

2021-2022 Student Handbook

[Table of Contents](#)

Finlandia University's Heritage and Traditions 2

Promotion of Diversity 3

Statement on Directory Information 3

Academic Services 4

University Resources 6

Student Concern Procedure 13

Finlandia University Student Conduct & Disciplinary Process 18

Residential Life Policies & Procedures 41

Computer, Internet, and Acceptable Use Policy 51

Equal Opportunity, Harassment and Non-Discrimination 52

FINLANDIA UNIVERSITY'S HERITAGE AND TRADITIONS

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

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

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

HEIKINPAIVA

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

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

HOMECOMING Each fall semester Finlandia celebrates a Homecoming week around the fall athletic schedule. Students, faculty and staff are encouraged to participate in events and welcome alumni/ae back to campus.

PROMOTION OF DIVERSITY

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

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

Joe Koepel
Human Resources Director, Title IX Coordinator
Jutila Center, Room 318
487-7344
joe.koepel@finlandia.edu

Dr. Fredi de Yampert
VP Academic and Student Affairs (VPASA)
Deputy Equity Coordinator
Mannerheim Hall, Room 150
906-487-7301
Fredi.deyampert@finlandia.edu

STATEMENT ON DIRECTORY INFORMATION

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

- I. Name, address, telephone number, e-mail address, dates of attendance, class status, part-time, full-time status, class schedule/rosters, photos.

II. Major field of study, awards, honors (includes Dean's and Honor's Lists), degree(s) conferred (including dates), most recent prior school attended.

III. Past and present participation in officially recognized sports and school activities, physical factors of athletes (height, weight), date and place of birth.

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

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

ACADEMIC SERVICES

ACADEMIC INTEGRITY

We value integrity at Finlandia University and expect our students to act with integrity in all areas of their lives at Finlandia. Academic integrity is no exception. In this age of instant access to information and free exchange of music and movies, it is imperative that Finlandia students understand academic integrity and exhibit such integrity in their coursework. See the Student Affairs website for the Academic Integrity policy.

Academic Advising

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

Academic Success Coach Mannerheim 111

The Academic Success Coach is available to discuss academic issues, academic support available on campus, and general assistance in students' progress toward their degree. Additionally, should a student fall into Academic Warning and/or Probation, the Academic Success Coach works with the student to create an academic path back to good standing. **Disability Student Services (DSS) Mannerheim 111** DSS provides eligible

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

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

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

TRIO Student Support Services (TRIO/SSS)

Nikander: 11

TRIO Student Support Services is funded by five year grant cycles by the U.S. Department of Education. TRIO SSS enrolls 180 students each academic year. Once accepted to TRIO Student Support Services, the program staff work with students from first year to graduation from Finlandia University to deliver a program of academic and personal support. Services are designed in partnership with the student. The program goal is to assure that participants persist from one academic year to the next and graduate with a bachelor degree. To be eligible to participate in TRIO/SSS, students must be the first generation in their family to pursue a bachelor's degree, or have financial need, or possess a learning or physical disability. Applications for the program are available in Nikander 11 or online at <https://www.finlandia.edu/wp-content/uploads/2018/07/2018-2019-Finn-U-TRiO-Application.pdf> The program services capitalize on each student's strengths. Students meet with a TRIO Professional Academic coach a minimum of 3x per semester to create and measure completion of a Graduation and Career Plan. Each student's GCP is individualized to utilize their skills and talents to overcome challenges. Common services include academic coaching from both the professional and tutoring staff, supplemental instruction in English or math, professional tutoring, mentoring, college success skill workshops, financial aid assistance or financial literacy education, community service opportunities, graduate school field trips, leadership conferences, personal counseling with a licensed personal counselor, exploring career opportunities and the ability to apply for a financial aid grant. All services to TRIO students are free and confidential. For more information visit TRIO Student Support Services on the web at <https://www.finlandia.edu/academics/trio-student-services/> , or call the Director at 487-7346, or stop into our offices in Nikander 11. Staff are available from 8 am to 430

WITHDRAWAL FROM THE UNIVERSITY

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

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

UNIVERSITY RESOURCES

Campus Chaplain & Finlandia Campus Ministry 487-7239

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

Finlandia University is affiliated with the Evangelical Lutheran Church in America (ELCA). Finlandia’s full-time University Chaplain is rostered in the Northern Great Lakes Synod (NGLS) of the ELCA, and coordinates spiritual life activities for the university community. There are a variety of events and activities for students to encourage spiritual growth and service. These activities are planned and promoted with the Chaplain and a group of student leaders on the Finlandia Campus Ministry Team, and are organized around four areas: worship, discipleship, outreach, and service.

Students from all religious backgrounds are strongly encouraged to become involved in campus ministry opportunities at Finlandia, as well as in the life of local congregations in the Hancock/Houghton area.

CAREER SERVICES

Nikander: 11

Career guidance and counseling is available through the new Center for Vocation and Career and in the TRiO Student Support Services program. The career counselor is available to all TRiO participants Monday-Friday 8:00 a.m. -4:30 p.m. in Nikander 11.

Counseling Services

Nikander 14B

Counseling services are provided by Upper Great Lakes Family Healthcare in Finlandia’s Wellness Center via telemed to currently enrolled Finlandia students. Finlandia’s Wellness Center is located in Nikander 14B. Students may seek counseling for depression, anxiety, stress, relationship issues, identity concerns, family

problems, and any other reason that causes emotional distress. All services are confidential and not part of a student's academic record. No information can be released without written permission from the student.

Dean of Students 487-7324 Mannerheim 114

The Dean of Students office serves a primary role in advocating on behalf of students and helping students to make meaningful connections to the campus community. Support is provided through the identification of resources and support services for students. In addition, The Dean of Students assists with identifying opportunities for student involvement at the university, fostering student leadership development, and promoting student participation in campus life. The programs and services offered through this office include: the Orientation Leader Program, New Student Orientation, First-Year Experience, Residential Life, Campus Safety & Security, Dining Services, student activities and governance, Academic Support, tutoring, student conduct, student handbook, and counseling.

