



*2021-2022 Student Handbook*

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## RESIDENTIAL LIFE POLICIES & PROCEDURES

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](mailto: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 1800-545-0994. 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.

### **Approval and Implementation**

This Code of Student Conduct was revised and approved by the Dean of Students in January, 2022.