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FINLANDIA UNIVERSITY'S HERITAGE AND TRADITIONS

Finlandia University was founded as Suomi College in 1896 by Finnish immigrants who dreamed of leaving a gift to their children and their children's children. That gift was the education that would be needed to survive and succeed in the future. This education would be enriched by the religious beliefs that these foresighted Finns embraced.

It was at the turn of the *19th century* that thousands of Finnish families settled in this pristine and beautifully rugged region. They came here to farm the fields, work in the boundless forests as lumberjacks, or toil in one of the many copper mines deep in the earth. There were so many mines, in fact, the area became known as the Copper Country. At one time local mining provided the single greatest supply of copper in the world. For the most part, it was a very meager living for the Finnish and other immigrants. They earned only \$1.50 to \$2.00 a day. The beginning of Suomi College was equally modest. The first class consisted of only 11 students in a rented building in downtown Hancock, then a small mining town. But the Finns had *sisu*, a Finnish word meaning "persistent effort." With *sisu*, the Finns survived. With *sisu*, the college grew, starting with its first building, Old Main, in 1901.

The college served several purposes in its early years: preserving Finnish culture in a region that attracted scores of ethnic groups, upholding and teaching the tenets of the Lutheran religion, training Lutheran ministers, and educating youth in English and other skills that would provide job opportunities in their new land. The student body was predominantly Finnish during these early years. In fact, the school's yearbooks were published in Finnish and English until about 1920.

HEIKINPAIVA

In 1999, the City of Hancock created a new Finnish-American celebration Heikinpaiva. The celebration's themes are taken from Finnish folk sayings associated with the name day for Heikki. By far, Finns make up the largest ethnic group of Michigan's Copper Country. In Hancock approximately 40% of the population claimed Finnish ancestry in the most recent federal census.

Heikinpaiva organizers keep a watchful eye on the celebration's uniquely ethnic flavor. Finnish crafts, music, film and games provide something for everyone. Although a Hancock City event, Heikinpaiva has spilled into outlying communities including the Finlandia University campus. Increasingly, the university has become a key player in the festival. The campus takes its lead from President Philip Johnson. He is a regular at the parade and events, but nowhere does he make a more significant splash than during his annual polar dive sporting a Finlandia University jersey. Unfortunately, this is one lead few others on campus have been willing to follow!

HOMECOMING

Each spring semester Finlandia celebrates a winter Homecoming/Spirit Celebration around the winter athletic schedule. Students, faculty and staff are encouraged to get into the "spirit" of things.

PRESIDENT'S LUNCH

This tradition aims to provide an authentic and personal exchange of stories, ideas, and commitments between Finlandia's students and its president. It is one small expression of Finlandia's uncommon attention. Each week during the academic year President Philip and René Johnson welcome individual or small groups (usually 2-3) of students to the Hoover Center Boardroom for a casual lunch. These lunch conversations create a unique opportunity for Philip and René to listen to students as they tell their stories and share about their Finlandia experience. Broader and deeper topics often surface related to the future and one's place in it.

STATEMENT ON DIRECTORY INFORMATION

Finlandia University designates the following categories of student information as public or "Directory Information." The institution may disclose such information for any purpose, at its discretion.

CATEGORY	DIRECTORY INFORMATION
I	Name, address, telephone number, e-mail address, dates of attendance, class status, part-time, full-time status, class schedule/rosters, photos.
II	Major field of study, awards, honors (includes Dean's and Honor's Lists), degree(s) conferred (including dates), most recent prior school attended.
III	Past and present participation in officially recognized sports and school activities, physical factors of athletes (height, weight), date and place of birth.

Students have the right to inspect their personal record. After a written request is received, the registrar will respond within five working days. Students also have the right to prevent release of information from personal files. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. To withhold disclosure, written permission (valid for one year only) must be submitted in person to the registrar prior to September 30 of the fall semester, January 30 of the spring semester, and May 30 of the summer semester. Forms requesting to withhold "Directory Information" are available in the Registrar's office. Finlandia University assumes that failure of any student to specifically request withholding any category of "Directory Information" indicates individual approval for disclosure.

If students would like information released, such as transcripts or instructor evaluations, the student must submit written permission to the registrar. Forms are available from the registrar's office. Students have the right to file a complaint with the U.S. Department of Education for alleged institutional failure to comply with FERPA requirements.

ACADEMIC SERVICES

ACADEMIC INTEGRITY

We value integrity at Finlandia University and expect our students to act with integrity in all areas of their lives at Finlandia. Academic integrity is no exception. In this age of instant access to information and free exchange of music and movies, it is imperative that Finlandia students understand academic integrity and exhibit such integrity in their coursework. See the Academic Catalog for the academic dishonesty policy. *See Appendix A at the end of this section for full details.*

Academic Advising

One of the advantages of a small university is the opportunity for personal relationships. At Finlandia University your advisor will know you by name and work with you to plan your time here. You will meet with your advisor at least twice a year to register for courses and check your progress. Don't limit yourself to just twice a year! Your advisor can assist you in many other ways as well.

Academic Success Coach Mannerheim 111

The Academic Success Coach is available to discuss academic issues, academic support available on campus, and general assistance in students' progress toward their degree.

Disability Student Services (DSS) Mannerheim 114

DSS provides eligible students with course and testing accommodations and access to auxiliary aids and services like Learning Ally audio books. To qualify for DSS services, a student must present appropriate documentation that specifically states the disability. Once enrolled, specific student accommodations must be renewed each semester.

Tutoring and Learning Center (TLC) 487-7255 Nikander: 10

The TLC offers all Finlandia students free tutoring in all general education courses and some upper level courses. The TLC offers academic counseling, peer and professional tutoring, study skill workshops, study groups, computer literacy development, and the use of a small computer lab. Peer tutors are current Finlandia students who are recommended by faculty and selected through the work-study program. Professional tutors hold bachelor's, master's, and/or doctoral degrees in their fields, with additional experience in professional teaching and/or tutoring. The Finlandia University faculty often arrange with the TLC to provide students with study aids such as classroom reserve material, review sheets, and past exams. The TLC is located in Nikander 10. It is open Monday through Friday, 8:00 a.m. to 4:30 p.m. every semester, with additional evening hours during the fall and spring semesters.

TRIO Student Support Services (TRIO/SSS)

TRIO Student Support Services is a grant funded by a U.S. Department of Education to serve 180 students per academic year. Once accepted to TRIO Student Support Services the program works with students throughout their college experience to deliver a program of academic and personal support designed in partnership with the student. Services are designed to assure that participants persist from one academic year to the next and graduate with a bachelor degree. To be eligible to participate in TRIO/SSS, students must be the first generation in their family to pursue a bachelor's degree, or have financial need, or possess a learning or physical disability.

Applications for the program are available in Nikander 11 or online at <http://www.finlandia.edu/wp-content/uploads/2016/02/TRiO-Student-Support-Services-Application.pdf>

The program services that are provided capitalize on each student's strengths. Students meet with a TRIO Professional Academic coach 3x per semester to create and measure completion of a Graduation and Career Plan. Each student's GCP is individualized to utilize their strengths and overcome challenges. As part of their individualized plan, students may participate in supplemental instruction in English or math, professional tutoring, be paired with a peer coach, attend college success skill workshops, receive financial aid assistance or financial literacy education, engage in service opportunities, attend graduate school field trips, leadership conferences, engage in personal counseling with a licensed MSW, and explore career opportunities. TRIO students also have TRIO only access to a computer lab including free printing, free school supplies and free copying.

All services to TRIO students are free and confidential. For more information visit TRIO Student Support Services on the web at:

<http://www.finlandia.edu/academics/trio-student-services/> or call the Director at 487-7346 or stop into our offices in Nikander 11. Staff are available from 8 am to 4:30 pm Mon-Fri or anytime by appointment.

WITHDRAWAL FROM THE UNIVERSITY

Students who wish to completely withdraw from the university must first meet with their advisor to complete the Course Schedule Change Form, then schedule a meeting with the Dean of Students to obtain a withdrawal form. Students must personally present the withdrawal form to, and obtain the signatures Director of Financial Aid, Director of Student Accounts, Director of Residential Life (if applicable) and the Registrar. All withdrawals must be in writing. The effective date of withdrawal is the date the Registrar signs the form. When students completely withdraw from the university, tuition, fees, and room and board are charged in accordance with the refund policy outlined in the Student Accounts section of the university catalog.

Failure to attend classes does not constitute official withdrawal from the university. Students who intend to completely withdraw from the university, yet fail to complete the above withdrawal procedure, are financially responsible for all semester charges and will receive an "F" in each of their classes. The withdrawal period ends on Thursday of the 10th week of classes at 4:30 PM.

APPENDIX A
Academic Integrity

Academic Integrity Policy and Procedure (with forms)

Drafted 7-27-17 // Reviewed by Academic Council 8-15-17 // Revised 8/16/17

ACADEMIC INTEGRITY

Academic integrity is highly valued at Finlandia University, therefore we expect our students to act with utmost integrity during their time here. In this age of immediate access to information and the free exchange of music and movies through electronic communications, it is imperative that Finlandia students understand academic integrity and exhibit such integrity in their coursework.

Please note that Finlandia defines academic dishonesty categories as follows:

1. **Academic Dishonesty:** dishonest behavior or action in regards to data, records, submitted works, exams, and/or other materials related to the participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions of the same assignment, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements, and ethical misconduct.
2. **Cheating:** the use or attempted use of unauthorized assistance in completing one's work (e.g., asking someone for an answer during a test, copying answers from another student's test, assignment, etc.), the use of unauthorized study aids during an exam (e.g., "cheat sheets", cell phones/electronic communication tools, books/notes), or the submission of someone else's work as one's own.
3. **Plagiarism:** the presentation of someone else's idea, data, words, statements, or other works without specific or proper acknowledgment (e.g., improper or missing reference citations).
4. **Self-plagiarism (aka Multiple Submissions):** the submission of one's own work for multiple courses and/or assignments without the prior approval of the current instructor; or the submission of any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course) without prior approval.
5. **Misrepresentation of academic records:** the misrepresentation of, or tampering with, any portion of a student's transcripts or academic record.
6. **Facilitating Academic Dishonesty:** knowingly helping (or attempting to help) another student to commit academic dishonesty.
7. **Unfair Advantage:** an attempt to gain unauthorized advantage over one's classmates through such means as, but not limited to, gaining unauthorized access to exam materials, preventing or interfering with another student's efforts, lying about the need for an extension on a due date, continuing to write on an exam when time has expired, and destroying or not returning library materials including reserved materials by an instructor.

Academic Dishonesty Policy Statement

Upon admission to Finlandia University, students make the unqualified commitment to demonstrating responsible and ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the University and to the best interest of the campus community. Therefore, students are expected to represent themselves, their work, and the work of others with honesty and integrity.

Charges of academic dishonesty are taken very seriously at Finlandia. Students found guilty of academic dishonesty are subject to disciplinary action and sanctions warranted by the alleged circumstances, including but not limited to failing the assignment, failing the class, academic suspension, or expulsion from the University. Any staff or faculty member who believes a student is guilty of academic dishonesty is to follow the complaint procedure as presented below.

Any violation of this policy that involves behavior prohibited by the Student Conduct and Disciplinary Process as outlined in the Finlandia University Student Handbook may also be subject to the provisions and sanctions provided therein. (See Student Handbook)

Procedural Guidelines

1. Authority for Student Discipline - Ultimate authority for student discipline is vested in the Chief Academic Officer or VP for Academic Affairs. Disciplinary authority may be delegated to additional University administrators, faculty, staff, committees, and organizations, as appropriate.
2. Procedural Protections
 - a. Students accused of academic dishonesty are entitled to the following procedural protections:
 - i. To be informed of the charge and alleged misconduct as well as evidence upon which the charge is based
 - ii. To be allowed reasonable time to prepare an appeal of the charge.
 - iii. To be assured of confidentiality as provided by the federal Family Educational Rights and Privacy Act (FERPA), although the nature of the case may require some disclosure as permissible under law
 - iv. To be considered not responsible for the violation until shown to be responsible by a preponderance of evidence (the standard defined as “more likely than not”)
3. Communications Process
 - a. All written communication with the student regarding allegations of academic dishonesty and outcomes of an investigation are delivered via the Finlandia University email system, absent extenuating circumstances. It is the responsibility of the student to monitor his or her Finlandia email account to keep abreast of matters related to the allegations and to ensure timely responses.
 - b. The time periods provided for in this procedure may be extended if there are extenuating circumstances or additional time is necessary for the applicable University personnel to explore issues presented.

Academic Dishonesty Complaint Procedure

1. When an alleged violation occurs, the instructor of the course must file the initial report within three (3) business days of discovery of the alleged violation, but not more than two weeks after the infraction occurs (e.g., within two weeks of the it being submitted)
 - a. Obtain the **Academic Misconduct Incident Report Form** from Maxient
 - b. Initiate report process outlined on the report form
 - c. File report in Maxient
2. Within the above timeline, the instructor notifies the student, in writing, of the allegations and schedules a meeting with the student. This meeting is to occur within three (3) business days of said notification.
 - a. In cases where the student fails to attend the scheduled meeting, the process is considered complete. The student will be deemed to have acknowledged that the violation has occurred and the instructor will proceed with issuing an appropriate sanction.
 - b. In cases where the student attends the scheduled meeting, the instructor will present the student with the charges, the evidence, and sanctions. Finlandia University encourages the instructor and the student to informally arrive at a resolution.
3. Within three (3) business days of the scheduled meeting, whether or not the student attended the meeting, the instructor will provide the student, school dean, and the director of academic operations with a written document using the **Academic Integrity Resolution Form** to include the following:
 - a. An outline of the findings
 - b. An outline of the sanctions/outcomes of the meeting
 - c. Signatures - If the student accepts the instructor's sanction, the process is concluded and both parties sign the completed paperwork. If student does not accept the sanction, then the appeals process would commence.
4. A final report is submitted to the academic dean and stored in Maxient.

Recommended Sanction Outcomes

1. Minor Incident: For incidents that are deemed at the conclusion of the investigative process to be minor, such as but not limited to not citing a source appropriately or accurately, may result in an educational or remedial action.
2. Serious and/or Repeated Incidents: If, following the investigation, the alleged violation is determined to be serious in nature, or one of multiple offenses, or a continuation of the behavior following an educational or remedial action, the student may receive an "F" for the assignment or an "F" in the course, regardless of the student's grade at the time the sanction decision is reached. Repeat incidents may have occurred in the same class or in multiple classes. Incidents are recorded in the Maxient reporting system.
3. For very serious matters in which the charges may result in academic probation, suspension or expulsion, or in cases of multiple incidents of academic dishonesty, the VP for Academic Affairs will refer the case to the Board of Student Conduct, which will in turn initiate an investigation of the charges and/or initiate the process for probation, suspension, or expulsion following the Student Code of Conduct.

Appeals Process

1. If the student denies the charges and/or rejects the sanction, the student then has three (3) business days from the date of the notification of the written outcome in which to submit, in writing using the **Academic Integrity Appeals Form**, an appeal of the instructor's sanction and a request for an administrative hearing with the appropriate college/school dean or department chair and the Dean of Students.
 - a. The student may not drop the course until the issue is resolved. Once resolved, the student may drop the course only if and to the extent permitted by the instructor's sanctions and, then, only in accordance with the University's policies and procedures for withdrawing from a course.
 - b. The dean/department chair will proceed with an investigation of the charges and sanction. Within three (3) business days of receiving the student's request for an administrative hearing, the school dean will establish a meeting date and time with the student. If the student fails to meet with the school dean at the scheduled time, the student shall be deemed to have withdrawn the appeal and the matter will be deemed final, and the sanctions will remain in place.
 - c. The dean/department chair will provide the student, the instructor and the Dean of Students with a copy of the findings noted on the **Academic Integrity Appeals Form** within three (3) business days of the meeting between the dean/chair and the student. The completed Appeals Form will then be filed in Maxient.

2. The student and/or instructor may appeal the dean/chair's decision, but such an appeal is permissible only when new information has been discovered.
 - a. Appeals must be submitted in writing to the VP for Academic Affairs within three (3) business days from the date of the notification of the school dean's written outcome.
 - b. The written appeal must clearly state the basis for the appeal, specifically detailing the new information that has been discovered for review.
 - c. During the appeal, the administrative sanctions will be placed on hold.
 - d. The VP for Academic Affairs will provide the student, the instructor, and the dean with a written outcome notice, within three (3) business days of receiving the written appeal. This final outcome notice will then be placed on file in Maxient.

3. The decision of the VP for Academic Affairs is final and there is no further appeal of administrative outcomes, except in cases that result in suspension or expulsion from the University.

Finalizing the Course Grade

1. If the faculty sanction, or any subsequent appeal outcome, impacts the student's final grade in the course, the instructor will notify the Registrar of the change.
2. If the case has not been finally determined by the end of the semester, the instructor will submit an Incomplete (I) grade for the course. When the case is adjudicated, the instructor will submit a grade change form to the Registrar.
3. If the sanction results in the suspension or expulsion of the student from the school, the student may receive all "F" grades for the semester.

FINLANDIA UNIVERSITY

Finlandia University Academic Misconduct Incident Report (Completed upon discovery of the alleged violation)

Directions: Please complete the information below upon discovery of an alleged violation of the Finlandia University Academic Integrity Policy.

Once completed, submit form to _____ for entry into the Maxient conduct tracking system.

Student Name and ID: _____

Course and Instructor: _____

Dean/Department Head: _____

An Academic Integrity Violation discovered on _____ (date) named the above student in alleged violation(s) of academic integrity. In accordance with the Academic Integrity policy and procedures, the following information was determined and the findings are hereby recorded.

Type of violation:

- Cheating on: (circle one) test, paper, homework assignment, other _____
- Plagiarism
- Self-plagiarism
- Misrepresentation of academic records
- Facilitating academic dishonesty
- Unfair advantage: (explain) _____

Other relevant information:

- ┆ I have initiated a report in Maxient.
- ┆ I have informed my academic dean/department chair.
- ┆ I have initiated contact with the involved students.

Instructor's Signature _____

Date: _____

FINLANDIA

UNIVERSITY

Finlandia University Academic Integrity Resolution (Completed at conclusion of meeting)

Student Name and ID: _____

Course and Instructor: _____

Dean/Department Head: _____

An Academic Integrity Violation discovered on _____ (date) named the above student in alleged violation(s) of academic integrity. In accordance with the Academic Integrity policy and procedures, the following information was determined and the findings are hereby recorded.

Responsibility:

- The student denied responsibility for violation.
- The student admitted responsibility for violation.
- The student admitted responsibility for the action but denies it is a violation.
- The student failed to appear or reschedule the meeting.

Sanction: (check all that apply)

- The instructor assigned no credit for the assignment, examination, paper, or project.
- The instructor assigned an "F" for the course.
- Other sanction (in accordance with University policy). Please specify. _____

Meeting Outcome:

- The student agreed to accept the sanction.
- The student did not agree to accept the sanction. The sanction will become final unless the student submits an appeal to the dean or department head within 3 school days.

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar, an incomplete grade should be assigned.

- I have discussed the incident with my instructor and agreed the information listed above is accurate.
- I understand that if I do not agree with the assigned sanction, I may appeal this decision to _____ for further action.
- I have received a copy of this form.

Student's Signature _____

Date: _____

- The student failed to appear or refused to sign document. The sanction will become final unless the student submits an appeal to _____ within three (3) business days.

Instructor's Signature _____

Date: _____

Distribution:

Original - Student. Give to student at conclusion of meeting. Email this form to the student if he/she does not appear at meeting.

1 copy - Instructor

1 copy - Instructor's department head

1 copy - Dean of Students

**See reverse side for important information

Important Academic Information Related to Academic Misconduct

Your academic integrity violation could result in additional consequences that include, but are not limited to, the following issues. Please discuss your specific situation and concerns with your advisor.

Records of Academic Integrity Violations are kept by the University and could negatively affect the adjudication of any subsequent violations of Academic Integrity that are reported. All academic integrity violations and student conduct violations are entered into the University's student conduct database and will remain a part of your permanent educational records. Employers and licensing boards, as well as graduate and professional schools, may request a copy of your educational records. Your consent is necessary for the release of educational records.

If this sanction drops your GPA below the University's academic requirements, you could be placed on academic warning, probation, or suspension.

Some programs require a higher GPA for admission to the program or courses or for continued enrollment in programs or courses.

Multiple academic integrity violations could result in suspension or expulsion from the University.

Failure to make satisfactory academic progress could impact your funding. Please check with Financial Aid.

- I have read and understand the information provided above and I was provided the opportunity to ask questions.

Student's Signature _____

Date: _____

FINLANDIA UNIVERSITY

ACADEMIC INTEGRITY APPEALS FORM

In order for your appeal to be considered, you must complete this form in its entirety and submit it and any accompanying documents to the appropriate College/School Dean or Department Chair within three (3) business days from the date of the notification of the written outcome.

Name: _____ Student ID: _____

Campus Email: _____

Use the space below to state the grounds for the appeal. Provide strong supporting information for those grounds. Attach additional pages, if necessary.

<hr/> Student Signature	<hr/> Date

For Dean/Department Chair Use Only:

Please attach investigation notes.

Appeal Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Decision Date: _____ _____	Comments/Outcome:
--	-------------------

Dean/Department Chair Signature

Date

UNIVERSITY RESOURCES

Campus Chaplain & Finlandia Campus Ministry 487-7239

Lower Level of Chapel of St. Matthew (aka: Campus Ministry Center)

Finlandia University is affiliated with the Evangelical Lutheran Church in America (ELCA). Finlandia's full-time University Chaplain is rostered in the Northern Great Lakes Synod (NGLS) of the ELCA, and coordinates spiritual life activities for the university community. There are a variety of events and activities for students to encourage spiritual growth and service. These activities are planned and promoted with the Chaplain and a group of student leaders on the Finlandia Campus Ministry Team, and are organized around four areas: worship, discipleship, outreach, and service. Students from all religious backgrounds are strongly encouraged to become involved in campus ministry opportunities at Finlandia, as well as in the life of local congregations in the Hancock/Houghton area.

CAREER SERVICES

Nikander: 11

Career guidance and counseling is available through the career counselor in the TRiO Student Support Services program and the Dean of Students. The career counselor is available to all TRiO participants Monday-Friday 8:00 a.m. -4:30 p.m. in Nikander 11. Other students are encouraged to contact the Dean of Students. Finlandia students are also eligible to utilize the Career Center on MTU's campus. More information is available in the Student Life office.

TRiO SSS Students..... 487-7315

Non-SSS Students 487-7324

Counseling Services

Free counseling service is provided by Northstar EAP to currently enrolled Finlandia students. Students may seek counseling for depression, anxiety, stress, relationship issues, identity concerns, family problems, and any other reason that causes emotional distress. All services are confidential and not part of a student's academic record. No information can be release without written permission from the student.

To make an appointment for this free service, visit

www.northstareap.com/AppointmentRequest.en.html or call 906-225-3145.

Dean of Students 487-7324

Mannerheim 114

The Dean of Students office serves a primary role in advocating on behalf of students and helping students to make meaningful connections to the campus community. Support is provided through the identification of resources and support services for stu-

dents. In addition, the Dean of Students assists with identifying opportunities for student involvement at the university, fostering student leadership development, and promoting student participation in campus life. The programs and services offered through this office include: the Orientation Leader Program, New Student Orientation, First-Year Experience, Residential Life, student activities and governance, Academic Support, tutoring, student conduct, student handbook, and counseling.