Financial Aid 487-7240

Mannerheim 202

The financial aid staff is here to help answer any question you may have regarding your financial aid and how to fund your education. They are willing to assist students with filing their FAFSA and determining additional means of funding that may be available. <http://www.finlandia.edu/financial-aid.html>

Finlandia University's Finnish American Heritage Center 487-7302

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

FOOD SERVICE 487-7374

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

Finlandia is Going Green- In order to promote social distancing all meals will be served in reusable carryout containers. The **OZZI** program uses a variety of reusable, washable containers. **Each container can replace up to 300 disposable containers! Here is how it works**; all students with a meal plan will be issued 3 tokens when checking in. Bring the tokens with you when you go to the Cafe for a meal. After scanning your student ID present the token to the cashier, the cashier will then give you an **OZZI** container (Three compartment entree container, Cup with lid, Salad container) **You have your choice of what containers you want, you may mix**

and match to accommodate your meal choices. This is very important! YOU MUST PRESENT A TOKEN FOR EACH CONTAINER YOU RECIEVE! You take your container to the serving line and dining services staff fills the container. You are encouraged to take the container out of the Cafe to eat your meal. You may eat in the dining room if desired.(seating is limited) After eating your meal please rinse or wipe out the container.**RETURNING YOUR CONTAINERS:** Located outside the Cafe is the OZZI MACHINE, PLACE YOUR EMPTY CONTAINER IN THE SLOT AT THE FRONT OF THE MACHINE WITH THE BARCODE FACING UP, PRESS THE RETURN BUTTON ON THE SCREEN WHICH VALIDATES THE RETURN. YOU WILL THEN RECEIVE A TOKEN TO PRESENT FOR A NEW CONTAINER NEXT TIME YOU RETURN TO THE CAFE. **IF YOU LOSE YOUR TOKEN YOU WILL HAVE TO PURCHASE NEW CONTAINERS, FOR \$10.00 EACH IN ORDER TO GET A MEAL IN THE CAFE!**

Commuter students are always welcome to dine in the Finlandia Cafeteria. Block Plans of 40 and 80 meals are available for purchase directly from the cashier in the Cafe, or arrangements for payment can be made through the office of financial aid, to utilize a students financial aid award. Faculty, staff and other guests of the University are also welcome to purchase meals at the Cafe. We accept cash, credit or debit cards. Diners who do not have a meal plan will be required to purchase **OZZI** containers at \$10.00 per container, plus the cost of the meal to dine in the Cafe. Ask our cashiers about special faculty and staff meal plans available.

FALL/SPRING HOURS OF OPERATION

Week Days

MEAL HOURS

Breakfast 7:30 am -10:00 am

Lunch 11:30 am -1:30 pm

Dinner 5:00 pm - 8:00 pm

Weekends

MEAL HOURS

Cont. Breakfast 11:00 am - 1:00 pm

Brunch 12:00 pm – 1:00 pm

Dinner 4:30 pm – 6:30 pm

GALLERIES

Reflection Gallery

The Finlandia University Reflection Gallery opened in 2008. The space is a student run art gallery hosting multiple exhibitions every year. Students curate, promote and install a variety of artwork while establishing and maintaining relationships with working artists. The gallery serves as a venue for students to express their

tastes and sensibilities, and as an incubator for learning the skills necessary to run a gallery space. Past exhibitions include group and solo exhibitions from Finlandia students and community artists as well as traveling exhibitions of national and international acclaim.

Finlandia University Gallery

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

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

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

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

HEALTH SERVICES

Finlandia's on-campus Wellness Center is located in Nikander 14B and staffed by a registered nurse practitioner who can prescribe medication and refer to specialists for follow-up. The Wellness Center can treat conditions like ear infections, allergies, rashes, sore throat, etc..

Off campus options include:

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

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

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

Holidays 10 a.m. – 3 p.m.

Services: services that are offered but are not limited to include cough, sore throat, fever, headaches,

seasonal allergies, rash, bites, back pain, minor injury and burn, tooth ache, ear ache, and ear pressure.

Upper Great Lakes Family Healthcare – Hancock

Located in hospital, 500 Campus Drive, Hancock:

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

Upper Great Lakes Family Healthcare – Houghton

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

Aspirus Houghton Clinic

Located at 1000 Cedar Street,

Houghton 906-487-1710

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

Pharmacies

Apothecary, located at Portage Health System, 500 Campus Drive, Hancock (906) 483-1919

Apothecary, located at University Center, 600 MacInnes Dr., Houghton (906) 483-1818

Walgreens, 1007. Memorial Dr., Houghton (906) 231-8007

Wal-Mart Pharmacy, 995 Razorback Dr., Houghton (906) 482-5988

LIBRARY 487-7252

Wargelin Hall: First Floor The Sulo and Aileen Maki Library, in Wargelin Hall, is a comfortable, inviting space for research, study, and reading. In 1997, the library was renovated and enlarged and named for Mrs. Aileen Maki, whose gift in memory of her husband, Sulo, made the improvements possible. The 12,100-square-foot library has varied seating, computers for student use, wireless Internet access, a computer lab/classroom, and a small conference room. The library's traditional collections include approximately 50,000 books, print periodicals and hundreds of DVDs and CDs. Laptops, multimedia projectors, and other AV equipment are available for short-term use. The library supports a regional on-line catalog, over 13,000 electronic books, and dozens of specialized subscription-only online library databases that can be accessed off campus with student credentials. Students may also borrow materials from libraries throughout Michigan and North America using an interlibrary loan system. To help students get the most from the library's resources, Maki Library staff members conduct tours, present informational sessions, teach library and information literacy skills, and provide one-on-one research help and reference services.

Students must present a valid Finlandia University ID when checking out materials. During the fall and spring semesters the Sulo and Aileen Maki Library is open:

Sunday 2:00 pm 10:00pm

Monday-Thursday 8:00 am 10:00pm

Friday 8:00 am 4:00 pm

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

LOST AND FOUND

Finlandia Hall: 1st Floor

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

MAIL SERVICES 487-7204

Mannerheim: Basement

The Mail Center, located in the basement of Mannerheim Hall, is open Monday through Friday from 8:00 am to 4:30 pm. The Mail Center receives daily delivery from the U.S. Post Office and United Parcel Service (UPS) Monday through Friday, excluding holidays. Residents in Finlandia Hall will have their mail delivered to the Finlandia Hall mailboxes (beginning after the add/drop period) around 1:00 pm Monday through Friday.

Packages for residential students will be available for pick up in Finlandia Hall. For any packages and/or special mail, the student MUST present their notification slip (placed in mailbox), student ID, and sign for their package and/or special mail. It is against the law to use an 'alias' when buying merchandise or contracting services. Finlandia University will accept mail and packages addressed only to the given name (parent name if known) of a registered student. The Mail Center has the right to refuse delivery of any mail or package addressed to a name that does not appear on the university's enrollment roster.

Finlandia University offers outgoing postal and UPS service to students. UPS requires that students send fragile items in their original packaging and box (i.e. stereos, computers, television, etc.) otherwise UPS will not be

responsible for any loss or breakage. Packages are weighed and paid for in the Mail Center before being shipped. Finlandia University cannot ship anything COD and is in no way responsible for ANY lost or broken item(s).

