**Campus Information**

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**Campus Policies**

Campus Policies begin on page 16 and are listed in alphabetical order.

**Residence Life Policies**

Campus Policies begin on page 48 and are listed in alphabetical order.
BALDWIN CITY CAMPUS INFORMATION
ADMINISTRATIVE INFORMATION
This handbook is published to provide all Baker University community members with important information on university policies and procedures relating to university services, community responsibility, and student life. It is the responsibility of the readers to familiarize themselves with its contents. While effort is made to accurately present policies and procedures as of the date of publication, Baker University reserves the right to add, delete, revise, or modify policies and procedures at any time. Such changes will supersede any previously published policies or procedures on a similar topic. It is the responsibility of the readers to verify current policies and procedures.

HISTORY AND TRADITIONS
Founded on the Santa Fe Trail only four years after the opening of the Kansas Territory to settlers, Baker University was the first university in Kansas. Named after Methodist Bishop Osmon C. Baker, the school received its charter from the Territorial Legislature on February 12, 1858. The mission of Baker University is to provide a dynamic community dedicated to excellence in liberal and professional education, to the integration of learning with faith and values, and to the personal development of each community member. Baker University serves 4,000 students through the College of Arts and Sciences on the Baldwin City campus; the School of Professional and Graduate Studies based in Lawrence, Overland Park, Topeka, Wichita, and Lee’s Summit, Missouri and North Kansas City, Missouri; and the School of Nursing, Stormont-Vail HealthCare, in Topeka. Some of the state’s most historic buildings are located on the Baldwin City campus. Four are listed on the National Register of Historic Places. The oldest building, the Old Castle Museum, was built in 1858 and served as the only academic structure until 1871. The second oldest, Parmenter Hall, pays tribute to Charles Sylvester Parmenter, the first professor of biology. Abraham Lincoln donated $100 toward its construction. Case Hall is named for a trustee who offered an initial challenge grant to build it as the first library on campus. The Pulliam Center is the latest campus building to be added to the Register and also enjoys the special status of a nationally listed site of the United Methodist Church because it was the first church built in Baldwin City.

Another distinctive campus feature is the grape arbor. It was the first arbor of the Aeolian Society, a women’s literary society of the nineteenth century. On a nearby pedestal of stones stands the “old ten o’clock bell” that a century ago called students to their morning classes and announced their nightly curfew from a lofty perch atop Parmenter Hall. To the south is a newly constructed bridge commemorating the visit of President William Howard Taft, who spoke on campus in 1911. The Osborne Chapel, dismantled in England and rebuilt on campus, was dedicated in October 1996 by former Prime Minister of Great Britain Margaret Thatcher.

Several traditions have developed relative to organized athletics. Baker and the University of Kansas played the state’s first collegiate football game in 1890. Baker won this contest and established its preeminence throughout the region. Well-known Kansas University basketball coach Forrest C. “Phog” Allen first acquired his reputation as a coach here. Later, Emil Liston, founder of the NAIA, followed him in basketball and football. Still later, Liston’s former players Karl Spear and James Irick distinguished themselves in their coaching activities, followed by Charlie Richard, known as the “winningest football coach in the NAIA.” The University’s official color, cadmium orange, has remained its single color for almost a century. The Wildcat mascot was first applied to a successful football team and then extended in the 1920s to all other sports teams.

BAKER ALMA MATER
“To the Orange,” by William C. Rice
To dear old Baker unto thee our grateful song we sing.
In triumph sound throughout the land, loud let thy praises ring.
Our Alma Mater will reign across the vast fair Kansas plain.
Hearts to the Orange forever true. We’re children of old Baker U.

BAKER FIGHT SONG
It’s that old Baker Spirit, Fight to Win,
That leads us on to victory;
We breathe it in the air; we find it everywhere;
It thrills us through and through;
A Son that’s true can’t say the
Old gray mare she ain’t what she used to be, for
Baker’s just the same;
She’s got the same old Pep,
She’ll never lose her Rep,
We’re going to win this game!
ACADEMIC INFORMATION

NOTICE OF ACCESSIBILITY
Although certain facilities are not fully physically accessible to handicapped persons, Baker University will take such means as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in, or denied the use of any programs or activities provided by the University. Baker will meet federal standards of accessibility by reassignment of classes or other services to accessible locations, alterations, or new construction. Structural changes to existing facilities will not be required where other methods are sufficient to comply with the federal standards as published. Because scheduling of classes and arranging housing in accessible facilities may require reasonable advanced planning, handicapped students accepted for admission should identify themselves at least four months prior to the start of the semester of admission and indicate the nature of accommodation they may need. This communication should be directed to the Office of Student Academic Success: 785-594-8352; sas@bakeru.edu.

NOTICE OF NON-DISCRIMINATION
It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual's race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to or employment in its education programs or activities. As a religious educational institution operating under the United Methodist Church, Baker University is permitted under the exceptions set for the in Title VII of the Civil Rights Act of 1964 to prefer employees on the basis of religion.

Any person having questions regarding Baker University’s compliance with the regulations implementing Title VI, , section 504, Title II, or the Age Act is directed to contact the Provost, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065 (785-594-8312), who has been designated by Baker University to coordinate the institution’s efforts to comply with the regulations implementing Title VI, section 504, Title II, or the Age Act.

Any person having questions regarding Baker University’s compliance with the regulations implementing Title IX is directed to contact the Dean of Students, Baker University, 618 Eighth Street, PO Box 65, Baldwin City, KS 66006-0065 (785-594-8431), who has been designated by Baker University to coordinate the institution’s efforts to comply with the regulations implementing Title IX.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, OCR.KansasCity@ed.gov, regarding the institution’s compliance with regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act.

ACCOMMODATION NOTICE
Baker University is committed to providing “reasonable accommodations” to qualified employees, applicants, and/or students with disabilities, in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act, as amended.

Students seeking accommodations and/or information about the services, activities, and facilities that are accessible to and usable by persons with disabilities should contact the Student Academic Success Office, 618 Eighth Street, P.O. Box 65, Baldwin City, KS 66006-0065, (785-594-8352).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
Baker University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University.

FERPA accords students certain rights with respect to their education records.
• The right to inspect and review their records
• The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
• The right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent
• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA

All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to the University Registrar.
Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record in order to perform a task that is his or her professional responsibility, related to a student’s education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the University Registrar. Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA statute.

RELEASE OF DIRECTORY INFORMATION
Baker University hereby gives notice that it has designated the following categories of personally identifiable information as “Directory Information” under the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). This information can be released without the prior consent of students as permitted by law.

Under the terms of FERPA, Baker University defines “Directory Information” as follows:

- Name
- Permanent address and telephone number
- Baker email address
- Dates of attendance
- Enrollment status
- Class level
- Major area(s) of study
- Academic honors and awards
- Degree(s) conferred (including dates)
- Date of birth
- Height and weight of athletes

In order to request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Registrar’s Office. All inquiries regarding this policy should be directed to the University Registrar.

THE LIBRARY
The Collins Library supports the mission of Baker University, providing faculty and students, regardless of location, with the knowledge and skills to grow as intellectually curious and critically involved members of society with a lifelong commitment to learning.

Mon-Thurs 8 am – 11 pm
Friday 8 am – 4:30 pm
Sunday 3 – 11 pm
Exceptions to the regular schedule are posted at http://www.bakeru.edu/library3 and the main door.

STUDENT BORROWING PRIVILEGES
- Baker ID is used to check out library materials, including reserve readings
- Books and government documents can be borrowed for one month
- Videos, audio tapes, and other audiovisual materials can be borrowed for one week
- Journals and reserve readings must be used inside the library
- Unpaid replacement charges and fines are forwarded to the Business Office at the end of each term for collection

MISCELLANEOUS INFORMATION
- Scanner and printers (for both color and black & white copies) are available for student use. Color prints cost 10 cents.
- A plotter for making posters to take to conferences and poster scissors is available. Posters cost 60 cents per square foot.
- Spill-proof containers must be used for any beverages brought into the library
- Suggestions and concerns are gratefully received by the director of library services

STUDENT ACADEMIC SUCCESS (SAS)
The Office of Student Academic Success (SAS), located in the lower level of Collins Library (Room 120), provides resources intended to support academic success for all students. This includes the coordination of advising, peer tutoring and access services. SAS also serves incoming international students and students desiring to study abroad or expand their global awareness.

The Office of Student Academic Success strives to help students fully embrace their academic goals through developing effective academic habits, dispositions, and learning strategies, fully adapting to Baker University life and achieving study abroad goals. SAS Faculty members and peer tutors serve students who feel they need academic support and who want to enhance their skills or improve their grades. SAS staff and tutors are trained to assist students in all areas, including math, English,
writing, critical thinking, business, sciences, and languages. Additionally, SAS staff determine and arrange appropriate accommodations for students with documented disabilities. These services are available on a walk-in basis and are free to all Baker students. SAS Office contact info: 785-594-8352; sas@bakeru.edu.

ATHLETICS

The Department of Athletics has been a member of the Heart of America Athletic Conference (HAAC) since it was established in 1971 and the National Association of Intercollegiate Athletics (NAIA) since 1937. Rooted in deep tradition, former Baker Athletic Director Emil S. Liston was one of the founding fathers of the NAIA. During Baker’s existence numerous athletes have been recognized for their efforts in the classroom, being named Daktronics- NAIA Scholar-Athletes.

Baker has also featured four NAIA National Champions on the field of play with three coming since 2012. Palmer Mai became the first NAIA National Champion from Baker in 1953 winning the 220-yard low hurdles. Then Stephanie Nelson became Baker’s first-ever female national champ with her first-place finish in the javelin at the 2012 NAIA Women’s Outdoor Track and Field National Championships in Marion, Ind. A year later Jeremy Gathright won the men’s 400-meter dash at the 2013 NAIA Men’s Outdoor Track and Field National Championships also in Marion, Ind., and in March of 2014, freshman wrestler Bryce Shoemaker became the first wrestling national champion at Baker by winning 133-pound NAIA National Championship in Topeka, Kan.

Athletes have also been honored for their efforts on the field of competition by being acknowledged as HAAC All-Conference and NAIA All-American performers. Baker has been a Champions of Character Institution since the program’s inception in 2000-2001. The Champions of Character initiative seeks to cultivate change in the athletic arena through the five core values of respect, integrity, responsibility, servant leadership, and sportsmanship. Baker is also proud of its national recognition in the prestigious 2013-14 Learfield Cup Standings with 355.75 points, the highest placement of any NAIA institution in the HAAC and the state of Kansas. The Learfield Sports Directors Cup is awarded annually to the nation’s best overall collegiate athletics program and is a points system accumulating each school’s success in NAIA postseason play.

The Wildcats currently sponsor 21 sports – 10 men’s, 10 women’s, and 1 co-ed and represent approximately 50% of the student population on campus.

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<td>Spirit Squad</td>
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<td>Indoor Track</td>
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<tr>
<td>Baseball</td>
<td>Indoor Track</td>
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ATHLETICS’ DRUG EDUCATION AND TESTING PROGRAM

Designation as a Baker University student-athlete and participation in the University’s intercollegiate athletic programs is a privilege. The Baker University student-athlete will act in accordance with the five core values of the National Association of Intercollegiate Athletics (NAIA): respect, responsibility, integrity, sportsmanship, and servant leadership. The purpose of the Baker University Department of Athletics Drug Education and Testing Program is to establish policy and procedure that guides the University’s Drug Education and Testing Program while Baker University student-athletes are treated with dignity and respect and maintain privacy as much as possible. Likewise the Baker University student-athlete acknowledges that the privilege to represent Baker University in intercollegiate athletic performance requires him/her to be compliant with the Baker University Drug Education and Testing Program as outlined in this document. Copies of the BU Athletics Drug Education and Testing Program Policy are available upon request from the athletic department or can be found online at http://www.bakeru.edu/athletic-department/drug-testing-policy.
BUSINESS AND FINANCE

BOOKSTORE
Long Student Center, Main Level
(785) 594-8315, bookstore@bakerU.edu
www.bakerushop.com

The Baker University Bookstore is conveniently located on the first floor of the Long Student Center. The web site displays all of the books, clothing, gifts, and school supplies in stock in the bookstore. The web site is available 24/7 to browse and place orders for books and merchandise. Store hours are generally Monday - Thursday 9 am - 5 pm and on Friday 9 am - 4 pm. The bookstore is open selected weekends for special events such as Homecoming, Family Weekend, Graduation, Student Orientation Days, and others. Check the website for store hours for specific dates. The bookstore provides all of the required and recommended textbooks and associated supplies for Baker students to help them achieve academic success. The bookstore guarantees the course materials sold are the correct titles and editions for every class. Textbooks are available in new, used, rental and digital content (if available). In addition to textbooks the bookstore offers a full line of Baker emblematic merchandise and school supplies such as pens, pencils, calculators, binders, spiral notebooks, folders, printer paper, dorm room supplies, batteries, flash drives, and more. The bookstore also stocks health and beauty products, drinks, and snacks for your convenience. Students can sell textbooks back at the bookstore at any time of the year.

Full Textbook refunds are available one week after the class begins with a valid receipt and under other special circumstances. A complete list of our refund and book buyback policies is available in the bookstore.

CAMPUS SECURITY
Parmentor Hall
(785) 594-8430

Campus Security is open and available 24 hours a day, 7 days a week, and 365 days a year.

CHECK CASHING
Checks may be cashed in the Business Office located in Constant Hall. There is a $35 maximum for cashing checks. A student identification card is needed when cashing checks.

DINING SERVICES
Long Student Center Level I
Jeff McCullough, manager
(785) 594-8333, jmccullough@bakerU.edu
Katie Reed, Catering Coordinator
(785) 594-830, kathleen.reed@sodexo.com
www.bakeru.edu/directories/university-articles/food-service

Welcome to dining services at Baker University. Along with our dining services partner, Sodexo, we take pride in offering a wide variety of meal options, all of the highest quality, within a clean and welcoming all-you-care-to-eat environment. Meal service in Resident Dining include multiple serving platforms that provide hot entrees, sides, pizza, salad, and soup, as well as cereal, desert, and deli bars. We also provide Fresh Market, a vegetarian and gluten free serving station. Our first goal is your satisfaction and we encourage comments and recommendations at all times. All students living in residence halls are required to participate in a 19, 14, or 12 meal plan. For off-campus students, we offer a commuter plan and declining balance. The primary board plans allow students 19, 14, or 12 meals per week in the dining room. Ten additional Flex meals per semester are included with the 14 and 12 meal plans to allow students to eat additional meals or bring a guest with them. Details on all options are available in the Constant Hall.

To be admitted to Resident Dining, you must present proper form of payment at the door. This includes cash, credit/debit card, check or student ID card with verifiable meal plan. Please remember that meals are non-transferable, meaning no one may use your card but you. However, flex meals or declining balance may be shared with guests at any time.

It is our goal to provide the best service possible within a clean and welcoming environment while aligning ourselves with the sustainability initiative of the larger campus community. Towards that end, we ask you to observe the following policies:

- Footwear and full attire are required in the dining room at all times
- Unauthorized cups may not be brought into the dining room
- No unauthorized food, drink, or dishes are to be taken from the dining room
• Your dishes and trash should be brought to the bussing area when you finish eating

Susan Richardson Teel Dining Hall
Full Breakfast/Monday-Friday 7:30 am-9:00 am
Continental Breakfast/Monday-Friday 9:00 am-10:00 am
Lunch/Monday-Friday 11:00 am-1:45 pm
Dinner/Monday-Friday 5:00 pm-7:00 pm
Weekend Brunch/Saturday-Sunday 10:30 am-1:30 pm
Weekend Dinner/Saturday-Sunday 4:00pm-6:00 pm

Retail Dining
The Daily Grind/Long Student Center Level I
Jeff McCullough, manager
(785)-594-8333, jmccullough@bakerU.edu
Baker University and Sodexo have partnered up once again to provide to-go options for the students on the run. The Daily Grind offers a core assortment of sandwiches, salads, and wraps served with our house-made pub style chips. We also provide seasonal fare and beverages alike. Our baristas prepare Starbucks coffees, lattes, Frappuccino’s, teas and Jamba Juice smoothies that are made to order. Personalized service is our specialty. The Daily Grind accepts cash, credit/debit card, check and declining balance dollars. Note: Meal swipes and Flex Meals are not accepted in our retail unit.

The Daily Grind/Café
Monday-Thursday 7:30 am-10:00 pm, (Tuesdays closed from 2:00 pm-3:00 pm)
Friday 7:30 am-5:00 pm
Sundays 5:00 pm-9:00 pm

Note: Hours for the Dining Room and Café are subject to change based on business and the school calendar

MAIL AND COPY CENTER
Constant Hall, Lower Level
Kelly Garrison, Director, Kelly.Garrison@bakerU.edu
Becky Potter, Assistant, Becky.Potter@bakerU.edu
(785) 594-8469
http://www.bakeru.edu/baldwin/current-students/mail-copy

Mail and packages will be held in the Mail and Copy Center for students to pick up. An email from MAILSVCS will be sent to the student's email advising them that they have mail or a package in the Mail and Copy Center. Proper identification must be presented to pick up the mail or package.

For fastest delivery, mail should be addressed as follows:
Baker University
Student’s Name
618 8th Street
P.O. Box 65
Baldwin City, KS 66006-0065

All outgoing mail should have a return address clearly identifying the sender, so undeliverable mail can be returned to the sender. Students who move out of university housing for any reason will have their first-class mail forwarded for up to one year, and periodicals for six months. If no other forwarding address is left at the Mail and Copy Center, mail will be forwarded to the student’s permanent address.

FINANCIAL AID
Denious Hall, East end
Jeanne Mott, Senior Director
(785) 594-4595, jeanne.mott@bakerU.edu

It is the policy of Baker’s College of Arts and Sciences to provide financial assistance to as many students as possible who require funds. The University has a financial aid program which includes scholarships, participation awards, grants, loans, and employment. Priority deadline for filing the initial aid application is March 15 of the preceding academic year. The file should be completed by April 15 of the preceding academic year. Upon initial application, applicants will be notified of documents needed to complete the file. Renewal applications are required each year if financial aid is desired. While departments may recommend
to the Financial Aid Office that a student be considered for scholarship assistance, the Financial Aid Office is the only office at Baker authorized to offer financial aid to students. Information concerning types of financial aid and the qualifications may be obtained in Denious Hall. Students are encouraged to keep this office informed of changes in family circumstances.

**PROCESS**

For most types of aid, students must complete the Free Application for Federal Student Aid (FAFSA) form online at [http://www.fafsa.gov/](http://www.fafsa.gov/).

**CAMPUS WORK PROGRAM**

The University employs as many competent and qualified students as possible on the Federal Work Program. Employment cannot be guaranteed. Work supervisors are asked to interview three students for each open position before selecting the student who has the best background, skills, and schedule for the position. To remain eligible to work, students must maintain a minimum grade point average of 2.0 plus earn a minimum of 12 credit hours per semester.

**FINANCIAL AID STANDING**

Financial Aid Standing is based on hours earned only at Baker University. Both cumulative G.P.A and hours earned affect your eligibility to receive Baker funded, federal, and state aid. Students must be enrolled in 12 hours per semester to receive the maximum amount of aid.

Students will be reviewed annually in May to determine if they remain in good Financial Aid Standing in order to receive institutional, federal and state aid as outlined below:

**Freshmen**
- Must earn a minimum of 27 credit hours at Baker by the end of the first academic year.
- To remain eligible for all federal and state aid, at least a 2.0 cumulative G.P.A is required.
- To continue to receive institutional academic scholarships, the G.P.A tied to that scholarship must be retained.
- Summer sessions ARE NOT included in the calculation of number of hours earned for the freshman year eligibility.

**Sophomores, juniors, and seniors (including transfers)**
- Must earn a minimum of 24 credit hours at Baker for the academic year.
- To remain eligible for all federal and state aid, at least a 2.0 cumulative GPA is required.
- To continue to receive institutional academic scholarships, the G.P.A tied to that scholarship must be retained.
- Summer sessions ARE NOT included in the calculation of number of hours earned.

**Financial Aid Suspension and Probation**

Students who do not successfully complete the required number of hours for the academic year and/or do not have at least a cumulative G.P.A of at least a 2.0 at the time grades are reviewed in May will be placed on Financial Aid Suspension. Students will be notified in writing and will have the opportunity to appeal this decision to the Financial Aid Advisory Committee.

The written appeal must be in writing, and must include an explanation as to:
- why the student failed to make financial aid progress, and
- what has changed that will allow the student to be successful the following semester.

Students whose appeal is approved will be placed on Financial Aid Probation for one semester. After that semester, the student must have successfully earned at least 12 credit hours and have a cumulative Baker G.P.A of at least 2.0. If the student is not successful, the student will again be placed on Financial Aid Suspension, and will not be eligible for any type of financial aid. To regain eligibility, the student will need to successfully complete at least one semester without financial aid.

**WITHDRAWALS AND REFUNDS**

Federal regulations require the use of the Return of Title IV Funds policy for all students receiving any type of federal aid, when calculating the aid a student can retain after withdrawing. This policy applies to Federal Direct Subsidized or Unsubsidized Federal PELL Grants, Federal SEOG Grants, Federal TEACH Grants, Federal Perkins Loans, Federal Direct Loans, and Federal Direct PLUS Loans.
These regulations govern the return of aid disbursed for a student who completely withdraws from a term or payment period. During the first 60 percent of the period/semester, a student “earns” aid in direct proportion to the length of time he or she remains enrolled. The percentage of time that the student remained enrolled determines the percentage of disburseable aid for that period that the student earned. A student who remains enrolled beyond the 60 percent point earns all aid for the period.

