Student Handbook

2013–2014

NORTH PARK UNIVERSITY

LETTER FROM THE DEAN OF STUDENTS

Congratulations on joining the North Park University community!

Your Student Handbook contains information and policies that will be important to you as a North Park student. It addresses your role within the University community, and provides a clear explanation of the standards, policies, and procedures that reflect the type of community that you are joining. Familiarizing yourself with the contents of this handbook will be helpful for your experience here. Many of the policies have been written with extensive student input, and apply to all University students.

At North Park, we believe that the health of the University community rests in the hands of each of its members. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another, to work together, and to seek justice within and beyond the University community. All community members are called upon to promote actions and behaviors that are consistent with the values of North Park University and to confront, challenge, and respond to actions that are inconsistent with the established standards. Our vision, building on our core institutional identity—Christian, urban, multicultural—is to fashion a university of uncommon character and enduring excellence where faith, learning, and service meet.

I wish you a fun and meaningful journey through North Park University as you embrace what it means to live a life of significance and service. My staff and I stand ready to assist you in achieving your educational goals.

Elizabeth Snezek

Elizabeth Snezek
Dean of Students

TABLE OF CONTENTS

Letter from the Dean of Students **3**

Welcome to North Park University **7**

Mission and Vision of North Park University **8**

Mission 8
Core Values 8
Vision 8

Offices, Departments, and Auxiliary Services **9**

Bookstore 9
Business Office 9
Campus Security 9
Career Development and Internships Office 9
Collaboratory for Urban and Intercultural Learning 10
Counseling Support Services 10
Diversity and Intercultural Programs 10
Food Service 11
Health Services 12
Helwig Recreation Center 12
Human Resources 13
Information Technology 13
International Student Services 13
Library 13
Magnuson Campus Center 14
Physical Plant Office 14
Postal Center 14
Provost's Office 15
Faculty Advising 15
Residence Life and Housing 15
Financial Aid 16
Student Enrichment Services and Support 17
Student Success 18
Study Abroad Programs 18
Wellness Board 18
University Ministries 19

Security, Parking, and Campus Vehicles **20**

Bicycle Policies and Safety 21
North Park vehicles 22
Parking regulations 23

North Park University Student Standards of Conduct **24**

Purpose 24
Overview 25
Terms defined 26
Student rights and responsibilities 28
Identification of Authority and their Responsibilities 30
North Park University Community Standards 31
Student Conduct Proceedings 34
Sanctions and Outcomes 37
Appeals 41
Interpretation and revision 42
North Park Theological Seminary students 42

Other Policies and Regulations **42**

Academic Integrity 42
Academic leave or withdrawal 45
Alcohol and controlled substances policies 46
Federal Educational Rights and Privacy Act of 1974 48
Records disclosure 49
Grievance 50
Individual facility regulations 52
Marriage of undergraduate students 52
Policy Against Discrimination, Harassment and Retaliation 52
Residence Life and Housing policies 52
Search and seizure policies 59

Appendix A **60**

Policy Against Discrimination, Harassment, and Retaliation 60

Welcome to North Park University

As a North Park student, you have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill their responsibilities. These policies are designed to support and maintain a campus that values diversity and an inclusive educational environment.

The North Park University community includes students, faculty, staff, parents, alumni, neighbors, guests, and friends of the University. As a community enriched by people of diverse backgrounds, we respect differences, encourage open dialogue, and commit to caring for all of our members. Every member of the North Park community serves as a representative to others, both on and off campus. Members of this community freely affiliate with the University and should be prepared to contribute to and abide by the standards set forth in this handbook.

We encourage you to take full advantage of the resources that North Park University and the city of Chicago provide. At North Park, you'll prepare for a life of significance and service. We hope you seize this opportunity.

MISSION AND VISION OF NORTH PARK UNIVERSITY

Mission

The mission of North Park University, as an intentionally Christian university of the Evangelical Covenant Church, is to prepare students for lives of significance and service through liberal arts, professional, and theological education.

Core Values

The University's challenging academic programs and supportive learning environment are molded by three core institutional values. Our learning community is:

Distinctively Christian—We nurture faith, balancing commitment and freedom, affirming the historic Christian faith of the Church worldwide shaped by the ethos of the Covenant Church, even while we welcome students from all faith traditions.

Intentionally Urban—We engage Chicago as our dynamic place of learning and service; Chicago is our classroom and all Chicagoans are our teachers.

Purposefully Multicultural—We embrace and value all people, celebrate the complex global cultural tapestry, and engage the reconciling mandate of the Christian Gospel.

Vision

Our vision, building on our core institutional values—Christian, urban, and multicultural—is to fashion a university of uncommon character and enduring excellence where faith, learning and service meet.

The Evangelical Covenant Church, which founded and continues to operate North Park, has its roots in historical Christianity as it emerged in the Protestant Reformation, in the biblical instruction of the Lutheran Church of Sweden, and in the great spiritual awakenings of the 19th century. Appreciating this classical Christian heritage and hungering for an ever deeper experience of new life in Christ, Covenanters affirm a number of evangelical emphases. Among these are: the centrality of the scriptures; the necessity of the new birth; the Church as a fellowship of believers; the ministry of the Holy Spirit, and the reality of freedom in Christ.

—"Covenant Affirmations," The Evangelical Covenant Church

Offices, Departments, and Auxiliary Services

Bookstore

5148 N. Kedzie, Lower Level of Carlson Tower ext. 4570

The Campus Bookstore is operated for North Park University by Follett. The store sells textbooks, North Park clothing, school supplies, cards, and toiletries.

Business Office

Old Main, Third Floor ext. 5603

Located on the third floor of Old Main, the Business Office handles the financial transactions of the institution, including all accounting and the payment of institutional bills. The Business Office can also direct students to local banks to set up accounts.

Campus Security

Magnuson Campus Center Lobby ext. 5222

Carlson Tower, West Entrance (South of the Viking Café) ext. 5780

Emergencies should be reported promptly to ext. 5600. The Office of Campus Security is staffed by off-duty personnel from local police agencies. Campus Security maintains radio contact with the Campus Center desk at all times. The Office of Campus Security is always available to give security support and advice to students at their request.

Career Development and Internships Office

Student Services Center, Lower Level ext. 5575

Career planning is a developmental process and an integral component of a student's educational experience. The Career Development and Internships Office staff is committed to helping students research career options and develop a plan that corresponds with their individual skills, values, interests and goals. Services provided promote and support a student's personal and professional development. Services include: career counseling, resume-writing training, job search strategies, internship opportunities, and professional development classes and workshops.

Chicago is an occupational laboratory for North Park students. The city's lively business community and cultural resources offer students, regardless of their major, opportunities to learn about and work in jobs appropriate to their discipline or other career interests. Internships may also be arranged throughout the United States and overseas. Undergraduate students interested in the program must submit an application to the Career Development and Internship Office at least one semester before their intended internship. Check with the Career Development and Internships Office for more information.

Collaboratory for Urban and Intercultural Learning

Caroline Hall, First Floor ext. 6281

The Collaboratory for Urban and Intercultural Learning works with areas of the University to develop curricular and co-curricular opportunities designed to encourage greater integration of students' in-class and out-of-class experience. Our students are immersed into a space rich with expressions of faith, culture, and knowledge. We offer conferences, leadership forums, cultural events, and community outreach projects that enhance awareness and knowledge in diversity, culture and communication.

Our programs primarily explore the contemporary urban context, with an effort to include questions regarding justice in the multicultural context and a distinct orientation toward the city of Chicago as a local laboratory. We affirm the University's stance that learning does not occur within a campus vacuum. All of Chicago constitutes an exciting and engaging classroom, with thousands of teachers and countless learning peers. In this way, we choose to fully own our pursuit of lives that are significant and of service to others, placing it in concert with the world around us. Areas of study include, but are not limited to:

- Asian-American Cultural Studies
- African and African-American Cultural Studies
- Justice Studies
- Latino-American Cultural Studies
- Middle Eastern Cultural Studies
- Diversity and Intercultural Programs

Counseling Support Services

3317 W. Foster Ave. ext. 4897

Counseling Support Services offers general individual and group counseling. One-time consultations, crisis intervention, and referrals to outside mental health services are provided, as well. Services are free of charge for full time, traditional undergraduate students. Appointments are available during regular business hours; call or stop by to make an appointment. A counselor can also be contacted via email on the Counseling Support Services webpage. In the event of an emergency, when a counselor is not available, contact a resident director, go to a hospital emergency room, or call 911. If a student is referred to off-campus services, then the student is responsible for fees charged by these professionals.

Diversity and Intercultural Programs

Caroline Hall, First Floor ext.6281

The Office of Diversity and Intercultural Programs, located on the first floor of Caroline Hall, seeks to maintain an environment that values diversity through programming, outreach, and support for all members. In an effort to strengthen cultural awareness and diversity, the Office supports activities and events on such topics as gender, race,

religion, ethnicity, age, and socioeconomic status.

The Office sponsors numerous events including speakers, workshops, and exhibits that address the value of diversity in the context of building community and intercultural competency. In addition, the office is committed to providing quality events to promote diversity beyond food, fashion, and festivals. The Office meets this objective by focusing on the critical components of diversity through campus dialogue forums, academic presentations, and diversity-related workshops and seminars. These events are designed to complement and support the academic mission of the University.

Food Service

Magnuson Campus Center, Second Floor ext. 4939

The University food service, managed by ARAMARK, includes the campus dining room located in the Magnuson Campus Center, and the Viking Cafe in Carlson Tower. In addition, ARAMARK provides food for social activities, such as banquets, parties, or other campus functions, upon request.

The Magnuson Campus Center facilities serve as the dining room for resident and off-campus students, and members of the faculty and staff who may wish to eat there. Regular boarders pay a flat rate per term and may opt for a 10-meal, 15-meal or 20-meal plan. Plan selections must be made before a semester begins. Commuter students may purchase one of the standard meal plans, a pre-paid meal card (available for purchase in the dining hall office), or pay for each meal. Faculty, staff, and visitors may also pay for each meal in cash or purchase a pre-paid meal card.

All residents living in a residence hall are required to participate in one of the meal plans. Regular boarders receive an ID card with a number for access to dining services. This ID must be presented and working at each meal and is not transferable nor may it be used to admit guests into the dining room. If a boarder does not have their ID or it is not in working condition, they must pay the cash price for that meal.

Boarding students have the option of adding Flex Dollars to their meal plan. Non-Boarding students have the option of joining the Flex Dollar program. Flex Dollars can be used in the Dining Hall or Viking Café.

While it is expected that a student will take only food that they will eat, they may return to the line for additional servings. (Some restrictions on seconds may apply to special premium dinners. The dining service management will indicate if seconds are not permitted.) The board plan payment covers meals consumed in the dining room. No one is permitted to take food, beverages, dishware, or utensils out of the dining room. Boarding students who miss lunch on a regular basis due to work or classes may request a box lunch.

The dining hall will open to serve students at the beginning of orientation week in the fall semester. It will be closed during the Thanksgiving, winter, and spring breaks. Student dining plans will end on commencement day at the end of the spring semester.

Health Services

3317 W. Foster Ave. ext. 4897

A nurse is available Monday through Friday 9:00 am to 4:00 pm to provide basic services for scheduled appointments or walk-ins. Students requiring more extensive medical services can see a doctor in the Swedish Covenant Hospital Family Practice Center by making an appointment through the Health Services Center. North Park covers the costs of referrals from the Health Services Center to the Family Practice Center when classes are in session during the regular academic year (not during summer or vacation periods). On occasion, students may be advised to consult a physician outside of the Center for Counseling and Health Services; students are responsible for these charges. In the event of a medical emergency after hours, students should notify campus security and/or a resident director and go directly to Swedish Covenant Hospital's emergency room or call 911 (at the cost of the student or through the student's own health insurance plan).

Immunizations and medical records: Every student taking 6 semester hours of credit or more is required to complete a medical questionnaire when entering school. As required by law in the State of Illinois, all students born in 1956 or after must have their immunizations: measles (including a second measles shot), mumps, rubella, and diphtheria/tetanus. A tuberculosis (Mantoux) test is required for some international students; an up-to-date test must be performed and certified by a licensed medical professional. Exceptions are made for medical or religious reasons; a statement signed by a physician or religious practitioner indicating reasons for the exemption must be a part of the student's health record.

Insurance: The University requires that all students who are taking 10 semester hours of credit or more be covered by the health and accident insurance provided through the University or by private insurance. The charge for insurance under the University's plan is automatically reflected on a student's statement of accounts. However, students accepting the University's insurance must sign the required documentation to activate the insurance coverage. Students covered under private insurance, and therefore desiring exemption from taking the University's insurance, must submit proof of private insurance. Proof of private insurance coverage also will ensure that the charge for the University's insurance is waived. Obtaining, declining, and payment for student health insurance can be done through Student Administrative Services.

Helwig Recreation Center

3205 W. Carmen ext. 5700

This facility offers students, faculty, and staff opportunities for sport, recreation, fitness, and wellness. The 68,000 square-foot Helwig Recreation Center includes a 200-meter two-lane indoor running track, batting cages, basketball and volleyball courts, a 35-yard turf surface, a climbing wall, a two-level fitness area, classrooms, and offices. Men's and women's locker rooms are located in the weight room on the lower level. Lockers are available for day use only; locks will be cut and items removed nightly. The Helwig Recreation Center seeks to complement the academic goals of

the University by encouraging the physical, emotional, and social growth of students, faculty, and staff of North Park University.

Human Resources

Old Main, Third Floor ext. 5599

The Human Resources Office is responsible for the processing of student time entries and generating student employment payments. Students must fill out the required forms and provide proper identification (the most common provided are a driver's license and a social security card) to the Payroll Office before they start work on-campus or within three days of starting their first on-campus job.

Students cannot work until the required paperwork is submitted in payroll; without it, students may not be paid for prior hours worked. Forms are available on the My North Park webpage. Student payrolls are paid bi-weekly (every other Friday).

Information Technology

Caroline Hall, Lower Level ext. 5540

Information Technology provides campus IT and Media Services resources. General information is available on the IT office's webpage.

Knowledge Base and Helpdesk: If you need assistance with an IT issue, please begin by searching the online Knowledge Base on the IT office's webpage. Open a Helpdesk ticket if unable to resolve your issue.

NPYou: Personalized information and settings for your North Park account, email, phone, and storage can be accessed through the NPYou portal.

