

FINLANDIA UNIVERSITY – 2018-2019

ADVISING HANDBOOK

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2018-2019 Advisor Assignments

<p><u>Criminal Justice-BA:BA21; AAS:CRJ</u> Richard Gee-331 BA: CRJ Juan Marin-314 AAS: CRJ / BA: CJ Rene Johnson-114- AAS CRJ / BA: CJ Hilary Virtanen – 346 AAS CRJ / BA: CJ</p> <p><u>Phys. Ther. Assist.-AAS: PTA-PTA1; Pre-PTA-PTA2;</u></p> <p>Nicole Polakowski – 427A Pam Brown – 439A</p> <p><u>Medical Assisting-MAS-AAS: MAS-MAS1; Pre-MAS-MAS2;</u> <u>Medical Billing & Coding Specialist-MBC-MBC1; Pre-MBC-MBC2</u> See Fredi deYampert</p> <p><u>Nursing- BSN: Nursing-NUR3; Pre-Nursing-NUR6; BSN Completion-NUR7;</u></p> <p>Ryan Bessolo-379 Theresa Rajala-Halsey-380 Mark Miron-213 Lori Sullivan-214 Johnna Therrian-126 Irina Sergeyeva – 383</p> <p><u>General Studies-AGS:GEN-ESL;</u> Jason Oyadomari</p> <p><u>General Studies-AGS:GEN;</u> Carolyn Dekker-390</p> <p><u>Academic Risk</u> Erin Barnett-370 / Veronica Horning - 293</p> <p><u>Bachelor of Bus. Admin.-BBA:Business Administration-BUS;</u> <u>Healthcare Mgt-BU11; Applied Management-BUS8; 2nd Degree BBA-BUI2</u></p> <p>Paul Werner – 452A (Marketing-BAMK) Mary Jane Hatton-134 (Mgt. & Entrep., BAME) Kevin Manninen-326 (Int. Bus, Exch.; General Business; HCM) Steve Nordstrom-014 (Sports Management, BASM) Laura Sieders – 424A (Accounting) General Business will be spread amongst advisors.</p>	<p><u>Bachelor of Fine Arts-BFA:ARD; Liberal Studies Art Therapy-LIAT</u></p> <p>Thomas Adolphs – 397 (Graphic Dsg, ARDG) Phyllis Fredendall-144 (Fiber/Fashion Design, ARFF) (Integrated Design, ARIN) Denise Vandeville-110 (Ceramic Design, ARD2, Studio Arts Drawing & Painting, ARD5) Dylan Weiler – 445A (Intermedia)</p> <p><u>BA: Communication-BA20; English-BA22; History-BA23;</u> <u>Psychology-BA24; Social Sciences-BA25; Sociology-BA26;</u> <u>Liberal Studies-LIB3; Pre-professional Science-BA27;</u> <u>Undeclared, UND; Philosophy-BA28;</u></p> <p>Erin Barnett-370 (Undeclared) Judy Budd-263 (Biology) Carolyn Dekker -390 (English; AGS-Gen) Ashok Khanal – 460A (Biology) Rene Johnson-114 (CJ Overflow) Bill Knoblauch-336 (History; Lib. Studies Trans; Soc Science) Mark Lounibus-313 (Lib. Studies Trans.; English) Jason Oyadomari-115-(Biology, Liberal Studies, Comm.) Brittany Nelson – 441A (Psych) Hilary Virtanen – 346 (Lib Studies; CJ) Michael Reay – 409A (Sociology)</p> <p><u>Dual Enroll., Employee, Audit, NONE, (AU, DE, EM, None)</u> Jason Sullivan-392</p> <p><u>Department Contacts</u></p> <p>Fredi deYampert -Medical Assistant, Med Bill & Code Spec. Johnna Therrian – BSN Nursing / Mark Miron – RN to BSN Comp. Kevin Manninen-Business Jason Oyadomari-Arts & Sciences Denise Vandeville-Art & Design Pam Brown- Physical Therapist Assistant</p>
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ACADEMIC PROCEDURES

1. SEMESTERS, TERMS, GPA, CREDITS, AND GRADES

- A. Semester credits: generally, 1 classroom hour per week for 15 weeks, except for laboratory, studio, and activity courses.
- B. GPA-grade point average, the average of grades computed at the rate of the following:
- C. Credits: 1 credit equals 1 semester hour.

A = 4.0	94-100%	C = 2.0	74-76%
A- = 3.7	90-93%	C- = 1.7	70-73%
B+ = 3.3	87-89%	D+ = 1.3	67-69%
B = 3.0	84-86%	D = 1.0	64-66%
B- = 2.7	80-83%	D- = 0.7	60-63%
C+ = 2.3	77-79%	F = 0.0	0-59%

- I =** An incomplete, "I," is a temporary grade given only in cases of extreme circumstances beyond the student's control that prevents the student from completing all required work. An incomplete grade may only be given if a student is passing the course. The instructor must submit an incomplete contract, signed by both the student and the instructor, on or before the date class grades are due. An incomplete grade is changed to a letter grade following the satisfactory completion of all unfinished work according to the conditions of the incomplete contract. An incomplete must be completed within the first four weeks of the semester following the one in which the incomplete was incurred. If the work is not completed by that time, the grade for the course becomes an "F." Incomplete grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony. **An "I" grade cannot be converted to a "W" after it has been submitted to the University Registrar's Office.** Remember, the signed contract must be filed in the University Registrar's office before grades are posted online. If the contract is not submitted, the "I" grade will be changed to an "F."
- IP =** An incomplete in progress, "IP," may be given for theses, capstones, practicums, internships, and independent/directed studies in which the required coursework extends beyond the normal semester. The instructor must submit an incomplete in progress contract, signed by both the student and the instructor, on or before the date class grades are due. An incomplete in progress grade is changed to a letter grade following the satisfactory completion of all unfinished work according to the conditions of the incomplete in progress contract. The IP grade must be completed within six calendar months from the end of the semester in which the IP was incurred. IP grades not resolved by that time will be changed to an "F." IP grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony. **An "IP" grade cannot be converted to a "W" after it has been submitted to the University Registrar's Office.** Remember, the signed contract must be filed in the University Registrar's office before grades are posted online. If the contract is not submitted, the "IP" grade will be changed to an "F."
- P =** Passed successfully; completed the course with a score equivalent to "C" or better.
- R =** Repeated course later; highest grade earned counts.
- W =** Withdrawal from a course after the drop /add period before the 10th Thursday of classes.
- CR =** Credit awarded through transfer, military learning, AP, CLEP, ICE, Experiential Learning.
- AU =** Audit-no grade or credit is given for a course. Students may only audit courses with permission of the University Registrar, the course instructor, and the Director of Student Accounts.

2. INDEPENDENT AND DIRECTED STUDIES

- A. Independent Study:** A student may take a course already listed in the catalog in a semester when it is not scheduled if it is necessary for graduation or if a special need is demonstrated. The instructor provides the syllabus, offers assistance, reviews progress (about one hour every two weeks), and evaluates the student at the end of the semester. Projects may be a combination of term papers, examinations, or critical journals. Credit awarded is the same as listed in the catalog.
- B. Directed Study:** A student may request a faculty member to develop a directed study course to explore a special aspect of a particular area of study. Lower level courses for freshmen or sophomore students are numbered from 296-299 while upper level courses are numbered from 396-399. An individualized syllabus that includes a title, objectives, general description, methods, and evaluation method must be submitted, along with a permission form, for each directed study. Faculty time is flexible but is planned for each project. Course credit is established by the faculty member, approved by the appropriate academic dean, and may range from 1-5 credits.

