

IMPORTANT INFORMATION REGARDING THE “GRADE RELEASE AUTHORIZATION FORM”

Before you complete the “**Grade Release Authorization Form**,” here is an explanation of its significance to you.

The academic advising program at Finlandia University takes pride in its advisors’ ability to work with students concerning academic progress. If you experience problems at any time during the semester, please see the instructor and your advisor immediately concerning suggestions for improvement. If your difficulties continue, the faculty member will inform the Academic Risk Advisor who will contact you and your advisor in writing about the specific concerns. You will be encouraged to use the appropriate support services on campus.

Halfway through the fall and spring semesters, you will be able to access mid-semester grades online for each of your courses. While these grades do not become part of your permanent academic record at Finlandia University, they are generally accurate predictions of your final course grades. Your academic advisor will offer suggestions and commendation when appropriate. Of course, at the end of the semester, **you will be able to access your final grades online at <https://finlandia.empower-xl.com>.**

It should not surprise you that parents and guardians appreciate as much information as possible regarding your academic performance. To encourage communication between students and parents, the **GRADE RELEASE AUTHORIZATION FORM** allows the University Registrar’s office to **release information to the individuals identified on the form**. The release form also allows the Academic Advisor, the Academic Risk Advisor, or the University Registrar to discuss specific questions or issues about a student’s progress with the parents or guardians.

Regardless of your decision to allow or deny access to academic information, you **MUST RETURN** the **GRADE RELEASE AUTHORIZATION FORM** to the University Registrar’s Office, Mannerheim 100 A, by **September 30th in the fall semester, January 30th in the spring semester, and May 30th in the summer semester**. It is strongly recommended that you discuss this information with your parents before making any decisions regarding the release of information. If you have any questions, please contact **Evelyn Goke, Finlandia University Registrar**, at (906) 487-7272, or stop by her office in Mannerheim 100A.

I look forward to working with you during your academic career at Finlandia University.

Evelyn V. Goke

Finlandia University Registrar

7/18/2013