender.

# Michigan Law Regarding College Transcripts

Michigan law (MCL 380.1809(4)) states a person who uses or attempts to use a college or university transcript or a certificate or other credential that he or she knows is fraudulently obtained, altered, or forged, or who uses or attempts to use as his or her own a college or university transcript or a certificate or other credential that he or she knows is that of another person is guilty of a misdemeanor, punishable as follows::

1. For the first offense, the individual may face imprisonment for up to 93 days, a fine of no more than \$500, or both.
2. For a second or subsequent offense, the individual may face imprisonment for not more than six months, a fine ranging from \$500 to \$1,000, or both.

Understanding and following these legal provisions is important to prevent serious consequences.

## Official College Transcripts

You can request your official academic transcript electronically through the Baker College website at [baker.edu/transcripts](http://baker.edu/transcripts). To ensure that a transcript is considered official, it must be sent directly to the institution or business you designate in writing via electronic submission. Your transcripts will be labeled as "Official Transcript" and include the print date, the College's official name, official College seal and signature of the Registrar. Transcript fees are outlined on the request site.

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/universities agree not to issue official transcripts directly to students. Official transcripts must be sent directly to the intended institutions either through the U.S. Postal Services or an approved electronic format.

Official transcripts from other institutions are not reissued or copied for distribution by the College. Students needing these transcripts must obtain them directly from the issuing institution.

## Transferability of Credits

Most colleges and universities generally accept Baker College credits. You should consult your prospective institution to understand their specific transfer credit policies.

## Disclosures

## Campus Safety

Baker College fully supports and adheres to the guidelines outlined in the Jeanne Clery Act, formerly known as the Crime Awareness and Campus Security Act of 1990. This legislation mandates that higher education institutions issue timely warnings about crimes posing safety threats to students or staff and publicly disclose their campus security policies. Additionally, it requires institutions to report crime data to the U.S. Department of Education.

Our Campus Safety Department diligently compiles an Annual Security Report (ASR), which you can access on our Campus Safety webpage or by following this link. This comprehensive report covers various aspects, including:

- Campus safety policies and procedures, including protocols for reporting crimes and emergencies
- Emergency response and immediate warning policies
- Campus Safety authority and jurisdiction
- Security and facilities access
- Security awareness programs
- Reporting procedures and preventive programs for sexual assault
- Baker College's alcohol and drug policy
- Crime statistics, encompassing various offenses such as murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, stalking, and hate crimes
- Statistics on arrests and disciplinary actions related to alcohol, drug, and weapon violations
- Fire safety information for residence halls (applicable to Cadillac, Muskegon, Owosso, and Port Huron campuses), along with annual campus fire statistics

In addition to online access, you can request a paper copy of this report from the Campus Safety Office at any Baker College campus.

## **Voter Registration**

If you're not yet registered to vote, you can easily do so by visiting the Michigan Secretary of State website at [michigan.gov/vote](http://michigan.gov/vote).

## **Talent Release**

By enrolling at Baker College, you authorize the College to capture photographic images, audio, and/or video for educational, academic, or promotional purposes. These materials may be utilized by Baker College in various professional contexts, including print publications, video streaming on College websites, podcasts, and broadcast media. Ownership of these images and recordings belongs to Baker College, and no payment or compensation will be provided in association with their use. Your acceptance as a student at Baker College serves as a release from any liability that may arise from the capture or utilization of these images, audio, or video.

## **Student Right-to-Know Graduation Rate**

Baker College gathers data on different student demographics and cohorts, including first-time, full-time students pursuing certificate, associate, and bachelor degree programs. Our Graduation, Retention, Student Body and Diversity document contains details about these students, defined as those who have not previously attended college and are currently enrolled in 12 or more semester credit hours.

## **Graduation**



# **Standard Graduation Requirements**

## **Certificate Program Graduation Requirements**

To be eligible for graduation, you will need to meet the following criteria:

1. Fulfill all requirements for the chosen certificate program.
2. Complete at least one-half of the semester hours required for the certificate program through actual class time at Baker College. Courses below the 1000 level do not count towards this requirement.
3. Earn a cumulative grade point average of 2.0 or higher.\*
4. Submit a graduation application.

## **Associate Degree Graduation Requirements**

To be eligible for graduation, you will need to meet the following criteria:

1. Fulfill all requirements for the chosen associate degree.
2. Complete at least 15 semester hours required for the degree through actual class time at Baker College. Courses below the 1000 level do not count towards this requirement.
3. A minimum 12 semester hours or 25 percent of your completed courses through Baker College must be within your degree's major area of study at the 2000 level.
4. Earn a cumulative grade point average of 2.0 or higher.\*
5. Submit a graduation application.

## **Bachelor Degree Graduation Requirements**

To be eligible for graduation, you will need to meet the following criteria:

1. Fulfill all requirements for the chosen bachelor degree.
2. Complete at least 30 semester hours required for the degree through actual class time at Baker College. Courses below the 1000 level do not count toward this requirement.
3. At least 15 semester hours completed at Baker College must be within your degree's major area of study at the 3000 or 4000 levels.
4. To earn a minor within an eligible bachelor degree, you are required to complete a minimum of 6 semester hours at Baker College in the selected minor field.
5. Earn a cumulative grade point average of 2.0 or higher.\*
6. Submit a graduation application.

## **Additional Majors:**

You are eligible for one additional major if the following criteria are met:

1. All requirements for the additional major are satisfied.
2. The additional major must be offered within the same bachelor degree.
3. At least 30 semester hours is required for the additional major, with 15 semester hours at the 3000 and 4000 levels.
4. You must declare the additional major prior to the awarding of your initial bachelor degree.

## **Graduate Degree Graduation Requirements**

To be eligible for graduation, you will need to meet the following criteria:

1. Complete all required courses for your program with a grade of C or better, or a B or better for DBA students.
2. Complete at least 24 semester hours at the Center for Graduate Studies.
3. Earn a cumulative grade point average of 3.0 or higher.
4. Submit a graduation application.
5. Complete all program requirements within seven years.

## **Additional Majors - Master's Degree**

You are eligible for one additional major if the following criteria are met:

1. All requirements for the additional major are satisfied.
2. The additional major must be offered within the same master's degree.
3. The additional major must be a minimum of 9 semester hours different from the initial major.
4. You must declare the additional major prior to the awarding of your initial master's degree.

*\*Some programs may have different minimum GPA requirements other than 2.0*

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

### **Associate Degrees - Additional Degrees**

You are eligible to graduate with an additional associate degree if the following criteria are met:

1. Fulfill all requirements for the additional associate degree.
2. Complete a minimum of 15 semester hours, different from any previously earned associate degree, in actual class time at Baker College. Courses below the 1000 level do not count towards this requirement.
3. Earn a cumulative grade point average of 2.0 or higher.\*
4. Submit a graduation application.

## **Bachelor Degrees - Additional Degrees**

You are eligible to graduate with an additional bachelor degree if the following criteria are met:

1. Fulfill all requirements for the additional bachelor degree.
2. Complete a minimum of 30 semester hours, different from any previously earned bachelor degree, through actual class time at Baker College. Courses below the 1000 level do not count towards this requirement.
3. Earn a cumulative grade point average of 2.0 or higher.\*
4. Submit a graduation application.

## **Master's Degrees - Additional Degrees**

Graduates who have earned a master's degree from Baker College are eligible to earn an additional master's degree from the College. You are eligible to transfer a maximum of 12 semester hours from your initial master's degree to your second master's degree. To qualify, the following criteria must be met:

1. Fulfill all requirements for the additional master's degree.
2. Earn a cumulative grade point average of 3.0 or higher.
3. Submit a graduation application.

## **Undergraduate Certificates**

Multiple certificates may be earned from Baker College.

*\*Some programs may have different minimum GPA requirements other than 2.0*

## **Application for Graduation**

When you are within one semester of completing your degree, you are required to complete a graduation application. Go to [baker.edu/graduation](http://baker.edu/graduation) to complete the graduation application. Upon completion of the graduation application and clearance for graduation, students will automatically be added to the Baker College Alumni Community. You will receive information about events, discounts, networking opportunities and more to your personal email address until you choose to opt out. Personal Email Address - In order for us to continue to communicate with you after graduation, please make sure to update your personal, non-Baker email address if needed, using the Personal Email Update Form.

Make sure to apply before the deadline for each semester:

Fall Semester - November 1

Spring Semester - March 4

Summer Semester - July 1

## Commencement Ceremony

Baker College hosts one commencement ceremony each year to honor you, our graduate! It is held at the end of the spring semester and includes all students who have finished their degree or certificate program during the current academic year. If you are receiving special honors you will be recognized at this occasion (see Honor Graduates below). To participate in the ceremony, submit your Graduation Application by the deadline. You can find more details on how to do this at [baker.edu/graduation](http://baker.edu/graduation)!