Financial Aid 487-7240

Jutila Center: 6th floor

The financial aid staff is here to help answer any question you may have regarding your financial aid and how to fund your education. They are willing to assist students with filing their FAFSA and determining additional means of funding that may be available.

<http://www.finlandia.edu/financial-aid.html>

Finlandia University's Finnish American Heritage Center 487-7302

Since opening in 1990, the Finnish American Heritage Center has been the community focal point of the campus; the building's theater hosts lectures, plays, concerts, exhibits and enrichment programming. The Center, also known as the FAHC, is the university's most obvious expression of its Finnish roots, housing the Finnish American Historical Archive, the Finnish American Reporter, the Martha Wiljanen Community Hall, office of the Honorary Consul of Finland for Upper Michigan and the university art gallery.

FOOD SERVICE 487-7374

Finlandia Hall

A full-service cafeteria is located in Finlandia Hall. Meals are served during fall and spring semesters except for Thanksgiving, Christmas, spring break and semester breaks. All students living in the residence hall are required to purchase a meal plan.

Boxed meals can be provided to resident students who are unable to attend a meal due to illness or injury. These sick boxes are available only with the authorization of the director of food service, residence life staff, or resident assistant. Resident students requesting a sick box must provide their student I.D. card.

If resident students find themselves in a school-related situation where they cannot attend a meal for reasons other than illness or injury, boxed meals may be available. The boxed meals will only be available for school-related activities (i.e. field trips, conferences, class, athletic trips, and athletic practices during dining hours).

Commuter students, faculty, and staff may also dine in the Finlandia Cafeteria; however, meals must be paid for in cash. Diners paying cash for a meal may request a boxed meal.

FALL/SPRING HOURS OF OPERATION

Week Days

MEAL	HOURS
Breakfast	7:30 am -9:00 am
Lunch	11:30 am -1:00 pm
Dinner	5:00 pm -7:00 pm

Weekends

MEAL	HOURS
Lunch	Noon – 1:00 pm
Dinner	4:30 pm – 5:30 pm

GALLERIES

Reflection Gallery

The Finlandia University Reflection Gallery opened in 2008. The space is a student run art gallery hosting multiple exhibitions every year. Students curate, promote and install a variety of artwork while establishing and maintaining relationships with working artists. The gallery serves as a venue for students to express their tastes and sensibilities, and as an incubator for learning the skills necessary to run a gallery space. Past exhibitions include group and solo exhibitions from Finlandia students and community artists as well as traveling exhibitions of national and international acclaim.

Finlandia University Gallery

Located in the Finnish American Heritage Center, the Finlandia University Gallery is free and open to the public.

Through exhibitions of contemporary Finnish, Finnish-American, American and other international artists, the Finlandia University Gallery promotes Finlandia University's mission: a learning community dedicated to academic excellence, spiritual growth and service.

The gallery organizes exhibitions that encourage appreciation and understanding of art and its role in society through direct engagement with the original works of art and the artists who created them. Beyond advancing the arts in our region, the gallery offers educational resources for students, faculty, alumni, and the community, and provides a gathering place for people to discuss and reflect upon art. Finlandia University Gallery also maintains three art collections; Contemporary Finnish, Finnish-American and Alumni. One of our goals is to become a leading exhibitor and collector of Finnish and Finnish-American art nationwide.

Art enthusiasts will enjoy the ever-changing exhibits at the Finlandia University Gallery. Each year the gallery features nine exhibits, including our annual Contemporary Finnish- American Artist Series, now in its 24th year. Rotating exhibits of national and international artists are presented every six weeks. The gallery schedule also includes an annual Juried Student Art Exhibit, a Bachelor of Fine Arts Diploma Works exhibition, and Finlandia University Faculty and Alumni exhibits, which are held every other year.

HEALTH SERVICES

Portage Health is located close to the Finlandia University campus and its emergency room is open 24 hours a day. To contact the emergency room at Portage Health call (906) 483-1000. The Portage Medical Clinic, located at Portage Health, also provides medical services. To contact the clinic offices call (906) 483-1000.

UP Health Systems Portage Health Express Care 921 W. Sharon Avenue, Houghton, MI 49931, 906-483-1777.

Hours: 7 days a week: 10 a.m. - 8 p.m.

Holidays (Easter Sunday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New year's Day): 10 a.m. – 3 p.m.

Services: services that are offered but are not limited to include cough, sore throat, fever, headaches, seasonal allergies, rash, bites, back pain, minor injury and burn, tooth ache, ear ache, and ear pressure.

Upper Great Lakes Family Healthcare – Hancock

Located in hospital, 500 Campus Drive, Hancock:

See physician listing for both Hancock & Houghton locations at <http://www.portagehealth.org>

Upper Great Lakes Family Healthcare – Houghton

Located at MTU University Center at the Student Development Complex, 600 MacInnes Drive, Houghton

Aspirus Houghton Clinic

Located at 1000 Cedar Street, Houghton

906-487-1710

See full physician listing at <http://www.aspiruskeweenaw.org>

Pharmacies

- Apothecary, located at Portage Health System, 500 Campus Drive, Hancock (906) 483-1919
- Apothecary, located at University Center, 600 MacInnes Dr., Houghton (906) 483-1818
- Shopko Pharmacy, 900 W. Memorial Dr., Houghton (906)487-9797
- Wal-Mart Pharmacy, 995 Razorback Dr., Houghton (906)482-5988

LIBRARY 487-7252

Wargelin Hall: First Floor

The Sulo and Aileen Maki Library, located on the first floor of Wargelin Hall, is a place where students can find materials for class assignments, receive assistance in finding these materials, catch up on current magazines or bestsellers, and use as a

peaceful place to study. The library, in addition to providing a diverse book collection, contains magazines, audio/visual resources, and electronic resources. Students may use the library's computers to access an online catalog, online articles and books, e-mail, and Microsoft Office—software. Materials not found in the library may often be obtained through interlibrary loan. A conference room and group study room are available for small group meetings. Students must present a valid Finlandia University ID when checking out materials. During the fall and spring semesters the Sulo and Aileen Maki Library is open:

DAY	OPENS	CLOSES
Sunday	3:00 pm	11:00pm
Monday-Thursday	8:00 am	11:00pm
Friday	8:00 am	4:00 pm
Saturday	1:00 pm	5:00 pm

Library hours are subject to change during the semester and during breaks. Please contact the library staff for current hours.

The library staff requests that you treat library materials with respect and return them in a timely fashion. A book may be renewed, within a semester, an unlimited number of times unless someone else has requested it. All library materials are due at the end of each semester and cannot be renewed without special permission from the library staff. The failure of a student to return books or pay library fines by the end of the current semester will result in the library limiting the student's borrowing privileges to within the library, and a hold will be placed on the student's account.

LOST AND FOUND

Finlandia Hall: 1st Floor

Individuals that would like to report an item lost or missing may file a report with the Department of Campus Safety and Security. In addition, members of the Finlandia University community are encouraged to take found items to the Department of Campus Safety and Security so they may be returned to their owner.

MAIL SERVICES 487-7204

Mannerheim: Basement

The Mail Center, located in the basement of Mannerheim Hall, is open Monday through Friday from 8:00 am to 4:30 pm. The Mail Center receives daily delivery from the U.S. Post Office and United Parcel Service (UPS) Monday through Friday, excluding holidays. Residents in Finlandia Hall will have their mail delivered to the Finlandia Hall mailboxes (beginning after the add/drop period) around 1:00 pm Monday through Friday. For any packages and/or special mail, the student MUST come to the Mail Center, present their notification slip (placed in mailbox) and student ID, and sign for their package and/or special mail. It is against the law to use an 'alias' when buying merchandise or contracting services. Finlandia University will accept mail and packages addressed only to the given name (parent name if known) of a registered student. The Mail Center will refuse delivery of any mail or package addressed to a name that does not appear on the university's enrollment roster.

Finlandia University offers outgoing postal and UPS service to students. UPS requires

that students send fragile items in their original packaging and box (i.e. stereos, computers, television, etc.) otherwise UPS will not be responsible for any loss or breakage. Packages are weighed and paid for in the Mail Center before being shipped. Finlandia University cannot ship anything COD and is in no way responsible for ANY lost or broken item(s).

Services for students must be paid for at the time of service (UPS or Mail) with cash or check. Exact change is appreciated, as there is no change for big bills in the office.

Also, we do not furnish envelopes or any type of mailing vessel. You must have the package ready to send when you present it to the mailroom staff.

The mailroom staff is not responsible for packages that are damaged in transit.

MAINTENANCE 487-7229

Mannerheim: Basement

The maintenance of Finlandia University facilities is important to all of us. Students living in the residence hall may refer maintenance-related problems to residence hall staff. Commuters may call the maintenance office at ext. 229 to communicate maintenance-related problems.

PAAVO NURMI CENTER 487-7214

The Paavo Nurmi Center provides an opportunity for athletes, students, and community members to work out in our gymnasium and up-dated fitness center. Spacious men's and women's locker rooms feature saunas and showers.

The Paavo Nurmi Center is also utilized for recreational classes, recreational activities, community programs, and commencement.

Students and faculty just need to show their Finlandia I.D. and have a complete liability waiver on file to use the facilities during normal business hours. For anyone looking to reserve times in the gymnasium please contact the Facility Coordinator at 906-487-7214 or in office #23 of the Paavo Nurmi Center. Building Hours – (** hours subject to change **)

	<u>SCHOOL YEAR</u> August 28, 2017 – April 27, 2018	<u>BREAKS</u> Christmas, Spring, and Summer
Sunday	11:00 a.m. – 10:00 p.m.	11:00 a.m. – 3:00 p.m.
Monday	6:00 a.m. – 10:00 p.m.	6:00 a.m. – 8:00 p.m.
Tuesday	6:00 a.m. – 10:00 p.m.	6:00 a.m. – 8:00 p.m.
Wednesday	6:00 a.m. – 10:00 p.m.	6:00 a.m. – 8:00 p.m.
Thursday	6:00 a.m. – 10:00 p.m.	6:00 a.m. – 8:00 p.m.
Friday	6:00 a.m. – 10:00 p.m.	6:00 a.m. – 8:00 p.m.
Saturday	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 12:00 p.m.

GYMNASIUM

The Paavo Nurmi Center is the home of the Finlandia Lions. The gymnasium hosts the men's and women's basketball and volleyball teams, with a seating capacity of 800. Due to the expansion of the Finlandia athletic department, the gym is available first to Finlandia athletic teams for practice, conditioning, etc. The gymnasium can also be reserved by students and or the public for events. For available times for the gymnasium, please see the posted schedule outside the gymnasium. If nothing is scheduled, that means the gym is open. Equipment, such as balls, is limited and is available for check-out with your I.D.

Indoor Fitness Walking is available in the gymnasium Monday through Friday from 7:00 a.m. to 10:00 a.m. for the months of November through April. 18 laps around the gym is the equivalent of 1 mile

Batting Cage, Hockey Goals and Golf Simulator are all located in the balcony of the gymnasium and are for members of the specific Finlandia athletic programs (baseball/softball, hockey, and golf). If anyone else is looking to use these items, please contact the Facility Coordinator for rental fees and availability.

STRENGTH CENTER & CARDIO STUDIO

The strength center has a wide range of equipment from free weights to strength machines. The fitness center also includes cardiovascular machines such as treadmills and stationary bikes.

MCAFEE FIELD

McAfee Field is the home of the Finlandia Lions football and soccer teams. This is a lighted turf field and is available for institutional organized events and can also be rented for other events through the Facility Coordinator at 906-487-7214 or in office #23 of the Paavo Nurmi Center.

HOUGHTON COUNTY ARENA

Houghton County Arena is the home of the Finlandia Lions hockey teams. This is not operated by Finlandia University and any rental of this facility must be done through the Houghton County Arena at 906-482-4387.

***** Please follow all rules posted around the facility. Failure to do so can lead to removal from the facility or even a permanent banning from the facility for continued disregard to the rules.***

STUDENT ACCOUNTS 487-7210

Jutila Center: 6th Floor

The Student Accounts Office is where student bills are paid. This office's primary function is to assist students in setting up payment plans or managing their accounts. The office is also able to answer any questions regarding student bills and where students can make payments on their accounts.

STUDENT CONCERN PROCEDURE

Academic Concerns

Students with issues with academic or classroom policies should first try to work with

the instructor. If that is not possible or if the student still has concerns the next step is to discuss the situation with the dean of the college or school. Issues not resolved at the dean level may be taken to the chief academic officer.

Work-study Concerns

Students with issues with work-study positions should first try to work with the supervisor. If that is not possible or if the student still has concerns the next step is to discuss the situation with the director of the department. Issues not resolved at the department level may be taken to the student employment office.

Harassment, Retaliation, or Other Discriminatory Conduct Concerns

See Appendix 3 for the entire policy and reporting procedure and information on how university officials will handle such complaints. Questions on this policy and procedure may be directed to the university's Title IX Coordinator or other contact persons listed in Appendix 3. If changes to this policy and reporting procedure are made in the future, the most current version of the policy will be posted on the university website at <http://www.finlandia.edu/human-resources.html>

Other Concerns

Students with other university-related concerns should contact the Dean of Students. The Dean of Students may refer concerns to an appropriate member of the university's Management Team.

[I.T. SERVICES/HELPDESK 487-7444, support@finlandia.edu](mailto:support@finlandia.edu)

Mannerheim Hall: Office 109

The university provides internet access, wireless access, network file storage and an e-mail account for each student. Students must read and sign an Acceptable Use Policy before using their accounts. This Acceptable Use Policy is currently mailed with registration packets for new incoming, transfer, and readmitted students, or a copy can be picked up from the Admissions Offices or I.T. Department on campus. Email is considered an official means of campus communication, and all students are responsible for checking messages in their Finlandia email accounts.

STUDENT CLUBS AND ORGANIZATIONS 487-7324

Finlandia's website has a list of various clubs and organizations and their contact information. Want to start your own club or organization? Check out the website <http://www.finlandia.edu/student-clubs.html> and the club directory for the most up-to-date club and organization information. The website has the all the information necessary to join or start your own university club or organization.

Student Senate (senate@fu.edu)

The Finlandia University Student Senate plays a vital role in the development of the campus community as follows:

1. Responds to the requests and concerns submitted by the student body, faculty, or administration;
2. Organizes and promotes academic, spiritual, social, cultural, and recreational activities; and
3. Fosters high standards of Christian character and conduct throughout the university

community.

The Student Senate is involved in various aspects of student life and is responsible for coordinating or assisting with numerous on-campus activities. The Senate may form subcommittees and special interest groups designed to address specific student concerns. All students are welcome and encouraged to participate in student senate activities.

DEPARTMENT OF CAMPUS SAFETY AND SECURITY 487-7307

EMERGENCY CONTACTS (DIAL 911)

Mercy MS.....	911
Hancock Fire Department.....	482-1118
Hancock City Police	482-3102
Department of Campus Safety and Security	487-7307 or 370-7307

Reporting Crime or Emergencies

The DCSS must be promptly notified in all cases involving loss, crime, suspicious activity, personal injury, safety hazards, auto accidents, or fire occurring on the campus of Finlandia University. DCSS can be reached at 487-7307 (ext. 307 on-campus) or 370-7307.

In the interest of personal and community safety, victims or witnesses of such events have a duty to report them. All campus community members share responsibility for the maintenance of safety and security at Finlandia University.

The choice to prosecute an alleged offender generally rests with the victim of a crime. Crimes against the university will be acted upon by DCSS and prosecution and/or restitution shall be sought. To ensure safety, the DCSS must be notified of any potential threats or actions taken against or arranged by community members, such as a Personal Protection Order issued by a court prohibiting stalking, appearance at work/school, etc. If you have questions or concerns, contact the director of DCSS at 487-7307 (ext. 307 on-campus).

Finlandia University’s Department of Campus Safety and Security (DCSS) provides many services to the campus community. The DCSS office is located on the first floor of Finlandia Hall and is accessible from Summit Street. Security officers are on duty 24-hours, seven days a week, and may be contacted by calling ext. 307 from a campus phone, or 487-7307 or 370-7307 from a private/off campus phone. Office hours are 9:00 am - 5:00 pm, Monday – Friday for issuance of I.D.s, parking permits, checking-in overnight guests, or for obtaining general information. Emergencies should be reported at time of occurrence to the appropriate law enforcement agency and the DCSS.

IDENTIFICATION CARDS

All Finlandia University students must carry a valid student identification card, issued by DCSS, while on the university campus. Lost or stolen identification cards must be promptly reported to DCSS for replacement. The cost for a replacement I.D. is \$10.00. Students and their guests must present identification to Campus Security officers upon verbal or written request. Failure to comply shall result in disciplinary or other action against the student or guest, including removal and/or ban from campus.

PARKING

All vehicles parked in university parking lots must be registered with DCSS and must display a valid parking permit on the passenger side lower windshield. Students must present a valid state issued vehicle registration form to receive a parking permit. There is a \$5.00 charge for replacement permits and/or additional vehicle registrations. Commuter and resident parking maps are available through the DCSS office.

Students may not park in faculty/staff lots or spaces, fire lanes, building entrances, or on grassy areas. The parking lot to the west of Finlandia Hall will be reserved for upperclassmen resident overnight parking while the remaining area will be reserved for daily commuter parking. If the number of upperclassmen residents outnumbers the total amount of permits issued, a lottery drawing may take place. Residents who are not assigned to this parking lot will be required to park in the Upper Paavo Lot. The Upper Paavo Lot is the designated overnight parking lot. Residents are required to park overnight in this lot at all times. Students are prohibited from parking in handicapped designated spaces without a visible State of Michigan Handicap Permit. Vehicles found in violation shall be ticketed and/or towed at the owner's expense. In addition, overnight parking is not permitted on city streets, which includes all parking spaces in front of Finlandia Hall, from 12:00 a.m. - 7:00 a.m. Violators will be ticketed and/or towed at their own expense. DCSS enforces the parking policies of Finlandia University. Violators shall receive university issued tickets for applicable parking infractions. Violators who have accumulated three unpaid tickets will immediately forfeit their on-campus parking privileges, resulting in being ticketed and towed at the owner's expense. All tickets must be paid to the office of student accounts within seven days. Failure to comply will result in the loss of on-campus parking privileges and an administrative hold will be placed on all student records. If fines cannot be paid in the prescribed time period, students may contact the director of DCSS in advance to arrange later payment. Ticket appeals should be directed to the director of DCSS in writing within two days of the infraction. All university issued tickets must be paid in cash, check, or money order payable to Finlandia University at the office of student accounts during office hours, or mailed per instructions on the ticket.

Guests on campus must be registered by their host at the DCSS office. Requested guest information includes guest's name, address, phone number, vehicle make/model/year, license plate number and state of issue, and location where guest will be staying. Guest vehicles shall be parked in the Upper Paavo Lot and/or an area designated by DCSS.

Finlandia University is not responsible for theft or damage to vehicles parked on university property.

PROHIBITED CONTRABAND

In accordance with applicable state and federal laws, the possession, use, manufacture and/or distribution of illegal drugs and alcohol, and the possession or use of weapons is prohibited on the campus of Finlandia University. Violators will be subject to sanctions and/or prosecution at the discretion of the Director of Living and Learning and the Director of the Department of Campus Safety and Security. Please refer to the Student Code of Conduct for more complete information regarding alcohol, drugs, and weapons on campus.

Weapons Possession - Special Conditions

Residential students possessing a valid Michigan Hunting License shall contact DCSS if requesting to store on the campus of Finlandia University a rifle, shotgun, bow and arrows, sheath hunting knife, or other weapons used for sport hunting. At no time shall a student possess weapons in the residence hall or anywhere on-campus other than to transport to a hunting area. At no time shall students store ammunition or hunting weapons in the residence hall. Failure to store hunting related materials per DCSS guidelines will result in permanent confiscation and disposal of materials. Handguns shall not be stored at DCSS, nor are they permitted on-campus.

BOOKSTORE (487-7217)

437 Quincy Street

Hours: M-F 10am-6pm and Sat. 10-4

North Wind Books located at 437 Quincy Street is the official Finlandia University Campus Store. Textbooks, course supplies along with a full line of university apparel and gifts are available at NWB. Along with children's and adult books NWB also has specialty Finnish books and gift items.

Textbooks and Buyback

Books may be purchased with cash, check, credit cards or student accounts.

Textbooks can be viewed and purchased online (credit card only) at finlandia.bkstr.com. Textbooks will be held at NWB until student arrives on campus. The textbook return policy and return deadlines are posted online at finlandia.bkstr.com.

NWB operates a textbook buyback during the final week of each semester, days and hours are posted prior to event.

Student Accounts

Student Accounts must be set up with the Director of Student Accounts prior to students charging purchases to their accounts. Accounts are available for use with student ID one week prior to the first day of class.

To contact call NWB toll free at 888-285-8363 or email nwb@finlandia.edu.

Sites: Store: bookstore.finlandia.edu
Textbook: finlandia.bkstr.com
Facebook: facebook.com/NorthWindBooks
Instagram: [finlandia_bookstore](https://instagram.com/finlandia_bookstore)

Contact: Email: nwb@finlandia.edu
Phone: 906-487-7217 or 888-285-8363

FINLANDIA UNIVERSITY STUDENT CONDUCT & DISCIPLINARY PROCESS

Core Values of Student Conduct at Finlandia University

- ***Integrity***: Finlandia University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- ***Community***: Finlandia University students build and enhance their community.
- ***Social Justice***: Finlandia University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- ***Respect***: Finlandia University students show positive regard for each other, for property and for the community.
- ***Responsibility***: Finlandia University students are given and accept a high level of responsibility to self, to others and to the community.

Finlandia University students are responsible for knowing the information, policies and procedures outlined in this policy. Finlandia University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online <http://www.finlandia.edu/index.html> for the updated versions of all policies and procedures.

I. CORE VALUES AND BEHAVIORAL EXPECTATIONS

Finlandia University considers the behavior described in the following subsections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. Finlandia University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity: Finlandia University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- 1) Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
- 2) Academic Dishonesty. Acts of academic dishonesty as outlined in the Code of Academic Integrity in the Course Catalog;
- 3) Unauthorized Access. Unauthorized access to any Finlandia University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any university building or failing to timely report a lost Finlandia University identification card or key;
- 4) Collusion. Action or inaction with another or others to violate the Code of Student Conduct;
- 5) Trust. Violations of positions of trust within the community;
- 6) Election Tampering. Tampering with the election of any Finlandia University- recognized student organization (minor election code violations are addressed by the SGA);
- 7) Taking of Property. Intentional and unauthorized taking of Finlandia University property or the personal property of another, including goods, services and other valuables; This can include books, cell phones, laptops or computers, etc.
- 8) Stolen Property. Knowingly taking or maintaining possession of stolen property;

Community: Finlandia University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- 9) *Disruptive Behavior*. Substantial disruption of Finlandia University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-Finlandia University activities which occur on campus;
- 10) *Rioting*. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
- 11) *Unauthorized Entry*. Misuse of access privileges to Finlandia University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Finlandia University building;
- 12) *Trademark*. Unauthorized use (including misuse) of Finlandia University or organizational names and images;
- 13) *Damage and Destruction*. Intentional, reckless and/or unauthorized damage to or destruction of Finlandia University property or the personal property of another;
- 14) *I.T. and Acceptable Use*. Violation of the Finlandia University Computer, Internet, and E-mail Acceptable Use policy is prohibited. [see Appendix A]
- 15) *Gambling*. Gambling as prohibited by the laws of the State of Michigan. (Gambling may include raffles, lotteries, sports pools and online betting activities);
- 16) *Weapons*. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than 3 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on Finlandia University property. For students who wish to take advantage of the various hunting seasons during the academic year, Campus Security will store items such as guns (no pistols), bows, and larger hunting knives in a secured safe;
- 17) *Tobacco*. Finlandia University is a tobacco-free campus (*Policy Last Revised July 2013*)
Finlandia University is committed to providing a safe and healthy environment for all members of its campus community. In keeping with this philosophy, Finlandia University is smoke- and tobacco-free effective August 1, 2013. This policy applies to all faculty, staff, trustees, students, contractors, vendors, and visitors during and after campus hours, as well as at University-sponsored events.