Students planning to withdraw need to start at the Record’s Office to request a Withdrawal Form. Institutional charges and financial aid will be adjusted once the Withdrawal Date has been determined. For students receiving financial aid, the refund must first be repaid to the Title IV programs, state grants, and institutional funds in accordance with existing regulations in effect on the Withdrawal Date and with respect to various types of aid. It is possible that the student who withdraws will still have an outstanding balance due to the University. The Withdrawal Date is determined as follows:

- **Official withdrawal.** The later date of when the student began the institution’s official withdrawal process OR officially notified the institution of intent to withdraw
- **Unofficial withdrawal.** The last date the student participates in an academic activity

If the student has to leave without notification because of circumstances beyond the student’s control, the institution may determine a withdrawal date related to those circumstances. The institution has the option to always use the student’s last day of attendance at a documented academically-related activity.

The percentage of the period that the student remained enrolled is calculated based on number of days the student was enrolled. Divide the number of days enrolled by the total days in the enrollment period. Calendar days are used including weekends, but breaks of at least five days are excluded from both the numerator and the denominator.

**DISTRIBUTION OF UNEARNED AID**
If a student has not earned all of the federal aid received to date at the point of withdrawal, funds will be repaid in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal PELL Grant
- Federal SEOG Grant
- Federal TEACH Grant
- State grant and scholarship funds
- Institutional aid
- Outside scholarships

**OVERPAYMENT**
In the event a student has received funds for living expenses and an overpayment occurs, Baker University will notify the student of the overpayment. It is the student’s responsibility to return the overpayment to the proper federal program. Students who fail to repay overpayment will not be eligible for additional federal financial aid funds, at any institution, until the overpayment has been satisfied.

Examples of the application of the refund policy are available to students upon request by contacting the Office of Financial Aid. Refer to the University catalog for policy on adjustment of costs upon withdrawal.

**RELIGIOUS LIFE**
Osborne Memorial Chapel
The Rev. Dr. Kevin Hopkins, Minister to the University
(785) 594-4553, kevin.hopkins@bakerU.edu
www.bakeru.edu/baldwin/prospective-students/spiritual-life

Church leaders who were following the westward expansion in America founded Baker University in 1858. They sought to provide a place of higher education devoted to the Christian faith and academic excellence. As one of 195 colleges and universities in the United States related to the United Methodist Church, Baker University seeks to continue that tradition.

The center of religious life on Baker’s campus is the Clarice L. Osborne Memorial Chapel. A University chapel worship service is held each Thursday of the academic year at 11 a.m. Chapel attendance is not required on Baker’s campus; however, no classes or meetings are scheduled during chapel time so that all who wish to attend may do so. Chapel services are informal and last approximately 45 minutes. Baker is open to persons of all faiths, and students, faculty, and staff are encouraged to discover the place of spirituality in their lives.
The priest from Annunciation Roman Catholic Church in Baldwin City offers Mass in Osborne Chapel each Tuesday at 11:15 a.m. There are chapters of the Fellowship of Christian Athletes and Christian Challenge organized on campus. Students, faculty and staff are welcome to participate in any religious activity on campus.

There are eleven local churches of a variety of denominations in Baldwin City. Students are encouraged to find a church home and to become involved in local church ministry and service. There are many more church options from which to choose in nearby Lawrence.

STUDENT AFFAIRS DIVISION

DEAN OF STUDENTS
Long Student Center, 2nd Floor, 200
Dr. Cassy Bailey, Dean of Students, (785) 594-8431, cassy.bailey@bakerU.edu
Dr. Teresa Clounch, Associate Dean of Students, (785) 594-8473, teresa.clounch@bakerU.edu
Kelly Burns, Coordinator of Residence Life, (785) 594-8382, kelly.burns@bakerU.edu
http://www.bakeru.edu/baldwin/prospective-students/student-life/dean-of-students

This department strives to create an environment that fosters a student’s development academically, personally, and socially from orientation to graduation. The Dean of Students and the Associate Dean of Students serve as student advocates and provide an administrative channel for all student concerns as the relate to the University. All aspects of a student’s campus life are the concern of this office. Specifically, the services directed by this department include:

- Career Services
- Counseling Center
- Leadership
- Intramurals
- Multicultural Affairs
- New Student Orientation
- Residence Life
- Service Opportunities
- Student Activities
- Student Government
- Student Organizations
- Student Health Services

CAREER SERVICES
Long Student Center, 2nd Floor, 204
Susan Wade, Director
(785) 594-8435, susan.wade@bakerU.edu, www.bakerU.edu/careerservices

Career Services provides opportunities for students to explore majors and careers; determine career options or plans; obtain relevant experience; research graduate and professional schools; and learn how to conduct a successful job search.

Career Planning. Students are encouraged to take advantage of individual career counseling, assistance with arranging internships, locating employer contacts, or attending career related workshops and events. Individual assistance is available for résumé, cover letter, interviewing and graduate school application writing. Through individual counseling and career assessments, students can identify their interests, skills, strengths, and values and learn about potential majors and careers.

Career Services Resources. Resources provided by Career Services include an extensive website with a variety of materials and information about careers in various fields, job seeking tools and skills, employers, graduate schools, and other career guidance topics. Individual guidance is provided to assist students with resources on career planning, internships and jobs. Full-time, part-time, summer and internship job vacancies are received and posted online daily.

Internships. One of the most valuable ways students can prepare for life after college is to engage in an internship. This type of experiential learning is an important complement to the classroom instruction that occurs at Baker. Internships can be taken for credit during January interterm, Fall, Spring or Summer semester (with some exceptions based on major). A typical internship is for 3 credits (120 work hours) over 3 to 15 weeks. However, students may earn 1 to 12 credit hours while interning. Sophomores through seniors may enroll in the internship program for credit.

Special Programs and Career Fairs. Career Services offers all students a variety of special programs and career fairs throughout the year. Mock Interview Evenings provide students the opportunity to practice their interview skills with professionals. Students are encouraged to attend a variety of career fairs with area employers. The annual Baker University Teacher Interview Day offers education majors interviews for teaching positions with school districts across Kansas and Missouri. Special programs are held each semester to provide students the opportunity to meet alumni and employers to network for potential careers.
Employment Services. Area companies/organizations are invited to campus to interview students for internships, as well as part-time and full-time positions. They also give classroom presentations, conduct mock interviews, and provide informational interviews for students exploring careers. Employers are encouraged to post open positions for full time, part time and summer positions as well as internships online at www.collegecentral.com/bakeru. Additional information regarding Career Services resources and opportunities can be found on the Baker University website at www.bakerU.edu/careerservices.

COUNSELING CENTER
519 Grove Street
Dr. Tim Hodges, Director
(785) 594-8365, tim.hodges@bakerU.edu
www.bakeru.edu/baldwin/prospective-students/student-life/health-counseling

The mission of the Baker University Counseling Center is to promote wellness and maximize students’ strengths to ensure success. The Counseling Center further seeks to promote the health and well-being of the campus community as a whole. This is accomplished by providing mental health services, outreach, and educational opportunities and by fostering collaborative relationships across the university.

Services available to students include individual, group, and couples counseling as well as consultation with students on a variety of subjects. All counseling services are confidential in nature, and no information about a student will be released without written permission. In addition, presentations for student groups and organizations covering a wide variety of psychological concepts are available. Such topics include but are not limited to: depression, anxiety, stress management/relaxation, eating disorders, athletic performance, suicide, and alcohol/drug abuse.

The Counseling Center is not equipped to handle after-hour emergencies, so such students are referred to an outside agency for psychological or psychiatric services. Should immediate emergency mental health care be needed, dial 911 or contact Headquarters’ 24-hour hotline at 1-888-899-2345.

COUNSELING AND TREATMENT RESOURCES ON CAMPUS
The University recognizes that addiction to alcohol or other drugs is a treatable health problem and will be dealt with as such, provided no illegal actions have been committed that will warrant additional legal action. Students needing assistance with alcohol or other drug abuse may use the University Health and Counseling Center. In addition, referrals will be made to agencies and medical facilities in the community as needed. Students may also contact any of the resources listed below for assistance.

OTHER RESOURCES
• DCCCCA - Counseling and Resource Center (785) 841-4138
• Alcoholics Anonymous (785) 842-0110
• Narcotics Anonymous (785) 749-6631
• Al-Anon (for friends and family of alcoholics) (800) 398-1121

DIVERSITY & INCLUSION
Long Student Center, 2nd Floor, 205
Dr. Teresa L. Clounch, Associate Dean & Director of Diversity & Inclusion
(785) 594-8473, teresa.clounch@bakeru.edu
www.bakeru.edu/diversity

Diversity & Inclusion seeks to prepare students for our diverse world by providing experiences and opportunities to increase understanding and respect for our differences.

The Baker community is composed of people from many backgrounds who represent various values, customs, perceptions and behaviors. That community also includes those with differences in sexual orientation, language, and socioeconomic status. As Baker University is committed to equity and diversity, it is dedicated to raising the vision of the college community above the cultural barriers that might separate us.

Diversity & Inclusion works collaboratively with the Admission Office, Academic Services, Financial Aid, and Residence Life to meet the academic, social, and personal needs of students, and also participates in recruitment and orientation activities. It also supports under-represented students and works to foster a community where cultural diversity is appreciated and inclusiveness
is achieved. All members of the campus community are encouraged to expand their cultural horizons through participation in the numerous cultural enrichment activities sponsored by this and other University departments.

**FRATERNITY/SORORITY LIFE**
Long Student Center, 2nd Floor, 201
Katie Sellers, Fraternity/Sorority Life Coordinator
785-594-8443, katie.sellers@bakeru.edu
http://www.bakeru.edu/greeklife

Fraternity/Sorority Life is an integral part of life for many Baker students. It can provide a host of options and opportunities for the positive growth and personal enhancement of a young man or woman. Fraternity/Sorority Life members at Baker University participate in community service and philanthropy events for local and national organizations, intramurals, all-campus events such as Homecoming, Greek Week, Family Day, admissions recruitment days, Baldwin City’s Maple Leaf Festival, and many other activities. Involvement in a sorority or fraternity includes lifetime membership that opens the door for many positive networking opportunities. Formal recruitment takes place every fall semester, typically during the first week of classes.

**INTRAMURALS**
Long Student Center, Lower Level, #18
Randy Flowers, Director
(785) 594-8304, randy.flowers@bakerU.edu

Intramurals is designed to provide current Student, Faculty, and Staff members the opportunity to participate in organized recreational activities. With the goal of learning, teamwork, and fun, participants go from being fans to being players of the sports. Men’s competitive, men’s noncompetitive, women’s, and co-recreational leagues learn good sportsmanship, leadership, teamwork, and socialization.

Intramurals provides an atmosphere of friendly competition. The highly coveted “Intramurals Champion” t-shirt is awarded to the champion in every sport and league. Teams vary in size depending on the sport. Only those with current Baker IDs are allowed to participate. Teams are formed within student groups, residence halls, and friends. Those wishing to participate without having a specific team are welcome to sign the Free-Agent list to be placed with a team.

**RESIDENCE LIFE**
Long Student Center, 2nd Floor, 203
Dr. Cassy Bailey, Dean of Students, (785-594-8431) cassy.bailey@bakerU.edu
Kelly Burns, Coordinator of Residence Life, (785-594-8382) kelly.burns@bakerU.edu
Gabrielle Garrison, Area Coordinator, (785-594-4514) gabrielle.garrison@bakerU.edu
Michael Stockert, Area Coordinator, (785-594-4792) michael.stockert@bakerU.edu
www.bakeru.edu/housing, www.bakeru.edu/rre

**CAMPUS HOUSING OPTIONS**
Baker offers three traditional residence halls—Gessner Hall, Irwin Hall, and the New Living Center. All students residing in the residence halls are required to purchase a meal plan. The Horn and Markham Apartment Complex has 4-person suites. Returning students who have sophomore status and higher desiring to live in the apartments must meet minimum requirements designated in the apartment application. Housekeeping is not responsible for cleaning apartments or the personal rooms of the residents.

**RESIDENCYrequireMENT**
Baker University is a residential institution. As such, all full time students (12+ hours) are required to live on campus or in Greek housing. At the same time, Baker understands that there are extenuating circumstances. Students with a compelling need (not a mere desire) to live off-campus are required to file a “Residency Requirement Exemption” application available online at www.bakeru.edu/rre. All exemption requests require supporting documentation. The fact that a request is submitted does not guarantee that the exemption will be granted. One of the most commonly requested forms of documentation is filing a FAFSA form online, relating to financial need. If financial concerns are part of the consideration, the exemption request will be placed on hold until the FAFSA is received in the Office of Financial Aid. Deadlines for receipt of Residency Requirement Exemption requests can be found online at www.bakeru.edu/rre.
STUDENT ACTIVITIES
Long Student Center, Lower Level, #18
Randy Flowers, Director of Student Life
(785) 594-8304, randy.flowers@bakerU.edu

Student Activities is responsible for campus student activity programming and development. The office provides a creative and student-centered atmosphere within the Long Student Center and across campus. Event planning resources and information are available to all students and student organizations. The Advisor to the Student Activities Council (SAC) assists students with the coordination of major campus events throughout the year, such as Homecoming, Spring Fest, Preview Weekends, campus movie nights, musicians, and comedians. A list of all campus organizations along with resources, information, and leadership developing opportunities are available.

STUDENT LIFE: LEADERSHIP, SERVICE, AND ORIENTATION
Long Student Center, Lower Level, #18
Randy Flowers, Director
(785) 594-8304, randy.Flowers@bakerU.edu

The office provides and develops campus-wide programming for students and student organization advisors on various leadership topics. New student orientation programs are also housed out of this office. A team of orientation student directors and orientation leaders work throughout the year to plan Summer Orientation & Enrollment days, Wildcat Welcome New Student Orientation, transfer student orientation, and parent/family orientation to welcome new students and their parents and families. Community engagement & volunteer service opportunities are also provided through this office.

STUDENT HEALTH SERVICES
519 Grove Street
Dr. Tim Hodges, Director
Jody Mitchell, APRN Nurse Practitioner
Sherri Pahcoddy, Coordinator
(785) 594-8409, jody.mitchell@bakerU.edu, sherri.pahcoddy@bakerU.edu
www.bakeru.edu/baldwin/prospective-students/student-life/health-counseling

The Student Health Center promotes wellness at Baker University by providing preventive services, holistic and quality health care in early treatment of illness and injury. Basic health care is available in the Student Health Center. A full-time Registered Nurse/Director is available at the Center Monday through Friday. A physician is available several times a week at the Health Center and is available for consultation from the Nurse for daily calls or emergency consultations. The physicians are contracted individually.

Limited diagnostic testing and some medications are available at the Health Center. Physician referrals, testing and medication not available in the Health Center, as well as hospital emergency room visits, ambulance service, and hospitalization, are the financial responsibility of the students. A voluntary health insurance plan is available. Students who are not covered by their parent’s health insurance are strongly encouraged to enroll. Insurance coverage is mandatory for student athletes and international students.

Students must submit a health history form indicating medical history, insurance, and a complete and updated immunization record. The health history form can be found at www.bakeru.edu/healthservices. You must be in compliance with the immunization requirements of the University. (See Immunizations Policy under campus policy section).

If it is necessary to miss class due to injury or illness, it is the student’s responsibility to contact his or her professor(s). It is at the discretion of the professor whether an excused absence is granted. Information may be requested from the Health Center. Extended absences of more than three days should be reported to the Dean of Students.
BAKER UNIVERSITY
BALDWIN CITY CAMPUS
POLICIES

Please note: all policies & procedures are in alphabetical order
COLLEGE OF ARTS & SCIENCES POLICIES
Baker University is committed to assuring student learning and developing confident, competent and responsible citizens (Baker University 2015-2016 Baker University Catalog, pg. 1). It seeks to achieve these goals through a sound educational program and policies governing student conduct that contribute to and encourage independent and mature decision making.

Policies governing behavior within the University community are a reflection of its commitment to serve the personal and educational interests of its students. Unless noted, the Office of the Dean of Students has been delegated authority in all student conduct matters by the President of the University. In the absence of the Dean of Students or the Associate Dean of Students, the Dean of the College of Arts and Sciences or his/her designee shall act in the capacity of the Dean in all matters related to student discipline.

At Baker University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. When members of the community fail to exemplify these standards, campus conduct proceedings are used to assert and uphold the Student Code of Conduct and College of Arts and Sciences Policies.

In order to maintain and preserve the educational nature of University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

Students at Baker are subject to University discipline if their conduct endangers the life, property, or rights of other students or persons, or otherwise violates the policies of the University. The University reserves the right to suspend or dismiss at any time a student whose continuation in the University is not in the best interest of himself/herself, fellow students, or the University. The Dean of Students or his or her designee may immediately remove or restrict a student from university-owned housing.

ACADEMIC MISCONDUCT
The University community traditionally has been a place where all members may feel free to express and exchange ideas. Such fundamental goals of the University as intellectual growth and development are predicated on honest investigation, straightforward expression of views and opinions, and genuine dialogue. The attainment of these goals requires that all who participate in the exchange of ideas maintain intellectual integrity. The purpose of this document is not to resolve the moral, religious, and philosophical issues involved in “cheating, plagiarism or dishonesty.” Rather, Baker University seeks to ensure that both instructor and student are protected from unfair actions or accusations in cases of cheating and plagiarism. A further purpose of the University is to encourage instructors and students to adopt a responsible attitude toward one another.

STANDARDS AND DEFINITIONS
Baker University expects students and instructors (“instructor” is used as the term to designate members of the faculty and others in their role and function as teachers or supervisors in connection with academic course work at the University) to have solely completed or prepared the work or research that bears their name, and to acknowledge the materials and sources of others. The University expects students to do their own work and research, to prepare their own reports and papers, and to take examinations without the assistance of others or aids not allowed in the testing procedure. The standards and ideals of learning at the University assert that students participate directly in the process of learning rather than substitute others’ labor and experience. The following definitions are intended as guides and are not meant to be comprehensive.

Academic misconduct includes but is not confined to plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing of tests and other academic material; knowingly falsifying academic records or documents; and turning in the same work to more than one class without informing the instructors involved. Students and instructors alike must recognize that none of the procedures set forth in this document operate to the exclusion of civil or criminal litigation. Likewise no definitions in this document supersede any parties concerned to resolve the contested issues without the necessity for recourse to the law in a manner that protects the rights of the individuals involved.

Plagiarism includes presenting as one’s own efforts the work of someone else without proper acknowledgment of that source. Exact copying is to be enclosed in quotation marks or properly blocked with an appropriate citation of its origin. Failure to cite paraphrasing in which the basic sentence structure, phraseology, and unique language remain the same constitutes plagiarism, as well as failure to acknowledge unique, unusual, or new ideas or facts not the product of one’s own investigation or creativity. When in doubt, it is the student’s responsibility to seek guidance from the instructor of the course.
**Cheating** includes possession, use, or receipt of unauthorized aids or assistance. Notes, charts, books, and mechanical devices used in a quiz, test, or examination, but not specifically allowed by the examiner, constitutes cheating. Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the examiner is also cheating.

**Counterfeit work** includes work submitted as one’s own that was created, researched, or produced by someone else. Submission of the work of another person, joint work as if that work was solely one’s own, or production of work to be submitted in the name of another person are all forms of counterfeit work. Theft, use or circulation of quizzes, tests, or examinations, or answer sheets specifically prepared for use in a given course and as yet not used or publicly released by the instructor of the course constitutes academic misconduct. Falsification of data or creation of false data by instructors or students in research or experimental procedures is academic misconduct. Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved constitutes academic misconduct. Falsification or procurement of falsified academic records by knowingly or improperly changing transcripts, grade sheets, or related documents constitutes academic misconduct.

**STUDENT AND INSTRUCTOR RESPONSIBILITY**

**Students**

1. Have the responsibility to do their own academic work.
2. Must acknowledge sources of their materials and material that is the work of others.
3. Have the responsibility to inquire of the instructor when they are uncertain as to what constitutes proper acknowledgment.
4. Have the responsibility to inquire of the instructor as to what materials and aids are permitted in testing and research work.
5. Have an obligation to know their rights and responsibilities as delineated in the Baker University Student Handbook.
6. Have the responsibility to know the University’s position with respect to academic misconduct as set forth in this document.

**Instructors**

1. Have the responsibility to support and implement the standards, policies, and procedures with respect to scholarship and academic misconduct adopted and approved by Baker University, as outlined in the Faculty Handbook.
2. Have the responsibility to be familiar with the students’ rights, freedoms and responsibilities, as outlined in the Baker University Student Handbook.
3. Are responsible for informing a class in writing with respect to special scholarship standards, rules and penalties for the class or field of study, and to give clarification in the event of private or class queries on the subject.
4. Must treat fairly and impartially all members of a class and devise testing and assignment procedures that reflect this impartiality.
5. Have the responsibility to respect contrary opinions and the right of a student to think differently or to be critical without being penalized.
6. Have the responsibility to periodically revise examinations and to restructure courses and course conduct. Failure to do so invites students to use or rely upon work that has been done by students in previous semesters.
7. Must avoid testing procedures, assignments, and class procedures that invite or encourage cheating or plagiarism.
8. Shall not use ideas originating with and expressed by a student without permission and proper acknowledgment.
9. Shall inform the student in writing when a student’s semester grade is affected by the student’s academic misconduct. The instructor shall inform the student in writing of the nature of the alleged offense, the impact of the offense on the student’s course grade, and the student’s right to appeal the instructor’s action to a hearing board. Copies of the written notification to the student shall be sent to the Dean of the CAS and to the Assistant Dean for Student Engagement and Success, and shall be made a part of the student’s record.

