

2021-2022 UNIVERSITY POLICIES AND INFORMATION

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 12

Computer, Internet, and Acceptable Use Policy 16

Equal Opportunity, Harassment and Non-Discrimination 17

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/triostudent-services/> , or call the Director at 487-7346, or stop into our offices in Nikander 11. Staff are available from 8 am to 4:30

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 shortterm 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.

MCAFFEE 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 oncampus). 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/reportan-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, 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;

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)

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 email 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 oncampus. 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 and 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 RAs 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

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>.

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.¹²

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.

¹ 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,

² ; 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

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.

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

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

Approval and Implementation

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