

**BAKER UNIVERSITY**  
**Baldwin City Campus**

**STUDENT HANDBOOK**  
**2019 – 2020**

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# **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, and Topeka; 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 ADA Accommodation Coordinator located in the Student Academic Success office: 785.594.8352.

### **NOTICE OF NONDISCRIMINATION**

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.

Any person having questions regarding Baker University's compliance with the regulations implementing Title VI, section 504, Title IX, Title II, or the Age Act is directed to contact the Vice President of Academic Affairs or Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, who have been designated by Baker University to coordinate the institution's efforts to comply with Federal regulations.

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](mailto: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 students with disabilities, in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act, as amended.

Students seeking accommodations or information about the services, activities, and facilities that are accessible to and usable by persons with disabilities should contact the ADA Accommodation Coordinator located in the Student Academic Success Office, 618 Eighth Street, P.O. Box 65, Baldwin City, KS 66606-0065, (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 professionals); 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.

## **Library Services**

Collins Library

785.594.8414

[reference@bakerU.edu](mailto:reference@bakerU.edu)

<http://lib.bakerU.edu>

<http://www.bakerU.edu/archives>

<https://www.bakerU.edu/old-castle-museum/>

<https://www.bakerU.edu/quayle-bible-collection/>

Baker University offers access to a wide assortment of resources and services to support student research endeavors. As the portal to this wealth of knowledge, the library homepage provides students with multiple tools to search the library’s physical and electronic collections, as well as resources held by libraries around the world. If a resource is not held locally, students can request it through interlibrary loan. The library staff is also available to help Baker students with their research needs and can be contacted by phone, email, or by visiting the circulation desk located on the second floor of Collins Library. In addition to housing the physical collection of books, journals, magazines, and audio-visual content, the second and third floors of Collins Library provide spaces for individual study, group collaboration, and information technology (including access to computers, a scanner, and a printer). The Spencer Wing of Collins Library provides students access to archival collections associated with the development of Baker University, Baldwin City, Kansas, and Methodism in Kansas, as well as a special collection containing rare religious texts from around the world. The Old Castle, Baker’s first academic building, houses a museum containing artifacts associated with local and university history which can be viewed on display or by request. Additional information regarding hours of operation, contact information, and policies can be found on the webpages provided above.

## **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 to provide support and promote cultural 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](mailto:sas@bakerU.edu).

## **ATHLETICS**

The Department of Athletics has been a member of the Heart of America Athletic Conference 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 nine NAIA National Champions on the field of play with eight 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, Indiana. 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 the 133-pound NAIA National Championship in Topeka, Kansas.

Two years later a duo of wrestlers earned a NAIA National Championship, as Colby Crank and Victor Hughes became the fifth and sixth Baker NAIA National Champions. The 'Cats went back-to-back inside the Kansas ExpoCentre in Topeka, Kansas, as Hughes won the 149-pound NAIA National Championship, then the next dual on the mat showed Crank win the 157-pound title.

In 2018, Lucas Lovvorn continued wrestling's dominance at the national level, winning Baker's fourth wrestling National Championship in five years. Lovvorn then became Baker University's first two-time NAIA National Champion, winning the 174-pound weight class again in 2019. Moses Watson also won a National Championship in 2019, taking first in the men's racewalk to become the first men's track and field athlete to win a championship since 2013.

Athletes have also been honored for their efforts on the field of competition by being acknowledged as Heart 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.

The Wildcats currently sponsor 25 sports – 11 men's, 11 women's, and 3 co-ed and represent approximately 50% of the student population on campus.

Men's sports include Football, Soccer, Cross Country, Basketball, Wrestling, Indoor Track, Outdoor Track, Baseball, Golf, Tennis, Cheer, Dance, Bowling, and Esports.

Women's sports include Volleyball, Soccer, Cross Country, Basketball, Bowling, Indoor Track, Outdoor Track, Softball, Golf, Tennis, Cheer, Dance, Wrestling, and Esports.

#### 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 compliance 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.bakerwildcats.com/drugtestingpolicy>.

## **BUSINESS AND FINANCE**

### **BOOKSTORE**

Long Student Center, Main Level  
785.594.8315, [bookstore@bakerU.edu](mailto:bookstore@bakerU.edu)  
[www.bakerUshop.com](http://www.bakerUshop.com)

The Baker University Bookstore is conveniently located on the first floor of the Long Student Center. The website displays all of the books, clothing, gifts, and school supplies in stock in the bookstore. The website is available 24/7 to browse and place orders for books and merchandise. Store hours are generally Monday-Thursday 9 a.m. - 5 pm and on Friday 9 a.m. - 4 p.m. 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 SAFETY**

Physical Plant Office  
702 Sixth Street  
785.594.8430

Campus Safety is available 24 hours a day, 7 days a week, and 365 days a year. A “lost and found” is kept in the office. Parking registration stickers may also be received in the safety office.

### **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  
American Dining Creations General Manager  
(785)594-8333,  
American Dining Creations Catering Coordinator  
(785)594-8301

Welcome to dining services at Baker University. Along with our dining services partner, American Dining Creations, we are excited to provide you an innovative dining experience. We have a variety of stations that focus on local and scratch-made options. We look forward to your feedback and, and encourage you to join us for our monthly ‘Dine with our General Manager’ events. Students living in residence halls will participate in a 19, 14, or 12 meal plan. The primary board plans allow students 19, 14, or 12 meals per week in the dining room. All meal plans have a varied declining balance. For off-campus students, we offer a commuter plan and declining balance. There is also a 225-meal block plan per semester. Details on all options are available in Constant Hall.

To be admitted to Resident Dining, please present proper form of payment at the door. This includes cash, credit or debit card, check, or student ID card with verifiable meal plan. Please remember that meals are non-transferable. However, flex meals or declining balance may be shared with guests at any time.

We look forward to being a part of the Butler University community and providing the best dining experience.

### **Susan Richardson Teel Dining Hall**

Full Breakfast: Monday-Friday 7:30 am-9:00 am  
Continental Breakfast: Monday-Friday 9:00 am-11:00 am  
Lunch: Monday-Friday 11:00 am-1:45 pm



Late Lunch Options: 1:45 pm-5 pm  
Dinner: Monday-Friday 5:00 pm-7:00 pm  
Weekend Brunch: Saturday-Sunday 10:30 am-1:30 pm  
Late Lunch Options: 1:30pm-4pm  
Weekend Dinner: Saturday-Sunday 4:00pm-6:00 pm  
Late Night in the Grill: Sunday-Thursday 8:00pm-10:00pm

The Late Night in the Grill accepts cash, credit or debit card, check, and declining balance dollars as all valid forms of payment. Meal swipes are available in the late night grill using the value meal program.

### **Retail Dining**

The Daily Grind, Long Student Center Level I  
Starbucks-The Daily Grind  
(785)-594-8399

Baker University and American Dining Creations provide to-go options for the students on the run. The Daily Grind offers a core assortment of sandwiches, salads, and wraps. We also provide seasonal fare and beverages alike. Our baristas prepare Starbucks coffee, lattes, Frappuccino, teas, and smoothies that are made to order. The Daily Grind accepts cash, credit or debit card, check, and declining balance dollars. We do not accept Starbucks gift cards as a form of payment, nor do we sell them, since we are not a Starbucks franchise.

### **The Daily Grind Café**

Monday-Thursday 7:30 am-10:00 pm,  
Friday 7:30 am-3:00 pm  
Sundays 4:00 pm-8:00 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](mailto:Kelly.Garrison@bakerU.edu)  
Becky Potter, Assistant, [Becky.Potter@bakerU.edu](mailto: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 & Copy Center for students to pick up. Students will receive an email from [mailsvcs@bakerU.edu](mailto:mailsvcs@bakerU.edu) if they have a package or an email from [Becky.Potter@bakerU.edu](mailto:Becky.Potter@bakerU.edu) if they have mail. 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  
785.594.4595

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. Scholarship awards issued by Baker University are at the sole discretion of the University. 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. 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/>.

## **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 be meeting the minimum requirements for good financial aid standing.

## **FINANCIAL AID STANDING**

Financial aid standing is based on hours earned only at Baker University. Both cumulative GPA 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:

All grade levels:

- Must successfully complete 67% of hours attempted. Grades of F, W, I, NC or AU will count as attempted hours, but not in the number of completed hours. Repeating a course will count in the attempted hours.
- Must maintain a 2.0 cumulative GPA.
- Institutional academic scholarships have specific GPA requirements. In order to retain the scholarship the minimum GPA must be met.
- Must complete the degree program within 150% of the reported program length.
- Interterm hours will by default be calculated as hours earned in the fall semester, however we reserve the right to make an exception if deemed necessary.
- Summer session hours are typically considered a trailer to the academic year and are factored into overall financial aid eligibility.

## **Financial Aid Suspension and Probation**

Grades and hours are reviewed in May. Students who do not successfully complete 67% of the attempted hours, who are not on pace to complete their degree in 150% of the program length, or do not have a cumulative GPA of 2.0 will be placed on financial aid suspension. Students will be notified via Baker e-mail and will have the opportunity to appeal this decision to the Financial Aid Advisory Committee.

## **How to Appeal**

The appeal must be in writing, and must include an explanation as to:

- Why the student failed to make financial aid progress.
- What has changed that will allow the student to be successful the following semester.
- Appeals should be sent to [Jana.Parks@bakerU.edu](mailto:Jana.Parks@bakerU.edu)

Students whose appeal is approved will be placed on **financial aid probation** for one semester and given specific and individualized instructions on how to satisfy the terms of the probation in order to regain good financial aid standing. 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 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 or 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 disbursable 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 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.

### **SPIRITUAL LIFE**

Osborne Memorial Chapel  
Rev. Kevin Hopkins, Minister to the University  
785.594.4562, [kevin.hopkins@bakerU.edu](mailto:kevin.hopkins@bakerU.edu)  
Kim Heckathorne, Department Assistant  
785.594.4553, [kim.heckathorne@bakerU.edu](mailto:kim.heckathorne@bakerU.edu)  
[www.bakerU.edu/baldwin/prospective-students/spiritual-life](http://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. A free lunch is served in the Chapel basement following the service. Chapel is open to persons of all faiths.

There are multiple 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

Dr. Cassy Bailey, Dean of Students, 785.594.8431, [cassy.bailey@bakerU.edu](mailto:cassy.bailey@bakerU.edu)

Susan England, Department Assistant, 785.594.8382, [susan.english@bakerU.edu](mailto:susan.english@bakerU.edu)

<https://www.bakerU.edu/student-affairs/>

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 Assistant Dean of Students serve as student advocates and provide an administrative channel for all student concerns as they 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
- Inclusion & Wellness
- New Student Orientation
- Residence Life
- Community Service
- Student Activities
- Student Government
- Student Organizations
- Fraternity and Sorority Life
- Title IX Education
- Community Outreach

### CAREER SERVICES

Long Student Center, 2nd Floor, 204

Gary Handy, Director

785.594.8435, [gary.handy@bakerU.edu](mailto:gary.handy@bakerU.edu), [www.bakerU.edu/career-services](http://www.bakerU.edu/career-services)

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. 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 and 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 <https://bakerU.joinhandshake.com/login>. Additional information regarding Career Services resources and opportunities can be found on the Baker University website at [www.bakerU.edu/career-services](http://www.bakerU.edu/career-services).

