

NORTH PARK THEOLOGICAL SEMINARY STUDENT HANDBOOK

Welcome to North Park Theological Seminary! This handbook is a companion to the NPTS Catalog and the Academic Handbook (available through the North Park website), and contains further information regarding seminary life, including policies, procedures, services, and opportunities. Please be sure to familiarize yourself with these documents, as you are responsible for the information they contain. They will also provide valuable information to help you make the most of your time at North Park.

If you have any questions regarding the information contained in this handbook, please contact Seminary Student Services.

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CENTERS, ORGANIZATIONS AND COMMITTEES

The Center for Spiritual Direction

The Center for Spiritual Direction began in 2005 with its first cohort of 20 participants. During three one-week summer intensives and two year-long practicums, students may earn 15 credits and a Certificate in Spiritual Direction. In year one, participants begin by discerning and affirming their call and giftedness to the ministry of spiritual direction. In addition to course work, receiving and giving direction are core requirements of the program. Visit the website for more information.

The Center for World Christian Studies

The Center for World Christian Studies (CWCS) is a cooperative venture between North Park Theological Seminary (NPTS) and the Department of World Mission of the Evangelical Covenant Church. CWCS exists to engage students, missionaries, national church leaders, pastors and congregations together in intercultural biblical reflection, promoting God's mission among people around the world. In addition to regular course offerings that fulfill church and world core requirements in the NPTS curriculum, this engagement is facilitated by offering guidance for NPTS and NPU students discerning God's call on their lives for participation in cross-cultural mission and ministry.

The Center also provides training opportunities, assessment and evaluation tools, and support resources to churches, mission pastors, and mission committees who send missionaries directly from their local congregations. It connects non-western scholars within the Covenant mission network with the academic, social and spiritual life of the North Park community. It encourages each student and faculty at NPTS to participate in international cross-cultural mission and ministry experiences, including internships and field education, with opportunities for group reflection and input from national leaders.

Additionally, the Center promotes the discipline of missiology throughout the curriculum of NPTS and the university by developing interdisciplinary courses addressing relevant global and missiological topics in the context of the various fields of study. Its aim is to prepare current and future leaders of the Covenant church to better engage with the cross-cultural context of the world.

The Center for Youth Ministry Studies

The Center for Youth Ministry Studies is a unique partnership of North Park University, North Park Theological Seminary, and the Department of Christian Formation of the Evangelical Covenant Church. The Center's purpose is to develop and equip men and women who minister to youth, and their families, churches, and communities.

The Center offers undergraduate and seminary education, the integration of formal education with practical experience, a focus on the spiritual formation of students, and an emphasis on addressing church-based and parachurch-based ministry needs.

The Center for Youth Ministry Studies is located at 5047 N. Spaulding Ave., just across the bridge from Nyvall Hall. Students can visit the Center for information about upcoming courses, internships, job opportunities, lectures and conferences, and resources in the area of youth ministry. For more information, contact the Center for Youth Ministry Studies by calling (773) 244-5207 or email cyms@northpark.edu.

Partners in Ministry (PIM): Serving, Connecting, and Encouraging Seminary Spouses

PIM seeks to give spouses the opportunity to learn and grow while discovering their unique identity in Christ, and to prepare and strengthen couples for ministry. With this goal in mind Partners in Ministry (PIM) and its educational branch, Partners' Enrichment Program (PEP), have been established. PIM and PEP offer opportunities to gain friendship, spiritual growth, education, and practical skills. Together they help spouses discover and nurture the gifts God has given them and prepare them for their future beyond seminary. To find out more about PIM and PEP contact the current leadership team directly at [\[seminaryspouses@yahoo.com\]](mailto:seminaryspouses@yahoo.com)

Student Association

The NPTS Student Association consists of all NPTS students who are represented by an elected Student Council. The Council consists of a president, vice-president, secretary, vice-secretary, treasurer, and committee chair-persons. Ex-officio members include the housing coordinator, representatives from the faculty, Partners in Ministry and other recognized student organizations. Within the Student Association there are four standing committees: Community Concerns, Outreach/Missions, Social, and Financial/Academic. These committees are composed of a chair from the Student Council and representatives from the student body.

The Council meets each month to address students' needs and concerns and to plan social events for the student body. It also provides a student representative to the administration, faculty, and the NPTS Board of Trustees. Elections are held in the spring of each year. Students who are not members of the Student Council are strongly encouraged to bring ideas and concerns to Council members.

University Ministries

University Ministries (UMIN) is a department dedicated to the spiritual formation of the North Park University community. Most programs are focused on undergraduate students, but UMIN collaborates with NPTS to provide meaningful ministry opportunities for seminary students. These include facilitating a small group, leading a Bible study, advising Global Outreach trips or serving as a site leader for Urban Outreach. UMIN may have a limited number of internships available for seminary students.

Faculty/Student Committees

Several faculty/student committees address needs within the community. These include:

Chapel

The Chapel Committee plans weekly chapels and other special worship services as requested by NPTS administration. More information about chapel services at NPTS can be found under the “Chapel/Prayer Room” heading in the “Community Life” section below.

Diversity and Globalization

The Diversity and Globalization Committee is chaired by the Director of the Center for World Christian Studies and is composed of members of the faculty, administration, and student body. Its purpose is to evaluate, advise, and advocate for issues of diversity and globalization within the seminary community. This includes issues of curriculum and course content, leadership and administration, devotional life and student life. Our goal is to help NPTS adequately represent the diverse and global nature of the Evangelical Covenant Church as well as the Church around the world. It addresses the reality that students join our community from diverse backgrounds and are preparing to serve in a diverse world.

Library and Publications

The Library and Publications Committee is composed of the Seminary Librarian, the Editor of The Covenant Quarterly, one faculty member and one seminary student. The committee advises the Librarian on library use policy, assists the Editor with The Covenant Quarterly and plans for the publication of any lectures, monographs and other scholarly studies produced under the auspices of the seminary.

Women in Ministry

This committee promotes awareness and education concerning women serving in ministry roles.

Field Education

The Field Education Committee meets on a regular basis to consider student petitions concerning their field education requirements. It also evaluates the program, particularly its forms and frameworks. This committee is chaired by the Director of Field Education, and includes faculty and student representation.

COMMUNITY LIFE

Campus Communication

Please see also the sections on Blackboard and WebAdvisor under “Computers”

Bulletin Boards

Bulletin boards located in the student lunchroom and in the hallway on the lower level of Nyvall Hall regularly post current notices and announcements. In addition, there are bulletin boards for PIM and the Student Association in the lower level hall. On the second floor of Nyvall Hall is a whiteboard with current prayer requests. Please contact Seminary Student Services before putting a request/announcement on any board. Posters and announcements hung without approval are subject to removal.

Daily Announcements

North Park University e-mails daily announcements to all members of the community throughout the school year. This includes campus wide special events, job opportunities, information on intramural sports, and security alerts. Students may submit announcements pertaining to Seminary or University sponsored event. Check the website for current policy.

E-mail

All students enrolled in classes are given an e-mail account at North Park University. Their user name will be given to them when they set up a password and e-mail account using the password change page. E-mail accounts are not automatically created and must be created when new students set up their password on the password change page.

Students are required to check their North Park e-mail at least once a week. Faculty and administrators at the Seminary and wider University rely on e-mail to communicate quickly and effectively with students. Students may have their e-mail forwarded to a different e-mail address by following a link on the Computer Services webpage. This automatically updates their e-mail address in Blackboard and in the Outlook address lists.

Mailboxes

Mail is distributed each weekday to individual mail boxes outside the student lunchroom located in the lower level of Nyvall. Students are expected to check their boxes regularly for U.S. mail, intercampus memos, returned papers, notification of checks or packages, and seminary information. *Please notify Student Services of any changes to address or phone number. In addition, students must keep their contact information updated in WebAdvisor.*

Nyvall News and Notes

The NNN contains seminary events, general and special announcements. It is e-mailed to students and posted on Blackboard by Monday of each week. Information to be included in the Nyvall News must be submitted in writing to the Seminary Student Services semservices@northpark.edu by 4:30 PM the Wednesday before, and is subject to administrative approval.