International Student Services

Magnuson Campus Center, First Floor ext. 5553

North Park University enrolls nearly 200 international students from more than 40 countries. Because adapting to and studying in a new academic culture can bring particular challenges, North Park has made a commitment to provide needed services for international students in English as a Second Language, exchange, and degree programs at both the undergraduate and graduate level.

Office staff prepare documents for international student visa applications, interface with the U.S. government on all visa-related issues, provide international student orientation at the start of each semester, and maintain non-immigrant student visa records. In addition, the office provides general information and referrals on academic, campus, and cultural resources.

Library

5114 N. Christiana Ave. ext. 5580

Brandel Library is the main library for North Park University. The online library catalog provides access to all of the book, periodical, and media holdings for the University and Seminary collections. Computer terminals are located on all floors of the library.

In addition, there are electronic databases and reference sources that you can access from home to facilitate research. Interlibrary loan is available to borrow from other libraries books and journal articles not found at North Park.

Media Services is located on the lower level of the library and provides videos, CDs, and music scores, as well as equipment for viewing and listening.

The Curriculum Center is located on the second floor and houses elementary and secondary school textbooks and teachers' guides, along with resources for youth ministry and Christian education.

The Archives and Special Collections is located on the lower level and includes the archives of the University, the Evangelical Covenant Church, and the Swedish American Historical Society. Available by appointment: (773) 244-6224.

Magnuson Campus Center

South Campus (Between Burgh and Anderson Halls) ext. 6200

The Magnuson Campus Center serves as a focal point for students faculty, staff, and visitors. In addition to A/V-equipped classrooms, the Campus Center houses various departmental offices and the Dining Hall. Vending machines are available on the first floor of the Center, as well as a copy machine, computer station, and printer. Lost-and-found items are kept at the front desk.

The Campus Center's 24-hour desk offers a variety of services. Although staffed around the clock, the building is closed each night between 12:00 and 6:00 am. The Campus Center serves as the switchboard and base for campus security communication. North Park Security personnel can be reached through a two-way radio system located at the desk. The Physical Plant on-call engineer can also be contacted by the Campus Center after business hours if needed.

Anyone wishing to post flyers or posters on campus must get them approved and stamped at the front desk. Please note that regulations prohibit the posting of housing requests, items for sale, restaurant flyers, or job advertisements.

Physical Plant Office

5055 N. Kedzie Ave. ext. 4960

The Physical Plant Office is responsible for the management of property alterations and repairs, cleaning and maintenance in campus buildings, and maintenance of the grounds and athletic fields. Physical Plant responds to campus requests via the online Helpdesk system. Critical maintenance items should be reported to Physical Plant immediately.

Postal Center

3305 W. Foster Ave. ext. 5550

All resident students are assigned numbered mailboxes located in the Postal Center. All off-campus and inter-campus mail is placed in student boxes. Students are encouraged to notify their family and friends of their mailbox numbers.

Provost's Office

Old Main, Second Floor ext. 5570

The Provost is the chief academic officer with the responsibility for all educational programs and offerings in the University, outside of the Seminary. Those duties include oversight of academic policies, faculty affairs, and personnel matters. The Provost ensures all educational programs and offerings are consistent with the mission, vision, and values of North Park University.

Faculty Advising

North Park University places emphasis on the role that faculty advising plays in the educational mission of the institution and in its contribution to the growth and development of each student. Faculty advising at North Park involves much more than course selection. Upon course registration a faculty advisor is assigned and will facilitate communication between the student and the University, serving as counsel for the learning experience through course and educational planning and academic progress review. The faculty advisor will also serve as a referral agent to campus support services, assist in developing academic strategies, identify and address academic difficulties, and provide counsel in the exploration and declaration of a major field of study.

At the end of the first year of study, students are encouraged to declare a major. Once a major is declared, the student is assigned a major faculty advisor, who will provide guidance towards completing requirements and point the student towards career and graduate-school opportunities in the field. If the student is not ready to choose a major, they will remain with the original faculty advisor.

All students are required to meet with their faculty advisor before registering for courses. Attempts to register without the release of the faculty advisor will be blocked. Students are expected to meet with their advisor before or during the designated advising periods which are published each semester. Students are therefore expected to be proactive in requesting a scheduled time with their advisors.

Residence Life and Housing

Student Services Center, Lower Level ext. 5555

It is the mission of Residence Life and Housing to provide a learning experience that goes beyond the classroom, fostering intellectual, personal, and spiritual growth in each individual. We are committed to a diverse and multicultural community, valuing our place within the city of Chicago, and seeking God's call in our students' lives.

Student Administrative Services

Student Services Center, First Level ext. 5560

Student Administrative Services handles course registration, grades, course information, changes of program, student identification cards, veterans' counseling, graduation requirements, withdrawals, transcripts, student accounts, financial aid and permanent records.

Financial Aid

All students wishing to apply for state or federal aid must annually complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at www.fafsa.ed.gov. You (and your parent, if you are a dependent student) must have a PIN to sign your form electronically. Visit www.pin.ed.gov to apply for a PIN.

Returning students should submit their completed FAFSA forms to the federal government by May 1 for the upcoming year to ensure eligibility.

What can affect your financial aid?

- Dropping below 12 semester hours will cause your Federal Pell Grant and/or your Supplemental Educational Opportunity Grant (SEOG), to be reduced. If you receive funds from these sources see the Financial Aid Office before dropping below 12 hours.
- Dropping below 15 semester hours will cause your Illinois State Grant (MAP) to be reduced. If receive this grant, please check with the Financial Aid Office before dropping below 15 hours.
- Dropping below 12 semester hours will cause your institutional aid to be canceled. See the Financial Aid Office before dropping below 12 hours.
- You must be registered for at least six credit hours/semester to borrow federal student/parent loans.
- Nyvall, Presidential, and Transfer Platinum holders will have their scholarships decreased by the following amounts if their cumulative GPA drops below a 3.00 (B average).

Cumulative GPA	Scholarship Reduction
2.75–2.90	25%
2.5–2.74	50%
2.25–2.49	75%
2.24 and below	100%

  Scholarships will be reinstated when students regain their B average.
- Students who move out of campus housing are subject to the loss of North Park institutional financial aid. Students whose financial aid is computed as a resident student and who later move off campus will have their financial aid re-calculated as a commuting student. As a result, North Park financial aid may be reduced by up to $3500. Students who move out of campus housing as seniors or who move home may have their financial aid reduced by $2500.

Satisfactory academic progress: In accordance with federal and state regulations, North Park University is required to establish a minimum standard of academic progress policy for students receiving funds in the following programs: Federal Pell Grant, Perkins Students Loan, Supplemental Educational Opportunity Grant (SEOG), Stafford Loan, Federal Work Study, Illinois State Monetary Award Program (MAP), and Veterans Benefits. By federal and state guidelines, students must meet specific standards to be eligible for financial aid. It is possible for a student to be academically

eligible to continue at North Park but ineligible to receive further financial aid.

Students will be notified in writing by the Financial Aid Office if they are no longer eligible for federal or state aid due to the lack of satisfactory academic progress.

Students may submit a written appeal to the Financial Aid Review Committee explaining special circumstances. They will receive a written response within ten days from the committee. For a more detailed statement regarding satisfactory academic progress and financial aid implications please refer to the University Catalog or visit the Financial Aid Office on the first floor of Student Services.

Registration: All students are expected to register themselves online during the regular registration days. Changes in schedule may be made before the beginning of each semester and during the first week of classes. Admission into classes will not be permitted after the first week. A late registration and/or a change in registration fee will be assessed separately according to the fee schedule.

Student Accounts: Students will be billed prior to the start of each semester. Payment plan information is available online and at the customer service window. Payment via cash, check and/or credit card are accepted.

A balance cash advance for books may be requested when a credit results from either an overpayment or from financial aid in excess of costs. A minimum of four days notice is necessary for a refund. Generally, refunds are not possible until after the drop/add period (i.e., the end of the fourth week of classes).

Student Identification (ID) Cards: All registered students of the University must obtain a student ID card for the duration of time they are actively enrolled in the institution. All students enrolled should obtain their photo ID card at the Office of Student Administrative Services during office hours. Students should have their ID cards in their possession at all times and must replace it if lost or stolen. Replacement student ID cards are $10.00, and payment is due upon receipt.

Student ID cards are used for the following:

- To be identified as a current North Park University student.
- To gain entrance into the campus dining hall for meals if student is a member of the meal plan.
- To utilize library services.
- To use recreational facilities.
- To gain entrance to residence halls, and University athletic and social events.
- To cash personal checks at approved local banks.

Student Enrichment Services and Support

Student Services Center, Second Level ext. 5737

Office of Student Enrichment Services and Support (OSESS) seeks to enrich the campus community by offering a broad range of programs and initiatives that promote and support student success throughout all aspects of the university experience.

Through these programs and services OSESS cultivates life skills and enhances self-awareness skills that are critical to graduation, community living and being a lifelong learner. These programs serve to connect students to resources, people, experiences and opportunities to prepare them to lead lives of significance and service.

Student Success

Student Services Center, Lower Level ext.5727

The Student Success Director will address, monitor, and facilitate undergraduate student persistence and success through data collection, campus retention software, and program administration; and offer guidance and attend to the overall well-being of the North Park undergraduate student body. The coordinator serves as a liaison between the Dean of Students, the offices within Student Engagement , other co-curricular areas, and faculty academic advisors as it pertains to persistence, retention, and student success.

Study Abroad Programs

Magnuson Campus Center, First Floor ext. 5553

North Park University students have access to more than 150 international study programs in more than 40 countries through North Park's International Office. We are proud to offer a variety of academic options on six of seven continents that serve students in most majors and minors.

Five categories of programs are available:

- Group programs: Foreign lanuage students study with peers and a North Park faculty member in either Sweden (fall) or Ecuador (spring).
- Bilateral exchanges: North Park students swap places with international students from one of 10 partner universities.
- ISEP programs: North Park students have access to more than 150 universities in the International Student Exchange Programs network.
- CCCU programs: Students from Council for Christian Colleges and Universities schools in the United States study together at international and domestic sites.
- Short-term programs: Various academic departments and University Ministries offer programs in a variety of locations over school breaks.

Students are encouraged to meet with International Office staff early in their academic careers to learn about study abroad options, program requirements, and institutional policies.

Wellness Board

Student Services Center, Second Level ext.5565

The Wellness Board of North Park University is comprised of representatives of the Student Engagement Division and other departments on campus. The Wellness Board is committed to the care of all students. Its mission is to enhance the educational and

personal development of all students by providing a supportive environment when physical, mental, or emotional health issues that impact a student's ability to succeed arise. The Wellness Board makes recommendations after a careful assessment of the affected student's needs, family circumstances, and doctor or therapist recommendations. In limited situations, the Wellness Board may also require a course of action as a condition of continuing enrollment based on campus health and safety concerns.

University Ministries

Sohlberg Hall, Lower Level ext. 4980

As an educational partner in the North Park community, the department exists to help students integrate their faith with the way they learn and live. University Ministries intends to help foster relationships and shared experiences to help transform students' lives so they might impact the world for God. The staff of University Ministries works to create environments and experiences that are conducive to this transformation: personal yet shared, relevant while countercultural, meaningful but challenging. Through communal worship and urban service opportunities, small groups and social justice initiatives, global partnerships and racial reconciliation, University Ministries seeks to live out the Kingdom mission of Jesus: becoming all we were created to be and making a difference in this world. All students in the North Park community are invited to join in the opportunities provided by University Ministries.

Security, Parking, and Campus Vehicles

Security services: The Campus Security Office at North Park employs off-duty law enforcement personnel from local police agencies to maintain safety on the North Park campus. North Park security officers, who patrol the campus 24 hours each day, 365 days per year, have the authority to stop, detain, and question anyone suspected of committing a criminal offense on campus. Because they are law enforcement professionals, our security officers have power of arrest. Security officers enforce all rules and regulations of the institution.

In the case of a criminal incident, security personnel will:

- Respond to the incident as required,
- Investigate the incident and prepare a North Park Security Incident Report,
- Contact the local policy agency and have an official police report prepared,
- Summon additional support from the local policy agency if needed, and
- Contact the local police agency for support in any follow-up investigation.

North Park Campus Security offers a safety escort service to the North Park University community and guests.

- Escorts are provided for safety reasons, not convenience. The service is not intended to be used as transportation. It is a special service where safety is a primary concern.
- The hours of the escort service are dusk until dawn. Daylight escorts will be provided for special circumstances, such as illness or injury.
- Walking escorts will be limited to campus facilities.
- Vehicle escorts are limited as follows: campus-to-campus locations; Brown Line "El" stations; Swedish Covenant Hospital; off-campus locations for students who have after-hours campus jobs, such as desk attendants; escorts may not be utilized to and from off-campus housing, stores, or restaurants.
- Escorts can be arranged by calling the Campus Center at x5600. Callers must provide North Park ID number, pick-up and destination locations, and a cell phone number.

How to report a security incident: If members of the campus community witness or have knowledge of a criminal incident or are victims of an incident, it is their duty to report it immediately.

Emergencies: For campus emergencies, call Campus Security, ext. 5600 (via the Magnuson Campus Center desk) and request that a security officer be dispatched to the location. Security officers are equipped with portable radios and remain in constant contact with the Campus Center desk attendant. Campus emergency telephones can be used simply by pushing the button and speaking through the built-in speaker phone after there is a response. Persons observing a crime in progress should contact local police by dialing 911 and then notify Campus Security personnel. In the entry areas of

the residence halls, desk attendants are able to call both the Campus Security and the local police from the desk.

Non-emergencies: For situations where an immediate response by Campus Security or the police are not required, report your concerns to the Director of Campus Security, ext. 5222. We invite you to report all of your concerns and observations regarding campus security, whether a serious emergency or a minor incident.

Emergency telephones: Emergency telephones are installed throughout campus. The exterior phones are readily recognizable by the blue light on the top of the column. Additionally, interior emergency telephones are installed in the men's and women's locker rooms and the practice area in the basement of the music building. These phones dial an emergency number at the Campus Center desk directly with a push of a button. After someone answers, a conversation can be conducted through the built-in speaker. The Campus Center staff can dispatch security personnel immediately. The blue light on the exterior emergency telephones is always on; however, a strobe automatically activates when the button is pushed on the emergency telephone. The strobe indicates to others in the area that a security emergency is being reported.