## COMMUNITY OUTREACH

Long Student Center, 204  
Gary Handy, Director of Career Services and Community Outreach  
785.594.8435, [gary.handy@bakerU.edu](mailto:gary.handy@bakerU.edu)  
[www.bakerU.edu/service-learning](http://www.bakerU.edu/service-learning)

Baker University believes in developing students into responsible contributors to society and caretakers of their communities. Baker Serves is the community service student organization that serves as the liaison between Baker students and volunteer opportunities. The organization coordinates community service activities on campus and in surrounding communities. Projects organized by Baker Serves look to reach beyond the campus to positively impact other communities directly. Baker Serves has created partnerships with agencies such as Kansas Volunteer Commission, Baldwin City organizations, and Habitat for Humanity. Baker Serves host projects such as The Big Event and the Adopt-A-Highway program giving students an opportunity to have fun in selfless support of worthwhile causes.

## COUNSELING CENTER

519 Grove Street  
Dr. Tim Hodges, Director, 785.594.8365, [tim.hodges@bakerU.edu](mailto:tim.hodges@bakerU.edu)  
Sherrri Pahcody, Department Assistant, 785.594.8409, [sherrri.pahcody@bakerU.edu](mailto:sherrri.pahcody@bakerU.edu)  
<https://www.bakerU.edu/healthcenter/>

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 Baldwin City campus 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 and relaxation, eating disorders, athletic performance, suicide, and alcohol and drug abuse.

The Counseling Center is not equipped to handle after-hour emergencies. 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 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

- DCCCA – 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

## FRATERNITY AND SORORITY LIFE

Long Student Center, 2<sup>nd</sup> Floor, 205  
Josh Doak, Assistant Director of Student Life  
785.594.8443, [josh.doak@bakerU.edu](mailto:josh.doak@bakerU.edu)  
<http://www.bakerU.edu/greeklife>

Fraternity and Sorority Life is an integral part of many Baker students' undergraduate experience. It can provide a host of options and opportunities for the positive growth and personal enhancement of a young man or woman. Fraternity and Sorority life members at Baker University participate in community service and philanthropy events for local and national organizations, athletics, 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 fraternity or sorority 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.

## **INCLUSION and WELLNESS**

Long Student Center, Lower Level 18  
Paul Ladipo, Assistant Director of Inclusion and Wellness Education  
785.594.8473, paul.ladipo@bakerU.edu  
[www.bakerU.edu/diversity](http://www.bakerU.edu/diversity)

Inclusion and Wellness seeks to prepare students for our diverse world by providing experiences and opportunities to increase understanding and respect for our differences while maintaining a well lifestyle.

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.

Wellness educates and serves the Baker Community by increasing sexual assault awareness and outreach, as well as providing helpful tips on maintaining physical and mental health through alcohol responsibility, stress management, routine checkups, and sensible eating habits.

Inclusion and Wellness works collaboratively with the Admission's Office, Academic Services, Athletics, Residence Life, and Student Life to meet the academic, social, and personal needs of students, and also participates in recruitment and orientation activities. It also supports underrepresented 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. We remain steadfast in the core values of Baker University as we support all causes for social justice. Through our collaborative programming we encourage students, faculty, and staff to be a positive change in the community.

## **INTRAMURALS**

Long Student Center, Lower Level, #18  
Dr. Randy Flowers, Assistant Dean of Students and Director of Student Life  
(785) 594-8304, randy.flowers@bakerU.edu  
[www.bakerU.edu/studentgroups/intramurals/](http://www.bakerU.edu/studentgroups/intramurals/)

Intramurals are 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, 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 current Baker University faculty, staff, and students 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**

New Living Center, #101  
Nick Goodman, Director of Residence Life, 785.594.4792, nick.goodman@bakerU.edu  
Sherri Pahcody, Department Assistant, 785.594.8409, sherri.pahcody@bakerU.edu  
[www.bakerU.edu/housing](http://www.bakerU.edu/housing)

## **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 four-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.

## **RESIDENCY REQUIREMENT EXEMPTION**

### **RESIDENCY REQUIREMENT**

Dr. Randy Flowers, Assistant Dean of Students and Director of Student Life, 785.594.8304, [randy.flowers@bakerU.edu](mailto:randy.flowers@bakerU.edu)  
Susan England, Department Assistant, 785.594.8382, [susan.england@bakerU.edu](mailto:susan.england@bakerU.edu)  
[www.bakerU.edu/rre](http://www.bakerU.edu/rre)

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 which may affect a student's ability to live on campus. 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](http://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. For specific details please refer to [www.bakerU.edu/rre](http://www.bakerU.edu/rre).

## **STUDENT ACTIVITIES**

Long Student Center, Lower Level, #18

Dr. Randy Flowers, Assistant Dean of Students and Director of Student Life  
785.594.8304, [randy.flowers@bakerU.edu](mailto: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, campus movie nights, musicians, and comedians. A list of all campus organizations along with resources, information, and leadership developing opportunities is available.

## **STUDENT HEALTH SERVICES**

Students may choose to receive health services locally at [Family Medicine of Baldwin City](#), located at 406 Ames St. (three blocks from campus). Family Medicine of Baldwin City is associated with [Lawrence Memorial Hospital](#). These services are at the student's expense. Financial assistance plans are available through Lawrence Memorial Hospital.

Family Medicine of Baldwin City provides a range of medical professionals: doctors, nurse practitioners, phlebotomist, and nursing staff. The clinic also offers x-ray and laboratory capabilities. The clinic offers 12 same-day appointments for the Baldwin City community, or students may schedule for a future date. Same-day appointments are made on a first-come, first-served basis, beginning at the clinic's opening.

A full listing of local providers may be found at [Area Medical Facility Options](#). For emergencies, please call 911.

## **STUDENT LIFE: LEADERSHIP AND ORIENTATION**

Long Student Center, Lower Level, #18

Dr. Randy Flowers, Assistant Dean of Students and Director of Student Life  
785.594.8304, [randy.flowers@bakerU.edu](mailto:randy.flowers@bakerU.edu)  
[www.bakerU.edu/orientation](http://www.bakerU.edu/orientation), [www.bakerU.edu/leadership](http://www.bakerU.edu/leadership)

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 and Enrollment days, Wildcat Welcome new student orientation, and parent and family orientation to welcome new students and their parents and families.

# **BAKER UNIVERSITY BALDWIN CITY CAMPUS POLICIES**

*Please note: all policies and procedures are in alphabetical order*

*Title IX Policies including Sexual Harassment, Sexual Misconduct or Assault, Sexual Exploitation, Relationship and Dating Violence, Domestic Violence, and Stalking are all listed under the Title IX Policy and Procedure portion beginning on page 44*



## **COLLEGE OF ARTS & SCIENCES POLICIES**

Baker University is committed to assuring student learning and developing confident, competent and responsible citizens (2019-2020 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 Assistant Dean of Students, the Dean of the College of Arts and Sciences or his or 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 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.”

Baker students 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 at the University is not in the best interest of himself or 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 or property.

### **Academic Misconduct Policy**

#### **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, the purpose is to identify unacceptable behaviors and enforce honesty in academic endeavors. A further purpose is 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.

Plagiarism includes presenting as one’s own efforts the work of someone else without proper acknowledgment of that source. It is not enough to copy the work of someone else and provide a citation. Exact copying must 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. It is the student's responsibility to understand what constitutes plagiarism and how to properly paraphrase and cite sources. 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 RESPONSIBILITIES

### Students

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

### Instructors

- 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.
- Have the responsibility to be familiar with the students' rights, freedoms and responsibilities, as outlined in the Baker University Student Handbook.
- 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.
- Must treat fairly and impartially all members of a class and devise testing and assignment procedures that reflect this impartiality.
- Have the responsibility to respect contrary opinions and the right of a student to think differently or to be critical without being penalized.
- Shall not use ideas originating with and expressed by a student without permission and proper acknowledgment.
- Shall inform the student in writing when a student's semester grade is affected by the student's academic misconduct.

## RIGHTS OF STUDENTS AND INSTRUCTORS

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

### **In Any Instance of Academic Misconduct**

Individual instructors have the autonomy to deal with individual instances of academic misconduct in their courses. The instructor may choose from a variety of possible sanctions including, but not limited to: a lowered grade on the assignment, a failing grade on the assignment, a failing grade in the course, and 'XF' notification on the student's academic transcript. The 'XF' designation will be considered in instances in which the academic misconduct represents a substantial portion of work or demonstrates premeditation and intent on behalf of the student. The 'XF' designation must only be given in consultation with the Dean of the College of Arts and Sciences (CAS). Instructors are required to document all instances of academic misconduct.

The instructor shall notify the student in writing of the misconduct and the course-related sanctions for it and is required to report the instance to the Dean of the CAS on the Notification of Student Academic Misconduct form along with appropriate documentation. Copies of the report will be sent to the student's academic advisor and the report will be made a part of the student's record. Additional institutional sanctions may follow if the student has accumulated sanction points.

The Dean of the CAS will review the form and supporting documentation and will assign an appropriate sanction point. The Dean will consult with the Chair of the Academic Standards and Enrollment Management (ASEM) committee as necessary. The student will receive a letter from the Dean of the CAS that a Notification of Student Academic Misconduct form has been filed in the Office of the Dean of the CAS. Included in this correspondence will be a description of the institutional sanction as well as an outline of the appeal process. Students may be required to meet with the Dean of the CAS to review the accusation and to discuss the importance of academic integrity. A copy of the conversation of that meeting will be placed in the student's file.

### **Academic Misconduct Violation and Sanction Examples & Guidelines**

Individual instances of academic misconduct vary in their magnitude and severity. The list of violations and sanctions that follow should be used as a guideline for making decisions regarding academic misconduct. These guidelines should not be considered an exhaustive list.

Lower level violations are considered to be less severe because they impact a minor portion of course work or include little to no premeditation or intent. In contrast, upper level violations are more severe violations that impact a larger portion of coursework or that include evidence of premeditation and intent. There are sanction points associated with each violation. Students will receive a sanction point for each violation and these points will be cumulative over a student's time at Baker University.