To enroll for independent or directed study, students must obtain the form(s) from the University Registrar and get approval from the course instructor, the appropriate academic dean, and the University Registrar. **All signatures must be obtained before the form is submitted to the University Registrar. Students must write a letter outlining the need for special independent or directed study consideration.**

3. THE DROP/ADD PERIOD

The drop and add period is a time for rearranging class schedules that ends 4 class days after the first day of the semester for **full semester** classes. Half semester classes have prorated drop/add dates. Please check with the University Registrar's office for more information. Courses dropped during this period will not appear on the student's transcript or grade report.

- All student schedule changes must be approved and signed by the advisor.
- **Signed drop and add cards must be received in the University Registrar's Office by 4:30 p.m. on the 5th day of classes or the cards will not be accepted. Advisors should be available until 4:30 on the last day of the drop/add period or make arrangements for someone else to sign drop/add cards in your absence.**
- Classes may **not** be **dropped or added** after the drop and add period.
- Students are responsible for all registered courses after the end of the drop and add period.
- **Small time conflicts** (10-15 minute overlap) require **the instructor, advisor, and University Registrar** to override any conflict. **Direct time conflicts are not allowed.**

4. COURSE WITHDRAWAL AFTER THE DROP/ADD PERIOD

Students may withdraw from a course or courses by submitting a drop/add/withdrawal card, signed by the advisor and student, to the University Registrar's Office. Drop/add/withdrawal cards without all the required signatures will not be processed. The following applies to course withdrawals after the drop/ add period:

- Students are charged for all registered courses after the end of the drop/add period.
- All changes must be approved with a signature from the academic advisor.
- The "W" (withdrawal) period ends at 4:30 pm Thursday, November 1, 2018, in the fall semester and Thursday, March 28, 2018, in the spring semester: Students receive a grade of "W"; credits are not included when computing GPA. Half semester classes have prorated withdrawal dates. Information for these is available on the Academic Calendar.

Please be available until 4:30 on the last day of the "W" period or make arrangements for the dean of your area or another instructor to sign withdrawal cards in your absence.

STUDENTS SHOULD SUBMIT DROP/ADD/WITHDRAWAL CARDS TO THE UNIVERSITY REGISTRAR'S OFFICE IMMEDIATELY AFTER OBTAINING THE REQUIRED SIGNATURES. Failure to officially withdraw from a course results in a grade of "F" on the transcript. Students are charged full tuition for courses dropped after the drop and add period.

Students should consult the Office of Financial Aid to determine how dropping or withdrawing from classes will affect their financial aid eligibility.

5. OFFICIAL COMPLETE WITHDRAWAL FROM THE UNIVERSITY

Students who wish to completely withdraw from the University should pick up a withdrawal form from the Dean of Students in Mannerheim 114. If students are unable to locate the Director of Academic Success, they can contact the Vice President for Academic Affairs, Mannerheim 150. The form requires signatures from the Dean of Students, the Director of Student Financial Services, the Coordinator of Student Accounts, and the University Registrar. All withdrawals must be in writing. The effective date of the withdrawal is the date the University Registrar signs the form. When students withdraw, tuition, fees, and room and board are charged in accordance with the refund policy as outlined in the Financial Information Section of the Finlandia University Catalog.

NON-ATTENDANCE DOES NOT INDICATE OFFICIAL WITHDRAWAL FROM THE UNIVERSITY.

6. UNOFFICIAL WITHDRAWAL

Students who discontinue their enrollment at the university without following the complete withdrawal process will be considered to have unofficially withdrawn. The last date of attendance will serve as the student's unofficial withdrawal date and will be determined by one or a combination of the following criteria:

- Lack of attendance in classes using the last date of recorded attendance by faculty
- Late notification of a school official by which the student notifies a university official that he or she is leaving past the deadline for a complete withdrawal
- Vacating residential housing, upon confirmation that the student is not attending classes

If the last date of attendance cannot be determined using the above criteria, the university will use the midpoint of the semester (50%) as the student's official end-date.

Students who completely withdraw from the university without following the complete withdrawal process will be assigned a grade of "F" in each of their courses as per the Complete Withdrawal Policy.

7. LEAVE OF ABSENCE

The Student Leave of Absence (LOA) policy allows degree-seeking, undergraduate students to take an official leave from their studies at Finlandia for a period of up to one year. During this one-year period, undergraduate students may be readmitted to the University through the Admissions Office, without having to officially reapply.

To take an official Leave of Absence, students must report to the Office of Academic Success and Student Life to complete the appropriate paperwork. Resident students who take a leave are required to vacate student housing immediately. Students officially taking a Leave of Absence are not eligible to participate in varsity or intramural athletics, student clubs or any University sponsored activity or organization.

Students considering taking a Leave of Absence should speak with their academic advisor or program director about their options, the process of taking a Leave of Absence, and the procedure and timeline of applying for readmission. Students receiving financial aid are also required to meet with Financial Aid personnel prior to the approval of the LOA.

An official Leave of Absence will not be approved for students subject to dismissal due to academic deficiencies or disciplinary actions.

Students requesting to start a Leave of Absence during an academic semester may choose to officially withdraw from their courses thus receiving "W"s for their courses; or receive incomplete grades (I) for their courses. Students opting to take incomplete grades must establish course completion strategies as part of the LOA request and are thereby expected to complete their work as outlined in the Leave of Absence agreement. Incomplete grades that are not successfully completed according to the agreement will automatically convert to an "F" as per the University's Incomplete Grade Policy. Administrative withdrawals will be processed if the LOA request is granted past the official withdrawal date.

Students receiving approval for an official Leave of Absence will be allowed to complete their degree following the prescribed progress sheet under the original catalog date. If any of the courses within their degree program have been changed or no longer offered, the university will work with the student to provide acceptable alternatives through the university's course substitution process.

Information on the Process to Apply for an Official Leave of Absence can be found in the Academics section of the 2018-2019 Campus Catalog.

8. REPEATED COURSES

Students who want to repeat a course and have the prior grade removed from the cumulative grade point average must satisfy each of the following guidelines:

1. Courses taken at Finlandia University must be repeated at Finlandia University to activate the policy.
2. The highest grade applies toward the cumulative grade point average. The prior grade is only removed if a subsequent grade of "A" through "F" is earned.
3. A course may be repeated no more than twice under this policy.
4. The grade deleted from the computation of the cumulative grade point average will not count toward credits earned but will remain on the record as a course attempted.
5. This policy is retroactive to include any course taken at Finlandia University; however, the policy is only activated when the exact same course is repeated.
6. Repeating a course from a prior semester does not affect the academic standing for that semester. Academic standing in a prior semester can only be changed due to a grade reporting error.

9. COURSE SUBSTITUTIONS

Students with a legitimate case for a course substitution in the same discipline must submit a formal substitution request to the appropriate academic dean for approval and signature. The forms are available in the University Registrar's Office. Completed substitution requests should be submitted to the University Registrar for final approval **prior** to the final semester of enrollment.

10. TRANSFERRING STUDENTS

All students:

Students planning to transfer to another four-year university should begin planning for transfer immediately. It is often possible to select courses based the requirements of the school they plan to attend. To help plan their programs at Finlandia, they should obtain school catalogs and make contact with the transfer counselor of the school they are interested in attending.

Michigan Transfer Network

Finlandia University course equivalencies for many Michigan colleges and universities can be found on the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) website, in the Michigan Transfer Network section, at www.macrao.org.