Sanctions for false reports: Misuse of the emergency telephone is a very serious security infraction. Because of the severe violation of the community's trust and the unwarranted diversion of personnel charged with protecting the campus, misuse of the emergency telephones will be severely penalized as follows:

- Fine: $500 for knowingly signaling a false emergency. This applies to students and employees.
- Official action: All students and employees will be subject to existing applicable North Park disciplinary procedures and, depending on the nature of the infraction, may be subject to criminal prosecution. It is the responsibility of each member of the community to report any observations of misuse or vandalism of these telephones.

Additional security and safety information: Students should consult the Campus Security website for more information on campus security and safety. Specific procedures for dealing with any instances of sexual assault can be found in the Community Bulletin.

Bicycle Policies and Safety

The use of bicycles on campus is widely encouraged, however, it is imperative that everyone practice safety when riding and storing your bike on campus. In addition to the safety tips and regulations listed below, the Office of Campus Security offers the opportunity for all faculty, staff and students to register their bicycles with our office. Registration is free, and it is strongly encouraged as it will allow us to assist you in safeguarding your property. Bicycles can be registered at the Magnuson Campus Security Office, free of charge.

When using a bicycle on campus, please do not lock it to or lean it against lamp posts, hand rails, buildings, or other campus property not intended to host bicycles since this action can create safety escape hazards, interfere with maintenance work, and cause

damage to the property and the bike. Bicycles found in areas other than designated bicycle racks will be removed by Campus Security. If an improperly stowed bicycle is locked, it may be necessary for the chain or lock to be cut, particularly if the owner cannot be identified.

The following are tips that all bicyclists should abide by while riding on campus to ensure the safety of the riders and pedestrians.

- Ride on the right side of the street (or sidewalk). Go with traffic, not against.
- When riding at night a white light in front and a red light or reflector is required by state law.
- Obey all traffic signals, signs and roadway devices.
- Wear a helmet.
- Use the bike racks located at every residence hall and at various locations around campus. Do not lock or place bicycles against lamp post or railings.
- Always lock your bike, U-Locks work the best.
- Use hand signals to indicate turns, lane changes and stopping.

If at any time you discover your bicycle missing, come to the Campus Security Office immediately to file a report. All bicycles not claimed within 60 days will become property of the College. If you have any questions, please contact the Campus Security office at x5222, or 773-244-5222 from an off-campus phone.

North Park vehicles

North Park maintains a motor pool of vehicles for institutional use only (e.g., field trips, athletic team travel, etc.). Program directors are responsible for providing qualified responsible drivers to transport student groups. Driving vehicles with other students aboard is a serious responsibility. North Park will not tolerate any casual or irresponsible attitudes or behaviors when the lives and well-being of students could be placed at risk. The following policies have been developed with the safety of students as our primary objective.

Student drivers: Students (other than first-year students) are eligible to drive institutional vehicles if specifically authorized by program directors for institutional travel. The following requirements apply:

- Students must demonstrate that they have a valid driver's license. Security personnel are authorized to verify that a student has a valid driver's license.
- Students must satisfactorily complete the North Park Driver's Orientation Program, pass the North Park written and driving test, and obtain a North Park driving permit.
- Each year, in order to renew a North Park driving permit, students will be required to view a video on safety and provide a current copy of their driving record.
- Students are subject to all the laws, speed limits, and other regulations established by local jurisdictions through which they travel.

- The driver of the vehicle is responsible for all tickets, fines, and violations incurred during the use of the vehicle (excluding those related to the reasonable maintenance of the vehicle). If North Park learns of a poor driving record (i.e., a record of moving violations), the University may refuse to extend driving privileges to a student or to revoke their North Park Driving Permit if one has already been authorized.
- Students must observe good driving principles at all times when operating institutional vehicles. Any student known not to observe good driving principles or who in any way jeopardizes the safety of themselves or other passengers will have their North Park driving privileges revoked.
- A student who is found to be "at fault" in an accident (including accidents caused by backing into other vehicles) will receive a written warning or have their driving privileges revoked, depending on the severity of the driving infraction. The accumulation of more than one written warning will result in the revocation of driving privileges (for University vehicles).

Scheduling North Park vehicles: Faculty, administrators, and staff advisors may request the scheduling of vehicles for institutional use. Students are not permitted to do so unless written authorization has been submitted by an authorized faculty or staff person. No vehicles will be released until all of the information is completed on the request form stating the intended use, destination, departure time, approximate return time, names and number of passengers, drivers with valid driver's license/ North Park driving permits and signature of authorized individual.

Note: For out-of-area trips, student groups must be accompanied by an authorized full-time faculty and/or staff sponsor. Exceptions will need the approval of the Dean of Students and the vice president for administration and finance. Generally, exceptions will not be approved. Groups of students travelling outside of a 100-mile radius of the campus may be required to charter buses or other professionally-driven vehicles. The costs associated with the charter will be the responsibility of the group, organization, or department sponsoring the trip. A review session with Campus Security of driving protocols may be required of all drivers, depending upon the distance of the trip and the number of days that the group will be away.

Parking regulations

All students who park their vehicles in a North Park parking space are required to purchase a parking permit.

As with other urban campuses, parking space availability is limited at North Park. Accordingly, first-year resident students are not permitted to bring automobiles to campus. Generally, resident students are discouraged from bringing automobiles because of the lack of available parking space. Most resident students have found that there are adequate transportation options within the city so that an automobile is not necessary.

Parking permits: Resident students who need to keep an automobile on campus (because of work, internships, student teaching, or other opportunities) or commuter students who use a vehicle for commuting purposes need to purchase a parking

permit for their vehicle. These permits do not guarantee that a space will always be available. Parking permits may be purchased at Student Administrative Services on the first floor of the student services building.

General parking regulations:

- All students who wish to park a motor vehicle on campus must register that vehicle with Student Administrative Services and purchase an appropriate parking permit.
- Parking permits must be properly attached to the vehicle (driver's side of windshield).
- Vehicles must be in good driving condition so that they can be safely operated (e.g., mufflers must be kept in good repair).
- Vehicles must be properly licensed and the driver must carry adequate insurance.
- Parking in unauthorized areas can result in ticketing and towing. Vehicles parked in fire lanes will be towed without warning. The observation that parking lots are full is not a legitimate excuse for parking in unauthorized areas.
- Parking regulations are in effect all hours of the day, including weekends and periods between semester breaks.
- Vehicles with three or more unpaid parking tickets will be immobilized with a "boot" if found parked on school property.
- If student or employee finds it necessary to drive a car without a sticker in an emergency, they must notify Campus Security or obtain a temporary sticker from the Security office.
- North Park does not accept any responsibility for articles that are lost or stolen from your vehicle.

North Park University Student Standards of Conduct

Purpose

The purpose of the Student Standards of Conduct process is to help North Park University students understand and develop respectful and responsible behavior in the context of the campus and surrounding community. North Park University is committed to preparing students for lives of significance and service with the following:

- Understanding community responsibilities by fostering empathy for others, their feelings, and their need for conditions
- Enhancing self-awareness by developing the integrity and character of students
- Making intentional major life decisions that are conducive to growth development, life-long learning, and spiritual awareness
- Obtaining fundamental skills to serve as a student, friend, and citizen
- Encouraging and enforcing the personal and property rights of others

- Embracing diversity by preserving the respect and dignity of all persons

North Park University assures its intentions are to hold students accountable for the University Community Standards, and does not intend to take away any student's rights.

Overview

"Student Rights and Responsibilities" and "North Park University Community Standards" comprise the Student Standards of Conduct. [NOTE: Academic Integrity issues are addressed separately in this Handbook.] Depending upon the nature of the incident, the standards of conduct implicated, and the severity of the potential sanction, allegations that a student violated the Student Standards of Conduct may be determined by the Dean of Students, a Hearing Officer designated by the Dean of Students, Residence Directors pursuant to the direction of the Director of Residence Life and Housing, or a Student Conduct Panel, as described in this section, at the discretion of the Dean of Students. The decision-maker is responsible for conducting an investigation, rendering a decision based on the facts available to the decision-maker, and determining an appropriate penalty if a violation of Student Standards of Conduct is substantiated, subject to review by the Vice President of Student Engagement.

Regardless of the decision-maker or the specific process applicable to proceedings before that decision-maker, the student respondent will:

- Be informed of the allegations against the student respondent (this notice may take the form of an Incident Report or Student Conduct Notice, but need not be in written form for lesser alleged violations),
- Be offered a reasonable opportunity to present supportive information to the decision-maker (this opportunity may be in the context of a formal "hearing" at which witnesses are called and "evidence" is examined, but may also be presented in an investigatory interview conducted by a Hearing Officer or other meeting),
- Have a right to assistance from the Chief Justice in the case of a Student Conduct Panel proceeding, or another member of the North Park community if no Student Conduct Panel is convened, unless the only penalty levied is a Conduct Consultation,
- Have a right to a prompt decision, and
- Have a right of appeal.

These basic "due process" rights apply to all Student Standards of Conduct proceedings. The specific mechanisms by which these due process rights are met will vary.

In those instances where the alleged violation involves harm to another person, the decision-maker will also assure that the harmed party is offered an opportunity to present supportive information, in addition to any information which may be offered by University representatives.

Terms defined

Advisor: An advisor is a North Park University employee identified by the student respondent as someone to provide support and assistance during the conduct proceedings. Advisors are only allowed to converse with the student respondent when present in conduct proceedings.

Appeal: An Appeal is not a re-hearing of the student conduct issue. A student must submit an appeal form within five business days of the student outcome letter. The burden of proof rests with the student to clearly demonstrate that an error occurred during the student conduct hearing process. The appeal form can be obtained from the Dean of Students' office in the Student Services building, second floor.

Case: A case is created when incident reports are submitted and assigned a case number. Case documentation is maintained in the Student Engagement Division (SED), and all related correspondence contains the case number. Cases are handled on the basis of severity of the alleged violation(s) and the potential sanctions. A case can be dismissed and violation(s) dropped, assigned, or referred to an administrative hearing or the Student Conduct Panel (Panel). At times, when the University is not in session, a case may be handled administratively by the SED.

Complainant: A staff or faculty member assigned to represent the University and present violation(s) against the student respondent during Student Conduct Panel proceedings.

Conduct file: A student's conduct file contains all written and email correspondence, including incident reports, violation(s) and outcome letters, witness notification, hearing or panel notes, and appeal decisions. A copy of a student's conduct file is made available to the student if a request is made in writing to the SED. The conduct file is confidential and may be reviewed by designated SEDstaff.

Failure to comply: A student who fails to adequately meet expectations of the student conduct process will be considered as exhibiting a failure to comply. Examples include, but are not limited to, the following:

- Failure to appear at an administrative hearing or panel without proper and timely notification to hearing/coordinator officer
- Failing to act in accordance with instructions, requests, or orders of a University administrator/designee or official University documents
- Failure to fulfill sanctions rendered

Failure to comply as directed will result in suspension of the student's computer account (access to the North Park server, Moodle, and email), increase of fine, and/or additional conduct actions including dismissal from the University.

Harmed parties: Harmed parties refer to the person and/or group directly affected by the actions of a student for incident(s) of misconduct.

Hearing Officer (HO): Hearing officers are persons who make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

Incident Report (IR): Incident Reports notify University officials about a potential violation(s) of the University's Code of Student Conduct. Any member of the University community can submit an Incident Report. Anonymous Incident Reports will not be considered for formal conduct proceedings. The Incident Report contains the date, time, location, names of individuals involved, and details of the incident. Incident Reports are submitted and are reviewed by the SED. A determination is made regarding how the case will proceed.

SED: SED refers to the Student Engagment Division which includes the education programs, facilities, property and employess.

ORLH: Office of Residence Life and Housing.

Panel: Student Conduct Panel.

Preponderance of evidence: Preponderance of evidence means that the information, as a whole, supports the conclusion that it is "more likely than not" that the student engaged in the alleged incident.

Responsible and not responsible: A student who participates in an inquiry is found responsible or not responsible for the incident, rather than guilty or not guilty.

Sanctions: Students found responsible for an incident are given sanctions that focus on education, but the sanctions may also include restitution, and in some cases, a fine or restrictions.

Student: Anyone who has enrolled at the University, has initiated classes, and/or is in the official capacity of a student, including student-at-large status. The term does not include an individual who has applied for admission at the University but has not enrolled in classes at the University, nor alumni. This Student Standards of Conduct does apply to "students" during the academic year (including breaks and vacation periods), and all locations of the University (including online and study aboard instruction).

Student Conduct Notice (SCN): For every sanction exceeding a reprimand, a SCN is prepared as written notification of the alleged violation(s) of the Code of Student Conduct and the type of hearing or panel, along with the date, time, location, and other pertinent information. All correspondence regarding all aspects of the Code of Student Conduct is prepared by the SED. It is the student's responsibility to make sure an up-to-date address is on file with the University. Student Conduct Notices will be sent to the student's NPU email account. Other forms of communication may be used as necessary.

Student Conduct Outcome (SCO): The outcome of a conduct proceeding that notifies the charged student of charges, violations, findings, and/or sanctions.

Student respondent: A student who is yet to be found responsible or not responsible for an incident of misconduct by student conduct proceedings.

University: University refers to North Park University, which includes the Physical Plant, all education programs, students, faculty, employees, officers, and trustees.

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 or financial aid to the University due to race, sex, age, color, national origin, religious creed or 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 towards others.
3. The student will be evaluated on knowledge and academic performance for granting academic credit and not 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. Students' 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 Vice President for Student Engagement may issue an injunction pending review by the President 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 the University without University approval. Should good taste be questioned, the faculty advisor to the publication or the Vice President for Student Engagement may issue an injunction pending review by the President 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 or her right as a citizen of the community, state, and nation, provided he or 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 Office of 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 that 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 conduct 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 fully disseminated in advance of the alleged violation.
17. A student is free to be present on campus and to attend classes pending action on criminal, civil or conduct charges. Exceptions include reasons relating to physical or emotional safety or well-being of students, faculty, staff, other persons, or University property.
18. Every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of standards. It is further recognized that each member of the University community shall have recourse through the proper conduct channels for the preservation of their rights.
19. Students will be held accountable for incidents and happenings that occur in a student's living environment, regardless whether the student was present or not present at the time of the alleged violation(s). Sanctions will be at the discretion of the Hearing Officer.
20. Students will be held accountable to incidents and happenings that occur in a student's presence whether or not the student is participating in the alleged violation(s). Sanctions will be at the discretion of the Hearing Officer.
21. Students will be notified of the alleged conduct charges being made against

them and sanctions imposed, if any, given the opportunity for a conduct proceeding appropriate to the nature of the violation of this Student Standards of Conduct, and allowed to provide supportive information that they were not responsible for behavior in question.