## Honor Graduates:

Undergraduate degree graduates who achieve a cumulative GPA of 3.5 or higher are awarded the following honors:

3.9 - 4.0      Summa Cum Laude

3.70 - 3.89    Magna Cum Laude

3.50 - 3.69    Cum Laude

Master degree graduates who achieve a cumulative GPA of 3.75 or higher are awarded the following honors:

3.75 - 3.89    Distinction

3.90 - 4.0     Highest Distinction

Doctorate degree graduates who achieve a cumulative GPA of 3.25 or higher are awarded the following honors:

3.25 - 3.49    Distinction

3.50 - 3.74    High Distinction

3.75 - 4.0     Highest Distinction

Unofficial honor status for students at the spring graduation ceremony is determined based on the student's GPA at the time graduation materials are prepared. If a graduate's status changes after the final audit, they may obtain the appropriate honor cord.

Graduates who are serving or have served in the military will receive recognition cords and may be eligible for additional SALUTE honor cords.

## First Destination Survey

The First Destination Survey aims to collect important data from graduates of Baker College. All graduates are expected to complete this brief survey, which is sent via email and text as students approach graduation and after they have completed all degree program requirements.

This survey captures outcomes across all degree levels and programs, including:

1. Types of employment (full-time, part-time, contract, freelance, etc.)
2. Further education (e.g., acceptance to graduate or professional schools)
3. Status of seeking employment or further education
4. Starting salary for full-time employed graduates

Additionally, program-specific questions gather feedback on experiences within programs (e.g., physical therapy assistant, early childhood education, etc.). This valuable information supports continuous improvement of programs and the development of resources to enhance student success.

## **Alumni Community**

The Baker College Alumni Community (BCAC) is the official alumni group of Baker College, established. The mission of the BCAC is to foster an inclusive community of lifelong connections through purposeful engagement and activities that support the well-being of alumni, current students, communities, and the College.

Upon graduation, you automatically become a member of the BCAC without needing to sign up. Membership is free, and you will receive communications about alumni events, discounts, and more in your personal email address on file, until you choose to opt-out. For additional information, visit [baker.edu/alumni](http://baker.edu/alumni).

## **Concurrent Enrollment**

### **Introduction**

This handbook is specifically crafted to give a clear understanding of what concurrent enrollment entails and what it means to take a concurrent enrollment class. While this handbook covers various processes and student expectations related to concurrent enrollment, it's important to note that it's meant to complement the standard Baker College Student Handbook rather than replace it.

### **Program Overview**

#### **The Program**

As a student in the Running Start program, you have access to concurrent enrollment courses provided by Baker College. These courses are taught at your high school or technical center by instructors approved by Baker College. By enrolling in these courses, you have the opportunity to earn both high school and college credits simultaneously. This means you can get a "running start" on your college journey while meeting your high school graduation requirements. It's a great way to get ahead academically and prepare for your future.

#### **The Teachers**

In concurrent enrollment, classes are taught by the skilled instructors at your high school, who have been chosen and supported by Baker College faculty. These instructors have taken on the extra task of teaching college-level courses during your regular school hours. It's important to recognize that they expect the same level of dedication and effort from you as they would from any college student.

## **The Courses**

When you successfully finish a concurrent enrollment course, you earn transcribed credit from Baker College. This means that the content and difficulty level of these courses are equivalent to those offered on campus. So, the credit you earn is recognized just like any other college credit from Baker College.

## **Concurrent Enrollment Eligibility**

To be eligible for concurrent enrollment courses, you need to meet Baker College's enrollment requirements and fulfill all course prerequisites and requirements, including completing the Baker College Orientation course before registering. Your high school might also have its own eligibility criteria for these courses. If you're unsure about the standards, don't hesitate to reach out to your high school concurrent enrollment instructor or guidance counselor for clarification.

## **Applying to Baker College and Getting Registered**

### **Application**

To apply for the Baker College Running Start program and enroll in your first concurrent enrollment course, follow these steps:

1. Visit the Concurrent Enrollment section of the Baker College Running Start site at [baker.edu/runningstart](http://baker.edu/runningstart).
2. Click on "Apply" located at the top of the page.
3. Create an account for the Baker College Enrollment Portal by entering your information and selecting the Undergraduate application. Then, click "Register."
4. Access the My Application tab and fill out the required information. Make sure to select "Running Start" as your Student Type.
5. Follow the prompts to complete the application process.
6. Once you've submitted your application, you'll receive a confirmation email at the address you provided. If you don't receive this email within 24 hours, notify your concurrent enrollment instructor or guidance counselor.
7. Before your first course begins, you'll receive a second email containing your Baker College User ID and instructions for setting up a password.

### **Registration**

Once you've finished the application process, your registration for the course will be done using a class roster provided by your high school. To ensure you're included in the roster for a Baker College concurrent enrollment course, it's important to speak with either the concurrent enrollment instructor or your high school guidance counselor. They'll make sure you're listed for the course.

## **Tuition**

Baker College does not charge students or parents for enrollment in concurrent enrollment courses. According to Michigan law, your school or school district covers your tuition fees.

## **Orientation**

The first time you enroll in a concurrent enrollment course, you'll also need to complete Baker College's Orientation course. This online course helps you understand what it means to be "college ready." It introduces you to Baker College's resources and gets you comfortable with Canvas, the learning platform used for all courses. You must complete the Baker College Orientation course before you can register for your concurrent enrollment course.

Additionally, before or at the start of your concurrent enrollment course, you'll attend an orientation session. This session, led by a Baker College Running Start Coordinator or Outreach Liaison, may take place at your high school or a Baker College campus. During this orientation, you'll get to know your BakerMail account, explore online library resources, and learn about academic requirements and credit transfer processes.

## **The Class**

### **What to Expect**

When you join a concurrent enrollment course, you're stepping into a real Baker College classroom. You'll cover the same material as on-campus students and your instructor(s) will use the same assessment methods. Be prepared for a faster pace, more personal responsibility, and higher expectations compared to a typical high school course. You'll also find that other students in the course will share your high level of motivation. Together, these dedicated instructors, high standards, and motivated peers will create an engaging and unforgettable learning journey.

## **Canvas**

All your course materials and assignments will be available on Canvas, Baker College's Learning Management System. To access Canvas, log in to [my.baker.edu](http://my.baker.edu) and click on the "Canvas" link at the top of the page. Once you're in Canvas, you'll find assignments and various resources, including faculty contact information, assignment summaries, and Student Learning Outcomes. These resources, located in the "Start Here" module, are designed to help you stay organized, connected with your instructor, and focused on achieving the learning objectives for the course.

## **Class Attendance**

Attendance is a key factor for success in college courses. Regular class participation and engagement are crucial for learning, and missed sessions can be challenging to catch up on. Each instructor sets their own attendance policies, including rules for late work and grading criteria, which are outlined in the course syllabus. It's essential for students to review these policies carefully and adhere to all course requirements, deadlines, and examination schedules.

# Academic Honesty

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation, and personal responsibility must be maintained. As a concurrent enrollment student, you assume the responsibility to fulfill your academic obligations in a fair and honest manner. This responsibility includes avoiding inappropriate activities like plagiarism, cheating, or collusion. To help you understand what counts as academic dishonesty, here are some definitions:

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

- Submitting the work of others as your own, with or without changes
- Submission of the same work (even with minor revisions) for more than one course without permission from both instructors. This includes both written projects and speeches.

**Cheating:** the use of unauthorized material or assistance to help complete academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

**Collusion:** helping another student, or working together with other students, to commit acts of cheating or plagiarism

Consequences for academic dishonesty can include lowering of grades, failing a course, academic probation, suspension, or even expulsion from the College. It's essential to familiarize yourself with the Baker College Student Handbook, which provides detailed information on academic integrity policies and the consequences of dishonest behavior.

# Withdrawing

To withdraw from a concurrent enrollment course, you should first discuss your situation with your high school guidance counselor and/or instructor. If you decide to withdraw after the second week of the course, a 'W' will be recorded on your Baker College transcript. It's important to note that a 'W' does not impact your GPA, but it may affect your eligibility to enroll in future concurrent enrollment courses. Additionally, having a 'W' on your transcript could influence future college applications for admission or financial aid.

If you're concerned about your academic performance, it's crucial to communicate with your instructor as soon as possible. Also, be sure to understand your high school's policy regarding dual credit, as there may be implications such as reimbursement for tuition and/or books if you withdraw from a concurrent enrollment course.

# Grades

## Baker College Grading Scale

In every term, a student's academic record comprises courses with various grades. When calculating the GPA (grade point average), only courses with letter grades of A, B, C, D (including + 's and -'s), and F are used. Each course is assigned a specific grade point value, which allows us to calculate the GPA by converting letter grades into numbers according to the following breakdown:

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

## Obtaining Your Baker College Grades

Concurrent enrollment course grades are submitted by the concurrent enrollment instructor by the first Monday after the conclusion of the academic term. In some cases, at the discretion of your concurrent enrollment instructor, you may receive a different grade for the high school credits than the grade you receive for your college credits. Grades can be viewed online. Printed grade reports are not mailed to students and cannot be given over the phone.