The use of tobacco products is strictly prohibited within the boundaries of all University locations, including buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, operated, and/or licensed by the University. This policy applies to sidewalks located on the property, walkways, sports venues, and University-owned vehicles. Smoking will be permitted in personal vehicles parked in University parking lots. This exception to the general policy will be reevaluated periodically and, if necessary, revoked if it creates a notable increase of litter or becomes a general nuisance.

For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, electronic cigarettes, pipes, smokeless or spit tobacco, and snuff.

Any person observing a violation to this policy should contact Campus Safety and Security at (906) 487-7307 or the Campus Conduct Hotline by calling (866) 943-5787. Complaints will be investigated and actions taken to resolve the complaint as soon as possible. No person shall suffer any form of retaliation for raising a complaint in good-faith or asking questions about the policy.

As defined in the Clean Indoor Air Regulations, the Western U.P. Health Department may also investigate complaints and charge non-compliant employers of infractions punishable by a warning followed by progressive fines. The regulation also protects against retaliation towards employees filing a complaint.

- 18) Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:
 - a) Intentionally or recklessly causing a fire which damages Finlandia University or personal property or which causes injury.
 - b) Failure to evacuate a Finlandia University-controlled building during a fire alarm;
 - c) Improper use of Finlandia University fire safety equipment; or
 - d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Finlandia University property. Such action may result in a local fine in addition to University sanctions;

- 19) Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside Finlandia University buildings or residence halls. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may

be damaged by these activities; and individuals may be liable for damage to Finlandia University property caused by these activities.

***Social Justice:* Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:**

- 22) ***Discrimination.*** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the Finlandia University's educational program or activities.
- 23) ***Harassment.*** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.
 - a) ***Hostile Environment.*** Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the Finlandia University's educational or employment program or activities.
- 24) ***Retaliatory Discrimination or Harassment.*** Any intentional, adverse action taken by an responding individual or allied third party, absent legitimate non-discriminatory purposes, against a participant (or supporter of a participant) in a civil rights grievance proceeding or other protected activity under this Code.
- 25) ***Bystanding.***
 - a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
 - b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

- 26) Abuse of Conduct Process. Abuse or interference with, or failure to comply in, Finlandia University processes including conduct and academic integrity procedures including, but not limited to:
- a) Falsification, distortion, or misrepresentation of information;
 - b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct investigation;
 - e) Failure to comply with the sanction(s) imposed by the campus conduct system;
 - f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: Finlandia University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

- 27) Harm to Persons. Defined as intentionally or recklessly causing physical harm or endangering the health or safety of any person.
- 28) Threatening Behaviors:
- a) Threat - is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b) Intimidation - is defined as implied threats or acts that cause a reasonable fear of harm in another.
- 29) Bullying and Cyberbullying. Bullying and cyberbullying are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
- 30) Hazing. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy;

- 31) *Domestic Violence*. Defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, a person similarly situated under domestic or family violence law, anyone else protected under domestic or family violence law, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
- 32) *Dating Violence*. Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship
- 33) *Stalking*. Stalking is defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
- 34) *Sexual Misconduct*. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See the Equal Opportunity, Harassment and Nondiscrimination policy for further information);
- 35) *Public Exposure*. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: Finlandia University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

- 36) *Alcohol*. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the Finlandia University's Alcohol Policy;
- 37) *Drugs*. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the Finlandia University's Drug Policy;
- 38) *Prescription Medications*. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- 39) *Failure to Comply*. Failure to comply with the reasonable directives of Finlandia University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
- 40) *Financial Responsibilities*. Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a

worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

- 41) Arrest. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to a Student Conduct Officer within seventy-two (72) hours of release.
- 42) Other Policies. Violating other published Finlandia University policies or rules, including all Residence Hall policies;
- 43) Health and Safety. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
- 44) Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through the Finlandia University's conduct process.

II. THE CONDUCT PROCESS

This overview gives a general idea of how Finlandia University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Finlandia University rules.²

²In Title IX related issues, the "administrator" is any "responsible employee" as defined under Title IX and/or campus policy.

NOTICE. Once notice is received from any source (victim, 3rd party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

A. STEP 1: Preliminary Inquiry and/or Educational Conference

Finlandia University conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

- 1) A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);

- 2) A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures below);
- 3) A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- 1) A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- 2) A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
- 3) A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. The party bringing the complaint may request that the *Board of Student Conduct* (and the Chief Equity Coordinator/Title IX Coordinator, when appropriate) reopen the investigation. This decision shall be in the sole discretion of the *Board of Student Conduct* (and the Chief Equity Coordinator/Title IX Coordinator, when appropriate) and will only be granted for extraordinary cause.

If the University’s finding is that the responding student is in violation, and the responding student accepts this finding within three (3) days, the University considers this an “uncontested allegation.” The Student Conduct Officer conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.³

If student accepts the findings, but rejects the sanction, an appeal can be made to the Board of Student Conduct within 48 hours of the official finding. The sanction is then reviewed and finalized by the Board of Student Conduct. Once the appeal is decided, the process ends.

³In cases of minor misconduct, both steps in this paragraph can be accomplished in one meeting.

If the Student Conduct Officer conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

B. STEP 2: Formal Investigation

In a contested allegation, a formal investigation may then be commenced when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a thorough, impartial investigation will be conducted by a Student Conduct Officer(s) or designated investigator. A finding will be determined and is final except in cases that involve Title IX, dating violence, domestic violence or stalking, or other discrimination allegations [see the Equal Opportunity, Harassment and Non-discrimination policy]. If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described below.

C. STEP 3: Review and Finalize Sanction(s).

If the student is found in violation(s), sanctions will be determined and implemented by the Student Conduct Officer(s), with the oversight of the *Board of Student Conduct* (and the Chief Equity Coordinator/Title IX Coordinator), when applicable), who will review and finalize the sanctions, subject to the Finlandia University appeals process by any party to the complaint.

III. STUDENT CONDUCT AUTHORITY

A. Authority

The *Board of Student Conduct* is vested with the authority over student conduct by the President. The *Board of Student Conduct* is comprised of 5-7 members with representation from academics, student affairs, athletics, and administration. The purpose of the Board is to receive the investigative reports from the Student Conduct Officers, review findings and recommendations, and determine final sanctions. The *Board of Student Conduct* will deliver final decisions and related sanctions to the parties involved.

The *Student Conduct Office* is located in Student Affairs. The Office is charged with receiving complaints and determining the next course of action. If a complaint warrants an investigation, the Student Conduct Office will assign a team of investigators in accordance with the Student Conduct Policy and Disciplinary Process.

The *Board of Student Conduct*, in conjunction with the *Student Conduct Office*, appoints Student Conduct Officers who will oversee and manage investigations involving a breach of the Student Conduct Policy. The Student Conduct Officers are responsible for the investigation of an allegation of misconduct to determine if the complaint has merit. Findings and recom-

mendations resulting from an investigation are compiled in a formal written report and submitted to the *Board of Student Conduct*.

The *Board of Student Conduct* may appoint appeals panel designees, as deemed necessary, to efficiently and effectively supervise the student conduct process.

B. Gatekeeping

No complaint will be forwarded for a formal investigation unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a formal investigation.

C. Conflict Resolution Options

The Student Conduct Officers have discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no appeal. Any unsuccessful conflict resolution can be forwarded for formal procedures; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Student Conduct Officers may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.

D. Interpretation and Revision

The *Board of Student Conduct* will develop procedural rules for the administration of formal investigations that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The *Board of Student Conduct* may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Student Conduct Officers may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the *Board of Student Conduct*, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the *Board of Student Conduct* with a comprehensive revision process being conducted every 3 years.

IV. FORMAL CONDUCT PROCEDURES: FORMAL INVESTIGATIONS

A. Finlandia University as Convener

Finlandia University is the convener of every action under this code. Within that action, there are several roles. The responding student, also referred to as 'respondent', is the person who is alleged to have violated the Code. The party bringing the complaint, also referred to as 'complainant', may be a student, employee, visitor, or guest. There are witnesses, who may offer information regarding the allegation. The Student Conduct Officer(s) serve as the investigators and may conduct investigations as a team or individually. Their role is to fully and impartially investigate the allegations by collecting all forms of evidence. The Student Conduct Officer(s) have the authority to implement sanctions proportionate to the violation of the Code.

B. Notice of Alleged Violation

Any member of the Finlandia University community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code.

Notice may also be given to a Student Conduct Officer and/or to the Chief Equity/Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. Finlandia University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Student Conduct Officer(s) are responsible for the investigation of the alleged violation as described in the sub-section below.

C. Investigation⁴

The investigation serves as a hearing for the parties involved. Investigation is referenced in both steps A and B above, with detailed investigation procedures described in this sub-section. The Student Conduct Officer(s) will serve as investigator(s) for allegations under this Code. The Student Conduct Officer(s) will take the following steps, if not already completed by the Title IX Coordinator or designee:

- 1) Initiate any necessary remedial actions on behalf of the victim (if any)⁵;
- 2) Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a Finlandia University proxy or representative;

- 3) Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a) If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
 - b) Notify the victim of whether the University intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
 - c) Preliminary investigation usually takes between 1-7 business days to complete;

⁴ During the investigation, if any, both parties to a complaint related to sexual assault, dating violence, domestic violence and stalking may have an advisor of their choice pre- sent, however that advisor will not be allowed to participate in any meeting(s).

⁵ Remedial action includes steps taken to ensure the complainant feels safe including, but not limited to, changing the respondent's class schedule or living arrangements.

- 4) If indicated by the preliminary investigation, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b) A comprehensive investigation usually takes between one day and two weeks;
- 5) Meet with the party bringing the complaint to finalize the complaint's statement and meet with the responding student, who may be given notice of the interview prior to or at the time of the interview;
 - a) Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);

- 6) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses for both parties;
- 7) Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;
- 8) Obtain all documentary evidence and information that is available;
- 9) Obtain all physical evidence that is available;
- 10) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
- 11) Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- 12) Present the investigation report and findings to the responding student⁶, who may:
 - a) accept the findings,
 - b) accept the findings in part and reject them in part,
 - c) or may reject all findings;
- 13) Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

⁶In cases involving sexual assault, dating violence, domestic violence and stalking, both the respondent and the complainant will be given notice of the outcome of the investigation within the same 24-hour period.

D. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- 1) Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- 2) Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- 3) Were known or should have been known to the membership or its officers.

Formal Investigations of student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

E. Amnesty

1) For Victims

Finlandia University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2) For Those Who Offer Assistance

To encourage students to offer help and assistance to others, Finlandia University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Student Conduct Officers, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3) For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of Finlandia University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the *Board of Student Conduct* not to extend amnesty to the same person repeatedly.

4) Safe Harbor

Finlandia University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any Finlandia University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

F. Findings

The following options (1-2) describe how to proceed depending on whether the responding student is found responsible and whether the Responding Student accepts or rejects the findings and/or the sanctions either in whole or in part.

1) The Responding Student is Found “Not Responsible”

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the Board of Student Conduct, as applicable, review the investigation file to possibly re-open the investigation. The decision to re-open an investigation rests solely in the discretion of the Board of Student Conduct in these cases, and is granted only on the basis of extraordinary cause.

2) The Responding Student Accepts a Finding of “Responsible”...

a) The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

Should the responding student accept the finding that they violated Finlandia University policy, the Student Conduct Officer will recommend appropriate sanctions for the violation, having consulted with Board of Student Conduct, when appropriate. In cases involving discrimination, recommended sanctions by the Chief Equity/Title IX Coordinator will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the Finlandia University community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Student Conduct Officers and the process ends.

There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding student decide to reject the sanctions within that time period, option 2b, below, will apply. This outcome is not subject to appeal.

b) The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended.

If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, the responding student may formally appeal to the Board of Student Conduct. Procedures are detailed below.

G. Interim Action

Under the Code of Student Conduct, the Student Conduct Officer(s) may impose restrictions and/or separate a student from the community pending the investigation of the alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Finlandia University property and/or to prevent disruption of, or interference with, the normal operations of the Finlandia University.

Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the investigation of alleged violation(s) of the Code of Student Conduct. A student who receives an interim suspension may request a meeting with the *Board of Student Conduct* or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the investigation.

During an interim suspension, a student may be denied access to Finlandia University housing and/or Finlandia University campus/facilities/events. As determined appropriate by the Student Conduct Officer(s), in conjunction with the *Board of Student Conduct*, this restriction may include classes and/or all other Finlandia University activities or privileges for which the student might otherwise be eligible. At the discretion of the *Board of Student Conduct* and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

H. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct. Sanctions may increase in scope following multiple violations or when sanctions are not satisfied from a previous violation.

- 1) *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Finlandia University.
- 2) *Restitution*: Compensation for damage caused to Finlandia University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

- 3) Fines: Reasonable fines may be imposed when appropriate.
- 4) Community/Finlandia University Service Requirements: For a student or organization to complete a specific supervised University service.
- 5) Loss of Privileges: The student will be denied specified privileges for a designated period of time.
- 6) Confiscation of Prohibited Property: Items whose presence is in violation of University policy will be confiscated and will become the property of the Finlandia University. Prohibited items may be returned to the owner at the discretion of the Student Conduct Officers.
- 7) Behavioral Requirement: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- 8) Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 9) Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- 10) Finlandia University Housing Probation: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
- 11) Finlandia University Housing Suspension: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of the Coordinator of Residential Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to re-application for University housing, the student must gain permission from the Director of Academic Success and Student Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

- 12) *Finlandia University Housing Expulsion*: The student's privilege to live in, or visit, any Finlandia University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- 13) *Finlandia University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- 14) *Eligibility Restriction*: The student is deemed "not in good standing" with Finlandia University for a specified period of time. Specific limitations or exceptions may be granted by the *Board of Student Conduct* and terms of this conduct sanction may include, but are not:
 - 1) Ineligibility to hold any office in any student organization recognized by Finlandia University or hold an elected or appointed office at Finlandia University; or
 - 2) Ineligibility to represent the Finlandia University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing Finlandia University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- 15) *Finlandia University Suspension*: Separation from Finlandia University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension in the student's official file stored in the Registrar's Office.
- 16) *Finlandia University Expulsion*: Permanent separation from Finlandia University. The student is banned from University property and the student's presence at any Finlandia University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion in the student's official file stored in the Registrar's Office.

- 17) Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Board of Student Conduct.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- One or more of the sanctions listed above, specifically 1) through 9) and 14) through 16); and/or
- Deactivation, de-recognition, loss of all privileges (including status as a Finlandia University registered group/organization), for a specified period of time.

Additional sanctions can include:

- a) Warning: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Finlandia University.
- b) Restitution: Compensation for damage caused to Finlandia University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- c) Fines: Reasonable fines may be imposed when appropriate.
- d) Conduct Redress Plans (CRP's) - In place of Community Service in handbook Conduct Redress Plans (CRP's) are used to restore the community for student conduct violations. When a policy is violated, the Finlandia University community is affected. A Conduct Redress Plan may be used to restore the shared values and principles upon which our community is expected to abide by and uphold.
- e) Loss of Privileges: The student will be denied specified privileges for a designated period of time.

I. Parental Notification

Finlandia University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations.

Finlandia University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations.

Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

J. Notification of Outcomes

As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Finlandia University will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the University concludes that a violation was committed. Such release of information may only include the alleged student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where Finlandia University determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the University may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

K. Failure to Complete Conduct Sanctions

All students, as members of the Finlandia University community, are expected to comply with conduct sanctions within the timeframe specified by the Student Conduct Officers or Board of Student Conduct. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from Finlandia University and may be noted on, or with, the student’s official transcript at the end of the semester. In such situations, resident stu-

dents will be required to vacate Finlandia University housing within 24 hours of notification by a Student Conduct Officer, though this deadline may be extended upon application to, and at the discretion of, the Coordinator of Residential Life and/or the *Board of Student Conduct*. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the *Board of Student Conduct*.

L. Appeal Review Procedures

Any party may request an appeal of the decision/sanctions of the formal investigation process by filing a written request to the *Board of Student Conduct*, subject to the procedures outlined below. All sanctions imposed by Student Conduct Officer(s) remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUNDINGS FOR APPEALS REQUESTS

- 1) Both the complainant and the respondent have the right to request an appeal. Appeals requests are limited to the following grounds:
 - a) A procedural and/or substantive error occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.);
 - b) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.⁷ A summary of this new evidence and its potential impact must be included;⁸
 - c) The sanctions imposed are substantially outside the parameters or guidelines set by Finlandia University for this type of offense and/or the cumulative conduct record of the responding student.

⁷Failure to provide information during or participate in an investigation, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing.

⁸The Board of Student Conduct will consult with the Student Conduct Officer(s) who investigated the allegations to inquire as to whether the new evidence would, in their opinion, have substantially impacted the original finding or sanction.

- 2) Appeals must be filed in writing with the *Board of Student Conduct* within three (3) business days of the notice of the outcome to the formal investigation, barring exigent circumstances. Any exceptions are made at the discretion of the *Board of Student Conduct* and, when appropriate, the Chief Equity/Title IX Coordinator.

- 3) The *Board of Student Conduct* will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). A member of the *Board of Student Conduct* will also draft a response memorandum to the appeal request(s), based on the determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the *Board of Student Conduct*.
- 4) The *Board of Student Conduct* will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Student Conduct Officers and/or Title IX Coordinator on any procedural or substantive questions that arise.
- 5) If the appeal is not timely or substantively eligible, the original decision and sanction will stand and the decision is final. If the appeal has standing, the Board of Student Conduct determines the next course of action, typically within 3-5 business days. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The *Board of Student Conduct* in evaluating appeals must limit its review to the challenges presented.
- 6) On reconsideration, the *Board of Student Conduct* may affirm or change the decision and/or sanctions of the original formal investigation according to the permissible grounds. Procedural and/or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.
- 7) All decisions of the *Board of Student Conduct* are to be made within five (5) days of submission to the Board and are final.

OTHER GUIDELINES FOR APPEALS

- 1) All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- 2) Every opportunity to return the appeal to the original Student Conduct Officer for reconsideration (remand) should be pursued;
- 3) Appeals are not intended to be full re-investigations of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original investigation, and pertinent

documentation regarding the grounds for appeal; Witnesses may be called if necessary.

- 4) Appeals are not an opportunity for *Board of Student Conduct* members to substitute their judgment for that of the original Student Conduct Officer(s) merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original Student Conduct Officer(s), making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

M. Disciplinary Records

All conduct records are maintained by Finlandia University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

N. Approval and Implementation

This Code of Student Conduct was approved July, 2014, and implemented August, 2014.

This Code of Student Conduct was revised August, 2015.

APPENDIX B

COMPUTER, INTERNET, AND E-MAIL ACCEPTABLE USE POLICY

Finlandia University provides network computer access, access to the Internet, and e-mail services as tools to enhance educational opportunities, to foster professional development and to promote business efficiencies for the entire campus community. Use outside of these parameters could be considered unacceptable and users in violation may risk the loss of network, Internet and e-mail privileges and/or face other disciplinary action.

Finlandia University connects to the Internet via REMC1Net and MichNet (MERIT) and is subject to the acceptable use policies of those providers. The Finlandia University Information Technology staff has the ability to monitor and may monitor any activity on the networks or inspect any files at any time, including e-mail stored on the systems. **Privacy is NOT guaranteed.**

Examples of inappropriate conduct and use may include, but are not limited to:

- Submission, publishing or display of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
 - Transmission of material, information or software in violation of any local, state or federal law.
 - Malicious attempts to interfere with the use of the network by other users, including intentional misappropriation of files, data or passwords from other users.
 - Deliberate creation or dissemination of computer viruses.
- Use or create creation of routing patterns that are inconsistent with effective and shared use of the network, precluding or hampering use by other users (such as peer-to-peer networking programs used to illegally share copyrighted music or video files).

RESIDENTIAL LIFE 487-7276

The residence life staff is comprised of the Coordinator of Residential Life and six Resident Assistants. The philosophy of the residential life program is to create an environment that emphasizes learning in both academic and social settings, embraces diversity, and promotes community.

The Coordinator of Residential Life is responsible for community development, administration of the halls, and supervision of the paraprofessional residence life staff. The Coordinator of Residential Life is also involved in developing activities at the residence hall and resolving housing conflicts and concerns.

The Resident Assistants are students hired to assist in the development of a safe and positive community and to provide administrative and personal support to residential students. Resident Assistants are responsible for the development of floor and hall activities and are available to listen to student concerns and provide campus resource referrals to students with serious concerns.

Residential life staff provides opportunities for students to become active members in their community and get involved in activities such as floor socials, sporting events, , cultural presentations, discussions of current issues, and other programs of student interest. Students are encouraged to contact the residential life staff to arrange programs of interest.

HOUSING REQUIREMENTS

In its residence hall, Finlandia University seeks to provide a living environment that assists students in accomplishing their academic, vocational, and social goals. This objective is implemented by: professional and paraprofessional staff that are available to assist, mentor and/or advise students; the enforcement of Student Code regulations; and the promotion of educational, social, recreational, and leadership development programs. The university's requirements for on-campus residence are a part of the effort to ensure an optimum learning environment for students. Finlandia University requires that all students live in university residence halls while enrolled for classes except those students who have met the following criteria:

- 1.) have successfully completed (Grade C or better) 30 or more credit hours at an accredited higher education institution after high school graduation.
- 2.) are twenty-one years of age (21) or older on or before the last official day of the semester they are registered for;
- 3.) are residing with their parent(s), brother(s)/sister(s), or grandparent(s) within a 60 mile radius of campus.
- 4.) Are married and/or have joint of full physical custody or overnight visitation rights of a minor child(ren).
- 5.) have prior or concurrent military service.
- 6.) Are taking nine or fewer credit hours during the semester of enrollment
- 7.) Medical conditions which the university is unable to accommodate

APPLICATION PROCESS FOR REQUESTS TO RESIDE OFF CAMPUS

Students may submit a Request to Reside off Campus to the Coordinator of Residential Life. It should include the following:

1. A completed Request to Reside off Campus form, available by contacting the Coordinator of Residential Life at 487-7276;
- 2.. Documents as needed (ex. transcripts, signed letter from parents, etc)

The Coordinator of Residential Life will review the request and respond within ten (10) business days of the submission deadline.