#### **I. Violation Levels:**

Warning Level Violation – 0.0 sanction point (first semester only, first offense only)

- For plagiarism or copying in work done for a course, if the plagiarized or copied material constitutes a minor portion of the assignment
- Unauthorized collaboration on homework assignments constituting a minor portion of the assignment
- Any subsequent Warning Level Violations will be classified as a Level One Violation (and 0.5 sanction points will be applied).

Level One Violation – 0.5 sanction points for each violation

- Submission of plagiarized or counterfeit work including the submission of the work of another person as one's own that was created, researched, or produced by someone else; the submission of joint work as if that work was solely one's own; or the production of work to be submitted in the name of another.
- Collaboration with other students on homework assignments or laboratory work that is not specifically allowed by the instructor.
- Witnessing another student engaging in academic misconduct and not reporting the misconduct to the professor.
- Possession, use, or receipt of unauthorized aids or assistance (including, but not limited to: notes, charts, books, and mechanical devices) during a quiz, test, or examination, that is not specifically allowed by the instructor.
- Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the instructor.
- Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved.
- Falsifying evidence of attendance or participation by the student, or on behalf of another student.

Level Two Violation - 1.0 sanction point for each violation

- 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.

- Falsification of data or creation of false data in class assignments, laboratory work, or research conducted inside or outside a class setting.
- Taking an exam for another person, or allowing another person to take an exam on one's behalf.

Level Three Violation - 3.0 sanction points for each violation

- Falsification or procurement of falsified academic records by knowingly or improperly changing transcripts, grade sheets, or related documents
- Providing someone else's signature on any University-related document.
- Destroying or in any way altering the work of another student without his or her specific consent.

## II. Range of Institutional Sanctions:

**Sanction points = 0.0.** The student will be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct (first offense only).

**Sanction points = 0.5.** The student will be issued a Letter of Reprimand from the office of the Dean of the CAS and may be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct.

**Sanction points = 1.0.** The student will have a meeting with the Dean of the CAS to discuss the importance of academic integrity. In consultation with the Dean of the CAS, the student may also receive notification of 'XF' on his or her transcript.

**Sanction points = 1.5.** The student will be allowed to complete the current semester, but will be suspended for the following semester.

**Sanction points = 2.0.** The student will be allowed to complete the current semester, but will be suspended for the following two semesters.

**Sanction points = 2.5.** The student will be allowed to complete the current semester, but will be suspended for the following three semesters.

**Sanction points = 3.0 or more.** The student will be expelled immediately from the University. Expulsion from Baker University for academic misconduct will be permanently noted on the student's transcript.

## III. Degrees, Awards & Honors Membership

In addition to possible suspension or expulsion, violations of the Academic Misconduct Policy may lead to the removal of degrees, awards, or membership in the Baker University Honors program.

## IV. Removal of 'X' from Student Transcript

Students will not be allowed to drop courses in which they are receiving a failing grade ('XF') due to academic misconduct. If a student retakes a course, this action will not erase the 'X' on his or her transcript as this is notation that the student has engaged in academic misconduct.

For a first offense of any Level One or Level Two violation, or a second offense of a Level One violation, after the completion of two semesters of acceptable behavior in which a student remains in good academic and social standing, the student may petition the Office of the Dean of the CAS to remove the 'X' from his or her transcript. This written petition must provide evidence that the student has a better understanding of ethical behavior (e.g., evidence that the student has studied how to cite sources properly, has taken a course on ethics, has attended a library workshop on how to avoid plagiarism, has written a paper on the importance of academic integrity, etc.). The Dean of the CAS may consult with the Chair of ASEM or other faculty members before deciding to remove the 'X.'

## V. Appeals

Students may appeal course grades and they may appeal any sanctions imposed by the Dean of the CAS as a result of alleged academic misconduct.

A Hearing Board will be convened to hear grade appeals and appeals of sanctions due to alleged academic misconduct. Students have the right to appeal any course grade (including a grade awarded because of alleged academic misconduct) to the hearing board.

A student wishing to appeal a course grade or sanction must petition the chair of ASEM 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.

## **Hearing Board**

The Board will be comprised of three faculty members and three CAS Student Senate representatives in good academic and social standing. Faculty members will be selected by the chair of ASEM from the pool of full-time faculty members at the College of Arts and Sciences. 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. The accused student has the right to a faculty advisor who will be selected by the Office of the Dean of the CAS in consultation with the chair of ASEM.

### **Hearing Board Meetings**

The first meeting of the board will normally take place within ten (10) days following notification from the ASEM chair. The committee will meet as often as necessary to interview affected parties and review relevant documentation and evidence. The student should be given at least 10 days to prepare a case. After thorough review of the evidence regarding the course syllabus or alleged violations, the committee will make a recommendation to the Dean of the CAS of the grade to be changed or the sanctions to be imposed. Findings should be delivered in a timely manner – in no fewer than 30 school days. The recommendation requires the approval of five of the six voting members. A finding exonerating a student of academic misconduct shall result in all references to that misconduct being expunged from the student's record.

Committee meetings are closed to outside parties, including legal counsel. All proceedings and materials reviewed by the committee will be kept strictly confidential.

### **Final Appeal**

If the hearing board finds the student guilty of academic misconduct and imposes sanctions on the student, the student has ten days to make a final appeal to the Provost. The Provost has 3 options: 1) to uphold the decision of the hearing board, 2) to lessen the sanction proposed by the hearing board, or 3) to remove the sanction proposed by the hearing board. If either of the latter two options is selected, the Provost must provide an explanation for the decision in writing to the chair of ASEM. There is no appeal beyond this point.

## **VI. Academic Misconduct Records**

All records of academic misconduct will be kept by the Office of the Dean of the CAS. All records of academic misconduct will be kept for five years after a student has graduated or five years past the date that they depart campus. These records will be consulted only if a) an additional Notification of Student Academic Misconduct form has been submitted by a faculty member, b) if a student is petitioning for the removal of an 'X' from his or her transcript, or c) if a student is petitioning for some other mitigation of imposed sanctions. All decisions of suspension and expulsion will remain in the student's file permanently.

## **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 conduct action, including loss of residential privileges, suspension, and expulsion.

For students of legal drinking age, consumption of alcoholic beverages is limited to inside the Horn and Markham apartment units. The possession 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, use, distribution, 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 be limited to:

- Public consumption-public areas are defined as those areas of the campus that are readily accessible to students,

faculty, staff, and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices.

- Public intoxication
- Possession by a minor

MAJOR VIOLATIONS may include but not be 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.

Apartment units with students of age assigned to that unit may have up to:

- 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

The limit is per apartment unit and is effective at all times, including during social events. Partially consumed bottles or cases will be considered full for the purposes of this limit. Excessive empty cans, bottles, or cases found in an apartment will be taken as evidence that the limit was exceeded at some past time.

Alcohol is permitted in apartment units that have a combination of students of age and underage students assigned to the unit, however it is still expected that underage students abstain from alcohol use under Kansas and Federal law. This privilege will be revoked for individual apartments if residents are found to be supplying alcohol to minors, underage students in the apartment unit are found consuming alcohol, or other major violations.

### **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 or 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:

- Fine of up to \$50
- Parent or Guardian notification
- Conduct warning
- University Policy or 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). Student is responsible for any associated costs
- Participation in the [3rd Millennium Class](#), an online educational site (student is responsible for any associated costs)
- Fine of up to \$150

- Required parent or guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Conduct warning

#### FIRST OFFENSE, MAJOR VIOLATION (Level 2)

##### Possible Sanctions:

- Participation in the [3rd Millennium Class](#), an online educational site. Student is responsible for any associated costs;
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to \$200
- Required parent or guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or 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](#) (Two Counseling Center visit minimum). Student is responsible for any associated costs
- Participation in the [3rd Millennium Class](#), an online educational site. Student is responsible for any associated costs
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to \$400
- Required Parent or Guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or 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)
- Fine of up to \$600
- Required parent or guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or 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 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 or Assistant 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. However, the student organization can and will be held accountable for any other violations relating to the incident (e.g. hazing, covering smoke detectors, etc.).

This policy is not intended to shield or protect those students or organizations 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.

## **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.

## **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 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.

- Each situation will be responded to with measured judgment by the administrator in charge and with dispatch.
- 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.



- 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 or her from completing.
- 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 of 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:

- Respect of individual rights. Each individual is entitled to the unique dignity of his or 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.
- 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.
- 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.

### **CLASSROOM VISITOR POLICY**

Baker University is welcoming to visitors to the classroom, especially potential students. However, any students wanting to bring visitors to a class must receive written or oral permission from the class professor 48-hours in advance. Faculty members reserve the right to deny bringing visitors to the class. If students bring a visitor to the course without a 48-hour notification, the visitor may be asked to leave the classroom. This policy is in place for the safety of students, staff, and faculty, and it is designed to maintain a learning space in which students may freely express their ideas in the classroom. This is also the case for former or current Baker students who are not enrolled in the course. If anyone wishes to visit a course, the visitor must obtain permission 48-hours in advance from the instructor.

## 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 <https://www.bakerU.edu/computer-services/#information>. These regulations prohibit any students or public users from committing the following acts:

- Unauthorized use of, or access to, computer resources, including the computer and the information stored in it.
- Unauthorized release of printed or computer-based information.
- Unauthorized copying of software, data, music, videos, or information.
- 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.
- Use of computer resources in committing or soliciting a crime.
- Abiding, abetting, or conspiring to commit or solicit a computer crime.
- 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, and 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 the following school year if you are living in University housing.

For a complete version of this policy, go to <https://www.bakerU.edu/computer-services/>.

## CONDUCT PROCESS

***In cases of Title IX allegations such as sexual misconduct, sexual harassment, nonconsensual sexual intercourse, sexual exploitation, relationship and dating violence, domestic violence, and stalking, see Title IX policy and procedures.***

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 Assistant 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 or during finals.

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."

In order to assure a fair process each party is afforded the following rights:

### Rights of the Responding Party

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

- The right to a fair and confidential hearing.
- The right to be informed of all of his or her rights before the hearing.
- The right to be given written notice of the nature of the charges at least two days before the hearing.
- In the situation of a University Conduct Board hearing, 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 Students at least 24 hours before the hearing. The Dean of Students or his or her designee shall determine the merits of the complaint and will decide whether or not to replace the board member in question.
- The right to bring a personal advisor (see Advisor section).
- The right to remain silent or argue on his or her own behalf.
- The right to be notified within three business days of the outcome of the hearing.
- The right to appeal the decision to the appropriate office (see Appeal section).
- The right to have all sanctions clearly stated in writing.
- The right to have a hearing that does not interfere with the student(s)' academic schedule.

### Rights of the Reporting Party

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

- The right to bring a personal advisor (see Advisor section).
- 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.
- The right to have the complainant's classes reassigned whenever possible so as not to share classes with the individual charged.
- In the situation of a University Conduct Board hearing, 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 Students at least 24 hours before the hearing. The Dean of Students or his or her designee shall determine the merits of the complaint and will decide whether or not to replace the board member in question.
- The right to file a no contact order forbidding the accused or his or her friends from contacting the complainant.
- The right not to have his or her irrelevant history discussed during the hearing.
- The right to submit a written victim impact statement during the hearing process.