Notification by electronic communication: Notification of conduct proceedings will be sent to the student's official NPU email account. It is the student's responsibility to access email in order to receive communications regarding conduct proceedings. In addition to notifying the student, the student's parents or guardians may be notified.

Student organization responsibility: North Park University expects student organizations to uphold all applicable community standards and exercise good judgment in planning and promoting activities. Rights, responsibilities, policies, proceedings, and sanctions within this Student Standards of Conduct apply to student organizations collectively, as well as to individual students.

The University reserves the right to determine the appropriate time, place, content and manner for conducting activities, and the posting and distribution of materials on any of its campus and property.

Violation(s) of this Standards of Conduct may result in conduct proceedings being initiated against the organization. Consequently, the University may deny or restrict the activities and/or privileges of student organizations. Student organizations officers are responsible for assuring compliance with community standards and for representing the organization when conduct proceedings are initiated.

Identification of Authority and their Responsibilities

Dean of Students: The Dean has authority to serve as Hearing Officer. The composition of the Student Conduct Panel and its members' authority to hear the matter of student dismissal shall determined by the Dean. The Dean shall develop procedural rules, consistent with the provisions of the Student Standards of Conduct, for the Hearing Officer(s) and the Student Conduct Panel. The Dean has authority to direct the development and revision of policies of the Student Standards of Conduct.

Director of Residence Life and Housing: The Director of Residence Life and Housing has authority to serve as Hearing Officer. The Director shall determine the conduct proceeding and authorize Hearing Officer(s) to hear each matter.

Hearing Officer: Hearing officers include professional staff members in the SED and ORLH. This can include, but is not limited to, Vice President for Student Engagement, Dean of Students , designated SED staff, and Residence Directors. Hearing Officer(s) may conduct an administrative hearing by reviewing the evidence and meeting with the student respondent(s) and, if necessary, appropriate witnesses. The Hearing Officer(s) will deliberate in private and make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

Student Conduct Panel: The Student Conduct Panel shall have the authority to issue any and all sanctions as described in the Student Code of Conduct.

Resident Assistants (RAs): Resident assistants have authority to submit IRs.

Resident Directors (RDs): The RDs have authority to submit IRs, serve as hearing officers, and issue primary sanctions 1-3, and all supplemental santions.

Vice President for Student Engagement: The Vice President for Student Engagement has full authority to review the decisions of Hearing Officer(s), and the Student Conduct Panel. The Vice President shall oversee appeals and has final authority to support, veto, or amend any action of this Student Standards of Conduct.

North Park University Community Standards

As a member of the North Park University community, students will be held accountable to the University Community Standards. All North Park students must follow all local statues, Illinois laws, and federal laws. All visitors and guests are expected to uphold the community standards; their hosts will be held responsible for violation(s) that occur. Sanctions will be at the discretion of the Hearing Officer.

—1—

"I will practice personal and academic integrity."

1.1 No person's actions either directly or indirectly shall result in acts of dishonesty including, but not limited to, falsification of University documents, fraudulent behavior, forgery, bribery, or theft.

1.2 No person shall permit others to use or use another's University identification and/or room key for the purpose of gaining entrance to a University facility, event, or use of services.

1.3 No person shall refuse to provide his or her name and show appropriate identification, upon request, to a faculty member, staff member, or other University official performing his or her duty or acting in the interest of the University.

1.4 Failing to comply with the request of a college official or Residential Life staff member when he or she is performing the functions of his or her position is prohibited.

—2—

"I will demonstrate concern for myself and others, which encourages growth, learning, and development."

2.1 No person shall smoke or use any tobacco product or smoke, use, or posses a hookah in and/or on University facilities.

2.2 No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of an illegal drug and/or controlled substance on campus or in conjunction with institution-sponsored events, whether on or off campus. No person shall possess containers, paraphernalia, or advertisements of illegal drugs and/or controlled substances on campus.

2.3 No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of alcohol on campus or in

conjunction with institution-sponsored events, whether on or off campus. No person shall possess containers (whether labeled or unlabeled), paraphernalia (as outlined in the Residence Life and Housing Policies) or advertisements of alcohol on campus.

2.4 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverage(s), illegal drug and/or controlled substance.

2.5 No person shall organize, encourage, or participate in any form of gambling on University property or at any North Park event.

2.6 No person shall disrupt the University community or exhibit disruptive behavior that may infringe on the rights of others, this includes but is not limited to intoxication.

2.7 No person shall shout or use profanity or vulgar language on University property or at officially sponsored campus events in any way that can be deemed harassing to another individual.

2.8 No person shall exhibit conduct that creates undue noise or interrupts the University community at anytime. In residential spaces, quiet hours must be observed from 11 pm–8 am.

2.9 No person shall interfere with the safe or clean environment of others.

2.10 No person shall keep animals of any kind, except for water-living fish, in and/or on University property.

2.11 No person shall commit actions that endanger, either intentionally or unintentionally, students, other members of the University community, or the academic process.

2.12 No person shall throw anything out of a window or off a roof. No person shall remove a window screen, glass, or frame. Neither shall they bring anything in through a window of any campus building.

2.13 No person shall sleep in any public or community area.

2.14 No person shall be involved with solicitation in and/or on any University property at any time.

2.15 No person shall dress in an inappropriate manner.

2.16 All visitors and guests shall abide by the University housing visiting hours, overnight guest policies, guest sign-in procedure and uphold the University Community Standards. No person of the opposite gender (other than those staff members assigned to the living unit) shall be in the residence halls, campus apartments, or houses after visiting hours as outlined in Residence Life and Housing policies.

2.17 No person shall host a large gathering in his or her residence hall room, campus apartment, or house that exceeds the guest limit as outlined in Residence Life and Housing policies.

2.18 No infants or children age 10 or younger should be in any area of a student

residential facility as outlined in Residence Life and Housing policies.

—3—

"I will respect the rights, property and dignity of all persons"

3.1 No person's actions (directly or indirectly) shall harass, abuse, harm or threaten to harm, and/or kill another person or group of people, either in a specific or general manner. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. Refer to the Against Discrimination Harassment and Retaliation policy for full explanation. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites) or coercion.

3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. The term 'hazing' is defined as an act which endangers the mental or physical health or safety of a student, scholar, or individual, destroys or removes public or private property, for the purpose of initiation, ridicule, admission into, affiliation with, amusement, or as a condition for continued membership in, a group or organization. North Park supports and abides by the Illinois State Law on hazing.

3.3 No person shall display any markings, tagging, or gang symbols anywhere on University facilities and property.

3.4 No person shall display items imaging nudity in or on University facilities and properties.

3.5 No person shall exhibit or be a part of any pornographic media while attending North Park. This includes use of the computer lab, computer services resources for the viewing or reading of pornography or other inappropriate matter, pornographic Web pages, and sexually explicit or pornographic mail or printed material.

3.6 No person shall accept and/or place a collect call to the University.

3.7 No person shall possess or use explosives or weapons. This includes but is not limited to firearms, knives, imitation weapons (including airsoft and paint guns), firecrackers, fireworks, or other explosives anywhere on University facilities and property.

3.8 No person shall circulate or initiate a report or warning concerning an impending bombing, fire, terrorist attack or other emergency or catastrophe known to be false.

3.9 No person shall set an unauthorized fire or flame on University property. This includes bonfire or grill on a porch, patio, balcony, yard or outdoor staircase of any campus residence and/or campus property.

3.10 No person shall tamper with or damage any University property or equipment. This includes but is not limited to computers, emergency equipment, bulletin boards, furniture, windows, doors and door locks.

3.11 No person shall possess, use, manufacture, distribute, or sell any flammable devices on University property and any campus residence. This includes but is not limited to candles (with or without a wick), oil lamps, and incense or halogen lamps.

3.12 No person shall possess a live Christmas tree or wreath. All decorations must be flame retardant and UL-approved.

3.13 No person shall interfere with emergency services or procedures, nor fail to conform to established safety regulations.

3.14 No person shall have unauthorized entry, use, or occupancy of University facilities and properties.

3.15 No person shall refuse to vacate a University event, facility, or property when directed to do so by a University official.

The Dean of Students may establish additional rules and regulations designed to encourage, support, and/or develop the community of North Park University. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions or requests of University officials acting in the performance of their duties or in the interest of the University, is not compatible with the University's function as an educational institution. Any conduct that is disruptive, constitutes a threat to the orderly operation of the campus, or which endangers the health or safety of others will result in disciplinary action including dismissal from the University.

Student Conduct Proceedings

Unless otherwise provided in specific policies (including but not limited to the Policy on Academic Integrity and the Policy Against Discrimination, Harassment and Retaliation) student conduct proceedsing will be governed by this section.

Timeline: Students will be notified of the alleged conduct charges being made against them within 3-6 business days of IR. In cases where the sanction is greater than a warning, the student will have reasonable opportunity to prepare and to present information and response to Student Standards of Conduct violation allegations in a conduct proceeding appropriate to the nature of the case. If any, the student will be notified of the sanction(s) imposed within 3-6 business days of the conduct proceeding. During breaks and vacation periods, the conduct proceedings and/or sanctions may be streamlined to efficiently adjudicate the matter in the best interest of the student and/or the University. The Dean of Students or his or her designate will alert the student if such a streamlined procedure is needed and/or appropriate. Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

Accountability hearing: Primarily, accountability hearings are utilized for first offenders and repeated violation(s) of minor and/or moderate violation(s). Accountability hearings are held with one to two hearing officers. In most cases, the highest level of sanctioning will be suspension.

Conduct consultation: A consultation is for proceedings for violations of first offenders

and/or less serious offenses. The Resident Director(s) or other SED Staff may choose to contact the student to discuss the details of a reprimand, warning, and/or incident report(s), to determine if formal proceedings are necessary or as general follow-up to an incident. Consultations also serve as an educational opportunity to inform the student that further misconduct/violation(s) could result in additional conduct proceedings.

Interim suspension: The immediate suspension of the student, pending conduct proceedings, from the University or a residence hall for a specified period of time at the discretion of the Dean of Students where it is believed the student's presence would constitute serious disruption or danger to the health, safety or welfare of the University, property, or others. Interim suspension is temporary and will remain until the conduct process is complete and a decision has been reached.

Supportive information: Allowable supportive information shall include the statements of witnesses with firsthand knowledge, documentation, and information developed as part of the Hearing Officer's investigation of the alleged violation(s), documentary supportive information including the student's conduct file and record, and written witness statements without regard to whether the witness is present. However, no statement will be considered as supportive information unless the identity of the person making the statement is disclosed. The technical rules of supportive information (evidence) applicable to the civil and criminal law cases shall not apply to the University Student Standards of Conduct proceedings.

Student Conduct Outcome: Following the issuance of the conduct proceeding decision, the Hearing Officer or Panel Chair shall prepare an outcome letter, outlining the decision of the conduct proceeding, its rationale and detailing any follow up. The Student Conduct Outcome will be provided to the student respondent within five (5) business days after the final hearing in the case. Copies of the outcome may be shared with coaches, faculty advisors, activity advisors, and/or other university personnel. The outcome will also be retained in a confidential file in the SED for a minimum period of seven years.

Student Conduct Panel: The Student Conduct Panel is primarily for serious offenses, and may result in suspension and/or dismissal from the University.

Composition: The Student Conduct Panel (also called "Panel") is comprised of two (2) faculty members, two (2) staff members (one being the Panel Chair), and two (2) student representatives (one being the Student Government Chief Justice). The Dean of Students will select the faculty, staff, and student representatives. If the student respondent is a resident student, efforts will be made to include a Residence Life staff member in the Panel composition and as appropriate. Panel members may decline participation in a particular Panel if they believe there is a conflict of interest. The Dean of Students will select replacements for faculty, staff, or student Panel members.

Process: The Panel Chair (or the Chair's designee) will inform the student respondent of his or her rights in the conduct process, and present the violation(s) against the student, as well as any supportive information, Incident Reports (IR), and/or supporting documentation. A preponderance of the evidence (i.e., more likely than not)

shall be the degree of proof required. The student respondent shall be presumed not responsible until found responsible. The complainant, harmed parties, and student respondent shall have the opportunity to hear and present supportive information and statements, describe what happened, and supply dialogue in support of their respective positions. The Panel Chair and/or Panel member may ask questions of the student respondent, complainant, harmed parties, and witnesses during the hearing.

The student respondent shall have the opportunity to respond to the violation(s) as responsible or not responsible for the incident. After the response to the violation(s), the Panel will meet in closed session to determine responsibility. If the student respondent is found responsible, the Panel will determine sanctions by the simple majority of votes of those present. If the student respondent is found not responsible, no further action is needed and the case will be closed. In the case of a tie vote, the Panel will continue discussing the case until a simple majority vote is achieved.

The Panel Chair will communicate the case outcome and sanction(s) to all parties. Additionally, information on the appeal process will be provided. The decision of the Student Conduct Panel is considered final, and the decision is effective immediately unless appealed to the Vice President for Student Engagement. Refer to the Appeal section of this Student Standards of Conduct for additional information.

The student respondent may complete the following:

- Formally request the replacement of one Panel member upon explanation in writing to the Dean of Students. This formal request must be received 48 hours after the student respondent has been notified of Panel members. If the request is granted, the Dean of Students will assign a replacement or the same designation will be appointed according to the above guidelines.
- Formally request a Panel conducted only by staff and faculty members upon explanation in writing to the Dean of Students. This formal request must be received at least 48 hours after the student respondent has been notified of Panel members

Panel Chair: The Panel Chair (also called "Chair") is the Director of Student Success or the Chair's designee. The Chair moderates the Panel, prepares all post Panel correspondences to the student respondent and participates on the Panel as a voting member.

The Complaint: The Complaint (also called "University Representative") makes all arrangements for the Panel proceedings, prepares all pre-Panel correspondence to the student respondent, and participates on the Panel as a non-voting member. The Complaint is not be present for deliberations.