11. GRADUATION

Application

All students must apply for graduation to activate the degree audit procedure. Applications are available from the student's academic advisor or the University Registrar. After the application is received, the University Registrar will complete a degree audit to confirm eligibility for graduation. Candidates for graduation in April/May or July must apply by mid-November of the prior year; candidates for graduation in December must apply by mid-March. Substitution requests should be turned in either before or with the graduation application. Be sure that students indicate the year of the academic progress sheet they have been following.

Ceremony

All students who will successfully complete their degree requirements by the end of the spring semester are eligible to participate in the spring ceremony if they have applied for graduation.

Students who plan to graduate in July may participate in the spring ceremony under the following conditions:

- Associate Degree students who have six or fewer credits to complete all degree requirements;
- Bachelor Degree students who have two or less 300/400 course level program requirements to complete all degree requirements;
- Students must show proof of summer registration for the necessary requirements;
- Students must demonstrate by mid-spring semester that their cumulative gpa will be 2.00 or above.

The graduation ceremony is usually held on the last Sunday in April or the first Sunday in May.

12. NON-RESIDENT COMPLETION

Students requesting permission to complete their degree requirements at another college or university must submit the completed Non-Residence Degree Application to the University Registrar for prior approval. The Non-Resident Degree policy and application are available from the University Registrar.

13. ACADEMIC AMNESTY

Any former Finlandia University student who wishes to return after a five-year absence may request to return with academic amnesty. The cumulative grade point average will only include courses taken since returning to the University. Any student wishing to return to Finlandia University under this policy must make his or her request in writing to the University Registrar.

“Students returning five years after taking their last course at Finlandia University may request that the University Registrar compute the cumulative GPA from the courses taken after re-enrollment.” All grades earned prior to re-enrollment will continue to appear on the transcript as part of the permanent record. Only the calculation of the GPA will be affected, reflecting only the student’s current work. Courses taken prior to the application of academic amnesty do not count toward degree completion.

ADVISING RESPONSIBILITIES

ALL ADVISORS SHOULD FOLLOW THE GENERAL ADVISING PROCEDURES BELOW

1. GENERAL ADVISING

- Stress the importance of reading the college catalog
- Review all academic policies of the University including attendance, satisfactory progress, course loads, GPA, the drop and add period, withdrawal procedure, and important dates.
- Discuss career opportunities, internships, or graduate school options.
- Explain advising evaluation/assessment.
- Give advisees a copy of the academic progress sheet, discuss the suggested course sequence for each semester, and point out specific credit and course requirements. Explain the policy regarding 300/400 level courses and talk about course pre-requisites.
- Show advisees how to draft a semester schedule and tentative degree completion schedule using the master schedule and the academic progress sheet as a guideline.
- Meet with advisees to plan a new schedule in preparation for online registration in November and March.
- Be available to monitor progress, provide intervention, answer questions, or refer advisees as needed.
- **Students must turn in their own drop/add or withdrawal cards; advisors should not turn in the cards.**

2. INDIVIDUAL ADVISING

- **Be available on check-in day in both August and January during the times specified** to meet advisees and help with class changes and questions.
- Meet during the fourth or fifth week of classes to discuss progress and any other student problems.
- Meet with advisees at mid-term to review academic progress.
- Meet with advisees prior to online registration in November and March to plan a new course schedule for the next semester.
- Encourage advisees to meet with you whenever needed to discuss problems or questions. Remind them that they **must** see you for a signature before dropping, adding, or withdrawing from classes. The advisor's copy of the drop/add card is returned to the advisor after it has been processed.
- Post your office hours on your door, so students will know when you are available.
- All athletes must be enrolled in 12 credits throughout the semester to be eligible to participate in a sport. As soon as an athlete drops below 12 credits, he/she is ineligible to participate. Athletes must also stay in good standing.
- **Students must turn in their own drop/add or withdrawal cards; the advisor should not turn in the cards.**

3. INTERNATIONAL STUDENT ADVISING

- International students must complete 12 credits during both fall and spring semesters.
- International students must maintain a 2.0 GPA.
- International students cannot add, drop, or withdraw from classes or change their course of study without notifying the International Student Advisor as well as the Immigration and Naturalization Services.
- International students do not have to be enrolled during the summer semester.

STUDENT/ADVISOR INTERACTION LOG

Name _____ Address _____

Phone Number _____ email address _____

ADVISING INFORMATION DISCUSSED

- | | | | |
|--|------------|---|------------|
| <input type="checkbox"/> Master Schedule | Date _____ | <input type="checkbox"/> Academic Progress Sheet | Date _____ |
| <input type="checkbox"/> Academic Standing Policy | Date _____ | <input type="checkbox"/> Transfer Credit Policy | Date _____ |
| <input type="checkbox"/> CLEP & ICE Exams | Date _____ | <input type="checkbox"/> Course Substitution Policy | Date _____ |
| <input type="checkbox"/> Ind./ Dir. Study Procedures | Date _____ | <input type="checkbox"/> Course Repeat Policy | Date _____ |
| <input type="checkbox"/> Degree Audit Catalog | Date _____ | <input type="checkbox"/> Online Registration | Date _____ |
| <input type="checkbox"/> First Year Courses | Date _____ | <input type="checkbox"/> Prerequisites for courses | Date _____ |
| <input type="checkbox"/> Course Sequence | Date _____ | <input type="checkbox"/> Drop/Add & Withdrawal | Date _____ |
| <input type="checkbox"/> Class Attendance Policy | Date _____ | <input type="checkbox"/> Mid-sem. grades picked up? | Date _____ |
| <input type="checkbox"/> Plan next semester schedule | Date _____ | <input type="checkbox"/> Graduation requirements | Date _____ |
| <input type="checkbox"/> Expected graduation date | Date _____ | <input type="checkbox"/> Exam Schedule | Date _____ |
| <input type="checkbox"/> Athletic Eligibility | Date _____ | <input type="checkbox"/> Academic Standings | Date _____ |

NOTES, COMMENTS, DISCUSSION

Date _____

Date _____

Date _____

Date _____

Date _____

Date _____

Date _____

Finlandia Core Courses – Comprehensive List Fall 2009 – Spring 2016

Students that will fall under a progress sheet that is prior to 2016-2017 will need to fulfill the Finlandia Core Course requirements (below).

Faculty have identified five outcomes in the Finlandia Plan that every student graduating from Finlandia should demonstrate, including Communication, Analytical Skills, Critical and Creative Thinking, Citizenship, and Cultural Heritage and Literacy. Finlandia foundation courses address the first two of these outcomes, while Finlandia core courses address the remaining three outcomes.

Note: Courses used to fulfill the core competencies must be outside of a student's discipline of study.

Critical Thinking and Creative Insight (CTCI)

- create, integrate and evaluate ideas across a range of contexts, cultures and areas of knowledge
- incorporate strong critical and creative thinking skills through discovery, analysis, and application of knowledge

ARD 100 Introduction to Visual Plastic Materials
ARD 114 Dig Design Found (ARD 127 Dig Imagery)
ARD 124 Ceramic Design I
ARD 126 Sustainable Design Systems
ARD 205 Weaving & Off-Loom Structures
ARD 207 Digital Photography
ARD 211 Noetic Skills
ARD 224 Ceramic Design II
BIO XXX any Biology course
BUS 141 Business Communication
BUS 200 Introduction to Accounting (Fundamentals of)
BUS 271 Principles of Management (BUS371)
BUS 332 Business Finance
BUS 345 Principles of Marketing
BUS 346 Advertising
BUS398/399 Entrepreneurial Workshop
CHM XXX any Chemistry course
COM 245 Gender and Communication
COM 250 Topics in Communication (Sports Broadcas.)
COM 282 Web Design I
COM 288 Rhetoric and Persuasion
COM 340 Environmental Communication
COM 375 Research in Communication
COM 382 Web Design II
CRJ 208 Criminal Procedures
CRJ 260 Victimology
ECN 350 Topics in Economics
ENG 219 Creative Writing
ENG 250 Topics in Literature
ENG 270 Studies in Poetry

