FINLANDIA UNIVERSITY – 2015 - 2016
ADVISING HANDBOOK

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2015-2016 Advisor Assignments

Criminal Justice-BA:BA21; AAS:CRJ
Richard Gee-**331** BA: CRJ
Juan Marin-**314** AAS: CRJ
Deborah Johnson – **394** BA CRJ
Rene Johnson-**114**- AAS CRJ

Phys. Ther. Assist.-AAS: PTA-PTA1; Pre-PTA-PTA2;
Geri Hawley-**102**
Hilary Sproule-**192**
Cam Williams-**189**

Medical Assisting-MAS-AAS: MAS-MAS1; Pre-MAS-MAS2; Medical Billing & Coding Specialist-MBC-MBC1; Pre-MBC-MBC2
Pam Audette-**271**
Michele Grisolono-**340**

Nursing- BSN: Nursing-NUR3; Pre-Nursing-NUR6; BSN Completion-NUR7;
Ryan Bessolo-**379**
Ying Meng-**338**
Mark Miron-**213**
Suzanne Miron-**210**
Theresa Rajala-Halsey-**380**
Roberta Rosenberger-**378**
Lori Sullivan-**214**
Johnna Therrian-**126**

General Studies-AGS:GEN-ESL;
Janice Cox-Adolphs-**281**

General Studies-AGS:GEN;
Carolyn Dekker-**390**

Academic Risk
Erin Barnett-**370**

Bachelor of Bus. Admin.-BBA:Business Administration-BUS; Healthcare Mgt-BU11; Applied Management-BUS8; 2nd Degree BBA-BUI2
Rekha Ambardar-**252** (Marketing-**BAMK;** Mgt. & Entrep., **BAME;** Healthcare Mgt.**;** General Business)
Mary Jane Hatton-**134** (Mgt. & Entrep., **BAME;**)
Kevin Manninen-**326** (Int. Bus, **BUS7**; Exch.; General Business)
Steve Nordstrom-**014** (Sports Management, **BASM**)
Angela Price-**333** (Accounting, **ACC**; General Business)

Bachelor of Fine Arts-BFA:ARD; Liberal Studies Art Therapy-LIAT
Philip Faulkner-**362** (Studio Arts Drawing & Painting, **ARD5**)
Phyllis Fredendall-**144** (Fiber/Fashion Design, **ARFF**)
(Integrated Design, **ARIN**)
(Graph Des, **ARDG;** Digital Art-**ARDA**);
Denise Vandeville-**110** (Ceramic Design, **ARD2**)

BA: Communication-BA20; English-BA22; History-BA23; Psychology-BA24; Social Sciences-BA25; Sociology-BA26; Liberal Studies-LIB3; Pre-professional Science-BA27; Undeclared, UND; Philosophy-BA28;
Erin Barnett-**370** (Undeclared)
Judy Budd-**263** (Biology)
Carolyn Dekker **-390** (English; AGS-Gen)
John Dewey – **395** (Psych)
Rene Johnson-**114** (CJ Overflow)
Bill Knoblauch-**336** (History; Lib. Studies Trans; Soc Science)
Mark Lounibus-**313** (Lib. Studies Trans.; English)
Diane Miller**-122** (Communication)
Christine O'Neil-**101** (Sociology)
Jim Sliwinski – **396** (Psych)
Jason Oyadomari-**115**-(Biology)
Casey Rentmeester-**359**-(New, Lib. Studies; Philosophy)

Dual Enroll., Employee, Audit, NONE, (AU, DE, EM, None)
Jason Sullivan-**392**

Department Contacts
Pam Audette-Medical Assistant, Med Bill & Code Specialist
Johnna Therrian-Nursing,
Kevin Manninen-Business
Christine O'Neil-Arts & Sciences
Denise Vandeville-Art & Design
Cam Williams- Physical Therapist Assistant

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 <u>not</u> 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 Tuesday, November 3, 2015, in the fall semester and Thursday, March 24, 2016, 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//WITHDRAWALCARDS TO THE UNIVERSITY REGISTRAR’S OFFICE IMMEDIATELY AFTER OBTAINING THE REQUIRED SIGNATURES.