To access your Baker College course grades or to print an unofficial transcript, follow these steps:

1. Go to [my.baker.edu](http://my.baker.edu).
2. Click the "Sign In" button in the middle of the page and log in using your Baker credentials.
  - If you don't know your User ID and/or password, contact the Baker IT Solutions Center at (800) 645-8350.
3. Once logged in, click on the "Student" tab at the top of the page.
4. On the menu that appears, click on "Academic Services."
5. To view your grade report, click on "Grade Report" under the Course Information heading.

6. If you need an unofficial transcript, click on "Unofficial Transcript" under the Transcripts heading, and then click on "View Unofficial Transcript."

This process allows you to conveniently access your grades and academic records online whenever you need them.

## Disputing a Grade

Grades are rarely changed unless there's an error. However, if you believe you have a valid complaint about your grades, the first step is to discuss it with your concurrent enrollment instructor. If the issue remains unresolved, don't hesitate to reach out to your Baker College Running Start Coordinator or designated point of contact for further assistance. They can help address your concerns and guide you through the appropriate steps to seek resolution.

## Transcripts

All Baker College transcripts are handled by a third-party provider called Parchment Exchange, not the campus Running Start Program. It's important for students to verify the accuracy of their transcript information. If you notice any errors such as a misspelled name, incorrect student ID number, or inaccurate grades, be sure to reach out to your Running Start Coordinator or Outreach Liaison for assistance. They can help ensure that your transcript reflects the correct information.

## Official Transcripts

To request an official Baker College transcript, here's what you need to do:

1. Go to [baker.edu/transcripts](http://baker.edu/transcripts).
2. Click on "Order Official Transcript." Choose the heading that corresponds to your situation (active Baker ID or no active Baker ID).
3. Follow the prompts to complete the ordering process.
4. Review your order details and click "Confirm."
5. Once your order is received, you'll get an order number and an email verification from Parchment.

## Using Your Credits After High School

Now that you understand how to request an official record of your Baker College credits earned through concurrent enrollment, let's discuss how to use those credits after high school.

If you continue with Baker College, you won't need to transfer credits, as you already have a permanent Baker transcript. However, remember to mention on your undergraduate admission application that you've completed coursework at Baker College.

To apply to Baker College, you can complete an undergraduate application online by clicking [here](#) or visiting [baker.edu](http://baker.edu) and selecting "Apply." If it's your first time using the application portal, you'll need to create an account. This will be different from your MyBaker login. Choose the Undergraduate, New Student application.

If you apply to another college or university, know that Baker College is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), regionally accredited by the Higher Learning Commission, and part of

the Michigan Transfer Agreement (MTA). Therefore, credits earned at Baker College should transfer to other Michigan colleges and universities, as well as those outside of Michigan. However, to determine equivalency and applicability of courses, you must check with the receiving institution.

Over the years, data has shown that the vast majority of students succeed in securing recognition for their Baker College credits earned through concurrent enrollment. This recognition can take several forms:

- Direct transfer toward your chosen degree
- Acceptance as elective credits
- Exemption from taking a required course
- Eligibility for placement into a higher-level course

Be aware of these distinctions as you apply to other colleges and universities.

## **Tips for Transferring Credits**

Be sure to keep a record of your class syllabus, written work, and exams from your concurrent enrollment course. This evidence can be useful when applying to colleges. Make it clear on your college applications that you have completed coursework at another college, and include an official Baker College transcript.

If a college has questions about the concurrent enrollment course you took, you can present a portfolio of your assignments and exams for evaluation. This may help them understand the level of work required in the course.

When planning to transfer your concurrent enrollment credits, you can use [www.mitransfer.org](http://www.mitransfer.org) to see course equivalencies at other participating colleges and universities in Michigan. If a transfer of credit is denied because the course was taken through the concurrent enrollment program, reach out to [runningstart@baker.edu](mailto:runningstart@baker.edu) for assistance. They can help you navigate the process.

## **Financial Aid and Satisfactory Academic Progress**

As a concurrent enrollment student, it's important to understand that the grades you earn in college-level courses could affect your eligibility for financial aid after high school graduation. To qualify for financial aid as a college student, you must maintain Satisfactory Academic Progress (SAP) toward graduation. This means maintaining a minimum GPA of 2.0 and staying on track to graduate within 150% of the published program length.

College-level courses taken during high school are included in this calculation. Withdrawals or poor grades in your concurrent enrollment classes will negatively impact your SAP. You can find detailed information about Baker College's SAP requirements online at [my.baker.edu](http://my.baker.edu).

If you have any further questions, feel free to reach out to [runningstart@baker.edu](mailto:runningstart@baker.edu) or your high school counselor for assistance.

## **Feedback**

### **Course Evaluations**

At the end of your concurrent enrollment course, you'll be provided a link to participate in a course evaluation. This short, anonymous survey aims to gather your thoughts on the course content, level of difficulty, and overall usefulness. It's essential to note that this evaluation focuses on the course itself and not on your instructor. Your feedback helps Baker College enhance the learning experience for future students.

## **Student Evaluation of Faculty**

You'll have the chance to share your thoughts on your instructor's teaching through the Student Evaluation of Faculty. This survey will be accessible to you before your course concludes, allowing you to provide valuable feedback on the teaching experience.

## **Baker College Essentials**

As a concurrent enrollment student, you're officially part of the Baker College student community, which means you have access to a wide range of resources. Whether it's accessing online library resources or utilizing the Academic Resource Center, you're entitled to the same benefits as on-campus students. Don't hesitate to explore and make the most of these resources to support your academic journey.

## **Student ID**

Running Start students may obtain a Baker College student ID card at any campus, free of charge. If your original card is ever lost, damaged, or stolen, you can easily get a replacement card issued for a small fee of \$5.00. Your student ID card ensures that you always have access to essential campus services and resources.

## **Unique Identification Number (UIN)**

As a student at Baker College, you'll receive an 8-digit Unique Identification Number (UIN), which serves as your identification in the College's student record system. Your UIN will be printed on your student ID card.

If you ever forget your UIN, you can easily look it up online. Just log in to [my.baker.edu](http://my.baker.edu) and navigate to your profile by clicking on your name in the upper right corner. From there, select "My User Account Info," and you'll find your UIN displayed on the right-hand side of the page. This number is essential for accessing various student services and resources, so it's handy to know where to find it when needed.

## **Baker Mail**

As a student at Baker College, you'll receive a Gmail account that comes with a suite of useful applications from Google, including Google Calendar, Google Drive, and Google Docs. Your Running Start Coordinator or Outreach Liaison will guide you through the setup process and help you get acquainted with these tools during your orientation session.

It's important to check your Baker Mail regularly, as this will be the primary method of communication from your Running Start Coordinator to all Concurrent Enrollment students. By staying up to date with your Baker Mail, you'll ensure that you don't miss any important announcements or updates regarding your concurrent enrollment experience.

## **Resources and Services**

As a concurrent enrollment student, you'll benefit from having access to all Baker College student support services and a wide range of learning resources designed to support your academic success. These resources are conveniently located in the Academic Resource Center on campus and are also accessible online.

Whether you need help with coursework, guidance on academic planning, or support with career exploration, our dedicated team is here to assist you every step of the way. Don't hesitate to reach out to your instructor or Running Start personnel for more information on accessing these valuable resources. We're committed to helping you thrive in your academic journey.

## Academic and Student Services Information

Baker College offers a wide range of resources to support its students throughout their academic journey. Here are just a few examples:

- **Admission Assistance:** Get help navigating the admission process and requirements.
- **Financial Aid Assistance:** Learn about available financial aid options and receive guidance on applying.
- **Grant and Scholarship Information:** Explore opportunities for financial assistance beyond loans.
- **Advising Help:** Receive personalized guidance on course selection, academic planning, and goal setting.
- **Career Services:** Access resources and support for career exploration, job search strategies, resume writing, and more.
- **Disability Services:** Receive accommodations and support services tailored to your individual needs.
- **Library Services:** Access a wealth of academic resources, research assistance, and study spaces.
- **Tutoring Services:** Get additional help and support through tutoring programs and academic assistance centers.
- **Student Housing:** Explore options for on-campus housing and learn about residential life resources and programs.
- **Bookstore Information:** Find textbooks, course materials, and other supplies at the campus bookstore.
- **Information Technology Support:** Receive assistance with technology-related issues and access campus resources.

For additional questions or assistance, please contact [runningstart@baker.edu](mailto:runningstart@baker.edu) or reach out to your high school counselor. We're here to help you succeed!

## Conclusion

Congratulations on your decision to take Concurrent Enrollment courses through Baker College and get a running start on your college education. If you ever have any questions or encounter any issues along the way, there are plenty of resources available to support you:

- Don't hesitate to ask your Concurrent Enrollment Instructor for assistance.
- Reach out to your designated Baker College Running Start contact person for guidance.