- The right to have confidential meetings and discussions with appropriate University officials.
- Upon written request, the right to be notified immediately of the outcome of the hearing in cases of violence or sexual misconduct.
- The right to have a hearing that does not interfere with the student(s)' academic schedule.

### **COMPLAINT PROCESSES**

- Staff members and 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 or 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. The student or student group accused of the infraction will be notified in writing to appear before the Dean of Students or Assistant Dean of Students to discuss the alleged offense(s). Unless otherwise notified of a separate hearing time and place, this meeting with the Dean of Students or Assistant Dean of Students shall constitute the hearing for determining the outcome of the complaint. Please refer to the Administrative Hearing section below.
- In the event that a University Conduct Board hearing is required, the Dean of Students or Assistant Dean of Students shall advise the student(s) of the place of the hearing and the nature of the allegation(s). Please refer to the Conduct Board section below.

### **ADMINISTRATIVE HEARING**

There are two types of hearing bodies:

- Administrative Hearing Officer: Trained Student Affairs staff
- University Conduct board: Trained faculty and staff members

The Dean or Assistant 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 or Assistant Dean of Students. The Conduct Board will be comprised of:

1. A Hearing Officer
2. Two to three trained faculty members and staff
3. One to two trained staff members

It is provided, however, that the Hearing Officer, within his or her discretion, may determine that the matter involves confidential information or sensitive statements and evidence and may convene a limited board. 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. The procedures for accepting evidence, statements, or other information during the hearing shall be within the discretion of the 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. After statements and evidence have been presented to the Conduct Board, they make the final decision and may impose any appropriate sanctions.

### **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. An Administrative Hearing is an internal conduct proceeding; therefore, the advisor may not be an attorney or anyone outside of the Baker University community or associated with investigation and hearing proceedings. The advisor may assist the student in question and 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.

### **PROCESS**

The procedures for accepting evidence, statements, or other information during the hearing shall be within the discretion of the Office of the Dean or Assistant Dean of Students 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.

## APPEALS

Any student sanctioned (but not involved in a dismissal or suspension) may request an appeal hearing from the Senior Academic Officer, Dean of Students or Assistant 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 Senior Academic Officer, Dean of Students or Assistant Dean of Students or his or 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 or Deny forms, etc.) forfeit their ability to appeal conduct actions.

If the sanction involves a suspension or dismissal, the suspended or dismissed student may submit a written appeal to the University Senior Academic Officer within two calendar days from the date of the decision. The University Senior Academic Officer or his or her designee within his or 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 Senior Academic Officer 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 Senior Academic Officer will not stay the suspension or dismissal period and all suspensions or dismissals will be effective immediately following the initial decision. The University may contact parents or guardians in cases of suspension or dismissal.

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](http://www.bakerU.edu/images/pdf/BL_undergrad/Conduct/Hearing_Preparation_Checklist.pdf)

## STUDENT CONDUCT VIOLATIONS OVERVIEW

### Level I Incident

May include, but is not limited to, violations of University policies concerning:

- Residence life policies
- 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 may be placed on Conduct warning status, University policy or Student Handbook quiz, assigned a fine, campus work, or an appropriate educational sanction.*

*\* = Identified policies carry specific recommendations and will be noted within that section.*

### 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 or 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, or an appropriate educational sanction.*

\* = Identified policies carry specific recommendations and will be noted within that section.

### Level III Incident

May include, but is not limited to, violations of the University policies concerning:

- Residence life policies
- Title IX policies \*
- 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, or an appropriate educational sanction.*

\* = Identified policies carry specific recommendations and will be noted within that section.

### 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. Recurring policy infractions represent a continuous disregard for University policy and may result in enhanced sanctions. 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 or 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 readmission. 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 Senior Academic Officer or his or her designee that a student be dismissed from the University for disciplinary reasons. The final determination for dismissal is to be made by the Senior Academic Officer. While a student is under consideration for a dismissal, he or 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 University Conduct Board in consultation with the Senior Academic Officer or his or her designee. Any student suspended from the University has the right to submit a written appeal to the Senior Academic Officer within 48 hours, although the terms of the suspension are effective immediately. While a student is under consideration for a dismissal, he or 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 University Conduct Board, Dean or Assistant Dean of Students, the Administrative Hearing Officer, or her or 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 University Conduct Board, Dean or Assistant Dean of Students, or the Administrative Hearing Officer.

**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.

- **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 3<sup>rd</sup> Millennium online courses, assigned paper, handbook quiz, poster presentation, or the like. 3<sup>rd</sup> Millennium courses are at the student's cost.
- **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 Assistant Dean or Dean of Students, Administrative Hearing Officer, or the University Conduct Board.
- **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. The SASSI is at the student's cost.
- **Termination, or Change in Residency Privileges**, may be made. This may include but is not limited to change of or removal from room, suite, hall, or apartment.
- **University Policy or 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 may be given as a "take home" option.

### **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 Assistant 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.

### **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. The final decision to send notification to parents will be made by the Dean of Students or Assistant Dean 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 seven 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, 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 distribution of drugs sometimes prescribed for medicinal purposes (e.g. amphetamines, barbiturates, and tranquilizers) will not be tolerated at any time. Students legally prescribed medication must retain reasonable control of their medications at all times and must store all medication in the original container showing proof of the prescription. Abuse, utilizing medication in any manner other than prescribed, or loss of reasonable

control will be treated as a violation of this policy. Marijuana and other substances decriminalized in select states but are illegal in Kansas or federal jurisdictions are also prohibited in University facilities. If any University official has reason to suspect the use, possession, or distribution of a prohibited substance or paraphernalia, he or she may contact the Dean of Students, Assistant Dean, or Director of Residence Life who will contact the appropriate officials to confiscate all suspected items and materials and process according to the Confiscation policy (refer to pg 57). All suspected parties will be subject to referral and potential sanctioning under the Controlled Substance policy. Unlike University policies regarding the releasing grades and other academic information, the University may notify parents or 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 III 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 Substance 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 online educational site (student is responsible for any associated costs)
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to \$300
- Parent or guardian notification upon completion of the conduct process
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

##### **SECOND OFFENSE**

- Participation in the Substance Abuse Subtle Screening Inventory through the [Baker University Counseling Center](#) (two Counseling Center visits minimum). Student is responsible for any associated costs
- Participation in the [3rd Millennium Class](#), an online educational site. Student is responsible for any associated costs
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to \$500
- Parent or guardian notification upon completion of the conduct process
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

##### **THIRD OFFENSE**

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to \$700
- Parent or guardian notification upon completion of the conduct process
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

#### **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.

#### **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 or appropriately may be deemed a failure to comply.



## FINANCIAL POLICIES

- I. Enrollment in the University 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 Nelnet Campus Commerce 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 percent 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 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 percent 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 percent of the semester, 100

percent of the aid is earned for the semester. If the student completes 60 percent 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 of the College of Arts and Sciences.

## **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 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 or contact Kansas Coalition on Problem Gambling at <http://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 or 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 or her best interest or that of the University.

## **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 origin, 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.

The University's policy regarding sexual harassment may be found in the Title IX policies.

**What constitutes prohibited harassment based on race 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) in the case of a student, denies or limits a student's ability to participate in or benefit from a school education program. 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 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 nonexhaustive list of conduct or comments that may violate the University's policy:

- Use of racial epithets or slurs by one student toward another student, or by a 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 email.

**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 coworker, 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 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 or she cannot use the Grievance Procedure, he or she should notify the Vice President of Finance and Administration (office number: 785.594.8347) 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, 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 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 Students:

- Disciplinary warning
- Disciplinary probation
- Suspension
- Dismissal

#### STATE AND FEDERAL REPORTING OF RACIAL AND OTHER HARASSMENT

Complaints may be filed through the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students may file complaints through the Office of Civil Rights, U.S. Department of Education or the Kansas Human Rights Commission. Kansas City Office, U.S. Dept. of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo 64114-3302, 816.268.0550, [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

#### **Grievance Procedure for Resolving Complaints of Alleged Violations of Equal Employment Opportunity, Racial Harassment, Other Harassment and Reasonable Accommodation Policies**

The University prohibits discrimination or harassment on the basis of race, color, national origin, 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**

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, 785.594.8431.

Absent extenuating circumstances, within 30 business days from receiving the complaint, the VP and Dean or Director of Human Resources or his or 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 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 or she will not discuss the specifics of any investigative interviews or 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.

## **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:

- Mental or physical discomfort
- Embarrassment, harassment, or ridicule
- Paddling or physical abuse of any form
- Creation of excessive fatigue
- Physical or psychological shocks
- Involuntary road trips or other activities that may tend to expose initiates or pledges to physical danger
- Morally degrading or humiliating games or activities
- 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**

The Office of the Dean of Students must have verification and documentation of a student's compliance with required immunizations and screenings by the indicated deadlines.

- All students:
  - August 1<sup>st</sup> for Fall semester
  - December 1<sup>st</sup> for Interterm
  - January 1<sup>st</sup> for Spring semester
  - Or within two weeks of admission to the University whichever is latest
- Residential students:
  - It is required to have this documentation PRIOR to moving into University owned housing

All documents must be verified by Baker University Student Affairs staff. Students who are unable to verify their immunization history must be reimmunized to:

- MMR (measles, mumps, rubella) immunization. Two doses required at least 28 days apart for students born after 1956.
- Varicella (Varicella-zoster virus or chickenpox). At least one dose is required. Two doses are recommended by the Centers for Disease Control and Prevention Tdap (Tetanus, Diphtheria, and Pertussis) immunization booster within the last ten years.
- Meningitis (MCV4) immunization. Two doses of MCV4 are recommended. If the first dose is given before the 16<sup>th</sup> birthday, then a booster is required.
- Polio series completed. Primary series, doses at least 28 days apart. Three primary series are acceptable.
- Completion of the TB (tuberculosis) screening questionnaire. If further testing is deemed necessary, the Office of the Dean of Students will notify student via University email. The student will have until October 1 to have testing completed.

ALL NEW INTERNATIONAL STUDENTS coming to Baker University are required to provide documentation of the results of a TB skin test **before** moving into campus housing. If a student tests positive, the student is required to have a Quantiferon Gold TB blood test and provide documentation. The Quantiferon Gold test can be ordered and completed at Family Medicine of Baldwin City for a fee if it has not been completed or documentation is not available from the home country. A chest X-ray

is required for students with a positive Quantiferon test. If the student has received treatment for tuberculosis, documentation of treatment is required.