ENG 275 Studies in Poetry
ENG 323 Advanced Writing
ENG 350 Topics in Literature or English
ENG 380 Literary Criticism
ENV 202/HUM 202 Intro to Environmental Studies
HUM 301 Contemporary Voices in Science
HIS 250 Topics in History
HIS 310 20th Century World (formerly 220)
HIS 340 Cold War America
MUS 125 Music Theory I (2)
MUS 131 Piano (only 1 credit may be used toward CCT)
MUS 225 Music Theory II (2)
PHL 101 Introduction to Philosophy
PHL 251 Critical Thinking
PHL 302 Great Voices in Philosophy
PHL 320 Analytical Philosophy
PHL 350 Topics in Philosophy
PHL 401 Philosophy and the Environment
PHS XXX any Physical Science course
PSY 101 General Psychology (PSY 201)
PSY 210 Social Psychology
PSY 220 Personality Psychology
PSY 230 Cognitive Psychology
PSY 240 Abnormal Psychology
PSY 313 Stigma
PSY 332 Motivation
PSY 340 Abnormal Psychology
PSY/SOC 353 Research Methods
PSY/SOC 354 Quant. Analysis in the Social Sciences
REL 200 Intro to Biblical Literature (Intro to the Bible)

REL 201 Introduction to the Bible – Old Testament
REL 202 Introduction to the Bible – New Testament
REL 205 Spiritual Formation
REL 214 Women and Religion
REL/SOC 350 Sociology of Religion

REL 445 Readings in Spirituality
SOC 330 Social Stratification
SOC 350 Topics in Sociology
SOC 372 Social Theory
WGS 201 Found. in Women & Gender Studies

Citizenship (CIT)

- ability to meet personal needs and the challenges of a multicultural society as a mature, adaptable citizen.

ARD 370 Human Factors and Ergonomics
BUS 138 Fundamentals of Business
BUS 212 Business Ethics
BUS 235 Leadership and Team Skills
BUS 388 International Business
BUS 350 Special Projects
BUS 355 Personal Financial Planning
BUS 361 Business Law
BUS 384/5 Fuel Studio
BUS 388 International Business
BUS 484/5 Fuel Studio
COM 101 Introduction to Communication
COM 108 Fundamentals of Public Speaking (2)
COM 267 Interpersonal Communication
COM 322 Communication, Culture and Community
COM 350 Topics in Communication
COM 371 Communication and the Environment
CPT 202 Digital Applications and Technologies
CRJ 101 Introduction to Criminal Justice
CRJ 250/350 Special Topics in Criminal Justice
CRJ 470 Crime and Public Policy
DRM 113/114 Theater Production
ECN 231 Microeconomics
ECN 232 Macroeconomics
ECN 331 Global Economy (not currently offered)
ECN 332 Sports Economics
EDU 101 Foundations of Education
EDU 201 Education Psychology
ENG 252 Monstrous Literature
ENG 375 Literature & Politics
ENV 213 Outdoor Recreation and Leadership (2)
GEO 201 Place, Space, and Global Transformation
GEO 202 Nature, Culture, and Local Change
HIS 211 History of the US to 1877 (formerly 1865)
HIS 212 History of the US since 1877 (1865)
HIS 280 Energy and World Power (formerly 380)
HIS 310 Michigan History
HIS 320 Rise of American Capitalism
HIS 330 American Environmental History
HIS 360 America in the World

HIS 380 Energy and World Power
HMS 111 Introduction to Human Services
HMS 270/PSY 270 Substance Abuse
HSC 200 Nutrition and Health
JRN 201 News Reporting and Writing
JRN 205 News Editing
PHL 101 Introduction to Philosophy (formerly 201)
PHL 212 Ethics
PHL 260 Biomedical Ethics
PHL 270 Environmental Ethics
PHL 280 Philosophy of Sex & Gender
PHL 340 Chinese Philosophy (Formerly 240)
PLS 221 American Government
PLS 364 International Relations
PSY 250 Mind-Body Medicine
PSY 260 Child Development
PSY 270 Substance Abuse
PSY 303 Psychology of Women
PSY 343 Growth and Development of Child/Adolesc
PSY 344 Psychology of Adulthood and Aging
PSY 350 Topics in Psychology
PSY 361 Psychology of Adulthood and Aging
PSY 362 Adolescence
PSY 363 Social Development
PSY 375 Conflict Resolution
SOC 101 General Sociology (SOC201)
REL 230 (SOC230) Servant Leadership
REL 236 Servant Leadership – Tanzania
REL 237 (SOC237) Service Learn. in Local Context
REL 381 Christian Voc. and Social Conscience
ROTC – Air Force/Army (up to 3 credits)
SOC 101 General Sociology
SOC 154 Social Problems
SOC 205 Juvenile Delinquency
SOC 250 Topics in Sociology
SOC 254 Social Problems
SOC 260 Deviant Behavior
SOC 346 Rural Sociology
SOC 351 Sociology of Sport

Cultural Heritage and Literacy (CHL)

- ability to understand and appreciate the humanities, natural and social sciences, and fine arts
- acquire a breadth of knowledge in the social sciences, humanities, and natural sciences

ANT 263 Cultural Anthropology (HUM250)
ARD 160 Art Appreciation for Non-Majors
COM 201 Survey of Mass Communication
CRJ 480 Comparative Corrections
ENG 231 Survey of American Literature I
ENG 232 Survey of American Literature II
ENG 233 Survey of American Literature
ENG 241 Survey of English Literature I
ENG 242 Survey of English Literature II
ENG 243 Survey of English Literature
ENG 263 Survey of European Literature
ENG 291 Film as Art
ENG 310 Nordic Literature
ENG 315 British Commonwealth Literature
ENG 316 African American Literature
ENG 320 Survey of the English Language
ENG 322 Children's Literature
ENG 332 Great Books of the United States
ENG 340 Author's Series
ENG 390 Literature and Gender
ENG 401 Native Voices
ENG 403 Cultures in Conflict
FNS 150 Special Topics in Finnish Studies
FNS 221 History and Culture of Finland
FNS 301 Finlandia Connection
FNS/WGS 316 Gender in Nordic Society
FNS 375 Finnish-American Literature
FNS 376 Finnish-American Autobiography
FNS 377 Finnish-American Culture
FNS 475 Finnish-American Social Thought
FNS 490 Paloheimo Fellows Seminar

HIS 103 History of Art I
HIS 203 History of Art II
HIS 205 Global History I (World Civilizations)
HIS 206 Global History II (World Civilizations II)
HIS 256 History through Film
HIS 263 History of Rock & Roll
HIS 303 History of Art III
HIS 350 Topics in History
HIS 370 The Middle East
HIS 406 History of Design
HUM 101 Introduction to Liberal Studies
HUM 310 Turning Points in History
MUS 121 Music Appreciation I
MUS 122 Music Appreciation II
NUR 309 Spirituality in Health Care (2)
NUR/FNS 301 Finlandia Connection
REL 204 World Religions
REL 250 Topics in Religion
REL 303 History of Christianity
PHL 220 Ancient Greek Philosophy
PHL 230 Modern Philosophy
PHL 460 Philosophy of the Self
PSY 380 History and Systems
REL 204 World Religions
REL 303 History of Christianity
REL 420 Biblical Topics in Vocation
SOC 263 Human Relations and Diversity
SOC 320 Intercultural Communication
WGS/FNS Gender in Nordic Society
Any Foreign Language Course

2016-2017 Core Curriculum Requirements

For the 2016-2017 progress sheets, students must successfully complete 38 credits to complete this component. This will be made up of Proficiencies – ENG 103, ENG 104, COM 108, and MAT. In addition to this, students will also need to complete the Perspectives. This is to include the following: UNS 115, REL/FNS, BIO/CHM/or PHS, and three courses in both Humanities and the Social Sciences. No more than six credits of one discipline may be used, except up to eight credits of the same foreign language.