Failure to <u>officially</u> 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 Director of Academic Success 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, or the Assistant Provost for Academic Affairs, Mannerheim 101. The form requires signatures from the Director of Academic Success, the Director of Financial Aid, the Director 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 2015-2016 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 tht 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. This year the ceremony will be held on Sunday, May 1, 2016.

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 seven-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 seven 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 from 8:00 am to 6:00 pm** 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

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

NOTES, COMMENTS, DISCUSSION

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Finlandia Core Courses –

Faculty have identified five outcomes in the Finlandia Plan that every student graduating from Finlandia should demonstrate, including Communication, Analytical Skills, Critical Thinking and Creative Insight, 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 thinking and creative insight skills through discovery, analysis, and application of knowledge

ARD 100 Introduction to Visual Plastic Materials
ARD 114 Digital Design Foundation
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
BUS 141 Business Communication
BUS 200 Introduction to Accounting
BUS 271 Principles of Management
BUS 332 Business Finance
BUS 345 Principles of Marketing
BUS 346 Advertising
BUS398/399 Entrepreneurial Workshop
COM 245 Gender and Communication
COM 250 Topics in Communication
COM 288 Rhetoric and Persuasion
CRJ 260 Victimology
ENG 219 Creative Writing
ENG 250 Topics in Literature
ENG 275 Studies in the Novel
ENG 323 Advanced Writing
ENG 340 Environmental Communication
ENG 380 Literary Criticism
ENV 202 Introduction to Environmental Studies
HIS 310 20th Century World
HIS 340 Cold War America
MAT 201 Statistics
PHL 101 Introduction to Philosophy
PHL 302 Great Voices in Philosophy
PHL 320 Analytical Philosophy
PSY 101 Introduction to Psychology
PSY 210 Social Psychology
PSY 220 Personality Psychology
PSY 230 Cognitive Psychology
PSY 240 Abnormal Psychology
PSY 313 Stigma
PSY 332 Motivation
PSY/SOC 353 Research Methods
PSY/SOC 354 Quant. Analysis in the Social Sciences
REL 200 Introduction to Biblical Literature
REL 205 Spiritual Formation
REL 214 Women and Religion
REL 445 Readings in Spirituality
SOC 330 Social Stratification
SOC 372 Social Theory
WGS 201 Foundations in Women and Gender Studies
Any Science course

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
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 241 Survey of English Literature I
ENG 242 Survey of English Literature II

ENG 263 Survey of World Literature
ENG 291 Film as Art
ENG 310 Nordic Literature
ENG 315 British Commonwealth Literature
ENG 332 Great Books of the United States
ENG 340 Author's Series
ENG 390 Literature and Gender
ENG 403 Cultures in Conflict
FNS 221 History and Culture of Finland
FNS 310 Nordic Literature
FNS 330 Sami History and Culture
FNS 360 Kalevala
FNS 375 Finnish-Amer Literature
FNS 377 Finnish-Amer Culture
HIS 103 History of Art I
HIS 203 History of Art II
HIS 205 Global History I
HIS 206 GlobalHistory II
HIS 256 History through Film
HIS 263 History of Rock & Roll
HIS 303 History of Art III
HIS 370 The Middle East
HIS 406 History of Design
MUS 121 Music Appreciation I
MUS 122 Music Appreciation II
NUR 309 Spirituality in Nursing
NUR 301 Finlandia Connection
PHL 220 Ancient Greek Philosophy
PHL 230 Modern Philosophy
PHL 460 Philosophy of Self
PSY 380 Hisotry and Systems
REL 204 World Religions
REL 303 History of Christianity
SOC 263 Human Relations and Diversity
Any Foreign Language Course

