

# STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

## Student Rights and Responsibilities

The University community functions with the understanding that the individual is responsible to the community and the community is equally responsible to the individual. The exercise of responsibility is an important part of the development of the full potential of the student as an individual and as a citizen. The University has adopted the following statement formulated by representatives of students, faculty, and administration.

1. No applicant will be denied admission to the University or denied financial aid because of race, sex, age, color, national origin, religious creed, political belief, or disability unrelated to ability.
2. The student has freedom of research, of appropriate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom. This right does not extend to general or specific threats of violence or harm toward others.
3. The student will be evaluated on knowledge and academic performance for the purpose of granting academic credit. He/she will not be evaluated on personal or political beliefs.
4. The teacher-student relationship is confidential and disclosures of a student's personal or political beliefs expressed to the teacher in connection with course work will not be made public without explicit permission of the student.
5. Student's records may be released to persons not associated with the University only on request of the student, through legal proceedings, or as otherwise provided by law.
6. An attempt will be made to inform students of all rules, rates, and regulations deriving from contractual agreements with the University before entering into any such contracts.
7. The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is extended to the students in the academic community. This shall not prevent the University from entering residence hall rooms, campus apartments, or houses in accordance with campus rules and regulations.
8. Students will be free from censorship in the publication of their views so long as these are presented in good taste and are not represented as the view of North Park University. Should good taste be questioned, the Dean of Student Development may issue an injunction pending review by the Provost of the University.
9. Student publications will be free from any official action controlling editorial policy as long as publication maintains good taste. Publications shall not bear the name of the University or purport to issue from it without University approval. Should good taste be questioned, the faculty advisor to the publication or the Dean of Student Development may issue an injunction pending review by the Provost of the University.
10. Students are free to form, join, and participate in any campus group for intellectual, religious, social, economic, political, or cultural purposes, but shall not be recognized as an official school organization if the intended purpose of the organization is in direct conflict with the objectives of the University.
11. A student is free, individually or in association with other individuals, to engage in off-campus activities, exercising his/her right as a citizen of the community, state and nation, provided he/she does not in any way claim to represent the University.
12. Students are free to use campus facilities for meetings of officially recognized student organizations, subject to regulations governing the facility.
13. Student groups may invite and hear speakers of their choice on subjects of their choice so long as the boundaries of good taste are observed. The president of the University retains ultimate jurisdiction in the matter of speaker selection.
14. Students will have their views and welfare considered in the formation of University policy, and will be consulted by, or represented on, University committees which affect students as members of the University community.
15. Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of faculty and students to pursue their legitimate goals without interference.
16. Students will be exempt from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt, or violation of a University rule or regulation, or local, state, and federal statutes. Rules and regulations shall be readily available in advance of the supposed violation.
17. A student is free to be present on campus and to attend classes pending action on criminal, civil, or disciplinary charges, except for reasons relating to his/her physical or emotional safety or well-being or for reasons relating to the safety and well-being of students, faculty, staff, other persons, or University property.
18. It is recognized that every member of the community has the responsibility to conduct himself/herself in a manner which does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy. It is further recognized that each member of the University community shall have recourse through the proper disciplinary channels for the preservation of his/her rights.

## Additional Rights, Responsibilities, and Regulations

### Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution, will not be tolerated at North Park University, and may result in dismissal. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the student and faculty handbooks. Categories that constitute academic dishonesty are:

1. Cheating on quizzes, tests, and/or examinations. Examples include, but are not limited to, the following:
  - Looking at an examination paper or answer sheet of another student.
  - Obtaining unauthorized information about the test prior to administration of the test.
  - Possessing or distributing a test prior to its administration.

- Using unauthorized materials or equipment during an examination.
  - Cooperating with any of the above examples.
  - Gaining admission to the University through misrepresentation is unacceptable and may be grounds for expulsion from the University or revocation of any degree.
2. Plagiarism on papers and other assignments.
  3. Alteration of academic records.
  4. Sabotage, e.g. stealing, destroying, or altering another student's work; hiding or abusing materials to keep others from using them.
  5. Substitution, e.g. taking an examination or preparing an assignment for another student.

Please refer to the current North Park University Student Handbook for further information.