Chief Justice: The Chief Justice acts as the advocate to the student respondent. The Chief Justice role includes providing support and direct assistance to the student respondent before and during the Panel, but does not function as legal counsel. The Chief Justice is responsible for meeting with the student respondent at least 48 hours prior to the Panel to review the process and inform the Chair and/or Dean of Students of any witnesses on behalf of the student respondent. The Chief Justice participates

on the Panel as a non-voting member and will not be present for deliberations. The Chief Justice may be given an opportunity to speak during the Panel proceedings and on behalf of the student. This would only occur after the student respondent has responded to the violations. The Chief Justice may not speak or address the University Representative during the Panel. Should the Chief Justice need to communicate to the student respondent during the Panel, they should do so in writing.

Witnesses: Witnesses are permitted at the Panel. It is the responsibility of the student respondent to contact his or her witnesses, request their attendance at the Panel, and notify the Chief Justice of the witnesses' names at least 24 hours prior to the Panel date. Harmed parties, complainants, and the Dean of Students may also invite witnesses to appear at the Panel, but each is limited to three (3) witnesses. Witnesses are able to give firsthand account of something seen, heard, or experienced in regards to the incident. Any additional witnesses are allowed only at the discretion of the Panel Chair. If a witness is unable to attend the Panel, the witness may provide a written statement and discuss the statement with the Chief Justice and/or Dean of Students before the scheduled Panel. The Panel may proceed even if not all witnesses are present. The Chair and/or Dean of Students may limit the number of witnesses permitted to attend the Panel. A character witness may provide a written statement and discuss the statement with the Chair and Chief Justice at least 24 hours prior to the Panel date, and need not attend the Panel proceedings.

Sanctions and Outcomes

Sanctions are intended to hold students accountable for code violations, deter students from engaging in inappropriate behavior, and provide educational opportunities for students which reflect their responsibility in an incident. A primary sanction is assigned every time a student is found responsible for a code violation. One or more supplemental sanctions may also be assigned in addition to the primary sanction. Sanctions will be assigned at the discretion of the decision maker.

Primary sanctions

1. Warning: A warning is an official documentation of a student's conduct violation. Future misconduct/violation(s) could result in more serious sanctions.
2. Student conduct probation: A formal notice of unacceptable behavior should be understood to mean that any further violation(s), even of a minor nature, could warrant immediate suspension or expulsion from the University. The duration of student conduct probation, typically not less than one semester, affects the non-academic status of the student and is utilized to demonstrate the capability of functioning in a way that does not violate the Student Standards of Conduct. Terms of probation may include, but are not limited to, two levels:

   Student conduct probation – level one: May include student being ineligible to hold office or leadership position in any organization or committee. This includes but not limited to all study abroad programs, intramural, Student Government and club sport activities.

   Student conduct probation – level two: May include student being ineligible to

participate in any organization or committee. This includes but is not limited to all study abroad programs, intramural, Student Government and club sport activities, ineligible to represent the University in any official capacity; and/or loss of access to campus grounds/facilities.

For both levels, notification of Student conduct probation may include parents, academic deans, Campus Security, and other appropriate personnel as permitted by law.

3. Deferred suspension: Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to comply with the University policies and expectation. If a student is again found responsible for violating the Student Standards of Conduct, suspension and/or additional student conduct action will take place immediately.
4. Suspension: The temporary removal of the student from campus and University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Suspension also involves the following:
   - Notation on the student's conduct record
   - Withdrawal from all enrolled courses according to the policy of the University
   - Withdrawal from campus housing
   - Forfeiture of deposits
   - Responsibility for tuition, fees, and room/board charges
   - Loss of financial aid based on federal regulations where applicable
   - Loss of access to the University premises except when engaged in official business approved in writing by the Dean of Students or their designee
   - Any other conduct sanctioning that is judged by the Hearing Officer or Panel to be of value to the student

   Restrictions may be placed on the student as a condition of his or her return to campus and may include notification to the parents, academic deans, Campus Security, or other appropriate personnel.

   Additionally, *a* formal letter requesting reinstatement and proof of satisfied conditions must be submitted to the Dean of Students upon conclusion of the specified suspension time period. The student may return to the University only with the express permission of Dean of Students. Conditions may be impossed by the Dean of Students.
5. Dismissal: Expulsion, the most serious University conduct sanction, involves the following:
   - Permanent separation from the University
   - Forfeiture of all rights and degrees not conferred at the time of the expulsion
   - Notification of student's parent(s)/guardian(s), as permitted by law

- Withdrawal from all courses according to the policies of the University
- Forfeiture of deposits
- Responsibility for tuition, fees, and room/board charges
- Loss of financial aid based on federal regulations where applicable
- Loss of access to the University premises except when engaged in official business approved in writing by the Dean of Students or the Dean's designee.

Supplemental sanctions

1. Educational activity/Community service: Educational activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate other students, so they do not find themselves in similar circumstances. This type of conduct action may include, but is not limited to:

   - Engaging in a campus or community service project
   - Attending or presenting a program related to the implications of the student's conduct
   - Writing a reflection paper
   - Attending an ethics seminar and completing all seminar-related materials and assignments
   - Conducting an interview
   - Engaging in some type of personal assessment, behavioral plan, mediation, or counseling

2. Restitution/Fines

   Restitution: Violation(s) that include damage to property may require restitution in the amount of the damages, in addition to other imposed fines and sanctions. The University reserves the right to establish the amount of restitution.

   Fines: Fines, in addition to other possible sanctions, will be assessed against students for all sanctions after their initial warning sanction. This schedule includes, but is not limited to:

   - First violation (non-alcohol/controlled substance): $25.00 minimum fine, $100.00 maximum
   - First violation (alcohol): $50.00 minimum fine, $100.00 maximum
   - All subsequent violations (non-alcohol): $50.00 minimum fine, $100.00 maximum
   - All subsequent violations (alcohol/controlled substance): $100.00 fine

   Restitution and/or fine(s) must be paid within 20 business days of issuing the outcome letter. Restitution and/or fine(s) must be paid in cash, money order, or personal check in the Student Engagement Division (SED). Any restitution and/

or fine(s) outstanding after the due date may be doubled. Under the discretion of the SED, monies collected through fines for violation(s) will be used for the support programs for high-risk/need students.

Failure to pay fines and/or comply with sanctions as directed, may result in suspension of the student's computer account (access to the North Park server, Moodle, and email), and an increase of the fine and/or additional conduct sanctions including dismissal from the University.

3. Parent or legal guardian notification: Parents/legal guardians may be notified by the University of student conduct proceedings when a student, under age 21, is found in violation of the Student Code of Conduct which includes, but is not limited to, the alcohol policy and/or controlled substance policy.
4. Loss of privileges: Following the violation(s) of one or more of this Student Standards of Conduct, the student(s) and/or student organization(s) may lose one or any combination of, but is not limited to, the following privileges.

   Residence Life – Limitation of visitation: Restriction or loss of guest privileges and limitation on visitation privileges to other campus housing, and non-academic University facilties.

   Residence Life – Administrative move: The student will be required to move to another room assignment within the residence hall system. Billing may be adjusted at the discretion of the ODSD.

   30/30 rule: A student is only allowed to be on campus thirty (30) minutes prior to the first class and thirty (30) minutes after the last class or scheduled appointment. Additional visitation privileges are at the discretion of the Hearing Officer/Panel.

   No-contact order: A student may be prohibited from communicating in any way and medium (i.e., through third parties, telephone, visitation, email, social networking sites, letters, etc.) with a named individual or group.
5. Residence Life – Probation: A formal notice of unacceptable behavior in the residence halls should be understood to mean that any further/continued misconduct could result in further conduct action. Residence LIfe Probation is for a specified period of time, typically not less than one semester, and is utilized to demonstrate the student's ability to act in accordance with acceptable standards of residence hall life. Residence Life – Suspension: The student will be required to vacate his or her residence hall room for a given time with the understanding that the student may move back in at the conclusion of that period. The student must surrender his or her key(s) for the time of suspension of residency. Visitation privileges in the residence halls may be suspended. Financial credit is not granted during the suspension.
6. Residence Life – Termination from housing contract: The immediate removal of the student from residence halls results in forfeiture of fees and loss of visitation privileges in any university housing. In addition, this sanction could affect a student's future housing contract status with the Office of Residence Life and Housing (ORLH). A signed contract for future terms could be rescinded or a refusal to accept any future housing contract for a designated time could be imposed.

Appeals

Appeals are used for all conduct proceedings of the Student Code of Conduct. The Vice President for Student Engagement or disignate oversees appeals. An appeal shall be limited to a review of the documents associated with the conduct proceeding. Appeals are not a re-hearing of the Student Conduct matter. The burden of proof rests with the student to clearly demonstrate that an error occurred during the Student Conduct hearing process.

Request to appeal: The student must complete an appeal request form from the Student Engagement Division within five (5) business days of the issuance of the outcome letter. An appeal will be considered upon formal request and only used for one or more of the following reasons:

Due process: To determine if the conduct proceeding was conducted fairly in light of the charges and information presented, and followed procedures outlined in Student Conduct Proceedings section of this Standards of Conduct. This mainly includes:

a) Give the student respondent notice of Student Standards of Conduct violation allegations; and/or

b) Give the student respondent a reasonable opportunity to prepare and to present information and response to Student Standards of Conduct violation allegations appropriate to nature of case.

Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

Substantial information: To determine whether the decision reached regarding the student respondent was based on substantial information. This includes whether facts were sufficient to establish the violation of the Student Code of Conduct.

Appropriateness/Severity of sanction(s): To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct that the student respondent was found responsible to have committed.

New information: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Panel.

The Vice President for Student Engagement or designate will promptly consider the appeal. The Vice President or designate may affirm, reverse, and/or require that it be heard again by the original hearing body/person, or amend any conduct sanctioning. An appeal outcome letter from the Vice President or designate providing the decision of the appeal shall be sent to the student within five (5) business days after the review of the record is complete and is final.

Temporary dismissal during appeal process: The student respondent may not be allowed to continue enrollment or remain in campus housing during the appeal process. This is at the discretion of the Vice President for Student Engagement or designate in light of what he or she believes is in the best interest for the University community.

Streamlined appeal process: During breaks and vacation periods, the appeal process may be streamlined so as to efficiently adjudicate the matter in the best interest of the student and/or the University. The Vice President for Student Engagement or designate will alert the student if such a streamlined procedure is needed and/or appropriate.

Interpretation and revision

Any question of interpretation or application of the Student Standards of Conduct shall be referred to the Dean for Students or his or her designee for final determination. The Student Standards of Conduct shall be assessed and reviewed annually under the direction of the SED.

North Park Theological Seminary students

Theological Seminary Students at North Park are expected to uphold the policies, procedures, and Standards of Conduct of the North Park Theological Seminary Student handbook. Contact North Park University Theological Seminary for a copy of their Standards of Conduct.

OTHER POLICIES AND REGULATIONS

Academic Integrity

Statement concerning 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 from the University. 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 and definitions of academic dishonesty
Cheating on quizzes, tests, and examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

- Looking at an examination paper or answer sheet of another student.
- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.
- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

Plagiarism
Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to, the

following:

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism).
- Alteration of academic records
- Examples include, but are not limited to, the following:
- Changing documentation in Student Administrative (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

Sabotage
Examples include, but are not limited to, the following:

- Stealing, destroying or altering another's academic work (such as artwork, a computer program, a lab experiment or report, a paper, etc.).
- Hiding, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

Substitution
Using a proxy, or acting as a proxy, in an academic exercise. Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing homework assignments for another student.

Judicial procedures for cases of academic dishonesty
The instructor on becoming aware of a possible instance of academic dishonesty shall:

1. Notify the student of the charge against him or her.
2. Determine whether the student is guilty of an infraction; if so, report findings and a proposed penalty to the appropriate academic dean and to the student.

A student, staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate academic dean.

The appropriate dean, on receipt of the instructor's report, shall:

1. Inform the student, and receive his or her response.
2. Evaluate the instructor's report; upon finding concurrence, determine the appropriate penalty taking into consideration the instructor's recommendations.

3. Convene a meeting with the instructor and student, at which time the student shall be informed of the decision and his or her right to appeal.
4. Inform and provide a written copy of the final report to the dean of students and office of the provost.
5. Keep appropriate records of each case to its completion.

The student may:

1. Accept the decision and the penalty.
2. Appeal the decision to the Academic Judicial Committee. The written appeal must come within two weeks of notice of the decision.

Upon timely appeal, the Academic Judicial Committee shall be convened at a time determined by the appropriate academic dean. The committee shall consist of three faculty members appointed by the appropriate academic dean. At least one of these faculty members shall be from among faculty not currently teaching the charged student. At least one of these faculty members shall be from the division or school offering the course. The committee shall also include three student members nominated (together with two alternates) by the president of the Student Government Association. A seventh member of the Committee shall be the vice chair of the faculty, who shall preside and cast a vote in the event of a tie. The charged student has the right to challenge one student and one faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his or her committee and be done in writing. The student may have one advisor (student, staff or faculty) of his or her choosing to sit with them throughout the hearing. Witnesses will not be present for the entire hearing. The hearing will not be public.

The Academic Judicial Committee may:

- Reverse the finding and dismiss the case.
- Confirm the finding and the penalty imposed.
- Confirm the finding and alter the penalty.

The student may:

- Accept the decision of the Academic Judiciary Committee.
- Appeal to the provost of the University.

The decision of the provost shall be final.

One or more of the following penalties may be imposed once academic dishonesty has been confirmed (previous infractions will be considered in the imposition of such penalties):

- A record of the infraction placed in the student's permanent record file. A failing grade on the examination, paper, or project.
- A failing grade in the course.
- Suspension from the University for an appropriate period.
- Dismissal from the University.

- Exclusion from participation in the athletic, musical, and other extra-curricular programs of the University.

Academic leave or withdrawal

Leave of absence

Students may interrupt their education at North Park University for a period of no more than two consecutive terms by filing a leave of absence form with Student Administrative Services. The catalog requirements under which a student initially entered the University will continue to apply to students who either maintain continuous enrollment or who file for a leave of absence. Students who are absent for a period longer than two semesters must apply for readmission through the Office of Student Enrichment Services and Support. The catalog under which a student is readmitted to the University will govern the graduation requirements for that student.