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 235 Leadership and Team Skills
BUS 361 Business Law
BUS 384/5 Entrepreneurial Learning
BUS 388 International Business
BUS 484/5 Entrepreneurial Learning
COM 101 Introduction to Communication
COM 108 Fundamentals of Public Speaking (2)
COM 322 Communication, Culture and Community
CPT 202 Digital Applications and Technologies
CRJ 101 Introduction to Criminal Justice
CRJ 470 Crime and Public Policy
ECN 231 Microeconomics
ECN 232 Macroeconomics
ECN 332 Sports Economics
ENG 252 Monstrous Literature
ENG 302 Environmental Literature
ENG 375 Literature & Politics
HIS 211 History of the United States to 1865
HIS 212 History of the United States since 1865
HIS 280 Energy and World Power
HIS 320 Rise of American Capitalism
HIS 300 American Environmental History
HIS 360 America in the World
HSC 200 Nutrition and Health
JRN 201 News Reporting and Writing
JRN 205 News Editing
PHL 212 Ethics
PHL 260 Biomedical Ethics
PHL 270 Environmental Ethics
PHL 280 Philosophy of Sex and Gender
PHL 340 Chinese Philosophy
PSY 260 Child Development
PSY 270 Substance Abuse
PSY 303 Psychology of Women
PSY 361 Psychology of Adulthood and Aging
PSY 362 Adolescence
PSY 363 Social Development
REL 230 Servant Leadership
REL 236 Servant Leadership – Tanzania
REL 237 Service Learning in Local Context
SOC 101 Introduction to Sociology
SOC 154 Social Problems
SOC 205 Juvenile Delinquency
SOC 260 Deviant Behavior
ROTC – Air Force/Army (up to 3 credits)

Updated: 08.12.2015

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
CIS 202	Intermediate Computer Applications
PSY 270	Psyc/Phys Aspects of Substance Abuse
HSC 112	Medical Terminology
MAT 101	Elementary Algebra
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, Old Main 104, 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:
Director, Academic Success and Student Life 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	PERSONAL	OTHER
☐ Has not attended class	☐ Behavior	☐ Planned Absence
☐ Excessive Absences	☐ Health Issues	
☐ Missing Assignments		
☐ Other—Please Explain:		

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 Director of Academic Success and Student Life 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 Director of Academic Success and Student Life 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 Director of Academic Success and Student Life 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 Director of Academic Success and Student Life.

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 Director of Academic Success and Student Life.

4. Warning/probation students are required to take a two-credit course, UNS 103, Fundamentals of Academic Effectiveness.

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.

- Enrollment in UNS 103, Fundamentals of Academic Effectiveness, is required.
- 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
APPLICATION FOR GRADUATION

I.D. # _____ **Advisor** _____ **DATE** _____

YEAR OF PROGRESS SHEET FOR DEGREE AUDIT _____ _____This may be the year that you started at Finlandia University. You can choose a later progress sheet, but then you must fulfill all the requirements on that progress sheet; progress sheets cannot be combined. Please check with your academic advisor.

NAME _____
(LAST) (FIRST) (MIDDLE)

I HEREBY SUBMIT APPLICATION FOR THE FOLLOWING DEGREE:

_____ **Bachelor of Arts in** _____

Concentrations/Minors: 1. _____**2.** _____ **3.** _____

_____ **Bachelor of Business Administration-Concentration/Minor:** _____

_____ **Bachelor of Fine Arts-Concentration:** _____

ARD 498 Approved Substitutions: _____&_____. Submit signed paperwork with this application.

_____ **Bachelor of Science Degree in** _____

_____ **Associate in Applied Science Degree in** _____

_____ **Associate in General Studies Degree** _____

List courses that satisfy the following requirements: Citizenship_____ & _____;

Critical/Creative Thinking _____ & ; Cultural Heritage/Literacy _____ & _____.

By the end of the (**circle one**) **Spring, Summer, Fall semester 20** _____ **,** I will have a minimum **2.00 cumulative grade point average** and will meet all general education and specific program requirements for graduation in the program named above.

Transfer students must have earned at least 30 credits in residence at the 300/400 level to receive a degree from Finlandia University.

Please PRINT your name as you wish it to appear on your diploma, and furnish a specific mailing address where the degree should be sent after your balance has been paid in full.

