

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:

Dr. Fredi de Yampert
VP for Academic Affairs (VPAA)
Title IX Coordinator
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Dean of Students
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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, full/part 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

Finlandia University expects students to act with integrity in all areas of their lives. It is critical that Finlandia students engage in academic integrity in all aspects of their coursework. See the "Academics" web page on the university website for the full Academic Integrity policy.

Academic Advising

At Finlandia University your advisor is your point of contact to register for courses each semester and regularly check your academic progress.

Accessibility Services

Accessibility Services provides eligible students with course and testing accommodations and as well as additional university support resources. To access support resources through Accessibility Services, a student must provide documentation outlining the appropriate support resources. Specific student accommodations are reviewed and issued each semester.

Tutoring and Learning Center

The Tutoring and Learning Center (TLC) is available to discuss academic issues, identify a variety of academic support resources available on campus, and support students' progress toward the completion of their degree. Should a student transition to Academic Warning and/or Probation, the Tutoring and Learning Center will work with the student to create an academic success plan intended to transition the student back to good academic standing.

The TLC also schedules Finlandia students free tutoring in a wide range of their enrolled academic courses. Additionally, the TLC offers academic counseling, study skill workshops, and the development of personalized academic success plans. Finlandia University tutors hold bachelor's, master's, and/or doctoral degrees in their respective fields, with additional experience in professional teaching and/or tutoring.

TRIO Student Support Services

TRIO Student Support Services (TRIO SSS) is funded by a grant from the U.S. Department of Education. TRIO SSS enrolls 180 students each academic year. Once accepted to TRIO SSS, staff will work to academically and personally support students during their entire time enrolled at Finlandia University. The goal is to assure that participants in the program persist from one academic year to the next and graduate with a bachelors degree.

To be eligible to participate in TRIO SSS, students must be the person in their family to pursue a bachelor's degree (first generation), have financial need, or possess a learning or physical disability.

For more information visit TRIO Student Support Services at <https://www.finlandia.edu/academics/trio-student-services/>

WITHDRAWAL FROM THE UNIVERSITY

Students who wish to completely withdraw from the university must:

1. Meet with their academic advisor to complete the Course Schedule Change Form.
2. Obtain a withdrawal form from the Registrar's Office.
3. Present the withdrawal form to, and obtain signatures from
 - a. The Director of Financial Student Services, Residence Life (if applicable), the Registrar, and the Dean of Students.
 - b. All withdrawals must be in writing.
 - c. 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.

Campus Pastor

Finlandia University is affiliated with the Evangelical Lutheran Church in America (ELCA). Finlandia University's Pastor 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 a group of student leaders, and are organized around four areas: worship, discipleship, outreach, and service.

Students from all backgrounds are strongly encouraged to become involved in opportunities facilitated by the Finlandia University's Pastor.

VOCATION AND CAREER SERVICES

Career and Vocation counseling is available through the Center for Vocation and Career (CVC). Located in the lower level of the Nikander building, this office is the main point of contact and resource for students seeking to best prepare for life after Finlandia. The CVC coordinates a wide range of resources for students seeking employment opportunities after graduation and to further identify meaning and purposefulness within their chosen field.

Student Financial Services

The Student Financial Services office, located on the 2nd floor of Mannerheim Hall, is available to answer questions regarding student accounts, financial aid packaging, student loans, and university work study.

Finnish American Heritage Center (FAHC)

The Finnish American Heritage Center is the community focal point of the institution; the building's theater hosts lectures, plays, concerts, exhibits and enrichment programming. The FAHC, is the university's most direct expression of its Finnish roots, housing the Finnish American Historical Archive, the Finnish American Reporter, the Martha Wiljanen Community Hall, the office of the Honorary Consul of Finland for Upper Michigan, and the university art gallery.

DINING SERVICES

The full-service university dining facility is located in Finlandia Hall. Meals are served during fall and spring semesters except for Thanksgiving, Christmas, Spring Break. All students living in the residence hall are required to have a meal plan.

HEALTH SERVICES

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

Contact: 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

The Sulo and Aileen Maki Library is located on the first floor of Wargelin Hall. 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 use.