Submitting a request does not guarantee that off-campus residency will be granted. If you have questions about housing requirements or the application process, contact the Coordinator of Residential Life at 487-7276.

ENFORCEMENT:

All students who do not qualify to live off campus according to the provisions stated above must reside in the university residence hall or present evidence that an exception to the policy has been granted. Failure to maintain the required residency may result in charges being assessed to the student's account. Enforcement of the housing regulation is the responsibility of the Coordinator of Residential Life

EMERGENCY EVACUATION PROCEDURE

When resident students hear their building's fire alarm, they are expected to:

- a) immediately exit the building, closing their room door;
- b) always assume an emergency, never a false alarm;
- c) use stairs, not elevators;
- d) if the door or handle is warm to the touch or smoke is in the hallway, stay in the room with the door closed, call 911, and attract attention at a window; and
- e) crawl on floor or stairs, where air is fresher, if smoke is encountered.

When resident students see smoke or fire, they are instructed to:

- a) pull the nearest building alarm,

- b) close their room door and safely exit the building,
- c) call 911,
- d) never attempt to fight or put out a fire, and
- e) tell fire authorities or police the location of fire or smoke.

HOUSING CONTRACT

A residential hall contract obligates a student to pay for room and board for the period stated in the terms of the contract. All resident students, regardless of age or class standing, are obligated by these contract terms and conditions for the duration of the contract unless authorized releases are obtained. (Note: Inquiries for release may be made through the Coordinator of Residential Life office.) This regulation applies to all students who enter into a contract for university housing. Only students currently enrolled at Finlandia University, and/or other persons who have received official housing assignments, may live in university residential halls.

KEYS

Residential hall students are issued a room key, mailbox key, and exterior door key upon check-in to the residence hall. In accepting these keys, the student agrees not to lend them to others, not to duplicate them, and to maintain possession and control of them at all times. All lost or stolen keys must be reported to Department of Campus Safety and Security (DCSS) within 24-hours, and replacement keys must be purchased. The fee for replacement keys are as follows:

Interior: \$75.00 Mailbox: \$25.00 Exterior: \$150.00

These fees are applied to the replacement of locks and keys. Students must pay for lost keys at the office of student accounts, and are required to show a receipt prior to being issued new keys by the DCSS.

LAUNDRY

Laundry facilities are available in the residential hall for a fee. Students provide their own laundry detergent, bleach, and fabric softener. During check-in, all resident students will receive a blank laundry card from the Coordinator of Residential Life, which is used to operate the machines. Students may purchase \$5.00, \$10.00 or \$20.00 dollar amounts on the cards for use in the automated laundry. Students are charged \$5.00 for a replacement card, or if they fail to turn in their card during check-out. Please contact the Coordinator of Residential Life with maintenance concerns regarding the laundry facility.

LOFT POLICY

Lofts can be a great addition to any room and offer a personal touch that can make a room feel more like home. However, there are several important things to keep in mind in the construction and installation of a loft.

1. Safety first. More important than design, appearance, and practicality, a loft must be safe. There must be adequate support built into the loft itself so it can be safely used without support from walls or other furniture.
2. Lofts must fit into the existing structure of a room. Residents may not build extra walls, partitions, etc., in their rooms; lofts must conform to the existing design.

3. Finished lumber (i.e., sanded and varnished) is the only material residents may use to construct lofts; rough (un-sanded) and/or unfinished (unvarnished) wood may not be used, nor may any other materials, such as metals or plastics.
4. A loft design must conform to the following standards:
 - a) All parts must be at least 18 inches away from any lighting or heating fixtures.
 - b) Lofts must be at least 6 inches away from walls.
 - c) Windows and doors must remain free from obstructions.
 - d) Each loft must have built-in means to access the loft. Furniture may not be used as a means to access lofts.
 - e) The only bed frames that may be used in lofts are those supplied by Finlandia University; waterbeds or other beds may not be incorporated into a loft.
 - f) Lofts may not be wired for electricity. No outlets or electrical appliances may be installed as part of a loft.
 - g) A loft may not cause any amount of damage to a room. Holes in the walls, floor or ceiling, scratches on any surface, damage to furniture, or any other damage will be assessed and billed to the account of the loft owner.
5. No tools will be loaned by university maintenance for the construction or removal of a loft. If it is necessary for maintenance to remove a loft any time during or after the school year, a fine will be assessed and billed to the account of the loftowner.
6. No furniture may be removed from residential rooms for storage in a storage room or another resident's room.
7. Members of the Residential Life and/or Department of Campus Safety and Security must approve the safety of the loft once it has been constructed.

MISSING STUDENT POLICY

Scope: This policy applies to students who reside in campus housing.

Purpose: The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act. For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than the Department of Campus Safety and Security, the employee receiving the report will ensure that the Department of Campus Safety is contacted immediately.

Procedure: Procedures for the designation of emergency contact information

- 1) Students age 18 and above and emancipated minors

Students will be given the opportunity during each yearly registration process to designate an individual or individuals to be contacted by the college "in case of emergency". In the event a student is reported missing, college personnel will attempt to contact his/her emergency designee no more than 24 hours after the time

that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.

2) Students under the age of 18

In the event that a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification Procedures for Missing Persons

- a) Any individual on campus who has information that a residential student may be a missing person must notify the Department of Campus Safety and Security as soon as possible.

Note: In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Department of Campus Safety and Security will assist outside agencies with these investigations as requested.

- b) The Department of Campus Safety and Security will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- c) If the above actions are unsuccessful in locating the student within 4 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Department of Campus Safety and Security will contact the Hancock Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- d) No later than 24 hours after determining that a residential student is missing, the Director of Academic Success and Student Life or designee will notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

ROOM DAMAGES

Room condition forms, which assess the condition of residential hall rooms, are to be completed and submitted to a Resident Assistant within 24 hours of student occupation. Failure to complete a room condition form within 24 hours will lead to charges for all damage in the room. At any time when a student vacates a residence hall room, the Residential Life staff will inspect the room for any damages that may have occurred. Students are not permitted to paint, panel, shingle, use contact paper, or in any way change the appearance of their room without written permission from the residential Life Coordinator. Failure to check out properly may result in a \$50.00 fine in addition to accumulated room fines.

ROOM ENTRY POLICY

The rights of students to be secure in their residence hall rooms against unreasonable

entry, searches, and seizures are assured. Entry, search, and seizure by civil officers are governed by the civil law.

University officials may enter a student's room only when:

1. Maintenance requested by the occupant(s) or university personnel is being performed.
2. Routine inspection of rooms for safety, health, and general upkeep purposes or if maintenance is performed. Institutional-initiated inspections are generally preceded by at least 24 hours written or posted notice to occupant(s).
3. There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
4. The entry occurs during announced break times.
5. Reasonable suspicion exists that a university policy is being violated.
6. Turning off an alarm, loud stereo/music, or loud TV is necessary when residents are not present.
7. There is a search warrant being carried out by a member of law enforcement. These agencies include, but are not limited to, local police departments and/or county sheriff, and the Michigan State Police.

It is a reasonable and lawful request for staff to ask residents to open doors in any situation. Failure to comply with the request is a policy violation, and you will be subject to disciplinary action.

TELEPHONE SERVICE

Resident students are responsible for obtaining their own telephone service and must provide their own telephone. Telephone service is contracted through AT&T. Contact AT&T at 800-288-2020. Telephone bills, including charges that may arise due to subsequent room changes, are the responsibility of the individual resident. Finlandia University is not responsible for any telephone charges incurred by students. As an alternative, students may purchase cellular service.

CABLE TELEVISION SERVICES

Resident students must provide their own televisions and are responsible for obtaining desired cable services. Cable service is contracted through Charter Communications.

Contact Charter Communications at 1-800-545-0994. Cable bills, including charges that may arise due to subsequent room changes, are the responsibility of the individual resident. Finlandia University is not responsible for any cable charges incurred by students.

ELECTRICAL EQUIPMENT AND APPLIANCES

Television sets, stereos, and computers are permitted in residence hall rooms, providing all occupants of the room agree. Both the permitted appliance and any cord used in connection with it must have Underwriter's Laboratories (UL) approval. Cords must have surge protection and be 14-gauge. Sun lamps, clamp-on bed lamps, electrical heaters, open-element popcorn poppers and toasters, hot plates, toaster ovens, hazardous electrical appliances, and appliances in need of electrical repair are specifically prohibited. Clothing irons are permitted in residence hall rooms, but residents are strongly urged to use caution when using them. Regular-size refrigerators are prohibit-

ed. Students may use small dorm-size refrigerators. Self-contained heating elements such as microwaves, six-cup hot pots, coffee makers, popcorn poppers, and rice cookers that are self-contained units are acceptable appliances.

EXTENDED STAY POLICY

During the academic year, Finlandia University closes its campus and the residence hall for holiday observances and certain breaks:

HOLIDAYS/BREAKS WHEN THE UNIVERSITY IS CLOSED

Thanksgiving	November 22-26 Wednesday – Sunday	Residence Hall remains open to students
Christmas	December 17, Sunday	Residence Hall closes at noon
	January 6, Saturday	Residence hall opens for incoming students
	January 7, Sunday	Residence hall opens for returning students
Spring Break	March 3, Saturday	Residence hall closes at noon
	March 11, Sunday	Residence hall opens at 9:00 a.m.

During these times, there are no classes or food service, and with the exception of Thanksgiving Vacation, the residence hall is officially closed. All resident students should plan to either return home or secure alternative housing and food services. In extraordinary circumstances, housing can be provided for students unable to return home or unable to find alternative housing. In order to stay on campus over breaks, resident students must obtain permission from the Coordinator of Residential Life.

This procedure should also be observed by those students planning to return to campus before the hall officially opens. Students staying on campus over breaks are subject to the same policies and regulations that are in effect while classes are in session. There is a charge of \$20.00 per night to stay on campus during the break times.

Students who meet one of the following criteria are allowed to stay in their room on campus at no charge to them during breaks:

- a.) The student lives 500 miles or more from campus. (The applies only during Spring Break)
- b.) The student is required to stay for academic reasons (verified by the professor).

- c.) The student is required to stay for a Finlandia University- sponsored event, such as the Alternative Spring break (verified by faculty/staff member).
- d.) The student is required to stay for athletics (verified by the Athletic Department).
- e.) The student is required to work ON campus (verified by the campus employer).

Students who do not meet the above criteria are still allowed to sign up for break housing. Those students will be charged the daily rate of \$20 per night. Students must sign up with the Coordinator of Residential life to stay in Finlandia Hall during any University breaks.

Residence Life Administrative Policies

Alleged violations of residential life policies shall be adjudicated administratively by the Coordinator of Residential Life and/or designee.

1.4.1 ANTENNAS AND CABLES

Outside antennas of any kind attached to the residence hall are prohibited. Students are advised that splicing into or connecting with university and/or privately owned cables and antennas is prohibited by law and may result in arrest and/or restitution for damages.

1.4.2 BABYSITTING

Students are not permitted to babysit in the Residence Hall.

1.4.3 CREDIT HOURS REQUIRED TO LIVE IN RESIDENCE HALL

To be eligible to live in the residence hall a person must be a registered, credit-bearing student at Finlandia University.

1.4.4 DANGEROUS MATERIALS AND OPEN FLAME

- 1 No student shall possess, store, mix, or experiment with any chemical or explosive materials including, but not limited to, gunpowder, gasoline, or fireworks. This regulation shall not apply to instructor supervised learning activities.
- 2 No student shall use or create an open flame, or live or glowing embers including, but not limited to, candles, incense, or charcoal in any university buildings. This regulation shall not apply to instructor supervised learning activities.
- 3 No student shall possess, explode, or cause to explode any type of fireworks in any building or on any property owned or controlled by the University. Fireworks shall be confiscated and disposed of by the Department of Campus Safety and Security.

1.4.5 DISPLAYS [INAPPROPRIATE]

- 1 Displays of inappropriate materials (e.g. advertisements and/or posters depicting alcohol, drugs, pornography, obscene language, etc.) on room doors, windows, and in hallway areas are prohibited. Students are not permitted to hang materials on room walls with duct tape.
- 2 Students are not permitted to write or graffiti on doors/walls in residence hall rooms or hallways with any sort of permanent or washable marker, pen, paint, or pencil.

1.4.6 FRAUDULENT RECEIPT OF GOODS, SERVICES AND/OR USE OF FACILITIES

- 1 No person shall stay overnight or permit or assist another person in staying overnight in a residence hall room without the approval of the Coordinator of Residential Life or designee.
- 2 Students who wish to stay on campus when classes are not in session are required to register with the Coordinator of Residential Life and/or designee.
- 3 No student shall receive, or aid another person in receiving, food from the resident hall food service area without a valid Finlandia University ID or paid mealticket.
- 4 No person(s) shall use the laundry facilities on campus without a valid room and board contract unless otherwise authorized by the Coordinator of Residential Life.

1.4.7 MOVEMENT OF FURNISHINGS

No student shall move any university equipment or furnishings from room to room, or from common rooms, lounges, or lobbies in any university-owned building. Only free standing or unaffixed furniture may be rearranged within residence hall rooms.

1.4.8 OPEN FLAME

Students are prohibited from cooking in residence hall rooms, with the exception of appliances with a self-contained heating element such as microwaves and rice cookers.

1.4.9 PETS

- 1 fish in no more than a 10-gallon tank are permitted in residence hall rooms only.
- 2 Pets of any other kind are prohibited in the residence hall and other campus buildings. Any pets found in the residence hall or any other campus building shall be taken to the Copper Country Humane Society. Designated leader dogs are the only exception to this rule.

1.4.10 QUIET HOURS

No student shall shout or in any other way create sounds in or around residence hall areas that may be disturbing to students who are studying or sleeping at any time. A student's right to study and sleep always precedes another student's right to socialize. Minimum quiet hours are from 11:00 pm to 9:00 am, 7 days a week. During the hours not designated as quiet hours, students shall comply with reasonable requests from faculty, staff, or other students to lower noise levels to an acceptable level.

1.4.11 ROOM CHANGES

Residence hall room changes are prohibited unless the Coordinator of Residential Life has granted authorization. Students must meet with the Coordinator of Residential Life to discuss the situation and to request a room change authorization form. The room change authorization form must be completed with the Coordinator of Residential Life prior to the changing of a room..

1.4.12 ROOM CLEANLINESS

Refer: Room Entry/Search Policy- Department of Campus Safety and Security.

Students are required to keep their residence hall rooms clean and orderly. To insure the health and safety of residents, residence life staff will conduct routine health and safety inspections. A 24-hour notice will be given before inspections occur.

1.4.13 ROOM CONSOLIDATION

1 Students living in the residence hall who are paying a double or triple room rate are required to have a roommate if one is available. If a student does not have a roommate, it is the student's responsibility to: (1) move to another room to fill a vacancy of like circumstances; (2) have another student in like circumstances move in to fill the vacancy; or (3) elect to retain current room as a single, if space permits, and pay a single room rate. A current list of available rooms is available in the office of Residential Life.

2 DE tripling of a room

If there is no longer the need for tripled rooms, students are detripled in order of the earliest housing application date. As space becomes available, students are informed that a space is available via their Finlandia email address. The tripled group can then decide which student will be moving into the new vacancy, or they may all remain in the triple if they choose to. Room and board fees will increase to the double occupancy rate for the reassigned student and for the remaining two students from the original triple.

1.4.14 VISITATION

Visitors

- 1 No visitors are permitted to enter Finlandia Hall between the hours of 11 p.m.-6 a.m.
- 2 All visitors must leave Finlandia Hall prior to midnight on Sunday – Thursday nights and 2:00 am. on Friday and Saturday nights.
- 3 No student shall host a visitor under the age of 18, with the exception of immediate family members. Approval for other visitors under the age of 18 shall be granted at the discretion of the Residential Life Coordinator. Underage violators shall be banned from campus indefinitely.
- 4 Students at Finlandia University are responsible for their guests' compliance with

university rules and regulations. Students may be charged through the university disciplinary process for violations of the Student Code by their guests.

Overnight Guests

- 1 All residents must register their overnight visitor(s) with Department of Campus Safety and Security prior to 11:00 p.m. on the date of stay.
 - a. No overnight guests will be permitted during the week of check-in/orientation, school breaks, the week of finals/Graduation, or during the summer semester.
 - b. A resident may host a maximum of one overnight guest at any time..
 - c. Prior to hosting a guest, a resident must get approval to host that guest from their roommate.
 - d. No overnight guest shall remain in Finlandia Hall for longer than 48 hours from time of check-in without approval from the Coordinator of Residential Life and/or the Director of Campus Safety and Security.
 - e. The maximum number of nights any non-resident may stay in Finlandia Hall is 12 nights per semester. This is inclusive of all stays in Finlandia Hall, not as a guest of one resident. Example: If a non-resident stays two nights as the guest of one resident then stays two nights as a guest of a different resident both stays count toward the semester total.
- 2 All registered overnight guests will be issued a 'overnight guest pass' that they must keep on their persons at all times. Visitors must present the pass if and when requested by any Finlandia Hall support staff. This pass must be issued prior to 11 p.m. the night of stay by a security officer only.
- 3 Overnight Guests must present identification to campus security officers upon verbal or written request. Failure to comply shall result in removal and/or ban from campus.
- 4 No resident or non-resident student shall enter or remain in the room of another student without the permission of the student(s) residing in the room.
- 5 Residents who allow any non-resident guest to violate either the overnight guest policy or any Finlandia University code of conduct policy could face removal of visitation rights or be suspended or dismissed from Finlandia Hall. Residents will go through the disciplinary process as outlined on page of the Student Handbook.

1.4.15 WINDOWS

All windows in the Finlandia residence hall shall remain closed during the winter months (November - March). If damage occurs to the window or the room due to an open window, each resident of the room will have their student account charged.

1.4.16 Community Damage

Destruction of community areas is prohibited. Students who are found responsible for the destruction of these areas will be charged accordingly. If a specific individual or group cannot be identified as the cause of physical damage to a community area, the assessments may be made against all individuals living in or near the area in question.

Community areas are areas where all residents have access. This includes Stairwells, lounges, laundry rooms, computer labs and elevators.

1.4.17 Marijuana Policy

The use of marijuana on Finlandia University's campus is strictly prohibited. Marijuana odor from a Finlandia Hall residential room will constitute as use. Preponderance of evidence will be used so odor alone may constitute sanctioning.

1.4.18 Alcohol Policy

Finlandia University is a dry campus. The residence hall is no exception. Any student found with alcohol or empty alcohol containers in their possession or in their room may be sanctioned.

APPENDIX 1

POLICY REGARDING THE USE OF DRUGS AND ALCOHOL BY STUDENTS

The university's policy is to conform to all applicable laws (Michigan Health and Safety Code) and follows the current stance of the medical and mental health professions regarding the use of psychoactive substances including stimulants, depressants, narcotics, inhalants, hallucinogens and marijuana. The use of marijuana on Finlandia University's campus is strictly prohibited. Marijuana odor from a Finlandia Hall residential room will constitute as use. Preponderance of evidence will be used so odor alone may constitute sanctioning.

The University expects all students and student groups to comply with all local, state, and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state, and local ordinances and university regulations.

Student involvement in underage consumption of alcohol, or the manufacture, use, possession, distribution or sale of illegal drugs (including the improper use of prescription drugs) is a matter of concern to the university and will subject a student so involved in disciplinary action by the university. Dependent upon the nature of the violation, assessing university sanctions may include educational intervention, fines, mandated community reparations, suspension, or expulsion aside from or in addition to prosecution under applicable state and federal laws. University action may be taken whether or not independent action is taken by civil authorities.

HEALTH RISKS ASSOCIATED WITH THE USE, MISUSE, OR ABUSE OF ALCOHOL AND DRUGS

The use, misuse, or abuse of alcohol and other drugs is detrimental to the health of the

user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs, including alcohol, impede the learning process and can cause disruption for other students and disturb academic activities. The use of alcohol and drugs in the work place may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to self or others. Early identification and treatment of alcohol and drug abuse is in the best interest of both the user and the university. The following is a partial list of drugs and the consequences of their use, misuse or abuse.

ALCOHOL

Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech, and vision. In large amounts, it can affect respiration and heart rate. Chronic alcohol abuse can lead to alcoholism, malnutrition, and cirrhosis of the liver. Alcohol abuse by pregnant women can cause fetal alcohol syndrome, the third leading cause of birth defects in the United States. Alcohol, in combination with other drugs, can be fatal. Traffic accidents involving drunk drivers, cirrhosis of the liver, other accidents involving alcohol, homicides where alcohol was consumed by a principal, alcohol-related suicides, and alcohol/drug combination overdoses cause over 250,000 deaths each year nationwide.

MARIJUANA

Marijuana is harmful to the health and impairs the short-term memory and comprehension of the user. Marijuana alters a person's sense of time and reduces the ability to perform tasks requiring concentration and coordination. It increases the heart rate and appetite. Motivation and cognition can be altered, making the acquisition and retention of new information difficult. Unlike alcohol, which is absorbed at the rate of one drink per hour, marijuana takes between five and eight days for half of the THC content (the main psychoactive ingredient in marijuana) of a single marijuana cigarette to be eliminated completely. One of the physical dangers of smoking marijuana is damage to the lungs. Marijuana has up to 50% more cancer-causing tars than tobacco. Because people who smoke marijuana usually hold it in their lungs as long as possible, the damage from the smoke is greatly increased. Marijuana may also cause a decrease in the production of the primary sex hormone, testosterone. It can also reduce the amount of sperm produced, but cannot be relied upon as a form of birth control. In women, heavy marijuana use can cause disruptions in the menstrual cycle.

SYNTHETIC MARIJUANA (SPICE/K2)

This is a fairly new drug. Studies and research into its use are limited. Initial reports and studies suggest that synthetic marijuana can cause acute psychosis, and may trigger a chronic psychotic disorder in someone who has a family history of mental illness. Other side effects reported are vomiting and agitation.

AMPHETAMINES (SPEED, UPPERS)

Amphetamines stimulate the central nervous system, increasing heart rate and blood pressure which can result in a stroke or heart failure. Deaths from heart failure have occurred among athletes who use amphetamines to increase energy, alertness, and endurance. Symptoms of amphetamine abuse include dizziness, sleeplessness and anxiety. Amphetamine use can also lead to psychosis, hallucinations, and paranoia. Over-

doses may be followed by chills, collapse, and loss of consciousness. Prolonged use of amphetamines to counter fatigue is a form of psychological dependence.

SEDATIVES (BENZODIAZEPINES)

Common sedatives are Valium, Xanax, and Ativan, often prescribed for anxiety, insomnia, or agitation. When used as prescribed, these medications are generally safe and effective for short-term use. However, dependence can occur with long-term use, with the possibility of withdrawal symptoms when discontinued. Common side-effects of benzodiazepines include, feeling drowsy or sleepy, dizziness, inability to concentrate, and lack of coordination. Abuse can intensify these effects and overdose can cause deep unconsciousness. Damage to the liver is also a potential risk in long-term use or misuse.