**RIGHTS OF STUDENTS AND INSTRUCTORS**

1. Students have those rights, freedoms, and responsibilities as enunciated in the Baker University Student Handbook.
2. Students or instructors have the right to differing and contrary opinions without fear of reprisal or unfair treatment.
3. A student charged with academic misconduct is innocent unless judged guilty through due process.
4. A student has the right of appeal as specified in “Procedures” in this document.

**PROCEDURES**

Students have the right to appeal any course grade (including a grade awarded because of alleged academic misconduct) to a hearing board composed of three faculty members and three students.
The faculty members shall be a sub-committee of the Academic Standards and Enrollment Management Committee appointed by its chair, and the student members shall be appointed by the CAS Student Senate. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict of interest. The hearing board shall elect a chair from among its members. A finding to change a course grade shall require the approval of five of the six voting members. Findings of the hearing board shall take the form of recommendations to the Dean of the CAS. A finding exonerating a student of academic misconduct shall result in all references to that misconduct being expunged from the student’s record.

A student wishing to appeal a course grade must petition the Assistant Dean for Student Engagement and Success within ten (10) days after the beginning of the subsequent term or session. The hearing board shall normally be convened within ten (10) days following the receipt of a completed petition. For petitions filed during the summer or Interterm, the absence of potential board members may delay hearings until the start of the following semester.

**ATTENDANCE POLICY**

Baker University students are expected to attend all classes. Instructors are expected to create and provide students with a written policy in the course syllabus regarding missed classes and any penalties for excessive absences.

**ALCOHOL POLICY**

Baker University does not encourage the use of alcoholic beverages. Baker University’s expectations, policies, and practices have been established to provide an atmosphere conducive to personal growth and accountability and reflect the values to which Baker subscribes.

The use of alcohol on the Baker University campus is prohibited except in the Horn and Markham apartments as indicated below and then only within the laws of the State of Kansas. All other campus facilities including residence halls will remain substance-free facilities. Inherent in the guidelines below is the expectation that members of the University community who choose to use alcohol do so legally and responsibly.

University funds (including student activity fees) may not be used, directly or indirectly, to purchase alcoholic beverages. No reference to alcohol may appear or be used in notices or postings that promote or advertise an event. Disregard for University alcohol policies may result in disciplinary action, including loss of residential privileges, suspension, and expulsion.

For students of legal age, consumption of alcoholic beverages is limited to inside the Horn and Markham apartment units. The possession and/or consumption of alcohol is prohibited in residence halls, and apartments in the following locations: on the balconies, stairways, and other outside apartment areas. The consumption, sale and possession of caffeinated alcohol beverages is prohibited on University property and at all campus sponsored functions. Games or behaviors encouraging rapid consumption are not in line with the University’s values and therefore, prohibited on University owned property. Students are encouraged to read the Amnesty Policy in relation to the Alcohol Policy.

**MINOR VIOLATIONS** may include but not limited to:

- Public consumption
- Public intoxication
- Possession by a minor

**MAJOR VIOLATIONS** may include but not limited to:

- Serving to minors
- Possession of kegs (whether full or empty), beer balls, other common serving containers, or quantities of alcohol above policy quantities, for individual or group consumption, on campus grounds or with a campus event.
- Driving under the influence and driving while intoxicated either on or off campus
- Intoxication leading to harm to self or others
- Intoxication leading to property damage, disruption to the community, or other violations of Baker University Policy
- Multiple “minor” violations of the alcohol policy. For purposes of this policy, multiple violations means more than two “minor” violations.

In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room or apartment in which an Alcohol Policy violation occurs will be charged with the violation.
Students of age in the apartments may have no more than any 2 of the following:

- 1 750ml of Wine
- 1 liter of hard liquor or distilled spirits
- 1 – 30 (12oz) pack of malt product
- 1 – 30 (12oz) pack of wine cooler or similar product

**SANCTIONS FOR ALCOHOL POLICY VIOLATIONS**

Students in violation of the Baker University Alcohol Policy will be subject to a number of possible conduct sanctions listed below. Additional conduct measures not appearing in the listings below may be imposed as warranted at the discretion of the conduct hearing body through which the violation is processed. Details of the conduct disposition of complaints are found in the conduct process section of the handbook. Note that the offense count (First Offense, Minor Violation; Second Offense, Minor Violation) applies to the student's entire Baker career – the count does not begin anew each fall semester. In all cases involving fines, the entry will read as an “Alcohol Policy Violation” on the individual’s bill from the University. Unlike University policies regarding the releasing grades and other academic information, the University may notify parents/guardians in case of alcohol violation. In all complaints involving suspension, readmission will be contingent upon successful completion of treatment.

**FIRST OFFENSE, MINOR VIOLATION (Level 1)**
Possible Sanctions:
- Participation in the 3rd Millennium class, an on-line educational site (student is responsible for any associated costs).
- 3-5 hours of work for the University
- Fine of up to $50
- Parent/Guardian notification
- Conduct Warning
- University Policy/Student Handbook quiz

**SECOND OFFENSE, MINOR VIOLATION (Level 1 or Level 2)**
Possible Sanctions:
- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (Two Counseling Center visit minimum)
- 7-10 hours of work for the University
- Fine of up to $150
- Required Parent/Guardian notification
- Removal from Baker housing or change in housing assignment
- Conduct warning

**Note:** The next Alcohol Policy violation of any kind will be classified as the First Offense, Major Violation, and so will be referred automatically to the University Conduct Board.

**FIRST OFFENSE, MAJOR VIOLATION (Level 2)**
Possible Sanctions:
- Participation in the 3rd Millennium class, an on-line educational site (student is responsible for any associated costs)
- Personal counseling (off-campus referrals to be undertaken at the student’s expense)
- 12-16 hours of work for the University
- Fine of up to $200
- Required Parent/Guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair/replace property
- Conduct Warning
- Conduct Probation
- Suspension
- Expulsion

**SECOND OFFENSE, MAJOR VIOLATION (Level 2 or Level 3)**
Possible Sanctions:
- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (2 Counseling Center visit minimum)
- Personal counseling (off-campus referrals to be undertaken at the student’s expense)
- 18-25 hours of work for the University
• Fine of up to $400
• Required Parent/Guardian notification
• Removal from Baker owned housing or change in housing assignment
• Repayment of any costs to repair/replace property
• Conduct Warning
• Conduct Probation
• Suspension
• Expulsion

THIRD OFFENSE, MAJOR VIOLATION (Level 3)
Possible Sanctions:
• Personal counseling (off-campus referrals to be undertaken at the student’s expense)
• 26-35 hours of work for the University
• Fine of up to $600
• Required Parent/Guardian notification
• Removal from Baker owned housing or change in housing assignment
• Repayment of any costs to repair/replace property
• Conduct Probation
• Suspension
• Expulsion

HEALTH RISKS RELATED TO ALCOHOL
Short-term effects of alcohol use include: distorted vision, hearing, and coordination; altered perceptions and emotions; impaired judgment; bad breath; hangovers.
Long-term effects of alcohol use include: loss of appetite; skin problems; sexual impotence; malnutrition; delirium tremors: disorientation, hallucinations; memory loss; brain damage; cancer of the mouth, esophagus or stomach; heart disease, enlarged heart, or congestive heart failure; liver damage; birth defects; increased aggressiveness; respiratory depression.

AMNESTY POLICY
Students who seek medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the University Code of Conduct related to that consumption, provided the student subsequently completed an evaluation and any recommended treatment at the Counseling Center.

Students who seek emergency medical attention for someone else related to consumption of drugs or alcohol will not be charged with violations of the University Code of Conduct relating to consumption of drugs or alcohol, provided at the discretion of the Dean of Associate Dean of Students the reporting student completes an evaluation and any recommended treatment at the Counseling Center.

Student organizations are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol or drugs. A student organization that seeks immediate medical assistance from appropriate sources will not be charged with violations related to providing alcohol provided that the student organization completes any educational programming required by the Office of Student Life.

This policy is not intended to shield or protect those students or organization that repeatedly violate the Code of Conduct.

In cases where repeated violations occur, the University reserves the right to take conduct action on a case by case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any cases in which the violations are egregious.

The Amnesty Policy only provides amnesty from violations of the University Code of Conduct. It does not grant amnesty for criminal, civil, or legal consequence for violations of the Federal, State, or Local law.

CAMPUS DEMONSTRATIONS
The heritage of academic freedom in higher education is affirmed and embraced as an essential facet of the educational goal of Baker University. In acknowledgment of this heritage, the University upholds that the right to discuss and to dissent is indispensable to a democratic society and represents the warp and woof of academic excellence. Accordingly, members of the
academic community, including guests of the University, have the right to extensive latitude in making their opinions known. It is understood, however, that in exercising this right, the rights of others must not be jeopardized. The public exploration and resolution of differing views can be successful only when groups and individuals discuss the issues in forums where the right to disagree, to speak freely and be heard is preserved. Within this context the University community recognizes peaceful demonstration as a means of expressing one’s opinion. Individuals and groups who plan demonstrations and/or parades shall file such intent in writing with the Dean of Students, who will notify the individual or group regarding the acceptable parameters of the demonstration.

The preservation of freedom of speech, and recognition of the right to peaceful demonstration as a part of that freedom, is possible only in an orderly environment in which individuals are not endangered by force or violence, and in which they are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities. Consequently, in the specific case of campus demonstrations, the University administration may impose such sanctions of all to be heard. Such disruptive actions fall into two categories:

Prevention of violence or the use of force. Demonstrations which coerce individuals, threaten individual safety, or threaten destruction of property, are not protected by freedom of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.

Protection from interference with University operations. The University administration may restrict conduct which interferes with the holding of classes, the carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee, or student. The mere presence of demonstrators in public areas cannot be allowed to physically obstruct access to University facilities. Noise and boisterous activity is objectionable when it prevents others from exercising their rights and duties.

Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also appropriate civil or criminal action.

RESPONSE TO DISRUPTIVE ACTION
Though the response of the University to disruptive behavior must ultimately depend on the judgment of the officers in charge, the following guidelines should be observed.

1. Each situation will be responded to with measured judgment by the administrator in charge and with dispatch.
2. Every effort will be made to end the disruption through reason and persuasion. These efforts shall include a clear willingness to discuss issues and to make clear the procedures for discussion of the issues involved. Discussion of the issues will not be conducted under conditions of duress or coercion.
3. If the discussion method fails, the individuals involved will be notified that they are in violation of University regulations and they will be asked to cease the activity within a reasonable length of time. If necessary, temporary suspension may be imposed on the scene. In the case of a temporary sanction, the University must hold disciplinary hearings within seven days or the temporary sanctions will be dissolved. Such disciplinary hearings shall be held, as far as possible, in accordance with the established disciplinary procedures of the University. If a student is found innocent of the action for which temporary sanctions are imposed, no record of the temporary sanction or of the hearing shall become part of any of the student’s files or records, and the student shall be given the opportunity to make up any work which the disciplinary action prevented him/her from completing.
4. If the use of institutional sanctions and discussion methods is not effective in ending the disruption, or when alleged violators are not members of the University community, extra-institutional methods (including the calling in of civil authorities and the use of court injunctions) may be used. Nonmembers of the University community who are engaged in disruptive behavior may be referred to civil authorities for appropriate action.

The University community abhors the use of force as a method for settling disagreements and will always make exhaustive efforts to deal with issues by rational methods. When such rational efforts prove ineffective or when imminent danger to life or property exists, more forceful methods shall be used to protect the rights and property of members of the community.

CAMPUS EXPRESSION
Baker University is a private, four-year, Liberal Arts University. It has affirmed as its objective the provision of a living-learning community to help prepare young people for active, informed participation as citizens in a democratic society. Through a program of study designed to permit participants to become more informed about the nature of the world in which they live; the heritage and structure of human societies; the physical, psychological, and social character of humanity; the forms of human experiences, and the ways of patterning meaning in life, it strives to better equip its students to separate the essential from the trivial.
Baker University is committed to the principles of academic freedom and the idea of the University as a place for free expression. Students are free to express their beliefs and concerns in a variety of ways. In all cases, students are reminded that registration implies acceptance of University regulations and policies and agreement to conduct in accord with the spirit of those standards. Thus, students are expected to function in an orderly manner and within the framework or existing rules and laws. It is further expected that such activity will not disrupt or interfere with the orderly course of activities in the academic community.

**RESPONSIBILITY IN AND TO THE COMMUNITY**

Every student upon initial entry to the University is granted equal rights and privileges as student participants in the academic community within established policies and procedures, and shall, in turn, accept and fulfill their share of accompanying obligations and responsibilities. The University endeavors to provide a pattern of community living and learning that supports individual autonomy and freedom within the community and expects attitudes and behavior which reflect integrity, respect for the rights and property of others, and acceptance of the student’s own personal-social responsibility.

Explicitly, the student’s responsibility in and to the learning-living community of Baker University includes:

1. **Respect of individual rights.** Each individual is entitled to the unique dignity of his/her being and the right to hold and express their own beliefs. It is expected that the students will respect themselves and the rights and dignities of others.
2. **Support of order in the community.** Students are expected to share the responsibility for the maintenance of order and integrity within the community. This expectation implies that good citizens not only obey the rules themselves, but also have an obligation to encourage others to do so and actively support good citizenship when others engage in misconduct.
3. **Working to improve the community.** Students have the right and obligation to work to change rules and procedures they feel are ineffective or unfair. It is expected, however, that while attempting to change rules, students will operate within existing regulations and will utilize established avenues of communication.

**COMPUTER SYSTEMS POLICY**

All students are responsible for understanding their responsibilities in the use of information technology. The computer systems at Baker University are protected by Federal and State laws in addition to institutional policy and procedures which are published at www.bakerU.edu/tech/policies/policies.html. These regulations prohibit any students or public users from committing the following acts:

1. Unauthorized use of, or access to, computer resources, including the computer and the information stored in it.
2. Unauthorized release of printed or computer-based information.
3. Unauthorized copying of software, data, music, videos, or information.
4. Unauthorized modification or destruction of computer resources, including the computer, software, and information. Destruction can be contamination or any act that makes the resource unsuitable for its intended purpose.
5. Use of computer resources in committing or soliciting a crime.
6. Abiding, abetting, or conspiring to commit or solicit a computer crime.
7. Violation of laws pertaining to libel, privacy, copyright, trademark, obscenity, and child pornography.

Users who are suspected of violating any of the above regulations or those otherwise noted by law are subject to disciplinary action according to established university policy, any may include legal prosecution.

The College’s computer and information systems are protected by The Computer Security Act of 1987 and the Computer Abuse and Misuse Act of 1986. This legislation protects “...any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest in the conduct of a federal program or an individual’s right to privacy under the Privacy Act...” Baker’s computer and information systems are also protected by Kansas law (#21-3755; Computer crime; unlawful computer access). This legislation describes a computer crime to be: “...willfully exceeding the limit of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property...”

**PEER-TO-PEER NETWORKING: COPYRIGHT VIOLATIONS AND ILLEGAL OR UNAUTHORIZED USE POLICY**

Sharing copyrighted materials without a license via peer-to-peer networking is quite likely to subject the user and the University to legal sanctions. Moreover, the traffic such sharing generates can easily cause problems for other users at the University. Both of these outcomes violate Baker University's Information Technology Responsible Use Policy and may be cause for immediate removal of access to the network. In addition, enabling file-sharing on your computer makes your machine more vulnerable to computer hackers and loss of privacy.

Federal law requires that the University take action when notified that someone on its network is distributing copyrighted materials. The University will not protect individuals who distribute copyrighted material without an appropriate license.
Baker’s network is configured to disallow standard peer-to-peer networking to protect the University and its constituents as well as to ensure adequate network bandwidth for all at the University to use for legitimate academic endeavors.

If you are using peer-to-peer applications, you should consider removing them from your system. If you choose not to remove these applications, you should immediately ensure that your system is set to prevent them from acting as providers of unlicensed materials to other users, which is the default setting.

PROCESS OF COPYRIGHT COMPLAINTS
Complaints of copyright violation received from copyright owners and their representatives, such as the Motion Picture Association of America, the Recording Industry Association of America, the Entertainment Software Association and the Business Software Alliance will initiate the following process.

- **1st offense.** You will receive an official University email notifying you of the complaint. You then have 24 hours to respond by email that you have deleted the materials named in the complaint. If you fail to respond, your network connection will be temporarily disconnected until you comply with the instructions given in the email. If you respond, but fail to delete the materials, or if other copyrighted movies, music, games, or software files are downloaded to or distributed from your machine illegally, the University will continue to receive complaints tied to the resource registered in your name.

- **2nd offense.** You must do everything listed above under “1st offense”, pay a $50 fine, and attend an educational session to learn about copyright laws and Baker’s student disciplinary process.

- **3rd offense.** You will be expected to complete the requirements of the 1st and 2nd offenses where you must delete copyright materials from your machine, pay a $50 fine, and attend an educational session on copyright laws. You will immediately lose the privilege of having a network connection in your campus residence for the remainder of the school year. You will still be able to use computer labs on campus and will retain the use of your Baker email account. Since you will have violated the University’s Information Technology Responsible Use Policy, you will be referred to an administrative disciplinary hearing that may result in a misconduct record and jeopardize your student status. You will need to petition for network access for the following school year if you are living in University housing.

For a complete version of this policy, go to [www.bakerU.edu/tech/policies/p2p.html](http://www.bakerU.edu/tech/policies/p2p.html).

CONDUCT PROCESS
The student conduct process is based on an educational model intended to balance the interest of the community with individual freedoms. Activities inconsistent with Baker University policies are considered violations and are open to sanctions. Sanctions are intended to challenge students’ moral and ethical decision making to help them bring their behavior into accord with our community values and to support students in their development.

Every attempt will be made to hear policy violations in a timely manner, taking into consideration a student’s right to due process. There may be times during the year when the Dean or Associate Dean of Students adjudicates cases in order to expedite the process. Examples may include, but are not limited to, alleged violations that occur prior to the official opening of the University or during the last week of classes and/or during finals.

In order to maintain and preserve the educational nature of University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

There are two types of hearing bodies:

- **Administrative Hearing Officer:** Trained professional Student Affairs staff
- **University Conduct Board:** Trained Faculty and Staff members usually for matters involving serious misconduct or alleged organized group misconduct

The Dean or Associate Dean of Students may convene the University Conduct Board to conduct a hearing and make a written recommendation for any sanctions. The outcome of other Conduct Board proceedings (e.g., Interfraternity Council Conduct Board) may be appealed to the University Conduct Board according to the decision of the Dean of Students. The same procedure as stated above for conducting this hearing shall apply. The Conduct Board will be comprised of:

1. A Hearing Officer
2. Two to three trained faculty members
3. One to two trained staff members
It is provided, however, that the Hearing Officer, within his/her discretion, may determine that the matter involves confidential information or sensitive statements and evidence and may convene a limited Board consisting only of faculty or university officials. Unanimous attendance of the Board is not required to conduct the hearing and the Hearing Officer shall have the discretion to determine whether the Board’s attendance is sufficient to proceed with the hearing. After statements and evidence have been presented to the Conduct Board, they make the final decision and may impose any appropriate sanctions.

If the Conduct Board determines that the appropriate sanction is dismissal from the University, the Conduct Board shall recommend to the University President that the student(s) be dismissed from the University. In such instances, the affected student shall be notified, in writing, of this recommendation and shall be allowed the opportunity to submit a written statement in response to that recommendation. The response must be delivered to the President within two calendar days from the date of the notice of recommendation. The President, at his/her discretion, may entertain additional information or evidence and shall issue a final determination on the recommendation for dismissal from the University. The decision of the President shall be placed in writing and a copy of that decision provided to the student affected.

Hearing checklists and procedures may be received from the Dean of Students Office or from http://www.bakeru.edu/images/pdf/BL_undergrad/Conduct/Hearing_Preparation_Checklist.pdf

COMPLAINT PROCEDURE
*In cases of sexual misconduct allegations, see Sexual Misconduct policy procedures.*

Any member of the University community must provide information against a student alleging an infraction of University policies or regulations and register a written or verbal complaint. Residence Life members or other appropriate University officials will have the responsibility of addressing complaints involving immediate concerns and minor violations and shall have the authority to apply appropriate sanctions for infractions occurring in University housing. Complaints involving minor infractions and matters creating immediate concerns, occurring in or around fraternity, sorority, or other off campus areas, will be referred to designated elected officers or an appropriate University official.

The Dean of Students or his/her designee will conduct an investigation of more serious infractions. Repeated or cumulative complaints against a student or student group for minor infractions may be considered serious.

1. The student or student group accused of the infraction will be notified in writing to appear before the Dean of Students or Associate Dean of Students to discuss the alleged offense(s).
2. Unless otherwise notified of a separate hearing time and place, this meeting with the Dean of Students or Associate Dean of Students shall constitute the hearing for determining the outcome of the complaint.
3. In the event that a Conduct Board hearing is required, the Dean of Students or Associate Dean of Students shall advise the student(s) of the place of the hearing and the nature of the allegation(s).
4. Time and place shall be arranged so as not to interfere with the student(s)’ academic schedule.