Humanities include courses in ARD, COM, DRM, ENG (but not ENG 101), FNS, HIS, HUM, MUS, PHL, REL, or foreign language. Social Sciences include courses in ANT, ECN, ENV, GEO, PLS, PSY, SOC, or WGS.

In addition, students must successfully complete the required number of Writing Intensive courses for their major. The progress sheet for that major will indicate the required number of courses.

2017-2018 and beyond - Core Curriculum Requirements (Change in COM designation)

For the 2017-2018 progress sheets, students must successfully complete 38 credits to complete this component. This will be made up of Proficiencies – ENG 103, ENG 104, COM 108, and MAT. In addition to this, students will also need to complete the Perspectives. This is to include the following: UNS 115, REL/FNS, BIO/CHM/or PHS, and three courses in both Humanities and the Social Sciences. No more than six credits of one discipline may be used, except up to eight credits of the same foreign language.

Humanities include courses in ARD, DRM, ENG (but not ENG 101), FNS, HIS, HUM, MUS, PHL, REL, or foreign language. Social Sciences include courses in ANT, COM, ECN, ENV, GEO, PLS, PSY, SOC, or WGS.

In addition, students must successfully complete the required number of Writing Intensive courses for their major. The progress sheet for that major will indicate the required number of courses.

FINLANDIA UNIVERSITY INSTITUTIONAL CHALLENGE EXAM (ICE)

To apply to take an Institutional Challenge Exam, the student must obtain the form from the Tutoring and Learning Center, (Nikander 10) and submit the request in writing to the academic dean of the subject area where the course is offered. Such requests are subject to the following guidelines:

1. Each academic dean establishes the courses for which ICE credits will be accepted. This information is listed below. The college, school, or department develops the test to be used.
2. The minimum passing grade for all exams is set at "C."
3. A student may not take the Institutional Challenge Exam if the course is being taken or has been taken at Finlandia University.
4. The credits earned do not count toward residency requirements.
5. The student may not take an ICE for a course that is available through the CLEP program.
6. The student may only attempt one ICE for each course.

ICE Registration Procedure

1. Obtain an ICE Registration Form from an academic advisor or the Tutoring and Learning Center, (Nikander 10).
2. Complete the ICE Registration Form, including the appropriate dean's signature.
3. Schedule the exam testing date with the TLC Coordinator, (Nikander 10).
4. Submit the testing fee to the Office of Student Accounts, Old Main 104, to receive a receipt of payment. This receipt must be used as proof of payment on the date of exam. The fee must be paid in full prior to the day the exam is taken.
5. Arrive at the scheduled site 10 minutes prior to the start time on the scheduled date of exam with the completed ICE registration form, proof of payment, and picture identification.

Currently Finlandia University offers the ICE for the following courses:

BUS 138	Fundamentals of Business
BUS 141	Business Communications
CIS 102	Introductory Computer Applications
HSC 112	Medical Terminology
MAT 140	Intermediate Algebra

**FINLANDIA UNIVERSITY
Institutional Challenge Exam Registration Form (ICE)**

Submit a separate form to the academic dean of the subject area of the University where the course is offered for each institutional challenge exam requested.

A student may not take an Institutional Challenge Exam for any course that can be tested through the College Level Examination Program (CLEP). A student may only take an ICE once for each course. A student may not take the Institutional Challenge Exam if the course is being taken or was taken at Finlandia University.

ICE Registration Procedure:

- 1. Complete the ICE Registration Form, including the appropriate dean’s signature.
- 2. Schedule the exam testing date with the TLC Coordinator, (Nikander 10).
- 3. Submit the testing fee to the Office of Student Accounts, Jutila 6th floor, to receive a receipt of payment. This receipt must be shown as proof of payment on the date of exam.
- 4. Arrive at the Testing Center 10 minutes prior to the start time on the scheduled date of exam with the completed ICE registration form, proof of payment and picture identification.

NAME: _____ **STUDENT I.D.#:** _____

COURSE INFORMATION: _____
(Course Code) (Course Name) (Credits)

EXAM TESTING DATE: _____

Briefly describe how you have previously learned the content of this course.

You must obtain and submit the signature of the appropriate academic dean to the TLC Coordinator before scheduling the exam test date. After the appropriate instructor grades the exam, written notification will be sent to you and the University Registrar. A grade of “CR” will be assigned for exams that are successfully passed; unsuccessful examination results will not be recorded on the academic transcript.

(Dean’s Signature)

(Date)

FINLANDIA UNIVERSITY
Institutional Challenge Exam Report

Name _____ Student ID #

Date Exam Taken

Exam Title

Equivalent Finlandia University Course

Pass Fail

Number of Credits Earned

Faculty Member Signature

Director of Academic Success

University Registrar Signature

FINLANDIA UNIVERSITY

ACADEMIC HONOR ELIGIBILITY CRITERION

DEAN'S LIST

- Student must have achieved a GPA of 3.75 - 4.0 during the current semester.
- Student must have no incomplete ("I" or "IP") grades on transcript.
- Student must have completed at least 12 credits during the current semester.

HONORS LIST

- Student must have achieved a GPA of 3.50 - 3.74 for the current semester.
- Student must have no incomplete ("I" or "IP") grades on transcript.
- Student must have completed at least 12 credits during the current semester.

MEDALLIONS

- Student must have achieved a GPA of 3.9 – 4.0 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

GOLD CORDS

- Student must have achieved a cumulative GPA of 3.75 - 4.0 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

GOLD TASSELS

- Student must have achieved a cumulative GPA of 3.50 - 3.74 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

CUM LAUDE

- Student must have achieved a cumulative GPA of 3.50 - 3.69 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

MAGNA CUM LAUDE

- Student must have achieved a cumulative GPA of 3.70 - 3.89 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

SUMMA CUM LAUDE

- Student must have achieved a cumulative GPA of 3.90 - 4.00 by the end of the fall semester.
- Bachelor degree students must have earned at least 60 credits at Finlandia University; associate degree students must have earned at least 30 credits at Finlandia University.

The specific honor calculated at the end of the fall semester of the student's graduation year is printed in the commencement program, and the student will display that particular distinction. However, the final cumulative grade point average will be determined after all grades are recorded, and the final cumulative GPA will determine the specific honor that is printed on the transcript.

Student Notification Information Form

Please complete this form and submit to:

Dean of Students, Mannerheim 115

Questions? Ext. 324

Date _____ Student's Name _____

Your name _____ Phone _____

Email _____

Relationship to Student

- Advisor
- Instructor
- Staff Member
- Coach
- Other _____

Problem(s)

ACADEMIC

- Has not attended class
- Excessive Absences
- Missing Assignments
- Other—Please Explain:

PERSONAL

- Behavior
- Health Issues

OTHER

- Planned Absence

Communication with the Student

- I have talked to the student and the issue has been resolved at this time.
- I have talked to the student, but the issue has not been resolved.
- I have not talked to the student, but I plan to.
- I have not talked to the student.

Action to be Taken

- Please contact me to discuss this issue.
- I would like you to contact this student to discuss the situation.
- No action needs to be taken at this time, but I wanted this documented.
- Other—Please Explain:

Please include any additional comments on the back of this form.