COCAINE/CRACK

Cocaine and crack stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency. Symptoms of cocaine or crack use include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia, and seizures. Repeated users of cocaine can also experience restlessness, extreme excitability, and anxiety. Chronic users suffer loss of appetite and weight, dehydration, constipation, rapid tooth decay, and difficulty urinating. Death can also be the result of cocaine or crack use. People who inject cocaine intravenously are at increased risk of overdose and infection, including AIDS from the use of non-sterile needles. A real danger for all cocaine users is that it can quickly produce both physical and psychological addiction. Cocaine may be the most powerful of all illicit drugs in producing psychological dependency.

Crack is the name for free-base cocaine that has been processed into crystals. Because crack is smoked, the effects of the drug are immediate and intense. The immediate effect of crack may dramatically and dangerously increase blood pressure and heart rate. Crack users may develop a chronic sore throat and hoarseness; lung damage can result from continuous use. An acute overdose could result in a heart attack or respiratory arrest.

HEROIN

Heroin is a derivative of morphine. It is two-to-three times more potent as an analgesic pain reliever than morphine. Users of heroin experience euphoria and elevated sensory stimulation. Physical dependence is believed to develop very quickly. Health risks of heroin use include malnutrition caused by the drug's repression of hunger. The use of non-sterile needles to inject the drug can spread diseases such as AIDS. Heroin use can lead to overdose and possible death.

HALLUCINOGENS (PCP, LSD, ECSTASY)

Use of these drugs cause hallucinations (to see or hear things that aren't there). Hallucinogens interrupt the brain messages that control the intellect and instincts. Use of these drugs causes a distortion of reality that may cause individuals to ignore dangerous situations. Use of some hallucinogens may cause sudden bizarre changes in behavior that could include violent acts toward others, "rebound" effects such as loss of concentration and memory, or behavioral problems, even when the dose has worn off. Large doses can produce convulsions, coma, and heart and lung failure. Chronic users

complain of persistent memory and speech difficulties for up to a year after use. Because these drugs stop the brain's pain sensors, hallucinogenic drug experiences may result in severe self-inflicted or other types of injuries.

ROHYPNOL

Rohypnol, a brand name for flunitrazepam, is generally in the form of white tablets and taken orally. Rohypnol is odorless and tasteless. It is known as the "date rape drug" because, when dropped into a drink, it causes blackouts which can lead to a potential rape situation. Only 10 minutes after ingesting Rohypnol, a person may begin to feel dizzy, disoriented, to hot and too cold, and nauseated. He/she then may have a difficult time speaking, followed by passing out. Sedation occurs 20-30 minutes after administration. A 2-mg tablet lasts approximately 8 hours. The person has no recollection of the events that occur while under Rohypnol's influence.

Other names for Rohypnol are roofies, rophies, ropies, ruffies, roche, la rocha, roachies, rope, R2, Mexican Valium, rib, roofenol, and robe.

Rohypnol is ten times stronger than Valium. Immediate effects include blackouts, amnesia, muscle relaxation, decrease in psychomotor performance, drowsiness, dizziness, disorientation, nausea, loss of inhibition, sense of fearlessness, and aggressiveness.

ALCOHOL ENERGY DRINKS

Alcohol energy drinks were banned in Michigan in 2010. Alcohol is a depressant, while caffeine is a stimulant. Combining the two causes the user to feel less impaired than he or she really is, and therefore more likely to feel sober enough to drive or continue to drink, raising the blood alcohol content to dangerous levels.

"BATH SALTS"

"Bath Salts," also known as "Ocean Snow," "Vanilla Sky," "White Lightning," and other names is a synthetic powder that contains amphetamines. "Bath Salts" can be taken orally, by inhalation, or by injection. These present a high abuse and addiction liability. In 2011, "bath salts" have been linked to a large number of ER visits after users experienced symptoms of chest pain, high blood pressure, increased heart rate, agitation, hallucinations, extreme paranoia, and delusions.

PRESCRIPTION DRUG ABUSE

If you take a prescription drug that is not your own, other than prescribed, or to increase a feeling it causes, it is considered abuse. The risks most associated with prescription drug abuse are addiction and overdose. All prescription drugs have potential side effects, and there may be serious consequences when mixed with other drugs or taken when you have certain medical conditions.

The university provides counseling and referral services for students and faculty concerned about alcohol and drug abuse. A variety of community and county resources are also available to assist individuals who need help. Additional information and confidential assistance may be obtained by calling the Director of Living and Learning at 487-7273.

TREATMENT FACILITIES

ASSESSMENT & REFERRAL SERVICE

Western U.P. Substance Abuse Service
Coordinating Agency & Assessment Service
902 W. Sharon Ave.
Houghton, MI 49931
906-482-7473
<http://www.wupsasca.org/agency.index.html>

WUPSASCA is a private, non-profit, non-stock corporation designated to coordinate the delivery of comprehensive substance abuse prevention, treatment, and rehabilitation services, primarily through a contractual format with a network of service providers.

INPATIENT & OUTPATIENT TREATMENT

Phoenix House Office
57467 Waterworks Street
Calumet, MI 49913
906-337-0763
info@phoenixhouse.com
www.phoenixhouse.com

Great Lakes Recovery, Inc.
Marquette, MI 49855
1-888-457-2732
<http://www.greatlakesrecovery.org/>

LOCAL COUNSELING SERVICES

NorthStar EAP
200 Michigan Street, Suite 302 (Jutila Center)
Hancock, MI 49931
906-225-3145
<http://www.northstareap.com>

Copper Country Community Mental Health
901 West Memorial Drive
Houghton, MI 49931
Access Screening: 1-888-906-9060

Copper Island Behavioral Health
Thomas Collins, LMSW, LPC, CAAC
810 West Quincy St.
Hancock, MI 49930
906-482-9440

Dial Help, Inc. (counseling, driver's license restoration assessments, alcohol highway safety)
609 Shelden Ave.
Houghton, MI 49931
906-482-9077
<http://www.dialhelp.org>

Indigo Creek Counseling Center
Kim Menzel, LMSW, ACSW
200 Michigan Street, Suite 606 (Jutilla Center)
Hancock, MI 49930
906-281-4852

North Coast Counseling Services
300 Dunstan St.
Hancock, MI 49930
906-523-5580
www.northcoastcounselingservices.com

Portage Psychological Services
301 W. Lakeshore Ave.
Houghton, MI 49931
906-281-3459

Psychology Associates
Susan Donnelly, PhD, LP & Robert Sharkey, PhD, LP
56730 Calumet Ave.
Calumet, MI 49913
906-337-6839

SPECIALTY COUNSELING

Barbara Kettle Gundlach Shelter Home
Free shelter and/or counseling for abused women
P.O. Box 8
Calumet, MI 49913
906-337-5623

Rev. Kathryn Salmi, LPC, Christian Counseling
100 W. Quincy St.
Hancock, MI 49930
906-482-2231

SUPPORT GROUPS

Alcoholics Anonymous
906-482-7778
Smart Recovery
906-337-2310

APPENDIX 2

PROMOTION OF DIVERSITY

At Finlandia University, we believe it is our duty to provide a more inclusive learning and working environment in order to facilitate the success of all our students, faculty, staff and statewide community in a diverse and competitive global society. Finlandia University affirms the dignity and worth of all people and cultures by preparing our students to graduate with the skills they need to thrive as global citizens. Our commitment to these principles is a necessary function of our campus community and underscores the importance of building an institution that promotes inclusive excellence and is welcoming to all.

Finlandia University will not discriminate against any individual on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following people have been designated to handle inquiries regarding discrimination and harassment:

Karin Van Dyke
VP University Relations
Chief Equity Coordinator/Title IX Coordinator
Jutila Center, Room 318

906-487-7344

karin.vandyke@finlandia.edu

Erin Barnett

Director of Academic Success and Student Life

Director Disability Student Services

Deputy Equity Coordinator

Mannerheim Hall, Room 114

906-487-7324

erin.barnett@finlandia.edu

Dr. Fredi de Yampert

VP Academic and Student Affairs (VPASA)

Deputy Equity Coordinator

Mannerheim Hall, Room 150

906-487-7301

Fredi.deyampert@finlandia.edu

APPENDIX 3

Equal Opportunity, Harassment and Nondiscrimination

(most current version of the non-discrimination, discriminatory and/or sexual harassment policy can be found on the university website

<http://www.finlandia.edu/human-resources.html>)

POLICY AND PROCEDURES:

Equal Opportunity, Harassment and Nondiscrimination

At Finlandia University, we believe it is our duty to provide a more inclusive learning and working environment in order to facilitate the success of all our students, faculty, staff and statewide community in a diverse and competitive global society. Finlandia University affirms the dignity and worth of all people and cultures by preparing our students to graduate with the skills they need to thrive as global citizens. Our commitment to these principles is a necessary function of our campus community and underscores the importance of building an institution that promotes inclusive excellence and is welcoming to all.

Finlandia University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the University's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. Finlandia University reserves the right to act on incidents occurring on-campus. The University also reserves the right to act on incidents occurring off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of Finlandia University.

The Director of Institutional Equity and Diversity serves as the Chief Equity Coordinator and oversees implementation of Finlandia University's Affirmative Action and Equal Opportunity plan and the University's policy on equal opportunity, harassment and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Chief Equity Coordinator or Deputy Equity Coordinators promptly, but there is no time limitation on the filing of complaints. Note, however, that the institution's response may be more limited if the accused individual was a guest or is no longer subject to the University's jurisdiction. Reporting is addressed more specifically in Section 8: *Confidentiality and Reporting of Offenses Under This Policy*, below.

This policy applies to behaviors that take place on the campus, at Finlandia University-sponsored events and may also apply off-campus and to actions online when the Chief Equity Coordinator determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include, but is not limited to:

- a) Any action that constitutes criminal offense as defined by federal or state or local law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the Finlandia University is located;
- b) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the University.
- e) Any online postings or other electronic communication, including cyberbullying, cyberstalking, cyber-harassment, etc. occurring completely outside of university control (e.g. not on Finlandia University networks, websites or between Finlandia University email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption.

Inquiries about this policy and procedure may be made internally to:

Karin Van Dyke
VP University Relations
Chief Equity Coordinator/Title IX Coordinator
ADA-504 Coordinator
Jutila Center, Room 318
487-7344

Erin Barnett
Deputy Equity Coordinator
Director of Academic Success and Student Life
Mannerheim 115
487-7324

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Fax:(202)-453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>
Regional Office:

Office for Civil Rights, Cleveland Office
U.S. Department of Education,
600 Superior Avenue East, Suite 750
Cleveland, Ohio 44114-2611.
Phone: (216) 522-4970
Fax: (216) 522-2573
Email: OCR.Cleveland@ed.gov.

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>

1. Finlandia University Policy on Nondiscrimination

Finlandia University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Finlandia University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the University policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be appropriately remedied by the University according to the procedures below.

2. Finlandia University Policy on Accommodation of Disabilities

Finlandia University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Director of Disability Student Services is responsible for coordinating efforts to comply with disability laws and needs of students. The Chief Equity Coordinator is responsible for coordinating efforts to comply with disability laws and needs of employees.

Erin Barnett

Director of Disability Student Services, Dean of Students
Mannerheim 114
487-7324

The Chief Equity Coordinator is responsible for the investigation of any complaint alleging noncompliance with these disability laws.

Karin Van Dyke

VP University Relations

Chief Equity Coordinator/Title IX Coordinator

ADA-504 Coordinator

Jutila Center, Room 318

487-7344

a. Students with Disabilities

Finlandia University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Disability Services who coordinates services for students with disabilities. The director reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

b. Employees with Disabilities

Pursuant to the ADA, Finlandia University will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Disability Services and provide appropriate documentation. The Director of Disability Services will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

3. Policy Expectations With Respect To Consensual Intimate Relationships

There are inherent risks in any relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). It becomes even more complicated when the relationships are romantic or sexual in nature. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy.

i. Faculty-Student Relationships

Personal relationships between faculty and students are at the heart of intellectual and professional development of well-rounded graduates. Finlandia University recognizes the benefits of and strongly encourages faculty to mentor students as part of their academic roles. However, certain relationships are unethical and can undermine the integrity of the pedagogical relationship between teacher and student. The University's educational mission is promoted by ethics and professionalism in faculty-student relationships. In order to maintain mutual trust and respect within the faculty-student interactions, sexual or romantic relationships between student and faculty or staff members who function in an instructional context with the student are prohibited at Finlandia University.

ii. Direct Supervisory/Evaluative Roles and Intimate Relationships

Finlandia University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are or become involved in such relationships must bring those relationships to the timely attention of their supervisor so measures can be taken to protect both parties involved from any actual or perceived impropriety. This includes CAs and students over whom they have direct responsibility. While these relationships are not prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

4. Finlandia University Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Finlandia University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

a. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Finlandia University's harassment policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates an objectively hostile environment.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny

the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.¹

Discriminatory harassment may include, but is not limited to, the following:

epithets or slurs; negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation (including through electronic communications) of written or graphic material in the learning, living, or working environment.

Merely offensive conduct and/or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under University policy, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques/options, contact the Director of Institutional Equity and Diversity.

Finlandia University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by university policy or law.

b. Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Michigan regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Finlandia University has adopted an amended version of the EEOC definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.²

The amended definition is as follows:

Sexual harassment is:

- unwelcome, sexual or gender-based verbal, written or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educa-

¹ This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department Of Education Office For Civil Rights, Racial Incidents And Harassment Against Students At Educational Institutions Investigative Guidance. The document is available at <http://www.ed.gov/about/offices/list/ocr/docs/race394.html>.

² Also of relevance is the Office of Civil Rights 2001 statement on sexual harassment, "Revised Sexual Harassment Guidance: Harassment Of Students By School Employees, Other Students, Or Third Parties, Title IX," which can be found at <http://www2.ed.gov/legislation/FedRegister/other/2001-1/011901b.html>, as well as the April, 2011 Dear Colleague Letter on Campus Sexual Violence, which can be found at: http://www.whitehouse.gov/sites/default/files/dear_colleague_sexual_violence.pdf

- tional, social and/or residential program, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Examples of Sexual Harassment may include, but is not limited to, the following behaviors:

sexual jokes and innuendo; obscene comments or gestures of a sexual nature; verbal abuse of a sexual nature, such as, leering or catcalls; commentary about an individual's body, sexual prowess or sexual deficiencies; physical sexual assault or coerced sexual intercourse; direct or implied threats that submission to sexual advances will or could be a condition of employment, work status, promotion, performance evaluation, grades, letters of recommendation, or other work or educational benefits; unwelcome physical contact, such as, hugging, patting or pinching; and the display or circulation (including through electronic communications) of sexually suggestive or explicit objects or pictures) in the learning, living, or working environment.

Sexual harassment may involve individuals of the same or different sex. The reporting party does not necessarily have to be the person sexually harassed, but could be anyone affected by the above described offensive conduct or behavior.

c. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, Finlandia University has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Finlandia University considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses based on the facts and circumstances of the particular complaint. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

i. Sexual Harassment (as defined in section b above)

ii. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight

- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

iii. **Non-Consensual Sexual Contact**

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

iv. **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- 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, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

v. **Consent**

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. 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. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

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 alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. 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). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

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. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. 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.

In Michigan State, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 17 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

[See Appendix A for the state of Michigan’s definition of consent]

The state of Michigan has its own definition of consent, which is applicable to criminal prosecutions for sex offenses, but may differ from the definition used on campus to address policy violations.

5. Other Civil Rights Offenses, When the Act is Based Upon the Status of a Protected Class

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Finlandia University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) on the basis of actual or perceived membership in a protected class; hazing is also illegal under Michigan State law and prohibited by Finlandia University policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, domestic and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear
- Any other Finlandia University rules, when a violation is motivated by the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process

[See Appendix B for the state of Michigan’s definition of domestic violence]

The state of Michigan has its own definition of domestic violence, which is applicable to criminal prosecutions for domestic violence offenses, but may differ from the definition used on campus to address policy violations.

[See Appendix C for the state of Michigan’s definition of stalking]

The state of Michigan has its own definition of stalking, which is applicable to criminal prosecutions for stalking offenses, but may differ from the definition used on campus to address policy violations.

6. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant or for assisting in providing information relevant to a claim of harassment, is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Chief Equity Coordinator or to any of the Deputy Equity Coordinators (see below) and will be promptly investigated.

Karin Van Dyke

VP University Relations

Chief Equity Coordinator/Title IX Coordinator

ADA-504 Coordinator

Jutila Center, Room 318

487-7344

Erin Barnett

Deputy Equity Coordinator

Director of Academic Success and Student Life

Mannerheim 115

487-7324

Finlandia University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

7. Remedial Action

Finlandia University will implement initial remedial and responsive actions upon notice of alleged harassment, retaliation and/or discrimination, and will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

8. Confidentiality and Reporting of Offenses Under This Policy

Finlandia University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the University, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances. The following describes the three reporting options at Finlandia University:

a. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors or our campus chaplain, off-campus local rape crisis counselors, domestic violence resources, local and/or state assistance agencies who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

The Campus Conduct Hotline® may also be used as an avenue for an individual to report an alleged violation by calling 1-866-943-5787. Reports to this hotline can be done in an anonymous manner. For more information regarding **The Campus Hotline®**, go to <http://www.finlandia.edu/campus-conduct.html>. Please note, however, in the event of an anonymous complaint and/or report, the University may not be able to investigate effectively (if at all) unless sufficient information is furnished to enable the University to conduct a meaningful and fair investigation.

b. Private Reporting

Those seeking to report misconduct may seek advice from certain resources who are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse, cause for fear for your safety or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address discrimination, harassment, retaliation and/or sexual misconduct, such as resident advisors (CAs), non-supervisory faculty members, advisors to student organizations, admissions officers, student activities personnel and many others. **If a reporting party is unsure of someone's duties and ability to maintain privacy, ask them before talking to them.** They will be able to explain and help a reporting party to make decisions about who is in the best position to help. All these

resources, such as CAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless the reporting party gives permission, except in the rare event that the incident reveals a need to protect the reporting party and/or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

C. Formal Reporting Options

Complainants are encouraged to speak to Finlandia University officials, such as the Chief Equity Coordinator or Deputies, Student Conduct Officers, or Campus Security to make formal reports of incidents of sexual misconduct. Complainants have the right, and can expect, to have complaints taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

9. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that Finlandia University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

EQUITY GRIEVANCE PROCESS FOR RESOLVING COMPLAINTS OF HARASSMENT, SEXUAL MISCONDUCT AND OTHER FORMS OF DISCRIMINATION

Finlandia University will act on any formal or informal complaint or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination.

The procedures described below will apply to all complaints involving students, staff or faculty members.

Redress and requests for responsive actions for complaints brought against non-members of the community are also covered by these procedures.

1. Filing a complaint

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Chief Equity Coordinator or any Deputy Equity Coordinator. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor, faculty member or Student Conduct Officer, or any member of the community may contact Campus Security. These individuals will in turn notify the Chief Equity Coordinator.

All employees receiving reports of a potential violation of University policy are expected to promptly contact the Chief Equity Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy: specific information on any complaints received by any party will be reported to the Chief Equity Coordinator, but, subject to the University's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, Finlandia University will give consideration to the complainant with respect to how the complaint is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

2. Complaint Intake

Following receipt of notice or a complaint, the Chief Equity Coordinator³ will, generally begin within two business days, an initial determination whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

3. Investigation

A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members and serves as a hearing for the parties involved. The University aims to complete all formal investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Chief Equity Coordinator with notice to the parties.

Investigation of complaints brought directly by those alleging harm should be completed expeditiously, generally within 10 business days of notice to the Chief Equity Coordinator. Investigation may take longer when initial complaints fail to provide

³ If circumstances require, the Provost or Chief Equity Coordinator may designate another person to oversee the process below, should a complaint be made against the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

direct first-hand information. The University may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. University action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

4. Interim Remedies

The Chief Equity Coordinator (or designee) may provide interim remedies intended to address the short or long-term effects of harassment, discrimination and/or retaliation, (i.e. No-Contact Order, interim suspension, etc.), to redress harm to the alleged victim and the community and to prevent further harassment or violations. Interim remedies may also be used when, in the judgment of the Chief Equity Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the accused individual or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to counseling and health services or to the Employee Assistance Program, education to the community, altering the housing situation of an accused student or resident employee (or the alleged victim, if desired), altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, etc.

The University may interim suspend a student, employee or organization pending the completion of the investigation. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Chief Equity Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Chief Equity Coordinator has sole discretion to implement or stay an interim suspension under the policy on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to University housing and/or the University campus/facilities/events. As determined by the appropriate administrative officers and the Chief Equity Coordinator or designee, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Provost and the Chief Equity Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

5. Complaint Resolution

During or upon the completion of the initial investigation, the Chief Equity Coordinator will make a decision on whether there is reasonable cause to proceed with the complaint. If the Chief Equity Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the complainant requests that the Chief Equity Coordinator makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Chief Equity Coordinator. If there is reasonable cause, the Chief Equity Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Chief Equity Coordinator may recommend conflict resolution, a resolution without a hearing or a formal hearing, based on the below criteria.

a. Conflict Resolution

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Chief Equity Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained staff member or designee will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Chief Equity Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution **will not** be the primary resolution mechanism used to address complaints of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Chief Equity Coordinator believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal complaint, and anyone participating in conflict resolution can stop that process at any time and request a formal investigation.

b. Resolution Without an Investigation

Resolution without an investigation can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. The Chief Equity Coordinator will provide written notification of a complaint to any member of the University community who is accused of an offense of harassment, discrimination, or retaliation. The respondent may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Chief Equity Coordinator will render a finding that the individual is in violation of University policy for the admitted conduct, and will normally proceed to convene an investigation on any remaining disputed violations. For admitted violations, the Chief Equity Coordinator (and appropriate administrative staff, when necessary) will determine an appropriate sanction or responsive action. If the sanction/responsive

action is accepted by both the complainant and respondent, the Chief Equity Coordinator will ensure it is implemented, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party wishes to appeal the sanction/responsive action, the Equity Grievance Appeals Panel will convene to evaluate the sanction/responsive action only.

c. Sanctions

Sanctions or responsive actions will be determined by the Chief Equity Coordinator. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous complaints or allegations involving similar conduct
- Any other information deemed relevant by the Chief Equity Coordinator
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

i. Possible Student Sanctions

The following are, but are not limited to, the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning*: A formal statement that the behavior was unacceptable and a warning that further infractions of any Finlandia University policy, procedure or directive will result in more severe sanctions/responsive actions.
- *Probation*: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Finlandia University policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no-contact orders and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Finlandia University. This sanction will be noted as a Conduct Suspension on the student's official transcript.
- *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend Finlandia University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.

- *Withholding Diploma.* The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree.* Finlandia University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions.* Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

ii. Possible Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation may include, but is not limited to, warning, required counseling, demotion, suspension with pay, suspension without pay and termination.

d. Withdrawal or Resignation While Charges Pending

Students: Finlandia University does not permit a student to withdraw if that student has a complaint pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Finlandia University unless all sanctions have been satisfied.

Employees: Should an employee resign while charges are pending, the records of the Chief Equity Coordinator will reflect that status, as will University responses to any future inquiries regarding employment references for that individual. The Chief Equity Coordinator will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

e. Appeals

All requests for appeal considerations must be submitted in writing to the Chief Equity Coordinator within three business days of the delivery of the written finding of the investigation.