The Rights of the Responding Party

Any student charged with a Code of Conduct violation shall have the following rights:

1. The right to a fair and confidential hearing.
2. The right to be informed of all of his or her rights before the hearing.
3. The right to be given written notice of the nature of the charges at least two days before the hearing.
4. The right to receive, upon request, the names of the Conduct Board members. If the student feels that any member cannot objectively and fairly hear the case, the objection must be made to the Dean of Student’s Office at least 24 hours before the hearing. The Dean of Students or his/her designee shall determine the merits of the complaint and will decide whether or not to replace the board member in question.
5. The right to bring a personal advisor (see Advisor section).
6. The right to remain silent or argue on his or her own behalf.
7. The right to be notified within three business days of the outcome of the hearing.
8. The right to appeal the decision to the appropriate office (see Appeal section).
9. The right to have all sanctions clearly stated in writing.

The Rights of Reporting Party

Any campus member who is a complainant shall have the following rights:

1. The right to bring a personal advisor (see Advisor section).
2. The right to request to have his or her living arrangements (if in campus housing) modified pending the outcome if the accused lives close to the complainant.
3. The right to have the complainant’s classes reassigned whenever possible so as not to share classes with the individual charged.
4. The right to file a no contact order forbidding the accused or his or her friends from contacting the complainant.
5. The right not to have his or her irrelevant history discussed during the hearing.
6. The right to make a victim impact statement.
7. The right to have confidential meetings and discussions with appropriate University officials.
8. Upon written request, the right to be notified immediately of the outcome of the hearing in cases of violence or sexual misconduct.

The procedures for accepting evidence, statements, or other information during the hearing shall be within the discretion of the Dean or Associate Dean of Student’s Office or Conduct Board including the scope and length of evidence and testimony. The procedures adopted will be designed to ensure the efficient operation of the proceedings while ensuring all sides are afforded an opportunity to be heard.

ADVISOR
The student in question may seek assistance from an advisor who must be a member of the Baker University community (faculty, staff, or student) of the student’s choosing. A University Conduct Board Hearing is an internal conduct proceeding; therefore, the advisor may not be an attorney or anyone outside of the Baker University community. The advisor may assist the student in question in preparation of his or her complaint, be present during the hearing, assist the student during the hearing, and may address the hearing body at the pleasure of the chair of the hearing body.

APPEALS
Any student sanctioned (but not involved in a dismissal or suspension) may request an appeal hearing from the Dean of Students or Associate Dean of Students. Such a request must be made in writing within two (2) calendar days of the date of the decision and shall include the basis for requesting the appeal. Appeal consideration is based on one or more of the following reasons: (1) deprivation of due process (failure to comply with the rights outlined in the student handbook); (2) inadequate evidence to justify decision: or (3) sanction not in keeping with the gravity of wrongdoing. Following receipt of the appeal, the Dean of Students or Associate Dean of Students or his/her designee shall determine whether additional information should be received, the decision should be modified or reversed, the decision should be affirmed, or the appeal should be denied. A written copy of the decision will be provided to the student(s) affected. A conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Dean of Students. Appeal decisions are conclusive and final.

Students choosing not to participate in the conduct process (e.g. not attend conduct hearing; not return Accept/Deny forms, etc.) forfeit their ability to appeal conduct actions.

If the sanction involves a suspension, the suspended student may submit a written appeal to the University President within two calendar days from the date of the decision. The University President or his/her designee within his/her discretion, may determine whether additional information may be entertained, whether the decision may be modified or reversed, or whether the decision should be affirmed. The decision of the University President shall be placed in writing and a copy of that decision will be provided to the student affected. The submission of an appeal to the University President will not stay the suspension period and all suspensions will be effective immediately following the initial decision. The University may contact parents or guardians in cases of suspension or dismissal.

RANGE OF SANCTIONS
Sanctions are to address the following areas: 1) Educational, 2) Redemptive, and 3) Punitive. A student found in violation of a University policy may expect a status change as well as one or more actions listed below. The Administrative Hearing Officer or Conduct body may impose one or more of the following sanctions for each policy violation:

**STATUS:** A Student found in violation of a University policy is subject to a status change indicating he/she is no longer in good standing for a specified period of time. Typically, status changes are for five months (excluding summer months) or half of an academic year. The length of time may be at the discretion of the Administrative Hearing Officer or Conduct body.

**Dismissal** is the separation of a student from the University without the opportunity for re-admission. Dismissal may be imposed for an initial serious breach of University regulations, a grave moral lapse, or for a serious departure from responsible citizenship. The Dean of Students has the authority to decide the degree of misconduct and to recommend to the President of the University that a student be dismissed from the University for disciplinary reasons. The final determination for dismissal is to be made by the President. While a student is under consideration for a dismissal, he/she may not drop courses or withdraw from the University. No refunds apply in such cases.
**Suspension** is the recognition of the temporary termination of the individual’s status as a student and removal from privileges and from campus. Suspension may be imposed for an initial serious breach of University regulations, a grave moral lapse, or for a serious departure from responsible citizenship. The terms of the suspension are defined in each individual case. Any suspended student who returns to the campus during the period of suspension is subject to dismissal unless he or she has made prior arrangements with the Dean of Students. Determination for suspension is to be made by the Dean of Students or conduct hearing board in consultation with the President. Any student suspended from the University has the right to submit a written appeal to the University President within 48 hours, although the terms of the suspension are effective immediately. While a student is under consideration for a dismissal, he/she may not drop courses or withdraw from the University. No refunds apply in such cases.

**Conduct Probation** is recognition of a serious lack of cooperation in citizenship or a serious or repeated violation of a University regulation. The recognition of further violation(s) may lead to suspension. The specific conditions and the time of this probation are defined in each individual case. This probation is a warning that a person’s status as a student at Baker University is in jeopardy and that any further violation may result in suspension. The decision for conduct probation shall reside with the Dean or Associate Dean of Students or her/his designee.

**Conduct Warning** is recognition of a lack of cooperation in citizenship or a violation of a University regulation. The terms of this warning are defined in each individual case. This is a warning that severe discipline will be imposed if a student is again reported for a similar lack of cooperation or violation of a University regulation. The authority for issuing such a warning shall reside with the Dean or Associate Dean of Students, or the Administrative Hearing officer, or her/his designee.

**ACTIONS:** A student found in violation of a University policy may be subject to an action based sanction. Such sanctions may be educational or redemptive to the campus community culture.

**Campus Work Hours** are coordinated through Maintenance Department. It is the student’s responsibility to schedule work dates and hours in advance of sanction deadlines. Failure to contact appropriate offices in a timely manner will not constitute reason for an extension. It is not the responsibility of offices to accommodate students who do not request hours in a timely manner. Completed and signed verification forms are due to the Dean of Students Office prior to sanction deadline.

**Counseling Intervention** may be arranged, based on behavior. The student may be referred to the Counseling Center or to other licensed mental health professionals.

**Educational Projects** may be given that encourage reflection and demonstration of knowledge on assigned topic. This may include successful participation in the 3rd Millennium on-line courses, assigned paper, handbook quiz, poster presentation, or the like.

**Fines** may be issued by an appropriate University official and paid to the University.

**Restitution** consists of reimbursement for damages or misuse of property. This may be in the form of direct payment or may consist of appropriate service or other compensation. The authority for requesting such restitution shall reside with the Associate Dean or Dean of Students, or Administrative Hearing officer, or his/her designee.

**Substance Abuse Subtle Screening Inventory (SASSI)** may be administered by the Counseling Center in cases of alcohol or other drugs. SASSI requires a minimum of two sessions and may be followed with additional requirements as recommended by the Counselor.

**Termination, or Change in Residency Privileges,** may be made. This may include but is not limited to change of or removal from room, suite, or hall/apartment.

**University Policy/Student Handbook Quiz** may be given to provide a better understanding of the policies pertaining to policies in the Student Handbook. The quiz where all responses must be answered correctly requires a 30-minute appointment scheduled through the Administrative Hearing Officer or Associate Dean of Students

**CONDUCT HOLD**
If a student fails to complete the conditions of a conduct sanction, a Conduct Registration Hold will be placed on his or her Registrar’s account. With this hold in place, the student is restricted from utilizing the major functions of the Registrar Office (e.g., prohibited from participating in registration and course adjustment, printing schedule, requesting transcripts, and from
receiving a diploma). The Dean or Associate Dean of Student’s Office, or Administrative Hearing Officer will remove the hold when it has been determined that the student is working towards compliance.

**STUDENT CONDUCT VIOLATIONS OVERVIEW**

**Level I Incident**
May include, but is not limited to, violations of University policies concerning:
- Residence Life Policies
- Littering
- Inappropriate or disruptive behavior
- Alcohol policy
- Failure to report campus policy
- Involvement as an accessory to level I violation

Typical Sanctions for Level I Violations:
Student placed on Conduct Warning status, University policy/Student Handbook quiz, assigned a fine, campus work, and/or an appropriate educational sanction. For Alcohol Policy violation sanctions, see Alcohol Policy.

**Level II Incident**
May include, but is not limited to, violations of University policies concerning:
- Residence Life Policies
- Alcohol Policy
- Computer System Policy
- Behavior that is self-destructive, threatening the safety of the individual
- Wrongful use of the telephone/technology
- Obstructing University activities or procedures
- Providing false information
- Theft of personal or University property
- Inappropriate behavior
- Failing to Comply Policy
- Involvement as an accessory to level II violation
- Second violation within a 12-month period (while on Conduct Warning or Probation)

Typical Sanctions for Level II Violations:
Student placed on Conduct warning or probation status, assigned a fine, campus work, and/or an appropriate educational sanction. For Alcohol Policy violation sanctions, see Alcohol Policy.

**Level III Incident**
May include, but is not limited to, violations of the University policies concerning:
- Residence Life Policies
- Stalking, Sexual Misconduct, Dating Violence Policy
- Physical violence
- Hazing Policy
- Vandalism Policy
- Alcohol Policy
- False fire alarm or tampering with fire equipment
- Controlled Substance Policy
- Involvement as an accessory to level III violation
- Inappropriate or disruptive behavior

Typical Sanctions for Level III Violations:
Student may be subject to suspension or dismissal, assigned a fine, campus work, and/or an appropriate educational sanction. For Alcohol Policy and/or Controlled Substance Policy violation sanctions, see Alcohol Policy and/or Controlled Substance Policy.

**CONDUCT RECORDS**
All records are maintained by the Office of Student Affairs. Notice of conduct action may be sent to update parent(s) of students who have been declared dependents on the parents’ last federal income tax return. The final decision to send notification to parents will be made by the Dean of Students and in accordance with applicable law. Office of Student Affairs
will maintain records of conduct action. The use of these records is governed by the University policy concerning confidentiality of student records. A student’s conduct record will be reviewed by a hearing body in the process of determining sanctions after responsibility is established. All records of conduct action other than conduct probation, suspension, or expulsion will remain in the student’s file and will be kept by the Office of Student Affairs for five years past graduation or departure date. Decisions of suspension and expulsion will remain in the student’s file permanently. Students wishing to have records of conduct action or conduct probation expunged from their file prior to the specified time period may make a written request to the Dean of Students who will act on the request.

**CONTROLLED SUBSTANCE POLICY**

The use, possession, or distribution of narcotics, controlled substances (such as LSD, cocaine, methamphetamines), marijuana, and/or the use or possession of drug paraphernalia (including but not limited to pipes, bongs, grow lights, or homemade inhalant instruments) are strictly prohibited and considered a violation of the controlled substances policy. Further, the unauthorized use, possession, or sale of drugs sometimes prescribed for medicinal purposes (e.g. Amphetamines, barbiturates, and tranquilizers) will not be tolerated at any time. Students who are present and aware where a violation may be occurring but are not participating will also be charged and may be held responsible for violation. If any university official has reason to suspect the use of a prohibited substance, he/she may contact Baker Public Safety, who is permitted to retrieve a residue sample for immediate field-testing purposes. If a sample tests positive for a prohibited substance, or in the case of prescribed medications the student is unable to produce proof of authorized use (e.g. a prescription), the item(s) will be confiscated, and all suspected users will be subject to referral and sanctioning under the Controlled Substance policy. Unlike university policies regarding the releasing grades and other academic information, the university may notify parents/guardians in case of controlled substance policy violation. Students are encouraged to read the Amnesty Policy in relation to the Controlled Substance Policy.

**SANCTIONS FOR CONTROLLED SUBSTANCES POLICY VIOLATIONS**

All violations of the Controlled Substances Policy are designated as Level 3 violations; the University Conduct Board hears these complaints. At the discretion of the Dean of Students, a student may accept responsibility on a first Controlled Substances Policy violation and be heard by an Administrative Hearing Officer. Students found to be in violation of the Controlled Substances Policy are subject to the possible sanctions listed below. Selling and distribution will be considered a weightier offense with more severe consequences. Additional conduct measures not appearing in the listings below may be imposed, as warranted, at the discretion of the University Conduct Board. Possible sanctions are as follows:

**FIRST OFFENSE**
- Participation in the 3rd Millennium class, an on-line educational site (student is responsible for any associated costs)
- Personal counseling (off-campus referrals to be undertaken at the student’s expense)
- 12-16 hours of work for the University
- Fine of up to $300
- Parent/Guardian notification upon completion of the conduct process
- Removal from Baker housing or change in housing assignment
- Conduct Probation
- Suspension/Dismissal

**SECOND OFFENSE**
- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (2 Counseling Center visits minimum)
- Personal counseling (off-campus referrals to be undertaken at the student’s expense)
- 18 - 25 hours work for the University
- Fine of up to $500
- Parent/Guardian notification upon completion of the conduct process
- Removal from Baker housing or change in housing assignment
- Conduct Probation
- Suspension/Dismissal

**THIRD OFFENSE**
- Personal counseling (off-campus referrals to be under taken at the student’s expense)
- 26 - 35 hours of work for the University
- Fine of up to $700
- Parent/Guardian notification upon completion of the conduct process
- Removal from Baker owned housing or change in housing assignment
HEALTH RISKS RELATED TO SUBSTANCE ABUSE
General health risks associated with the use of prohibited substances can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment of injuries or diseases; and drug use that generally reduces the body’s natural immune system and increases the chances of infectious diseases. Drug overdose may cause psychosis, convulsions, coma, or death.

DOMESTIC VIOLENCE POLICY
Domestic Violence is defined as any hurtful or unwanted physical, sexual, verbal, or emotional act inflicted by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated; a person similarly situated to a spouse of the victim under the domestic or family violence laws; or any other person against an adult or youth victim who is protected from that person’s acts with the intention, either real or perceived, of causing pain or injury to another person.

RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP VIOLENCE
• If you are in immediate danger, call 911 for help
• Contact the Dean of Students for support, or to file a complaint against the perpetrator
• The Baker Counseling Center can provide resources and support regarding how to handle relationships that involve violence
• Contact law enforcement (not required)
• Devise a safety plan and notify friends and family members of your safety plan
• Seek medical treatment if you have been physically hurt by the other person

REPORTING DOMESTIC VIOLENCE
Victims of domestic violence are encouraged to file a report with the office of the Dean of Students and/or law enforcement. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the University or the police may be separate and independent. University information may be kept in as confidential a manner as legally permissible. The University will cooperate to the fullest extent possible with law enforcement.

EVIDENCE THRESHOLD
In order to maintain and preserve the educational nature of the University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

REMEDICATION OR PREVENTIVE MEASURES
The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety and the University community. Such measures include, but are not limited to, no contact orders, modification of living arrangements, restriction of access to residence hall, campus buildings, and campus grounds, counseling intervention requirements, interim suspension from campus pending a hearing, and reporting the matter to the law enforcement.

FAILURE TO COMPLY
In order to maintain an orderly environment, students must show respect for and follow the reasonable requests of University officials, including resident assistants, as they carry out their assigned duties. Additionally, choosing not to complete sanctions on time and/or appropriately may be deemed a failure to comply. Recurring policy infractions represent a continuous disregard for University policy and may result in enhanced sanctions.

FINANCIAL POLICIES
1. Enrollment in the College is contingent upon the following criteria:
   • Students must pay tuition in full by the due date for each semester; OR
   • Students must have financial aid (exclusive of work awards); OR
   • Students must arrange with Tuition Management Systems prior to the due date for a payment plan sufficient to cover all charges not covered by financial aid.
• University policy does not permit students to enroll if they owe in excess of $50 from a previous term, unless acceptable payment arrangements are made with the Business Office to cover the prior balance.

2. Official transcripts are not released and diplomas are not awarded unless all tuition is paid in full and all loan obligations are current. Students may receive one copy of an “unofficial” transcript.

3. Any accounts which are not being paid as agreed will be subject to a late fee of 1% per month.

4. Failure to pay amounts due on a timely basis or after sufficient notice has been received from the University constitutes grounds for termination of services and/or suspension from the University.

5. Students no longer attending Baker University and having an unpaid account balance will be required to make payment arrangements with our collection department. Failure to comply can result in the account being declared in default. Baker reserves the right to accelerate a defaulted account and demand immediate payment of the entire unpaid balance plus interest, late charges, and collection costs. Accounts in default also may be placed for collection with one of Baker’s collection agencies and reported to a Credit Bureau. Collection costs will be calculated at a minimum of 25 percent to a maximum of 50 percent of the unpaid principal and accrued interest.

FINANCIAL REFUND SCHEDULE
If a student withdraws from Baker University or decreases hours after classes begin, applicable credits for tuition, room and board will be computed according to the following schedule. Credits for classes are based upon the date determined by the Office of Records and Registration. The following percentages apply.

TUITION AND ROOM AND BOARD FOR FALL AND SPRING
Prior to and including the first day of class 100% refund
After first day of class up to and including the 10th day of class 90% refund
After the 10th day of class up to and including the 20th day of class 75% refund
After the 20th day of class up to and including the 30th day of class 50% refund
After the 30th day of class up to and including the 40th day of class 25% refund
After 40th day of class NO REFUND

TUITION AND ROOM AND BOARD FOR SUMMER SCHOOL
Prior to and including the first day of class 100% refund
After first day of class up to and including the 5th day of class 75% refund
After the 5th day of class up to and including the 10th day of class 50% refund
After 10th day of class NO REFUND

TUITION FOR ONLINE SUMMER COURSES
Prior to and including the first day of class 100% refund
After first day of class up to and including the 7th calendar day 75% refund
After the 7th calendar day up to and including the 14th calendar day 50% refund
After 14th calendar day of class NO REFUND

RETURN OF TITLE IV FEDERAL STUDENT AID
The account of the student who has federal aid and withdraws before 61% of the semester has elapsed will be evaluated according to the U.S. Department of Education guidelines and formula. The policy conforms to the Higher Education Amendments of 1998. Title IV programs affected by this provision are Subsidized and Unsubsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG Grants, and Federal TEACH grants.

Federal aid is earned by the percentage of the payment period the student completes. To figure the percentage of aid earned, divide calendar days completed in the semester by total days in the semester. Weekends are included, but scheduled breaks that are at least five (5) days in length are excluded. If the student completes more than 60% of the semester, 100% of the aid is earned for the semester. If the student completes 60% or less of the semester, the portion of federal aid determined to be unearned must be repaid to the federal aid programs.

Institutional refunds and the formula used to determine the required return of federal and other student aid will be finalized within 30 days of the withdrawal date. For students receiving federal aid, the refund must first be repaid to the Title IV programs, state grants, and institutional funds in accordance with existing regulations in effect on the date of withdrawal and with respect to various types of aid. It is possible that the student who withdraws will still have an outstanding balance due to the University.

FINAL EXAMINATIONS
Faculty legislation requires that final examinations not be administered to an entire class or to individual students at times other
than the officially assigned final examination time without approval from the Dean.

**GAMBLING**
In line with the United Methodist Church and National Association of Intercollegiate Athletics (NAIA) stances on gambling, it is prohibited to participate in any gambling-related activities on campus or on University-controlled property that have not been approved and/or administered in accordance with the laws and regulations of the state of Kansas. Additionally, to wager on a university team or organization in a competition with a direct interest in the success of the competition is prohibited. For assistance with a gambling addiction, please visit the Counseling Center and/or contact Kansas Coalition on Problem Gambling at www.ksproblemgambling.org/

**GUEST (see also Residence Life policy section for additional policy)**
You are responsible for all actions of your guest(s) at all times. A guest is any person who is not a currently enrolled student or resident of the room/living area in question. Should your guest(s) violate university policies, you will be held accountable and your guest(s) may be asked to leave. You and your guest(s) are contractually responsible for emergency information and policies outlined in this handbook. It is the responsibility of the host or hostess to acquaint visitors with stated policies and regulations. Guest(s) may be asked to present proper identification. A guest(s) may be asked to leave at any time by staff if it is not felt it is in his/her best interest or that of the university.

**HAZING**
Hazing is a violation of University conduct policy and state law. Hazing includes action or the encouragement of action taken by an organization or member of an organization that produces or results in:
1. Mental or physical discomfort
2. Embarrassment, harassment, or ridicule
3. Paddling or physical abuse of any form
4. Creation of excessive fatigue
5. Physical or psychological shocks
6. Involuntary road trips or other activities that may tend to expose initiates or pledges to physical danger
7. Morally degrading or humiliating games or activities
8. Any activities which disrupt public order or bring the organization or the University into disrepute with the local community

**ID CARD POLICY**
Students will be issued a student ID card that will allow them access to appropriate areas on the Baldwin City campus and provide for tracking of meal plan and declining balance activity.
- If a student’s ID card is broken they can return to the ID Center and receive a replacement card free of charge.
- The first time a student loses their card they can return to the ID Center and receive a replacement card free of charge.
- Each subsequent time a student loses their card and they come to the ID Center for a replacement a $30 per card charge will be placed on the student ledger with the business office.

**IMMUNIZATION AND TUBERCULOSIS SCREENING COMPLIANCE POLICY**
Student Health Services must have verification and documentation of a student’s compliance with required immunizations and screenings by the indicated deadlines.
- All students:
  - August 1st for fall semester
  - December 1st for Interterm
  - January 1st for spring semester
  - Or within 2 weeks of admission to the University whichever is latest
- Residential students:
  - It is required to have this documentation, along with the Health History Form, PRIOR to moving into University owned housing.