Withdrawal

Any student finding it necessary to withdraw from the University must complete the withdrawal process. The withdrawal form is available at the Office of Student Administrative Services and must be signed by various college officials. The completed, signed withdrawal form should be returned to Student Administrative Services. Students withdrawing after the fourth week will have W (withdrawal) grades recorded for their courses. Students may be involuntarily withdrawn from the institution if they are determined by University officials to be a danger to themselves or others, or if their behavior or actions are incongruent with the values and mission of the institution. Students may be responsible for tuition, fees, and charges up to the point of withdrawal.

Students who wish to return to North Park should follow the applicant process for readmission found in the Admission, Financial Aid, and Billing section of the catalog.

Medical Withdrawal

Students may be granted a medical withdrawal from the University due to medical/psychological reasons through the Division for Student Engagement. The date of the withdrawal will be set by the Vice President or his or her designee. Medical withdrawals require appropriate medical documentation by a licensed health care practitioner or treatment facility. Medical withdrawals can be arranged in advance for the following semester.

The Vice President for Student Engagement or his or her designee will outline expectations regarding a student's time away from North Park University. If circumstances change during the medical withdrawal, modification of these expectations might occur. Students taking a medical withdrawal agree to the directives and recommendations for determining readmission eligibility set out by the Vice President for Student Engagement, his or her designee and/or Wellness Board, including any requirement for additional medical documentation at the time of the request for medical clearance. In some cases, continued treatment for a period of time may be required as a condition of readmission.

Clearance must be granted by the Division of Student Engagement prior to any action

taken on a readmission application submitted by a student who withdrew for medical/psychological reasons. The Vice President for Student Engagment or his or her designee will determine readiness to return to academic studies, sufficient health stability and grant clearance based on, but not limited to, the following:

- Review of medical documentation
- Written statement(s) from a licensed health care practitioner or treatment facility concerning (1) her/his health status, (2) ability to succeed as a student, or (3) directive(s) compliance

Clearance to reapply does not guarantee readmission. Students should not seek medical clearance until their health is stable. Subsequent requests for medical withdrawals for the same condition are reviewed with stricter standards and greater scrutiny.

Alcohol and controlled substances policies

In addition to the materials contained in this handbook, students should refer to North Park University's Office of Security annual Community Bulletin online for information on health risks and federal/state laws and sanctions regarding drugs and alcohol.

North Park University is committed to enforcing the requirements of the Drug-Free Workplace Act of 1988 and in doing so publicly commits to a drug-free and alcohol-free learning and work environment. North Park University is an alcohol-free (dry) campus, which means that alcohol is not allowed anywhere on campus or in conjunction with school sponsored events or programs.

In the State of Illinois, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. It is against Illinois law to sell or furnish alcoholic beverages to persons under the age of 21, as well as to sell alcoholic beverages without a license to any person. Although students age 21 or over are not prohibited from consuming alcohol off campus at non-University events, they may not enter the campus or University-sponsored event while intoxicated. North Park University expects its students to be sober while on campus. Any student, who after using alcohol and/or other substances, exhibits disruptive behavior, becomes physically violent or verbally abusive, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy. Any University employee, who upon observing consistent behavior patterns of alcohol or substance abuse, will express concern to the Dean of Students, who may make appropriate referrals for treatment, student conduct action, or counseling.

Assistance

North Park believes that rehabilitation is the preferred solution to drug and alcohol abuse. We are committed to the health, safety, and well-being of all employees and students. For this reason, students are encouraged to use the Center for Counseling Support and Health Services for assistance and/or referral. The responsibility for following through with treatment recommendations and referrals belongs to the individual. Participation in rehabilitation does not shield students from student conduct action for non-compliance with University policy.

Conduct sanctions

In addition to possible criminal prosecution by city, state and/or federal authorities for violations of law, students who violate North Park's policy concerning drugs and alcohol will be referred to the Dean of Students for possible student conduct action, up to and including dismissal depending on the severity of the case. A student's federal financial aid may be affected by violation of federal drug laws according to the Anti-Drug Abuse Act of 1988. At the time of the student conduct action, the Dean of Students will determine if an alcohol/drug abuse assessment or alcohol/drug education program is necessary. Payment to a referred treatment, education, or counseling program is the responsibility of the student in addition to fines issued as a conduct sanction.

Testing protocol to detect the use of alcohol and/or controlled substances

To ensure that compliance to the above drug and alcohol policies is maintained, and to provide an effective means of determining whether drug and/or alcohol abuse has occurred, the University has established a drug and alcohol testing protocol.

Drug and alcohol testing will take place when a student exhibits behavior that indicates there may be use of illegal drugs and/or persistent abuse of alcohol. Such "for cause" situations include but are not limited to:

- Erratic and or violent behavior
- Possession of drug paraphernalia
- Changes in behavior
- Evidence of physical symptoms associated with drug and/or alcohol use
- Sudden, unexplainable drop in academic performance

In consultation with the Vice President for Student Engagement , the triage members of the Wellness Board will make the final decision as to whether a test should take place.

The name of any student who is tested for drug use will remain confidential. Ordinarily, only those individuals specifically listed above and the student will be informed of the test and its result. Payment to the referred testing center is the responsibility of the student.

In addition to alcohol, the test will search for evidence of use of the following drugs and controlled substances:

Steroid Metabolites, Bolasterone, Fluoxymesterone, Nandrolone, Boldenone, Furazabol, Norethandrolone, Chlorotestosterone, Mesterolone, Oxandrolone, De hydro¬chloromethyltestosterone, Methandriol, Oxymetholone, Methenolone, Oxymesterone, Dromostanolone, Methandienone, Stanozolol, Ethylestrenol, Methyltestosterone, Testosterone, Diuretics, Acetazolamide, Chlorothiazide, Meolazone, Amiloride, Cyclothiazide, Polythiazide, Bendroflmethiazide, Dichlorphenamde, Quinethiazide, Benzthiazide, Ethacrynic Acid, Spironolactone, Bumetanide, Furosemide, Triamterene, Canrenone, Hydrochlorothiazide, Trichlormethiazide, Chlorothalidone, Methyclothiazide.

Additional Controlled Substances: Amphetamines, Marijuana, Opiates, Barbiturates, Methadone, PCP, Benzodiazepines, Methaqualone, Propoxyphene, Cocaine.

Outline of testing procedures

Testing shall be coordinated by the Health Services office. In addition to providing a specimen, the student will be required to sign appropriate consent forms. These forms will provide the student an opportunity to identify medication which may affect the analysis. A student who has been requested to undergo drug testing will be required to provide an appropriate sample within two hours of the request. Test results will generally be returned to the University within two to five business days of the date the sample is collected. During that period, the student may continue to participate in classes and other activities unless the reason underlying the request for testing itself warrants immediate action. The Vice President for Student Engagement or his or her designee will make the decision of the student's ability to continue participation.

Consequences of a positive test result

If a student tests positive for drug use, the student will be considered in violation of the North Park University Drug Policy and considered for conduct sanctions.

Consequences of refusing to take a test or tampering With a specimen

If a student refuses to submit to a test within the stated time period (including refusal to provide specimen(s) as directed, execute the consent forms, or sign or initial collection bottles, chain of custody forms, etc.), it will be treated as a positive test with the same consequences as outlined in the paragraph above.

If it is determined that a student tampered with a specimen, either by adulteration or substitution, the test will be treated as a positive test, and the student will be considered in violation of both the policy on unlawful drugs as well as subject to the University's policies regarding dishonesty as set forth in the current Student Handbook.

The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective consciousness of alcohol and drug use and misuse. It supports members of the community in their efforts to pursue treatment for addiction and to maintaining drug and alcohol-free lifestyles. It is also believed that adhering to sanctions in response to the negative consequences of alcohol and drug use is in the best interest of the individual and the community.

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 School of Adult Learning programs, will be assumed to be "dependent" unless a student notifies the Office of Student Administrative Services 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 him 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.

Records disclosure

North Park University maintains an educational record for each student who is or has been enrolled at North Park University. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereafter "Act") the following student rights are covered by the Act and afforded to all eligible students of North Park University:

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.
4. The right to secure a copy of North Park University record privacy policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by North Park University to comply with the provisions of the Act.

North Park University may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed are designated as "directory information" and may be released about any student for any purpose at the discretion of North Park University unless a written request for non-disclosure is on file: name, date and place of birth, dates of attendance, full- or part-time status, class, previous institutions attended, major field of study, awards, honors, and physical factors of athletes (height and weight).

Current eligible students may prohibit general disclosure in the directory by notifying the Registrar in writing within 10 calendar days after the first scheduled class day of each fall semester. North Park University will honor the request until notified or until the student is no longer enrolled. The student should carefully consider the consequences of any decision to withhold Directory information. Regardless of the effect upon a student, North Park University assumes no liability that may arise out of its compliance with a request that such information be withheld. Failure on the part of a student to request the withholding of directory information shall be deemed the student's consent to disclosure.

Any questions concerning the rights and responsibilities under the Family Educational and Privacy Act of 1974, as amended, should be referred to the Office of Student Administrative Services.

Grievance

Grievance procedures

The process for addressing student grievances varies depending on the subject matter of the grievance. However, in all instances, it is important that grievances be presented promptly. A failure to comply with the timing requirements described in the grievance procedures below is grounds for denial of the grievance.

Academic grievances

The process outlined below applies to any grievance involving academic issues other than allegations of academic dishonesty. The procedure for addressing allegations of academic dishonesty is set forth in the section on academic integrity.

Step 1. The grievance shall first be presented to the responsible faculty member for resolution. The grievance should be presented promptly and in no event later than five days after it arises. The grievance may be presented orally. The faculty member should investigate the relevant facts, as needed, and respond promptly.

Step 2 (College of Arts and Sciences only). If the student is not satisfied with the faculty member's response, the student may appeal to the department chairperson within five days. The appeal may be presented orally or in writing. After consultation with the responsible faculty member, the department chairperson will communicate his/her determination or proposed resolution.

Step 3. If the student is dissatisfied with the response, the student may appeal to the Associate Dean, Division Director, or Dean with responsibility for the class out of which the academic grievance arose. The appeal must be taken no later than five days after the preceding response and shall be in writing. he appeal shall identify the issue, describe the prior steps taken to resolve the grievance, state the responses received at earlier steps, and set forth all the facts supporting the grievance, including any related documentation. The applicable Associate Dean, Division Director, or Dean will conduct any investigation deemed necessary, consult with the responsible faculty member, may request both the student grievant and the faculty member to jointly meet with the Associate Dean, Division Director, or Dean, and will promptly render a decision. In the event of a meeting, the student may request the assistance and presence of another member of the North Park Community.

Step 4. If the student remains dissatisfied with the decision, the student may appeal to the Office of the Provost. The appeal must be taken no later than five days after the decision at Step 3 and shall be in writing. The appeal must summarize the decision at Step 3 and explain why that decision is being challenged. Copies of the step 3 appeal, any written response, and any other related documentation shall be provided. The Office of the Provost shall make a decision based upon the record presented, and any additional investigation the Provost deems appropriate. The decision of the Provost shall be final and binding.

Housing grievances

The process outlined below applies to any grievance involving the interpretation of residence hall rules or the conduct of another resident or student visitor in the resident

hall other than matters which are the subject of student conduct proceedings. Student conduct proceedings are discussed above in the section titled "North Park University Student Standards of Conduct". At each step of the grievance process, the applicable University official may issue an Incident Report and refer the issue for student conduct proceedings. Such a referral will terminate the grievance process.

Step 1. The grievance shall first be presented to the Resident Assistant for resolution. The grievance should be presented promptly and in no event later than five days after it arises. The grievance may be presented orally. The Resident Assistant should investigate the relevant facts, as needed, and respond promptly.

Step 2. Unless the grievance has resulted in the issuance of an Incident Report, a student who is not satisfied with the Resident Assistant's response may appeal to the Resident Director within five days of the Resident Assistant's response. The appeal shall be in writing, and identify the issue, describe the prior steps taken to resolve the grievance, state the responses received at earlier steps, and set forth all the facts supporting the grievance, including any related documentation. The Resident Director will conduct any investigation deemed necessary, consult with the relevant Resident Assistant, may request the student grievant and the person who is the subject of the grievance, if any, to jointly meet with the Resident Director. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park Community. The Resident Director will promptly render a decision.

Step 3. Unless the Resident Director's decision results in the issuance of an Incident Report, a student who is not satisfied with the Resident Director's response may appeal to the Director of Residence Life and Housing. The appeal must be taken no later than five days after the decision at Step 2 and shall be in writing. The appeal must summarize the decision at step 2 and explain why that decision is being challenged. Copies of the step 2 appeal, any written response, and any other related documentation shall be provided. The Director of Residence Life and Housing shall make a decision based upon the record presented, and any additional investigation the Director deems appropriate. The decision of the Director of Residence Life and Housing shall be final and binding.

Miscellaneous grievances

The process outlined below applies to any student grievance involving a matter for which no specific grievance or appeal process is provided, including appeals of decisions that a complaint pursuant to the Policy Against Harassment, Discrimination, or Retaliation is not substantiated prior to a full hearing on the complaint. Grievances challenging decisions or actions by the Vice President for Student Engagement proceed directly to step 2.

Step 1. The grievance shall be presented, in writing, to the Vice President for Student Engagement or designee. The grievance should be presented promptly and in no event later than five days after it arises. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Vice President for Student Engagement

or designee will conduct any investigation deemed necessary and may request the student grievant and the person who is the subject of the grievance, if any, to attend a joint meeting. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park Community. The Vice President for Student Engagement or designee will promptly render a decision.

Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the President of the University. The appeal must be taken no later than five days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached. The President shall determine the appeal based upon the record presented, and any additional investigation the President deems appropriate. The decision of the President shall be final and binding.

Individual facility regulations

There are specific regulations that govern 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.

Marriage of undergraduate students

Students who decide to marry during their undergraduate career often find that the rigors of academic work are not compatible with the stresses of the first years of marriage. For this reason, students are asked to give serious thought and prayerful consideration to the idea of getting married during their undergraduate years. Students are also encouraged to talk with their parents or legal guardians in addition to seeking the advice and counsel of the campus pastor and/or a counselor.

Note: Student housing is not available for married students. Moving off-campus due to the lack of available on-campus housing may result in a significant loss of financial aid. Students should keep this in mind when making the important decision to get married.

Policy Against Discrimination, Harassment and Retaliation

North Park's Policy Against Discrimination, Harassment and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy is attached as Appendix A.