Campus Security and Safety: A Shared Responsibility

At North Park we are concerned with the welfare of every person on our campus—student, staff, faculty, and visitor. However, North Park is an urban campus and no campus is completely immune from the pressure of the surrounding community. Precautions must be taken to create a safe and secure campus.

This first involves minimizing criminal opportunities wherever possible, including locking apartment doors, not leaving valuables in cars, hallways, or open rooms, and using lockers provided when necessary. This also includes encouraging North Park community members to be responsible for themselves and the security of others. You are encouraged to report any suspicious behavior or persons to security with utmost haste.

The University has established the following policies, procedures, and resources to help keep our campus safe. We hope that you will use this information to help foster a safe environment.

Security Services

Located at the west entrance to Carlson Tower (south of the Viking Café), the Office of Campus Security employs active and retired law enforcement personnel from local and state police agencies to maintain safety on the North Park Campus. North Park security officers patrol the campus 24 hours each day, 365 days per year and maintain radio contact with the Campus Center desk at all times. They 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.

Due to their law enforcement training and background, North Park security officers have close working relationships with state and local Chicago law enforcement agencies. These agencies are responsive to North Park's security needs and readily provide additional support when requested. Many of our officers are assigned to the local jurisdiction (District 17) and are, on a daily basis, aware of any criminal activity in the area and of the actions of local police. The local police commander takes an active interest in our campus and meets at least annually with administrators and the director of security to discuss security issues of mutual concern. We are fortunate in being able to tap the resources of the Chicago Police Department.

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 police agency and have an official police report prepared
- Summon additional support from the local police agency if needed
- Contact the local police agency for support in any follow-up investigation.

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: ext. 6200 on campus phones, or 244-6200; then press 0) 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 speakerphone when 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 is not required, report your concerns to Campus Security via the Magnuson Campus Center (244-6200), or directly to the Campus Security Office (244-5780). The Campus Center desk attendant can put security personnel in touch with you. We invite you to report any concern or observation regarding campus security, whether a serious emergency or a minor incident.

How Information is Shared

When a criminal incident occurs or crime pattern arises which threatens the safety and/or security of the community, the Security Office informs the campus. The vice president for administration and finance calls a meeting with an ad hoc committee (including the deans of students and the directors of security, human resources and communications) to determine the most effective approach and process for

information dissemination. Depending upon the nature of the incident, the committee may send flyers in the form of a security bulletin or alert, post bulletin board messages, contact residence hall directors and personnel, utilize campus publications, alert the local media, or in some cases send individual correspondence.

Emergency Telephones

North Park has installed emergency telephones throughout the 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 by a push of a button. After someone answers, a conversation can be conducted through the built-in speaker. Campus Center 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. It is at the very least a breach in our community's mutual trust. It is akin to yelling "Fire" falsely in a crowded room or making a false report to the police. 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.

Computers

Blackboard

North Park Theological Seminary uses the Blackboard platform as a tool for communicating and educating in on campus and on-line courses. It also uses Blackboard to provide additional information through the Seminary Resource Center, and via links to your courses and organizations. All students must complete an on-line orientation course prior to beginning studies at North Park. The Office of Distributed Learning can answer questions and provide additional help.

Computer Labs

Computer labs are located in the basement of Caroline Hall (directly across the street from the seminary), in the lower level of Nyvall Hall (N-5), and in Brandel Library. The Caroline Hall lab consists of both MACs and PCs, and a lab assistant is on duty to answer questions. The Nyvall Hall lab consists of PCs and a scanner. The labs are available for use by all North Park students with valid ID and for spouses who have paid the annual fee. Hours are posted.

Help Desk

The preferred way to get help with computer problems on campus is for students to submit a help desk ticket via the web. The help desk system can be accessed through the North Park website or by going to www.helpdesk.northpark.edu This website also provides tips and advice to help you determine the source of your problem.

WebAdvisor

WebAdvisor is the platform used by NPTS for registration and account information. All students use this program to register for, drop and add classes, to check their student account and financial aid, to view

their grades and transcript, to pay their tuition and rent, and to update their e-mail address. Prospective students may check their admission and financial aid status. Links to specific areas of WebAdvisor can be found under the “Current Students” section of the North Park home page.

Chapel/Prayer Room

Chapels and other aspects of worship at North Park Theological Seminary are the responsibility of the Chapel Committee. Chapels strive to be inclusive of the variety of denominational and cultural backgrounds within our student body, and also serve to teach about historical forms of worship within the Evangelical Covenant Church.

Morning chapel services are a time to worship and rejoice, to be challenged and renewed. Services are held in Isaacson Chapel. Chapels may vary between testimony and song, prayer, communion, and services of the Word. When chapel is in session, students are asked to enter Isaacson through the back door. This door can be reached by exiting the front of Nyvall Hall and turning right. It can also be reached via a stairway located at the east end of N-1.

A prayer room on the south side of Isaacson Chapel may be accessed through the front of the chapel or by a stairway located at the south end of the basement near N-1. It is open from 7:30 a.m. to 11:00 p.m. daily for private or group prayer and meditation. It is also used for spiritual direction throughout the week. Please see the door for available times.

Employment

The North Park University Human Resources Office is located on the third floor of Old Main. NPU Employment opportunities are listed on the website under Human Resources. Community employment opportunities as well as national ministry opportunities are posted on the bulletin board in the Seminary Student lunchroom and on Black Board in the Seminary Resource Center under Community Life. <https://blackboard.northpark.edu/> Seminary Student Services also has a listing of offices on campus and in the community to contact about potential job openings. See Human Resources/Payroll section under *Campus Services*.

Housing (*Check website for latest updates to housing policies*)

On campus housing at NPTS represents a major facet of community life. Over the years, the institution has expanded its commitment to creating attractive, livable space for students and their families. All NPTS apartments are within a short walk of the campus.

The policies and procedures described here have been established over the years to provide clear communication between students living in North Park Theological Seminary (NPTS) housing and the administration of NPTS. The Office of NPTS Student Services and the Seminary Housing Coordinator (SHC) currently oversee seminary housing.

Applications for housing may be accessed via the website. Incoming students have the opportunity to indicate specific requests for apartments on the housing application. Assignments are made in consideration of when the housing application was received, size of family, date of arrival, furnished and unfurnished requests, and availability.

NPTS housing is provided under the umbrella of North Park University (NPU). NPU designates specific apartments as NPTS housing. Periodically, a review of allocated apartments is performed to balance the housing needs of NPU undergraduate students and NPTS students. NPTS housing is first and foremost made available to degree seeking NPTS students. After meeting the needs of NPTS students, apartments may be re-allocated for usage among the NPU undergraduate student population. On rare occasions, available apartments may be utilized for other purposes only after approval by the SHC, the NPTS Dean of Students and Community Life, and the NPU Vice President of Finance.

Period of Occupancy

Typically, apartments are available for occupancy by students starting August 1, although this guideline is flexible. New rental rates go into effect on August 1 of each year.

Students gone for at least one month in the summer, but returning in the fall, may keep their apartments intact and hold them by paying half the monthly rate if their apartment remains empty for the period of time they are away. If you choose to sublease your apartment, see protocol for sublease (#4 below). Exceptions to this policy are students gone for a 6- to 11-week CPE outside of Chicago for the summer or those doing a summer internship. These students may keep their apartments intact and will pay no rent for the duration of this required absence.

Students who have completed their studies at NPTS should plan to leave student housing no later than June 30th of the year in which they graduate. Students who are not enrolled in classes at NPTS must petition the Dean of Students and Community Life to remain past the June 30.