Services for students must be paid for at the time of service (UPS or Mail) with cash or check. Exact change is appreciated, as we don't have change for big bills in the office. Also, we do not furnish envelopes or any type of mailing vessel. You must have the package ready to send when you present it to the mailroom staff. The mailroom staff is not responsible for packages that are damaged in transit.

MAINTENANCE 487-7229 Mannerheim: Basement

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

PAAVO NURMI CENTER 487-7459

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

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

Students and faculty just need to show their Finlandia I.D. and have a complete liability waiver on file to use the facilities during normal business hours. For anyone looking to reserve times in the gymnasium please contact the Facility Coordinator at 906-487-7459. Building Hours.

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

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

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

STRENGTH CENTER & CARDIO STUDIO The strength center has a wide range of equipment from free weights

to strength machines. The fitness center also includes cardiovascular machines such as treadmills and stationary bikes.

MCAFEE FIELD: McAfee Field is the home of the Finlandia Lions football and soccer teams. This is a lighted turf field and is available for institutional organized events and can also be rented for other events through the Facility Coordinator at 906-487-7459

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

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

STUDENT ACCOUNTS 487-7210

Mannerheim 202, The Student Accounts Office is where student bills are paid. This office's primary function is to assist students in setting up payment plans or managing their accounts. The office is also able to answer any questions regarding student bills and where students can make payments on their accounts.

STUDENT CONCERN PROCEDURE

Academic Concerns

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

Work-study Concerns

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

Harassment, Retaliation, or Other Discriminatory Conduct Concerns

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

Other Concerns

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

I.T. SERVICES/HELPDESK 487-7444, support@finlandia.edu Mannerheim Hall: Office 109

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

STUDENT CLUBS AND ORGANIZATIONS

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

Student Senate (senate@fu.edu)

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

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

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

DEPARTMENT OF CAMPUS SAFETY AND SECURITY 487-7307

EMERGENCY CONTACTS (DIAL 911)

Mercy MS 911

Hancock Fire Department 482-1118

Hancock City Police 482-3102

Reporting Crime or Emergencies

The Department of Campus Safety and Security (DCSS) must be promptly notified in all cases involving loss, crime, suspicious activity, personal injury, safety hazards, auto accidents, or fire occurring on the campus of Finlandia University. DCSS can be reached at 487-7307 (ext. 307 on-campus) or 370- 7307. An online reporting form can also be found at:

<https://www.finlandia.edu/student-affairs/report-an-incident/> In the interest of personal and community safety, victims or witnesses of such events have a duty to report them. All campus community members share responsibility for the maintenance of safety and security at Finlandia University.

The choice to prosecute an alleged offender generally rests with the victim of a crime. Crimes against the university will be acted upon by DCSS and prosecution and/or restitution shall be sought. To ensure safety, the DCSS must be notified of any potential threats or actions taken against or arranged by community members, such as a Personal Protection Order issued by a court prohibiting stalking, appearance at work/school, etc. If you have questions or concerns, contact the manager of DCSS at 487-7307 (ext. 307 on-campus). Finlandia University's DCSS provides many services to the campus community. The DCSS office is located on the first floor of Finlandia Hall and is accessible from Summit Street. Security officers are on duty 24- hours, seven days a week, and may be contacted by calling ext. 307 from a campus phone, or 487-7307 or 370-7307 from a private/off campus phone. Office hours are 9:00 am - 5:00 pm, Monday – Friday for issuance of I.D.s, parking permits, checking-in overnight guests, or for obtaining general information. Emergencies should be reported at time of occurrence to the appropriate law enforcement agency and the DCSS.

IDENTIFICATION CARDS

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

PARKING

All vehicles parked in university parking lots must be registered with DCSS and must display a valid parking permit on the passenger side lower windshield. Students must present a valid state issued vehicle registration form to receive a parking permit. There is a \$5.00 charge for replacement permits and/or additional vehicle registrations. Commuter and resident parking maps are available through the DCSS office. In addition, overnight parking is not permitted on city streets, which includes all parking spaces in front of Finlandia Hall, from 12:00 a.m. - 7:00 a.m. Violators will be ticketed and/or towed at their own expense. DCSS enforces the

parking policies of Finlandia University. Violators shall receive university issued tickets for applicable parking infractions. Violators who have accumulated three unpaid tickets will immediately forfeit their on-campus parking privileges, resulting in being ticketed and towed at the owner's expense. All tickets must be paid to the office of student accounts within seven days. Failure to comply will result in the loss of on-campus parking privileges and an administrative hold will be placed on all student records. If fines cannot be paid in the prescribed time period, students may contact the director of DCSS in advance to arrange later payment. Ticket appeals should be directed to the director of DCSS in writing within two days of the infraction. All university issued tickets must be paid in cash, check, or money order payable to Finlandia University at the office of student accounts during office hours, or mailed per instructions on the ticket. Guests on campus must be registered by their host at the DCSS office. Requested guest information includes guest's name, address, phone number, vehicle make/model/year, license plate number and state of issue, and location where guest will be staying. Guest vehicles shall be parked in the Upper Paavo Lot and/or an area designated by DCSS. Finlandia University is not responsible for theft or damage to vehicles parked on university property.

MAXIENT

To gain a more accurate idea about the types and frequency of incidents on campus, we now allow the reporter to remain anonymous in their reporting. The report will then be forwarded to a professional on campus who will then proceed with the report appropriately. Communication with the parties involved in the report will be done through Maxient and will be sent directly to email. A read receipt will be returned to the professional to ensure that the communication was received and opened. It is the responsibility of the student to comply with any and all requests made in the communication.

Incident reporting may be completed online at <https://www.finlandia.edu/student-affairs/report-an-incident/>

PROHIBITED CONTRABAND

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

Weapons Possession - Special Conditions

Residential students possessing a valid Michigan Hunting License shall contact DCSS if requesting to store on the campus of Finlandia University a rifle, shotgun, bow and arrows, sheath hunting knife, or other weapons

used for sport hunting. At no time shall a student possess weapons in the residence hall or anywhere on-campus other than to transport to a hunting area. At no time shall students store ammunition or hunting weapons in the residence hall. Failure to store hunting related materials per DCSS guidelines will result in permanent confiscation and disposal of materials. Handguns shall not be stored at DCSS, nor are they permitted on-campus.

BOOKSTORE (487-7217)

437 Quincy Street

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

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

Textbooks and Buyback

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

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

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

Student Accounts

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

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

Sites: Store: bookstore.finlandia.edu

Facebook: facebook.com/NorthWindBooks

Instagram: [finlandia_bookstore](https://instagram.com/finlandia_bookstore)

FINLANDIA UNIVERSITY STUDENT CONDUCT & DISCIPLINARY PROCESS

Core Values of Student Conduct at Finlandia University

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

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

I. CORE VALUES AND BEHAVIORAL EXPECTATIONS

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

Integrity: Finlandia University students exemplify honesty, honor and a

respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

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

Community: Finlandia University students build and enhance their community.