The library supports a regional on-line catalog of over 13,000 electronic books and dozens of specialized subscription-only online library databases. Students must present a valid Finlandia University ID when checking out materials.

LOST AND FOUND

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

MAIL SERVICES

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.

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.

PAAVO NURMI CENTER

The Paavo Nurmi Center is home the university fitness center, recreational classes, recreational activities, community programs, and commencement.

Students and faculty must show their Finlandia I.D. and have a complete liability waiver on file to use the facilities during normal business hours.

GYMNASIUM

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.

STRENGTH CENTER & CARDIO STUDIO The strength center has a wide range of equipment from free weights to strength machines. The fitness center also includes cardiovascular machines such as treadmills and stationary bikes.

MCAFEE FIELD: McAfee Field is the home of the Finlandia Lions football and soccer teams. This is a lighted turf field and is available for institutional organized events and can also be rented for other events.

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.**

I.T. SERVICES/HELPDESK

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.

UNIVERSITY COMMUNICATION

Email is considered an official means of campus communication, and all students are responsible for checking messages in their Finlandia email accounts.

DEPARTMENT OF CAMPUS SAFETY

The Department of Campus Safety must be promptly notified in all cases involving illegal activity, suspicious activity, personal injury, safety hazards, auto accidents, or fire occurring on the campus of Finlandia University. Campus Safety can be reached at 487-7307 (ext. 307 on-campus) or 370- 7307.

All campus community members share responsibility for the maintenance of safety at Finlandia University.

IDENTIFICATION CARDS

All Finlandia University students must carry a valid student identification card, issued by Campus Safety, while on the university campus. Lost or stolen identification cards must be promptly reported for replacement. The cost for a replacement I.D. is \$10.00. Students and their guests must present identification to University Officials 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 Campus Safety 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 Campus Safety 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. Campus Safety 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 Financial Student Services 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.

Ticket appeals should be directed to the Campus Safety Manager 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 Financial Student Services during office hours, or mailed per instructions on the ticket.

Guests on campus must be registered by their host at the Campus Safety 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 Campus Safety. Finlandia University is not responsible for theft or damage to vehicles parked on university property.

MAXIENT

Maxient is a software that was developed by higher education professionals to help colleges and universities in reporting behavior. This software allows Finlandia University to gain more accurate information about the types and frequency of incidents that occur on and off campus. Any faculty, staff, student or community member may submit a Maxient report. The incident report can be completed online:

<https://www.finlandia.edu/student-affairs/reportan-incident/>

Reporting is always encouraged. The reporting party has the ability provide their identity or to remain anonymous. If reporting anonymously, this may limit the investigation power of the university. The reporting party has the ability to remain anonymous in their reporting. Once the report is received it will be forwarded to the appropriate professional on campus who will then proceed review and address the information provided.

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 at the discretion of the Dean of Students or their designee. Please refer to the full Student Handbook 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, etc.), 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 Safety 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 DCS 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 DCS guidelines will result in permanent confiscation and disposal of materials. Handguns shall not be stored at DCS, nor are they permitted on-campus.

BOOKSTORE (487-7217)

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.

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

NON-DISCRIMINATION STATEMENT

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. Joe Koepel (contact information below) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns.

DIVERSITY COMMITMENT

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University's full non-discrimination, discriminatory and/or sexual harassment policy can be found on the university website at <http://www.finlandia.edu/human-resources.html> and <https://www.finlandia.edu/student-affairs/equitydiversityandinclusion/>

Title IX

The Finlandia University Title IX Office exists to help students, faculty, staff and visitors get the support they need if they experience sex-based discrimination including:

- Sexual harassment
- Sexual misconduct stalking
- Intimate partner / relationship violence
- Sexual exploitation
- Unequal opportunities
- Pregnancy discrimination
- Gender identity discrimination

Finlandia University's full Title IX policy and additional resources can be found on the university website at <https://www.finlandia.edu/student-affairs/title-ix-office/>

Finlandia University Title IX Officers:

Dr. Fredi de Yampert
VP for Academic Affairs (VPAA)
Title IX Coordinator
Mannerheim Hall, Room 150
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Dr. Luke Morrill
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Dean of Students
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Approval and Implementation

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