Students may sublease apartments during their absence with permission from the SHC. Students' names will remain on the billing notice, and they will be responsible for the full rental. The sublessee should reimburse the student for their use of the apartment. The institution will not assist in moving furniture in or out to accommodate subleasees.

Application and Assignment

Applications for on-campus housing are made online and processed by the SHC. In order for housing to be assigned, a completed application form and a \$250 deposit must be received by the SHC. The \$50 non-refundable deposit will be applied toward the \$250 deposit.

NPTS *does not guarantee* availability of housing; therefore, students are advised to apply for housing as soon as possible. While housing applications are accepted on an on-going basis, the priority deadline for the fall semester is June 1st.

Students are informed of their housing assignment in writing by e-mail. The e-mail informs the student of their housing assignment.

NPTS/NPU reserves the right to reassign housing in the interest of providing adequate housing for all students. Every effort is made, however, to avoid moving students who have not requested a change. The NPU Physical Plant will assist students required to move by NPTS/NPU.

Terms of Housing Agreement

All housing assignments commit the student to rental payments for the period they occupy the apartment. Rent is calculated to the date that the student moves into and out of the apartment.

Bills are sent out on the first of each month and are payable at the NPU Student Accounts Office on the third floor of Old Main or through WebAdvisor. *NPTS/NPU retains the right to evict those students who fail to pay on a regular basis or who fail to make arrangements for payment with the NPU Student Accounts Office.*

NPTS/NPU retains the right to inspect apartments for the purpose of periodic evaluation of their condition. Notice of at least three days will be given before inspection takes place.

No pets are permitted in NPTS housing.

Prior to 9:00 PM, noise must be controlled at a level deemed reasonable by your neighbors. Repeated violations are grounds for eviction at the sole discretion of the NPTS Dean of Students and Community Life. After 9:00 PM, there is a strict "no-noise" policy in all NPTS apartments.

All NPTS housing is considered a "no smoking" area. Smoking is not allowed in the apartments or the hallways or porches of the apartment buildings.

Violations of any of the policies outlined in the "Housing Guidelines" section or a failure to pay rent will jeopardize the opportunity to remain in NPTS housing. A student may be evicted at the sole discretion of the NPTS Dean of Students and Community Life who may consult with the President and Dean of NPTS.

All complaints and appeals regarding housing procedures and decisions should be directed only to the NPTS Dean of Students and Community Life.

Deposits and Other Costs

A housing deposit of \$250 is required to secure your assigned housing. This amount includes the \$50 non-refundable deposit submitted with your housing application. Should the applicant decide not to rent an apartment after the full deposit has been paid, the \$50 non-refundable deposit will be deducted from the refunded amount.

The \$250 damage/cleaning deposit is refundable only after the final inspection of the apartment has been completed to assess damage/cleaning costs. A final inspection will take place following evacuation of the apartment. The assessed damage/cleaning cost will be deducted from the \$250 damage/cleaning deposit with the remainder, if any, refunded.

Rent charges include electricity, gas and heat.

All telephone charges, including installation, monthly use and long distance service, are the responsibility of the student. If your apartment is connected to the campus telephone network, you are **required** to use Resicom service. Information regarding Resicom service will be provided by the SHC. Please do not contact the local telephone company for service and/or repair if your apartment is connected to the campus system.

Students living in apartments that are not part of the NPU telephone system are strongly recommended to carry the "inside wire maintenance" offered by the local telephone company. Neither NPU nor the local telephone company are fiscally responsible for the inside telephone wiring.

There is a \$10 charge for any lost key or additional key.

Move Out Procedures

Students must turn in a check-out sheet (available from the SHC) with their keys to NPU Physical Plant when they leave the apartment. The check-out sheet outlines the standards on which the decision about returning the deposit is based. Failure to follow the check-out procedure will result in the delay of the repayment of the damage/cleaning deposit.

When students vacate their apartment, they must also remove their belongings from the basement storage area. \$75 will be deducted from the damage/cleaning deposit for the Physical Plant to remove any remaining basement storage items.

In the event that a student moves from one NPTS housing unit to another, the "old" unit will be assessed for damage and cleaning by NPU Physical Plant. Any assessed damages will be charged to the student's regular account. The return of the damage/cleaning deposit only applies when the student moves out of NPTS housing.

Security and Protection

NPU Campus Security patrols campus 24 hours a day. For non-emergencies call 244-5780. In the event of an emergency, call the NPU campus emergency number at **244-5600** or the NPU campus desk at **244-6200** and push "0" for the operator. In addition, do not hesitate to call **911** for emergency police, fire, or ambulance service.

Building Facilities

Most NPTS apartments have a designated basement storage space. NPU Physical Plant staff may remove any items stored outside this space. When students vacate their apartment, they must also vacate this space, or relinquish their claim on items that remain. \$75 will be deducted from the damage/cleaning deposit for the removal of remaining items. All basement storage space is **at your own risk**.

Many North Park apartments were built when fewer household appliances were in use. The electrical wiring is not well suited for modern levels of usage. Be careful with microwaves, toasters, computers, televisions, hair dryers, etc., and try not to overload the system. If the power breaks a circuit, there is a circuit breaker in the basement; residents should flip the appropriate switch and then try to identify what

went over the "limit." Light bulbs in ceiling fixtures should not exceed 120 total watts (i.e., 2-60 watt bulbs). Higher wattage bulbs will burn out more quickly.

To avoid problems with pests, be sure to put trash in closed plastic bags before taking it to the dumpster. Dumpsters and recycling bins are near each apartment and serviced regularly. As a courtesy to other residents, **do not** leave garbage or recyclables out in the open, but place them in the appropriate bins.

Permanent structural changes are not to be made in NPTS apartments. This includes, but is not limited to the following: wall partitions, lighting fixtures, ceiling fans, kitchen countertops and additional shelving. NPTS apartments can be re-painted the school approved color with the approval of the SHC.

Students wishing to have cable television installed must contact the SHC prior to the installation date.

Repairs

When something in the apartment needs repair, it is important that it be dealt with as quickly as possible. When tenants notice anything that needs maintenance attention, they should either call the SHC voice mail at (773) 244-4898 and leave a message or send an email to semhousing@northpark.edu. The SHC will check the messages each weekday; all requests will be passed on to the NPU Physical Plant no later than the following business day. If the request is a maintenance emergency, tenants may call the SHC at home (call the extension above; the message on the voice mail will give the SHC's home number). If they cannot reach the SHC at home, they may *then* call the NPU Campus Center desk at 244-6200. Whatever the maintenance request, we encourage residents not to delay in reporting it. It should be called in before the situation worsens.

When employees of North Park's Physical Plant come to a resident's apartment, they are never to arrive before 10:00 in the morning, unless prior arrangements are made with the resident, and they will knock two times before entering. Once they open the door, they will call out "Physical Plant" before entering the apartment. They will be wearing tan and brown uniforms (custodial personnel will be wearing blue). Should NPU Physical Plant personnel stop by when a resident is not in the apartment, they will leave a card saying why they were there.

Requests for repairs or servicing of the washers or dryers located in NPTS apartments are to be phoned in **directly to the owner and operator of the machines** by those who discover the problem. The telephone number for repairs is listed on the washer or dryer. Once a problem is discovered, residents should place a sign on the machine instructing others not to use it.

If a resident is locked out of their apartment, they may call either the SHC or NPU Campus Security.

International Students

North Park University is home to many international students from a wide variety of countries. The International Student Services Office has been established to provide orientation, counseling, advising, and referral services specially designed for the international student. The office also assists international students with immigration details vital to helping non-immigrant students obtain their educational objectives. All international students should report to the International Services Office upon arrival.

In addition, North Park Theological Seminary provides academic support including free peer tutoring for students for whom English is a second language. Students should contact Academic Services for more information.