- Visit the Baker College website at [baker.edu](http://baker.edu) for valuable information and resources.
- Utilize the search function on [my.baker.edu](http://my.baker.edu) to find answers to your questions.
- If you encounter any issues with your User ID and Password, contact the Help Desk at (800) 645-8350 for assistance.
- For any other inquiries or concerns related to Concurrent Enrollment, feel free to send an email to [runningstart@baker.edu](mailto:runningstart@baker.edu).

Remember to work hard and make the most of this opportunity to start your college journey while still in high school. We're here to support you every step of the way.

## Residence Life

*Students at Baker College have access to official records and data pertaining to themselves and the right to deny access to those records to others, as set forth in Section 438 of the Family Educational Rights and Privacy Act of 1974.*

*Students, parents, and the entire campus community at Baker College have the right to view policy information and campus crime statistics compiled and published by the Campus Safety Office on an annual basis, as set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. [www.baker.edu/safety](http://www.baker.edu/safety)*

## Section 1: Residence Life Personnel

The Resident Hall community is shaped by the efforts of numerous individuals. All Residence Life staff members are trained to offer support services for residents. They oversee the functioning of their respective buildings, ensure compliance with College policies and regulations, and foster the development of a vibrant residence life community.

### 1.01 Director of Student Affairs

The primary role of this position is to be responsible for spearheading the campus Student Success Team, overseeing the delivery of personalized, holistic support to every student. From managing student conduct to overseeing health and wellness programs, the DSA influence will shape the student experience at our institution. The DSA is at the forefront of implementing student-friendly policies and procedures, fostering a supportive environment where diversity and inclusion thrive.

### 1.02 Residence Hall Coordinator (RHC)

Coordinators are professional staff members who live in Baker College's Residence Life student housing. They play a crucial role in the smooth operation of the residence halls and oversee the Residence Life student staff. Their responsibilities include managing day-to-day activities in the halls and providing supervision and support to the student staff members.

### 1.03 Resident Assistant (RA)

Resident Assistants (RAs) are student staff members who live in Baker College's Residence Life student housing. They're there to address resident concerns and provide support. Here are some of their key responsibilities:

1. Building relationships with each resident in their community.
2. Regularly communicating with residents.
3. Offering peer guidance and helping resolve conflicts.
4. Directing residents to campus or community resources when needed.
5. Being visible and available to assist residents.
6. Promoting the idea of community responsibility.
7. Organizing social and educational events for residents.

If you ever have any questions or need assistance at Baker College, your RA should be your go-to person. If they don't have the answer, they'll help you find someone who does.

## **1.04 Work-Study**

Residence Life Work-Studies are student employees who contribute in various roles within Residence Life. If you're interested in applying for a work-study position, you can find applications by reaching out to Financial Aid or visiting [my.baker.edu/workstudy](http://my.baker.edu/workstudy).

## **Section 2: Requirements**

### **2.01 Eligibility to Live in Student Housing**

1. Resident students must be enrolled in classes and be on program rotation. If your credit load is reduced to less than 12 credit hours, you must contact Residence Life for a final decision regarding your eligibility to remain in student housing.
2. If your credits are reduced to below the approved amount for that semester, your housing contract may be subject to cancellation for the remainder of the academic year.
3. Students who do not register for, or who withdraw from, all classes will be ineligible to reside in student housing.
4. Non-students found residing in student housing will be required to vacate the unit immediately and will be responsible for all damage charges incurred up to that point.
5. Applicants/residents with convictions resulting from felony charges and/or Criminal Sexual Conduct (CSC), or pending charges, will not be accepted or allowed to remain in student housing.
6. Students who have been academically suspended must formally re-apply to Residence Life at least one full semester following their suspension. Reinstatement to the College does not automatically grant readmission to student housing.
7. Any student dismissed from student housing for disciplinary reasons must vacate the premises within the specified time period stated in the terms of the dismissal, resulting in forfeited visitation privileges unless otherwise stated.

8. Applicants younger than 17 or older than 24 will not be allowed to live in student housing unless granted permission by the College administration.
9. Baker College reserves the sole right to determine who lives in student housing and their unit assignments.

## **2.02 Licensing Agreement**

The Licensing Agreement, which you are required to sign each year, commits you to live in student housing for the entire academic year, encompassing both the Fall and Spring semesters. Additionally, Summer semester housing may be available as an addendum to the Licensing Agreement. These provisions adhere to the regulations outlined by the College as specified in the Residence Hall Policies and the Licensing Agreement.

## **2.03 Pre-Payment**

A non-refundable housing confirmation fee of \$100 is required of all new students and is due when you confirm your college enrollment.

## **2.04 Vaccinations**

Baker College recommends that all students residing in student housing stay current with all CDC-listed vaccines for their age group (19-24). These vaccines include Meningococcal, TDAP, HPV, Seasonal Flu, and COVID-19. However, it's important to note that Baker College does not mandate students to have these vaccines or require documentation.

## **2.05 Student Housing Orientation**

This program is tailored for all new student housing residents making the transition from high school to college. Hosted by Residence Life, the program takes place before the start of classes each Fall semester. It's an essential opportunity for students to connect with each other and get accustomed to campus life. Participation in this program is mandatory for all new housing students.

## **2.06 Consolidation**

Baker College may consolidate students into under-assigned units to ensure fairness and save energy. If you do not live in a designated single unit, but find yourself without a roommate during the first four weeks of the semester (at no fault of your own), you may be subject to room consolidation.

It's important to note that any attempt to interfere with a roommate specifically assigned to a certain space—such as blocking, discouraging, or adding undue pressure—may lead to disciplinary action, including cancellation of your Licensing Agreement.

## **2.07 Unit Changes**

To request a unit change, you'll need to fill out a Unit Change Request form and get approval from the Residence Life professional staff. While forms will be accepted after the start of each semester, authorized unit changes won't take place before Week 3 or after Week 13. Requests submitted after Week 13 will be processed during the following break period. Keep in mind that the final decision for all unit changes will be made by Residence Life personnel.



## **2.08 Break Accommodations**

During the holiday period between Christmas and New Year's, the residence halls are closed, and access is prohibited. Please note that no break accommodations will be approved for those dates. Make sure to plan accordingly and arrange for alternative housing during this time.

## **2.09 Closing and Check-Out Procedures**

During each break period, it's mandatory for all residents to officially check out with a Residence Life staff member. During this process, staff will inspect each unit to ensure it's clean and all garbage has been disposed of properly. The College may adjust this policy under certain circumstances, at its discretion. Failing to follow check-out procedures violates College regulations and may result in additional charges or disciplinary action.

Student housing officially closes on the last day of each semester. You're expected to leave campus within 24 hours after your last exam, the end of the semester, or at the designated facility closing time, whichever comes first. It's your responsibility to find temporary housing during regular break periods.

Students who aren't registered for future semester classes or fail to follow check-out procedures will be considered in violation of Residence Life Policy. Any property left behind after 48 hours will be removed and discarded by the College at the owner's expense. Baker College doesn't assume responsibility for abandoned, damaged, lost, or stolen property.

A proper check-out involves signing up 24 hours in advance with a Residence Life staff member, completing all cleaning responsibilities, and being ready to leave the facility. Make sure to remove all your personal belongings during the final check-out.

## **Section 3: Residence Hall Living**

### **3.01 Furniture and Appliances**

As a resident, you're responsible for taking care of furnishing provided by the College in your room. When you move out, the furniture and appliances should be in the same condition as when you moved in. It's important not to remove any College-owned furnishings from your unit. Do not disassemble or take any College furniture off campus. The furniture provided in each apartment is for your use while you're living here.

If you rearrange the furniture within your room during the year, make sure to return it to its original layout before moving out.

If any of the furniture gets damaged during the year, be sure to report it to Residence Life staff. You may be charged for any damages or repairs needed. The College may provide a television, but if you bring your own, it must meet certain requirements. Check with housing personnel for more information.

The furniture in the common study areas is for everyone to use, so please don't remove it. If anyone is found with public area furniture in their room, they may be fined. Students who possess College property like chairs, cushions, tables, etc. may face disciplinary action.

There's no storage space available on campus for personal use.

### **3.02 Bed**

For safety reasons, personal beds are not allowed in student rooms. Beds should not block room entrances or windows, and they cannot be moved to another room without permission. Additionally, beds cannot be reconfigured without consent from Residence Life. Headboards must stay attached to the beds in their proper position to ensure safety standards are met. These guidelines are in place to create a safe living environment for all residents.

### **3.03 Gender Inclusive Housing**

At Baker College Residence Life, we prioritize safety, security, and inclusivity for all students in our housing. To create a diverse and welcoming environment, we offer gender-inclusive housing options where roommates are assigned based on perceived gender, not legal sex. Our aim is to provide a safe and supportive space for residents of all gender identities and expressions.

When sharing a residence, transgender and gender non-conforming students can specify their preferred gender for roommates. However, first-semester students are not eligible for Gender Inclusive Housing and will be assigned roommates based on their legal sex. If you have any questions or want to appeal a decision, please reach out to Residence Life personnel.