Residence Life and Housing policies

Application for University housing: All housing applicants must complete and sign a University housing contract and submit it to the Office of Residence Life and Housing

(ORLH). Once a student signs the University housing contract, the student commits to being a resident in University housing until a student is released from the University housing contract based on the stipulations listed in the University Housing terms and conditions. Please see the University housing terms and conditions for information regarding the room and board refund schedule.

University housing contract: The University housing contract is a legal document. Residential students shall carefully read both sides of the document and retain a copy for future reference.

University housing requirement: Office of Residence Life and Housing (ORLH) maintains residence halls and other facilities on the campus which accommodate approximately 70 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(s) or legal guardian(s) within 30 miles of campus, those registered for fewer than 12 credit hours, those 22 years of age prior to September 1 of the academic year, those with senior status (90+ credits), 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 (DRLH).

Housing is generally not available for part-time undergraduate students, undergraduate students over the age of 24, single undergraduate students with children, or married undergraduate students. Students in these categories are encouraged to find housing independent of the University.

Alcohol policy for University housing (North Park University Community Standard 2.3)

Sale, possession, consumption and service of alcoholic beverages by any individual (students and guests), regardless of age, is prohibited on North Park University campus, University student housing and all other properties. This includes accordance with Illinois State Law that prohibits the above of persons under the age of 21. Students not consuming but in the presence or under the influence of alcohol are also subject to conduct action. If found, students and/or guests must dispose of all alcohol present when asked.

Alcohol paraphernalia is prohibited. This includes, but is not limited to:

- Alcohol signs, posters, and calendars
- Clothing such as T-shirts, hats, and various trinkets,
- Any empty alcohol-drinking devices and collections, including containers, funnels, flasks, bottles, and cans
- Other items deemed inappropriate by the University and/or ORLH staff.

Students and guests are expected to uphold the North Park University alcohol policy.

Children in University housing: Infants and children age ten (10) and under are not allowed in any area of the student residential facility, including University classrooms and residential students' private rooms. Children are not allowed visitation or childcare services by residents in University student housing. Visitation exceptions

include family visit days, during the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the ORLH), and during Admissions Office guided campus tours. *Note:* Children on campus should always be accompanied by a parent or legal guardian.

Cleanliness and sanitation: All residents must maintain satisfactory sanitation and safety standards in their living areas. Residents are not permitted to sweep dirt, trash, or waste out of doors or throw such items from windows or balconies. In addition, letting dirty dishes/laundry pile up, spoiled or otherwise inedible foodstuffs accumulate, or the creation of any unsanitary condition is prohibited. Clotheslines are not permitted on apartment balconies.

Cohabitation: The University does not allow any persons who are not assigned by ORLH, regardless of sex, to live in any residence hall, campus apartment, or house (or in any combination of campus housing units) on a long-term or permanent basis. Students of the opposite sex are not assigned and may not arrange to live together in University housing.

Courtesy and quiet hours: Residential students and their guests are expected to be considerate of other residents within and outside University residences by keeping noise at a reasonable level at all times. Quiet hours are observed in all residential spaces from 11:00 pm to 8:00 am each day.

Damages: Residential students will be billed for all room damages and common area damages. Billing will be made at the end of each semester or at the time of the incident.

When a student takes possession of the room, the residential student will receive a Room Condition Report on which the condition of the room and the items in it has been noted. Major changes from the move-in notations upon checkout will indicate that the damage is the resident's responsibility and will be billed accordingly. It is to the residential student's advantage to check to ensure that the Room Condition Report is as specific as possible.

Damages in the public (formal and lower lounges) and semi-public areas (shower rooms and bathrooms) of the hall are charged to individuals or groups when responsibility can be established. When the individuals responsible cannot be determined, the entire apartment, floor, hall, house, room, or wing is assessed for repair or replacement costs. Damage to the hallways, bathrooms, etc., on each floor will be assessed to the residents of that floor. Individual room damage is assessed to one or both roommates.

Residential students shall be responsible for any damage done by, and caused by, non-resident visitors. Non-students who damage University property will be subject to arrest. Their host will be held responsible for repair bills. Any damage to a residential student's personal property by either another student or a non-student is a civil matter. University conduct proceedings may also take place.

Electrical appliances: No electrical appliances with exposed heating elements are permitted in college residence facilities. All appliances must be in good working order and UL-approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances,

including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. The Director of Residence Life and Housing must approve appliances using significant amounts of power or a large number of appliances in a student room. Refrigerators of more than five cubic feet are prohibited. The University may add or remove authorization of an item based on additional information or risk.

Furniture: Students may not remove any furniture from room lounges, study rooms, or student rooms. Students doing so may be charged with theft. In addition, all University property (including headboards of beds) must remain in student rooms at all times.

Guest policies for University housing: The right of a residential student to live in reasonable privacy, to free access to the space at all times, to study, and/or to sleep takes precedence over the right of his or her room-, apartment-, or house – mates' abilities to exercise guest visitation in the space. Residential students should consult with their roommate(s) before guests are invited into the space. Guests and/or visiting students are expected to be considerate of others in the University residences and be quiet when entering/exiting the University residence.

Guests are defined as non-North Park students who are visiting a residential space. Visiting students are defined as other North Park students who are currently enrolled in the University. Students who are not currently enrolled in classes are defined as guests.

Guest limit: In any case, excluding the assigned occupants, individuals in any residence hall room shall not exceed four (4) persons; any residence apartment shall not exceed six (6) persons; and shall not exceed ten (10) persons in any residence house. For events hosted at a house where more than ten (10) persons may attend students must seek written approval by the Director of Residence Life and Housing. There shall be no more than five (5) people gathered on a porch at any given time. The University reserves the right to require guests to leave immediately upon request.

Guest and visiting student sign-in procedure for University residence halls and Park North apartments:

1. Guests and visiting students must sign in at the front desk and leave a valid form of photo identification (a current North Park University ID, driver's license, or state identification card) to be picked up upon departure. The host and guest/visiting student must check in at the front desk together.
2. The guest/visiting student will receive a guest slip, which must be carried at all times. Hosts must accompany their guests/visiting students at all times and are accountable for their guests/visiting students actions.
3. The guest/visiting student and host must return to the desk together to check out. Failure to check in and/or out guest/visiting student(s) will result in, but not limited to, a possible loss of visitation privileges, fines, or other student conduct sanctions at the discretion of the hearing officer.

If a desk worker is not present, the residential student must call the Campus Center Desk at (773) 244-6200 to request a duty supervisor to obtain a guest pass.

Guest visitation hours (for all guests and for visiting students of the opposite sex):

- Residence halls: Sunday–Thursday: 10:00 am–12:00 am (midnight); Friday – Saturday: 10:00 am–2:00 am
- University apartments and houses: Sunday –Thursday: 10:00 am– 2:00 am; Friday – Saturday: 10:00 am– 4:00 am

Visiting students of the same sex may visit 24 hours. However, any visiting student who will be staying overnight must follow overnight visitation procedures (below).

Overnight visitation: Residential students of University residence halls or apartments may host two overnight guests at least 11 years of age or older and of the same sex provided they have the consent of their roommate(s). Guest must be registered as outlined in guest sign-in procedure for University Residence halls and Park North apartments. No overnight guest shall be hosted for more than 3 days consecutively and 6 days total within a 30-day period in any residence hall, campus apartment, or house (or in any combination of campus housing units). Any exception to this must receive prior written approval from the DRLH.

Health and safety inspections: All on-campus housing residential areas will be periodically inspected for cleanliness, fire safety equipment, maintenance, and sanitation issues. Advanced noticed will be given prior to each inspection. Inspections can occur with or without your presence. If an inspection occurs without your presence, a note will be left explaining the purpose of entry, along with the date and time of entry and any noteworthy outcomes of the inspection.

Lock changes: Residential students may request lock(s) to changes to his or her residence hall room, apartment, or house. A resident must report the loss to the ORLH. A charge of $50 per lock will be assessed and the receipt must be taken directly to Physical Plant during regular business hours. A member of the Physical Plant staff will replace the lock within ten (10) days of the time the receipt was presented to the Physical Plant. When the lock is replaced, new keys will be issued to the residents of the room, apartment, or house. The residential student(s) residing in the living unit are responsible for the security of their room, apartment, or house until as the lock(s) can be replaced and for informing his or her roommate(s) of the lock replacement request. *Lost keys:* Residential student must replace lost room, apartment, house, stairwell, laundry and/or mailbox key(s) within three (3) days to the ORLH. A charge of $25 per key will be assessed and the receipt must be taken directly to Physical Plant during regular business hours, who in turn will issue the appropriate replacement key(s).

Lost North Park University ID: Residential student must report a missing North Park University ID as soon as possible to Student Administrative Services or Campus Security. Once reported, the ID will be deactivated so it can no longer be used. Residential students must purchase a new ID at Student Administrative Services for a $10 fee. If the lost ID is found before purchasing a new ID, residential students may ID bring it to Student Administrative Services to have it reactivated.

Lock-outs: Students are responsible for making sure that their residence is secure and

carry their keys/ID cards with them in order to prevent being locked out. If a student is locked out, a ORLH staff member or Campus Security may assist them. Each student is allowed one "free" lock-out per semester. Students may be fined five dollars ($5) for every lock-out that occurs thereafter.

Repairs: To request maintenance service, a residential student must contact a floor RA or building RD. A resident need not wait in the hall room, apartment, or house for a maintenance staff member. Whenever a residential student request maintenance service, it gives the staff permission to enter the hall room, apartment, or house and make necessary repairs. It is the residential student's responsibility to follow up with the RD if repairs are not completed in a timely manner. Maintenance staff service will only occur during the University housing visitation hours.

Residential student rights and responsibility: North Park University expects residential students to uphold all applicable community standards and exercise good judgment in planning and promoting activities. Rights, responsibilities, policies, proceedings, and sanctions within the Student Standards of Conduct apply to residential students.

Violation(s) of the Residence Life and Housing polices may result in conduct proceedings being initiated against the residential student. Consequently, the University may deny or restrict the activities and/or privileges of residential students. Residential students are responsible for assuring their residential guest(s) is compliance with community standards and are accountable for their guests' actions as outlined in the Student Standards Conduct. The Residence Life and Housing policies apply to North Park University residential students and all guests when visiting University housing.

Safety: While the University's housing and residences are safe and well supervised, a resident still assumes the normal risk associated with living in campus housing; possessions can at times be accessible to other resident students and visitors, and residents assume full responsibility for their possessions and valuables. Students should keep rooms and apartments locked at all times, as the University does not assume responsibility for a residential student's personal possessions.

Soliciting: (North Park University Community Standard 2.14) The University forbids soliciting on all North Park University property to ensure the safety and privacy of residential students. Solicitors should be reported immediately to the front desk or a staff member. Should a residential student desire to sell anything, the resident shall see the ORLH to make arrangements for an appropriate bulletin board campaign. Public areas may not be used for group gatherings solely designed to demonstrate/solicit for specific products.

Staff: University housing is under the direction of the Director of Residence Life (DRLH). A full-time Resident Director (RD) resides in each living area and is assisted by trained student Resident Assistants (RAs), Student Desk Managers (DMs), and Desk Attendants (DAs). The ORLH staff provides supervision, advice and referral services, programming, discipline/accountability to campus policies, and general assistance for residential students.

Staff on duty

RA on duty: A RA is on call from 7:00 pm to 7:00 am every night. During this time, RAs are present in the living area and are available by phone. In the case of an emergency, an issue concerning safety, or a lock-out, students may contact an RA for assistance in one of two ways:

1. Residents may page the RA as listed for the respective living areas. After you dial the number, you will be prompted to dial a number where you may be reached. The best number to dial would be an on-campus extension, but if that is not possible, a cell-phone number may be inserted. The RA will then call you at that number soon after you page him or her.

   Anderson Hall Desk: (773) 244-4600

   Burgh Hall Desk: (773) 244-4610

   Ohlson House Desk: (773) 244-4630

   Park North Desk (also used for Sawyer Court): (773) 244-4640

   Sohlberg Hall Desk: (773) 244-4620

   Students in apartments and houses can reach their RA on duty by calling Burgh Hall Desk.

Residential students are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident should request to contact the RD on call. If necessary, a resident may contact the ORLH during business hours at (773) 244-5555. In an emergency situation, a residential student should contact the University Security at (773) 244-5600.

Resident Director on duty: A Resident Director (RD) is on call 24 hours a day. During business hours (8:30 am to 4:30 pm Monday through Friday), RDs can be located in their office during the hours posted. RDs also have voicemail and email contacts posted where residential students are encouraged to leave messages. After hours, RDs can be contacted through the RA or the front desk of all halls and apartments.

Storage: North Park University does not have storage available for any items during the school year or over the summer. Residents are responsible for securing storage at an off campus facility if needed.

Unauthorized items: As a part of the North Park community, residents' private property or decoration within their residential space must not be in violation of campus policies. Residents are restricted having the following items:

- Washers and dryers
- Air conditioners
- Animals/pets (only small fish allowed)
- Candles and incense
- All type of grills (including George Foreman)
- Halogen lights
- Hookahs

- Hot plates, toasters, or toaster ovens (no open coils)
- High-intensity light bulbs
- Nails and screws of any size for use on the walls, ceilings, floors, or any University-owned furniture
- Microwaves
- Space heaters
- 5-light floor lamp with colored shades

Search and seizure policies

Students are subject to search by authorized University personnel when there is probable cause to believe that the student is in possession of 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 are: professional members of the Division of Student Engagement (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.

APPENDIX A

Policy Against Discrimination, Harassment, and Retaliation

As a Christian institution of higher learning supporting the mission and embodying the faith heritage of the Evangelical Covenant Church, North Park University desires to have a campus community "which truly values people and is characterized by integrity, diversity, collegiality, fairness, compassion and joyful living."1 The University is committed to providing and maintaining a welcoming environment, and will not tolerate discrimination, harassment, retaliation, or any form of intimidation by any person in any form directed against students, faculty or staff of the institution. The institution will take prompt and appropriate action when complaints of discrimination, harassment, or retaliation are registered, including appropriate disciplinary action up to dismissal against the perpetrator, if the complaint is substantiated and such discipline is deemed necessary.

Enforcement of this Policy will be coordinated by the Director of Human Resources, who shall serve as Equal Opportunity (EO) Coordinator. The EO Coordinator is responsible for seeing that institutional procedures are followed in investigating all allegations or complaints of discrimination, harassment, or retaliation involving faculty, staff, students, and campus visitors.