This **Student Notification Information Form** is the document used to communicate student issues to the Dean of Students and the Student Intervention Team (SIT). This form allows each incident to be carefully documented and reviewed by members of SIT.

What are "student issues"?

Student issues can be anything that is impeding academic success, such as poor attendance, personal problems, and health concerns. Issues can be academic, but they can also be non-academic in nature; there are no restrictions. Please use this form to report behaviors or issues that warrant attention. The Dean of Students will share this document with members of the Student Intervention Team to ensure that the issues are resolved in a manner that best suits both the University and the student.

Working with Warning and Probation Students

Requirements for Students:

1. Warning/probation students are required to meet with the Dean of Students before classes begin to review their schedule, discuss requirements, and complete an academic contract. At this time, the student will also schedule a series of appointments with the Dean of Students.
2. Warning/probation students are required to reduce their credit load to a maximum of 14 credits during the semester. (12 credits are recommended.)
3. After careful review, students placed on warning/probation may have their schedules revised by the Dean of Students.
4. Warning/probation students are required to set up a meeting with the Academic Success Coach to determine their plan for the upcoming semester.
5. Warning/probation students are expected to re-enroll in appropriate courses that were failed in previous semesters.
6. Warning/probation students should strictly limit their extra-curricular activities and should not hold any campus elected office.
7. Warning/probation students may also be asked to sign a written academic agreement developed by the student and the academic advisor.
8. Warning/probation students may be required to complete At-Risk Grade Reports on a regular basis throughout the semester.

Advisor Options:

Students in academic jeopardy are expected to change their academic behavior to raise their grades. Advisors should consider the following options as they discuss what actions might help modify the student's academic record.

- Student may only enroll in 14 credits.
- Require a specific number of study or tutoring hours in the TLC.
- Require a schedule of sessions with a counselor, the academic risk advisor, or academic advisor.
- Require an academic contract signed by the student and the advisor.
- Require At-Risk Grade Reports on a weekly, bi-weekly or monthly basis.
- Require an option the advisor designs.

Academic Agreement:

Develop an Academic Agreement Contract, have the student sign it, keep a copy, and give a copy to the student. The student and the advisor should work together to identify the steps needed to improve the student's academic standing.

**FINLANDIA UNIVERSITY
ACADEMIC AGREEMENT CONTRACT**

STUDENT NAME: _____ DATE: _____

DEGREE: _____ MAJOR: _____

CONCENTRATION(S): 1. _____ 2. _____

YEAR: _____ SEMESTER: _____

I AGREE TO TAKE THE FOLLOWING ACTIONS TO IMPROVE MY ACADEMIC PERFORMANCE:

STUDENT SIGNATURE _____

ACADEMIC ADVISOR SIGNATURE _____

FINLANDIA UNIVERSITY
Substitution for Graduation Form

Substitution requests must be completed and approved before applying for graduation.

Student: _____ ID#: _____ Date: _____

Degree & Major: _____ Minor: _____

Degree Requirement: _____

Proposed Substitution: _____

Justification
for Proposal:

Attach supporting documents (e.g., course description, syllabus) to this form.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

(For school/college that offers the degree)

Approved Rejected

Dean Signature: _____ Date: _____

(For school/college that offers the course, or overseer of the degree requirement)

Approved Rejected

Registrar Signature: _____ Date: _____

Approved Rejected

Justification
for Decision:

If rejected, draw a red line through the form.

Last Revised: 05/23/2018

NON-RESIDENCE DEGREE COMPLETION POLICY

The following stipulations and limitations apply to all students who wish to complete their remaining degree requirements by transferring credits back to Finlandia University from other accredited colleges or universities.

STIPULATIONS:

- The student must have completed the last 30 credits in residence.
- The student must have earned a minimum of 2.0 cumulative GPA while in residence at Finlandia University.
- The student must file a formal request for non-residence degree completion in the University Registrar's Office. The request must detail the number of credits to be completed, area(s) of coursework, and anticipated completion date.
- The University Registrar must approve the request.
- Courses to be transferred to Finlandia University must be approved by the Finlandia University Registrar in advance of enrollment.
- A grade of "C" or better must be earned in each course considered for transfer ("C-" is not transferable).
- The student has one year to complete the program requirements in the catalog that was in effect at the time of his/her entry to Finlandia University. Therefore, to avoid additional coursework, students must complete their remaining degree requirements within a year. After a year has passed, the student will be required to follow the program requirements listed in the current catalog.
- The degree will be awarded for the next graduation date following receipt of the transferred credits.

LIMITATIONS:

- The student may transfer back a maximum of six credits.

INTERNATIONAL TRANSFER CREDITS

Students from institutions outside of the United States and Canada wishing to transfer credits should request an application for foreign credit evaluation from their enrollment officer, advisor, or the University Registrar's Office. It is the student's responsibility to furnish all documentation specified in the application and pay the fee for the foreign transcript evaluation.

FINLANDIA UNIVERSITY
NON-RESIDENCE DEGREE COMPLETION REQUEST

I request permission of the Finlandia University Registrar to complete my degree requirements as a non-resident. I am unable to return to Finlandia University to complete my requirements due to the following reason:

I have read, understand, and agree to the stipulations and limitations outlined in the Finlandia University Non-Residence Degree Completion Policy Summary.

_____ (Student's Signature) _____ (Date)

NAME: _____ Phone: () _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

DEGREE SOUGHT: AAS AGS BBA BFA BA BSN

Major/program _____

Remaining course(s) needed:	Course #Name	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
		TOTAL _____

Anticipated completion date: _____

Name and address of the college/university you plan to attend _____

I verify these to be the remaining courses and credits needed for completion in the program.

_____ (Advisor's Signature) _____ (Date)

University Registrar Action:

Approved Not approved Date: _____ Signature: _____

Comments:

How to View Advisee Information Online

- 1) Go to the web site <https://finlandia.empower-xl.com> or click on the Empower link on the Finlandia home page.
- 2) Log in to the site using your *network* account username and password
- 3) After logging in, you will see three tabs: Student Records (for viewing records of your advisees), Instructor (for viewing and entering information for the classes you teach), and Advising (for looking up Advisees or their PIN numbers, checking holds or assisting with online registration).
- 4) To access the Advisor PIN:
 - a. Roll your mouse cursor over the **Advising** tab and select **Students By Advisor**.
 - b. You are now at the **Students by Advisor** screen.
 - c. **Note: you can only view student records for advisees that are assigned to you. You do not need to select the Major or Minor fields.**
 - d. Click the **Get List** button.
 - e. The Advisor PIN for each advisee is listed.
 - f. You can also send email(s) from this page.
- 5) To access advisee records:
 - a. Roll your mouse cursor over the **Advising** tab and select **Students By Advisor**.
 - b. Click on the blue link for the student for whom you want to see records.
 - c. Click **Return to Previous Page**.
 - d. You should now see that student's name after **Results filtered with**.
 - e. Roll your mouse cursor over the **Student Records** tab and select **Student Complete History**.
- 6) To view the records of other advisees, you need to reset the filter.
 - a. Roll your mouse cursor over the **Instructor** tab and select **Global variables**.
 - b. Click **Return to Previous Page**. You do not need to select anything on this page.
 - c. You should now be back at the **Students By Advisor** page.
 - d. Click **Get List**.
 - e. Select the next student by clicking on the blue link with her/his name.
 - f. Repeat.
- 7) When you are done viewing advisee information, simply click the blue **LOGOUT** link in the upper-most right corner of your screen
- 8) If you have Empower tips to share with others who advise please send to Jason Sullivan in the Registrar's Office.