Gender Inclusive Housing is available in any campus living option, but certain criteria must be met:

- Students must have completed one full academic term of residence hall living at Baker College.
- Students must submit a Gender Inclusive Housing Interest Form.
- Units are assigned on a first-come, first-served basis, depending on the number of applicants and available space.
- If selected, students may request roommates based on the unit's occupancy.

The purpose of Gender Inclusive Housing is to provide a supportive living option for gender non-conforming students. Therefore, we discourage students in romantic relationships from living together in residence hall units. Assignments will not be made for pre-existing romantic partners, and violating this policy may result in disciplinary action.

### **3.04 ADA Housing**

Residence Life staff collaborates with Disability Services Specialists to ensure fair and consistent evaluation of requests for reasonable accommodations in housing. If you have a documented impairment and need accommodations under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, reach out to the Residence Life Office for more information on eligibility and availability.

To request accommodations due to a medical, psychological, or physical impairment, you must provide comprehensive and up-to-date documentation. Approved requests will receive accommodations tailored to meet your documented needs. Don't hesitate to contact us if you have any questions or need further assistance. We're here to help!

### **3.05 Bicycles**

You can bring your bike to campus, however, there are guidelines you must follow. Lock your bike to the designated racks around campus when you're not riding it. If you lock it to something else, it may be removed. During the winter you will be responsible for finding appropriate indoor storage. Bikes abandoned at the end of the term will be donated to charity. Record your bike's serial number so you can identify it if needed.

## **3.06 Candles and Combustibles**

The use or possession of fireworks, explosives, combustible materials, and potentially harmful chemicals in the residence halls or their immediate vicinity is strictly prohibited. This includes candles, wax warmers, oil lamps, incense, grills, and any other open flame devices. Candles are prohibited regardless of whether they are lit, unlit, or have a wick or no wick. These guidelines are in place to ensure the safety and well-being of all residents and to prevent fire hazards in the residence halls.

## **3.07 Pets**

All pets, including, but not limited to, dogs, cats, birds, snakes, rodents, and similar animals, are strictly prohibited within residence halls. Residents are not permitted to allow guests to bring pets inside the residence halls or keep pets in the yard.

The only exception is for fish in a maximum of a 10-gallon tank in your housing unit. These guidelines are in place to ensure the comfort, safety, and cleanliness of the living environment for all residents.

## **Emotional Support Animal Policy**

Baker College defines an emotional support animal (ESA) as one that provides emotional support alleviating one or more identified symptoms or effects of an individual's disability.

The health and safety of Baker College students, faculty, staff and ESAs are an important concern; therefore, each request for such an accommodation will be made on a case-by-case basis. Only in cases where animals and the relevant facts satisfy the applicable criteria described below will the animal be exempt from rules that otherwise restrict or prohibit animals being on campus. Requests for an accommodation regarding assistance animals must be supported by official documentation for proper consideration of the request. In all cases, the owner of the animal is responsible for the animal's behavior. The removal of any animal, including, but not limited to, emotional support animals and any necessary cleaning, repairs and/or pest control will be done at the expense of the animal owner who may also be subject to disciplinary action up to and including dismissal from the residence halls. An ESA may be subject to an individualized behavior assessment that relies on objective evidence about the specific animal's actual conduct.

ESAs are to be confined to a student's assigned residence hall room and common areas within the assigned room only. ESAs are strictly prohibited from all other areas of campus that are occupied by the general student population.

Baker College may require applicants to submit reliable documentation of a disability and their disability-related need for an ESA. The documentation may be requested from a physician, psychiatrist, social worker or other mental health professional that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. Verification from a psychologist, psychiatrist, social worker or other licensed mental health professional with whom the student has established an on-going therapeutic relationship, substantiating the need for a disability-related animal per applicable laws and regulations. Information that will be collected includes: (1) Does the person seeking to use and live with the animal have a disability - i.e., a physical or mental impairment that substantially limits one or more major life activities? And (2) Does the person making the request have a disability related need for an assistance animal? In other words, does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability? The provider must be licensed in the state of Michigan or the student's home state.

Baker College will provide the name and contact information of the Disability Services Specialist for each Campus if requested by the student and/or provider.

## Service Animals

Service animals are defined as working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to:

- Assisting a person with a visual impairment with navigation or other tasks
- Alerting a person with a hearing impairment to the presence of people or sounds
- Providing physical support and stability assistance to a person with a mobility impairment
- Providing minimal protection or rescue work
- Pulling a wheelchair
- Assisting a person during a seizure
- Retrieving items

Service animals are trained to perform specific tasks to assist individuals with disabilities in their daily lives, and their presence is essential for the well-being and independence of their handlers. They are not considered pets but rather working companions that provide invaluable support to their handlers.

## 3.08 Access Credentials

Students are strictly prohibited from using another person's access card or loaning their card to another individual. Engaging in such actions will result in disciplinary measures, which may include dismissal from the College. All residence hall students are required to possess a College-issued picture identification card, which must be presented when a request is made to enter the halls. It is essential for you to carry your picture ID at all times and be prepared to present it when requested by College personnel. Failure to carry access cards may result in delayed access to living spaces.

There is a fee for replacing lost or damaged picture IDs and/or keys, and students must promptly replace any lost, damaged, or stolen IDs/keys. Access cards are issued for entry into both the building and individual living spaces. In the event of misplaced or lost keys, Residence Life personnel may unlock doors for a fee. However, if staff members are unavailable, residents should anticipate delays. These measures are implemented to ensure the safety and security of all residents and their living spaces.

## 3.09 Units

Your residence hall unit serves as the hub of your activities within the residence hall. It's more than just a place to store your belongings and sleep; it's also a study space and a shared living area where you'll engage in cooperative living with roommates. Together, you and your roommates will negotiate schedules for studying, sleeping, visitation, and relaxation in order to live together successfully.

To maintain the safety and security of all hall residents and personal property, it's recommended to keep doors closed and secured. When decorating your room, exercising common sense is vital for creating a safe and appealing living environment. Decorations should not obstruct entrances or pose fire hazards. Any decorations deemed offensive to students or staff will be addressed accordingly, potentially resulting in removal.

All changes to your unit's condition sheet must receive written approval from the Residence Hall Coordinator. Make sure to complete and sign a "Room Inventory/Condition Form" within the first week after moving into your residence hall unit. Upon departure from the residence halls, you'll complete the checkout portion of this form.

Using paint and/or other coloring/marker substances on the walls of your residence hall unit is prohibited. Additionally, paneling walls is not permitted due to its potential fire hazard.

### **3.10 Posters, Pictures, Wall Hangings, Etc.**

The College does not approve or endorse any adhesive items or brands for use in residence halls. You should be aware that any residue or damage caused by hanging items on surfaces, including walls, doors, or ceilings, will result in charges to your account. It's important to note that nothing should be hung from the brick walls under any circumstance. Additionally, the use of other hanging devices such as nails or screws is prohibited and will lead to damage charges.

Decorations made from dried plant matter or evergreens, including live trees (such as Christmas trees), wreaths, or other live holiday/seasonal decor, are not permitted.

### **3.11 You and Your Community**

The Residence Hall Considerations List outlines essential aspects of fostering positive relationships among hallmates. It's recommended for roommates to engage in discussions regarding various issues such as personal property, cleaning responsibilities, food purchase and preparation, study times, visitation, etc. at the beginning of each semester and whenever new roommates are assigned to your residence hall unit. These conversations lay the groundwork for mutual understanding, respect, and cooperation among residents, contributing to a harmonious living environment for all.

#### **Considerations List**

Resident students should have the opportunity to experience the following rights within their residence hall:

1. Read and study free from undue interference in one's room. Unreasonable noises and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, roommates, guests of roommates, other residents, etc.
3. Expect that roommates and/or other residents will respect one's personal belongings.
4. Have a clean environment in which to live.
5. Have free access to one's room and facilities.
6. Have some personal privacy.
7. Host an approved guest with the expectation that guests will respect the rights of the host's roommate(s) and other residents.
8. Communicate openly in the resolution of conflicts.
9. Be free from fear of intimidation, and physical and/or emotional harm.
10. Expect reasonable cooperation in the use of any shared amenities.

Violation of any of these rights by residence hall students may result in disciplinary action. These rights are fundamental to fostering a safe, respectful, and conducive living environment for all residents.

## **3.12 Mail and Package Delivery**

Students are encouraged to personalize delivery options with delivery services such as UPS, FedEx, USPS, etc. However, it's important to note that Baker College cannot be held responsible for any lost or misplaced mail or packages. Upon moving out, students have the option to complete a mail forwarding request.

Once a student has relocated off-campus, any mail received will be returned to the sender. Please be aware that at certain locations, a post office box may be required for mail delivery. Taking these steps ensures efficient mail management and helps prevent any inconvenience or loss of mail items.

## **3.13 Food Delivery**

Students are responsible for meeting delivery people at the main entrance. This ensures smooth and efficient delivery processes while minimizing disruptions to the residence halls. Thank you for your cooperation in this matter.