#### **SUBMISSION MATERIAL REQUIREMENTS**

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

- A personal immunization record signed by a healthcare 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 or philosophical exemption. 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.

#### **NONCOMPLIANCE ACTION**

Compliance is managed by the Office of the Dean of Students 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 five calendar days from the date of the first date of classes to produce records or receive new immunizations
  - After this date, students will have an 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)
  - Student Affairs 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 five 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 interferes with the academic or administrative activities of the University or which inhibits the academic or student life environment is not permitted.

Inappropriate 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 or 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 <https://www.bakerU.edu/computer-services/> 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 is 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 Dean of the College of Arts & Sciences. Students should refer all questions about this policy to the Dean of the College of Arts & Sciences. 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:

- One faculty member outside student's immediate study concentration (chosen by and mutually agreeable to the Dean of the College of Arts & Sciences and student)
- Vice President for Academic Affairs

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 Safety. Campus Safety will work with Student Affairs to make contact with the missing student and to identify his or 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 University records. The University will not consider a student to be formally missing until a Missing Person Report is filed with law enforcement or the [Kansas Bureau of Investigation](#).

All students may designate an emergency contact person. 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 Safety or the Dean of Students or Assistant Dean of Students.

## **NOTIFICATION TO INTER/NATIONAL ORGANIZATIONS (if applicable)**

Baker University believes in an active partnership with Alumni/ae and Inter/National organizations to best address issue of misconduct (i.e. social regulations, policy, alcohol policy, hazing policy, etc.). Under the direction of the Assistant Dean of Students and Director of Student Life, Baker University will generally notify an Inter/National Organization or regional

headquarters of an alleged violation after a meeting between the organization's student leadership and/or alumni advisor meets with the Assistant Director of Student Life, responsible for Fraternity/Sorority Life, or the Assistant Dean of Students and Director of Student Life. When the nature of the allegations is more severe or in violation of National Organization's policies (which have been made known to the University) which require reporting, the Assistant Director of Student Life responsible for Fraternity/Sorority Life or the Assistant Dean of Students and Director of Student Life may reach out sooner to respective entities. Below are the steps generally taken:

- Report received
- Preliminary investigation occurs
- Written notice scheduling a meeting to discuss report and preliminary investigation findings
- Meeting to discuss report and preliminary investigation findings
- Inter/National Organization notified by Baker University
- Additional investigation occurs if needed
- Notice of allegations & sanctions shared with Inter/National Organization

### **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, alcohol policies, or harm to self or others. 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 marshal, for safety, signs may never be placed in the windows of doors.

### **REPORTING INCIDENTS THAT VIOLATE 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 Safety at 785.594.8430
3. To contact hall staff members and Director of Residence Life, 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 or Assistant Dean 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 conduct action, which may include suspension.

### **RETALIATION**

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.

## **PET AND ANIMAL POLICY**

It is Baker University's policy to provide a safe and healthy work and learning environment for all students, employees, and visitors. In accordance with this, animals are prohibited in all University facilities with the exception of authorized service animals and working animals as defined below.

Facility is defined as any University-owned or leased facility.

Service animal refers to animals used to guide or provide assistance to persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.

Working animals refers to those animals engaged in authorized service to the University (e.g., guard dogs, pest control animals, police dogs).

In addition to providing a professional and conducive work and learning environment, this policy responds to concerns for the health and safety of students, employees, and animals. Further, it limits potential distractions and disturbances in the classrooms, learning environments, and workplace.

This policy shall apply to all students, employees, contractors, and visitors of 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 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 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.

## **SMOKING POLICY**

Baker University recognizes that tobacco smoke and e-cigarette emissions are hazards to the health of the University community and is committed to maintaining a smoke-free environment in all University facilities. Baker University prohibits smoking, vaping or e-cigarette use, and smokeless tobacco within any University building, athletic facility, or vehicle. Smoking is, therefore, limited to designated outdoor areas least 25 feet from all buildings. Cigarette containers are located throughout campus. This policy applies to vehicles owned or leased by the University. See Smoking and Tobacco Policy in Residence Life policy section for more information.

## **SOCIAL REGULATIONS**

### **Student Organization Activities**

Student organization activities are to be scheduled through the Office of Student Life at <https://www.bakerU.edu/studentgroups/>. During the week—Monday through Thursday nights— meetings, rehearsals, etc., shall end by 11:00pm. Student organization 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 social events—group or all-University—are to be scheduled through the Office of Student Life. Scheduling of activities on 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 activities it will have each semester. The group may also determine whether they will be formal or informal.

Alcohol at all off-campus events sponsored by University-recognized student clubs or organizations must be provided by a licensed third party, held at a licensed establishment (a venue that has a current liquor license), or brought to the social event by a student who is of legal age for the consumption of that student only. Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and nonalcoholic beverages should be available in sufficient quantity for the number of persons attending the event, and must be displayed with prominence equal to the alcoholic beverages.

### **Residence Life**

Social events are permitted and encouraged in designated indoor and outdoor areas of the residence halls and apartments. Organizers of specified social events must apply ahead of time and have written approval from the Director of Residence Life. A social event in Residence Life facilities that requires approval is defined as 8 or more people in a residence hall suite or apartment unit or 10 or more people in a residence hall common area gathered for an organized common social purpose. Social events of a smaller size may occur without prior approval but still must be civil and respectful of the community. Loud or unruly groups or residence hall events with alcohol present are not permitted regardless of size, participation, and approval status. Educational programs in a social format relating to alcohol, drugs, and similar topics are permitted with written approval of the Director of Residence Life and under the direct supervision of hall staff and public officials where appropriate. Students will be required to close down any event that violates these policies. The University reserves the right to rescind approval at any time, with or without cause. Students in charge of the event are responsible for cleanup after the event.

Prior registration and approval is required from the hosting residents of any social event at any residence hall or apartment that exceeds the attendance limits previously defined. The Department of Residence Life receives, reviews, and approves or rejects all social event requests. . To register an event, please complete the Social Event Registration Form at [https://cm.maxient.com/reportingform.php?BakerUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?BakerUniv&layout_id=4). Please note that forms must be submitted by noon on the Wednesday prior of the event. The University reserves the right to approve or deny any or all social events with or without cause and may rescind approval at any time. The past behavior and conduct of the residents will be evaluated when considering the event. Themes, decorations, invitations, and entertainment at parties are expected to reflect the goals and standards of Baker University.

### **SOLICITATION POLICY**

Unauthorized soliciting 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 Department of Residence Life.

The selling of baked goods must meet all Health Department Codes. It is preferred that items are prepackaged or prewrapped. Further questions or concerns may be addressed by a Dining Services management member.

### **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:

- 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.
- 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.

- Disqualification of organizations to participate in scheduled activities and programs sponsored by the University, or to carry on any activities sponsored by the organization.
- Nonrecognition 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 coursework. 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.

## **VANDALISM**

Students are responsible for treating University property well and helping the University keep them damage-free. Vandalism is prohibited at Baker University. Thus, students are responsible for any damage resulting from acts of vandalism committed personally or by their guest(s). Students are expected to report acts of vandalism to campus personnel.

## **VEHICLES AND PARKING**

The principle objective of the parking regulations is to provide students with the opportunity to maintain a motor vehicle while attending Baker University. Baker University also wants to assure its students, employees, and guests have appropriate places to park, and that access for emergency vehicles and equipment is maintained at all times. Students may drive their vehicles to campus. Ample, free parking is available across the University parking lots. Handicapped accessible parking is available near campus buildings and residence halls.

All automobiles and motorcycles driven by students must be registered and display a Baker University parking permit in the lower passenger side front window. Permits are free of cost. If your permit is damaged, please obtain a replacement permit, free of charge, from the Campus Safety office.

Students (as well as faculty and staff) may park in any available parking space on campus, except:

- The President's parking spot
- Areas designated as "No Parking" areas,
- Spaces reserved for Visitors only,
- Spaces designated as Handicapped parking (unless the vehicle has the proper authorization to park in those spaces),
- Curb cuts and ramps,
- Spaces designated for specific employees, and

- Fire lanes.

As good practice, Baker University students should check on their vehicles at least once a week.

No vehicles, except maintenance vehicles, may enter the sidewalks or the grassy areas on campus. Each vehicle should occupy only one parking space. Please also be reminded that when parking vehicles on campus, for safety and security of personal belongings, vehicles should always be locked. Baker University lots are unattended. The University is not responsible for damage to vehicles or theft of valuable items left in vehicles in University parking lots.

Baker University tows, at the owner's expense:

- Vehicles parked in restricted areas.
- All cars abandoned on campus; BU considers an abandoned vehicle to be any vehicle without current license plates or any vehicle that is clearly inoperable.
- Certain times of the year students will be asked to move their vehicles for special events. Students will be given 48-hours' notice to vacate the parking lots.
- On the Monday following graduation, all student vehicles must be removed from Baker University parking lots for students not attending summer school, employed, living on campus, or employed at the University.

### **Temporary Parking**

Temporary parking permits are available at Campus Safety. Temporary permits are available for students, faculty, and staff who are temporarily driving a vehicle that they do not normally drive, such as a rental car.

### **Parking Violations and Fines**

The following are parking violations and their associated fines. Baker University reserves the right to tow at our discretion.

Students violating the parking policies may be sanctioned the following. This list is not exhaustive or comprehensive:

First violation may include, but not limited to:

- Conduct status change
- Parking quiz
- Student Handbook quiz
- Coach or parent notification

Second violation may include, but not limited to:

- Conduct status change
- Parking quiz
- Student Handbook quiz
- Fine
- Loss of campus parking privileges
- Coach or parent notification

Third violation may include, but not limited to:

- Conduct status change
- Fine
- Loss of campus parking privileges
- Coach or parent notification

### **WEAPONS**

All firearms, explosives, firecrackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in University living facilities and on campus property. This includes, but is not limited to, hunting rifles, shotguns, bows and arrows, swords, handguns, BB guns, pellet guns, air guns, Tasers, stun guns, brass knuckles, knives, hunting or outdoor knives, and any other type of weapon. The possession, sale, 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.

# Title IX Policy and Procedures

Policy, Procedures, and Information on Sexual Misconduct, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Relationship and Dating Violence, Domestic Violence, and Stalking

Contact: Title IX Coordinator  
Dr. Cassy Bailey, Dean of Students  
785.594.8431 – direct work line  
cbailey@bakerU.edu  
Long Student Center, room 200

Questions, complaints, or concerns about Title IX may be addressed to the Title IX Coordinator or to 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](mailto:OCR.KansasCity@ed.gov),

## INTRODUCTION

Sexual misconduct and assault, including rape, are violations of Baker University's Standards of Conduct for Students and its sexual harassment policy as well as violations of the Kansas Penal Code. Members of the University community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When accused students are found to have violated this policy, serious sanctions will be imposed. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. The sexual orientation or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

While there are a number of laws and regulations that mandate how universities handle allegations of sexual misconduct and assault, it is impossible to set forth every scenario that could be a violation of this policy. Ultimately, the University has the discretion to determine whether or not the policy has been violated and impose appropriate sanctions for infractions.