Behavior that violates this value includes, but is not limited to:

- 9) *Disruptive Behavior*. Substantial disruption of Finlandia University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-Finlandia University activities which occur on campus;
- 10) *Rioting*. Causing, inciting or participating in any disturbance that presents a clear and present danger

to self or others, causes physical harm to others, or damage and/or destruction of property;

11) *Unauthorized Entry*. Misuse of access privileges to Finlandia University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Finlandia University building;

12) *Trademark*. Unauthorized use (including misuse) of Finlandia University or organizational names and images;

13) *Damage and Destruction*. Intentional, reckless and/or unauthorized damage to or destruction of Finlandia University property or the personal property of another;

14) *I.T. and Acceptable Use*. Violation of the Finlandia University Computer, Internet, and E-mail Acceptable Use policy is prohibited. [see Appendix A]

15) *Gambling*. Gambling as prohibited by the laws of the State of Michigan. (Gambling may include raffles, lotteries, sports pools and online betting activities);

16) *Weapons*. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than 3 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on Finlandia University property. For students who wish to take advantage of the various hunting seasons during the academic year, Campus Security will store items such as guns (no pistols), bows, and larger hunting knives in a secured safe;

17) *Tobacco*. Finlandia University is a tobacco-free campus (*Policy Last Revised July 2013*) Finlandia University is committed to providing a safe and healthy environment for all members of its campus community. In keeping with this philosophy, Finlandia University is smoke- and tobacco-free effective August 1, 2013. This policy applies to all faculty, staff, trustees, students, contractors, vendors, and visitors during and after campus hours, as well as at University-sponsored events.

The use of tobacco products is strictly prohibited within the boundaries of all

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

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

Any person observing a violation to this policy should contact Campus Safety and Security at (906) 487-7307. No person shall suffer any form of retaliation for raising a complaint in good-faith or asking questions about the policy.

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

18) *Fire Safety*. Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages Finlandia University or personal property or which causes injury.
- b) Failure to evacuate a Finlandia University-controlled building during a fire alarm;
- c) Improper use of Finlandia University fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Finlandia University property. Such action may result in a local fine in addition to University sanctions;

19) *Wheeled Devices*. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside Finlandia University buildings or residence halls. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities; and individuals may be liable for damage to Finlandia University property caused by these activities.

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

22) *Discrimination*. Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the Finlandia University's educational program or activities.

23) *Harassment*. Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

a) *Hostile Environment*. Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the Finlandia University's educational or employment program or activities.

24) *Retaliatory Discrimination or Harassment*. Any intentional, adverse action taken by an responding individual or allied third party, absent legitimate non-discriminatory purposes, against a participant (or supporter of a participant) in a civil rights grievance proceeding or other protected activity under this Code.

25) *Bystanding*.

- a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
- b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

26) *Abuse of Conduct Process*. Abuse or interference with, or failure to comply in, Finlandia University processes including conduct and academic integrity procedures including, but not limited to:

- a) Falsification, distortion, or misrepresentation of information;
- b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;

- d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct investigation;
- e) Failure to comply with the sanction(s) imposed by the campus conduct system;
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

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

27) *Harm to Persons*. Defined as intentionally or recklessly causing physical harm or endangering the health or safety of any person.

28) *Threatening Behaviors*:

a) *Threat* - is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

b) *Intimidation* - is defined as implied threats or acts that cause a reasonable fear of harm in another.

29) *Bullying and Cyberbullying*. Bullying and cyberbullying are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

30) *Hazing*. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy;

31) *Domestic Violence*. Defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, a person similarly situated under domestic or family violence law, anyone else protected under domestic or family violence law, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

32) *Dating Violence*. Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the

relationship

33) *Stalking*. Stalking is defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;

34) *Sexual Misconduct*. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See the Equal Opportunity, Harassment and Nondiscrimination policy for further information);

35) *Public Exposure*. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

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

36) *Alcohol*. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the Finlandia University's Alcohol Policy;

37) *Drugs*. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the Finlandia University's Drug Policy;

38) *Prescription Medications*. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

39) *Failure to Comply*. Failure to comply with the reasonable directives of Finlandia University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

40) *Financial Responsibilities*. Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

41) *Arrest*. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to a Student Conduct Officer within seventy-two (72) hours of release.

42) *Other Policies*. Violating other published Finlandia University policies or rules, including all Residence Hall policies;

43) *Health and Safety*. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

44) *Violations of Law*. Evidence of violation of local, state or federal laws, when substantiated through the Finlandia University's conduct process.

II. THE CONDUCT PROCESS

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

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

The University may place a Student Conduct hold on the records and registration of any student who has a pending Student Conduct matter, including any outstanding sanctions or unresolved cases. Charged students may not be allowed to graduate, receive grades or have transcripts released until pending matter(s), including any outstanding sanctions, are resolved. Designations of "suspension" are recorded on the academic transcript during the period of suspension. If a student has been expelled, the designation remains on the transcript indefinitely. The designation does not prohibit the student from transferring credits to another institution.

STEP 1: Preliminary Inquiry and/or Educational Conference

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

- 1) A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
- 2) A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures below);
- 3) A formal complaint of a violation and/or an educational conference with the responding student.

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

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

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

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

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

In cases of minor misconduct, both steps in this paragraph can be accomplished in one meeting. If the Student Conduct Officer conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

STEP 2: Formal Investigation

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

STEP 3: Review and Finalize Sanction(s).

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

III. STUDENT CONDUCT AUTHORITY

A. Authority

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

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

The *Board of Student Conduct*, in conjunction with the *Student Conduct Office*, appoints Student Conduct Officers who will oversee and manage investigations involving a breach of the Student Conduct Policy. The Student Conduct Officers are responsible for the investigation of an allegation of misconduct to determine if the complaint has merit. Findings and recommendations resulting from an investigation are compiled in a formal written report and submitted to the *Board of Student Conduct*.

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

B. Gatekeeping

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

C. Conflict Resolution Options

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

D. Interpretation and Revision

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

IV. FORMAL CONDUCT PROCEDURES: FORMAL INVESTIGATIONS

A. Finlandia University as Convener

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

B. Notice of Alleged Violation

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

Notice may also be given to a Student Conduct Officer and/or to the Chief Equity/Title IX

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

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

C. Investigation

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

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

During the investigation, if any, both parties to a complaint related to sexual assault, dating violence, domestic violence and stalking may have an advisor of their choice present. Remedial action includes steps taken to ensure the complainant feels safe including, but not limited to, changing the respondent's class schedule or living arrangements.