## **3.14 Electrical Outlets and Small Appliances**

Electrical wall sockets are designed to accommodate only two residential-type plug-in devices. It's crucial not to overload electrical circuits, as this can pose a fire hazard. All electrical appliances should be UL tested and certified to ensure safety. Approved surge protector power strips are allowed for added convenience and protection.

Open coil heat-producing devices such as hot plates, toaster ovens, deep fryers, and electric heaters are strictly prohibited. These appliances can pose significant fire risks and must not be used in residence halls. Your cooperation in adhering to these guidelines helps maintain a safe living environment for all residents.

## **3.15 Energy Savings**

During break periods and between semesters, it is required that all electrical appliances, except those provided by the College, be unplugged in all unoccupied rooms. This includes clocks, televisions, PCs, and any other personal electrical devices. This measure helps conserve energy and prevent potential hazards during periods of extended vacancy. Thank you for your cooperation in ensuring the safety and efficiency of our facilities.

## **3.16 Campus Cooking**

Students are expected to exercise caution when using ovens and stovetops for cooking. Improper cooking practices may lead to the activation of smoke alarms. Consistent misuse of kitchen appliances may result in disciplinary action. It's important to follow proper cooking procedures to ensure the safety and well-being of all residents.

## **3.17 Window Screens**

Window screens in residence hall rooms must always remain properly installed on the windows. Residents who remove their window screens will face charges and may be referred for disciplinary action. However, in the event of a fire, ground-level window screens may be removed to serve as a fire exit for residents.

## 3.18 Maintenance, Repairs, and Cleaning

When facing any maintenance-related issue, please consult Residence Life staff for assistance. Emergencies related to facilities (such as a toilet not flushing, a clogged kitchen sink, the smell of gas, malfunctioning furnace/HVAC/appliances, etc.) may have a separate process for immediate attention.

Each resident is accountable for maintaining the general orderliness and cleanliness of their room. It's crucial to avoid throwing feminine products, sweepings, rags, garbage, food waste, etc., into toilets, bathtubs, sinks, window wells, or any other improper locations. Residents will be strictly liable for any damages resulting from plumbing overflow, which may lead to charges.

Please follow these guidelines on a weekly basis to ensure a clean and hygienic living environment:

1. Remove all papers (including newspapers), magazines, and garbage from all areas, including bedrooms and living room areas.
2. Discard all empty beverage and food items that are not sealed.
3. Vacuum or sweep all floors and carpets.
4. Damp mop linoleum floors.
5. Thoroughly wash all dirty dishes and cooking appliances in the room.
6. Clean the bathroom area, including all toilets, sinks, showers, and mirrors.
7. Clean both the inside and outside areas of the stove/oven and refrigerator.
8. Dust all surfaces, including tables, chairs, desks, dressers, etc.
9. Ensure all open food and drink products are properly stored in the kitchen.

By adhering to these guidelines, we can collectively maintain a comfortable and sanitary living environment for all residents.

## 3.19 Entering Residence Hall Units

Residence Life staff may enter students' rooms and may permit other College personnel to do so under certain circumstances:

1. Facilities personnel may enter for inspection of physical equipment, repair, refurbishment, or replacement.
2. College personnel may enter if there is probable cause that a College guideline has been violated.
3. College personnel may enter if there is an indication of danger or hazard.
4. During non-contracted periods, such as between semesters and/or holiday breaks, College staff will conduct inspections and maintenance activities.

The College reserves the right to remove from the room, without the resident's permission, any object or material that poses a health or safety hazard, is College property, or violates College guidelines.

If, during an inspection, violations of federal, state, local, or College guidelines and regulations are found, the occupants of the room will be referred for legal or disciplinary action, and damage charges will be assessed. Rooms

will be inspected randomly and at the end of each semester by Residence Life or Facilities staff. All maintenance and housekeeping deficiencies will be noted, and charges will be assessed. Please note that the College will not assume responsibility for abandoned, damaged, lost, or stolen personal items.

## **3.20 Unit Inspections**

Each time a student moves out of a unit, a thorough unit inspection will be carried out. Additionally, regular and random inspections will occur throughout the semester to ensure compliance with routine housekeeping duties, as well as safety, security, and College Residence Life Policy. Any damages discovered during these inspections will be charged to the respective student accounts. Please note that these charges are subject to change.

In cases where the responsible individual cannot be determined, charges for damages will be divided among all residents who occupy the room(s) and/or building. Your cooperation in maintaining a clean, safe, and respectful living environment is greatly appreciated.

## **3.21 Mandatory Community Meetings**

Community meetings are occasionally scheduled in housing to share important information with residents. These meetings are considered extremely important by Residence Life and attendance is mandatory. Residents are required to attend these meetings unless prior approval has been obtained. Failure to attend without prior approval may result in disciplinary action. Your presence at these meetings ensures that everyone is well-informed and contributes to a thriving and cohesive community environment.

## **3.22 Communication Expectations**

Residence Life frequently communicates important information through flyers, campus postings, texts, and/or email. It's important for you to read and respond to these communications promptly. Vandalizing or removing bulletin boards is strictly prohibited. These boards are created and maintained by Residence Life staff for educational purposes and are intended for the benefit of all residents.

# **Section 4: Public Areas**

## **4.01 Public Areas and Campus Recreational Facilities**

Each residence hall provides designated public areas, including reception areas, lounges, study rooms, hallways, stairwells, restrooms, laundry facilities, and recreational areas. These spaces are intended solely for use by residents and their designated visitors. All furnishings and equipment in these public areas belong to the College and should not be removed or mistreated. Any violation of this policy will result in charges for damages and may lead to disciplinary action.

Access to public areas may vary by campus. It is the responsibility of all residents to maintain the cleanliness and proper use of these areas. In cases of damage or vandalism where the responsible party cannot be determined, the costs will be divided equally among all residents. Any damages incurred will be billed following final check-out.

Residents are expected to prioritize building safety and security and ensure that visitors do not cause harm to public areas. Additionally, appropriate attire should be worn in these shared spaces. Public areas within the residence halls operate on a first-come, first-served basis, with campus events taking precedence when necessary.



## **4.02 Hallways**

Public area hallways should be utilized in a manner respectful of all residents' rights. It's important to maintain a noise level in the hallways that allows for normal conversation at all times. Please refrain from using hallways for public gatherings or recreational activities.

## **4.03 Laundry Facilities**

In each residence hall, laundry facilities are provided for your convenience. When using the washers and dryers, please remain nearby to promptly attend to your clothes. It's your responsibility to clean both the washer and dryer, as well as the lint filter, after each use.

Please note that the College cannot be held responsible for any items abandoned, damaged, lost, or stolen from the laundry facilities. These facilities are designated for the use of residents only.

## **4.04 Study Lounge Use**

Some residence halls provide study lounge areas for students' convenience and academic success. You're encouraged to utilize these spaces responsibly. Every resident shares the responsibility for maintaining the cleanliness and condition of the lounge and public areas. Any movement or removal of furnishings or equipment requires prior approval from staff. Violations of this policy will result in charges and may lead to disciplinary action.

If you notice any broken equipment, please promptly report it to the Residence Hall Coordinator for repair. Respect the rights of others by using the study rooms for quiet study time. While food and beverages are permitted in the lounge areas, we ask that you use discretion, and only water is allowed in the computer study lounges. It's your responsibility to clean the lounge after use, including returning any rearranged furniture to its original position. Violations of these rules will result in charges accordingly.

## **4.05 Computer Usage**

All residents are required to adhere to Baker College's Acceptable Usage Policies for all computer usage, including computers in labs and personal computers registered on the Baker network. It's important to note that routers are not permitted for use with the College's network under any circumstances. Violations of these policies will lead to disciplinary action.

The computer labs are primarily designated for academic use. Therefore, students utilizing these resources for academic purposes will be given priority over those using them for personal or recreational activities. It's essential to use the residence hall and campus computer labs/resources responsibly and efficiently. Any inappropriate use may result in the individual being asked to leave, or their access may be limited or denied.

# **Section 5: Residence Life Policies**

## **5.01 Residence Life Infractions**

As a student, it's important to familiarize yourself with the Student Handbook and adhere to its guidelines. You're also accountable for the following policies.

On Baker College premises, the following actions may lead to disciplinary measures, including dismissal from halls and expulsion from all campuses:

1. Disregarding guidelines repeatedly
2. Entering or leaving residence halls without authorization, or helping others to do so. Unauthorized entry includes actions like:
  - Climbing through windows
  - Holding doors open to bypass security
  - Misusing emergency exits
  - Using someone else's ID, keys, or proxy card
  - Lending your ID, keys, or proxy card to another person
3. Engaging in unacceptable conduct
4. Not complying with requests from Residence Life staff and other College personnel
5. Intentionally damaging College or personal property
6. Obstructing Campus Safety Officers in their duties
7. Violating Baker College's Sexual Misconduct Policy

These issues are addressed promptly by the College's disciplinary authority. During investigations, students may face suspension from the College and/or residence halls for disciplinary reasons.