## STUDENT RIGHTS

### REPORTING

- Accusing students have the right to notify law enforcement and to be assisted by campus authorities in doing so.
- Accusing students have the right to decline to report to law enforcement.
- Accusing students have the right to have their cases referred for administrative campus investigation and review.

### FAIR PROCESS

- All students have the right for reported grievances to be reviewed through the procedures outlined in this policy.
- Accused and accusing students have the same opportunity to have advocates of their choice (or offered through the University) present at any stage in the campus investigative and adjudicative process.
- Both the accused and the accusing students shall be informed of the outcome of any campus disciplinary hearing alleging sexual misconduct.
- Accusing students and witnesses may receive amnesty for minor student misconduct (such as alcohol or drug violations) that is secondary to the alleged incident.
- Accusing students and their supporters have the unfettered right to be free from retaliation.

### ADVOCACY AND SUPPORT

- Students shall be notified of campus counseling services and off-campus resources.
- All parties in the administrative conduct process are entitled to have others (support person, adviser, or advocate) present during investigatory interviews and hearings.
- Students will be offered procedural assistance from a trained Baker University support person.

### TEMPORARY MEASURES

- Accusing students will be notified of, and have the right to receive, no contact administrative orders and adjustments to academic and Residence Life arrangements, whether or not there is a formal complaint.

## 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. Please note that this list is not exhaustive. Additionally, if you would like support in contacting any resource, please contact Dr. Cassy Bailey, Dean of Students, Title IX Coordinator.

### Emergency 911

#### Baldwin City Campus

- Dean of Students, Title IX Coordinator, 200 Long Student Union **785.594.8431**
- Counseling Center **785.594.8409**
- University Minister, Osborne Chapel lower level **785.594.4553**
- Sexual Assault and Abuse Care Center Advocate, Counseling Center **785.843.8985**
- Baldwin City Police Department **785.594.3850**
- Campus Safety **785.594.8430**
- Sexual Assault and Abuse Care Center, Lawrence **785.843.8985**
- Lawrence Memorial Hospital **785.505.5000**

## State Resources

- For a listing of Kansas City hospitals specializing in Sexual Assault Nurse Exam or Forensic Evidence Collection, please visit <http://mocsa.org/need-help/sexual-assault>.
- The Kansas Crisis Hotline is a toll-free, 24-hour statewide hotline linking victims of domestic violence and sexual assault to local services. The Kansas Crisis Hotline **1.888.363.2287**, <http://www.kcsdv.org/find-help/in-kansas/dv-sa-services.html>.

## National Resources

- National Domestic Violence Hotline. Trained advocates are available 24/7 to talk confidentially about individuals experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.
  - <http://www.thehotline.org/>
  - **1.800.799.7233**
  - TTY: **1.800.787.3224**
- National Suicide Prevention Hotline. Skilled, trained counselors are available 24/7 to listen to your problems and help you connect with mental health services in your area. Calls are confidential and free.
  - <http://www.suicidepreventionlifeline.org/>
  - **1.800.273.8255** or **1.800.784.2433**
- National Hopeline (if despondent). Calls are connected to certified crisis center nearest to the caller's location. Staff and volunteers are trained and certified in crisis intervention.
  - <http://www.hopeline.com/> or <http://www.hopeline.com/gethelpnow.html>
  - **1.800.442.4673** or **1.800.442.HOPE**
- Rape, Abuse & Incest National Network (RAINN). Calls are completely confidential. Trained counselors provide support for rape, sexual assault, and incest victims.
  - <https://rainn.org/get.help/national.sexual.assault.hotline>
  - <https://ohl.rainn.org/online/> (online hotline)
  - **1.800.656.HOPE** or **1.800.656.4673**

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. For Baldwin City campus students, University counselors 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.

## NON-CONFIDENTIAL REPORTING

Students are encouraged to speak to officials of the institution to make formal reports of incidents. The University considers all other employees outside of those listed under "To Discuss Confidentially" to be "responsible employees" and therefore, mandated reporters. 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.

## REMEDICATION OR PREVENTATIVE 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 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.

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 or Coordinator will explain Baker University procedures.
2. An alleged victim who wishes to have his or her case handled criminally should contact law enforcement. A University staff member will accompany an accusing student through this process as requested. Contact the Dean of Students Office for a campus advocate.

## **AMNESTY**

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.

## **EVIDENCE**

### **PRESERVING EVIDENCE**

Evidence of a sexual assault and the attacker's identity may be left on the victim's body. Therefore do not wash in any way until you have been examined at a hospital emergency room. Victims of sexual assault should go in for the exam as quickly as possible because the evidence deteriorates quickly and may be important in proving the assault in criminal proceedings. Hospital staff is trained to collect forensic evidence, check for injuries and deal with the possibility of exposure to sexually transmitted diseases. A sexual assault nurse examiner (SANE) is a hospital staff member who handles sexual assault and is specifically trained to: provide comprehensive care to sexual assault survivors; demonstrate competence in conducting a forensic examination; have the ability to testify as an expert witness; and show compassion and sensitivity to survivors of sexual assault.

### **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."

## **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 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 nonconsent.

### **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 or distribution 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.

## **SEXUAL MISCONDUCT VIOLATIONS**

### **SEXUAL HARASSMENT**

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 a 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.

No policy can anticipate each and every comment or behavior that may constitute prohibited sexual harassment. The following includes a nonexhaustive list of conduct or comments that may violate the University's policy prohibiting sexual harassment:

- Making sexual propositions or pressuring for sexual favors
- Touching of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures or written materials, including but not limited to email 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

### **NONCONSENSUAL SEXUAL CONTACT**

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. Nonconsensual sexual contact 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 or by force

### **NONCONSENSUAL SEXUAL INTERCOURSE**

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. Nonconsensual sexual intercourse 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 or by force
- administering alcohol or drugs (such as "date rape" drugs) to another person

### **SEXUAL EXPLOITATION**

Sexual exploitation refers to a situation in which a person takes nonconsensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Nonconsensual Sexual Contact, and Nonconsensual 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 nonconsensual 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



## RELATIONSHIP AND DATING VIOLENCE

Relationship and 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.

## DOMESTIC VIOLENCE

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.

## STALKING

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 duress.

## RETALIATION

The accusing and accused student 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.

## RECOMMENDED CARE PROCEDURES

### RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP OR DOMESTIC VIOLENCE

- If you are in immediate danger, call 911 for help
- Contact the Dean of Students or Title IX Coordinator for support, or to file a complaint against the perpetrator
- 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
- Seek counseling services which can provide resources and support regarding how to handle relationships that involve violence

### 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 a hospital. University officials may accompany the person, at his or her request or consent, and render whatever assistance needed.
- Seek counseling services which can provide resources and support regarding sexual assault
- At the Baldwin City campus, 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

### 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

- Contact law enforcement (not required)
- Seek medical treatment if you have been physically hurt by the other person
- Seek counseling services which can provide resources and support regarding how to handle stalking

## **TITLE IX REVIEW and INVESTIGATION PROCEDURES**

### **INITIAL REVIEW**

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 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 OR ACCUSING STUDENT**

Accusing students may wish to not make a formal complaint 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.

All investigations will be kept as confidential as possible and if information is disclosed, it will only be on a “need-to-know” basis.

### **CONDUCT PROCESS**

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 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 is described in the University Conduct Process under Baker University Baldwin City Campus Policies. below.

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.

### **IMPACT STATEMENT**

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 Nonconsensual 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 Nonconsensual 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.

## STANDARD OF EVIDENCE

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.”

## 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, 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.

## FINAL OUTCOME

Accused and accusing students may see the decision letters, receive survivor impact statements (if included), and view and respond to written appeals.

## APPEALS

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](http://www.bakerU.edu/studenthandbook)

## INVESTIGATION TIMELINE

Baker University aims to complete all investigations within a 60 day time period. Exceptions may include concern for campus or student safety or multiple complaints or incidents. In any case, all parties involved will be provided with periodic status updates during the grievance process. The University will treat all parties equitably throughout the process.

## RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a nonconsensual sexual act. Suggestions to avoid committing a nonconsensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake or drug use and acknowledge that alcohol and drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
  
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.

### **EDUCATIONAL PROGRAMS**

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.

# **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 housing for students and to establishing a residential environment; information and guidance is combined with opportunities to learn through engagement with other residents, Student Affairs staff, and faculty. Student and professional staff members of Residence Life are responsible for coordination of all activities and providing general information, assistance, and crisis management. They serve as advisors, administrative liaisons, and referral sources, and assist residents in implementing University policies and planning educational and social programs. The Maintenance Department staff work in partnership to provide a safe living environment. The Maintenance Department staff are responsible for the maintenance needs of the residence halls and apartments and custodial needs of common areas.

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" or "residential facilities" refer to residence halls and apartments owned and operated by Baker for which a student has contracted a space. Baker University reserves the right to update 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, community standards, or written and verbal instructions and policies issued by Residence Life staff are grounds for conduct action. For more information, contact your building staff or the Department of Residence Life.

The University insurance does not cover personal property of students, employees, or guests on campus.

### 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) 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 guests 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 and 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, Assistant Hall Director, or Director of Residence Life.

**Abandonment of Personal Property** Personal property left in a living unit after you have moved out, whether by proper or improper checkout shall be deemed to have been abandoned and will be immediately removed and disposed at the owner's expense and charged to the student's Baker account. The University will not hold, store, or ship abandoned items. Personal property left in common areas of the residence halls unattended will also be considered abandoned property and disposed under this policy. 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 and Markham Apartments, and their guests, are expected to abide by the University Student Code of Conduct. All policies referring to the residence halls also apply to apartment residents unless specifically stated otherwise in the Code of Conduct. All apartment residents are responsible for reviewing, understanding, and upholding the University Student Code of Conduct. Current students who will be apartment residents must successfully pass the "Apartment Acceptance Quiz" with 100 percent before moving into housing. New or

Transfer students living in the apartments have two weeks from move-in to complete the quiz. Failure to do so will result in conduct charges and a hold placed on a student's account.

**Banned Items** Materials that are prohibited from use in the residential facilities include but are not limited to:

- Flammable liquids and chemicals
- Cut Christmas trees or boughs
- Four-way, cheater plugs, and power strips without active surge protection
- Firearms, fireworks, compound bows, and knives
- Paintball, BB guns, or other weapons (see complete Weapons policy on page 43)
- Extension cords without breakers
- Laser pointers
- Duct tape on University owned property
- Contact paper and wallpaper of any kind on walls or furniture
- Push pins, tacks, or nails in walls or ceilings
- Any substances applied to windows except cleaning products and decorative window clings
- 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, candle paraphernalia, and wax products
- Pets and animals (other than fish in a 10 gallon or less tank)
- Dartboards
- Other items that negatively impact the community as determined by staff

**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, Assistant Dean of Students, or Director of Residence Life. 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 inside University-owned housing. Any of these items found blocking an area in violation of fire code will be removed and will be treated as abandoned property. 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 the responsible student(s) via the Business Office.