## Alcohol and Drug Policy

North Park University is covered by the Drug-Free Workplace Act; as such, the alcohol and drug policy will be enforced to protect North Park's status as a responsible source for the award of federal grant monies. This means that we strictly prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on North Park property or in conjunction with school sponsored events on or off campus. Additionally, North Park does not condone the display of alcoholic containers or advertisements in campus windows, rooms, in campus publications, or on posted communication.

Students in violation of this policy will be disciplined by the Dean of Student Development or designated staff, up to and including dismissal, depending on the severity of the case. If a student is found in an on-campus situation where alcohol is found and/or being consumed, that person is culpable. All alcohol containers will be confiscated, emptied, and used for evidence. The Residence Life staff (as well as other community members), upon observing consistent behavior patterns of alcohol abuse, will express concern to the Dean of Student Development who may make referrals. Behavior that is disruptive, or characterized as physically violent, excessively aggressive, or uncooperative, and is related to the influence of alcohol and/or drugs, is prohibited.

A student's federal financial aid may be affected by violation of federal drug laws according to the Anti-Drug Abuse Act of 1988.

The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective conscience of alcohol and drug use and misuse. We support members of the community in their efforts to pursue treatment for addiction and to maintain drug-free and alcohol-free lifestyles. Questions regarding the Drug-Free Campus Policy Statement should be referred to the Dean of Student Development.

## Automobile Regulations

Students must register their cars at the Physical Plant and observe regulations regarding insurance, use, and parking of cars as established by the University. All students with vehicles must purchase a student parking permit. First-year students are not encouraged to bring automobiles. Parking facilities are limited and there is the potential for distraction from studies.

## Disciplinary Rules, Regulations, and Policies

Disciplinary points (dps) are assigned for violations of campus rules. Students accumulate points throughout their undergraduate careers, typically a span of four years. Students accumulate points through Warning Notices and Incident Reports that are kept on file in the Office of the Dean of Student Development. A student who has accumulated 25 disciplinary points in any given year, or a total of 40 disciplinary points since enrolling at the University, will be dismissed. A detailed listing of the rules, regulations and policies along with the corresponding disciplinary points can be found in the Student Handbook.

## Enforcement of Regulations

The institution reserves the right to dismiss at any time students who, in its judgment, are undesirable and whose continuation in the school is detrimental to themselves or their fellow students. Students who have been suspended or expelled will receive no refund of monies paid to the school.

Further information regarding student rights and responsibilities, the course of disciplinary action, and the appeal process may be found in the Student Handbook.

## Federal Educational Rights and Privacy Act of 1974

North Park University reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, as amended, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All undergraduate students, other than those matriculated in the registered nurse continuation and GOAL programs, will be assumed to be "dependent" unless a student notifies the Center for Records and Registration in writing within 10 calendar days after the commencement of any term that he or she considers himself to be "independent." A certified copy of the parent's most recent Federal Income Tax Form establishing the student's dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of his or her "independent" status.

Note: A student cannot declare himself or herself as "independent" for the purposes of non-disclosure of educational records to parents and still claim to be "dependent" for the purposes of receiving financial aid.

## Gambling

In accordance with the laws of the state, the University prohibits gambling in any form on campus.

## Grievance

### Academic Grievance

If a student wishes to express an academic grievance, the student should first meet with the faculty member to seek resolution. If unsuccessful, the student will make an appeal to the department chairperson. If necessary, the appeal will be forwarded to the Division Chairperson and if unresolved to the Academic Dean, who is the final arbiter of the grievance. In cases of appeal, the faculty member's divisional peers may be asked by the Provost

and Dean of the College to decide as to the merit of the appeal and the assignment of the grade. The student has the right to be represented by counsel.

## Non-Academic Grievance

If a student wishes to file a non-academic grievance against another student or staff member, the student directs the grievance to the Dean of Student Development. If it remains unresolved, the student's appeal is directed to the Provost and, finally, to the President of the University, who is the final arbiter of the grievance. The student has the right to be represented by counsel.

## Harassment Policies

### Discrimination and Harassment

North Park University will not tolerate harassment of students, faculty, or staff by any person in any form. North Park will take prompt and appropriate action when complaints of harassment are made, including disciplinary action up to dismissal, if the complaint is substantiated and such discipline is deemed to be necessary.