All documents must be verified by Baker University Student Health Center staff. Students who are unable to verify their immunization history must be re-immunized to:
1. MMR (Measles, Mumps, Rubella) immunization. Two doses required at least 28 days apart for students born after 1956.
2. Tdap (Tetanus, Diphtheria, and Pertussis) immunization booster within the last ten years.
3. Meningitis (MCV4) immunization. Two doses of MCV4 are recommended. If the first dose is given before the 16th birthday, then a booster is required.

4. Polio series completed. Primary series, doses at least 28 days apart. Three primary series are acceptable.

5. Completion of the TB (Tuberculosis) screening questionnaire (see Health History Form). If further testing is deemed necessary, the Student Health Center will notify student via university e-mail. The student will have until October 1st to have testing completed.

6. ALL NEW INTERNATIONAL STUDENTS coming to Baker University are required to have a Quantiferon Gold TB blood test and documentation of results PRIOR to moving into campus housing. This test must be completed no more than 6 months prior to move in. If student has received treatment for tuberculosis, documentation of treatment is required. The Quantiferon Gold test can be ordered by Baker University Student Health Center to be completed at a local testing facility for a fee, if not completed or documentation is not available from home country. A $75 fee will be charged to the student’s account. A chest x-ray is required for students with a positive Quantiferon test.

**Submission Material Requirements**

Students are required to submit one of the following as proof of immunization:

- A personal immunization record signed by a health care provider
- A physician or clinic report stating all immunization records or blood titers
- A copy of school immunization record

A waiver can be signed for religious/philosophical exemption. If the waiver is signed, a student is required to have counseling with the Nurse Practitioner and is informed that in the case of any outbreak of disease such as Measles, Mumps, Rubella or Meningitis the student must leave campus temporarily. Once the threat of the disease is over the student will be allowed to return to campus.

**Non-compliance action**

Compliance is managed by the Student Health Center and strictly enforced. In the absence of required immunization documentation, the following actions may be in order:

- All students who do not complete this requirement:
  - Will have 5 calendar days from the date of the first date of classes to produce records or receive new immunizations
  - After this date, students will be placed on academic HOLD placed on his or her account. With this hold in place, the student is restricted from utilizing major functions of the Registrar Office (e.g., prohibited from pre-enrollment activities).
  - Health Center Staff will remove the hold when it has been determined that the student has met compliance standards.

- Residential students who do not complete this requirement:
  - Will have 5 calendar days from the date of move-in to produce records or receive new immunizations.
  - After this date, students may be required to leave University housing with no refund.
  - Students may return upon proof of required immunizations.

**Inappropriate or Disruptive Behavior**

Inappropriate or disruptive behavior which persistently interferes with the academic or administrative activities of the university (and/or) which inhibits the academic and/or student life environment is not permitted.

Inappropriate and/or disruptive behavior may be defined as (but not limited to):

- Disturbing or interfering with academic, residence life, or student life programs or activities
- Trespassing
- Harassing, embarrassing, or intimidating other persons (to include employees)
- Disturbing or interfering with employees performing their jobs.
- Interfering with the free and unimpeded flow of pedestrian traffic on University property
- Behavior not in line with University Mission and Values

**Inspection & Searches**

For purposes of providing a safe, healthy, and secure campus environment, appropriate University officials may conduct inspections and searches during University events and of University property, including University property used or occupied by students, on a regular or irregular basis. Such inspections and searches may include, but are not limited to: (1) on-campus residence halls/apartments, buildings, lockers, lock boxes or drawers, closets, and vehicles parked on campus; (2) containers,
packages, bags and other storage devices, including personal possessions, on University property or found at University events; and (3) University events, including University-sponsored events that may occur off campus.

The appropriate University official may request prior authorization from the individual before inspecting and searching any personal possessions and may request that the individual owner be present during the inspection and search. However, prior notice, authorization, or presence by the owner is not required in order for the University official to conduct an inspection or search during a University event or on University property. University officials conducting inspections and searches are encouraged to inform an individual of any inspection or search of personal possessions and to seek prior authorization, depending on the circumstances. In an emergency situation, including, but not limited to, when the safety, health, or security of any person or property is at risk, the University official may inspect and search any student occupied area immediately and without prior notice or authorization.

Failure to allow an inspection or search pursuant to this policy may be considered in rendering any disciplinary decision at issue against a student or student group and may be considered a violation of University policies and procedures.

INTELLECTUAL PROPERTY POLICY

The official version of the Baker University Intellectual Property Policy can be found at/on the Baker Web site (www.bakerU.edu) on the Office of Computer Services webpage and will be used to administer all intellectual property related issues and procedures.

The aims of the Baker University Intellectual Property Policy are to: promote and encourage creativity and knowledge creation both in and outside the classroom; protect the rights of scholars and students with respect to owning the products of their intellectual endeavors; set forth mechanisms for determining ownership rights in intellectual property and for resolving disputes with respect to such property. This policy applies to all faculty, staff, and students.

For purposes of this policy, intellectual property is divided into three categories: copyrightable, patentable, and other intellectual property including all registered and common law trademarks, service marks, domain names, logos and all other types of proprietary rights created specifically for the University. Students performing work compensated by the University are subject to the provisions governing non-faculty employees, and their work constitutes work for hire under U.S. law. Students working on a project governed by a contract or agreement to which the University as a party shall be bound by the terms of that contract or agreement. The University reserves the right to make copies of student papers, course assignments, dissertations and theses for use in the University curriculum, including uploading the work in the University’s course management system, and for archival purposes. The student, by enrolling in the University, gives the University a nonexclusive royalty-free license to mark on or retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the Intellectual Property Policy or in the course syllabus. The University shall not have the right to use the work in any other manner without the written consent of the creator(s). Students may not disseminate any printed or electronic materials, video or audio recordings, or any other copyrightable or patentable intellectual property they make, use, or receive in class for commercial purposes or to anyone not enrolled in the class. General administration of this policy is the responsibility of the Chief Information Officer. Students should refer all questions about this policy to either the Chief Information Officer or to the Assistant Dean for Student Engagement and Success. In the event that a dispute arises regarding the application of this policy, a student should follow the standard grievance process as found in the Student Handbook. As a general rule, dispute resolution for students will go to an ad hoc committee consisting of:

- Assistant Dean for Student Engagement and Success
- One faculty member outside student’s immediate study concentration (chosen by and mutually agreeable to Assistant Dean for Student Engagement and Success and student)
- Chief Information Officer

Appeals of the ad hoc committee will go to the Dean of the College of Arts & Sciences.

JEANNE CLERY CRIME REPORTING REQUIREMENTS

Baker University publishes an Annual Security Report in Compliance with the federal Clery Act. The University will create yearly reports which will be posted on the University website. The University will provide a paper copy of the reports upon request.

MISSING PERSON POLICY

If you are concerned about a potential missing student, please contact Campus Security. Campus Security will work with Student Affairs to make contact with the missing student and to identify his/her most recent contact points on campus (card access, meals, class attendance, etc.). If unable to make contact with the missing student within a reasonable timeframe (up to 24 hours from notification), the University will notify the designated emergency contact person as listed in Baker Vue.
The University will not consider a student to be formally missing until a Missing Person Report is filed with law enforcement and/or the Kansas Bureau of Investigation.

All students may designate an emergency contact person. On-campus students complete an emergency contact form when they check into their housing assignment. It is a student’s responsibility to keep emergency contact information current. Baker University will work with law enforcement agencies providing information as needed. Questions about missing persons or security issues should be directed to Campus Security or the Dean of Students.

OFF-CAMPUS MISCONDUCT POLICY
The University assumes that responsible behavior will be maintained consistently by its students on and off campus. Generally, the University does not take disciplinary action for off-campus misconduct. However, the University reserves the right to take action in such instances where the misconduct constitutes a violation of the University standards or is of such a serious nature that it suggests a danger to the University community. In such cases, the University may initiate action whether or not legal action has been taken. The Dean of Students will decide when institutional purposes are best served by such conduct action.

PARENTAL NOTIFICATION POLICY
In 1998, Congress passed an amendment to the Higher Education Act that now permits colleges and universities to inform parents or legal guardians any time a student under 21 violates drug and/or alcohol policies. Consequently, when deemed necessary and appropriate by the Office of the Dean of Students, a Baker University official may communicate with parents when such violations occur.

POSTERS AND SIGNS
Posters and signs that students place on their residential unit doors or in other public areas of the University owned housing or the University must be limited to space available on their door or on bulletin boards. Nothing is to be affixed to walls where a bulletin board is not provided unless they are directional signs or other information published by the University. Any items placed in public areas must not contain obscene or offensive wording or pictures. Signs representing alcoholic beverages or illegal drugs shall not be displayed in public areas or from windows of University owned residential units. According to the Fire Marshall for safety, signs may never be placed in the windows of doors.

HARASSMENT AND SEXUAL HARASSMENT POLICY
The University is committed to creating a culture of respect and providing an environment that values diversity and emphasizes the dignity and worth of every individual. As part of that commitment, the University strives to provide an educational and working environment that is free from harassment based on race, color, national original, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, disability, veteran status, or any other status protected by law. Harassment in any form is prohibited and incidents of harassment are met with appropriate conduct action, up to and including termination of employment or dismissal from the University.

What constitutes prohibited sexual harassment? Prohibited sexual harassment is conduct that is (1) sexual in nature; (2) is unwelcome; and (3) either (i) in the case of a student, denies or limits a student’s ability to participate in or benefit from a school education program; or (ii) in the case of an University employee, is sufficiently severe and pervasive as to change or alter the individual’s working conditions. Conduct that satisfies these elements violates this policy and also is a form of prohibited discrimination. If any one of these three elements is missing, the conduct is not sexual harassment, although it may violate other University policies.

Examples of Prohibited Sexual Harassment: No policy can anticipate each and every comment or behavior that may constitute prohibited sexual harassment. The following includes a non-exhaustive list of conduct and/or comments that may violate the University’s policy prohibiting sexual harassment:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures or written materials, including but not limited e-mail or internet materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Derogatory or stereotypical comments about members of one sex versus another;
- Sexual jokes or innuendo.

What constitutes prohibited harassment based on race and/or other legally protected status? Harassment based on race, color, national origin, religion, age, disability, veteran’s status, sexual orientation, gender identity or expression, marital
status, or any other status protected by law is prohibited. Prohibited racial or other harassment is conduct that is (1) based on race or other protected status; (2) is unwelcome; and (3) either (i) in the case of a student, denies or limits a student’s ability to participate in or benefit from a school education program; or (ii) in the case of an University employee, is sufficiently severe and pervasive as to change or alter the individual’s working conditions. Conduct that satisfies these elements violates this policy and also is a form of prohibited discrimination. If any one of these three elements is missing, the conduct is not racial or other harassment, although it may violate other University policies.

Examples of Racial and/or Other Harassment: No policy can anticipate each and every comment or behavior that may constitute prohibited racial or other harassment. The following includes a non-exhaustive list of conduct and/or comments that may violate the University’s policy:

- Use of racial epithets or slurs by one student toward another student, or by an University employee to another student or employee;
- Negative stereotyping based on race, national origin, age, disability, or other protected status;
- Derogatory jokes based on race, national origin, disability, age, or any other protected status;
- Written or graphic material that shows hostility or aversion toward an individual or group and that is exhibited anywhere on the University's premises or circulated in the workplace or educational environment, including through University e-mail.

Who can engage in prohibited harassment? No one is above the University’s policy prohibiting harassment. A harasser may be male or female, of the same sex or opposite sex, a co-worker, administrator, faculty member, student, or prospective student, family member of a student or employee, visitor, guest, vendor, consultant, or any other person with whom an employee or student comes into contact in the performance of his or her work and/or educational activities.

Reporting violations of this policy: The University encourages any individual (whether an employee or student) who perceives a violation of this policy, regardless of the offender’s identity or position, to report the situation using the University's Grievance Procedure for Resolving Complaints of Alleged Violations of Equal Employment Opportunity, Sexual Harassment, Racial Harassment, Other Harassment and Reasonable Accommodation (hereinafter "Grievance Procedure"). Any administrator, faculty member, or non-certified staff who becomes aware of alleged violations of one or more of these policies must report the situation pursuant to the Grievance Procedure.

If an individual feels he/she cannot use the Grievance Procedure, he/she should notify the Chief Financial Officer (office number: 785-594-8311) Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065 to discuss the situation.

The University will promptly investigate all complaints it receives of alleged violations of its Equal Employment Opportunity, Harassment, and/or Reasonable Accommodation policies. Furthermore, the University will keep the complaint and its investigation as confidential as possible under the circumstances. Finally, no individual who makes a good faith complaint pursuant to this policy will be retaliated against for making such complaint and/or cooperating in the University's investigation.

Disciplinary Consequences for Violation of Harassment Policy: When an individual is found to be in violation of the University harassment policy, the University will take corrective action it believes is appropriate to end the inappropriate behavior and to prevent a recurrence. Such action may include, but is not limited to the following:

For Faculty, staff, and Student Employees:
- Warning
- Demotion
- Censure
- Suspension without pay
- Reassignment of duties
- Dismissal

For Students:
- Disciplinary warning
- Disciplinary probation
- Suspension
- Dismissal

STATE AND FEDERAL REPORTING OF SEXUAL, RACIAL, AND OTHER HARASSMENT
Grievance Procedure for Resolving Complaints of Alleged Violations of Equal Employment Opportunity, Sexual Harassment, Racial Harassment, Other Harassment and Reasonable Accommodation Policies

The University prohibits discrimination and/or harassment on the basis of race, color, national original, sex, sexual orientation, gender identity and gender expression, religion, age, marital status, disability, veteran status, or any other status protected by law. This procedure should be used to report alleged violations of the University's equal employment opportunity, harassment (including racial and sexual harassment), and reasonable accommodation policies.

Procedure: Initiating a Complaint

Employees.

Any employee, who has a complaint of discrimination, harassment, retaliation, or failure to provide reasonable accommodation, should contact his/her immediate supervisor or the Director of Human Resources. If an employee takes the complaint to his/her immediate supervisor, the supervisor should direct the complaint to the Director of Human Resources. Absent extenuating circumstances, within 30 business days from receiving the complaint, the Director of Human Resources or his/her designee will take appropriate steps to conduct an investigation, including contacting the complainant, witnesses, if any, and the alleged wrongdoer. Some investigations may take longer depending on the availability of witnesses or other relevant information. The complainant will be notified of any expected delays to the extent possible.

Based on the results of the investigation, the Director of Human Resources will take steps appropriate under the circumstances, including affecting an informal resolution of the matter or, in the event a violation of the University's equal employment opportunity, discrimination and/or harassment policy is found, taking appropriate corrective action to address the alleged misconduct and prevent a recurrence.

The complaint and resulting investigation will be kept as confidential as possible under the circumstances. The Director of Human Resources will inform the complainant in writing when the investigation is concluded, and generally, the results of the investigation (although, to protect the confidentiality of all involved, he/she will not discuss the specifics of the investigative interviews and/or of any corrective action taken). No employee who raises a good faith complaint pursuant to this policy or who cooperates with an investigation will be retaliated against as a result. Any perceived retaliation should be reported immediately pursuant to this procedure.

Students.

Students at the Baldwin City campus, who have a complaint of discrimination, harassment, retaliation, or failure to provide reasonable accommodation, should contact Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, 1-785-594-8431. Students at the School of Nursing (SON) should contact the VP and Dean at the SON campus, 1500 SW 10th Street, Topeka, Kansas 66604 (785-354-5854). Students enrolled in the School of Education should contact the dean of the School of Education and students enrolled in the School of Professional and Graduate studies should contact the dean of the School of Professional and Graduate studies, 139 College Boulevard, Overland Park, Kansas 66210, (913-491-4432, Ext. 8492). If a faculty member, administrator, and/or non-certified staff receives notice of a complaint of discrimination, harassment, retaliation and/or failure to accommodate, he/she must notify the Director of Human Resources, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, 1-785-594-8362.

Absent extenuating circumstances, within 30 business days from receiving the complaint, the VP and Dean or Director of Human Resources or his/her designee will take appropriate steps to conduct an investigation, including contacting the complainant, witnesses, if any, and the alleged wrongdoer. Some investigations may take longer depending on the availability of witnesses or other relevant information. The complainant will be notified of any expected delays to the extent possible.

Based on the results of the investigation, the VP and Dean or Director of Human Resources will take steps appropriate under the circumstances, including affecting an informal resolution of the matter or, in the event a violation of the University’s equal employment opportunity, discrimination and/or harassment policy is found, taking appropriate corrective action to address the alleged misconduct and prevent a recurrence.

The complaint and resulting investigation will be kept as confidential as possible under the circumstances. The VP and Dean or Director of Human Resources will inform the complainant in writing when the investigation is concluded, and generally, the results of the investigation (although, to protect the confidentiality of all involved, he/she will not discuss the specifics of any investigative interviews and/or of any corrective action taken). No student or employee who raises a good faith complaint pursuant to this policy or who cooperates with an investigation will be retaliated against as a result. Any perceived retaliation should be reported immediately pursuant to this procedure.

Appeal

Any individual (employee or student) who is dissatisfied with the results of the University’s investigation and/or resolution, may appeal the University’s decision within 5 business days by preparing and delivering a written notice of appeal to the Chief Financial Officer, Baker University, P.O. Box 65, Baldwin City, Kansas 66006-0065 (785-594-8311). The appeal should set forth a brief statement of the decision appealed, the resolution desired, and any additional information the individual believes is relevant to the outcome.
Upon receiving the written notice of appeal, Chief Financial Officer or his/her designee, shall request copies of all information gathered in the underlying investigation and resolution. In addition, in his/her discretion, Chief Financial Officer or his/her designee may contact the complainant, witnesses, and/or the individual filing the appeal for further information. To the extent possible, (without compromising the quality of the review), within 15 business days of receiving the written notice of appeal, the Chief Operating Officer or his/her designee shall notify the individual filing the appeal in writing the outcome of the appeal. The Chief Operating Officer’s determination shall be considered final.

The appeal will be kept as confidential as possible under the circumstances. No individual who exercises his/her right to appeal the determination will be retaliated against as a result. Any perceived retaliation should be reported immediately pursuant to this procedure.

**RELATIONSHIP OR DATING VIOLENCE POLICY**

**Relationship or Dating Violence** is defined as any hurtful or unwanted physical, sexual, verbal, or emotional act inflicted by a casual or intimate dating partner who is or has been in a social relationship of a romantic or intimate nature with the victim with the intention, either real or perceived, of causing pain or injury to another person. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

**RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP VIOLENCE**

- If you are in immediate danger, call 911 for help
- Contact the Dean of Students for support, or to file a complaint against the perpetrator
- The Baker Counseling Center can provide resources and support regarding how to handle relationships that involve violence
- Contact law enforcement (not required)
- Devise a safety plan and notify friends and family members of your safety plan
- Seek medical treatment if you have been physically hurt by the other person

**REPORTING RELATIONSHIP VIOLENCE**

Victims of relationship violence are encouraged to file a report with the office of the Dean of Students and/or the police. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the University or the police may be separate and independent. University information may be kept in as confidential a manner as legally permissible. The University will cooperate to the fullest extent possible with state officials.

**EVIDENCE THRESHOLD**

In order to maintain and preserve the educational nature of the University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to “beyond a shadow of doubt.”

**REMEDIAION OR PREVENTITIVE MEASURES**

The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety and the University community. Such measures include, but are not limited to, no contact orders, modification of living arrangements, restriction of access to residence hall, campus buildings, and campus grounds, counseling intervention requirements, interim suspension from campus pending a hearing, and reporting the matter to the law enforcement.

**REPORTING INCIDENTS THAT VIOLATED THE STUDENT CODE OF CONDUCT**

Baker University students are expected to alert appropriate officials in the event of violations of the Student Code of Conduct. See the University Amnesty Policy for more information regarding alerting University officials to alleviate student concerns and promote responsible actions.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected:

1. To contact emergency officials by calling 911 to report the incident
2. To contact Campus Security at 785-594-8430.
3. To contact hall staff members and Area Coordinator, if applicable.
4. To remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so.
5. To notify the Dean of Students Office within 24 hours of incident.
6. To meet with appropriate University officials after the incident and cooperate with any University investigation.

RESPONDING TO UNIVERSITY SUMMONS
It is the expectation of the University and a stated rule that a student shall respond to the summons of the President or other officer of the administration or professor of the faculty immediately after the issuance of such a summons. Failure to do so will be reported to the Dean of Students for appropriate disciplinary action, which may include suspension.

RETRAILATION
Accusing students and their supporters have the unfettered right to be free from retaliation. Retaliation is defined as any adverse reaction taken against a person for alleging harassment, supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment and will be investigated immediately and adjudicated separately. Retaliation includes, but is not limited to intimidation, threats or menacing behavior, coercion, or discriminatory actions. Retaliation is a serious violation and may result in immediate removal from the University.

SELF DESTRUCTIVE BEHAVIOR
The University has a clear and distinct interest in maintaining a safe and sound educational environment in the residence halls and on University property. A residential setting designed to foster student interaction and interdependence can become disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts or threats to seriously injure oneself or others and/or reckless behavior which puts oneself or others in physical danger. Students who become incapacitated as a result of their own action and students who deliberately injure themselves are subject to University action.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students free of charge. Residents interested in learning more about referral resources available on campus are welcome to call the Health and Counseling Center which keeps all inquiries confidential. Residents who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary sanctions. In the event a resident with a recognized mental disorder engages in self-destructive behavior, the University will take into consideration before determining a response: the resident’s medical diagnosis, the gravity of the injury, the impact of the behavior upon fellow residents, the appropriateness of reasonable accommodations, and other pertinent factors. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, the University reserves the right to notify the resident’s parent or guardian.