**Building Security** Residents are expected to lock his or her rooms and secure items of value. 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 or parent. Renter's insurance is available through a variety of brokers. Baker University recommends the purchase of a policy but does not endorse any specific insurance product.

Security is primarily the responsibility of the student. Baker Campus Security Staff make regular rounds checking the University buildings. Propping exterior building doors open and tampering with or disabling exterior door security and 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.
- Close doors that are found propped open.
- Do not allow unescorted nonresidents or strangers to enter the residential living units or areas.
- Escort guests at all times while in the residential living units or 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 residential living units. 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 Director of Residence Life 14 days prior to the event. Students in charge of the event are responsible for cleanup after the event.

**Confiscation of Possessions** The University reserves the right to enter student rooms and confiscate items at any time considered illegal, hazardous or harmful to the community, and those items that are prohibited per University policy. In the case that the University cannot ascertain the contents of a locked container such as a safe, box, or other, the University may remove the container for safekeeping until the container can be unlocked and searched. Confiscated items that are not permitted at Baker University but are legal under the law may be retrieved from the Director of Residence Life within one week of confiscation to be put in a personal vehicle to be transported off campus or disposed. If the items are not retrieved within one week, the confiscated items will be considered abandoned property and disposed. However any confiscated items containing alcohol or related paraphernalia, controlled or illegal items or substances, or is deemed trash or a health or safety risk may be disposed, transferred to law enforcement, or destroyed immediately at the discretion of the University. Items disposed or destroyed as a result of confiscation by the University will not be replaced.

**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, reassign, and adjust occupancy of rooms. Unoccupied space is reserved for use by the University.

All students are expected to remain living in their assigned rooms throughout the year unless instructed to move by the Director of Residence Life. Students may not move into vacant spaces in or out of their assigned suite unless instructed to do so by Residence Life. This includes vacant beds or bedrooms within the student's assigned suite. If a student is found to occupy a space that is not assigned to them, they will be required to vacate that space and return to their assigned room.

In the event that consolidation or occupancy changes are required or available, Residence Life will communicate with the affected students by Baker email with instructions. If a student ignores or refuses attempted contacts for this purpose, decisions about consolidation and occupancy changes may be made at the discretion of the Department of Residence Life. This may result in possible fines and conduct action. If a student has a vacancy in his or 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 Department of Residence Life (option available in Irwin and Gessner Halls only). This option is only available at select times throughout the year at the discretion of Residence Life. Spaces in double rooms remain available for assignment by the Department of Residence Life unless otherwise purchased as a single.

**Damage to Personal Property** 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 or parent. Renter's insurance is available through a variety of brokers. Baker University recommends the purchase of a policy but does not endorse any specific insurance product.

**Damages to Room** Residents jointly share the responsibility for an assigned room. Students are responsible for the condition of furniture, walls, woodwork, ceilings, floors, and all provided components of his or her assigned space. 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 or 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, air



fryers, George Foreman Grills, and halogen lamps are prohibited (see list of additional banned electrical appliances below). University-provided appliances in apartments and residence hall common areas 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)
- 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 UL approved
- Sun or heat lamps
- Electric blankets
- Four-way, “cheater” plugs, and power strips without active surge protection
- Any type of extension cords without a breaker
- Broiler ovens, toasters, toaster ovens (except in the apartments)
- Electrical items that cause electrical outages
- Any electrical appliance deemed by the Department of Residence Life to be a fire hazard

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 University-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 or 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.

**If a fire is outside a student's room or 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:

- Smoking is prohibited in University-owned buildings or within 25 feet of any building.
- Use ashtrays found outside of buildings to completely extinguish cigarettes or matches.
- Use only UL-approved electrical appliances. Use caution when using these appliances. Do not leave electrical appliances unattended.
- Halogen lamps are not permitted in University-owned housing facilities.
- 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 more examples 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 or 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 or life safety codes.

**Fraternity and Sorority Chapter Housing** Fraternity and Sorority Chapter Housing 1st year University students may move into a chapter house after their first full transcripted semester at Baker University 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); written approval from the chapter’s president; a minimum of a 3.0 GPA for the fall semester; submission in writing of a maximum one-page essay describing how he or she will benefit personally from moving in early and how he or she will benefit the chapter; and written approval from parents or guardians to the Assistant Director of Student Life. Transfer students may move into a chapter house after their first full transcripted semester at Baker University, 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); written approval from the chapter’s president. All students must complete the appropriate forms, submit all paperwork, and meet all deadlines as prescribed by the Office of Fraternity and 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 Department of Residence Life if he or she is leaving a chapter house, and schedule and complete a checkout time within the communicated timeframe, 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, HVAC units, 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, bunkbeds, 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 or her guest(s) at all times. A guest is any person who is not a currently enrolled student or resident of the room or 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 or 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 or her room whether present at the time or not. Students may not allow others to use his or her room without his or her presence. Any invited guest may visit the lounge areas or the private room of a resident with the consent of the roommate during visitation hours (See Visitation section below). 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 or her best interest or that of the University that he or she be present at a particular housing facility.

Approved overnight guests are allowed to stay no more than three consecutive nights, with no more than 6 total nights per month. An overnight guest is defined as any person who does not hold a current housing assignment within the BU Residence Life system and is present in a residence hall room outside of visitation hours (see visitation section below). Without approval from the Department of Residence Life, there will be no overnight guests in the residence halls. The rights of a roommate, suitemates, and other residents always supersede those of a guest. No guests under the age of 18 are permitted unless they are immediate family members of residents.

Cohabitation is not permitted on campus. Cohabitation is defined as any off-campus guest sleeping or living in the residence halls beyond the approved timeframe OR any on-campus student sleeping or living in any residence room other than their assigned space. 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. Accommodations are available for students that identify as nonbinary or transgender. Please contact the Dean of Students for more information. Residents cannot charge another person for staying in their room or allow someone to stay for an extended period of time. This constitutes renting out a part of the room and is prohibited.

To request an overnight guest, the resident must get consent from his or her roommate and suitemates, then submit an online request form at <http://www.bakerU.edu/residence-life-bc> at least 24 hours in advance. Restriction of access to the residence halls will be enacted against violators of visitation regulations.

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

**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 and 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 or her right to free access of the room is being violated, he or she should act to resolve the concern directly with the individual or contact a Resident Assistant to set up a mediation in a timely manner 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 or her living unit and bathrooms. Failure to maintain living units 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 [https://bakeruniversity.formstack.com/forms/maintenance\\_request](https://bakeruniversity.formstack.com/forms/maintenance_request) 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 and water solution (1/9) for dishwasher once a month (Apartments)
- Bleach and water solution (1/9) to clean window sills
- Clorox or 409 type solution for bathroom
- Dish soap or comparable

- Windex or comparable product for mirrors and windows
- Disinfecting wipes
- Daily shower spray
- Toilet bowl cleaner and scrubbing brush

## HOUSING CONTRACT

Students will sign a Room Condition Report (RCR) during the check-in process. Failure to sign an RCR will result in nonissuance of keys and will release a student's space for reassignment to another individual. By signing the RCR, the student agrees that they have read, understand, and will abide by the general terms and conditions contained and implied within the online student handbook, the code of conduct, and all other written and verbal notices by the Department of Residence Life, Baker University, and its authorized representatives.

The contract term commits students to on-campus housing for the entire academic year in which the RCR was signed. 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. 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 Department of Residence Life):

- Thanksgiving Break
- Winter Break
- Interterm (students enrolled in Interterm or participating in mandatory athletic engagements during that time are permitted to reside in their assigned residence hall room during Interterm)
- Spring Break

If there is any vacancy in an assigned area at any time, the student must maintain the vacant space as clean and readily available for another assigned resident at all times and abide by all written and verbal notices by the Department of Residence Life, Baker University, and its authorized representatives. Room assignments are PRELIMINARY and SUBJECT TO CHANGE at any time, at the discretion of the Department of Residence Life, before or during the academic year, with or without notification, cause, or explanation.

The student also is to understand the information about the Lead Warning Statement. Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not managed properly. Before placing students in pre-1978, Baker University must disclose the presence of known lead-based paint or lead-based paint hazards in the dwelling. Information is available at [www.epa.gov/lead](http://www.epa.gov/lead). Baker University has no knowledge of lead-based paint in housing.

Students are to check out of residence halls and apartments with Residence Life staff no later than the designated date and time. All exceptions are to be approved by Director of Residence Life or Dean of Students. The student is also to understand that failure to read, sign, or comprehend this document or other housing processes and notices, in whole or in part, does not exempt any student from the on-campus housing or cancellation terms, conditions, and fees.

**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 or her living unit 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). Any changes to the form should be submitted to the hall staff within 24 hours of check-in. Failure to check in prior to moving into the living unit will result in a fine. Upon request, 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 or 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. By accepting a key and signing the RCR, residents accept responsibility for all housing policies, direction, and procedures issued by the University.

**Checkout** Residents are responsible for the condition of his or her room or apartment, including the furnishings and equipment, and will have room or apartment conditions assessed at the time of checkout. Vacate and clean room completely. This includes sweeping the floor, removing trash from the building, cleaning the bathroom, and returning the room to the condition it was in at check-in. Students responsible for leaving his or her room in an unacceptable condition will be charged a minimum fee. Other charges may apply. Residents must remove all personal belongings from his or her living unit, and thoroughly clean prior to their checkout appointment. Return key to staff member during the checkout procedure. This staff member will check the room for damages or missing items. Charges for damages, missing items, or items remaining in the living unit 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 living unit. In living units, damage charges will be divided equally among all residents unless the person(s) responsible for the damage informs the Department of Residence Life in writing that the roommates are not equally responsible for the damage. Damage charges will be assessed by the Director of Residence Life during a living unit 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 or Director of Residence Life at least 24 hours in advance of checkout time, not completing the "checkout" list, staying after checkout is complete or hall is closed without proper permission, checking out mid-year without officially withdrawing or other approved move reason, or leaving personal items or trash behind. Upon checking out your key must be returned to a member of the Residence Life staff or Department of Residence Life.