A three-member Equity Grievance Appeals Panel who was not involved in the complaint previously will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the University has designated for this type of offense

The Equity Grievance Appeals Panel will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the Equity Grievance Appeals Panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Appeals decisions by the Equity Grievance Appeals Panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-investigations of the complaint. In most cases, appeals are confined to a review of the written documentation of findings and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original investigators for reconsideration. Other appeals may be remanded at the discretion of the Chief Equity Coordinator or evaluated by the three-member Equity Grievance Appeals Panel.
- Sanctions imposed are implemented immediately unless the Chief Equity Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Chief Equity Coordinator will normally, after conferring with the Equity Grievance Appeals Panel, finalize and render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.

f. Failure to Complete Sanctions/Comply with Responsive Actions

All respondents are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified by the Chief Equity Coordinator. Failure to follow through on conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from Finlandia University and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Chief Equity Coordinator.

g. Records

In implementing this policy, records of all complaints, resolutions, and appeals will be kept by the Chief Equity Coordinator.

h. Statement of Complainant's Rights

- To be treated with respect by Finlandia University officials.
- To take advantage of campus support resources (such as Counseling & Psychological Services, the Office of the Chaplain, or EAP services for employees).
- To experience a safe living, educational and work environment.
- To have an advocate during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To full participation of the injured party in any Equity Grievance process whether the injured party is serving as the complainant or the University is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

i. Statement of Respondent's Rights

- To be treated with respect by Finlandia University officials.
- To take advantage of campus support resources (such as Counseling & Psychological Services, the Office of the Chaplain, or EAP services for employees).
- To have an advocate during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.

- To have complaints heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

6. Revision

These policies and procedures will be reviewed and updated annually by the Chief Equity Coordinator. The Chief Equity Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. In addition, the Chief Equity Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

This policy and procedure was implemented in [xxx, 201--].

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APPENDIX A :

State of Michigan Definition of Consent

THE MICHIGAN PENAL CODE (EXCERPT)
Act 328 of 1931

750.520i Resistance by victim not required.

Sec. 520i.

A victim need not resist the actor in prosecution under sections 520b to 520g.

History: Add. 1974, Act 266, Eff. Apr. 1, 1975

Compiler's Notes: Section 2 of Act 266 of 1974 provides: "Saving clause. "All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this amendatory act takes effect are saved and may be consummated according to the law in force when they are commenced. This amendatory act shall not be construed to affect any prosecution pending or begun before the effective date of this amendatory act."

APPENDIX B:

State of Michigan Definition of Domestic Violence

Defined in Criminal Laws

Citation: Comp. Laws §§ 750.81; 750.81a

An individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household is guilty of a misdemeanor.

An individual who commits an assault or an assault and battery and who has two or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household is guilty of a felony.

An individual who assaults his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of the same household without a weapon and inflicts serious or aggravated injury upon that individual without intending to commit murder or to inflict great bodily harm less than murder is guilty of a misdemeanor.

An individual who commits an aggravated assault and battery and who has one or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of the same household is guilty of a felony.

Persons Included in the Definition

Citation: Comp. Laws § 400.1501

'Family or household member' includes any of the following:

- A spouse or former spouse
- An individual with whom the person resides or has resided
- An individual with whom the person has or had a dating relationship

- An individual with whom the person is or has engaged in a sexual relationship
- An individual to whom the person is related or was formerly related by marriage
- An individual with whom the person has a child in common
- The minor child of an individual described above

'Dating relationship' means frequent, intimate associations primarily characterized by the expectation of affectional involvement. 'Dating relationship' does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.

https://www.childwelfare.gov/systemwide/laws_policies/state/index.cfm?event=stateStatutes.processSearch

APPENDIX C:

State of Michigan Definition of Stalking

MCLS § 750.411h. Stalking; definitions; violation as misdemeanor; penalties; probation; conditions; evidence of continued conduct as rebuttable presumption; additional penalties. (1998)

(1) As used in this section:

(a) "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.

(b) "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(c) "Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

(d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(e) "Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

(i) Following or appearing within the sight of that individual.

(ii) Approaching or confronting that individual in a public place or on private property.

(iii) Appearing at that individual's workplace or residence.

(iv) Entering onto or remaining on property owned, leased, or occupied by that individual.

(v) Contacting that individual by telephone.

(vi) Sending mail or electronic communications to that individual.

(vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

(f) "Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state/michigan>

A "good faith report" is a report made with the honest and reasonable belief that a violation of law or University policy may have occurred, based on available information. A complaint made in good faith is not considered false merely because the evidence may not ultimately support the allegation of discriminatory harassment or sexual misconduct.

Any individual who knowingly files a false complaint and/or report under this policy, or who knowingly provides false information to or intentionally misleads University officials who are investigating a complaint and/or report, may be subject to disciplinary and/or corrective action by the University.

RESOURCES AND PREVENTION

VICTIM'S OPTIONS

As stated earlier, a victim of sexual violence (including sexual assault, domestic violence and/or stalking) is encouraged to report the incident immediately to the Depart-

ment of Campus Safety and Security or other on-campus personnel, such as the Title IX Coordinator. The Department of Campus Safety and Security or Title IX Coordinator may assist the victim with contacting the Hancock police department only at the victim's request. The victim may also request transportation to the nearest medical facility.

A victim of sexual violence has the right to several options:

1. Filing a police report and pressing charges
2. Filing a formal complaint with the Department of Campus Safety and Security and/or Title IX Coordinator
3. Filing an anonymous "Third Party Report" with a rape crisis center, such as Dial Help, or The Campus Conduct Hotline®
4. Taking no action
5. Seeking counseling support

ON-CAMPUS SUPPORT RESOURCES

Title IX Coordinator

Call 487-7394 or ext. (394) on-campus. Dr. Shana Porteen, the Chief Equity & Title IX Coordinator, is available to discuss concerns associated with discriminatory harassment, or any sexual misconduct. The Title IX Coordinator will receive your complaint, explain the University's policy and procedures, take immediate steps to stop the conduct, coordinate, communicate and document the steps taken, facilitate an investigation, and other related actions.

The Director of Academic Success & Student Life

Call 487-7324 or ext. (324) on-campus. Erin Barnett, the Director of Academic Success & Student Life, can provide guidance for students in reporting discriminatory harassment, any sexual misconduct or other campus concerns. She can also explain possible University action and procedures and communicate support options available.

University Chaplain

Call 487-7239 or ext. (239) on-campus. Soren Schmidt, the University chaplain is available to give confidential support through any crisis or problem.

Counseling Services

Call 906-225-3145 or visit www.northstareap.com to access free and confidential personal counseling to students going through any crisis or problem.

Student Conduct Officers

Call 487-7307 or ext. (307) on-campus for Jim Harden or 487-7314 or ext. (314) on-campus for Alison Regal. Student Conduct Officers can provide guidance for students in reporting discriminatory harassment, any sexual misconduct or other campus concerns. They can also explain possible Uni-

iversity action and procedures and communicate support options available.

Department of Campus Safety and Security

Call 487-7307 or ext. (307) on-campus. A student may file a report of any misconduct to Jim Harden, the director of DCSS, or designee.

In the event of a sexual violence, the director of DCSS or designee will assist victims by contacting the support person of their choice or other appropriate agencies, and/or call for transportation to a medical facility upon request by the victim. The director of DCSS can also advise victims of other options and support agencies. The victim may also request the DCSS to contact the Hancock police department.

The Department of Campus Safety and Security will promptly assist and cooperate with the University's Title IX Coordinator in investigating, safeguarding, collecting, and preserving evidence pertaining to sexual assaults occurring on campus. They will also notify the campus community when a rape or assault is reported on or near the campus. Timely Warnings will enable the community to take appropriate preventive steps to deter future incidents of sexual assault. The Department of Campus Safety and Security will not identify the victim or disclose information pertaining to the offense. Finlandia University will strive to balance its concern for the welfare of victims of sexual violence and fulfill its duty to warn members of the campus community when serious crimes are reported.

LOCAL SUPPORT AND SERVICE AGENCIES (OFF-CAMPUS)

Dial Help Rape Victim Support Team

482-4357 and 1-800-562-7622: Dial Help provides 24 hour on-site support and assistance to sexual assault survivors, families and friends. Services include medical, legal, and personal support information. Referrals to other resources are available and many services are free of charge.

City of Hancock Police Department

482-3102: The police will interview the victim and gather information and evidence in an attempt to identify the assailant if the incident involved a stranger. The police can also advise a victim on legal procedures should one wish to file formal charges against the assailant.

Hospital

Hospital and emergency room professionals provide post-assault care. They can diagnose and treat injuries suffered during an assault. They can help if the victim has been exposed to any infections, HIV, or a possible pregnancy. Medical service professionals are available to explain treatment and procedures and can help answer any questions about one's physical condition.

Medical records can be an important part of the evidence in criminal or civil

cases; **however, seeking medical help does not require one to press charges.** The emergency room personnel can be the most effective when given complete and specific information.

Emergency room treatment may include a special evidentiary exam. This exam, which may use a Rape Evidence Kit, can provide valuable legal evidence if one chooses to prosecute the assailant(s). **This voluntary exam does not force one to prosecute but merely provides evidence if one chooses to prosecute later.**

What does a forensic medical exam entail?

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional. This exam is complex and on average, takes 3-4 hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.

1. To start, the medical professional will write down the victim's detailed history.
 - This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.
2. Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).
 - This may include collection of blood, urine, hair and other body secretion samples, photo documentation of injuries (such as bruises, cuts and scraped skin), collection of clothing (especially undergarments).
3. Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that may have been exposed during the assault.
 - Depending on the hospital and state, the victim may receive prophylaxis (action taken to prevent disease) as well as referrals for follow-up counseling, community resources and medical care.

NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush their teeth, etc. — all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

What is a "rape kit?"

The sexual assault forensic exam kit (commonly referred to as a “rape kit”) is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam may vary by state and jurisdiction, it may include items, such as:

- Instructions
- Bags and sheets for evidence collection
- Swabs
- Comb
- Envelopes for hair and fibers
- Blood collection devices
- Documentation forms

Under the *Violence Against Women and Department of Justice Reauthorization Act of 2005*, states may not

“require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. (Previously, states were required to ensure access to exams free of charge, but could put conditions on the exam, such as cooperating with law enforcement officials.)²

Essentially, this law allows victims time to decide whether to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath. Because forensic evidence can be lost as time progresses, A “Jane Doe Rape Kit” enables a victim to have forensic evidence collected without revealing identifying information. For instance, in some states, victims are given a code number they can use to identify themselves if they choose to report the crime at a later date.

Michigan Crime Victim's Compensation System offers financial assistance to persons who have suffered personal injury as a result of a crime. This assistance, if the survivor qualifies, may include compensation for medical expenses.

Copper Country Mental Health

482-9404, (after hours) 1-800-562-7622 or 482-4357

RAINN

National Sexual Assault Hotline: Call 1-800-656-4673 or visit

<https://www.rainn.org/>. This 24-hour hotline is free, confidential and secure.

You can also get live help from the website.

ON-CAMPUS PREVENTION PROGRAMS

Trainings for students are provided at orientation and throughout the academic year. Topics range from sexual assault, domestic/dating violence, stalking, bystander intervention and other personal safety topics. The Director of Academic Success and Student Life, the Coordinator of Residential Life, the Department of Campus Safety and Security and the Director of Institutional Equity & Diversity can provide information concerning prevention programs. The university will support any victim of violence by working with the student or employee in any capacity necessary and appropriate. This may include but is not limited to: assisting the victim with contacting law enforcement authorities, arranging transportation to the hospital, providing alternative classes or housing if feasible and necessary in order to avoid contact with the assailant, and/or notifying one's academic advisor.

A victim of sexual violence may use any of the on-campus or off-campus support mechanisms listed above without choosing to press charges or file a formal complaint with the Title IX Coordinator or any of her designees, the Department of Campus Safety and Security, and/or the Hancock city police. The earlier the incident is reported and evidence is collected, the better the chance for prosecution and conviction. It is important that victims seek medical attention as well as psychological support.

If you would like more information regarding options for medical care, reporting an incident, filing criminal charges, filing internal complaints, or for counseling, please contact any of the following: the Director of Academic Success and Student Life, the Coordinator of Residential Life, the Department of Campus Safety and Security and the Director of Institutional Equity & Diversity.

IF YOU WITNESS DISCRIMINATORY OR THREATENING BEHAVIOR

If you are a witness to behavior that you believe is discriminatory or threatening to a fellow student, speak out! You are encouraged to take a stand against behavior that diminishes a positive university experience or is harmful to someone. We are all responsible for maintaining a university community that is safe, productive and ful-

filling.

Note : This policy may be amended as needed; the university community will be notified of such amendments in a timely fashion.

FINLANDIA UNIVERSITY CALENDAR 2017-2018

First Semester - Fall 2017

August 24, Thursday

Residence hall opens for incoming students

August 25-26, Friday-Saturday

New Student Orientation

August 26, Saturday

Residence Hall opens for returning students

August 28, Monday

Classes begin

September 1, Friday

Drop/add period ends (full semester) 4:00 pm

September 4, Monday

No classes (Labor Day)

October 2, Monday

End of "W" period (1st half semester classes) 4:00 pm

October 17, Tuesday

Mid-semester grades due online 3:00 pm

October 20, Friday

Second half semester classes begin

October 24, Tuesday

Drop/add period ends (2nd half semester classes) 4:00 pm

November 2, Thursday

End of "W" period (full semester) 4:30 pm

November 22-26 Wednesday-Sunday

Thanksgiving Break (after last class Tuesday)

November 27, Monday

Classes resume

End of "W" period (2nd half semester classes) 4:00 pm

December 11-15, Monday-Friday

Final Exam Week

End of semester, Friday, December 15

December 17, Sunday

Residence hall closes at noon

December 19, Tuesday

Final Semester Grades due online 3:00 pm

Second Semester - Spring 2018

January 6, Saturday

Residence hall opens for incoming students

January 7, Sunday

Residence hall opens for returning students

January 8, Monday

Classes begin

January 12, Friday

Drop/add period ends (full semester) 4:00 pm

January 15, Monday

MLK Day of Service – No regular classes

February 9, Friday

End of “W” period (1st half semester classes) 4:00 pm

February 27, Tuesday

Mid-semester grades due online 3:00 pm

February 28, Wednesday

Second half semester classes begin

March 2, Friday

Drop/add period ends (2nd half semester classes) 4:00 pm

March 2, Friday

Spring Break (after last class)

Residence hall closes at noon, Saturday

March 11, Sunday

Residence hall opens at 9:00 am

March 12, Monday

Classes resume

March 22, Thursday

End of “W” period (full semester) 4:00 pm

March 30, Friday

No classes; campus closed (Good Friday)

April 11, Wednesday

End of “W” period (2nd half semester classes) 4:00 pm

April 13, Friday

Honors Banquet

April 23-April 27, Monday-Friday

Final Exam Week

End of semester, Friday, April 27

April 29, Sunday

Baccalaureate/Commencement

Residence hall closes at 6:00 pm

May 1, Tuesday

Final Semester Grades due online 3:00 pm

ATHLETIC HANDBOOK

DIRECTORY

ADMINISTRATION

Athletic Director		487-7378
Assistant Athletic Director	Compliance and Sports Information	487-7214
Facility and Game Event Coordinator		487-7534
Academic Coordinator		487-7314

COACHES

Baseball Coach	487-7534
Cross Country Coach	TBA
Football Coach	487-7340
Men's and Women's Golf	487-7338
Men's Basketball Coach	487-7238
Men's Ice Hockey Coach	487-7316
Men's Junior Varsity Hockey Coach	487-7234
Men's Soccer Coach	487-7287
Softball Coach	487-7536
Volleyball Coach	487-7391
Women's Basketball Coach	487-7393
Women's Ice Hockey Coach	487-7212
Women's Soccer Coach	487-7213

FINLANDIA UNIVERSITY ATHLETICS STATEMENT

Finlandia athletics primary purpose is identifying, recruiting and retaining scholar athletes by developing and maintaining equitable and competitive opportunities and to ensure that our school's student-athletes' athletic endeavors are conducted in an environment that fosters the successful completion of all students' academic programs.

To achieve our end, Finlandia will:

1. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency than on the general public and its entertainment needs;
2. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, and administrative personnel by providing an atmosphere and environment supportive of open teaching, campus life and administration;
3. Encourage participation and community service by maximizing the number and variety of athletics opportunities;
4. Maintain a diverse board, faculty, staff and student body that includes international members and ensures the actions of coaches and administrators exhibit fairness,

- openness and honesty in their relationships with student-athletes;
5. Maintain programs of mutual cooperation and exchange with the institutions of higher education in Finland and other countries;
 6. Ensure that athletics participants are not treated differently from other members of the student body;
 7. Assure that athletics programs support Finlandia's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
 8. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
 9. Give primary emphasis to regional in season and conference competition; and
 10. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

STUDENT-ATHLETE CODE OF CONDUCT

Participating in intercollegiate athletics is a privilege, not a right, which carries with it responsibility to the student-athlete, team, entire athletic program, student body, University, and community.

At Finlandia University, student-athletes are provided with the opportunity and encouragement to progress towards completion of the degree of their choice, while concurrently developing athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. Athletics at Finlandia is part of the educational process in the development of the whole person.

The role of the student-athlete is a highly visible one. It places the individual in full view of the public, who scrutinize the student-athlete's behavior both on and off the playing surface. **The student-athlete is a role model and is held to a higher standard. A role model can be defined as:** *a person whom others will emulate or strive to equal in their adherence to the rules, regulations, expectations, positive behaviors, and effort required for successful athletic participation both on and off campus and in or outside of the athletic arena. The role model sets a positive example. They ask themselves these questions: "If what I am doing is shown on the 6:00 pm newscast, is this how I want people to see and remember me or the University I represent? Would my actions or words be thought of in a positive way and generally be accepted? Would my family and friends be proud of me? What would a small child, who looks up to me and comes each week to cheer me on, think of my actions?" A role model embraces and lives out ethical values like honesty, respect, responsibility, fairness, caring, and citizenship.*

The Athletic Department and Finlandia University have expectations of all student-athletes who participate in intercollegiate athletics. These expectations are to encourage appropriate behavior both on and off campus. Any examples provided are not exhaustive, and the University reserves the right to assess situations on a case-by-case basis. These expectations are shared with student-athletes in this document.

EXPECTATIONS OF FINLANDIA STUDENT-ATHLETES

The student-athlete shall comply with the following:

- 1) Finlandia Code of Conduct of intercollegiate athletics.
- 2) Policies of Finlandia University as outlined in the Student Handbook.
- 3) All NCAA, Northern Collegiate Hockey Association (NCHA) rules, Great South Athletic Conference (GSAC) regulations and the Wisconsin Intercollegiate Athletic Conference (WIAC) regulations pertaining to student-athletes.
- 4) All state and federal laws.
- 5) All other rules and regulations which pertain to students at FU.**

**Such other rules and regulations as may be adopted by FU, the Athletic Department, individual teams, or the Athletic Advisory Committee

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

Academically, student-athletes are expected to:

- Make the attainment of an academic degree the number one priority.
- Assure academic responsibilities take precedence over athletic responsibilities.
- Make proper arrangements in regards to assignments and missed class for competition to assure minimal impact on academic responsibilities.
- Be a responsible member of each class, which includes attending, being prepared, completing assignments, and participating at the level expected of all students in the class.

STUDENT-ATHLETE CITIZEN/SPORTSMANSHIP RESPONSIBILITIES

Each student-athlete is expected to:

- Respect all members of Finlandia University and its community.
- Respect all members of the opposite sex.
- Respect community members of a different ethnic origin, religion, sexual orientation, those with different interests or points of view.
- Respect all University and community property and facilities.
- Never put one's self above anyone else on the campus or the Finlandia community. Take pride in one's self and one's accomplishments, but never at the expense of or demeaning another person or group.
- Never engage in any type of violent behavior (i.e. violent behaviors meant to harm another) either on or off campus.
- Respect authority (i.e. members of the law enforcement community).
- Present a positive public demeanor in words and behavior at all times, on and off campus.
- Accept accountability for one's behavior and its outcomes.
- Honor obligations and promises.
- Exercise self-control.
- Be willing to be fair with others in dealings on and off the playing field.

- Respect the efforts of others.
- Play by the spirit, not just the letter, of the rules of the game and the rules of life.
- Participate in athletic department and team community service activities. Strive to make the community, whether that is the team on which I play or the community in which I live, better because of the contributions as a member and as a citizen.
- Support other Finlandia teams in competition when possible.

**NOTE: Finlandia student-athletes may be held responsible for the acts of other student-athletes.

Acts include, but are not limited to, the following types of circumstances:

- When a member of a Finlandia athletic team is violating a state law, University or athletic department standards and other members fail to indicate their disapproval, or by their continued presence without objection implicitly condone the behavior.
- When a Finlandia athletic team places current athletes, new athletes (e.g. freshmen) in a subordinate status or imposes any kind of hazing or harassment.

STUDENT-ATHLETE ATHLETIC RESPONSIBILITIES

Intense and emotional game action is certainly a part of intercollegiate athletic contests, as athletic ambassadors of the University; student-athletes are expected to:

- Behave with dignity, win and lose with class.
- Reflect the high standards of honor that should characterize participation in competitive intercollegiate athletics. Show respect to the officials, fans, event management personnel, and opponents (i.e. shake hands with your opponents hand after each contest, no trash talking or taunting).
- Never incite crowd hostility or use vulgar language and/or gestures.
- Honor the letter and the spirit of the rules.
- Conduct one's self in a manner reflecting positively on themselves and on the reputation of the University, both on and off the "field of play," in comments to media, when traveling and participating at other institutions.
- Look for ways to encourage and appreciate quality play and effort, whether it is exhibited by a teammate or opponent.

All other actions supporting good sportsmanship.

STUDENT-ATHLETE HEALTH AND MEDICAL RESPONSIBILITIES

- Participation is required in all department-sponsored student enhancement seminars or functions, which may include but are not limited to counseling, drug education, nutrition, or alcohol education. Student-athletes are expected to keep themselves in top physical condition including getting the proper rest and nutrition so they are able to perform to the best of their abilities. Athletes have a responsibility to their teammates who are counting on them to be at their best. Student-athletes are responsible for continuing training/rehabilitation programs prescribed by medical and coaching staff.
- Alcohol consumption is highly discouraged at all times. Michigan state law sets the minimum age for the purchase and drinking of alcoholic beverages at 21 years of age. Underage drinking is a violation of this Code of Conduct. All student-athletes

should understand that being in the presence of an underage person consuming alcohol is implicitly condoning an illegal activity and constitutes a violation of the Code of Conduct. Those in the presence of an underage individual consuming alcohol should 1) advise the underage individual to stop the activity or 2) leave the environment if they fail to stop or are uncomfortable advising them to stop the activity. Further, providing either directly or indirectly, an underage individual with alcohol is a clear violation of the Code of Conduct. Student-athletes are prohibited from drinking alcoholic beverages whenever appearing as official representatives of the University for Athletic Competition (including traveling time), community and public service events, appearances, and Department of Athletics-sponsored events. If a student-athlete is of age, never place one's self in a compromising position, drive, or make a spectacle out of one's self while under the influence of alcohol.

- The use of illegal and/or "performance enhancing" drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student-athletes and their teammates. The Athletic Department will not tolerate the use of these products. Violators of this policy also are subject to penalty.