SEXUAL MISCONDUCT POLICY
Sexual Misconduct is defined as any form of sexual contact without the consent of all parties involved, which includes but is not limited to:

- Sexual Intercourse committed using physical force, coercion, intimidation, or threat (actual or implied) by a person(s) known or unknown to the victim.
- Non-Consensual Sexual Intercourse (attempted or committed) is defined as:
  - any sexual penetration or intercourse (anal, oral, or vaginal)
  - however slight
  - with any object
  - by a person upon another person without regard to gender of either party
  - that is without consent and/or by force

  Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

- Non-Consensual Sexual Contact (attempted or committed) is defined as:
  - any intentional sexual touching
  - however slight
  - with any object
  - by a person upon another person without regard to gender of either party
  - that is without consent and/or by force
• Sexual touching includes, but is not limited to, any bodily contact with breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

• Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-consensual Sexual Contact, and Non-consensual Sexual Intercourse.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Taking pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.

The need for consent of individuals shall include situations where a person is unable to give consent because of mental incapacitation, drug or alcohol influence, or loss of consciousness.

CONSENT

- Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity or contact.
- Individuals are physically free and capable to act.
- Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Continued pressure can be coercive, and is also a violation of this policy.
- Silence or the absence of resistance alone is not consent.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.
- Past consent of sexual activities does not imply ongoing future consent.

FORCE AS A FACTOR IN CONSENT

- Force is the direct or indirect use of physical violence and/or imposing on someone physically to gain sexual access. There is no requirement that parties resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

INCAPACITATION AS A FACTOR IN CONSENT

- Consent must be “knowing” to be valid. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to voluntary or involuntary use of alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is incapacitated has violated this policy.
- Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
- Possession, use and/or distribution and/or administering of any incapacitating drugs, is prohibited and is a violation of this policy.
• It is not an excuse that the accused party of sexual misconduct was intoxicated, and therefore, did not realize the incapacity of the other.

RECOMMENDED PROCEDURES TO TAKE AFTER A SEXUAL ASSAULT
• If you are in immediate danger, call 911 for help
• Immediate medical attention is recommended to treat any injuries that may have been sustained, including any possible sexually transmitted infection, and to collect or establish information related to the rape or assault. Immediate medical needs can be taken care of by the University Health Center, or a hospital, as necessary. University officials may accompany the person, at his/her request or consent, and render whatever assistance needed.
• Counseling for both a person who has been the victim of sexual assault and those accused may be provided by the Baker Counseling Center staff or those who are in a position to assist. In the event that long-term assistance is necessary, referrals to the appropriate outside resources may be made.
• Contact law enforcement (not required)
• Contact the Dean of Students for support, or to file a complaint against the perpetrator

EVIDENCE THRESHOLD
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REMEDICATION OR PREVENTITIVE MEASURES
The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety and the University community. Such measures include, but are not limited to, no contact orders, modification of living arrangements, restriction of access to residence hall, campus buildings, and campus grounds, counseling intervention requirements, interim suspension from campus pending a hearing, and reporting the matter to the law enforcement.

REPORTING

FOR IMMEDIATE ASSISTANCE
Go to a safe location, and if injured, seek immediate medical attention. If you are sexually assaulted, you may seek assistance by contacting any of the following:

University Security … 785-594-8430
Health Services … 785-594-8409
Counseling Services … 785-594-8409
Residence Life … 785-594-8382
Dean of Students … 785-594-8431
GaDuGi Safe Center … 785 843-8985

Note that Baker University Security can contact on-call staff (Counseling, Residence Life, Dean of Students) when offices are closed. If you are off campus and in an emergency situation, call the Baldwin City Police Department (911). You may also report the assault directly to the Baldwin City Police Department (for non-emergency calls: 785-594-3850) or with the assistance of the Dean of Students.

In order to make informed choices when consulting campus resources, all parties should be aware of confidentiality, privacy, and mandatory reporting.

TO DISCUSS CONFIDENTIALLY
If one desires that details of the incident be kept confidential, he or she should speak with on-campus mental health counselors, campus health service providers, or the University Minister. Campus counselors and Health Center staff are available to help free of charge, and can be seen on an emergency basis. In addition, victims may speak on- and off-campus with members of the clergy and chaplains, and off-campus rape crisis resource people who can maintain confidentiality.

TO DISCUSS SAFELY WITH OTHERS
Students can seek advice from certain resources who are not required to tell anyone else his or her private, personally identifiable information unless there is cause for fear for his or her safety, or the safety of others. These are
individuals who the University has not specifically designated as responsible employees for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources (who can generally maintain student confidentiality and privacy) include those without supervisory responsibility or remedial authority to address sexual misconduct. This may include faculty members and other staff members who do not hold supervisory responsibility. If unsure of someone’s duties and ability to maintain privacy, students are urged to ask to confirm that person’s status before engaging in discussion. Some of these resources should be instructed to share reports with their supervisors, but they will not share any personally identifiable information about the report unless the reporting student gives permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect student privacy.

NON-CONFIDENTIAL REPORTING
Students are encouraged to speak to officials of the institution to make formal reports of incidents (vice presidents, deans, directors, coordinators, department chairs, residence life staff members, coaches and coaching staff, or other employees with supervisory responsibilities). The University considers these people to be “responsible employees.” Notice to them is official notice to the institution. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

REMEDIATION OR PREVENTITIVE MEASURES
The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety and the University community. Such measures include, but are not limited to, no contact orders, modification of living arrangements, restriction of access to residence hall, campus buildings, and campus grounds, counseling intervention requirements, interim suspension from campus pending a hearing, and reporting the matter to the law enforcement.

FILING A COMPLAINT
Victims of sexual misconduct are encouraged to file a report with the Dean of Students Office/Title IX Coordinator and/or law enforcement. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the University or the police may be separate and independent. University information will be kept in as confidential a manner as legally permissible.

Sometimes victims are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials. To encourage reporting, Baker University pursues a policy of offering victims of sexual misconduct immunity from being charged for policy violations related to the incident. While violations cannot be completely overlooked, the University will provide referrals to counseling and may require educational options, rather than punishment, in such cases.

Victims of sexual misconduct usually have two avenues to consider in filing a complaint. These options are not mutually exclusive. The first offers a University process and the second a criminal process. One, both, or either, may be pursued:

1. An alleged victim who wishes to have his or her case reviewed administratively, within the institution, should contact the Dean of Students Office/Title IX Coordinator. The Dean/Coordinator will explain Baker University procedures.
2. An alleged victim who wishes to have his or her case handled criminally should contact the Baldwin City Police Department. A University staff member will accompany an accusing student through this process as requested. Contact the Dean of Students Office for a campus advocate.
PROCEDURES

INITIAL REVIEW – SEXUAL MISCONDUCT POLICY
The Title IX Coordinator will explain Baker University conduct procedures, including: the difference between the administrative procedure and criminal reporting; no contact orders and remedial action; and confidentiality and privacy. Generally, the next step will be for the staff member to meet with the accused student (at a different time) to notify him or her of the allegation and possible remedial actions.

Reports made to Baker University Health and Counseling personnel, University minister, or those not deemed “responsible employees” by definition in the above Reporting section will be shared confidentially with the Campus Title IX per federal reporting requirements (Clery Act). All personally identifiable information is kept confidential.

The University has an obligation to investigate allegations of sexual misconduct as provided for in this policy.

RELUCTANT VICTIM/ACCUSING STUDENT
Accusing students may wish to not make a formal complaint and/or participate in disciplinary action. Title IX per federal law requires Universities to investigate all reports of Sexual Misconduct. The Title IX Coordinator may obtain corroborating information of violations reported and at that time may deem it necessary to move forward with the student conduct process without the involvement of the accusing student. The Title IX Coordinator is required to document the initial report for general Clery Act statistics. There will be no personally identifiable information included in this report; the accusing student’s identity will remain anonymous.

INVESTIGATION
In cases involving student grievances referred for administrative action, the University will use an investigative model. This model allows much of the investigation to be completed prior to the final hearing. Trained investigators will interview accusing and accused students and witnesses, share the reports with the accused and accusing students, and allow for one or more responses from each.

Investigators will prepare a summary report with finding and sanctioning recommendations for the University Conduct Board. Accused and accusing students will have an opportunity to preview the report and offer comment.

CONDUCT PROCESS OPTIONS – SEXUAL MISCONDUCT POLICY
The Informal Process provides Baker University and/or those who believe they have been a victim of Sexual Misconduct policies with a range of options designed to bring about resolution of their concerns. Depending upon the nature of the complaint, the investigation, and the wishes of the accusing student, informal resolution may involve one or more of the following:

1. Reviewing the university Sexual Misconduct Policy with the accused student.
2. Providing the opportunity for the accusing student to express his/her feelings about what allegedly occurred. This can be expressed in writing or communicated through a designated university representative or in person via a privileged communication source if both the accusing student and the accused student agree to a facilitated meeting.
3. The determination of any future interaction as agreed upon by the accusing student and the accused student.

The Formal Process is used when the accusing student bringing the complaint wants to file a complaint of sexual misconduct against another member of the community and/or if the university, after conducting an initial investigation, determines there is sufficient evidence to make a charge of sexual misconduct. The case will be referred to the University Conduct Board as
described below.

**HEARING PROCEDURE – SEXUAL MISCONDUCT POLICY**
The University Conduct Board will generally question the investigators in the hearings and accept or reject the recommendations. If they reject the recommendations or adjust the sanctions they must do so within the framework of the policy and cite clear evidence in order to make adjustments.

The University Conduct Board may return the report to the investigators for modification. Accused and accusing students may make opening and closing statements primarily to address issues raised in the report. If a finding of “responsible” is assigned, the University Conduct Board may review a written impact statement, which may also include desired sanction outcomes. Such statements will be shared with the responsible student.

**STANDARD OF EVIDENCE**
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**PAST HISTORY**
The past sexual history or sexual character of a party will not be considered in hearings unless such information is determined to be highly relevant by the Board Chair. All such information sought to be admitted by a party or the University will be presumed irrelevant until a determination of relevance is made, in advance of the hearing, by the Chair, and in consultation with the Board. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, including in the form of previous findings in any legal or campus proceeding, may be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

**SANCTION STATEMENT – SEXUAL MISCONDUCT POLICY**
Not all forms of sexual misconduct are equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the accusing student and the accused student of sexual misconduct.

- Any student found responsible for violating the policy on Non-consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from Conduct probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-consensual or Forced Sexual Intercourse will likely receive a sanction of suspension or expulsion.
- Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from Conduct warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating policies on Dating Violence, Domestic Violence, or Stalking will likely receive a sanction of suspension or expulsion.

**FINAL OUTCOME – SEXUAL MISCONDUCT POLICY**
Accused and accusing students may see the decision letters, receive survivor impact statements (if included), and view and respond to written appeals.

**APPEALS – SEXUAL MISCONDUCT POLICY**
All parties in a sexual misconduct hearing have the opportunity to appeal within a specific time limit.
Students found responsible may appeal without concern that the review body will issue a harsher finding or sanction. Reporting parties may appeal the decision and the sanction. See Student Conduct procedures for further details.

www.bakeru.edu/studenthandbook

EDUCATIONAL CAMPUS PROGRAMMING
Educational programs will be provided to University students, faculty, and staff about the issues of sexual misconduct. Programs will define the offenses, outline procedures for reporting, and resources available for support. This policy shall supplement all other University policies relating to sexual abuse and harassment, all of which shall remain in effect. All policies shall be applied consistently in such a manner as to effectuate their collective purposes and may be amended from time to time as deemed necessary or desirable by the University.

SMOKING POLICY
Baker is committed to maintaining a smoke-free environment in all university facilities. Smoking is, therefore, limited to designate outdoor areas. All smoking must be at least 25 feet from all doors. See Smoking/Tobacco Policy in Residence Life policy section for more information.

SOCIAL REGULATIONS
Group activities are to be scheduled in the Office of Student Affairs. During the week—Monday through Thursday nights—meetings, rehearsals, etc., shall end by 1 a.m. Monday night is reserved for meetings of fraternities and sororities. Scheduling any other University activities on Monday evenings should be avoided. Group social activities should be held on Friday and Saturday nights if possible, and Sundays if held at times that will not interfere with scheduled religious activities. Student parties—group or all-University—are to be scheduled in the Student Affairs Office. Scheduling of activities on the school dates will normally be on a first-come, first-served basis. The earlier the social function is scheduled, the better the chances to prevent conflicts. Each group may determine how many parties it will have each semester. The group may also determine whether they will be formal or informal.

Event Planning No loud, unruly, or alcohol-related events are permitted in residence halls. Large events, allowed only in designated areas, must have 14-day prior written approval from the Area Coordinator of the living unit/area. Students will be required to close down any event that violates these policies. Students in charge of the event are responsible for clean-up after the event. The Office of Residence Life is responsible for registering and approving social activities in the Horn/Markham Apartment Complex. Social event registration is required of the residents of the Horn/Markham Apartment Complex. To register an event, please complete the Social Event Registration Form. The forms are available from the Residence Life Staff in the Long Student Center 2nd Floor. The office hours are 8 am to 12:00 pm and 1:00 pm to 4:30 pm, Monday through Friday. Please note that forms must be submitted 72 hours in advance of the event. The university reserves the right to approve or deny any or all social events held in the Horn/Markham Apartment Complex. The past behavior and conduct of the residents will be taken into consideration when approving the event.

Themes, decorations, invitations, and entertainment at parties are expected to reflect the goals and standards of Baker University.

SOLICITATION POLICY
Unauthorized soliciting and/or distribution of materials, including mailings, posters, and advertisements for events, merchandising, political campaigning and canvassing by non-community members is prohibited. Permission for activities of this type must be obtained from the Dean of Students Office. Activities of this nature occurring in Baker University owned housing must receive permission from the Office of Residence Life. The selling of baked goods must meet all Health Department Codes. It is preferred that items are pre-packaged and/or pre-wrapped. Further questions or concerns may be addressed by a Dining Services management member.

STALKING POLICY
Stalking is defined as any person who engages in a course of conduct demonstrating unwanted or obsessive attention toward another whether in-person, remotely, or electronically wherein it would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. To include, but not be limited to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety; or the safety of others; or suffer substantial emotional distress.

RECOMMENDED PROCEDURES TO TAKE IF YOU ARE BEING STALKED
- If you are in immediate danger, call 911 for help
- Clearly communicate an unwillingness to engage in further contact with the stalker
• Set firm personal boundaries with the person engaging in the stalking behavior
• If you are not comfortable with face-to-face interaction with the stalker, write a letter to the person
• Keep a journal of all contacts that the stalker has made with you and keep records of other interactions
• Devise a safety plan and let your friends know about it.
• Contact the Dean of Students for support, or to file a complaint against the perpetrator
• The Baker Counseling Center can provide resources and support regarding how to handle stalking
• Contact law enforcement (not required)
• Seek medical treatment if you have been physically hurt by the other person

REPORTING
Victims of stalking are encouraged to file a report with the office of the Dean of Students and/or the police. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the University or the police may be separate and independent. University information will be kept in as confidential a manner as legally permissible. The University will cooperate to the fullest extent possible with law enforcement.

EVIDENCE THRESHOLD
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REMEDIATION OR PREVENTITIVE MEASURES
The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety and the University community. Such measures include, but are not limited to, no contact orders, modification of living arrangements, restriction of access to residence hall, campus buildings, and campus grounds, counseling intervention requirements, interim suspension from campus pending a hearing, and reporting the matter to the law enforcement.

STUDENT ORGANIZATIONS
Organizations sanctioned, sponsored, or approved by Baker University are subject to regulations by the University. Discipline of these various organizations is a responsibility of the University.

Student organizations have the obligation to represent the University by appropriate behavior in conformity with University regulations and standards of conduct. No student organization may be formed until the group has submitted a statement of purpose to the Office of Student Life and approval has been given.

Organizations are subject to University discipline if their conduct endangers the life, property, or rights of other students or persons. Organized groups are expected to refrain from hazing or violent, hostile, or threatening behavior. Baker University expects all organized groups to set an example of good citizenship and responsible behavior. Any group whose actions or activities result in civil conviction, derogatory public notice, or are in violation of University regulations may be subject to University discipline. Organizations that are approved by Baker University may be subject to discipline for behavior off campus that constitutes a serious breach of citizenship or behavior that may damage the reputation of the University. Disciplinary sanctions that may be imposed include:

1. Restitution consisting of reimbursement for damages or misuse of property. This may be in the form of direct payment or may consist of appropriate service or other compensation.
2. Probationary status for the organization for a designated period of time. Probationary status is a warning that further violations by the organization may result in additional sanctions.
3. Disqualification of organizations to participate in scheduled activities and programs sponsored by the University, or to carry on any activities sponsored by the organization.
4. Non-recognition of the organization as a sanctioned and approved group. This sanction will not be imposed until a meeting with the organization advisors has been held.

STUDENT PUBLICATIONS
The student media are educational laboratories in which student journalists and broadcasters practice the skills learned in mass communication course work. The media are a training ground through which students may prepare for post-graduate employment, and their quality should aspire to be measured against professional standards.

The Baker student media and their staff will enjoy full constitutional freedom subject only to the following restraints:
• State and federal law superseding First Amendment rights, including but not limited to standards for libel, privacy, and obscenity.
• The regulations of the Federal Communication Commission
• Laws governing advertising representation
• Generally accepted professional and ethical standards as defined by the Society of Professional Journalists
• Operating agreements or contracts with carriers.

Student editors and general managers are solely responsible for the content of their media and for the conduct of their staff. Faculty who supervise the educational laboratories serve in the capacity of advisors and such mentorship does not carry responsibility for decisions made by student editors and general managers. The responsibilities of the advisor are congruent with the role of a member of the teaching faculty.

The University’s Board of Trustees is the primary source of funding for the student media; however, such financial sponsorship does not entail an endorsement of or responsibility for decisions made by student editors or general managers. Nothing in the policy shall authorize prior review by any person in any capacity outside the media staff. Faculty advisors may review content of media prior to publication or broadcast only with permission or at the invitation of the student editor or manager.

THEFT
Theft, attempted theft, including acts of larceny, burglary, breaking and entering, robbery, or possession of stolen personal or University property is prohibited.

WEAPONS
All firearms, explosives, fire crackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in University living facilities and on campus property including vehicles. This includes, but is not limited to, hunting rifles, shotguns, bows and arrows, and swords, handguns, B.B. guns, pellet guns, air guns, tasers/stun guns, brass knuckles, knives, knives with blades longer than six (6) inches and any other type of weapon. The possession, sale, and/or use of any type of gun, firearm, fireworks and other explosives and weapons (including hunting equipment, martial arts weapons, etc.) are prohibited in the University living area. Possession of a weapon or explosive depending upon potency can result in the immediate suspension of the student.
RESIDENCE LIFE POLICIES
RESIDENCE LIFE POLICIES

Baker University’s Baldwin City Campus seeks to create a living-learning environment designed to foster the integration of student learning, student development, faith and values, and co-curricular activities in ways that educate the whole person. In support of that mission, the University is committed to providing student housing for students and to establishing a residential environment where information and guidance is combined with opportunities to learn through engagement with other residents, Student Affairs staff, and faculty. Staff members are responsible for supervision and coordination of all activities and provide general information, assistance, and crisis intervention. They serve as advisors, administrative liaisons, and referral sources and assist residents in implementing University policies and planning educational and social programs. Residential living at Baker University is dedicated to developing students, and establishing an environment where information and guidance is combined with opportunities to learn through participation in student life with other residents and faculty. The Physical Plant staff work in partnership to provide a safe living environment. The Physical Plant staff are responsible for the maintenance and custodial needs of the residence halls and apartments.

We encourage you to read the following policies and procedures so that you fully understand and appreciate your rights and responsibilities while living in Baker-owned housing. “Living unit” and/or “residential facilities” refer to residence halls or apartments owned and operated by Baker for which a student has contracted a space. Baker University reserves the right to update and/or change policies. If you have additional questions, ask a Residence Life staff member. These policies are not intended to define appropriate and inappropriate behaviors in exhaustive terms. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible adult, and in a manner consistent with Baker University mission and values.

Violation of Residence Life policies and community standards are grounds for conduct action. For more information, contact your building staff or the Office of Residence Life.

BASIC RIGHTS OF A RESIDENT

- The right to read, study, and relax free from undue interference in one’s room; unreasonable noise and other distractions inhibit the exercise of this right
- The right to sleep without undue disturbance from guests of roommate(s) and/or other residents
- The right to expect that a roommate will respect others’ personal belongings
- The right to a clean living environment
- The right to privacy
- The right to host guests within guidelines of the visitation policy with the expectation that guest are to respect the rights of the host’s roommate(s) and other residents
- The right to free access to one’s room and living areas without a sense of pressure or discomfort from roommate(s) and others

BASIC RESPONSIBILITIES OF A RESIDENT

- The responsibility to address grievances through appropriate channels and processes in a timely manner
- The responsibility to cooperate in a reasonable manner and adhere to the roommate/suitemate agreements
- The responsibility for the behavior of guests in the room
- The responsibility to act as a mature adult. In the event of roommate or resident difficulties, first communicate concerns to the person(s) involved and try to resolve the problem. If that is unsuccessful, contact your Resident Assistant and/or your Senior Resident Assistant, or Area Coordinator.