NAME: _____
(LAST) (FIRST) (MIDDLE)

MAILING ADDRESS _____
(STREET)

_____
(CITY) (STATE) (ZIP)

I plan to attend the formal spring ceremony: ☐ **Yes** ☐ **No**

Student Phone number_____ **email address** _____ (For any questions or concerns)

Hometown newspaper & city:_____

Registrar Action: _____

☐ Accepted Date_____ ☐ Rejected Date/Reason_____ ☐ Hold Date/Reason_____

GPA: _____ Honors: _____

Revised: 03/03/14

FINLANDIA UNIVERSITY SUBSTITUTION FOR GRADUATION

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

TO: DEANS, ADVISOR, SUBJECT AREA CONTACT PERSON, UNIVERSITY REGISTRAR:

Student Name: _____ **Date** _____ **ID #** _____

Please allow me to substitute _____
(Course code and name of transfer institution or Finlandia University course)

FOR: _____
(Course code and name of Finlandia University course)

Student Justification: _____

_____

_____

Student Signature _____**Date** _____

Advisor Signature _____**Date** _____

Subject Area Contact Signature _____**Date** _____

Dean's written support/approval: _____

_____

_____

Dean Signature _____**Date** _____
(School or College where degree is offered)

Dean Signature _____**Date** _____
(School or College where class is offered)

University Registrar Signature _____**Date** _____

Comments:_____

_____

☐ **Approved** ☐ **Rejected** 7/7/2011

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, click the **Request a Transcript** option under the Records and Requests tab, fill out the form and submit to the University Registrar's Office, Mannerheim 100A. Please note that there is a $3.00 charge for a personal copy.*

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.
- There is no charge for a transcript issued to a third party, for example, a college, university, or employer; however, if **same day service** is needed, there is a **$10.00 service charge**.
- **A personal copy of a transcript on official paper costs $3.00. It is stamped "Issued to Student" and is considered unofficial.**
- Priority mail service is $5.05, (3-5 days), and express mail service is $18.11 (1-2 days), both subject to USPS increases.
- UPS Next Day Service to a physical address is $30.00, subject to UPS increases.
- 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
- Finlandia University does not fax or email transcripts.
- When requesting a personal official copy of a transcript or special mail services, please include a Visa, Master Card, or Discover credits card number, the name on the credit card being used, the expiration date, and the three-digit code from the back of the credit card.

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.

Due Date Revised 07/08/11

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**

Due date _____ Revised 07/08/2011

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

FINLANDIA
UNIVERSITY

TRANSCRIPT REQUESTS

FINLANDIA UNIVERSITY
REGISTRAR'S OFFICE
601 QUINCY STREET
HANCOCK, MI 49930
PHONE (906) 487-7272
FAX (906) 487-7509
Email: transcript@finlandia.edu

Students who wish to request transcripts must follow these guidelines:

- Submit a written request or fill out a transcript request form available in the rack outside of the Registrar's Office.
- Sign the request. A personal signature is **required** to release transcripts.
- Send this written request by mail to the address above, or **fax to 906-487-7509**. An ink-signed and dated form can be scanned and emailed to the above email address.

Provide the following information:

- Student ID number or social security number
- Name when attending Finlandia University(including any previous names)
- Birth date and years of attendance at Finlandia University.
- A specific name and address, where the transcript should be sent, including the third party contact name
- A current address and phone number to contact you for more information.

Please note the following:

- 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.
- There is no charge for a transcript issued to a third party; however, if same day service is needed, there is a $10.00 service charge.
- **A personal copy of a transcript on official paper costs $3.00. It is stamped "Issued to Student" and is considered unofficial.**
- Priority mail service is $5.05 (3-5 days), and express mail service is $18.11 (1-2 days), both subject to USPS increases.
- UPS Next Day Service to a physical address is $30.00, subject to UPS increases
- An unofficial record of classes for personal use can be printed on plain white paper for **currently enrolled students**.
- Finlandia University does not fax or email transcripts.
- When requesting a personal official copy of a transcript or special mail services, please include a Visa, Master Card, or Discover credit card number, the name on the credit card being used, the expiration date, and the three-digit code from the back of the credit card.

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	**Resident Type**	**Enrollment Status**	**Age**	**Sex**
__Freshman	__On campus	__ Full-Time	__17-21	__Female
__Sophomore	__Off campus	__ Part-time	__22-30	__Male
__Junior			__ 31 +	
__Senior				

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