**ID Cards, Keys, and Lockouts** The student ID card allows residents to access the exterior doors of his or her assigned residential building. All residence halls have been wired with a keyless card reader entry system. Students must carry their student ID at all times. 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, Long Student Center, #201. Students who allow another individual to use his or her ID card or students who use another student, staff, or faculty member's ID card (access to buildings, dining services, etc.) may be taken through University conduct. 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 key is prohibited. When a room key is lost, the resident will be automatically charged a \$75 fee through his or her Baker University student account which will automatically cover the cost of changing the lock and creating new keys. If a new key is issued and the original key is found, no refunds will be issued. Residents must immediately notify the Director of Residence Life if a key is lost, and the Director of Residence Life will notify residents when the lock has been changed and new keys are ready to be claimed. If a student is locked out of his or her residential building, wing, or living unit and needs someone to grant access, the process is as follows:

1. Contact roommate or suitemates. If unavailable,
2. Contact resident assistant on duty 8 p.m. to 8 a.m. or your resident assistant 8 a.m. to 8 p.m. If unavailable,
3. Contact Department of Residence Life at 785-594-4792. If unavailable,
4. Contact Campus Safety at 785-594-8430. Campus Safety will document this.
5. Upon entrance to room, student will be required to show ID and room key.

The second assisted lockout fee will result in referral to the conduct system and educational or monetary sanctions.

**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, or 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 and batteries
- Extra set of clothing and shoes
- Bottled water
- Medication
- Blanket
- Poncho
- Protein bars or 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 tornado 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.

**Extended Stay (including late departure and checkout)** 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 she or 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 will be published with the applications. Any student attempting to gain access during closed periods or outside of their approved extended stay timeframe without prior authorization from Residence Life may result in conduct charges and minimum fines. 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. 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. Items left for longer than three days will be considered abandoned property and removed accordingly. 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 <https://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 or Bunking 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. 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 or after construction, assembly, or disassembly of lofts or bunks as a direct result of the construction. Every loft and bunked bed must be approved each year by the Assistant Hall Director or the Director of Residence Life.

- The New Living Center has provided lofts in the suite B and C style setup. Suite A style setup does not provide a loft. All beds in B and C style rooms may be de-lofted if desired, at the resident(s) own risk. All loft parts must remain in the student’s suite throughout the year and the bed must be re-lofted to its original position prior to checking out. bunking beds in suite B and C style rooms is permitted using the same provided steel pins used in the loft kit. There are no loft kits, lofting, or bunking of any type allowed for the suite A style rooms, but residents may utilize store-bought bed risers.
- The residents of Gessner Hall and Irwin Hall may build a loft or utilize store-bought bed risers. The loft construction parameters may be found by contacting the Department of Residence Life. Gessner and Irwin residents may also request steel pins from hall staff to bunk the provided beds.

**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 Office of the Dean of Students.

**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 (available in Gessner and Irwin halls only), 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 10 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, and replacement costs attributed to the presence of the pet. Students with service animals or emotional support animals must contact Access Services, complete required procedures, and receive University approval prior to checking in to any living unit.

**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.

**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 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. - 8:00 a.m.
- Friday – Saturday: 11:59 p.m. - 9:00 a.m.

**Recreational and Sports Equipment** Sports equipment (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). Residents must submit their own work requests to enable maintenance staff to follow up and communicate directly with the original reporter for clarifications and work progress. 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. Maintenance 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. It is the responsibility of the resident to respond in a timely fashion to all communication from the Maintenance Staff.

**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 the Assistant Dean of Students 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 if you are approved to live off campus.

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

- Documented medical disability that requires off-campus accommodations
- Significant financial need as deemed by the Office of Financial Aid and Business Office (FAFSA completion is required)
- Residing in the permanent primary residence of parent or legal guardian
- Special situation not listed
- Exercise science internship
- Student teaching ONLY for the semester in which student is teaching

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

- 5<sup>th</sup> year student, having completed 8 semesters or the equivalent of full-time enrollment following high school graduation
- Married (or will be before the end of the semester for which the exemption is requested)
- Age 23 or older (or will be before the end of the semester for which the exemption is requested)
- Transfer student who has at least 60 completed credit hours or an Associate’s Degree
- Veteran status, verified as veteran status as deemed by the Office of Financial Aid (FAFSA completion is required)



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](http://www.bakerU.edu/rre). Students found to be living off campus without permission or at an unapproved address will be charged full University room and board for all applicable semesters.

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** Students who resided abroad, off campus, or in a fraternity or sorority chapter house during the previous semester but are required or wish to return to on-campus housing in the upcoming semester 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 Department of Residence Life reserves the right to assign students to any available spaces. Returning students will be placed on a housing list in the order that they submit their housing preferences.

**Right of Entry** The University respects an individual's privacy; however, authorized University personnel may enter student living units without notice

- For normal maintenance of University property
- To inspect for or make necessary repairs to rooms or 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
- When compelled by a court order, search warrant, or legal equivalent

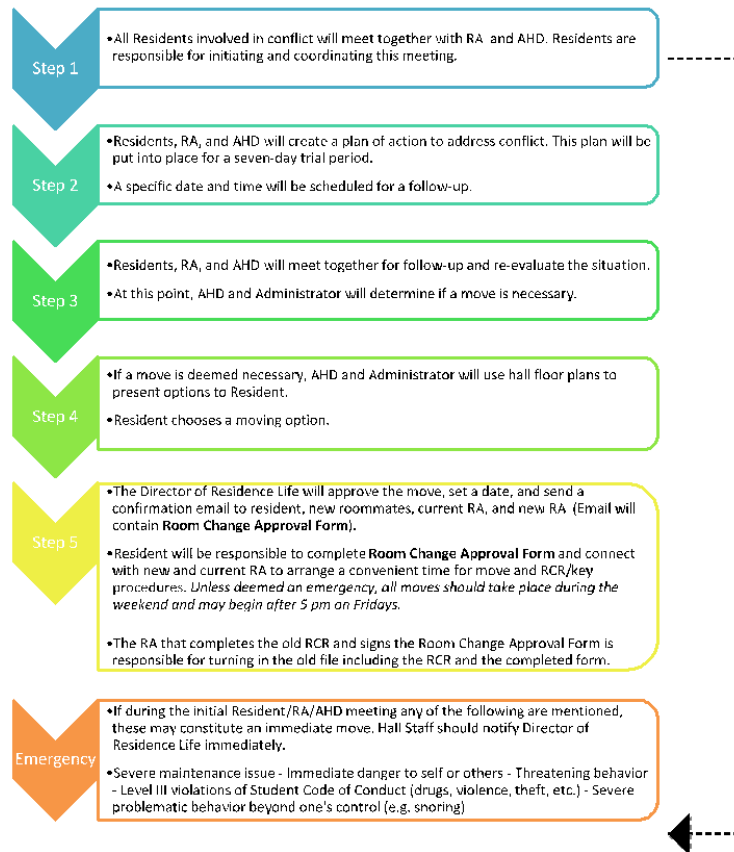
Authorized personnel have university identification and show it upon student request. The maintenance department, custodial, and IT staff members may enter a student's room to make necessary repairs. When possible, notification of the entry and work performed will be left in the room if entry is made when the resident is not present. University personnel will not grant access to student living units to individuals not registered to the room without written permission as a request from the student detailing the person authorized to enter, the reason for their presence, and items to be removed (if any). All individuals who are authorized to enter the room under these conditions will be escorted by University staff at all times. 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 Department 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 scheduled, system-wide living unit inspections. 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

BEFORE requesting a room change, residents are responsible to first communicate the concern to the person(s) involved & try to resolve the problem independently. While sometimes difficult, these conversations are important! During the problem-solving process, roommates are encouraged to compromise. Both parties are expected to give a little in order to reach a middle point that is agreeable to all. If students are unable to problem-solve independently ...



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, and the student will also be required to move back to his or her original room. The Department of Residence Life reserves the right to change any living unit assignments at any time for administrative necessity. Mid-year room changes will only be available at the discretion of Residence Life.

**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 or her room without following the proper checkout procedure (minimum \$50 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 freestanding lofts that meet the University-approved specifications. Information regarding loft construction may be found at the Department of Residence Life. 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 nonexistent, residents may not remove furniture from rooms or apartments or put it in the hallway. Furniture items that are damaged 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, HVAC units, windows, window screens, and mechanical equipment.

All 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 and wallpaper of any kind 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 nonmarring 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 and other non-marring adhesives may cause damage and should be used according to package directions. Damages will be billed to student's account, including damage resulting from permitted adhesive products and other materials used in any manner. 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 or her housing assignment. New students are assigned based upon housing application and deposit date and housing application preferences. 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 Department of Residence Life by the respective deadline. As with all housing requests, it may not always be possible to accommodate roommate requests. The returning student room selection process will be published in the spring semester prior to the start of the contract period. Assignments will be emailed to students in summer with roommate contact information. Assignments are subject to change at any time.

**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.

**Smoking and 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. This policy applies to faculty, staff, students, and visitors to university-owned housing facilities. No use or possession of smokeless tobacco, nicotine products, or vapor products is allowed in the residence halls or apartments. If any University official has reason to suspect the use of a prohibited substance, he or she may contact the Director of Residence Life or hall staff, who is permitted confiscate all suspected items and materials and process according to the Confiscation policy (refer to page 56). All individuals believed to have participated in the use of a prohibited substance will be subject to referral and potential sanctioning under the Controlled Substance policy..

**Staff Directions** Students and his or 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 Department 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** Students are responsible for treating University property well and helping the University keep them damage-free. Vandalism is prohibited at Baker University. Thus, students are responsible for any damage resulting from acts of vandalism committed personally or by their guest(s). Students are expected to report acts of vandalism to campus personnel.

**Waitlists** After resident assignments are completed for the upcoming academic year, current Baker University students who would like to be considered for residency in other living units, should a space become available, may choose to add his or her name to the Waitlist by process. Student names will not be added to the Waitlist without a direct written request from the

student. Any student wishing to add his or her name to the Waitlist for the upcoming academic year must do so before the last day of finals of the preceding Spring semester. No Waitlist requests will be accepted from current Baker students after that date.

Any time a living unit becomes under-assigned due to a vacancy, room or resident consolidation may be required (see Consolidation section). Once a student on the Waitlist accepts an offer to move to the open space, his or her name will be removed from the Waitlist for the remainder of the academic year. If a student on the Waitlist chooses not to accept the open space when offered, or does not respond to such an email from the Department of Residence Life, his or her name will be removed from the Waitlist for the remainder of the academic year.

**Windows** Unless there is an emergency, students are prohibited from entering or exiting from a window. Any window screen must 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. No third-party window screen may be installed by residents. 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. Any substances applied to or hanging within two inches of windows, except cleaning products and decorative window clings, are not permitted. No items may be hung outside or thrown out of windows. Blinds in Gessner and Irwin should be raised when the window is open to prevent damage to the blinds.

**Withdrawals and Leaves of Absence** Students who withdraw, are dismissed from the University, or leave voluntarily are required to follow proper checkout procedures within the communicated timeline set by the Department of Residence Life. Failure to do so will mean financial aid charges and conduct.