Parking

Parking space availability is seriously limited at North Park just as it is at other urban campuses. Resident students are encouraged not to bring a car to school. Instead, public transportation is readily available with buses and the subway nearby.

The main North Park parking lots are located on the east side of Kedzie Avenue between Foster and Carmen. Student lots are also located at the corner of Spaulding and Carmen, behind Sohlberg Hall and behind Anderson Hall. For those in housing at the corner of Foster and Christiana, there are resident lots adjacent to the building. Space is limited and is on a first come, first served basis.

General Parking Regulations

All students who wish to park a motor vehicle in a campus lot must register that vehicle with the Physical Plant (corner of Kedzie and Carmen) and purchase an appropriate parking sticker. You must show proof of vehicle registration and also present your North Park student ID. Parking sticker prices (*prices are subject to change without notice*) are \$150 for resident students and \$100 for commuter students.

Parking stickers must be properly attached to the vehicle (FRONT DRIVER'S SIDE WINDOW).

Parking in unauthorized areas can result in ticketing and towing. Vehicles parked in fire lanes will be towed without warning. Parking regulations are in effect all hours of the day, including weekends and periods between term breaks.

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.

Visitor Parking

Visitor parking is located in the Kedzie Avenue parking lot just north of Carmen Ave. Visitors should check in at the Physical Plant building just south of Carmen to obtain a guest pass. Visitors should also consider parking on the side streets just north of campus.

Student Insurance

All full-time students are required to carry some form of health insurance. The University has arranged to offer group health and accident insurance policies for seminary students. Brochures outlining the policy and yearly rates are available in the Seminary Student Services Office or the Office of Student Accounts. University health insurance is billed directly to your student account. Payment for each semester is due in full at the beginning of the semester. Any questions about the policy should be directed to the Office of Student Accounts.

CAMPUS SERVICES

Athletics

The Helwig Recreation Center opened in the fall of 2006 and is located on the southwest corner of Kedzie and Carmen. The building includes a 200 meter two-lane indoor running track, batting cages, two basketball/three volleyball courts, a 35-yard section of practice turf mirroring the turf on the outdoor competition field, a climbing wall, a two-level fitness area, classrooms, and offices. NPTS students, faculty and staff are welcome to use this facility during normal hours which will be posted in the Helwig Recreation Center. Spouses of seminary students may purchase an ID card from at University Student Services for the purpose of access to Helwig Recreation Center. An ID card is required for entrance.

Seminary students are invited to participate in intramural sports at North Park University. Students may sign up individually or may organize teams to enter into the leagues. Details appear regularly in Daily Announcements.

Brandel Library

The Brandel Library serves the Seminary and the undergraduate/graduate programs of North Park University. Make an appointment with the Norma Sutton, seminary librarian for help in writing term papers, computer literature searches, and with information about borrowing resources from other Chicago-area libraries. Her office is on the first floor.

Books of interest to seminarians are located throughout the library building. Generally, the library is open during the following hours:

Monday – Thursday	8:00 a.m. to 12:00 midnight
Friday	8:00 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 6:00 p.m.
Sunday	1:00 p.m. to 12:00 midnight

Holiday and vacation hours or any changes, as well as current overdue policies will be posted at the circulation desk. A drop box is available for after-hours book return.

Access is limited to North Park faculty, staff, students, and spouses with ID cards. Special permission may be granted to others under certain conditions.

Food, smoking, and chewing tobacco are prohibited, as is any noise at high volume that is distracting to others. This includes noise from cell phones, computers, and personal music players.

Circulation

General collection books circulate for a four-week period. Books and music scores may be renewed twice, providing another patron has not requested the materials. Third time renewals must have prior approval by the circulation librarian.

Phone renewals are encouraged to avoid overdue notices and fines. Early morning and late afternoon hours are the optimum time to call.

A “recalled” book or music score is one that is out of the library on loan but needed by another patron or needed for class reserve. A borrower generally has exclusive use of library materials for four weeks. Once this period has elapsed, any legitimate North Park borrower may request a recall. The initial borrower must then return the material by the agreed upon date. Failure to do so will result in a fine assessed by the circulation librarian, not to exceed \$7.50 per item.

Materials recalled for class reserve are due back immediately. Failure to comply will result in the maximum fine of \$7.50 per item. If the borrower keeps the materials past the time requested for return, the result might be the loss of library privileges.

If a book you want is needed before the due date, when it can be recalled, please request it on interlibrary loan indicating on the request that the book is checked out.

When the library is open, books should be brought into the library and placed in the inside book drop. When the library is closed, the after-hours book depository located outside of the library is available for the convenience of all patrons. Please do not put any media materials in either of the book drops. These may be damaged when other materials are dropped on top of them.

ACTS (Association of Chicago Theological Schools)

You may borrow materials directly from any of the ACTS libraries with your North Park ID and an ACTS borrower ID. The ACTS ID card is available from the seminary librarian, Norma Sutton. A courier operates three times a week to provide efficient interlibrary loan services between ACTS schools. A brochure describing each library is available at the reference desk.

Interlibrary Loan

Materials not in North Park's library can usually be obtained from another library. If the item you need is available from another seminary in Chicago, delivery time may be less than a week. In other cases, allow 2-3 weeks for delivery. Interlibrary loan request forms are available from the reference desk, the circulation desk, and the library website.

Carrels

Students may make application to the circulation librarian for a carrel assignment. Priority is given to seniors and orientation students. A given carrel may be assigned to two people. Vacant carrels may be used by anyone but must be relinquished willingly when its "official inhabitant" wishes to use it.

Photocopier

Coin-operated photocopiers (10¢) are available on the lower level and first floors of the library. Electronically coded copier cards may be purchased for \$1.00 (reduces cost to 7¢/copy) from a machine on the first floor.

Library Electronic Security

The main entrance to the North Park Library is secured by an electronic, rather than a manual, search process. If the staff is unable to determine why the alarm is sounding and if the patron claims not to have uncharged library material in his or her possession, the procedure is: (1) to search bags and parcels, (2) to record the patron's name, and (3) to allow exit. If, however, the staff has reason to believe that theft is involved, the patron will be detained and campus security will be called.

Any disciplinary action which is required for students engaging in theft of library materials will be adjudicated by the Dean of Students and Community Life.

CE/Youth Resource Center

The CE/Youth Resource Center is a specialized collection of books, curriculum, videos, and kits, which can be valuable resources for your current ministry and research. The collection is housed adjacent to the undergraduate education materials in the Curriculum Collection Room on the second floor of the library. Much of the material has LC numbers and is listed in the library computer database; however, the curriculum and some of the other material is merely grouped in ministry-specific categories on the shelves. There are also many books and journals related to Christian formation, Christian education, and youth ministry in the regular collection.

Covenant Archives

The Covenant Archives and Historical Library is the official repository of the records of the Evangelical Covenant Church. Archival collections include the correspondence, minutes, and reports of various denominational departments, as well as the records of numerous individual churches. Of note are microfilmed records of 355 Covenant churches founded before 1930. Personal papers of individuals include manuscripts, correspondence, diaries, and other documentary material. Much of the material written before 1925 is in Swedish. In addition, the Archives have extensive collections of indexed photos, audio and videotapes, and microfilms, which document the activities of North Park and the Covenant Church. The Historical Library, of approximately 6000 monographs and periodicals, complements the Archives.

The Archives, located in the lower level of the Brandel Library, is open to researchers by appointment. Please contact the Archivist to make an appointment at 244-6224.

Counseling and Health Center

The Counseling and Health Center is located at 3317 W. Foster Ave. Its services are available free of charge to students taking 5 or more credit hours. In general, the office is open and a nurse available Monday through Friday when school is in session. Specific hours of operation can be obtained by calling the Counseling and Health Center at 244-4897. Basic services include evaluation of illnesses, referrals, first aid, pregnancy tests, blood pressure screening, allergy injections, immunizations (state required as well as travel), and tuberculosis testing.

