

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 Resident Assistant 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.

Residence Life staff provide opportunities for students to become active members in their community and get involved in a wide array of programs and areas of student interest. Students are encouraged to contact the residence life staff to arrange programs of interest.

HOUSING REQUIREMENTS

In the residence halls, Finlandia University seeks to provide a living environment that assists students in accomplishing their academic, vocational, and social goals. To support the accomplishment of those goals, Residence Life staff serve to assist, mentor, and/or advise students; address violations of university policy and the Student Code of Conduct; and the promote opportunities for leadership development.

Students are required to live on-campus because Finlandia University is committed to the educational development of its students both in the classroom and in the residential facilities. Studies show that students who live on-campus earn better grades, are more involved in student organizations, and graduate at higher rates than students who live off-campus.

You are not required to live on-campus at Finlandia University if you meet one or more of 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)/legal guardian, sibling, 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.

HOUSING CONTRACT

A residence 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 residence 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 (DCS) within 24-hours, and replacement keys must be purchased.

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

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

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

LAUNDRY

Laundry facilities are available in the residence 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

There are several important expectations regarding 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 Residence Life and/or Department of Campus Safety must approve the safety of the loft once it has been constructed.

MISSING STUDENT

Any member of the campus community who has information that a student may be missing is instructed to notify the Department of Campus Safety and/or local law enforcement as soon as possible. The Department of Campus Safety will engage in appropriate follow up, investigation, and will collaborate with outside agencies as appropriate to identify the location of the student in question.

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. Failure to check out properly may result in a \$50.00 fine in addition to accumulated room fines. 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

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

1. Reasonable suspicion exists that a university policy is being violated.
2. Maintenance requested by the occupant(s) or university personnel is being performed.
3. 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).
4. There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
5. The entry occurs during announced university breaks.
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.

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.

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

All permitted appliances and any electrical 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, 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.

Full-size refrigerators are prohibited. Students may use small residence hall-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.

Residence Life Administrative Policies:

ANTENNAS AND CABLES

Outside antennas of any kind attached to the residence hall are prohibited.

BABYSITTING

Students are not permitted to babysit in the Residence Hall.

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.

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.

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.

These regulations shall not apply to instructor supervised learning activities.

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.

02. Students are not permitted to write or graffiti on doors/walls in residence hall rooms or hallways with any 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.

ELIGIBILITY TO RESIDE ON CAMPUS

To be eligible to live in the residence hall a person must be a registered, credit-bearing student at Finlandia University.

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 University.
03. No student shall receive, or aid another person in receiving, food from the resident hall food service area without a valid Finlandia University Meal Plan 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.

MOVEMENT OF FURNISHINGS

No student shall remove any university equipment or furnishings from a residence hall room, from common rooms, lounges, or lobbies in any university-owned building. Free standing or unaffixed furniture may only be rearranged within residence hall rooms.

OPEN FLAMES

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.

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 directed to vacate the facility immediately. University approved Emotional Support Animals and Service Animals are the only exception to this rule.

QUIET HOURS

No student shall create sounds in or around residence hall areas that may be disturbing to students who are studying or sleeping at any time.

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.

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. Authorization of a room change must be completed with the Residence Life Coordinator prior to the changing of a room.

ROOM CLEANLINESS

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.

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.
02. 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
 - (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 from Residence Life.

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 make a reasonable attempt to contact the student to retrieve the items. If the items are not collected by the end of that academic semester, 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.

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.

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.

DRUG POLICY

The possession, use, manufacturing, selling and/or distribution of illegal drugs and/or drug paraphernalia in violation of local, state and federal law and University policy is considered a violation of the drug policy. In

addition, knowingly being in the presence of illegal drugs and/or drug paraphernalia is also be considered violations of the drug policy.

The use of marijuana on Finlandia University's campus is strictly prohibited.

ALCOHOL POLICY

Finlandia University prohibits the presence of alcohol on university property. This includes university residence halls. Any student in possession of alcohol or alcohol containers, or identified to have them present in their residence hall room is in violation of university policy.

SMOKING POLICY

Finlandia University Housing shall be smoke-free, and prohibits the use of all lighted tobacco products and electronic devices, including for the use of CBD products, (E-cigs, Juuls, etc.) on all property that is owned, operated, leased, occupied, or controlled by the University Housing.

SMOKING POLICY EXCEPTIONS

Tobacco use and/or smoking on campus may be permitted for educational or religious ceremonial purposes with prior approval of the Vice President for Student Development/Dean of Students with notice provided to the Residence Life Staff.

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.

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 policy document was revised and approved by the Dean of Students in August, 2022.