Discrimination prohibited

Discrimination is defined as unequal, adverse treatment of an individual because of his or her race, color, national origin, sex, age, disability, veteran's status, or other protected status, as those terms are defined by applicable local, state, and federal law. For instance, different treatment of two similar individuals with respect to hiring, pay, opportunity for advancement, admission to the University as a student or educational opportunity after admission constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals. Harassment based on any protected characteristic also constitutes discrimination. Discrimination on the basis of sex is prohibited by Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106, and other laws. State and federal law also prohibit discrimination on the basis of each of the above enumerated characteristics. It is University policy to comply with all of these laws. However, as a religious institution, North Park University reserves the right to make hiring and employment decisions on the basis of religious beliefs or lifestyle consistent with the religious principles espoused by the Evangelical Covenant Church and as permitted by applicable law.

Retaliation prohibited

Retaliation is defined as adverse action against an individual who has (1) complained about alleged discrimination, harassment, or retaliation, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or

1 Excerpted from North Park University Strategic Plan, dated February, 1998.

witness in a court proceeding or administrative investigation relating to such allegations. Retaliation is prohibited by state and federal law and violates University policy.

Harassment prohibited

North Park University strives to be a community in which all persons are treated with respect. Any form of harassment is contrary to this goal. Harassment tends to target one or more personal characteristics of the person(s) being harassed. Oftentimes, it focuses upon readily identifiable attributes such as race, color, national origin, sex, age, disability, etc. However, it may also focus upon beliefs or perspectives, such as religion, politics, or lifestyle. Harassment, regardless of its nature, involves unwelcome verbal or physical conduct that implicitly or explicitly demeans an individual or group based on such personal characteristics, and:

- Affects tangible job or education benefits
- Interferes unreasonably with the education, work or other institutionally sponsored activity of a student, employee, or campus guest
- Creates an intimidating, hostile, or offensive environment for education, work, or other institutionally-sponsored activity.

North Park University will not permit harassment and considers harassment based on race, color, national origin, religion, sex, age, disability, veteran's status, or other protected status as those terms are defined by applicable local, state, and federal law particularly intolerable. Although the University does not permit harassment of any person for any reason, this does not imply institutional approval of all beliefs or lifestyles. North Park University's institutional position on these matters is necessarily congruent with our sponsoring denomination, the Evangelical Covenant Church.

Racial and ethnic harassment defined

North Park University aspires to be a multicultural community of learning. In order to make this goal a reality, we need to develop sensitivity to, and an educated awareness of, each other's cultures, nationalities, and ethnic differences. Demeaning or harassing comments or acts which are racially or ethnically motivated are contrary to the spirit and goals of the North Park University community.

Harassment on the basis of race, color, or national origin can include verbal or physical behavior that explicitly or implicitly demeans the race, color, or national origin of an individual or individuals. Examples of racist or ethnically insensitive harassing conduct include, but are not limited to:

1. Verbal assaults that demean the color, culture, or history of any person or persons, and/or that perpetuate false stereotypes. Examples include name-calling, racial slurs, slang references, and ethnic jokes.
2. Nonverbal behavior that demeans the color, culture or history of any person or persons and/or that perpetuates false stereotypes. Such behaviors may include gestures, portrayals, graffiti, or acts of exclusion.
3. Intimidation through threats of force or violence or threats of interference with an individual's education, work, or other activity.

4. Physical contact or assault because of an individuals' race, color, or national origin.

Harassment on the basis of sex defined

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Harassment on the basis of sex includes (1) verbal or physical behavior that explicitly or implicitly demeans the gender of an individual and (2) sexual harassment. In the employment context, the EEOC, which enforces Title VII, defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individuals; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

In the education context, sexual harassment may be defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment of a student when submission to or rejection of the conduct by an individual is used as the basis of academic decisions affecting the student or the conduct has the purpose or effect of unreasonably interfering with the student's academic performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a pay raise by submission to sexual advances. The suggestion or advance need not be direct or explicit—it can be implied from conduct and circumstances. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one, particularly where the attempts involve an abuse of power. The potential for abuse of power is inherent in certain relationships, such as professor and student, or supervisor and subordinate. Members of the North Park community who hold positions of authority should be especially vigilant to this inherent risk in certain relationships and situations.

Harassment on the basis of sex can range in severity from sexist remarks, unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, to serious physical abuses such as sexual assault and rape.

The following list illustrates, but does not exhaust, the possible forms of harassment on the basis of sex. The examples are generally arranged in ascending order of severity.

1. Behavior that draws unwanted attention to the gender or sexual identity of another person, such as whistling, leering, or ogling, in such a way as to create a hostile environment (e.g., through repetition or in combination with other forms of harassment).

2. Communication (verbal or non-verbal) which creates a hostile environment. Examples of such behavior, when repeated or pervasive, include unwelcome compliments about appearance, unwelcome requests for personal relationships (e.g., a date), comments with sexual innuendo, obscene gestures, insulting humor or jokes, crude language, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, questions regarding sexual practices, derogatory or demeaning comments about women or men in general, whether sexual or not, displaying objects or pictures which are sexual in nature, sexually-oriented kidding, teasing, or flirting. While a single instance of such communications does not create a hostile environment, repeated communications of this nature can create a hostile environment.
3. Verbal threats, directed at a person individually or as a group member.
4. Unwanted advances including sexual propositions, touching, patting, pinching, caressing, kissing, or brushing against another's body without threat of punishment for non-compliance and without promise of reward for compliance.
5. Unwanted advances including the types of behaviors mentioned above in number 4, whenever they are accompanied by promised rewards or reprisal for lack of cooperation. For example:
   - When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
   - When submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual
6. Assault, physical violence, or coerced sexual contact.

Preventive action

Many instances of perceived harassment may be the result of misunderstandings or miscommunications. Sometimes individuals unwittingly make insensitive or careless statements or exhibit behaviors that you may find offensive but that are not intended to give offense. In such circumstances, ongoing problems may be avoided or prevented by early and direct discussion with the offending party. During any such discussion you should make clear to the offending party that such remarks and/or behaviors are unacceptable to you. Several approaches can be used:

- Verbal confrontation: Explain why you view the particular comments or behaviors as offensive. Be firm and direct; make it clear that the comments and/or behaviors are to stop.
- Written communication: Write a letter to the offending party in which you give a detailed description of the unacceptable comments and/or behaviors. Explain how these incidents make you feel. State that you want the comments/behaviors to stop.

If these measures fail or if you are not comfortable discussing the matter directly with the offending party you should pursue the alternatives below. You have the right to proceed directly to file a complaint or confer with an advisor or administrator without

first engaging in direct preventive action.

Seeking advice and mediation

Members of the North Park University community who believe they have been subjected to discrimination, harassment, or retaliation may seek the assistance of the EO Coordinator (Director of Human Resources), the Deputy EO Coordinators (Dean of Students and Dean of Seminary Students and Community Life), other administrators (deans, vice presidents, the Provost, and the President), or residence administrators. Each of these resources will either direct you to the appropriate University official with whom to discuss your complaint or in some circumstance discuss the complaint and options with you.

You may seek general guidance without identifying the person who is the subject of the concern. In that circumstance, the discussion will be entirely confidential and no action will be taken by the University. If the person is identified, the University may undertake an investigation regardless of whether you wish to initiate a complaint because of the University's obligations to all members of its community.

Complaint procedures for discrimination, harassment, and retaliation complaints

Any person who is a member of the North Park University community and believes that he or she has witnessed, or been subjected to, discrimination, harassment, or retaliation, by any other member or members of the University community (including campus visitors) may file a complaint. Complaints may also be initiated by administrator based upon information they receive. Complaints should be made promptly in order to help assure a just and appropriate determination.

If the subject of the complaint is a student, the complaint should be made either to the Dean of Students or to the Dean of Seminary Students and Community Life as appropriate. If the subject of the complaint is a member of the faculty or staff, the complaint should be made to the Director of Human Resources. If the person bringing the complaint is uncomfortable complaining to the individuals and offices identified above or is otherwise unclear as to where a complaint should be made, guidance may be sought from any Dean or Vice President within the University or the Director of Human Resources.

The EO Coordinator (in consultation with one or more Deputy Coordinators) will determine whether the complaint should be handled through the informal complaint procedure or immediately pursued through the formal complaint procedure. This determination is made based on the severity of the alleged offense and whether or not there is a previous history of complaints against the accused.

Informal complaint procedure

1. The EO Coordinator or appropriate Deputy Coordinator will attempt an informal resolution of the complaint directly and privately with the person complained against, maintaining the anonymity of the complainant if he or she requests it, to the degree possible,

-OR-

2. The EO Coordinator or appropriate Deputy Coordinator and the complainant will

seek an informal resolution of the complaint by meeting together with the subject of the complaint.

Note: The latter approach will be taken only if the complainant agrees. In either approach, the official will help to clarify the parameters of appropriate conduct.

3. Each party may be accompanied in the informal procedures by an advisor of his or her own choice from the University community.
4. An informal complaint will be considered to have been resolved when all parties have stated their acceptance of the outcome of this procedure in writing to the official who has directed the procedure. It should be noted that in some instances (e.g., where the conduct in question has the potential to affect other members of the community), the institution may determine that further action is necessary despite the parties' resolution of the issue.

Formal complaint procedure

When it has been determined that the Formal Complaint Procedure should be followed, a preliminary investigation of the facts shall be conducted by the responsible coordinator (or designee) to determine whether there are grounds for further action. If the subject of the complaint is a seminary student, the Dean of Seminary Students shall be the responsible coordinator. If the subject of the complaint is a student outside the seminary, the Dean of Students shall be the responsible coordinator. If the subject of the complaint is a member of the faculty or staff, the Director of Human Resources shall be the responsible coordinator.

If the responsible coordinator determines there are grounds for further action, the responsible coordinator will:

1. Notify the subject of the complaint of the allegations.
2. Offer the complainant an opportunity to present all information supporting the complaint.
3. Endeavor to interview any witnesses identified by the complainant.
4. Offer the subject of the complaint an opportunity to present all information in his or her defense.
5. Endeavor to interview any witnesses identified by the subject of the complaint.
6. Determine, based on all the information presented, whether the complaint is substantiated.

If the responsible coordinator determines that the complaint is not substantiated, the responsible coordinator will inform the complainant and the subject of the complaint of the determination and shall close the investigation. If the complainant disagrees with the determination, he or she may appeal the decision utilizing the grievance procedures set forth in the student handbook, staff handbook, or manual of academic personnel policies, as appropriate based on the status of the complainant.

If the responsible coordinator determines that the complaint is substantiated, the responsible coordinator will identify appropriate corrective action, including, but not limited to, sanctions against the subject of the complaint.

1. If the subject of the complaint is a staff member, the Director of Human Resources will determine the sanction in consultation with the staff member's supervisor and any other University official deemed appropriate. An appeal of the sanction may be taken to the appropriate Dean or Vice President at Step 3 of the Grievance Procedure set forth in the Staff Handbook.
2. If the subject of the complaint is a student, the responsible coordinator will determine the sanction.

   a. If the sanction is severe (i.e., suspension or dismissal), the responsible coordinator will refer the matter for hearing before the student conduct panel, except that any hearing will be private and the responsible coordinator will serve as Panel Chair. Any appeal shall be taken to the vice president responsible for student engagement. Grounds for appeal will be limited to substantial due process issues and whether there was adequate information to support a finding of responsibility.

   b. All other sanctions will be levied directly by the responsible coordinator, but the decision will be subject to the grievance process set forth in the student handbook.
3. If the subject of the complaint is a faculty member, the Director of Human Resources will determine the sanction in consultation with the Provost.

   a. If the sanction is severe (i.e., suspension or dismissal), the Provost will proffer charges pursuant to Section 7.1.5.2 of the manual of academic personnel policies. A determination whether the severe sanction will be imposed will be made utilizing the procedures in the remainder of Section 7.1, except that any hearing will be private and the Director of Human Resources will assist the Provost throughout the proceeding.

   b. All other sanctions will be levied directly by the Provost. An appeal may be taken to President utilizing the grievance procedure in the manual of academic personnel policies.

Note: If the subject of the complaint is the decision-maker outlined in the procedure above, or in any other circumstance in which a change in identity of investigators or decision-makers is warranted, the President may appoint other appropriate senior-level administrators to hear the complaint and the defense, and to determine appropriate discipline, if any.

During the pendency of the Formal Complaint Proceeding, the University, at its discretion, may take temporary measures to ensure the integrity of the proceeding and to safeguard the University community. Such measures may include limiting or suspending access to University facilities and events or regulating continued interaction between the complainant and the subject of the complaint.

Records of proceedings

An official confidential record will be kept of all informal and formal complaints. The record will ordinarily consist of a statement of the complaint itself, a list of meetings and conversations that comprised the procedure (identifying the time and place of

meetings and the participants) and a statement by the administrative officer directing the procedure as to the resolution of the complaint. All materials and records shall be confidential to the degree possible, and shall be maintained separately from regular personnel or student files. However, in the event that a complaint is substantiated, documentation reflecting any resulting discipline may be placed in the offending person's disciplinary or personnel file, and the complainant notified, if such notification is consistent with applicable law.

Rights and obligations of the parties

Allegations of discrimination, harassment, or retaliation are generally sensitive in nature, can have a far-reaching impact and may result from differing perceptions. Accordingly, it is imperative that such allegations be treated confidentially by the individuals involved and be determined by an objective, informed third party if they are not resolved privately. To this end, it should be stressed that allegations should not be publicly disseminated. At the same time, any effort to intimidate the complaining party or a witness by any means, including confrontation outside this procedure, is prohibited. The University community will not tolerate retaliation against or intimidation of those who, in good faith, make complaints, participate in an internal investigation, or participate in an outside agency or court case, just as it will not tolerate the misuse of such complaints or this procedure for an improper purpose. Our collective goal is to ensure that our community is one where all members can work, live and learn with dignity and in freedom.

Outside remedies

Nothing in this policy is intended to restrict an individual's right to pursue legal remedies in any agency or court and a person is not required to use this complaint resolution procedure before pursuing outside remedies. The right of a member of the North Park University community to equitable resolution of complaints under this policy is not withdrawn by the individual's concurrent pursuit of legal remedies, such as the filing of a charge or legal complaint with federal, state, or local agencies. However, external proceedings may take precedence over internal procedures in those instances where access to all relevant information is limited as a result of the external proceeding.

Lives of Significance and Service

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