The Health Center staff will arrange a doctor's appointment at the Swedish Covenant Hospital Family Practice Center for students who need further medical assessment. *There is no charge to the student for the doctor's appointment when it is made through the NPU Health Center.*

In the event of a medical emergency call 911 or go directly to the Swedish Covenant Hospital emergency department on Foster just east of California. For non-emergencies after hours the 24 hour on-call number for the Swedish Covenant Hospital Family Practice Center is (773) 907-1057.

Students may also have physical exams done through the Swedish Covenant Family Practice Center for a charge of \$25.00. Please call (773) 989-3806 to schedule an appointment. Lab fees are extra (but discounted if you identify yourself as a North Park student) and any x-rays, tests, and other procedures done in the physician's office will be billed to the student or to their insurance. Charges for medical appointments for specialists or physicians outside of the Family Practice Center are the responsibility of the student. Families of seminary students receive a 25% discount for any services provided by the Family Practice Center.

The seminary strongly recommends that all students have health insurance coverage either through private insurance or through the North Park Student Health Insurance. For more information on insurance available through North Park, see the section of this handbook titled "Student Insurance."

Every student taking six credit hours 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 1957 or after must have their immunizations—measles (including a second measles shot), mumps, rubella, and diphtheria/tetanus—up to date and certified by a licensed physician or public health official. The only exceptions are for medical or religious reasons and a statement signed by a physician or religious practitioner indicating reasons for the exemption must be a part of the Health Record. International students are required to have a Mantoux tuberculin skin test, available at the Health Center for a small fee.

The Counseling Center seeks to address the spirit, mind, and body in facilitating personal and interpersonal growth and healing. It provides counseling, referrals, information, and other services. A counselor is available by appointment at (773) 244-5569 for a one-time consultation or ongoing, short-term counseling. In case of an emergency, call 911 or go to a hospital emergency room.

Campus Bookstore

The campus bookstore, managed by Follett Higher Education Group, is located in the gymnasium building below the Viking Café. It sells textbooks, campus clothing and merchandise and other campus supplies. Through special software linkage to North Park's registration system, students are able to immediately order texts when registering for classes. The texts will be collected and held at the bookstore for subsequent pickup or can be shipped to their home.

Food Service

North Park food service is provided by ARAMARK and includes the campus dining room located in the Magnuson Campus Center and the Viking Cafe in the gymnasium building. Seminary students may

purchase meal plans, consisting of 10, 15, or 20 meals per week or individual meals. The food service will provide food for social activities, such as banquets, parties or other student affairs, upon request.

The dining hall will be open to serve students at the beginning of orientation week in the fall semester. It will be closed during the Thanksgiving, Christmas and spring recesses.

Magnuson Campus Center

The Campus Center 24- hour desk offers a variety of services. A laser printer, as well as a copier that takes cards and coins, is located on the first floor. The Campus Center front desk serves as the university switchboard, and as the base for campus security communication. A desk attendant can contact the Physical Plant on-call engineer if needed after business hours. Dial 244-6200, and then extension '0'.

Identification Cards

All registered seminary students must obtain a student identification (ID) card for the duration of the time they are actively enrolled in the seminary. All students should obtain their photo ID card during orientation in August, at the Student Services building during regular business hours. All students must display their ID card in their while on campus and must replace their ID card if it is lost or stolen. Any student needing to replace their ID should go to the Student Administrative Services office and request a replacement ID card. Their account will be billed for the replacement cost.

Student ID cards are used for the following:

- Access to Helwig Recreation center
- To be identified as a current North Park student.
- To gain entrance into the campus dining hall for board plan meals
- To utilize library and computer services.
- To gain entrance to North Park athletic or social events.
- To make purchases at the campus bookstore.
- To cash personal checks at approved local banks.

All students withdrawing from the Seminary during the current academic year must turn in their ID cards to the Office of Student Administrative Services before leaving campus.

Visiting students and spouses of registered students may also request an ID card through Seminary Student Services. A spouse ID for Helwig Recreational Center use is \$100.

Office Equipment

The telephones in the kitchen and student lunchroom are for campus calls only. A pay phone is located in the library. The phones, typewriters, computers and copiers in the offices are not for student use. (See SCL & Library information) A fax machine is available in the Postal Center for student use.

Student Administrative Services

Student Administrative Services is located on the first floor of the Student Services Building. This office is responsible for the following:

- Student registration and enrollment
- Statements for tuition, fees, room and board
- Signing promissory notes and other papers
- Exit interviews for Perkins loans
- Endorsing Stafford loan checks

- Student health insurance

Credit balance refunds may be requested when credits result from overpayment, Stafford loans, or financial aid awards. Three business days notice is necessary for refunds. Refunds are typed on Tuesdays and Fridays and are ready for mailing or pick-up at 4 p.m. Students leaving the school are required to wait 30 days for a refund to allow time for checks to properly clear. No refunds will be processed until the beginning of the fourth week of the term to allow for student schedules to be changed.

Student Accounts/Billing

All students are expected to have made arrangements for financing each year's charges prior to the start of the academic year.

Estimated charges will be billed in advance of each term based on the student's pre-registration schedule as reported by the Registrar, and estimated aid as reported by the Financial Aid Office. *For information on rent billing see **Housing** section.*

Payment for those charges is due the first day of class of each term unless a payment plan is already in place.

Changes to pre-registration that occur during the registration period may affect student charges. Adjusted billing statements reflecting those changes will be issued after the second week of the term. Amounts due then are to be paid immediately.

After the second week of each term, any unpaid balance will be subject to a finance charge of 1.5% per month.

Payment Plans

Students may elect to use an approved payment plan. TMS (Tuition Management Services) offers a plan, which consists of equal monthly payments from July through April. There is no finance cost to the plan, only a nominal enrollment fee. Students opting for this plan need to make arrangements either with TMS directly or through the Student Administrative Services Office well in advance of the start of the academic year. Enrollment should be prior to July, but late enrollment is also possible.

Business Office Clearance for Registration

All students must receive Business Office clearance in order to register for classes. Resident students need clearance in order to confirm campus housing. In addition, pre-registration cannot be confirmed without Business Office clearance.

To receive clearance *outstanding balances from prior terms must be paid in full and charges for the current term must be paid by the payment due date or payment arrangements must be approved.*

Satisfactory payment arrangements include *enrollment in an approved monthly payment plan or a pending approved loan/and or other financial aid.* (Note that Perkins loan recipients must sign promissory notes in the Student Administrative Services office.)

Students with outstanding balances will not be allowed to register for a new term until all amounts from prior terms are paid or financing is arranged (i.e., approved student loans or other Financial Aid is pending). Any student with an outstanding balance will not have transcripts released until all past due amounts are paid. Students with outstanding balances from the past semester may have registered courses dropped in future terms at the discretion of the Student Administrative Services office.

Refund Policy

Students who withdraw before the end of a term may be entitled to a refund of charges.

Students who withdraw prior to the start of a term, or before the end of the first week of a term, are eligible for a 100 percent tuition and fee refund. Students who withdraw after the start of the second week of a term are eligible for a refund of tuition and fees based on the following schedule.

Withdrawal before:

The end of week	Refund Percent
Two	80%
Three	60%
Four	50%

There will be no refunds of tuition and fees after the end of the fourth week of the term.

Human Resources/Payroll

If you are beginning a new job on campus and have never worked on campus before, you must complete the following forms in order to get paid. Please pick them up in the Human Resources/Payroll Office Monday - Friday, 8 a.m. - 4:30 p.m.

- Student Data Sheet
- Direct Deposit Form (required, see details below)
- Federal Tax Form
- IL Tax Form (if you are from IA, KY, MI, or WI there is another form)
- I-9 Form (Proves you're eligible to work in the U.S.A.) For this particular form you will need to show identification. The IDs must be originals and not photocopies, this is a federal requirement. The most common ones are: either a US Passport (unexpired or expired) OR Driver's License (photo ID) AND Social Security Card OR Driver's License (photo ID) AND Birth Certificate.