Abandonment of Personal Property Personal property left in a living unit after you have moved out, whether by proper or improper check-out shall be deemed to have been abandoned and will be removed at owner’s expense and charged to the student’s Baker account. The University shall not be responsible or liable for any losses of or damages to any abandoned property.

Accommodations Students seeking long term or short term housing accommodations for medical reasons should visit Access Services, Collins Library Room 120.

Apartment-Specific Rules and Regulations The residents of Baker University’s Horn/Markham Apartments, and their guests, are expected to abide by the Horn/Markham Apartment Rules and Regulations, found at http://www.bakeru.edu/student-life/housing/apartment-rules-and-regulations. All apartment residents are responsible for reviewing, understanding and upholding the Apartment Rules and Regulations.

Apartment Wait List After resident assignments for the Horn/Markham Apartments are completed for the upcoming academic year, current Baker University students who would like to be considered for apartment residency should a space
Any time a living unit becomes under-assigned due to a vacancy, room/resident consolidation may be required. When an apartment space becomes available, remaining students in the apartment have one calendar week to fill the vacancy with a resident from the wait list (new resident may not be a first time/first year student and may not already be currently assigned to another apartment). If notification of the replacement is not made within one calendar week, the Office of Residence Life will fill the vacancy. Once a student on the wait list accepts an offer to move to the apartments, his/her name will be removed from the wait list for the remainder of the academic year.

Banned Items Materials that are prohibited from use in the residential facilities include:
- Flammable liquids and chemicals
- Cut Christmas trees or boughs
- Four-way or cheater plugs
- Firearms, fireworks, and compound bows
- Paint ball, BB-guns, or other weapons
- Extension cords
- Laser pointers
- Duct Tape on University owned property
- Contact paper on walls/furniture
- Push pins or tacks or nails in walls or ceilings
- 3M Command adhesive strips
- Aluminum foil covering windows
- Alcohol and alcohol paraphernalia (for example, but not limited to empty alcohol containers, equipment used in aid of rapid consumption (i.e. beer bongs), alcohol used in aid of production or containers where intent is to consume).
- Candles and incense (lit or unlit), candle warmers, and candle paraphernalia
- Pets (other than fish in a 20 gallon or less tank)
- Animals
- Dart boards

Behavior and Conduct Laws of the land and University policies apply to residents, visitors, and guests. Violations of University policy may result in suspension of the privilege to live in Baker facilities or more severe university disciplinary action. Recognition of the personal property rights of others is expected of all occupants and guests. Interference with the rights of others to use their rooms for study or sleep constitutes violation of housing rules including possible removal from Baker owned housing by the University at the discretion of the Dean of Students or Associate Dean of Students. Common decency and decorum are also expected of residents and guests. Adequate dress is required in all public areas of the living facilities and in student rooms.

Bicycles, Scooters or Motorized Vehicles These items must be stored in outside authorized areas only and are prohibited in University-owned housing. Any of these items found blocking an area in violation of fire code will be removed and a possible fee will be charged for its return. While every attempt will be made to not damage these items while in the process of removal, the University is not liable for damage to these items being removed because of a violation. Likewise, the University is not responsible for damage or theft.

Biohazard Clean-up Vandalism or damage which includes, but is not limited to, bodily fluid, perishable products, or like materials require proper cleaning. A minimum charge of $50.00 will be assessed to responsible student(s) via the Business Office.

Building Security Residents are expected to lock his/her rooms. Although the University uses reasonable effort to protect student property, it is understood that the University can assume no liability for loss, theft, or damage to property belonging to residents. Insurance coverage for personal property is the responsibility of the student and/or parent. Information regarding insurance is provided by Student Affairs by request. Security is primarily the responsibility of the student. Baker Campus Security Staff make regular rounds checking the university buildings. Propping exterior building doors open or tampering with/disabling exterior door security/access systems
compromises building and student safety and will result in conduct action. For personal safety and the safety of others, please follow these guidelines:

- Do not prop open or block doors leading to fire exits and/or fire escapes.
- Close doors that are found propped open. Doors propped open will alert Campus Security.
- Do not allow unescorted nonresidents or strangers to enter the residential living units/areas.
- Escort guests at all times while in the residential living units/areas.
- Report any unescorted nonresidents to the Residence Life Staff or Baker Campus Security.
- Report any security issues to the Residence Life Staff or Baker Campus Security.
- Close and lock bedroom doors when leaving.
- Meet all guests and visitors at door to escort through buildings and likewise, see guests and visitors to the building door when leaving.

**Cameras** Security cameras are used throughout the NLC. Moving, altering, damaging, etc. the camera or camera equipment is prohibited.

**Common Area Responsibilities** Common areas include but are not limited to: hallways, bathrooms, stairwells, lounges, study rooms, utility rooms, storage rooms, laundry rooms, TV rooms, kitchens, campus grounds, outside areas, and patios. Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students who move furniture from common areas are subject to a fine and conduct action. Residents are expected to take every precaution to assure that common areas are not abused. Damages to common areas will be charged to all residents of a particular wing, floor, living area, or residence hall unless it can be determined who is specifically responsible. Sleeping in common areas is not permitted. Spontaneous gatherings in common areas are allowed as long as members of the gathering do not outnumber the room capacity. The capacity differs from room to room. All students must be mindful of their noise levels and are responsible for cleaning up after themselves. Since common areas are in residential buildings, noise should be kept to a minimum. The area should be left better than it was found. Use of common areas for group activities or social events must be approved by the Area Coordinator 14 days prior to the event. Students in charge of the event are responsible for clean-up after the event.

**Consolidation of Empty Spaces** Room consolidation may be required of any student with a vacancy in an under-assigned living unit. The University has the right to assign, re-assign, and adjust occupancy of rooms. Unoccupied space is reserved for use by the University. When a Residence hall space becomes available, the student affected has one week to commit to one of the following three options:

1. move to another room that has only one other occupant, or
2. accept a roommate who is also being required to consolidate or
3. purchase the vacant space in his/her double room and guarantee single room status (see below for details)

If a student ignores or refuses attempted contacts for this purpose, decisions about consolidation may be made at the discretion of the Office of Residence Life. This may result in possible fines and conduct action. If a student has a vacancy in his/her living unit and wishes to guarantee continuing to live without a roommate, he or she may choose to purchase the double room as a single through the Office of Residence Life (option available in Irwin and Gessner Halls only). Spaces in double rooms remain available for assignment by the Office of Residence Life unless otherwise purchased as a single.

**Damages to Room** Residents jointly share the responsibility for an assigned room. Students are responsible for the condition of furniture, walls, artwork, ceilings and floors. Damage that occurs beyond the limits of normal wear and tear is the student’s responsibility and will be charged accordingly to the responsible party’s student account. Baker University Residence Life and Maintenance Department will determine normal wear and tear and applicable costs. Residents may be held accountable for misconduct that occurs within his/her room. For safety and liability reasons, damage to Baker University owned property must be corrected by Baker University staff and departments.

**Electrical Appliances** Refrigerators 3.7 cubic feet and under and microwaves 1.5 cubic feet and under may be used in the residence halls. Devices such as ovens, electric woks, full-size refrigerators, deep fat fryers, hot plates, quesadilla makers, George Foreman Grills, and halogen lamps are prohibited (see list of additional banned electrical appliances below). University-provided stoves in apartments are the only exceptions. In compliance with fire and safety codes, the following appliances are not allowed in any residential facility:

- Any appliance with an exposed heating surface (University-provided appliances in the apartments are the only exception)
- Space heaters
- Refrigerators larger than 3.7 cubic feet (NOTE: ONE refrigerator per every 2 residents in Irwin, Gessner and NLC; no refrigerators other than the refrigerator provided by the university in the apartments)
- Microwave ovens larger than 1.5 cubic feet (NOTE: ONE per Irwin/Gessner room or NLC suite ONLY)
Follow these simple guidelines:

- Halogen lamps or quartz light bulbs and lamps
- Hot plates
- Oil popcorn poppers
- Electric sauce pans
- Any type of grill
- Any appliance not clearly marked as U/L approved
- Sun or heat lamps
- Electric blankets
- Four-way or “cheater” plugs
- Any type of extension cords without a breaker
- Broiler ovens, toaster/toaster ovens (except in the Apartments)
- Electrical items that cause electrical outages

Prohibited practices involving fire safety include: any modification of existing electrical equipment such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting or through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging tapestries, flags, or posters on the ceiling or in a way that covers vents on appliances or electronic equipment; changing or adding locks to doors, any practice that constitutes a fire hazard (e.g., careless use of smoking materials, etc.).

**FIRE SAFETY EQUIPMENT, PROCEDURES, PREVENTION**

It is a serious offense to tamper with fire safety equipment, such as fire extinguishers, fire alarms, and smoke detectors or other fire prevention equipment or to pull the fire alarm under false pretenses. Tampering with the fire alarms or fire extinguishers is prohibited, and persons who do this may be prosecuted under the law and will be subject to swift and decisive disciplinary action with eviction from University-owned housing being the most viable sanction. Anyone tampering with fire equipment is subject to a $1,000 fine and possible criminal charges. The student will also go through the University conduct process.

**Evacuation** Fire drills occur once a semester in Baker-owned housing. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. All persons in the building must participate in the drill and evacuate the building. Failure to do so may result in conduct action. Residents are to follow evacuation procedures. Specific evacuation procedures for each building will be explained by the Residence Life Staff at the first floor meeting and are posted throughout the building. When an all-hall alarm sounds, the building must be completely and immediately evacuated. Baker, Campus Security, Baldwin City Police Department, and Baldwin City Fire Department are automatically notified. Do not panic. Students are responsible to become familiar with the emergency procedures for his/her building upon move in. Follow these simple instructions:

1. Turn off room lights except for ceiling lights. Leave blinds and curtains open.
2. Close windows, lock the door, and take room key and Baker ID card.
3. Grab a coat, shoes and a towel to cover face and head and leave in an orderly fashion as instructed in the evacuation procedures.
4. Walk quickly and quietly and use the closest exits.
5. Stand away from the building at the designated area. The Residence Life Staff will inform students when they may return to the building. Deliberately remaining in or returning to a building during an evacuation is a personal danger and a danger to others who will enter the building to find those unaccounted for. This policy also applies to fire drills. Students found in buildings when a fire alarm is active may be subject to conduct action.
6. Be respectful of Residence Life Staff, Campus Security, and Public Service officials who are acting in the line of duty.
7. The Residence Life Staff will check each room to make certain that everyone has evacuated (as the nature of the emergency permits).

**If a fire is outside a student’s room/apartment and it is unsafe to exit:**

1. Crack a window and remain near the opened window.
2. Hang a bed sheet or any large light-colored cloth out the window to signal location to emergency personnel.
3. Keep close to the floor and near the outside wall. Remember that smoke rises.
4. Do not panic. Remain calm and cooperate with the staff and emergency personnel during emergencies.

**Prevention** The best fire safety starts with prevention. To prevent fires and accidents, residents must use common sense and follow these simple guidelines:

1. Smoking is prohibited in University-owned buildings or within 25 feet of any entrance or building.
2. Use ashtrays, found outside of buildings, to completely extinguish cigarettes or matches.
3. Use only UL-approved electrical appliances. Use caution when using these appliances. Do not leave electrical appliances unattended.
4. Halogen lamps are not permitted in University-owned housing facilities.
5. Make certain that decoration materials are fireproof or fire retardant.

Open flames of any type (including candles and the burning of incense or coals), combustible chemicals (including propane and other fuels), multiple (“octopus”) electrical adapters, appliances with frayed wires, and ungrounded electrical appliances are not permitted inside or within 25 feet of University-owned housing facilities. For a complete list of items and practices prohibited in residential facilities under the fire code, please refer back to the Electrical Appliances and Banned Items sections.

Unsafe and prohibited practices involving fire safety include: any unofficial lock modifications or additions to doors, any modification of existing electrical equipment, such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting; running electrical cords through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging tapestries, flags or posters on the ceiling or in a way which covers vents on appliances or electronic equipment; any practice which constitutes a fire hazard (i.e. careless use of smoking materials, etc.).

Fire Safety Equipment Fire extinguishers are located throughout the residence halls and apartment buildings. They are to be used only in the event of a fire. They are considered fire equipment and are not to be disturbed. Do not tamper with fire extinguishers or use them for anything other than to extinguish a fire. Exit signs are located strategically throughout the buildings to indicate exit routes, particularly in emergency situations. Do not remove or tamper with any of these signs. When an alarm is activated, it sounds throughout the entire building. The building must be thoroughly and immediately evacuated when an alarm sounds. Individuals found tampering with the fire alarms, extinguishers, smoke detectors or other fire prevention equipment or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action with eviction from University-owned housing being the most likely sanction. Do not tamper with the fire/life safety equipment. All hallways, decks, and walkways must be kept clear to allow for safe entrance to and exit from all individual rooms and apartments per fire/life safety codes.

Fraternity/Sorority Chapter Housing First year University students may move into a chapter house after their fall semester conditional on the following: Completion of “new member education” program; completion of 30 hours credit by the end of the fall semester (The credits taken during Interterm do not count toward the 30); approval from the chapter president’s signature; a minimum of a 3.0 GPA for the fall semester; submission in writing of a maximum one-page essay describing how he/she will benefit personally from moving in early and how he/she will benefit the chapter; and notification/approval from parents/guardians by the Fraternity/Sorority Coordinator.

Transfer students may move into a chapter house after their fall semester, conditional on the following: Completion of “new member education” program; completion of 30 hours credit by the end of the fall semester (credits earned during Interterm do not count toward the 30); approval from the chapter president’s signature. All students must complete the appropriate forms, submit all paperwork, and meet all deadlines as prescribed by the Office of Fraternity/Sorority Life.

Students joining a chapter in the spring semester must complete “new member education” program to be eligible to move into the chapter house for the subsequent fall semester.

It is the responsibility of the student to notify the Student Affairs Coordinator if he/she is leaving a chapter house, otherwise conduct action may be taken and the student will be billed for housing and a full meal plan.

Furniture Residents may choose to bring furniture at their own risk. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, heaters/air conditioners, windows, window screens, and mechanical equipment. Furniture must be removed if it is determined it poses liability for damage or violates University policy. Residents may be asked to remove items at any point and compliance is mandatory. Residents are not permitted to bring personal mattresses for use in the residence halls or on campus apartments. University-issued mattresses must remain on bed frames and may not be taken outdoors or placed in common areas on the floor. Mattresses will not be stored. Mattresses must stay in the University-owned room. All furniture must remain in the student’s room at all times. This includes: closets, desks, dressers, shelves, bunk beds, desk chairs and mattresses. Students will be held responsible for the condition of all furniture for their room. The unauthorized removal of furniture will result in the pieces being replaced by Physical Plant personnel and a replacement charge being assessed.

Guests and Guest Responsibility Students are responsible for all actions of his/her guest(s) at all times. A guest is any person who is not a currently enrolled student or resident of the room/living area in question. Should a student’s guest(s) violate residence life policies, the student will be held accountable and the guest(s) may be asked to leave. Students and his/her guest(s) are contractually responsible for emergency information and policies outlined in this handbook. Students are responsible for any activity that occurs in his/her room whether present at the time or not. Students may not allow others to use his/her room without his/her presence or supervision. Any invited guest may visit the lounge areas or the private room of a resident with the consent of the roommate during visitation hours. It is the responsibility of the host or hostess to acquaint visitors with stated policies and regulations. Guest(s) may be asked to present proper identification. A guest(s) may be asked to
leave at any time by staff if it is not felt it is in his/her best interest or that of the university that he/she be present at a particular housing facility. Without approval from the Area Coordinator, there will be no overnight guests in the residence halls. To request an overnight guest, the resident must get consent from his/her roommate, then email his/her Area Coordinator at least 24 hours in advance with the guest’s full name and approximate dates and times of arrival and departure. The roommate should be copied on the email request. Restriction of access to the residence halls will be enacted against violators of visitation regulations.

Once a student has checked out of his/her room he/she is considered a guest. Guests of this nature are not allowed in the residence halls or apartments without prior approval from the Student Affairs Coordinator, Associate Dean or Dean of Students. This includes but is not limited to Winter Break and end of the academic school year.

**Cohabitation** The University does not allow cohabitation. For the purpose of this policy, cohabitation is defined as the state of living with another person other than an approved or assigned roommate. Students of the opposite sex (or of the same sex and involved in a romantic relationship) are not assigned as roommates and may not arrange to live together in campus-owned housing. Overnight guest(s) must be approved by the Office of Residence Life and may stay no more than three nights in a week. It is a violation for guest(s) to stay three nights, leave and return for additional three nights without the permission of the Area Coordinator and the roommate(s).

**Visitation** Visitation is allowed in rooms in Gessner Hall, Irwin Hall, and the New Living Center between the hours of 9:00 am and 2:00 am. In the Horn/Markham Apartments visitation hours will be determined by the residents of the apartment in their roommate agreement signed at the beginning of each semester. A roommate must not be deprived of the right to privacy, study time, or sleep because of a visitor. If a roommate feels his/her right to free access of the room is being violated, he/she should immediately contact the appropriate Residence Life staff member as in any other roommate conflict situation. Residence hall lobbies are 24 hour visitation areas.

**Custodial Services and How to Keep Rooms Clean** Although custodial staff cleans all common areas during the week, residents are responsible for regularly cleaning his/her room/apartment. Failure to maintain living quarters to the expected minimum standard of cleanliness, or disregard of mandating warnings, is cause for eviction from university-owned housing. Under no circumstances are trash cans, trash bags, or trash to be left in the hallways, walkways/corridors, outside student rooms/apartments, or in common areas. Periodic inspections of rooms are held for sanitation and safety purposes. A charge may be levied if the University has to clean the rooms or bathrooms.

All plumbing, electrical problems, or repair problems should be reported immediately to the maintenance service request website at [www.bakerU.edu/workrequest](http://www.bakerU.edu/workrequest) who will then assign and contact appropriate maintenance or custodial personnel. Emergencies (overflowing toilets, sinks, leaks) should be reported directly to the Residence Life Staff.

It is recommended that students use the following items in keeping their room clean:
- Broom and dust pan
- Cleaning cloths
- Bleach/water solution (1/9) for dishwasher once a month (Apartments)
- Bleach/water solution (1/9) to clean window sills
- Clorox/409 type solution for bathroom
- Dawn dish soap or comparable
- Window or comparable product for mirrors and windows
- Disinfecting wipes
- Daily shower spray
- Toilet bowl cleaner and scrubbing brush

**HOUSING CONTRACT**

Students will sign housing contracts during the check-in process. Failure to sign a housing contract will result in non-issuance of keys and will release a student’s space for reallocation to another individual. By signing a housing contract, students commit to on-campus housing for the entire academic year. The agreement is a contract between Baker University and the individual mentioned in the document and may not be transferred or assigned to another person. The space assigned may not be sublet. The academic year, with reference to housing, is defined as the day on which the residence halls open at the beginning of the fall semester, through the last day of final examinations at the end of the spring semester. Seniors graduating and specifically designated participants in the graduation exercise will be permitted to remain in their rooms until graduation day, at which time they must vacate the facilities. Only regularly enrolled, full-time students (12 hours or more) may occupy a room in University Housing. Occupied rooms are for personal residence only. No activity is permitted that involves regular use of living facilities for financial gain or profit to an individual. The housing contract is for students who want to obtain space, meals, and services in the University residence hall system. All Baker University-owned living is closed for the following times (specific contract dates for each may be found at [www.bakeru.edu/housing](http://www.bakeru.edu/housing) or by contacting the Office of Residence Life):
Students are to check out of residence halls/apartments with Residence Life staff no later than the designated date and time. All exceptions are to be approved by the Residence Life Coordinator.

Check-In During check-in, each resident is issued a room key and a Room Condition Report (RCR). It is the resident’s responsibility to thoroughly examine the room and its contents, indicating the room condition and the absence or presence of its furnishings. This form gives residents the opportunity to document the condition of his/her room/apartment at move-in and will be used when students move out to assess any damages. Students must complete and sign this form when checking in to a new assignment. Otherwise, it will be assumed the room was in excellent condition at move-in and all damages at check-out will be assumed to be the responsibility of the resident(s). The signed form should be submitted to the staff of the assigned facility during the day of check-in. Failure to do so will result in a fine, and if applicable, an additional lock change and key replacement fee. Whenever possible, a staff member will accompany the resident to the assigned space and assist the resident with any questions or concerns as the resident examines the space during the check-in process. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time he/she assumed occupancy, provided these items are noted on the RCR at the time of check-in. Failure to return the completed form may result in charges for room deficiencies for which the new occupant is not responsible. All residents must sign a housing contract and are responsible for all policies and procedures listed therein.

Check-Out Residents are responsible for the condition of his/her room/apartment, including the furnishings and equipment, and will have room/apartment conditions assessed at the time of check-out. Vacate and clean room completely. This includes sweeping the floor, removing trash from the building and returning the room to the condition it was in at check-in. Students responsible for leaving his/her room in an unacceptable condition will be charged a minimum fee. Other charges may apply. Residents must remove all personal belongings from his/her living space, and thoroughly clean prior to their check-out appointment. Return key to staff member during the check out procedure. This staff member will check the room for damages or missing items. Charges for damages, missing items, and/or items remaining in the room/apartment/common area will be applied to the student’s account. Students will be billed for any damages not due to normal wear and tear and for any cleaning or hauling of trash left in the room/apartment/common area. In individual rooms and apartments, damage charges will be divided equally among all residents unless the person(s) responsible for the damage informs the Office of Residence Life in writing that the roommates are not equally responsible for the damage. Damage charges will be assessed by the Area Coordinator during a room/apartment inspection after residents move out.