STUDENT-ATHLETE NCAA COMPLIANCE RESPONSIBILITIES

- Student-athletes must participate in all mandatory educational programs and assist the Athletic Department administration by providing information regarding certification of eligibility and compliance issues whenever sought.
- Student-athletes should be aware that they are prohibited under NCAA rules from receiving extra benefits, defined as accepting anything that is not generally available to the student body.
- It is an express violation of NCAA rules for a student-athlete to solicit NCAA or place a bet on any sporting event.
- Student-athletes are responsible for notifying the Athletic Director if they know of, or suspect, a violation of NCAA rules by self, teammate, coach, member or the athletic staff, booster, or any other person.
- Violations of these and any other applicable NCAA rules will be considered violations of the Code of Conduct.
- Adhere to applicable NCAA rules and policies as addressed in the NCAA Student-Athlete Statement that is administered annually prior to a competition.
- Adhere to all conference rules and policies governing student-athlete conduct and behavior.
- Comply with individual sport team rules, as established by the head coach and/or athletic administration.

STUDENT-ATHLETE INTERNET/SOCIAL NETWORKING POLICY

Appropriate and ethical conduct also applies to any information that is submitted electronically (e.g., e-mail) or posted in an online public domain (e.g., chat rooms, Facebook, Myspace, YouTube). You must be conscious of the potential pitfalls associated with online social networks or communities. You are not precluded from participation in such activities, however you are representatives of FU at all times and your com-

ments or postings on these sites are reflective of FU and you should conduct yourself in cyberspace in the same way that you would conduct yourself in the Hancock community. Inappropriate content (e.g., pictures, messages) should not be posted to any public domain at any time, and all public postings are subject to the review of the athletics department, upon request. **Remember, no matter where you are, you are always in a Lions uniform, so conduct yourself in ways that reflect positively on the entire university.**

STUDENT-ATHLETE HAZING POLICY

The Department of Athletics is committed to preventing and eliminating any hazing behavior which violates University rules, Michigan law, or whose purpose is to humiliate, demean, or devalue the worth of another individual. Hazing is unlawful, criminal, and impedes the realization of the Department/s mission of providing student-athletes with exceptional educational and athletics opportunities. It also goes against the Department's values. Hazing will not be tolerated at Finlandia University. Any student-athlete or Athletics Department staff member involved in a hazing incident is subject to University investigation and disciplinary proceedings, as well as civil and criminal penalties under Michigan law.

ACTION IF THE STUDENT-ATHLETE FAILS TO COMPLY WITH THE ABOVE EXPECTATIONS

Each head coach will have their own set of team training and conduct rules that each student-athlete is responsible for knowing. The athletic administration will support appropriate disciplinary action taken by a coach. Failure of the student-athlete to comply and adhere to these standards of conduct, either on or off campus, could result in one or more of the following sanctions imposed by the head coach or Athletic Department in addition to any sanctions imposed by campus or legal authorities. These sanctions, listed in no particular order, will not replace campus or legal sanctions imposed for violations.

- Counseling
- Community Service
- Suspension from contest/s
- Suspension from the intercollegiate team
- Dismissal from the intercollegiate team
- Other such action as is deemed appropriate by the head coach of your sport or by the Athletic Director in consultation with the head coach

Student-athletes who violate the Code of Conduct should immediately advise their head coach. Failure to notify one's head coach or athletic administration will be considered when imposing sanctions. Upon notification of a violation of the code, the head coach will meet with the student-athlete, give the student-athlete an opportunity to explain the situation, consult if they wish with athletic administration, and impose the penalty. The sanction/penalty will be explained in writing and provided to the student-athlete. Should the student-athlete wish to appeal any disciplinary action, he or she should contact the Athletic Director.

The Athletic Department philosophy regarding the use of sanctions is primarily one of

education. It focuses on the growth and development of students' potential through the encouragement of self-discipline and responsibility.

STUDENT-ATHLETE RECRUITING PHILOSOPHY AND OFFICIAL VISIT POLICY

PREFACE

In order to guide the staff, coaches, student hosts, and visiting prospective student-athletes, Finlandia University has established this policy to clearly state its expectations for recruiting visits to provide a meaningful framework for a prospective student-athlete to make an informed decision about his/her attendance at Finlandia University and participation in the athletics program.

The Finlandia Community depends on individual self-discipline and mutual respect to further the wellbeing of all its members. Individual integrity and self-respect; respect for property; and respect for the integrity of the academic process are the fundamental tenets of "The Principles of the Finlandia University Community."

This policy has also been established to institute a procedure for staff and students to report concerns about recruiting practices, to state the University's intention to deal with any inappropriate recruiting activities swiftly, and to establish education and training in relevant areas to assist staff and student adherence to these high standards. By this policy Finlandia University seeks to prevent recruiting abuses.

FINLANDIA UNIVERSITY ATHLETIC DEPARTMENT CORE VALUES

A. *Integrity*

We are committed to the highest sense of integrity encompassing every aspect of our behavior as members of the Finlandia Community. We strive for high moral character, honor, respect, and honesty in all our actions realizing that the strength of a community is based on the integrity of its members.

B. *Strength in Community*

We are a community encompassing our teams, the athletic department, the university, alumni/ae, friends of Finlandia, and the surrounding Hancock/Houghton area. We serve as role models, mentors, and leaders seeking not only to teach others but also to learn from their diverse experiences. We take pride in creating and fostering life enhancing reciprocal relationships which lead to a strong and vibrant community.

C. *Individual Responsibility for a Common Goal*

For every group endeavor, each individual bears responsibility and plays an important role in reaching the common goal.

D. *Education of Mind, Body, and Spirit*

We are all students and our department thrives as a learning environment. We are committed to the education of the mind, body, and spirit and view these pursuits as inseparable. We believe in the integrity of each individual.

E. *Competitive Spirit*

We use the competitive spirit and sportsmanship we develop as teammates to do

our best to become the very best. Our goal is to win and to excel at the highest level while acting and competing in a way that reflects our core values.

F. Pride in Finlandia

We are beneficiaries of a rich and living tradition forged by the efforts of all those who have come before us. Our personal and team triumphs add to the growing pride that we share with the Finlandia Community. Through leadership, school spirit, and devoted alumni/ae, we build on the Finlandia tradition and instill a pride in Finlandia Athletics that remains throughout a lifetime.

ATHLETIC RECRUITING RULES

- Each prospective student-athlete shall be limited to one such visit to any institution.
- No excessive entertainment of prospective students is allowed either on or off campus.

ACTIVITIES DURING OFFICIAL AND UNOFFICIAL VISITS

- Coaches are responsible for the selection of hosts who will follow the coaches' direction and avoid inappropriate activities.
- Coaches are responsible for assuring that all visits made by prospective student-athletes include an academic component, such as attending classes or meeting with faculty and/or deans.
- Head Coaches are responsible for instructing their assistant coaches and student hosts concerning appropriate and inappropriate activities. While good judgment is expected of student-athletes and all possible activities cannot be listed, the following are some examples of inappropriate and appropriate activities:

Inappropriate activities:

- Attendance at adult entertainment facilities
- Excessive meals and transportation
- Provision of alcohol to under-aged students
- Provision of excessive transportation, such as limousines
- Use of escort services, exotic dancers, or any other similar services
- Participation in any unethical or illegal activity that violates criminal law or NCAA rules such as provision of drugs or participation in gambling activities
- Activities at any location that may cause a perception of impropriety
- Activities at other collegiate campuses that are not sponsored in whole by those institutions

Appropriate activities:

- Taking the prospective student-athlete out for a snack
- Taking the prospective student-athlete to the movies
- Taking the prospective student-athlete to an on campus athletic or student event
- Taking the prospective student-athlete to engage in recreational activities (e.g., swimming, bowling etc...)
- Taking the prospective student-athlete to nearby shopping centers

- Coaches are responsible for asking the host what free time or social activities are planned for the recruit, and to ask after the visit what activities occurred.
- Coaches are responsible for assuring that student-hosts return unused entertainment money, receipts, and itemized form within 3 days after the conclusion of the visit.
- Coaches are responsible for informing the host that the provision of alcohol to anyone under the age of 21 is prohibited by Michigan state laws and will not be tolerated.
- Coaches are not permitted to use student groups or students other than student athletes on that particular team for planned activities with recruits without prior approval of the Athletic Director or sport administrator. In all cases, such use will not be approved unless the group or individuals report to an office outside of Athletics and perform the same duties for all prospective students.

TRAVEL, MEALS, LODGING, RECRUITING AIDS, PROSPECTIVE STUDENT-ATHLETE AND STUDENT HOST FORMS

- Recruits utilizing air transportation to visit the campus may use only coach class commercial airfare.
- For on campus transportation only the following vehicles may be used: University owned vehicle, personal vehicles of student athletes; and personal vehicles of coaches.
- All recruits and their parents/guardians must be housed in standard lodging available to all guests at that hotel. In addition, it is encouraged that recruits stay in residential housing with their host.
- All meals provided to recruits and their parents/guardians must be comparable to meals provided to student athletes during the academic year.
- No personalized recruiting aids (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used. Also, no game day simulations may be implemented.
- Student hosts are required to read and sign a Student Host Instructions/Receipt Form prior to receiving host money.
- Use of student host money to entertain the prospective student-athlete must follow the appropriate forms of entertainment as outlined in these policies.
- The prospective student-athlete must be safely returned to his/her place of lodging after entertainment activities within a reasonable hour or by the curfew, if established by the coach.
- The head or assistant coach must be informed of the entertainment activities that occurred during the visit.

OVERSIGHT, MONITORING AND ENFORCEMENT

While the control of the Athletics program rests with the Executive Vice President for External Relations and the Director of Athletics, others at the University have important roles to play in preventing and reporting recruiting abuses.

- The responsibilities of the Head Coach and coaching staff are clearly stated above.
- The Sport Administrators are responsible for monitoring recruiting activities to

ensure that the coach is fulfilling his/her responsibilities as noted above.

- The Compliance Office will ensure that the coaches have reviewed these policies and that the coaches have reviewed these policies with their teams.
- Coaches will ensure that the following documents are submitted with each Expense Report after an official visit: a complete itinerary including methods of transportation and documentation of individuals present at all meals. Coaches will ensure that the official visit form, receipts and expense form are submitted to the Assistant Athletic Director.
- Staff, coaches and student athletes will be informed that any concerns about the recruiting process should be reported to the Assistant Athletic Director, who will in turn inform the Director of Athletics, so that appropriate action may be taken. In cases of potential NCAA infractions, institutional investigative and enforcement policies will be followed. If circumstances warrant further action, the Policies set forth in the Student Handbook will be reviewed for appropriate campus action. In addition, the Office of Student Life and/or law enforcement authorities will be informed. If as a result of investigations it is determined that a violation(s) occurred, swift and appropriate action will be taken along with a self-report of the violation(s) submitted to the NCAA. An annual report of all recruiting violations shall be filed with the NCAA Office.
- Staff, coaches or student-athletes found to be in violation of these policies will face disciplinary action, which may include termination of employment or cessation of participation in an athletics program. In addition, all violations of this policy will be reported to the NCAA Office. In the instance that the violation of these policies is also a violation of University non-academic rules, regulations or standards of conduct; appropriate University officials will be alerted to initiate possible disciplinary action.

STUDENT-ATHLETE ACADEMIC AND STUDY TABLE REQUIREMENTS

STUDY TABLE PURPOSE

The purpose of study table hours is to facilitate your academic choices with a time and place for you to be productive during the week. Study table is designed to give those that need academic guidance the time and place to work.

STUDY TABLE POLICES

All incoming freshmen who have earned 30 credits or less and ineligible student-athletes are required to complete 4 hours per week of study table. Only 2 hours are required during the week progress reports are due and the first week of study table.

Study table sessions may take place in the Teaching and Learning Center located in the Nikander academic building, room 10 and in the downstairs classroom of the Paavo Nurmi Athletic Center, Finlandia Hall, in the library or in other academic rooms. Study table begins on a Sunday and ends on a Thursday. All student athletes are required to complete study table hours by Thursday evening. The Athletic-Academic coordinator will communicate with each team their specific hours and location, and will also post them on the bulletin board outside the Athletic-Academic coordinators office. You will

be required to track your hours and turn in a hard copy with proof of completed hours to the Athletic-Academic Coordinator during each session. Student-athletes may attend academic success workshops that will count for an hour of study table.

The Teaching and Learning Center (TLC) will be available for student-athletes, during the day. Hours will be posted on the bulletin board outside the Athletic-Academic coordinators office. **You will need to obtain a signature from the TLC tutor you are working with.** Return completed forms to the office of the Athletic-Academic Coordinator. You must be going to the TLC for a purpose and help in a specific subject area.

The Academic Coordinator may require students attending study table to attend the TLC instead, if student-athletes are struggling in a specific class. The Academic Coordinator will reward freshmen student-athletes that have a 3.0 GPA or higher at the end of the fall semester to be exempt from study table during the spring semester. But, the Academic Coordinator will continue to monitor their grades. It is the responsibility of the student-athlete to communicate with the Athletic-Academic Coordinator if he or she is struggling in a specific subject area. It is our goal to ensure you are provided with every opportunity to be successful in your academics.

STUDY TABLE EARNED CONSEQUENCES

If 4 hours are not completed each week, the student- athlete will be suspended for the next game. The 4 hours are required by every Thursday after the final session. You must complete and turn in the hard copy of your logged hours by Thursday night.

If you are suspended for a game you are not able to dress for home or away contests and you are not permitted to travel with the team. Your ineligible status will fall under the “ineligible” athlete guidelines.

Study table lasts the entire semester and in some cases the entire year, so if you finish your competition season before the semester ends you still need to attend sessions. Each week you do not make the requirement, you will be ineligible for next year’s athletic contests.

FRESHMEN STUDENT-ATHLETE ROUND TABLE

The athletic department wants to ensure you have all the available resources to be successful as a student, athlete, and human being. A round table will be held every other week and will discuss various topics related to student life, health, and academic success.

PROGRESS REPORT PURPOSE

The purpose of progress reports are to ensure that each student-athlete is attending class, doing their assignments, and is remaining in good academic standing throughout the semester. Each progress report is meaningful to your team, your coach and the entire athletic department staff. We want each athlete to push themselves athletically, but also academically.

PROGRESS REPORT POLICES

Two progress reports are due each semester. All freshman student-athletes are required to turn in both progress reports for the academic year. All sophomores, juniors and

seniors with a cumulative GPA below a 3.0 must also turn in the first progress report of the semester. If at midterm a senior or junior drops below a 3.0 GPA mark, they will be required to turn in the second progress report after the midterm.

PROGRESS REPORT PROCEDURES

As the deadline for each progress report approaches contact your professor to **set up a meeting time** with them during the week they're due. Make sure you sit down and talk with your professor to discuss areas that you are struggling in, and the areas you are doing well in. Have them fill out your current percentage, provide any comments and sign the form. Progress reports can be found inside the classroom in a folder posted on the bulletin board.

For those of you with online classes, print off your grade sheet from each online class and attach it to the back of the progress report. Please have your professors provide you with a percentage via email and forward the email to the Academic Coordinator (alison.regal@finlandia.edu).

PROGRESS REPORT EARNED CONSEQUENCES

If you do not turn in your progress report on the assigned date by 5 p.m. to the Academic Coordinator you will earn a one game suspension.

If you are missing a class or grade percentage on your progress report you will also be ineligible for a game.

STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS

To be eligible to participate in varsity athletics at Finlandia University a student athlete must meet current eligibility requirements set forth by athletic conference and national governing bodies, and Finlandia University. For further information please contact the Director of Athletics. Students who participate in intercollegiate athletics must meet the following eligibility requirements:

1. Student-athletes must be in academic good standing and maintain satisfactory academic progress toward a recognized degree. Students on academic warning or probation are ineligible to participate in the athletics program.
2. Incoming freshmen must have achieved a minimum high school GPA of a 2.0 to be immediately eligible to participate in intercollegiate athletics at Finlandia.
3. Student-athletes must be enrolled in a minimum of 12 credit hours per semester at Finlandia. If the course load of a student-athlete drops below 12 credits at anytime during a semester, they are immediately ineligible.
4. Student-athletes are ineligible if they earn less than a cumulative credit load of 12 credits in a semester. An incomplete (I) grade in a class does not count toward earned credits. The student athlete remains ineligible until the incomplete grade is completed.
5. Student athletes may only participate in intercollegiate athletics in eight of the first ten (10) full-time semesters of enrollment at any college or university.
6. Transfer student-athletes must be in academic good standing to be immediately eligible for athletic participation at Finlandia University. Further, students who have ever participated in intercollegiate athletics must have been academically and

athletically eligible if they had remained at the previous institution.

7. Credit Hour Requirements. To be eligible to compete the second season and subsequent seasons in any sport, a student-athlete must earn the following credit hours:
 - (a) After the completion of the first season of participation: 24 credit hours
 - (b) After the completion of the second season of participation: 48 credit hours
 - (c) After completion of the third season of participation: 72 credit hours
8. In Men's Soccer the WIAC requires a student-athlete to have a minimum 2.0 cumulative GPA.

ACADEMIC STANDING

Students must maintain satisfactory academic standing to remain at Finlandia University. Criteria for satisfactory (good) academic standing for students enrolled in degree-granting programs are as follows:

<u>Level</u>	<u>Credits</u>	<u>Cumulative GPA</u>
1	0-23	1.60
2	24-47	1.75
3	48+	2.00

TRANSFER ADMISSIONS

Regular admission for the 2009-2012 academic years is granted to students who have achieved the following:

- Students who earned no more than 23 credits and have maintained a GPA of 1.60 at another institution can be admitted as a regular student.
- Students who have earned 24 or more credits must have a 2.00 GPA to be admitted as a regular student.
- Students who have earned more than 24 credits and have a GPA of less than 2.00 MAY be considered for admission on Warning by the Admissions Committee.
- Students who have earned no more than 23 credits AND have been out of school for at least two years, may be admitted as a regular student provided they meet all high school admissions requirements. All college work will be considered for transfer credit purposes only.

Admission on Warning will remain as printed.

FINLANDIA UNIVERSITY STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

All sports teams are required to have two SAAC representatives.

MISSION:

To enhance the total Finlandia student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

COMMITMENTS:

- To promote efficient communication between the athletic Administration and the student-athlete population regarding areas that impacts the student's athletic, academic, and personal well-being;
- To actively encourage more involvement of student-athlete in campus and community projects;
- To encourage unity, common purpose and camaraderie between teams and among all athletes in the athletic program;
- To design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general awareness.

RESPONSIBILITIES:

Each representative is expected:

1. To attend all committee meetings and activities;
2. If unable to attend, make sure that second team representative will be in attendance;
3. To represent the team's views at committee meetings. This means that the representative must talk to their teammates about issues or projects, which will be discussed at committee meetings. Coaches will allow time before and after practices for team meetings IF they are given advance notice (at least one day) that a meeting is needed;
4. To organize team members help with any special projects.

RULES:

1. Representatives must email either the secretary or any executive board member with a valid excused absence; (judgments will be made by Asst. AD regarding participation after absences)
2. All representatives are required to participate in special activities.

OFFICERS:

President: will facilitate and lead each meeting with assistance from other Board members; will be the main liaison to the Advisor; will assist in creating the agenda with other board members.

Vice President: will assist the president as needed; will assist in facilitating the meetings; will facilitate the meetings in the president's absence; will assist in creating the agenda with the other board members.

Secretary: will communicate times and locations of meeting to members via email; will record minutes from each meeting; will distribute the minutes to the membership and Advisors in a timely manner; will assist the president and vice president as needed; will assist in creating the agenda with the other board members.

Alternate: will be able to step into the position that is left vacant, but the other officers

will have that same chance to step into vacancy.

OFFICE OF ATHLETICS COMPLIANCE

Student-athletes are required to adhere to NCAA and institutional rules and regulations throughout their enrollment at FU. These rules are very complex and the Compliance Office exists to help you understand these rules and to ensure that you do not put yourself in situations that could jeopardize your eligibility. Failure to comply with all rules and regulations could result in you becoming immediately ineligible for intercollegiate competition and/or termination from an athletic team. You will be held accountable for knowing the rules. Ignorance is not an acceptable excuse. The golden rule for compliance is: **ASK BEFORE YOU ACT!**

The Compliance Office is ALWAYS available; call, e-mail, or stop in with any questions or concerns!

STUDENT-ATHLETE ELIGIBILITY

All student-athletes are required by the NCAA and the FU to read the Summary of NCAA Regulations, sign the Division III Student-Athlete Statement, and the NCAA's Division III Drug-Testing Consent form before practicing or competing in intercollegiate athletics.

Student-athletes must adhere to all academic eligibility requirements in the handbook in order to maintain eligibility for competition.

Participation on outside teams or in outside competition during the academic year and/or in the summer may impact your eligibility. **You should always first check with your coach and the Compliance Office for approval.** Failing to do so could cause you to lose your eligibility. Remember, always ASK BEFORE YOU ACT!

STUDENT-ATHLETE AMATEURISM

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport, except that prior to collegiate enrollment an individual may accept prize money based on his or her place finish or performance in an athletic competition;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team (per Bylaw 12.02.4), even if no pay or remuneration for expenses was received;
- Subsequent to initial full-time collegiate enrollment, enters into a professional draft or an agreement with an agent (see also Bylaw 12.2.4.2.1); or
- Enters into an agreement with an agent (oral or written)

STUDENT-ATHLETE PROMOTIONAL ACTIVITIES

All student-athlete promotional activities could potentially affect your status as an amateur student-athlete. Student-athletes have very limited opportunities in terms of promotional activities. Any use of a student-athlete's name, picture or appearance to support FU, a charitable, educational or non-profit activity requires prior written approval from the Athletics Department.

Participation in any of the below activities results in a student-athlete becoming immediately ineligible to compete:

- Accepting payment **OR** allowing your name or picture to be used to advertise, recommend, or promote the sale or use of a commercial product or service; or
- Accepting payment for endorsing a product or service because you are using the product or service.

If a student-athlete's name or picture appears on commercial items (e.g. t-shirts, advertisements) **without the student-athlete's knowledge or permission**, it is considered an institutional violation and does not affect the student-athlete's eligibility. However, the student-athlete (or the institution) must take steps to stop the activity.

The following guidelines are required to be followed in order to participate in any institutional, educational or charitable promotions:

- You cannot miss class for such an activity.
- You may accept legitimate and normal expenses from the agency (e.g., FU, charity) related to participation in such activity.
- You and an authorized representative of the agency must sign a release statement ensuring your name, image or appearance is used in a manner consistent with NCAA rules.
- You may not permit use of your name or picture in a "name the player" contest conducted by a commercial business to promote the business.
- If you are involved in an institutional promotion on a TV station or radio network (e.g., coaches show), you cannot make a reference to the station or network (e.g., endorse the station).
- There are also NCAA rules that regulate the apparel you wear during competition (including pre and post-game and press conference). You may have only one manufacturer's logo or trademark per article of clothing and the logo / trademark cannot exceed 2.25 square inches (e.g., no t-shirt with multiple corporate logos,).