If you are an international student, you will need to complete the above forms, but ID for the I-9 form must be your I-20 Form and your Passport.

Direct Deposit

As a matter of policy we require all employees to use direct deposit. The Direct Deposit Program allows you to have your wages automatically deposited in a checking and/or savings account of your choice (anywhere in the country) and available to you on the morning of payday. It eliminates the need to physically make your deposit, which eliminates the possibility of losing your check. If a check is lost it may take up to a month to have it reissued.

You may choose up to three (3) accounts, savings and/or checking, to have your pay directly deposited as long as the financial institution(s) of your choice is a member of the Automated Clearing House Association (ACH). On payday you will receive a pay stub. This will give you the amount paid, taxes deducted, and to which bank(s) the money was deposited.

Once you have an account established at your bank, complete the "Authorization for Direct Deposit of Payroll" Form. This form can be downloaded from the Human Resources web page or a hard copy can be picked up at the Human Resources/Payroll Office, 3rd Floor Old Main. (Some banks also have direct deposit forms, which are also acceptable.) For verification purposes, attach one of your checks or deposit slips (marked "VOID") to your authorization form.

It will take approximately 3 weeks before your direct deposit will take place. In the interim, you will continue to receive a regular paycheck. Once your direct deposit has started, each payday you will receive a pay stub. For further information (such as the pay schedule and commonly asked questions) please visit <http://www.northpark.edu/hr/employee/student.cfm>.

Postal Center

The Postal Center is located in the lower level of Ohlson House, with an entrance on Foster Avenue, just west of the intersection of Foster and Spaulding Avenues.

As seminary students have a street mailing address, the Postal Center requests that you do not use their services for incoming mail. If it is an emergency, than you must notify the Postal Center of the package (where it's from and when it's coming), and give your contact information so that the Postal Center can call you when it arrives. You will need to pick up the package as soon as possible. If an expected package has not arrived, contact the sender or shipper before contacting the Postal Center.

Please be sure that the emergency mail is addressed as follows:

STUDENT'S NAME

North Park Theological Seminary, Box # 14

3225 West Foster Avenue

Chicago, Illinois 60625

Sending mail from the Postal Center is welcome. The center is open Monday - Friday, 10 a.m. to 4 p.m. during the school year and 1 p.m. to 4 p.m. during the summer, winter break and spring break.

The postal service will be able to provide most of your postal needs with the exception of registered mail, insurance and delivery confirmation. Overnight and second-day mail is offered through three different carriers: UPS, Federal Express, and the Post Office. UPS also offers third-day delivery.

Please note that packages shipped via UPS must be received by 1 p.m. in order to go out that day.

Correspondence to Covenant Headquarters may be sent through campus mail. Simply address it to Box 13.

SEMINARY ADMINISTRATIVE OFFICES

President and Dean of the Seminary

The Office of the President and Dean of the Seminary is located on the first floor of Nyvall Hall and is responsible for overall administration of the seminary. The President and Dean encourages students to address him with any concerns, ideas or joys.

Academic Dean/Seminary Academic Services

The Office of Academic Services is located on the first floor of Nyvall Hall and is responsible for the academic programs of the seminary. The Dean provides leadership for and support of the faculty and directs curriculum review and development. This office also oversees registration, student advisor

assignments, academic calendar, class schedules, verification of academic standing and completion of requirements. This office also publishes the Academic Handbook. Any questions regarding academic issues should be addressed to semacademicserv@northpark.edu.

Dean of Students and Community Life/Seminary Student Services

The Office of the Dean of Students/Seminary Student Services is located on the first floor of Nyvall Hall and handles all matters pertaining to student life and housing. Regulations and policies governing campus housing are printed in the Housing Guidelines included in this student handbook. Concerns and responsibilities of this office include: orientation of new students, housing, student screening and evaluation, student counseling and referrals, pastoral care, spouse IDs, student government, and mail distribution. The Dean of Students and Community Life is available for discussion regarding any of these matters, or personal concerns, by appointment.

Distributed Learning

The Office of Distributed Learning is located on the garden level of Sohlberg Hall. This office oversees all on-line learning for the University including SemConnect, the Seminary's distance learning program. The office provides support for faculty and students using the Blackboard course management system as well as strategic planning for distributed learning at the University. Please see the "Computers" section of this document for more information on our various computer programs and support services.

Field Education

The Office of Field Education is located at 5149 N. Christiana, just north of the library. The Director of Field Education can help you with planning for internship and Clinical Pastoral Education (CPE) requirements. Field Education requirements at North Park vary depending on degree program and vocational interests. Internship for the M.Div. student is often a 9-month full time experience, but given student needs and circumstances, a pre-residence internship, concurrent placement, or post studies ministry can also meet the field education requirement. All M.Div. students must also complete at least a half unit of CPE before their final year of study. The field education requirement is in addition to the academic requirements for ministry degree (MACE, MACM, M.Div.) programs. You may direct any questions regarding internship or CPE to this office.

Seminary Admissions

The office of Seminary Admissions is located on the third floor of Old Main. Their primary focus is to help individuals discern their call to seminary through the recruitment and admission process into the various programs at the seminary. In addition, they make initial financial aid awards and work with scholarship programs to assist students in financing their education.

SEMINARY POLICIES AND PROCEDURES

Alcohol and Drug Policy

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and based on an institutional commitment to provide a drug-free and alcohol-free learning and work environment, North Park is committed to the following institutional policy that applies to all students and employees.

Prohibitions

Controlled substances: North Park strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on campus.

Alcohol: North Park also prohibits the possession or use of alcohol on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. No North Park sponsored publication, broadcast, or other communication shall accept or contain any promotion of alcoholic beverages. Further, North Park does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications.

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. North Park community standards and the laws of the State of Illinois ought to guide student decisions about the use of alcoholic beverages. Students who violate these standards and laws risk the sanction of the community.

Any student found present in an on-campus situation where alcohol is found and/or being consumed by minors is also culpable. Behavior that is disruptive to the community and related to the influence of alcohol and/or other substances is prohibited. North Park 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, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy.

Available 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 North Park University Counseling 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 student from disciplinary action for non-compliance with North Park policy.

Student Disciplinary Sanctions

Students who violate North Park's policy concerning drugs and alcohol will be referred to the Dean of Students and Community Life for possible disciplinary action, up to and including dismissal depending on the severity of the case.

Application Dishonesty

Failure to provide complete and correct information (to the best of one's knowledge) on the application and/or during the application process may be grounds for dismissal or for disciplinary action.

Harassment Policy

As a Christian institution of higher learning supporting the mission and embodying the faith heritage of the Evangelical Covenant Church, North Park desires to have a campus community ". . . which truly values people and is characterized by integrity, diversity, collegiality, fairness, compassion and joyful living." (from the North Park University Strategic Plan, 2/98) As such, North Park is committed to providing and maintaining a welcoming environment, and will not tolerate the harassment or intimidation of students, faculty or staff by any person in any form. The institution will take prompt and appropriate action when complaints of harassment are registered, including appropriate disciplinary action up to dismissal, if the complaint is substantiated and such discipline is deemed necessary.

Harassment Defined (Overall)

North Park 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 age, race,

ethnicity, gender, etc. However, it may also focus upon beliefs or perspectives, e.g., religion, politics or lifestyle choices¹.

Harassment, regardless of its nature, uniformly involves verbal or physical conduct that implicitly or explicitly demeans an individual or group based on such personal characteristics, and interferes with the education, work or other institutionally sponsored activity of a student, employee or campus guest, or creates an intimidating or hostile environment for education, work or other institutionally sponsored activity. *North Park will not permit harassment and considers harassment based on a characteristic protected by law particularly intolerable.*

Racial and Ethnic Harassment Specifically Defined

North Park aspires to be a multi-cultural 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 community.