4) If indicated by the preliminary investigation, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;

a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;

b) A comprehensive investigation usually takes between one day and two weeks;

5) Meet with the party bringing the complaint to finalize the complaint's statement and meet with the responding student, who may be given notice of the interview prior to or at the time of the interview;

a) Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);

6) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses for both parties;

7) Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;

8) Obtain all documentary evidence and information that is available;

9) Obtain all physical evidence that is available;

10) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;

11) Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);

12) Present the investigation report and findings to the responding student, who may:

a) accept the findings,

b) accept the findings in part and reject them in part,

c) or may reject all findings;

13) Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

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

D. Group Violations

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

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

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

E. Amnesty

1) For Victims

Finlandia University provides amnesty to victims who may be hesitant to report to

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

2) For Those Who Offer Assistance

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

3) For Those Who Report Serious Violations

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

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

4) Safe Harbor

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

V. Findings

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

1) The Responding Student is Found “Not Responsible”

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

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

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

Should the responding student accept the finding that they violated Finlandia

University policy, the Student Conduct Officer will recommend appropriate sanctions for the violation, having consulted with Board of Student Conduct, when appropriate. In cases involving discrimination, recommended sanctions by the Chief Equity/Title IX Coordinator

will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the Finlandia University community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Student Conduct Officers and the process ends.

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

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

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

VI. Interim Action

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

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

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

VII. Conduct Sanctions

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

- 1) *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Finlandia University.
- 2) *Restitution*: Compensation for damage caused to Finlandia University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) *Fines*: Reasonable fines may be imposed when appropriate.
- 4) *Community/Finlandia University Service Requirements*: For a student or organization to complete a specific supervised University service.
- 5) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- 6) *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated and will become the property of the Finlandia University. Prohibited items may be returned to the owner at the discretion of the Student Conduct Officers.
- 7) *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- 8) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 9) *Restriction of Visitation Privileges*: May be imposed on a resident or non- resident student. The parameters of the restriction will be specified.
- 10) *Finlandia University Housing Probation*: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.

11) *Finlandia University Housing Suspension*: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for readmission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of the Coordinator of Residential Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to re-application for University housing, the student must gain permission from the Director of Academic Success and Student Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

12) *Finlandia University Housing Expulsion*: The student's privilege to live in, or visit, any Finlandia University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

13) *Finlandia University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

14) *Eligibility Restriction*: The student is deemed "not in good standing" with Finlandia University for a specified period of time. Specific limitations or exceptions may be granted by the *Board of Student Conduct* and terms of this conduct sanction may include, but are not:

- 1) Ineligibility to hold any office in any student organization recognized by Finlandia University or hold an elected or appointed office at Finlandia University; or
- 2) Ineligibility to represent the Finlandia University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing Finlandia University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

15) *Finlandia University Suspension*: Separation from Finlandia University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct. This sanction may be enforced with a trespass action as necessary. Designations of "suspension" are recorded on the academic transcript during the period of suspension.

16) *Finlandia University Expulsion*: Permanent separation from Finlandia University. The student is banned from University property and the student's presence at any Finlandia University-sponsored

activity or event is prohibited. This action may be enforced with a trespass action as necessary. If a student has been expelled, the designation remains on the transcript indefinitely.

17) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Board of Student Conduct. The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

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

Additional sanctions can include:

a) *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Finlandia University.

b) *Restitution*: Compensation for damage caused to Finlandia University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

c) *Fines*: Reasonable fines may be imposed when appropriate.

d) *Conduct Redress Plans (CRP's)* - In place of Community Service in handbook Conduct Redress Plans (CRP's) are used to restore the community for student conduct violations. When a policy is violated, the Finlandia University community is affected. A Conduct Redress Plan may be used to restore the shared values and principles upon which our community is expected to abide by and uphold.

e) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.

f) *XF grade*: XF (Disciplinary Failure). The grade of XF will be recorded on the transcript with the notation "Failure due to academic misconduct." The XF cannot be replaced by retaking the course. Students who have violated the Academic Integrity Policy and who have been informed that they will receive an XF grade for the semester are

not eligible to withdraw from a class. If a student decides to withdraw from the University entirely, the student will still receive an XF for the course for which the academic integrity violation occurred while receiving Ws for all other courses. Requests for removal of the X from an XF grade must be submitted in writing to the Board of Student Conduct and will be considered by a panel of two staff members and two faculty members. Such requests will not be considered until at least 12 months from the time of the violation that resulted in the XF.

VIII. Parental Notification

Finlandia University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Finlandia University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

IX. Notification of Outcomes

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

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

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction

- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

X. Failure to Complete Conduct Sanctions

All students, as members of the Finlandia University community, are expected to comply with conduct sanctions within the timeframe specified by the Student Conduct Officers or Board of Student Conduct. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from Finlandia University and may be noted on, or with, the student's official transcript at the end of the semester. In such situations, resident students will be required to vacate Finlandia University housing within 24 hours of notification by a Student Conduct Officer, though this deadline may be extended upon application to, and at the discretion of, the Director of Residential Life and/or the *Board of Student Conduct*. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the *Board of Student Conduct*.

XI. Appeal Review Procedures

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

GROUNDINGS FOR APPEALS REQUESTS

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

Failure to provide information during or participate in an investigation, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing. The Board of Student Conduct will consult with the Student Conduct Officer(s) who investigated the allegations to inquire as to whether the new evidence would, in their opinion, have substantially impacted the original finding or sanction.

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

3) The *Board of Student Conduct* will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). A member of the *Board of Student Conduct* will also draft a response memorandum to the appeal request(s), based on the determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the *Board of Student Conduct*.

4) The *Board of Student Conduct* will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Student Conduct Officers and/or Title IX Coordinator on any procedural or substantive questions that arise.

5) If the appeal is not timely or substantively eligible, the original decision and sanction will stand and the decision is final. If the appeal has standing, the Board of Student Conduct determines the next course of action, typically within 3-5 business days. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The *Board of Student Conduct* in evaluating appeals must limit its review to the challenges presented.

6) On reconsideration, the *Board of Student Conduct* may affirm or change the decision and/or sanctions of the original formal investigation according to the permissible grounds. Procedural and/or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

7) All decisions of the *Board of Student Conduct* are to be made within five (5) days of submission to the Board and are final.

OTHER GUIDELINES FOR APPEALS

- 1) All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- 2) Every opportunity to return the appeal to the original Student Conduct Officer for reconsideration (remand) should be pursued;
- 3) Appeals are not intended to be full re-investigations of the complaint (*de novo*). In most cases, appeals are confined to a review of the written documentation or record of the original investigation, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- 4) Appeals are not an opportunity for *Board of Student Conduct* members to substitute their judgment for that of the original Student Conduct Officer(s) merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original Student Conduct Officer(s), making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

XII. Disciplinary Records

All conduct records are maintained by Finlandia University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. The University may place a Student Conduct hold on the records and registration of any student who has a pending Student Conduct matter, including any outstanding sanctions or unresolved cases. Charged students may not be allowed to graduate, receive grades or have transcripts released until pending matter(s), including any outstanding sanctions, are resolved.