If a student is arrested for a criminal offense (on or off campus), the College may choose to suspend them immediately until the charges are resolved. The student can reapply once the legal proceedings are concluded.

Expelled or suspended students found on any Baker College premises will be considered trespassing and dealt with accordingly. They may schedule appointments with appropriate College administrators by phone during regular hours if needed. All tuition fees will be forfeited.

Residence Life Policies aim to maintain the safety and security of our residents. Please familiarize yourself with these policies outlined in the Handbook and avoid any deliberate violations. **The College reserves the right to take disciplinary action for behaviors not explicitly mentioned in this or any other publication.**

For details on the disciplinary appeal process, please consult the Student Handbook.

## Sexual Misconduct Policy

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

For a complete copy of the Baker College policy governing Sexual Misconduct visit the Baker College Sexual Misconduct Policy.

## **5.02 Alcohol**

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

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

## **5.03 Abusive Language and Gestures**

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

## **5.04 Drugs**

All illegal drugs are prohibited on Baker College property, even drugs that are legal in the state of Michigan, but which remain classified as illegal drugs under federal law and regulations. Any paraphernalia related to drugs will be seized, and pending an investigation, may result in disciplinary action, up to and including, dismissal from the halls and/or expulsion from the College. If the responsible student is not able to be determined, all individuals in the room at the time of the violation will be held responsible. Use of any substance for the purpose of altering an individual's state of mind will be considered inappropriate and may result in disciplinary action, up to and including, dismissal from the halls and/or expulsion from the College.

## **5.05 Illegal Activities**

Students who are involved in illegal activities on campus may face both College disciplinary action and civil/criminal action. It is the student's responsibility to be aware of all federal, state, and local laws.

## **5.06 Guests, Visitors, and Overnight Visitors Responsibility**

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

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

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

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

GUESTS: Resident students may visit each other 24 hours a day as long as all roommates are in agreement. Each residence hall student may host only two guests at any given time. Only residents of a unit and their approved guests may sleep in that unit at any time.

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

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

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

Visitors and overnight visitors must check in and present a current valid picture ID with the appropriate staff. A valid ID consists of a current State Driver's License, State ID, Military ID, or passport. The host of the invitee will be contacted to approve and accompany the invitee. Upon leaving the residence hall, each invitee must check out at the designated location.

All visitors under the age of 18 lacking a current valid picture ID may be asked to provide documentation confirming parent or guardian acknowledgment of an approved visit and host.

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

Approval of visitation rights is at the discretion of the Residence Hall Coordinator (RHC). All individuals who have been banned or behaviorally dismissed from the halls and/or expelled from the College lose their visitation rights.

Babysitting is not permitted in the residence halls, except for children of the RHCs and only in the RHCs' living quarters.

The College has final authority over who visits College-owned facilities.

## **5.07 Cohabitation**

Cohabitation at Baker College is defined as occupying space within the residence halls without assignment. Fellow residents (couples) spending the night on weekdays is considered cohabitation, as is couples spending more than two consecutive nights together. Only residents assigned to a room/apartment are allowed to live there and keep belongings in that room. The presence of someone else's clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action and additional housing fees.

## **5.08 Quiet Hours**

The residence hall facilities are subject to quiet hours which are in effect from 10:00 p.m.-10:00 a.m. Sunday through Thursday and midnight to 10:00 a.m. on Friday and Saturday. During finals and mid-term weeks, 24-hour quiet hours are in effect. During quiet hours, residents are required to refrain from noisy behavior or activities. All other times will be "courtesy hours" during which time residents are required to keep noise at a level sensitive to all residents' and staff requests and needs. The College reserves the right to remove any equipment not in compliance with quiet hours (i.e., stereos, radios, TVs, games, etc.).

## **5.09 Recreational Equipment**

All recreational equipment intended for outdoor use is not to be used within the residence halls. Recreational equipment refers to, but is not limited to, such things as rollerblades, footballs, basketballs, hoverboards, and other sporting equipment. Any damage to College recreational equipment will result in fees and/or disciplinary action.

## **5.10 Smoking**

No smoking/tobacco use is allowed in College residence halls. In compliance with Baker College's Smoking Policy, Baker College is a smoke-free/tobacco-free campus, including electronic tobacco devices and products that simulate the use of tobacco. This includes the entire campus grounds, all buildings, and parking lots. Smoking will be allowed ONLY in enclosed personal vehicles and off campus property. Students who violate the policies will be held accountable with disciplinary sanctions.

## **5.11 Solicitation/Operating a Business**

No commercial solicitation or commercial enterprise is permitted in the College system by residents or non-residents, unless approved by the College. Operating a business on Baker College property or with the use of College equipment is prohibited. The use of the Baker College name on any advertising by a student for business purposes is not allowed.

## **5.12 Discipline**

Please refer to the Student Handbook regarding disciplinary action.

## **5.13 Baker College Disciplinary Appeal**

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

# **Section 6: Campus Safety**

## **6.01 Fire Procedures**

### **Fire Drills and Exits:**

In line with our commitment to student safety, we conduct periodic fire drills as mandated by the state of Michigan. These drills aim to ensure that all residents are familiar with evacuation procedures and emergency routes. If you detect

a fire, regardless of its size, promptly activate the fire alarm and evacuate the building. If feasible, inform your Residence Life personnel. It's crucial that the building is evacuated entirely before any fire containment efforts are undertaken.

Residence Life personnel will provide thorough reviews of fire safety and evacuation protocols for each building. Cooperation during fire drills is essential and failure to comply will be considered a serious breach of discipline. Students who do not cooperate may face disciplinary actions. Your safety is our top priority, and your cooperation in these drills is greatly appreciated.

## **Fire Evacuation Procedures:**

1. Before anything else, ensure all windows are closed.
2. Always prioritize your safety. Before opening any doors, check your door for heat. If it feels hot, refrain from opening it. If your door feels cool, follow the evacuation route posted in your unit or use the nearest exit door.
3. Once outside, move to a safe area (at least 100 feet away from the closest exterior exit) to minimize the risk of injury from explosions or heat.
4. Do not re-enter the building unless instructed to do so by a staff member or the fire department. Your safety is paramount, and following these steps will help ensure everyone's well-being.

## **All Other Evacuation Procedures:**

For all other evacuations, Campus Safety and Facilities will coordinate actions for evacuations and re-entry into buildings.

## **6.02 Active Shooter**

In the event of an active shooter, Baker College follows the Run, Hide, Fight philosophy. For informational purposes, we utilize the following video. Your safety is our utmost priority, and we encourage everyone to familiarize themselves with these procedures to ensure preparedness in case of an emergency.

## **6.03 Severe Weather/Tornado Procedures**

Each residence hall has a designated severe weather shelter location, so take a moment to familiarize yourself with where yours is located. If notified by Residence Life personnel or another College official that shelter is necessary, promptly proceed to that location and remain there until an all-clear signal is issued.

During severe weather conditions, it's important to stay informed by monitoring local weather updates. You can do this through local television and radio stations, Internet weather sites, or NOAA weather radios.

If you're advised to seek shelter but can't reach your designated area, follow these precautions:

1. Find a place of safety, preferably the basement or first floor of a building.
2. Move to a hallway away from windows and doors.
3. Seek shelter under a heavy table or similar sturdy object to protect yourself from flying objects.
4. Stay calm and wait for assistance.

## 6.04 General Campus Safety

The College attempts to provide a comfortable, safe living environment for residence hall students. Some entrances are monitored via Closed Circuit Television Cameras, intercoms, and electronic switches. Students must observe all security and safety rules and policies. They have been developed with your safety and well-being in mind. Your I.D./Access Information/Parking Permit is for your use only. Sharing another student's I.D./Access Information/Parking Permit or sharing yours with another person will result in disciplinary action up to and including dismissal from the halls.

## Missing Person Policy and Procedures

At our institution, the safety and well-being of our students are paramount. Each year, residents will have the opportunity to confidentially provide emergency contact information. This information will be used if Campus Safety confirms you as missing for 24 hours. For residents under 18 who are not emancipated, we are obligated to notify the custodial parent or guardian within 24 hours of determining the absence. If no emergency contact information is provided, or if you are over 18 or emancipated, we will promptly inform the relevant law enforcement agencies about your missing status.

## 6.05 Emergency Alert Notifications:

The Baker College Emergency Alert system provides, urgent, mass notification to faculty, staff and students regarding emergencies or threats on campus. A major emergency includes but is not limited to, an active violent incident, weather-related closures, or a hazardous material spill.

Notifications are automatically delivered via text message, voice message, email, and social media. Faculty, staff, and students can update emergency contact information by going to [my.baker.edu](http://my.baker.edu).

## 6.06 Insurance and Liability

At our residence halls, the well-being of our students is our priority. We want to ensure that you are aware that any personal belongings you bring are your responsibility. We strongly encourage residents to protect yourselves by insuring your property against theft, loss, or damage. Additionally, labeling valuable items can help in the event of misplacement or theft.