Racist and/or discriminatory conduct includes verbal or physical behavior that explicitly or implicitly demeans the race, color, ethnic ancestry or national origin of an individual or individuals. Examples of racist or discriminatory behavior include, but are not limited to:

- Verbal assaults based upon ethnicity that demeans the color, culture or history of any person or persons, and/or that perpetuate stereotypical beliefs about and attitudes toward minority groups. Such verbal assaults may include name-calling, racial slurs, slang references and jokes.
- Nonverbal behavior that demeans the color, culture or history of any person or persons and/or that perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behaviors may include gestures, portrayals, graffiti or acts of exclusion.
- Intimidation through threats of force or violence or threats of interference with an individual's education, work or other activity.
- Physical contact or assault for racist and discriminatory reasons.

Sexual Harassment Specifically 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 1972 Education Amendments. The EEOC 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. (Federal Register, Nov. 1980, p. 74677)

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 raise by submission to sexual advances. The suggestion or advance need not be direct or explicit - it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. It can range in severity from sexist remarks, unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people, to serious physical abuses such as sexual assault and rape.

¹Though North Park does not permit harassment of any person for any reason, this does not imply approval of all beliefs or lifestyle choices. North Park's institutional position on these matters is necessarily congruent with our sponsoring denomination, the Evangelical Covenant Church.

The following list illustrates, but does not exhaust, the possible forms of sexual harassment. They are arranged from the least severe to the most severe.

- Behavior that brings unwanted attention to the sexuality or sexual identity of another person in such a way as to create a hostile work environment. Such behavior could include whistling, leering or ogling.
- Communication (verbal or non-verbal) which creates a hostile work environment. Such behavior could include repeated comments with sexual innuendo, obscene gestures, insulting humor or jokes, crude language, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, derogatory or demeaning comments about women or men in general, whether sexual or not, displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments, repeated sexually-oriented kidding, teasing or flirting, or verbal threats, directed at a person individually or as a group member.
- Unwanted advances without sanctions, 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.
- Unwanted advances with sanctions including the types of behaviors mentioned above in number 3, 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, or when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- Assault, including physical violence or coerced sexual intercourse.

Preventive Action

Many instances of harassment can be avoided or prevented by early and direct discussion with the offending party. Others may unwittingly make casual or careless statements or exhibit behaviors that you may find offensive. People are not always aware that their comments/behaviors are offensive to others. You should make clear to the subject of the complaint that such remarks and/or behaviors are unacceptable to you. Several approaches can be used:

- Verbal Confrontation - Arrange a conversation to explain why you view the particular comments, joke or action 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 subject of the complaint 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, you should pursue the alternatives below. It is also an individual's choice to proceed directly to these alternatives without any direct confrontation.

Seeking Advice and Mediation

Members of the North Park community who believe they have been harassed may turn for assistance to an appropriate Dean or Vice President, the President, or the Director of Human Resources. These individuals have the responsibility to see that institutional procedures are followed in investigating all allegations or complaints about incidents involving the faculty, staff, students and campus visitors.

Harassment advisors are also available to each member of the North Park community. The harassment advisor will be knowledgeable regarding the complexities of harassment issues as well as the institution's procedures for reporting cases of harassment. The advisors will be appointed by the President from among the various constituent groups on campus as appropriate. Advisors will be selected based upon their knowledge and sensitivity to the issues of harassment and their potential for being a productive facilitator in helping individuals deal with potential or actual harassment. In some cases, an advisor may

be selected because of his/her professional expertise in these matters (e.g., an institutional counselor). In other instances, the institution may sponsor training for individuals deemed to have good advising potential.

The role of the advising staff is to:

- Listen: The advisor will provide immediate support by listening to and discussing the case with the advisee.
- Advise: The advisor will outline for the advisee all the possible courses of action open to him or her and the possible consequences of taking these actions. Depending upon the circumstances, the advisor may help the advisee confront the subject of the complaint and ask that the behavior be stopped. The goal of the advisor is to facilitate clear communication between the parties with the intent that the behavior in question will cease.
- Accompany: The advisor may accompany the advisee, if requested, through the institution's complaint procedure. An advisor may also be called upon by the accused to accompany him or her through the investigation process.
- Report: The advisor may report the alleged incident to the appropriate authorities if he/she deems the allegation to be of a nature mandating the attention of the institution.

A list of the advisors is available through the Dean of Students and Community Life, the President and Dean of the Seminary, the Dean of the Faculty, the University Dean of Student Development and the Director of Human Resources for the University. A current list is also provided in the Staff Handbook and is on reserve at the library.

Whether or not a person consults with a university official or one of these advisors, he or she has the option of filing a complaint according to the procedures outlined in this policy.

Procedures for All Harassment Complaints

Any person who believes that he or she has been harassed, while a member of the North Park community, by any other member or members of the North Park community may file a complaint. Promptness is critical in making the complaint. Witnesses to harassment or persons becoming aware of such conduct may also file a complaint.

If the subject of the complaint is a student, the complaint is to be made to the Dean of Students and Community Life. If the subject of the complaint is a member of the faculty, then the complaint is to be made to the Dean of the Faculty and Academic Life. Complaints against staff employees should be made to the Director of Human Resources.

The appropriate official will determine whether the complaint should be handled through the informal complaint procedure or immediately pursue 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

- The official 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 the official and the complainant will seek an informal resolution of the complaint by meeting together with the subject of the complaint. In either approach, the official will help to clarify the parameters of appropriate conduct.

- Each party may be accompanied in the informal procedures by an advisor of his or her own choice from the North Park community or by an advisor chosen from the group of advisors appointed by the President.
- An informal complaint will be considered to have been resolved when all parties have stated their acceptance of the outcome of this procedure 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 might determine that further action is necessary despite the parties' resolution of the issue.

Formal Complaint Procedure

When it has been determined that a complaint should be investigated as a formal complaint, the appropriate administrators shall investigate the facts sufficiently to determine whether there are grounds for a formal hearing.

- If the subject of the complaint is a student, and it is found that there are grounds for a formal hearing, then proceedings will be governed by the judicial options as laid out in the appropriate student handbooks (see below). In the event of a finding of harassment, sanctions will be imposed to reflect the severity of the offense. The more physical and/or coercive the character of the offense, the more severe the sanction. Sanctions may range from a written warning to expulsion.
- If the subject of the complaint is a member of the faculty, and it is found that there are grounds for a formal hearing, then a hearing will be conducted by the appropriate Dean of Faculty in accordance with the provisions of the appropriate faculty manual or in a manner as prescribed by the Dean. Once again, the more physical and/or coercive the offense, the more severe the sanction. Sanctions may range from official warnings to dismissal.
- When a formal complaint is made against a member of the staff, the person making the complaint will have the opportunity to present all the facts supporting his or her claim. If the complainant wishes, he or she may ask an advocate from the community to assist in this effort. The person who is the subject of the complaint will also have the opportunity to present the facts in his or her defense and may also enlist the support of an advocate from the North Park community for this purpose. The appropriate Dean or Vice President in consultation with the Director of Human Resources will evaluate all the information presented and will determine whether or not the complaint is substantiated. If the complaint is substantiated, the Dean or Vice-President in consultation with the Director of Human Resources will determine appropriate discipline, if any. Disciplinary action may range from official warnings to dismissal.

Note: If the subject of the complaint is the Dean or Vice President or Director of Human Resources, the President will appoint other appropriate senior-level administrators to hear the complaint and the defense, and to determine appropriate discipline, if any.

Seminary Judicial Procedure for a Formal Harassment Complaint Against a Student

The Dean of Students and Community Life, on receipt of a formal complaint of harassment against a student shall:

- Inform the student of the complaint and receive his or her response.
- Evaluate the complaint; if the charges in the complaint are confirmed, determine the appropriate penalty.
- Convene a meeting with the student, the complainant, and the President and Dean of the Seminary or the Dean of Faculty, at which time the student shall be informed of the verdict and his or her right to appeal.
- Inform the President and Dean of the Seminary.