How to View Student Grades Online

- 1) Go to the web site <https://finlandia.empower-xl.com> (you can view any of your Finlandia registration, grades, financial aid or student account records online here)
- 2) Log in to the site using your *network* account username and password
- 3) Roll your mouse cursor over the Records and Requests tab, then select either **Grade Report by Semester** or **Historic Grade Report**.
- 4) When you log into the system, the current date is recognized, so **Grade Report By Semester** will show the grades for the current semester (including Midterm grades). Changing the semester by clicking the blue Change filter parameters (then clicking the Return to Previous Page button) link allows you to view grades for a specific semester.
- 5) The **Historic Grade Report** shows all of your grades (and any transfer credits accepted) for all of your semesters at Finlandia University, as well as any courses you have registered for in a future semester. The Historic Grade Report only shows Final Grades, not Interim/Midterm grades.

Remember that semester and historic grade reports are unofficial grade reports for your use and ARE NOT OFFICIAL TRANSCRIPTS. If you require an official transcript, go to www.finlandia.edu/transcripts.

Please note the following about transcript requests:

- Transcripts cannot be released for students with an outstanding student account balance at Finlandia or for students in default on a Perkins Student Loan from Finlandia University. Each transcript request must be reviewed by the Director of Student Accounts.
- Up-to-date transcript charges can be found online at www.finlandia.edu/transcripts.
- An unofficial record of classes for personal use can be printed in the University Registrar's Office on plain white paper for **currently enrolled students**. It will be stamped unofficial. You can also print an unofficial Historic Grade Report off the Empower web site <https://finlandia.empower-xl.com>

How to Enter Midterm/Final Grades Online in EMPOWER

1. Open a web browser and go to the web page <https://finlandia.empower-xl.com> or use the Empower link on Finlandia's home page.
2. Log in to EMPOWER using your network account Username and Password (the same account you use to log on to computers on campus)
3. In the Faculty Classes box click on Grading Roster for the class you wish to enter grades.
4. Your class grading list will be displayed. From the **Select Interim/Final** drop down menu (located to the left of the blue **Printable Version** link), select **Midterm or Final**. Small drop down menus will now appear for each student (any student who has not withdrawn from your course with a "W"). Interim (midterm) grades appear in a column just to the left of final grades.
5. One at a time (for each student), select the proper letter grade from the drop-down menus appearing in a column on the right side of your screen.
6. **WARNING: clicking the Submit Grades button submits the grades on that page to the University Registrar's office. If you make a mistake and click Submit Grades, you cannot make changes to student grades yourself. Only the University Registrar's office can make changes to student grades once you have clicked the Submit Grades button. Please come to the University Registrar's Office, Mannerheim 100A, to complete the grade change paperwork.**
7. After you have completed entering grades for all of the students in your course, click the **Submit Grades** button. Your grades for this course are instantly submitted to the students' records. If there are some students that you did not grade, you can return to the screen and enter their grades.
8. The next screen to display has a box which says Faculty Class List and text, "All grades have been saved. Click here to continue."
 - a. Selecting "Click here to continue" takes you back to the grade entry screen so you can review grades and enter any you may have missed. Remember you cannot change a grade online once it has been submitted.
 - b. If you have additional courses still requiring grade entry, clicking on the Faculty Class List box takes you to a list of all classes you are teaching this fall.
 - c. Click on the Grading Roster button for the next class for which you wish to enter grades and follow the steps above.
9. Once you have completed grade entry and **submission** for all of your courses, you are done. Click the blue **LOGOUT** link in the upper right corner of your screen to exit the program.

Finlandia University

STUDENT/INSTRUCTOR CONTRACT FOR INCOMPLETE COURSEWORK

NAME _____ I.D.# _____

COURSE _____ FALL/SPRING/SUMMER 20 _____
(Include prefix number and name of course) (Circle Semester)

TO MAKE UP THE INCOMPLETE GRADE, THE FOLLOWING WORK MUST BE COMPLETED:
(What must the student do to complete the course?)

All work must be completed by the end of the 4th week of the following semester (FALL, SPRING, SUMMER) when the incomplete grade was issued. If the work is not completed, the "I" grade will be converted to an "F" unless the instructor has provided an alternate grade. Incomplete grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wants to participate in the spring graduation ceremony.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Academic Advisor Name _____

.....

UPON SUCCESSFUL COMPLETION OF ALL COURSE REQUIREMENTS, THE INSTRUCTOR MUST SUBMIT THE COMPLETED GRADE IN PERSON TO THE REGISTRAR BY EITHER COMPLETING THIS FORM OR FILLING OUT A GRADE CHANGE CARD.

Change the grade of "I" to _____
INSTRUCTOR SIGNATURE _____ DATE _____

Grade earned if "I" is not completed _____
(Optional) INSTRUCTOR SIGNATURE _____ DATE _____

INSTRUCTOR-Please submit the original signed copy to the University Registrar before posting your final grades at the end of the semester. **DO NOT SEND THE FORM WITH A STUDENT.** Keep a copy for your files. Remember to follow-up on the agreement and dates.

Processed _____
DATE UNIVERSITY REGISTRAR SIGNATURE

Finlandia University

STUDENT/INSTRUCTOR CONTRACT FOR INCOMPLETE IN PROGRESS (IP) COURSEWORK

NAME _____ I.D.# _____

COURSE _____ FALL/SPRING/SUMMER 20 _____
(Include prefix number and name of course) (Circle Semester)

TO RESOLVE THE INCOMPLETE IN PROGRESS (IP) GRADE, THE FOLLOWING WORK MUST BE COMPLETED:
(What must the student do to complete the course?)

The IP grade must be completed within six calendar months from the end of the semester in which the IP was incurred. IP grades not resolved by that time will be changed to an "F." IP grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Academic Advisor Name _____

.....
UPON SUCCESSFUL COMPLETION OF ALL COURSE REQUIREMENTS, THE INSTRUCTOR MUST SUBMIT THE COMPLETED GRADE IN PERSON TO THE REGISTRAR BY EITHER COMPLETING THIS FORM OR FILLING OUT A GRADE CHANGE CARD.

Change the grade of "IP" to _____

INSTRUCTOR SIGNATURE DATE

INSTRUCTOR-Please submit the original signed copy to the University Registrar **before** posting your final grades at the end of the semester. **DO NOT SEND THE FORM WITH A STUDENT.** Keep a copy for your files. Remember to follow-up on the agreement and dates.

Processed _____
DATE UNIVERSITY REGISTRAR SIGNATURE

FINLANDIA UNIVERSITY

EVALUATION AND TRANSFER POLICY

Finlandia University accepts all credits from accredited colleges and universities that fulfill the requirements of the student's declared program (including any electives) that meet the following criteria:

EVALUATION:

- Courses must be designated as "college level" by the transferring institution.
- Only courses in which the student earned a "C" or better are transferable ("C-" courses do not transfer).
- "P" credits are transferable when the transferring institution indicates that "P" is comparable to "C" or better.
- Credits in courses comparable to those taught at Finlandia University are accepted. Credits for courses not taught at Finlandia University but in subject areas that the University offers instruction are accepted and transfer as electives in those subject areas. Non-vocational, non-technical courses in subject areas that the University does not offer instruction are also accepted as UNS000 (unassigned electives) and count as credit toward graduation for programs that allow electives.
- Credits transferred from institutions on the quarter system are valued at 2/3 of the semester hour value. Trimester and 4-1-4 system credits are also prorated. (i.e. a 4-credit course transferred from a quarter system will be accepted as 2.67 semester hours of credit.)