North Park aspires to be a diverse community of learning. In order to make this goal a reality, we strive to develop a sensitivity to, an educated awareness of, and an appreciation for each other's differences. Discriminatory comments or acts are contrary to the spirit and goals of the North Park community.

### Sexual Harassment

Because of the institution's commitment to community and an enriching environment, North Park University will not tolerate sexual harassment of students, faculty, or staff by any person in any form. Sexual harassment is insistent and unwanted verbal or physical conduct of sexual nature that offends a person and interferes with that person's academic or employment activities and opportunities at the University. Such conduct creates an environment that may be intimidating, hostile, or offensive. Sexual harassment may range from unwelcome advances and requests for sexual favors to other verbal or physical conduct of a sexual nature. Sexual harassment introduces a personal element into what should be a sex-neutral situation.

## Housing Policies

The educational mission of North Park University is not limited to the classroom. Residence living can be a part of the educational experience by providing challenge, opportunities for growth, and exposure to life situations.

The University is committed to making its housing units safe and healthy places in which to live. In turn, growth and development also depend upon the resident students and their willingness to contribute toward the shared goal of successful residence living.

North Park maintains residence halls and other facilities on the campus which accommodate approximately 60 percent of the enrollment. All first, second, and third-year students are required to live in campus housing. Exceptions to this policy apply to students living with their parent/guardian(s), those registered for fewer than 12 credit hours, those 22 years of age prior to September 1 of the academic year, or those having established an independent residence prior to their application to the University. Other exceptions to this policy will be considered upon written petition to the Director of Residence Life and Housing.

All housing applicants must complete and sign a University Housing Contract and submit it to the Director of Residence Life. The contract implies that, unless the University is advised differently, the student plans to be a resident for his/her first, second, and third academic years until he/she is released from the housing contract based on the Housing Terms and Conditions. Termination of the contract must be made in writing to the director of residence life prior to the semester in question.

Please see the room and board refund schedule for adjustments made to housing charges after the semester is under way.

All student housing is under the direction of the Director of Residence Life. A full-time resident director (RD) resides in each living area and is assisted by trained student resident assistants (RAs). The residence life staff provides supervision, advice and referral, programming, minor discipline, and general assistance for our residents.

While the University's residences are safe and well supervised, a student still assumes the normal risk associated with living in residence; that is, possessions can at times be accessible to other resident students and visitors. Students assume full responsibility for their possessions and valuables and should keep rooms and apartments locked if they do not wish others to have access. The University cannot assume responsibility for a student's personal possessions. Visitation hours are maintained at each living area. All visitors deposit their ID and sign in and out at the front reception desk of the individual halls.

## Individual Facility Regulations

There are specific regulations that govern comportment, behavior, and procedure in various campus facilities. Students and guests are responsible to inform themselves of these policies and abide by them. Inquiries concerning policies for specific facilities should be addressed to the staff or director of the facility in question.

## Right to Know

Students have a right to see graduation rates and crime statistics as required by federal law. Statistics on graduation rates are available from the registrar. Crime statistics are published by the security department and are available from the Office of the Vice President for Administration and Finance.

## Search and Seizure Policies

Students are subject to search by authorized University personnel when there is probable cause to believe that the student is carrying controlled substances, alcohol, weapons, or stolen property.

The entry or search of living quarters of a student may be conducted by the following people for the purposes and under the following procedures:

- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University personnel to ensure that health, fire, and safety regulations are maintained.
- By authorized University personnel or agents to make improvements and repairs and to provide routine maintenance service.
- By authorized University personnel in emergency situations to protect the health and welfare of the student, or to make emergency repairs to prevent damage to the property of the student and the University.

- By authorized University personnel when there is probable cause to believe a violation of University regulations is being committed.

Probable cause means a reasonable group of suspicions supported by circumstances sufficiently strong to warrant a cautious person's belief that a person is committing an illegal act. Authorized University personnel include professional members of the Division of Student Development (excluding clerical personnel); the University security personnel; the resident director or resident assistant; the supervisor of the maintenance

staff and/or his designated employee; and non-University personnel contracted to perform maintenance or repair services on behalf of the University.

## Smoking Free Facility

North Park University maintains a Smoke Free policy in all campus buildings, including residence halls. Residence hall staff are instructed to be vigilant in enforcing the Smoke Free policy.