Improper Checkout Failure to properly check out will result in a fee charged to the student account. Improper checkout includes, but is not limited to, not signing up for a checkout time with Resident Assistant/Area Coordinator at least 24 hours in advance of checkout time, not completing the “checkout” list, staying after checkout is complete and/or hall is closed without proper permission, and/or leaving personal items or trash behind.

ID Card and Card Readers The student ID card allows residents to access the exterior doors of his/her assigned residential building. All residence halls have been wired with a keyless card reader entry system. Tampering with, disabling, or destroying the card readers and door alarms is a serious issue that may impact the safety and wellbeing of students. Students found damaging or tampering with card readers or alarms will be disciplined accordingly. When an ID card is lost, a new card will be issued for a fee. ID cards that have been broken will need to be replaced. Please see the staff at the ID Center in the lower level of Collins Library. Students who allow another individual to use his/her ID Card or students who use another student/staff/faculty member’s ID card (access to buildings, dining services, etc.) may be taken through University conduct. If a student is locked out of his/her residential building or wing and needs someone to grant access, the process is as follows:

1. Contact roommate/suitemates. If unavailable,
2. Contact Resident Assistant. If unavailable,
3. Contact Resident Assistant on duty. If unavailable,
4. Contact Area Coordinator. If unavailable,
6. Upon entrance to room, student will be required to show ID and room key.

Inclement Weather Students are responsible to be aware of weather statuses and are encouraged to use resources such as Douglas County, KS Weather Alerts, National Weather Services, Weather Underground, or like services. The route to each building’s safety area is posted in the common areas and is discussed at initial hall/floor/wing meetings. Students are responsible
to become familiar with the building’s safety location before bad weather sets in. It is advisable to prepare an emergency kit that can be grabbed at a moment’s notice. The kit should include the following:

- Flashlights/batteries
- Extra set of clothing/shoes
- Bottled water
- Medication
- Blanket
- Poncho
- Protein bars/non-perishable snacks
- Battery-powered radio

Keep in contact with Residence Life Staff for special instructions as they occur. In case of high winds or hail, stay away from windows or glassed areas. Remain in the building until instructed to report to the evacuation site and keep emergency kit close. If a tornedo warning siren sounds, grab emergency kit, lock door, take key and ID card, and go immediately to the designated safety area. Notify the person in charge of any special medical needs. Stay in the designated area until the “all clear” has been given by the Residence Life staff or Campus Security. After the storm, check living area for damages, water leakage, etc., and report them immediately. Be extremely careful of flooded areas, contaminated water, fallen power lines, and other hazardous conditions attributed to the storm.

**Keys, Lost Keys, and Lockouts** Each resident is issued one room key. The key is not transferable; the reproduction of keys to the halls and the unauthorized possession, lending, or distribution of any Baker University keys is prohibited. When a room key is lost, the resident will be automatically charged a $75 fee through his/her Baker University student account which will automatically cover the cost changing the lock and creating new keys. If a new key is issued and the original key is found, no refunds will be made. Residents must immediately notify Area Coordinator if key is lost, and Area Coordinator will notify residents when the lock has been changed and new keys are ready to be claimed. If a resident locks him/herself out of his/her room, the process is as follows:

1. Contact roommate/suitemates. If unavailable,
2. Contact Resident Assistant. If unavailable,
3. Contact Resident Assistant on duty. If unavailable,
4. Contact Area Coordinator. If unavailable,
6. Upon entrance to room, student will be required to show ID and room key.

A $20 fee will be charged to the resident’s student account on the third lockout and beyond.

**Extended Stay (including late departure/check out)** may be necessary for some students after residence halls close for breaks (Thanksgiving Break, Winter Break, Spring Break) or during graduation weekend at the end of the academic year. Extended stay permission is granted only to students deemed to be in a legitimate need by Residence Life. The student understands s/he is responsible for knowing, understanding and abiding by policy and procedure as it appears in the housing agreement and student handbook. When considering a student for an extended stay, the student’s conduct record will be taken into consideration. The student also understands that the charge for an extended stay will be placed on the student’s university bill. The cost of extended stay is $20 per night per student. Check-out outside of normal business hours must be arranged in advance by the student with Residence Life Staff. In order to request a late departure or late check-out, please complete the Stay Form in the office of Residence Life, located in Long Student Center on the second floor. This form is due by the stated deadline, prior to the closing of the residence halls and apartments. A fee of $50 will be placed on the student’s university bill for any Stay Forms submitted after the stated deadline. As Dining Services closes during breaks and after the academic year’s end, no meals are provided to students granted extended stays during these times.

**Laundry Facilities** Each hall is equipped with washers and dryers and should only be used by the residents of that living area. Laundry facilities are available in all buildings. Items left for longer than three days will be removed. If clothing or belongings are damaged due to machine malfunction or when a machine is inoperable, residents should submit a maintenance request noting the machine “license plate” number. These machines are owned and serviced by an outside company. Residents must follow posted regulations in the laundry rooms. When doing laundry, remove clothes promptly so that others may have a turn. When finished with the washing machines, please leave the doors open. These machines are airtight and will begin to smell if they are not allowed to “breathe” between loads. Report all laundry maintenance concerns to the maintenance website at [www.bakerU.edu/workrequest](http://www.bakerU.edu/workrequest). Include the machine number, building name and floor location in the service request. Inform Residence Life Staff so they may put a sign on the machine.
Littering is prohibited. Leaving trash in hallways, corridors, and common space indoors and outdoors is considered littering. Members of the university community have a responsibility to preserve the beauty and cleanliness of the campus grounds and buildings.

Lofting Beds Constructing a loft is a creative way to enhance one’s living space. The purpose of these guidelines and authorization procedure is PROTECTION AND SAFETY of room occupants and other residents of the hall as well as wear and tear on equipment. All construction of lofts by students in residence halls must be performed in accordance with the following guidelines. The University is not responsible for injuries to the occupants of the room or their guests during and/or after completion of the work as a direct result of the construction. Every loft must be approved each year by the Senior Resident Assistant and/or the Area Coordinator.

- The New Living Center has provided lofts in the suite B and C style set up. Suite A style set up does not provide a loft. All beds in B and C style rooms must remain lofted. The height of the lofted beds is predeterminded and must remain at that height. This height is determined reasonable for the setup of the suite B and C style rooms. There are no loft kits or lofting of any type allowed for the suite A style rooms.
- The residents of Gessner Hall and Irwin Hall may build a loft. The loft construction parameters may be found at [www.bakeru.edu/housing](http://www.bakeru.edu/housing).

Medical Stability Students residing in Baker University owned housing must be able to live independently. The University does not provide medical or care staff to students. Residents determined by medical personnel to be unable to live independently or otherwise engage in self-care must leave Baker University owned housing immediately until cleared by medical personnel and the Dean of Students Office.

Mid-year Assignments During the year it may become necessary to assign new students or to move current residents to different spaces. If the student has not purchased the double room as a single, a roommate can be assigned to the space at any time during the semester and the room must be ready to accommodate them on short notice. Please see “Consolidation of Empty Spaces” policy.

Pets For health and sanitation reasons, no animals, reptiles, or pets, including laboratory specimens, are permitted in University-owned residential facilities. This includes pets of guests or visitors who may be present in the building for a short time. This policy does not apply to fish in a tank of 20 gallons or less. Pets will be removed from the building and the owner(s) will be subjected to disciplinary action and a minimum fine per pet/per day in addition to possible cleaning/damage/replacement costs attributed to the presence of the pet.

Power Outages No one is immune from power outages. If such an outage causes food spoilage or other damage to personal property, Baker University cannot be held responsible for replacement costs. Baker strongly encourages students to obtain personal property insurance. Informational brochures are available in the Office of Student Affairs.

Quiet Hours An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all living areas. As a courtesy, loud televisions, stereos and radios, as well as boisterous and excessively noisy activities such as of amplified musical instruments and drums are expressly forbidden at all times. There are 24-hour “quiet hours” during final exams. Regular Quiet Hours are:
- Sunday – Thursday: 10:00 p.m. - 9:00 a.m.
- Friday – Saturday: Midnight - 9:00 a.m.

Recreational/Sports Equipment Vehicles (including, but not limited, to skateboards, Razor scooters, or skates and sporting equipment) may not be used in the interior of the buildings, on balconies, catwalks, exterior corridors, or in any areas that may cause injury or damage to facilities. This equipment may be stored in student rooms and other designated areas outside the residential living areas. Stairwells and lobbies in the University residences are not to be used for the storage or holding of personal items. All personal items brought to campus are to be stored in student rooms or specifically designated areas (e.g., bike racks located outside of residential buildings). No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building.

Repairs and Maintenance All repairs or maintenance problems should be reported to the Baker University Maintenance Department in a timely manner. Failure to do so may result in charges being assessed to residents. Submit a detailed service request at [www.bakerU.edu/workrequest](http://www.bakerU.edu/workrequest). Residence Life Staff may answer questions about how to submit a service request. Repairs and maintenance must be performed by authorized personnel only. Residents may not modify or add locks, University-owned appliances, plumbing, electrical circuits, or other structural elements of the rooms/apartments or anywhere in the building. Physical Plant personnel are permitted access to the living units in order to make repairs. When it is possible, notice of room entry and completion of service request will be left in the room or on the exterior door.
Residency Requirement Exemptions  
Baker University’s College of Arts and Sciences Campus is a residential University; therefore, full time students (12+ hours) are required to live in Baker campus housing or Greek chapter houses. Residence Life is part of the University’s educational program in the belief that a residential community provides a more effective context for the type of education to which Baker is devoted. Residency Requirement Exemptions are granted on a very limited basis. Students must meet the established deadlines set forth by the Office of Student Affairs. Students desiring to live off-campus must request exemption based on one of the reasons stated below. It is the student’s responsibility to provide sufficient documentation to justify exemption status. While not a requirement, the student may meet with Coordinator of Residence Life about the exemption. Appointments should be scheduled in advance. All forms of Baker Aid, including scholarships, participation awards, and grants are tied to compliance with Baker’s residential requirement, and may be reduced $1,000 if you are approved to live off campus. Students who were awarded a Residence Hall Grant as part of their Financial Aid must live in a residence hall, campus apartment, or Greek House to retain the grant.

The following exemptions, if granted, are valid for one academic year and must be formally requested annually:

1. Documented medical disability that requires off-campus accommodations
2. Significant financial need as deemed by the Office of Financial Aid and Business Office (FAFSA completion is required)
3. Residing in the permanent primary residence of parent or legal guardian
4. Special situation not listed

The following exemptions, if granted, are valid and remain in effect for the duration of a student’s time at Baker:

1. 5th year student, having completed 8 semesters or the equivalent of full time enrollment following high school graduation
2. Married (or will be before the end of the semester for which the exemption is requested)
3. Age 23 or older (or will be before the end of the semester for which the exemption is requested)
4. Transfer student who has lived off campus independently while attending a previous institution with at least 63 completed credit hours or an Associate’s Degree

Students must type and submit proper and required documentation by designated deadlines. Application does not guarantee approval for the exemption. All matters pertaining to special circumstances will be reviewed by the Residency Requirement Exemption Committee on a case-by-case basis. If granted, permission to live off-campus is only valid as long as the reason for the original approval still exists. Any change of status during the period of off-campus approval may nullify the decision of the Residency Requirement Exemption Committee, thus requiring that the student be invoiced for room and board charges. Students supplying false information to obtain off-campus residency will be held accountable through the Baker University conduct process and may be subject to loss of institutional financial aid. All Residency Requirement Exemption information can be found online at www.bakeru.edu/rre.

Residency Requirement Exemptions are reviewed for incoming students on a rolling basis. University conduct actions may be taken against off-campus students who disrupt their neighborhoods (noise, disruption, alcohol, etc.). Off-campus residency can be rescinded in such situations.

Returning To Campus Housing For Spring Semester  
Students who were not on campus during the fall semester but are scheduled to return in the spring will receive an email to their Baker email address with instructions for requesting housing preferences. Every effort is made to accommodate the requests of students as vacancies allow. The Office of Residence Life reserves the right to assign students to any available spaces. While there is not a way to predict an exact number of vacancies in the spring, spaces will open as students leave to go abroad or otherwise. Returning students will be placed on a spring housing list in the order that they reply with their housing preferences. If off-campus housing is preferred, please see the Residency Requirement Exemption section.

Right of Entry  
The University respects an individual’s privacy; however, authorized University personnel may enter student rooms/apartments without notice

- For normal maintenance of university property
- To inspect for or make necessary repairs to rooms/apartments and equipment
- To verify occupancy
- When there is determined to be imminent danger to life, health, safety, or property
- To ensure that health and safety standards are being met
- When breach of university policies is suspected

Authorized personnel have university identification and show it upon student request.  **Physical plant maintenance, custodial, and IT staff members** may enter a student’s room to make necessary repairs. When possible, notification of the entry and work performed will be left in the room if entry is made when the resident is not present. University personnel will not grant access to student rooms/apartments to friends, relatives, or other students without written permission/request from
the student and the roommate. Vacant rooms may be inspected on a regular basis and may be shown to prospective occupants when accompanied by a member of the staff. Insofar as is reasonable, advance notification will be given to the occupants. While fulfilling their administrative responsibility to enforce university regulations, members of the Office of Residence Life may enter student rooms at any time. An inspection of residence hall rooms will be conducted at least once each semester to ensure the observance of basic safety, fire, and health standards and to recover university furniture not issued to the student rooms. Notice will be given for room inspection. If the resident is not present during the inspection, the hall staff will be accompanied by another member of the Residence Life Staff. In cases of emergencies, staff members may use a master key to enter the room. As a matter of courtesy, staff members will always knock on the door, announce who they are, and ask to enter the room. If there is no response or an unusual delay in opening the door, the staff member may use a master key to enter the room.

**Room Change and Building Change** Housing assignments are intended to last the full academic year. All hall and roommate selections should be made thoughtfully. In the event of roommate or resident difficulties, residents are responsible to first communicate the concerns to the person(s) involved and try to resolve the problem. If that is unsuccessful, residents should contact their Resident Assistant in a timely manner to schedule a mediation meeting. Room change requests follow a process. Students requesting a room change must participate in the complete room change procedure as outlined below:

**Room Change Procedure**

**Step 1**
- All residents involved in conflict will meet together with RA and AC. Residents are responsible for initiating and coordinating this meeting.

**Step 2**
- Residents, RA, and AC will create a plan of action to address conflict. This plan will be put into place for a 7-day trial period.
- A specific date and time will be scheduled for follow-up.

**Step 3**
- Residents, RA, and AC will meet together for follow-up and re-evaluate the situation.
- At this point, RA and AC will determine if a move is necessary.

**Step 4**
- If a move is deemed necessary, RA and AC will use hall floor plans to present options to Resident.
- Resident chooses a moving option.
- Resident must complete the Room Change Form.

**Step 5**
- Once the Room Change Form is completed, it must be submitted to the AC for final approval.
- The AC and Residence Life Coordinator will approve the move, set a date, and send a confirmation email to Resident, new roommate(s), current RA, and new RA. (Email will contain Room Change Approval Form)
- Resident will be responsible to complete Room Change Approval Form and connect with new and current RA(s) to arrange a convenient time for move and KCR key procedures. Unless deemed an emergency, all moves should take place during the weekend and may begin after 5 pm on Friday.

No room changes may be approved or made prior to the end of the second week of classes. Race, national origin, sexual orientation, and religion will not be considered in making roommate reassignments. Occupying any space other than the one assigned by Residence Life is cause for conduct action, a minimum fine of $50, and the student will also be required to move back to his/her original room.
Room Responsibility Each resident is required to complete a Room Condition Report (RCR) upon initial occupancy and return it to the Residence Life Staff. When occupancy is terminated, it is necessary to obtain a room inspection by the Residence Life Staff. Residents are responsible for the condition of the assigned room and shall reimburse the University for all damages to the room, and damage to, or loss of, fixtures and furnishings. The student who vacates his/her room without following the proper check-out procedure (minimum $75 fine) or who leaves the room untidy (minimum $200 fine) is subject to a minimum fine in addition to any damage charges or conduct.

The University provides basic room furniture. No alterations are to be made to this furniture, and no structures are to be built except for free standing lofts that meet the University approved specifications. Information regarding loft construction may be found at http://www.bakeru.edu/baldwin/prospective-students/student-life/housing/loft-construction-policy. Beds may not be triple bunked. Mattresses must be on a bed frame and never resting directly on the floor. Mattress covers that are waterproof must be used.

As University-owned furnishings meet our safety standards, and storage space is non-existent, residents may not remove furniture from rooms/apartments or put it in the hallway. Furniture items that are damaged and/or missing from rooms at the end of the year will be charged to all occupants of the room at the replacement rate. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, heaters/air conditioners, windows, window screens, and mechanical equipment.

Closed doors must be left attached. No changes or modifications of electrical fixtures or equipment will be permitted.

Residents may not paint any part of their room, apartment, furniture or equipment. Contact paper is also prohibited, as it is difficult to remove and will cause damage. No flooring may be added that will attach to the provided floor covering.

Only non-marring adhesives may be used to hang posters, pictures, and other decorations. Blue painter’s tape works well in most cases. Stickers, decals or foil may not be applied to windows, furniture, walls, or doors. No decorations of any kind should be placed on or hung from the ceiling. Also, no decorations of any kind may be placed across hallways or walk spaces. Holes may not be hammered or drilled in walls or furniture. 3M Command adhesive products are prohibited in the residence halls.

All decorations should reflect University standards and values and comply with the University policy.

Room Selection Process The room selection process was designed to give current students the first opportunity to select his/her housing assignment. New students are assigned based upon housing application and deposit date and housing application preferences. Current students have the following options: Returning students have an opportunity to apply for a room in the Horn and Markham Apartment Complex through an application process. If students are not granted space in the Apartment Complex, residents have one of two options: 1) choose to remain in the same room in the same hall or 2) choose roommates and room via the Housing Lottery. During the Housing Lottery, rooms are chosen based upon the students’ current academic standing: seniors first, then juniors, then sophomores, then freshmen. Numbers are drawn, and the lowest number called goes earliest to choose a room. The lottery takes place after Spring Break. Room/hall selections made by students through these processes are expected to be final and should be made thoughtfully. The Office of Residence Life reserves the right to (1) assign applicants to available spaces; (2) alter any assignment at any time in instances of administrative or conduct action; (3) deny the privilege of housing to any student who has demonstrated behavior which significantly disrupts the residential environment.

Roommate Agreements Residents complete a roommate agreement during the first few weeks of the semester or any time a change is made to housing assignments. Residents talk about living habits and how responsibilities will be shared in the living environment. The roommate agreement serves as a foundation for discussion when living habits change throughout the University experience. All residential students are required to complete a roommate agreement. Failure to do so will result in a conduct charge. All residents are responsible for adhering to the Roommate Agreement of the room.

Roommate Preference Prior to rooming assignments at the beginning of the academic year, if a student wishes to room with another specific student, both students must make mutual requests. Both requests must be received in the Office of Residence Life by the respective deadline. As with all housing requests, it may not always be possible to accommodate roommate requests.

Smoking/Tobacco Regulations Smoking, defined as the combustion of any cigar, cigarette, pipe, hookah, or similar articles using any form of tobacco or other combustible substance in any form, is not permitted inside of any building. Also, no smoking may occur within 25 feet of a building’s entrance. This policy applies to faculty, staff, students, and visitors to university-owned housing facilities. No use of smokeless tobacco or vapor cigarettes are allowed in the residence halls or
apartments. If any university official has reason to suspect the use of a prohibited substance, he/she may contact Baker Campus Security and/or Baldwin City Police Department, who is permitted to retrieve a residue sample for immediate field-testing purposes. If a sample tests positive for an illegal substance, all individuals believed to have participated in the use of a prohibited substance will be subject to referral and sanctioning under the Controlled Substance policy and the items will be confiscated.

Staff Directions Students and his/her guest(s) must follow the reasonable direction(s) of university officials at all times. Providing false information or failing to provide information to staff, interfering with staff while performing official duties, being uncooperative, or being verbally or otherwise abusive to staff is unacceptable. Abusive behavior includes, but is not limited to: physically threatening conduct, verbal threats, profanity, name calling, or noncompliance with staff directions.

Storage Due to limited space, the Office of Residence Life is not able to provide storage facilities for residents. Residents needing storage space should arrange for a privately owned storage unit in the community. This policy applies to faculty, staff, students, and visitors to university-owned housing facilities.

Vandalism Each student is responsible for treating all areas of the residential living areas and property as a home and keeping them damage-free. Vandalism is prohibited at Baker University. Thus, each student is responsible for any damage resulting from acts of vandalism committed personally and/or by a guest(s). Residents are expected to report acts of vandalism to the Residence Life Staff. A minimum of a $40 fine may be assessed for all vandalism.

Windows Unless an emergency, students are prohibited from entering or exiting from a window. Window screens are to be fastened at all times. Removing or tampering with the screens that have been installed on your windows is prohibited. Security screens must be kept fastened at all times. Residents are responsible for keeping their window screens in good condition. Windows or screens that are found damaged or missing will be replaced. The cost for replacement will be charged to the occupants of the room or apartment. If screens or windows are vandalized, residents should immediately report the incident to a hall staff member for repair. Foil is not allowed on the windows.

Withdrawals and Leaves of Absence Students who withdraw, are dismissed from the University, or leave voluntarily are required to follow proper check-out procedures within 24 hours of withdrawal, dismissal, or leave.