Designations of “suspension” are recorded on the academic transcript during the period of suspension. If a student has been expelled, the designation remains on the transcript indefinitely. The designation does not prohibit the student from transferring credits to another institution.

Conduct Notation on Transcript

XF grade: XF (Disciplinary Failure). The grade of XF will be recorded on the transcript with the notation “Failure due to academic misconduct.” The XF cannot be replaced by retaking the course. Students who have violated the Academic Integrity Policy and who have been informed that they will receive an XF grade for the semester are not eligible to withdraw from a class. If a student decides to withdraw from the University entirely, the student will still receive an XF for the course for which the academic integrity violation occurred while receiving Ws for all other courses. Requests for removal of the X from an XF grade must be submitted

in writing to the Board of Student Conduct and will be considered by a panel of two staff members and two faculty members. Such requests will not be considered until at least 12 months from the time of the violation that resulted in the XF.

XIII. Approval and Implementation

This Code of Student Conduct was approved July, 2014, and implemented August, 2014. This Code of Student Conduct was revised August, 2015.

Conduct notation on transcript was added in May, 2019.

RESIDENTIAL LIFE POLICIES & PROCEDURES 487-7276

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

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

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

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

HOUSING REQUIREMENTS

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

learning environment for students.

Finlandia University requires that all students live in university residence halls while enrolled for classes except those students who have met the following criteria:

- 1.) Have successfully completed and documented 48 or more credit hours prior to the drop/add deadline time to the add/drop deadline of the fall semester. These credits must be earned at an accredited higher education institution after high school graduation;
- 2.) Are twenty-one (21) years of age or older by the add/drop deadline of the fall semester for the academic year in which they are enrolled.
- 3.) Are residing with their parent(s), brother(s)/sister(s), or grandparent(s) within a 30-mile radius of campus.
- 4.) Are married and/or have joint or full physical custody or overnight visitation rights of a minor child(ren).
- 5.) Have prior or concurrent military service.
- 6.) Are taking nine or fewer credit hours during the semester of enrollment
- 7.) Medical conditions which the university is unable to accommodate on campus. Additional documentation is required for medical/psychological exemption and must be renewed annually.

APPLICATION PROCESS FOR REQUESTS TO RESIDE OFF CAMPUS

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

1. A completed Request to Reside off Campus form, available by contacting the Residence Life Coordinator at 906-487-7276; or for a medical exemption must be made to Disability Support Services.
2. Documents as needed (ex. transcripts, signed letter from parents, medical exemption form, etc.)

The Residence Life Coordinator will review the request and respond within ten (10) business days of the submission deadline. **Submitting a request does not guarantee that off-campus residency will be granted.** If you have questions about housing requirements or the application process, contact the Residence Life Coordinator at 906-487-7276.

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

EMERGENCY EVACUATION PROCEDURE

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

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

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

- a) Pull the nearest building alarm,
- b) Close their room door and safely exit the building,
- c) Call 911,
- d) Never attempt to fight or put out a fire, and
- e) Tell fire authorities or police the location of fire or smoke.

HOUSING CONTRACT

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

KEYS

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

DCSS can be contact at scott.hendrickson@finlandia.edu or by calling 906-487-7307.

The fee for replacement keys is as follows: Interior: \$75.00 Mailbox: \$25.00 Exterior: \$150.00

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

LAUNDRY

Laundry facilities are available in the residential hall for a fee. Students provide their own laundry detergent, bleach, and fabric softener. During check-in, all resident students will receive a blank laundry card when checking into the hall for the first time, which is used to operate the machines. Students may purchase \$5.00, \$10.00 or \$20.00 dollar amounts on the cards for use in the automated laundry. Students are charged \$5.00 for a replacement card, or if they fail to turn in their card during check-out. Please contact the Residence Life Coordinator with maintenance concerns regarding the laundry facility. As a member of the Finlandia Residence Life community, each student has the opportunity to use laundry facilities provided in Finlandia Hall. It is the student's responsibility to use the machines as directed. The university is not responsible for damages caused from machine usage.

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

1. Safety first. More important than design, appearance, and practicality, a loft must be safe. There must be adequate support built into the loft itself so it can be safely used without support from walls or other furniture.
2. Lofts must fit into the existing structure of a room. Residents may not build extra walls, partitions, etc., in their rooms; lofts must conform to the existing design.
3. Finished lumber (i.e., sanded and varnished) is the only material residents may use to construct lofts; rough (un-sanded) and/or unfinished (unvarnished) wood may not be used, nor may any other materials, such as metals or plastics.
4. A loft design must conform to the following standards:
 - a) All parts must be at least 18 inches away from any lighting or heating fixtures.
 - b) Lofts must be at least 6 inches away from walls.
 - c) Windows and doors must remain free from obstructions.
 - d) Each loft must have built-in means to access the loft. Furniture may not be used as a means to access lofts.
 - e) The only bed frames that may be used in lofts are those supplied by Finlandia University; waterbeds or other beds may not be incorporated into a loft.
 - f) Lofts may not be wired for electricity. No outlets or electrical appliances may be installed as part of a loft.
 - g) A loft may not cause any amount of damage to a room. Holes in the walls, floor or

ceiling, scratches on any surface, damage to furniture, or any other damage will be assessed and billed to the account of the loft owner. 5. No tools will be loaned by university maintenance for the construction or removal of a loft. If it is necessary for maintenance to remove a loft any time during or after the school year, a fine will be assessed and billed to the account of the loft owner. 6. No furniture may be removed from residential rooms for storage in a storage room or another resident's room. 7. Members of the Residential Life and/or Department of Campus Safety and Security must approve the safety of the loft once it has been constructed.

MISSING STUDENT POLICY

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

Purpose: The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act.