Examples of impermissible promotional activities that will affect your eligibility (not an exhaustive list!):

- Friend uses your name or picture on a product and sells the product (e.g., t-shirt).
- You produce a music CD with your picture on the cover and sell the CD.
- You use your name to publicize your own business.
- You wear apparel or utilize equipment that has more than the manufacturer's logo on the item (e.g., "NBA" logo on the headband).

STUDENT-ATHLETE EXTRA BENEFITS

As a student-athlete, you are not allowed to accept gifts, meals, clothing, loans, discounts, and transportation due to your status as a student-athlete. The NCAA defines these types of benefits as “extra benefits.” An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletics interests (boosters) to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. The easiest way to look at extra benefits is if the benefit is not available to the general student body or student group (e.g., international students, sorority, and student organizations), it is not permissible for you to receive as a student-athlete. This rule also applies to your family and friends. IF your family or friends receive any type of extra benefit based on your status as a student-athlete, this will jeopardize your eligibility.

Again, nothing can be provided to you free, or at a reduced rate, or arranged for you because you are a student-athlete. Here are a few common examples of extra benefits (not an exhaustive list):

- Cash or loans (including cosigning of a loan) in any amount from a coach, staff member, or booster
- Use of an automobile belonging to a coach, staff member, etc.
- Receipt of free or discount meals or services at a commercial establishment. (e.g., 10% discount each time you shop).
- Benefits surrounding off-campus housing (e.g., reduced rent, free storage)
- Use of personal property of a department employee or booster (e.g., storage, lodging)
- Receipt of inappropriate academic assistance by a coach, faculty, or staff member.
- Receipt of free or reduced-cost services such as car repairs, legal advice, and medical services (e.g., dental, chiropractic).
- Receipt of gifts of any kind, including birthday/ holiday gifts and congratulatory gifts from boosters or faculty/staff members.

THERE ARE A FEW EXCEPTIONS TO THIS RULE...

Student-Athletes are permitted to have an occasional meal at the home of an athletic representative (booster) or an Athletics Department employee (e.g., coach), if the meal is not excessive (well beyond a normal campus meal). It is permissible for the individual to give you a ride from campus or your home and back for the meal. Occasional is defined as infrequent and not consisting of a pattern. **All occasional meals must be pre-approved by the Compliance Office!**

Athletics department staff members are also able to provide you with local transportation on an occasional basis. There are also a few additional exceptions to the extra benefit rule for specific media appearances, and institutional/educational/charitable promotional activities.

FU BOOSTERS

A booster or representative of an institution is any alumnus, parent, fan, friend, faculty, staff member, or former student-athlete. Once an individual is identified as such a

representative, the person retains that identity forever. A FU booster may not provide any extra benefit (e.g., cars, cash, lodging, food, preferential loan) to an enrolled student-athlete or his or her family or friends.

If you are contacted by a booster and offered an extra benefit, it is your responsibility to report the occurrence to the Compliance Office and your coach! Accepting any type of impermissible extra benefit could cause you to lose your eligibility for intercollegiate athletics. It is very important that you **always ASK BEFORE YOU ACT!**

STUDENT-ATHLETE UNETHICAL CONDUCT

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager) may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement, extra benefit or improper financial aid;
- (d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; or
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or a representative of an agent or advisor (e.g., "runner");
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- (g) Failure to provide complete and accurate information to the NCAA or institutions admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- (h) Fraudulence or misconduct in connection with entrance or placement examinations;
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive;
- (j) Failure to provide complete and accurate information to the NCAA, the Initial-Eligibility Clearinghouse or the institution's athletics department regarding an individual's amateur status.

STUDENT-ATHLETE GAMBLING REGULATIONS

The NCAA has established strict guidelines and sanctions concerning involvement in gambling activities for student-athletes. Not only are these activities against NCAA rules and regulations, but there are also state and federal laws which prohibit gambling or accepting of bribes. Gambling is a serious problem and can have tragic conse-

quences for a student-athlete who may be tempted to engage in such activities. Gambling also poses a significant threat to the integrity of intercollegiate athletics. **It is your responsibility to maintain a clear understanding of what constitutes gambling and bribery activities and recognize that participation in these activities will result in severe disciplinary action by FU and the NCAA, as well as local, state, and/or federal prosecution of the involved individual(s).**

Student-athletes are required to report any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest to their coach or the Director of compliance. Student-athletes should also communicate with their coach or other department personnel (i.e., Sports Information Office) when **questions** concerning appropriate release of team information occur.

NCAA bylaw 10.3 states that student-athletes and staff members of the athletic department **shall not** knowingly:

1. **Provide Information** to individuals involved in or associated with organized gambling activities concerning intercollegiate athletics competition;
2. **Solicit a bet** on any intercollegiate or professional team (e.g., fantasy leagues, super bowl squares, online sports betting, NCAA Tournament bracket pools);
3. **Accept a bet** on any team representing the institution;
4. Solicit or accept a **bet on any intercollegiate competition** for any item (e.g., shoes, meals, clothes) that has tangible value.
5. Participate in any gambling activity that involves **intercollegiate athletics or professional athletics**, through a bookmaker, a parlay card, or any other method employed by organized gambling.

Penalties associated with gambling activities:

1. Student-athlete's involvement in activities designed to influence outcomes or win/loss margins shall result in permanent loss of all eligibility.
2. Student-athlete's involvement in accepting or soliciting bets on their own institution shall result in permanent loss of all eligibility.
3. Student-athlete's involvement in any other type of sport wagering through organized gambling shall result in at least one year loss of all eligibility.
4. Online sports betting is illegal in the U.S. and you may be punished under federal law!

STUDENT-ATHLETE PLAYING AND PRACTICE SEASON RULES

Required day off, all sports: During the playing season, all athletically related activities shall be prohibited during one calendar day per week. Practice is any meeting, activity, or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.

Practice will be considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:

- Team conditioning or physical-fitness activities, field, floor or on-court activity;
- Setting up offensive or defensive alignments;

- Chalk talk;
- Lecture on or discussion of strategy relating to the sport (meetings);
- Activities utilizing equipment relating to the sport;
- Discussions or review of game films, or movies and DVD's relating to the sport;
- Competition;
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member; or
- Activities conducted under the guise of physical education class work (e.g., any class composed of or including primarily members of an intercollegiate team on a required-attendance basis or where the class utilizes equipment for the sport).

Outside the Playing Season: In all sports, there is no organized practice or competition outside of your playing season. In non-traditional season, the fall or spring sports may utilize the playing season guidelines outlined above.

Voluntary Athletically Related Activities: Any athletically related activity that you choose to participate in on your own time (e.g., open lift, captain's practice) must meet the following conditions in order to be considered "voluntary."

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities.
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

Please note that your sport coach cannot participate in voluntary related activities with you without counting it as a "countable" athletic activity (the only exception is the safety and summer workout exception in gymnastics, wrestling and track & field (safety exception available only in field events). Even if you voluntarily request an individual time to watch film or participate in skill instruction, it is considered a "countable" related athletic activity and must count within the 20 hr. (in-season).

STUDENT-ATHLETES INTENDING TO TRANSFER

Transferring from FU: The decisions to transfer from FU to another institution, is a matter that requires a significant amount of thought and consideration. There are numerous NCAA regulations that apply to transfer student-athletes, and you need to

make sure you are educated on the regulations in order to understand the consequences of such a decision. Student-athletes who are contemplating transferring from FU should always contact their respective sport head coach first prior to requesting a transfer release from the Compliance Office. NCAA regulations require that a student-athlete serve a year of residence at the next institution prior to engaging in competition, unless the student-athlete meets one of the legislated exceptions in NCAA bylaw 14.5. The most common exception is the “one-time transfer exception”.

Steps for student-athletes who are thinking about transferring:

1. The student-athlete will inform his or her head coach of their interest in transferring.
2. The head coach will consult with the athletic director and either grant or deny the student-athlete permission to contact another institution. The Compliance Office will notify the student-athlete in writing of the institution’s decision, and inform the student-athlete that they are entitled to a hearing opportunity to appeal the decision, upon request.
3. If a student-athlete is eligible to utilize the one-time transfer exception, the head coach will also decide if they object to the student-athlete being granted an exception to the transfer residence requirement at the next institution. The Compliance Office will notify the student-athlete in writing of the institution’s decision, and inform the student-athlete that they are entitled to a hearing opportunity to appeal the decision, upon request. If applicable, the Compliance Office will prepare the appropriate release to the next institution(s), and provide a copy of the release to the student-athlete.
4. 30 day Self Release
(http://fs.ncaa.org/Docs/AMA/compliance_forms/DIII/DIII%20Permission%20to%20Contact.pdf) can be completed and sent to new Division III institution. You have 30 days to speak to new institution without notifying your coach.

RESERVING FACILITIES

During the academic year, it is permissible for institutional staff members to reserve facilities for student-athlete workouts.

During the summer and out of season, it is not permissible for institutional staff members to reserve facilities for student-athlete workouts. However, it is permissible for student and student-athletes to request the use of institutional facilities for workout purposes as consistent with the institution’s policies established for outside groups generally.

STUDENT-ATHLETE REMOVAL DURING & AFTER TRYOUT PERIODS

At a coach’s discretion, FU students may be provided athletic “try-out” opportunities. Generally, these athletics try-out opportunities occur prior to the first competition. However, in some cases, try-out opportunities can occur during and after a sport season. The sport coach reserves the right to evaluate the athletics and academic contribution the individual may make to his or her sport program during these tryout periods. During the designated evaluation period, the coach can remove the athlete from the squad at his or her discretion.

STUDENT-ATHLETE EXIT INTERVIEWS

The Athletics Department at FU values the opinions of each student-athlete who participates in its athletics program. When a student-athlete exhausts their eligibility in their respective sport, graduates from FU, or leaves due to personal reasons, he/she will be asked to complete an online exit interview. The online interview is a brief survey that targets specific areas that encompass the entire athletics department. Student-athletes will have the choice to complete the survey anonymously, or leave their name and contact information for follow-up with the senior administration. Either way, student-athletes are encouraged to be honest when completing the survey so that FU can utilize this information to improve its culture for all current and future student-athletes. Please note that exit interviews must be completed before seniors are permitted to receive any senior awards or participation awards (e.g., team banquet award ceremony).

STUDENT-ATHLETE SPORTS MEDICINE

RETURNING STUDENT-ATHLETES

All returning athletes must have a pre-participation physical update completed **each year**. This process includes completing and turning in the following:

1. Necessary paperwork
 - a. Annual Health Questionnaire
 - i. Blood pressure & heart rate performed by the athletic trainer
 - b. Authorization for Use
 - c. Insurance Questionnaire
 - d. Emergency Contact
2. One copy of your health insurance card (front and back)

This physical update must be done before you are cleared to participate in any off-season workouts, practices, or games for your sport. The forms and a copy of your insurance card can be turned in the athletic training room.

If you are a multiple sport athlete you only need to **have one physical update done per academic year**, then you will be eligible to participate in all of your sports.

You may deliver the completed forms to the athletic training room in the Paavo Nurmi Athletic Center once you arrive on campus. Conversely, if you prefer, you may mail them to:

New Student-Athletes and Transfers Student-Athletes

All new Finlandia University athletes must have the following completed **before athletic participation**.

1. Necessary paperwork
 - a. Pre-Participation Physical Exam performed by your doctor
 - b. Health History Form completed by you
 - c. Health Insurance Questionnaire
 - d. Authorization for Use
 - e. Emergency Contact

2. One copy of your health insurance care (front and back)
3. IMPACT Testing for concussion baseline
 - a. This is a computer test that takes ~30 minutes to complete
 - b. This will be scheduled with the athletic trainer once you arrive at Finlandia

All of these items must be completed before you are cleared to participate in any off-season workouts, practices, or games for your spot. The forms and a copy of your insurance card can be turned into the athletic training room, and a time can be scheduled to take the IMPACT test with the athletic trainer.

You only will need to **have one physical done** during your career at Finlandia University. Returning students are only expected to perform a physical update with the athletic trainer annually to be eligible to participate in all of your sports.

You may deliver the completed forms to the athletic training room in the Paavo Nurmi Athletic Center once you arrive on campus. Conversely, if you prefer, you may mail them to:

Attn: Athletic Trainers 601 Quincy Street, Hancock, MI 49930

STUDENT-ATHLETE DRUG EDUCATION AND TESTING

First and foremost, Finlandia University (FU) and its Athletics Department are concerned with the health, safety, and welfare of the student-athletes who participate in its programs and represent the college in competitive athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance enhancing substances, and inappropriate use of alcohol and tobacco are inconsistent with the standards expected of student-athletes at FU and pose a substantial health and safety risk to all those involved in intercollegiate practice and competition. In addition to the health and safety risks, many of these substances are banned by FU and the NCAA and can result in sanctions that include loss of eligibility.

The overall goal of FU's Drug Education & Testing Program (the "Program") is to promote a year-round drug free environment in the intercollegiate athletic program.

FU will achieve this goal by making a commitment to the following objectives:

- To clearly identify legal and illegal substances, which pose a significant health and safety risk to student-athletes;
- To inform and educate student-athletes and others associated with athletics teams about drugs, alcohol, and the effects of their use/abuse; and
- To establish clear policies to test, address and treat student-athlete drug and alcohol use and abuse problems and concerns.

For the purpose of this Policy, a "student-athlete" is any FU student who participates in any FU organized intercollegiate athletic competition and/or practice, or whose name appears on any athletic roster.

This Program is the FU Drug Education and Testing Program, which is separate and distinct from the NCAA drug-testing program. The NCAA testing program's sanctions are not the same as those sanctions imposed under this Program. Information regarding the NCAA drug-testing program, protocol and sanctions may be found on

the NCAA website at www.ncaa.org.

FU reserves the right to make changes to this Program as needed. This Program should not be construed to create a contract between student-athletes and FU.

STUDENT-ATHLETE PROHIBITED SUBSTANCES

Performance Enhancing Drugs: Performance Enhancing Drugs are medically harmful and are expressly prohibited by FU and NCAA. State and federal laws also prohibit the sale, distribution, and/or use of many of these substances. Performance enhancing drugs include steroids and other anabolic agents identified on the NCAA Banned-drug Classes list included in Appendix A or agents used to block/mask detection. Examples of blocking/masking agents are included on the NCAA Banned-Drug Classes list in section (d): Diuretics. Student-athletes who take these substances are not only endangering their own health and safety, but are also jeopardizing the health and safety of student-athletes with whom they participate.

Social Drugs (e.g., street drugs, stimulants, etc.): Social drugs (e.g., marijuana, amphetamines, opiates, ecstasy, etc.) have potential to cause harm and dependence. The use of these drugs may impair performance and reaction time, possibly resulting in injury to the student-athlete or others during an athletic activity. Social drugs are medically harmful and are expressly prohibited by FU and the NCAA. State and federal laws also prohibit the sale, distribution and/or use of many of these substances. Socially used drugs that are banned by the NCAA and FU are identified on the NCAA Banned-Drug Classes list included at the end of this handbook. Student-athletes who take these substances are not only endangering their own health and safety, but are also jeopardizing the health and safety of student-athletes with whom they participate. Fu reserves the right to test for substances not listed on the NCAA Banned-Drug Classes List, and test for substances at cut-off levels that may vary from the NCAA testing protocol.

Dietary/Nutritional Supplements: Finlandia University and its Athletics personnel will not distribute or encourage the private use of any dietary/nutritional supplements that are not approved by the NCAA for distribution by member institutions. Dietary/nutritional supplements that are non-muscle building and may be purchased and distributed by FU at any time during the academic year include:

- Vitamins and Minerals
- Energy Bars
- Calorie Replacement Drinks (e.g., Ensure, Boost)
- Electrolyte Replacement Drinks (e.g., Gatorade, Powerade)

Supplements that contain protein may be classified as non-muscle-building supplements as long as they do not contain more than 30 percent of their calories from protein.

Many other dietary/nutritional supplements contain substances that are banned by FU and the NCAA and pose a substantial health risk to student-athletes participating in intercollegiate athletics. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the dietary/nutritional supplement industry; therefore, purity and safety of dietary/nutritional aids cannot be guaranteed. Impure substances may lead to a positive NCAA drug test. State and federal laws may also prohibit the sale,

distribution and/or use of these substances.

Dietary/nutritional substances that are specifically banned by FU and NCAA are identified on the NCAA Banned-Drug Classes list included at the end of this handbook. Student-athletes who are taking a dietary/nutritional substance that contains banned substances or are taking permissible substances while not properly supervised by a physician are endangering their own health and safety and the health and safety of student-athletes with whom they participate.

Student-athletes are solely responsible for any substance they elect to ingest. Any dietary/nutritional supplement may contain banned substances, including substances labeled as vitamins/minerals. The discovery of such substances through a drug test will still result in the imposition of sanctions pursuant to this Program. It is the recommendation of FU that all student-athletes refrain from using any dietary/nutritional supplement without first consulting with the head athletic trainer.

Any student-athlete that has question about dietary/nutritional supplements is encouraged to contact the Drug Free Sport Resource Exchange Center at www.drufreesport.com/rec. The athletic training staff will provide student-athletes with a password to access the confidential Resource Exchange Center.

Other Substances: The NCAA Banned-Drug Classes list (located at the end of this handbook) identifies other substances that are banned. Student-athletes are responsible for understanding that all substances listed on the NCAA banned substance list are also banned by FU. FU reserves the right to test for substances not included on the NCAA Banned-Drug Classes List and test for substances at cut-off levels that may vary from the NCAA testing protocol.

Prescription Medication: Student-athletes who are taking medications that contain substances that appear on the NCAA Banned-Drug Classes list must provide a documented medical history demonstrating the need for regular use of such substances. Substances designated on the NCAA's Banned-Drug Classes list (located at the end of this handbook) as category (a) Stimulants, (c) Substances Banned For Specific Sports, (d) Diuretics, and (f) Peptide Hormones and Analogues are permitted if student-athletes have a documented medical history demonstrating the need for regular use of such drugs.

Alcohol: FU and its Athletics Department view the use of alcohol to be incompatible with the goals of athletic and academic excellence. Possession and consumption of alcohol by persons under the age of 21 in the State of Michigan is illegal. Accordingly, student-athletes under the age of 21 are expected to abide by State law. Because of the potential to cause harm, student-athletes may not consume alcohol prior to practice or competition. Student-athletes are not allowed to participate in practice or competition activities if they have alcohol in their system. Student-athletes are also prohibited from consuming alcohol during University sponsored travel.

Student-athletes who consume alcohol frequently and/or in large quantities run the risk of harming themselves and others while participating in practice and/or competition. If such a risk is identified, the student-athlete will be subject to the sanctions proposed in the Alcohol Policy Sanctions section of this handbook.

Tobacco: As defined by the NCAA, the use of tobacco products is prohibited by all game personnel (e.g., coaches, student-athletes, athletics trainers, managers and game

officials) in all sports during practice and competition. The use of tobacco products (e.g., cigarettes, cigars, pipes and smokeless tobacco) poses a serious health threat to student-athletes. The U.S. Surgeon General, National Cancer Institute, Centers for Disease Control, and the National Institute for Dental Research do not recommend the use of any tobacco products. Use of such products during practice and competition will result in a student-athlete being subject to this Program's procedures for identifying, addressing and treating drug and alcohol abuse problems.

STUDENT-ATHLETE SANCTIONS

Each head coach may have team rules and sanctions regarding the use and/or abuse of drugs that may be more stringent than those required by this policy. These team rules may further affect the student-athlete's eligibility for practice and competition on his/her team.

If a student-athlete refuses to be subject to a drug test, the student-athlete will be treated as if he/she has tested positive for a banned substance and will automatically be assigned sanctions associated with positive tests for performance enhancing drugs.

Student-athletes who test positive for a banned substance or who refuse to submit to a required drug test will be subject to the following sanctions:

NCAA BANNED DRUGS

1. The NCAA bans the following classes of drugs.

- a. Stimulants;
- b. Anabolic Agents;
- c. Alcohol and Beta Blockers (banned for rifle only);
- d. Diuretics and Other Masking Agents;
- e. Street Drugs;
- f. Peptide Hormones and Analogues;
- g. Anti-estrogens; and
- h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2. Drugs and Procedures Subject to Restrictions.

- a. Blood Doping;
- b. Local Anesthetics (under some conditions);
- c. Manipulation of Urine Samples;
- d. Beta-2 Agonists permitted only by prescription and inhalation;
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning.

- **Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!**
- (1) Dietary supplements are not well regulated and may cause a positive drug test result.

- (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
- (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
- (4) Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate athletics staff before using any substance.

SOME EXAMPLES OF NCAA BANNED SUBSTANCES IN EACH DRUG CLASS

NOTE: There is no complete list of banned drug examples!!

Check with your athletics department staff before you consume any medication or supplement.

1. Stimulants.

e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione).

e.g., boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

3. Alcohol and Beta Blockers (banned for rifle only).

e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. Diuretics and Other Masking Agents (water pills).

e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

5. Street Drugs.

e.g., heroin; marijuana; tetrahydrocannabinol (THC); (no other substances are classified as NCAA street drugs).

6. Peptide Hormones and Analogues.

e.g., growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. Anti-Estrogens.

e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD); etc.

8. Beta-2 Agonists:

e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also

banned (unless otherwise noted)!

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting

The Resource Exchange Center, REC, 877/202-0769 or www.drugfreepport.com/rec — password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate athletics staff before using any substance.

TIPS FOR STUDENT-ATHLETES WORKING WITH THE MEDIA

Be on time for scheduled interviews and set the ground rules. If you have to get treatment for an injury, have an appointment with a coach or must being practice soon, or have class, tell the reporter you have ‘X’ amount of time. If someone is coming from out of town, plan ahead and give them plenty of time to conduct the interview. Remember to thank the reporter upon completion of interview.

All interviews should be arranged by the Athletics Communications Office. Know where they work or what they want to talk about, ask them to go through our office. It may seem easier to just answer their questions, but it sets a bad precedent.

Anticipate! Anticipate what your comments will look like in print or sound like on the air. Remember you are not talking just to the reporter. What you say will be seen, heard and read by many people both in Hancock and around the country. If you are scheduled for an interview, don’t be afraid to ask the reporter what he or she is going to ask you so you have some time to think of your response.

Refrain from saying “no comment”, it can lead to speculation. If you have concerns about a reporter or the tone of an interview, please see a member of the Athletics Sports Information Office. If a story is written that is inaccurate or you believe you were misquoted, see the Athletics Sports information staff member and they will follow up.

Be Positive when talking about your teammates, coaches, and team, as well as your opponents. Avoid the negatives, as they breed discontent and trouble. Don’t speak about you or your teammates’ injuries.

Expect to be in a “fish bowl.” High profile sports and their participants are public figures and celebrities. Expect to lose some of your privacy. You must be careful about what you do away from the practice or competitive venue. Realize everything you do reflects on your teammates, your coaches and Finlandia University as well as on you, personally.

Show your personality. Let the reporter know there is more to you than just your athletic ability. Be confident, not arrogant.

Do not speak “off the record” with the reporter. There is no such thing. If you say it, it may be printed.

Dress appropriately. Don’t fidget. Pay attention to your body language.

Consult your Athletics Sports Information staff member about how to answer a question you aren’t sure about. They are here to help.

Remember, it is a privilege to be a Finlandia University student-athlete.
Appreciate the coverage the media is giving to you, your team, and the department of athletics.