## 6.07 Residence Hall Safety

Be security conscious! Keep your door locked at all times. Poor door locking habits may cost you loss of personal property. Do not keep large sums of money or other valuables in your room or in easy sight and access to anyone. **The College will not assume responsibility for abandoned, damaged, lost, or stolen personal items.** Residence Life personnel should be notified immediately if you have cause to believe your residence hall unit has been improperly entered at any time. Any theft should be reported immediately by the student to Campus Safety.

Residents may not store any gasoline, fuel oil, toxic agents, or other potentially hazardous substances on the premises. Tampering with any safety equipment (e.g., fire extinguishers, smoke alarms, etc.) may result in fines in addition to replacement or repair costs.

Residents may not use any method of heating the premises (e.g., space heaters) other than that supplied by the College.

## **6.08 Parking and Automobiles**

Residents are encouraged to lock their vehicle doors. Baker College is not responsible for any damage, theft, loss, etc. Residents who have vehicles must register annually for a parking permit at the time of check-in. It is the student's responsibility to pay fees related to parking violations. Residents' cars cannot be left in the parking lots over breaks. All cars in the parking lot must be in working order. Vehicle maintenance other than minor routine maintenance may not occur in any campus parking lot. Residence hall parking lots are for current residents only. Residents are limited to one (1) vehicle in Baker College provided parking unless prior approval is given by Residence Life personnel. No one is allowed to sleep in a vehicle on campus property. Sharing of parking permits will result in disciplinary action. All vehicles on Baker College property must be properly licensed. Any disregard for the parking requirement at housing may result in towing of vehicles at the owner's expense, discipline, fines, housing reassignment, and/or termination of housing licensing agreement. Please follow the 15-mph speed limit on campus. Violation of the speed limit may lead to loss of parking privileges and/or a ticket. During winter months, students are asked to park away from curbs and sidewalks to allow for proper snow removal.

### **Auto Insurance**

Michigan is a no-fault insurance state and residents are required to obtain no-fault insurance coverage on their vehicles. If you are a non-Michigan resident and you have no-fault insurance coverage from the state in which you reside, you are covered in Michigan. If you DO NOT have no-fault insurance from the state in which you reside and have been in Michigan for 30 or more consecutive days, you MAY NOT be protected under your current automotive insurance policy. Please check with your insurance company to make sure you are protected in Michigan.

## **College of Health Science Program Handbooks**

**\*Individual Program Handbooks will be added by  
8/26/2024**

### **INTRODUCTION**

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the program addendum, students acknowledge that they have read this handbook and their program addendum and understand the material presented.

### **THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS**

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources, and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

### **MISSION**

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional, and compassionate graduates.



## **VISION**

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional, and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client, and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff, and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

## **CLASS SCHEDULES**

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail, or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

### **Attendance at Work Experiences, Clinical Internships, or Fieldwork Experiences**

Work experience courses are challenging work opportunities related to your major or intended career that require you to reflect and integrate your college learning in the professional world. These courses require students to locate and secure a site and complete required hours. In addition, work experiences should provide students with an opportunity to focus on program outcomes. If the student does not retain the work experience that they have selected, the College is not obligated to seek out an alternative site. Work experience may require attendance up to 40 hours per week with a minimum of 121 hours to a maximum of 180 hours of paid/unpaid experience in a health or health related setting. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness, or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- Students will arrange clinical site placement and complete the worksite registration prior to the deadline provided in WRK 4410.
- Students will accommodate didactic and work experience schedules that may follow a non-traditional format. This may include evenings, weekends, and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.

- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible for notifying a program official promptly of any such change.
- Students must request time off for personal days, vacation, or interviews. These events must be previously approved by a program official and work experience supervisor.

### **LEAVE OF ABSENCE**

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship because of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse
- Child
- Parent
- Sibling
- Grandparent
- Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

### **OUTSIDE OBLIGATIONS**

Completion of program requirements is demanding, and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, or academic or clinical assignments.

### **PREGNANCY**

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the college and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

### **PROFESSIONALISM**

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate in and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

## **CONFIDENTIALITY**

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty, and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course, or expulsion from Baker College.

## **SOCIAL MEDIA**

Students will abstain from using personal cell phones, electronic devices, and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

## **ETHICAL CARE RESPONSIBILITIES**

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background, or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

## **APPEARANCE**

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience. Students should adhere to the dress code policy of Baker College and/or the clinical setting. All students in clinical settings should wear identification at all times.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible for making up the time missed. See program specific information for more detailed requirements.

## **SMOKING**

Students will abide by the Baker College Smoking Policy and any additional clinical policies regarding tobacco or smoking-related products. Reference the Baker College Student Handbook Smoking Policy for more information.

## **CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS**

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal, and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

## **IMMUNIZATION REQUIREMENTS**

### **Health and Immunization Requirements:**

Students may be required to provide proof of immunizations, boosters, and/or titers, current TB test results, and other screenings pertinent to their chosen profession.

Students are financially responsible for all immunizations, tests, and titers needed for College of Health Science Professional Program requirements.

Before beginning clinical courses the following information must be submitted. Specific deadlines may vary by program and campus due to clinical site expectations. **Failure to submit requirements, by stated deadlines, will result in the student not being able to participate in clinical studies and being removed from the course.**

- Complete Baker College Health Information Form which includes emergency contact information and affirmation that the student's immunizations are complete.
- Tuberculosis Testing: T.B. skin test, serological test, or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis (documented 2-step once and then standard TB test annually as applicable to the individual student).
- Varicella-Zoster Testing: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- Measles, Mumps, and Rubella Immunization: Students born after December 3, 1956, will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- Tetanus/Diphtheria/Pertussis Immunization: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- Hepatitis B Immunization Series: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- Influenza Vaccine: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- COVID-19 Vaccine: The College of Health Science recommends that all eligible individuals receive the COVID-19 vaccine. While the COVID-19 vaccine is recommended, it may be required for some clinical sites associated with clinical placements for certain campuses. These requirements are put in place by the clinical sites themselves and are subject to change based on their respective policies and guidelines. If a student is assigned to a clinical placement where the COVID-19 vaccine is required, they will be expected to either provide proof of vaccination or obtain a waiver from both the college and the clinical site, if applicable. Waivers will only be granted under specific circumstances and must be approved through the appropriate channels.
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

### **Immunization Exemption**

To request an accommodation that allows you to be exempted from a vaccination requirement, please complete this electronic form through the BC Portal. In general, exemption requests are based on valid medical or religious grounds. If the request is based on a medical condition, a Medical Verification Form will also need to be submitted with your electronic request. The College will review your request and notify you whether it is approved. The College may ask you for more details about your request, and may need you to provide additional information.

### **HEALTH INSURANCE**

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

### **BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS**

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

### **PROFESSIONAL LIABILITY**

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.

Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification, and all other items or services required by the work experience site.

### **ESTIMATE OF FEES**

<b>Item or Service</b>	<b>Average Range of Fees</b>
Background Check - Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening - If required by a clinical site.	\$25 - \$50
Fingerprinting - If required by a clinical site.	\$68 - \$100
Immunizations/Titers - Required. Varies by student's past immunization history.	Varies
Immunization Tracking - Required.	\$15 - 25
COVID Vaccination - Recommended	Varies
Clinical Placement Service - If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam - Required.	\$50 - \$75
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs - Varies by program.	Varies

Item or Service varies by program and/or clinical site

## **TRANSPORTATION**

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for work experience, the cost will be at the student's expense.

## **BLOOD BORNE PATHOGENS (BBP)**

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty, and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

## **LATEX ALLERGIES**

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

## **AFFECTIVE, COGNITIVE, AND PSYCHOMOTOR DOMAIN REQUIREMENTS**

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills, and functions. Combinations of cognitive, affective, psychomotor, physical, and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

The following motor, sensory, communication, and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

### **Affective Domain**

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of your profession, as well as applicable laws and regulations governing the healthcare profession.

### **Cognitive Domain**

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management, and demonstrate problem-solving skills.

### **Psychomotor Domain**

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive, and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

### **Communication**

- Ability to effectively communicate in English through speech, hearing, reading, writing, and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team, and individuals of all ages, races, genders, and socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to provide reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodation should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodation and will recommend appropriate accommodations and services.

### **PROFESSIONAL PROGRAM APPLICATION AND SELECTION PROCESS**

The Healthcare Administration program is an open enrollment program that requires no application process. Please refer to this program's suggested academic plan.

### **ACADEMIC CORRECTIVE ACTION PROCESS**

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. Documented Verbal Warning: A meeting with program officials. This meeting will detail the academic issues and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.

2. Program Academic Probation/Written Warning: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations, the method used to evaluate the student's progress, and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. Sanctions Review: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

### **PROFESSIONALISM**

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction, the decision is final and not eligible for appeal.

### **REQUIREMENTS FOR GRADUATION**

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

## **College of Nursing Program Handbooks**

**\*College of Nursing Handbooks will be added by  
8/26/2024**