ADDITIONAL TRANSFER POLICIES:

- Finlandia University accepts courses for credit only. Grades and GPA do not transfer.
- The University Registrar and/or the appropriate academic deans or department chairs determine transfer course equivalency.
- Certain programs may set limits on the number of credits or courses transferable in a major.
- There is no limit on the number of credits that may be transferred; however, the appropriate academic deans or department chairs may limit the number of transferable credits or courses to their program.
- If a course that is required at Finlandia University transfers in with at least 2/3 of the Finlandia University credits required for that course, the course requirement has been met.
- If a course that is required at Finlandia University transfers in with fewer than 2/3 of the Finlandia University credits required for that course, the student must satisfy the remaining credit required for that course by taking the course at Finlandia University or have a course substitution approved by the University Registrar and the appropriate academic dean or department chair of the program that offers the course.
- All students must earn the total number of credits required for a degree; some students may have transferred in less than the number of credits required for a particular major or general education.

Questions about transfer policies and evaluations should be addressed to the University Registrar:

Finlandia University Registrar's Office
601 Quincy Street
Hancock, MI 49930
Phone (906) 487-7272
FAX (906) 487-7509
Email: jason.sullivan@finlandia.edu

FERPA for Faculty

What is FERPA?

Maintaining confidentiality of student records is everyone's responsibility. The Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended, revised in 1998 and 2006, also known as the Buckley Amendment, helps protect the privacy of student education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Currently or formerly enrolled students, regardless of their age or status in regard to parental dependency, are protected.

What are education records?

With certain exceptions, an education record is any record from which a student can be personally identified and is maintained by the college. An education record includes any records in any format including handwritten, computer generated, printed, e-mailed, taped or recorded, on film, diskette, microfilm, microfiche, video or audio tape that is in the possession of any school official.

Student educational records may be any of the following:

- documents in the University Registrar's office
- computer printouts in your office
- class lists on your desktop
- an open computer display screen
- notes you have taken during an advising session

What is considered directory information?

Directory Information is information that is generally not considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Finlandia University has established the following as directory information:

- Name
- Address
- Telephone number
- E-mail address
- Dates of attendance
- Class status
- Class schedule/roster
- Previous institutions attended
- Major fields of study
- Full or part-time enrollment status
- Awards
- Honors (includes Dean's and Honor's Lists)
- Degree(s) conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight) of athletes
- Date and place of birth

This information may be released for any purpose at the discretion of our institution. However, FERPA states that each student has the right to withhold any or all of the information. Finlandia University will honor the student's request to restrict the release of "Directory Information." Once restricted, that information cannot be released without the written consent of the student. These forms are available in the University Registrar's Office and must be submitted in person by September 30th in the fall semester, January 30th in the spring semester, and May 30th in the summer semester. A new form for non-disclosure must be completed for every academic year. The form is only valid if it is filled out in person in the University Registrar's Office in Mannerheim 100A.

Parental access to children's academic records--

At the postsecondary level, parents have no inherent right to inspect a student's education records. The right to inspect is limited solely to the student. Records may be released to parents **ONLY** under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

The Grade Release Authorization Form is available in the University Registrar's Office. The form must be submitted to the University Registrar's Office by September 30th in the fall semester, January 30th in the spring semester, and May 30th in the summer semester. If parents call an instructor or advisor directly and want to discuss their student's academic progress, call the University Registrar's Office, x272, to find out if the Grade Release Authorization Form has been signed and submitted listing the parent/guardian information.

Posting of grades by faculty--

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA. Even with names obscured, student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA. The return of papers via an "open" distribution system, e.g., stacking them on an open table, is a violation of students' right to privacy, unless the students submit a signed waiver to the instructor for such purpose. The instructor must keep the waivers on file in order to avoid institutional or personal liability.

Faculty sending grades by e-mail--

There is no guarantee of confidentiality in transmitting information electronically via campus e-mail or through the Internet. Faculty who send grades to students via e-mail need to understand that if there is an unauthorized release of grades to someone who is not a school official, the institution would be in violation of FERPA if the student whose grades were illegally disclosed filed a complaint with the Family Policy Compliance Office.

Sharing e-mail addresses or other personally identifiable information among students in the same class--

Faculty who utilize electronic teaching tools may wish to share students' e-mail addresses or other personally identifiable information in a class with others in the same class. This is permissible as long as (1) the institution has identified e-mail addresses as directory information, (2) the students have had an opportunity to request that their e-mail addresses not be disclosed, and (3) the faculty member does not share the e-mail address of any student who has requested non-disclosure.

Can you include grade information when writing a letter of recommendation?

Statements made by a person making a recommendation from that person's personal observation or knowledge do not require a written release from the student. However, if personally identifiable information obtained from a student's educational record is included in the letter of recommendation (grades, GPA, and other non-directory information.), the writer is required to obtain a signed release from the student which specifies the records that may be disclosed, states the purpose of the disclosure, and identifies the party or class of parties to whom the disclosure can be made.

If the person writing the recommendation keeps the letter on file, it becomes part of the student's education record and the student has the right to read it unless he or she has waived that right to access.

Sample student waiver –

I give permission to Prof. Smith to write a letter of recommendation to:

Allstate Insurance
324 Wilkins Drive
Atlanta, GA 33011

Prof Smith has my permission to include my GPA and grades.

I waive (or do not waive) my right to review a copy of this letter at any time in the future.

Signature/Date

Disposal of student information--

Degree audits, transcripts, grade reports, or any piece of paper containing personally identifiable information should not be thrown in the waste basket. This kind of information should be destroyed properly. **It must be shredded.**

What about students with special confidential status?

Students who have asked for their records to be flagged as confidential must be treated with extra care. University employees must not even acknowledge that such a person is enrolled. The University Registrar's Office responds to such inquiries in this manner: "I'm sorry, but we have no information on that person." If a student has requested this status, there will be an "X" in the box under FERPA exclusion on your class list.

FINLANDIA
UNIVERSITY
FACULTY ADVISING SURVEY

FACULTY ADVISOR NAME: _____ DATE _____

COLLEGE OR SCHOOL _____

CONCENTRATION (if applicable) _____

Indicate your degree of satisfaction with your advisor's assistance. For each statement below, circle the number of the response that mostly closely matches your experience with your advisor.

1. Strongly Disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly Agree

In my experience:

1.	When I contact my advisor, he/she responds within 48 hours.	1	2	3	4	5	N/A
2.	When I meet with my advisor, I am satisfied with the amount of time he/she spends with me.	1	2	3	4	5	N/A
3.	My advisor encourages me to come by for help.	1	2	3	4	5	N/A
4.	My advisor gives me his/her undivided attention.	1	2	3	4	5	N/A
5.	I am satisfied that my advisor provides accurate information about course and degree requirements.	1	2	3	4	5	N/A
6.	My advisor helps me understand why required courses are important for my professional development and future plans.	1	2	3	4	5	N/A
7.	My advisor considers my goals, abilities, talents and interests when advising me about courses or programs of study.	1	2	3	4	5	N/A
8.	My advisor orients me to campus resources.	1	2	3	4	5	N/A

Approximately how many times, in total, did you meet with your advisor? (circle one) 1 – 3 4 – 6 7 +

Class Standing

___ Freshman
___ Sophomore
___ Junior
___ Senior

Resident Type

___ On campus
___ Off campus

Enrollment Status

___ Full-Time
___ Part-time

Age

___ 17-21
___ 22-30
___ 31 +

Sex

___ Female
___ Male

Please see reverse side to answer three open-ended questions regarding your advisor.

1. What are your advisor's **strengths**?

2. What could your advisor do to **improve** the quality of his/her advising?

3. Would you **recommend** your advisor to other students?

02/25/2015