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

Procedure: Procedures for the designation of emergency contact information 1) Students age 18 and above and emancipated minors Students will be given the opportunity during each yearly registration process to designate an individual or individuals to be contacted by the college "in case of emergency". In the event a student is reported missing, college personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student. 2) Students under the age of 18 In the event that a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification Procedures for Missing Persons

a) Any individual on campus who has information that a residential student may be a missing person must notify the Department of Campus Safety and Security as soon as possible. Note: In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Department of Campus Safety and Security will assist outside agencies with these investigations as requested.

b) The Department of Campus Safety and Security will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c) If the above actions are unsuccessful in locating the student within 4 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Department of Campus Safety and Security will contact the Hancock Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.

d) No later than 24 hours after determining that a residential student is missing, the Dean of Students or designee will notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

ROOM DAMAGES Room condition forms, which assess the condition of residential hall rooms, are to be completed and submitted to a Resident Assistant within 24 hours of student occupation. Failure to complete a room condition form within 24 hours will lead to charges for all damage in the room. At any time when a student vacates a residence hall room, the Residential Life staff will inspect the room for any damages that may have occurred. Students are not permitted to paint, panel, shingle, use contact paper, or in any way change the appearance of their room without written permission from the Residence Life Coordinator e. Failure to check out properly may result in a \$50.00 fine in addition to accumulated room fines. F. Rooms that need extra cleaning at the time of check-out can be assessed a cleaning fee starting at \$25.00 per occupant of the room.

ROOM ENTRY POLICY

The rights of students to be secure in their residence hall rooms against unreasonable entry, searches, and seizures are assured. Entry, search, and seizure by civil officers are governed by the civil law.

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

1. Maintenance requested by the occupant(s) or university personnel is being performed.
2. Routine inspection of rooms for safety, health, and general upkeep purposes or if maintenance is performed. Institutional-initiated inspections are generally preceded by at least 24 hours written or posted notice to occupant(s).
3. There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
4. The entry occurs during announced break times.

5. Reasonable suspicion exists that a university policy is being violated.
6. Turning off an alarm, loud stereo/music, or loud TV is necessary when residents are not present.
7. There is a search warrant being carried out by a member of law enforcement. These agencies include, but are not limited to, local police departments and/or county sheriff, and the Michigan State Police. It is a reasonable and lawful request for staff to ask residents to open doors in any situation. Failure to comply with the request is a policy violation, and you will be subject to disciplinary action.

TELEPHONE SERVICE

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

CABLE TELEVISION SERVICES

Residential students must provide their own televisions and are responsible for obtaining desired cable services. Cable service is contracted through Charter Communications. Contact Charter Communications at 1-800-545-0994. Cable bills, including charges that may arise due to subsequent room changes, are the responsibility of the individual resident. Finlandia University is not responsible for any cable charges incurred by students.

ELECTRICAL EQUIPMENT AND APPLIANCES

Television sets, stereos, and computers are permitted in residence hall rooms, providing all occupants of the room agree. Both the permitted appliance and any cord used in connection with it must have Underwriter's Laboratories (UL) approval. Cords must have surge protection and be 14-gauge. Sun lamps, clamp-on bed lamps, electrical heaters, open-element popcorn poppers and toasters, hot plates, toaster ovens, hazardous electrical appliances, and appliances in need of electrical repair are specifically prohibited. Clothing irons are permitted in residence hall rooms, but residents are strongly urged to use caution when using them. Regular-size refrigerators are prohibited. Students may use small dorm-size refrigerators. Self-contained heating elements such as microwaves, six-cup hot pots, coffee makers, popcorn poppers, and rice cookers that are self-contained units are acceptable appliances.

EXTENDED STAY POLICY

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

HOLIDAYS/BREAKS WHEN THE UNIVERSITY IS CLOSED

Thanksgiving Break: Hall Closes: Noon on November 20, 2021; Hall Opens: 9:00 A.M. on November 28, 2021

Winter Break: Hall Closes: Noon on December 12, 2021; Hall opens for Incoming Students: January 7, 2022 and Returning Students: January 9, 2022

Spring Break: Hall Closes: Noon on February 26, 2022; Halls Open: 9:00 AM on March 6, 2022

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

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

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

- a.) The student lives 500 miles or more from campus. (The applies only during Spring Break)
- b.) The student is required to stay for academic reasons (verified by the professor).
- c.) The student is required to stay for a Finlandia University- sponsored event, such as the Alternative Spring break (verified by faculty/staff member).
- d.) The student is required to stay for athletics (verified by the Athletic Department).
- e.) The student is required to work ON campus (verified by the campus employer).

Students who do not meet the above criteria are still allowed to sign up for break housing. Those students will be charged the daily rate of \$25 per night. Students must sign up with the Residence Life Coordinator life to stay in Finlandia Hall during any University breaks.

Residence Life Administrative Policies: The Residence Life Coordinator and/or designee shall adjudicate alleged violations of residential life policies administratively.

1.4.1 ANTENNAS AND CABLES Outside antennas of any kind attached to the residence hall are prohibited.

Students are advised that splicing into or connecting with university and/or privately-owned cables and antennas is prohibited by law and may result in arrest and/or restitution for damages.

1.4.2 BABYSITTING Students are not permitted to babysit in the Residence Hall.

1.4.3 CREDIT HOURS REQUIRED TO LIVE IN RESIDENCE HALL To be eligible to live in the residence hall a person must be a registered, credit-bearing student at Finlandia University.

1.4.4 DANGEROUS MATERIALS AND OPEN FLAME 01. No student shall possess, store, mix, or experiment with any chemical or explosive materials including, but not limited to, gunpowder, gasoline, or fireworks. This regulation shall not apply to instructor supervised learning activities. 02. No student shall use or create an open flame, or live or glowing embers including, but not limited to, candles, incense, or charcoal in any university buildings. This regulation shall not apply to instructor supervised learning activities. 03. No student shall possess, explode, or cause to explode any type of fireworks in any building or on any property owned or controlled by the University. Fireworks shall be confiscated and disposed of by the Department of Campus Safety and Security.

1.4.5 DISPLAYS 01. Displays of inappropriate materials (e.g. advertisements and/or posters depicting alcohol, drugs, pornography, obscene language, etc.) on room doors, windows, and in hallway areas are prohibited. Students are not permitted to hang materials on room walls with duct tape. 02. Students are not permitted to write or graffiti on doors/walls in residence hall rooms or hallways with any sort of permanent or washable marker, pen, paint, or pencil. 03. Appropriate Attire. Finlandia Residence Life strives to create an environment that is welcoming to all students. It is the responsibility of the student to wear appropriate attire at all times when outside of the student's assigned space. Appropriate attire includes, but is not limited to, shirt, shoes, and pants.

1.4.6 FRAUDULENT RECEIPT OF GOODS, SERVICES AND/OR USE OF FACILITIES 01. No person shall stay overnight or permit or assist another person in staying overnight in a residence hall room without the approval of the Residence Life Coordinator or designee. 02. Students who wish to stay on campus when classes are not in session are required to register with the Residence Life Coordinator and/or designee. 03. No student shall receive, or aid another person in receiving, food from the resident hall food service area without a valid Finlandia University ID or paid meal ticket. 04. No person(s) shall use the laundry facilities on campus without a valid room and board contract unless otherwise authorized by the Residence Life Coordinator.

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

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

1.4.9 PETS 01. Fish in no more than a 10-gallon tank are permitted in residence hall rooms only. 02. Pets of any other kind are prohibited in the residence hall and other campus buildings. Any pets found in the residence hall or any other campus building shall be taken to the Copper Country Humane Society. Designated leader dogs are the only exception to this rule.

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

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

1.4.12 ROOM CLEANLINESS Refer: Room Entry/Search Policy- Department of Campus Safety and Security. Students are required to keep their residence hall rooms clean and orderly. To insure the health and safety of residents, residence life staff will conduct routine health and safety inspections. A 24-hour notice will be given before inspections occur.

1.4.13 ROOM CONSOLIDATION 01. Students living in the residence hall who are paying a double or triple room rate are required to have a roommate if one is available. If a student does not have a roommate, it is the student's responsibility to: (1) move to another room to fill a vacancy of like circumstances; (2) have another student in like circumstances move in to fill the vacancy; or (3) elect to retain current room as a single, if space permits, and pay a single room rate. A current list of available rooms is available in the office of Residential Life.

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

1.4.14 BELONGINGS LEFT BEHIND It is the responsibility of the student to remove all belongings from the assigned space whenever it is vacated. If a student leaves behind items, the university will house said items for 30 days. After 30 days, the university reserves the right to donate or discard all of the items. The university also reserves the right to charge a fee for item disposal. If a charge is assessed, it will appear on the student's account. 54

1.4.15 VISITATION

Until Finlandia Hall is at 70% vaccination rate, no visitors are permitted to enter Finlandia Hall during the 2021-2022 Academic Year due to COVID-19. Once the 70% vaccination rate is reached this policy will be re-evaluated.

1.4.16 WINDOWS

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

1.4.17 COMMUNITY DAMAGE Destruction of community areas is prohibited. Students who are found responsible for the destruction of these areas will be charged accordingly. If a specific individual or group cannot be identified as the cause of physical damage to a community area, the assessments may be made against all individuals living in or near the area in question. Community areas are areas where all residents have access. This includes stairwells, lounges, laundry rooms, computer labs and elevators.

1.4.18 DRUG POLICY The possession, use, manufacturing, selling and/or distribution of illegal drugs and/or drug paraphernalia is in violation of state and federal law and University policy. In addition, being in the presence of illegal drugs and/or drug paraphernalia could also be considered violations of the drug policy. The use of marijuana on Finlandia University's campus is strictly prohibited. Marijuana odor from a Finlandia Hall residential room will constitute as use. Preponderance of evidence will be used so odor alone may constitute Sanctioning.

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

1.4.20 SPORTS IN THE HALL Sports are not allowed in the hallways or public areas of Finlandia Hall. This policy applies to skateboards, hoverboards, rollerblades, bikes, or objects rolled along the floor or bounced, hit, or sailed through the air. Bicycles, skateboards, hoverboards may not be ridden in the residence halls.

1.4.21 SAFETY & SECURITY Students are responsible for helping to maintain a secure residence hall environment and may not prop open outside doors, allow building access to non-residents who are not their guests, duplicate residence hall keys, or attempt to gain access to an area for which they are not authorized. Exiting buildings through emergency doors in non-emergency situations is prohibited.

COMPUTER, INTERNET, AND E-MAIL ACCEPTABLE USE POLICY

Finlandia University provides network computer access, access to the Internet, and e-mail services as tools to enhance educational opportunities, to foster professional development and to promote business efficiencies for the entire campus community. Use outside of these parameters could be considered unacceptable and users in violation may risk the loss of network, Internet and e-mail privileges and/or face other disciplinary action. Finlandia University connects to the Internet via REMC1Net and MichNet (MERIT) and is subject to the

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

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

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

Equal Opportunity, Harassment and Nondiscrimination

(most current version of the non-discrimination, discriminatory and/or sexual harassment policy can be found on the university website <http://www.finlandia.edu/human-resources.html>)

POLICY AND PROCEDURES:

Equal Opportunity, Harassment and Nondiscrimination

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

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

The Director of Institutional Equity and Diversity serves as the Chief Equity Coordinator and oversees

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

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

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

Inquiries about this policy and procedure may be made internally to: Joe Koepel, Human Resources Director, Room 318 487-7334

Inquiries may be made externally to:

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

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

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

1. Finlandia University Policy on Nondiscrimination

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

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

2. Finlandia University Policy on Accommodation of Disabilities

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

significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

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

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

Joe Koepel
Human Resources Director
Jutila Center, Room 318
487-7344

a. Students with Disabilities

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

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

b. Employees with Disabilities

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

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

3. Policy Expectations With Respect To Consensual Intimate Relationships

There are inherent risks in any relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). It becomes even more complicated when the relationships

are romantic or sexual in nature. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy.

i. Faculty-Student Relationships

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

ii. Direct Supervisory/Evaluative Roles and Intimate Relationships

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

4. Finlandia University Policy on Discriminatory Harassment

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

a. Discriminatory and Bias-Related Harassment

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

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.¹

Discriminatory harassment may include, but is not limited to, the following: epithets or slurs; negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation (including through electronic communications) of written or graphic material in the learning, living, or working environment.

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

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

b. Sexual Harassment

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

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

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

75 ; 2011 Dear Colleague Letter on Campus Sexual Violence, which can be found at: http://www.whitehouse.gov/sites/default/files/dear_colleague_sexual_violence.pdf

The amended definition is as follows:

Sexual harassment is:

- unwelcome, sexual or gender-based verbal, written or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is
- based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Examples of Sexual Harassment may include, but is not limited to, the following behaviors: sexual jokes and innuendo; obscene comments or gestures of a sexual nature; verbal abuse of a sexual nature, such as, leering or catcalls; commentary about an individual's body, sexual prowess or sexual deficiencies; physical sexual assault or coerced sexual intercourse; direct or implied threats that submission to sexual advances will or could be a condition of employment, work status, promotion, performance evaluation, grades, letters of recommendation, or other work or educational benefits; unwelcome physical contact, such as, hugging, patting or pinching; and the display or circulation (including through electronic communications) of sexually suggestive or explicit objects or pictures) in the learning, living, or working environment.

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

c. Sexual Misconduct

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

facts and circumstances of the particular complaint. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

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

ii. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

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

iii. Non-Consensual Sexual Contact

Defined as:

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

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

iv. Sexual Exploitation

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

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity

without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)

- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

v. Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Michigan State, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 17 years old is a

crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

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

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

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

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

[See Appendix C for the state of Michigan’s definition of stalking] The state of Michigan has its own

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

6. Retaliation

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

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Fredi deYampert, Chief Academic Officer, Mannerheim 200, 487-7301