- Keep appropriate records of each case to its completion.

Students and complainants have a right to ask for a Harassment Advisor to be present at all proceedings.

Seminary Appeals

Upon appeal, a Seminary Judicial Committee shall be convened at a time determined by the President and Dean of the Seminary. The committee shall consist of three faculty members appointed by the President and Dean from among faculty not currently teaching the charged student. The committee shall also include three student members nominated (together with two alternates) by the Student Association leaders. 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 of his/her committee. The student may have one advisor (student or faculty) or his/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 Seminary Judicial Committee may:

- Reverse the finding and dismiss the case.
- Confirm the finding and the penalty imposed.
- Confirm the finding of guilt and select an alternate penalty.

The Accused may:

- Accept the decision of the Seminary Judiciary Committee.
- Appeal to the President and Dean of the Seminary for clemency.

The decision of the President and Dean shall be final.

Records of Proceedings

An official confidential record will be kept of all cases that proceed to the making of an informal or formal complaint. Such a 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 files. However, in the event that a complaint is substantiated, documentation reflecting any resulting discipline shall be placed in the offending person's disciplinary or personnel file.

Rights and Obligations of the Parties

Allegations of harassment 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 North Park community will not tolerate retaliation against or intimidation of those who, in good faith, raise complaints of harassment 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.

Revised: March 1998

Language Guidelines for Inclusive Worship

“As Christian communicators we acknowledge our responsibility to affirm and promote the equality of all people. We have committed ourselves to be inclusive, therefore, in people language and imagery in an

effort to eliminate prejudice of all sexual, racial, ethnic, national, denominational, cultural, or physical nature. This way of proceeding in no manner seeks to deny individuality in any of these respects. Rather it guards against any use of word or phrase that tends to exclude people.” (Board of Publication Policy, Evangelical Covenant Church, 1987)

Language is important. It defines who we are as people. Language influences, shapes and molds attitudes and actions. Thus, we request that the seminary chapel become a context of sharing and learning about one another, and where language used can impact everyone for the Gospel.

Inclusive language can be defined as the use of words in such a way that persons, male or female, youth or adult, clergy or laity feel included. It is not sufficient that the leader “intends” to include everyone. In communication theory, it is the receiver of the message who assigns meaning to it out of her or his own life experience. The use of primarily masculine pronouns in chapel has the potential to exclude part of our seminary community. If sensitivity is not modeled in the seminary years, future pastors may risk excluding many in their congregation during their worship services. With this in mind we make the following suggestions for those leading and speaking in our seminary chapel services.

Hymns in relationship to the people of God:

- Use the language as it exists when, all things considered, it is clearly the best option.
- Consider the following options as possible substitutions for masculine nouns and pronouns such as sons, fathers, brothers, or brethren: One, child, all, saints, Christians, people
- Omit stanzas where masculine words cannot be changed (as above) to be inclusive of both men and women.
- When changes are made, it is best to have the hymn printed in the worship program (assuming no copyright infringement). Changes should be as seamless as possible.

Biblical Readings in relationship to the people of God:

- In the reading of the Biblical texts aloud, consider using the NRSV and TNIV, which translate gender neutral Hebrew and Greek words in an inclusive manner (a more accurate translation).
- When reading from versions with less than accurate use of gender nouns and pronouns consider the following substitutions (*only after checking the original language for intention and historical situation*): Where the text reads “brothers,” read “brothers and sisters.” Where the text reads “men,” read “men and women” or “people.” Where the text reads “he,” read “they” (now considered to be grammatically correct).

Prayers:

- Consider using a variety of terms in addressing God. “Father” is not the only title for God, even though it is a biblical and meaningful one.
- Use a descriptive word along with God, such as loving God, merciful God, generous God, creative God, forgiving God, etc.
- Use biblical titles and descriptions such as “Ancient of Days,” “Alpha and Omega,” or “Counselor.”

Sermons:

- Make an effort to use inclusive language (he/she, sisters and brothers, they) in descriptive material.
- Tell stories and give examples from a wide range of experiences and types including considerations of audience: gender, age, ethnicity, etc.

Nyvall Hall Room Use Policy

Any student or seminary group that wants to use a room in Nyvall Hall must make a reservation with Seminary Academic Services prior to their meeting by e-mailing semacademicserve@northpark.edu As space is limited, reservations should be made as far in advance as possible. The following information is required for each reservation:

- The person, group, or event for which the reservation is being made
- The room or rooms requested
- The date and time for which the room or rooms are requested
- Name and contact information for the person in charge of the event
- Number of people expected to attend.
- Any factor about the event which would affect anyone else in the building (loud music or noise, lots of children, etc.)

The following factors should also be taken into consideration when making a room reservation in Nyvall Hall.

- It is the responsibility of the person in charge of the event (for whom contact information will be taken) to be certain the room is left as clean as possible, with trash properly disposed of, leftover food removed, and tables, chairs and furniture left as they were found.
- Olsson Lounge is reserved for exclusive use only with the permission of the Dean of the Faculty.
- Food or beverages are not allowed in the Dean's Lounge or Isaacson Chapel. Communion elements are not considered food.
- Although food is not barred from classrooms, great care should be taken to clean up any crumbs or spills.
- No furniture should be removed or artwork taken off the walls in any room without the permission of the Dean of the Faculty.
- If the event involves use of the kitchen, refer to the section on Nyvall Hall Kitchen use for instructions.
- Alcoholic beverages may not be served in Nyvall Hall, with the exception of Communion elements.

Priorities for room reservations will be given in the following order:

- Classes and official functions of North Park Theological Seminary and of the Evangelical Covenant Church.
- Classes and official functions of the Center for Management Education.
- Classes and official functions of other North Park University divisions.
- Other functions.

Generally, earlier reservation requests will be given priority over later reservation requests. Ultimate authority for decisions regarding room use in Nyvall Hall rests with the Dean of Faculty of North Park Theological Seminary.

Nyvall Hall Kitchen Use Policy

- As a general rule, always leave the kitchen cleaner than when you entered it.
- No one is allowed to leave unwashed dishes in the kitchen for any reason. When you use any dishes, mugs, or silverware in the kitchen, you are responsible for cleaning them and putting them away in an appropriate place.

- The refrigerator in the kitchen is for staff and faculty use only. Students may use the refrigerator in the Student Lunchroom in the lower level of Nyvall Hall. The refrigerator may not be used for long-term storage.
- Any and all food waste must be placed in the trash and never the sink, as it clogs the drains
- The phone in the kitchen is set for on-campus calls only.
- No personal items, such as books, notebooks, jackets or discarded mail should be left in the kitchen for any reason. Personal coffee cups may be left on the coffee cup shelves.

Psychological Screening

Screening will be administered to all degree-seeking students as per the policy available in the Dean of Students and Community Life's office. Generally, this will take place during fall orientation.

Records Disclosure

North Park maintains an educational record for each student who is or has been enrolled at North Park. 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.

- The right to inspect and review information contained in the student's educational records.
- 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.
- The right to prevent disclosure without consent, with certain exceptions of personally identifiable information from the student's educational records.
- The right to secure a copy of North Park Theological Seminary's record privacy policy.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by North Park Theological Seminary to comply with the provisions of the Act.

Each of these rights with any limitations or exceptions is explained in North Park policy statement, a copy of which may be obtained in the Records Office.

North Park 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 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, and honors.

Current eligible students may prohibit general disclosure in the Directory by notifying the Dean of Students and Community Life in writing within 10 calendar days after the first scheduled class day of each fall term. North Park will honor the request for one academic year only; therefore the student must file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold Directory information. Regardless of the effect upon a student, North Park Seminary assumes no liability that may arise out of its compliance with a request that such information be withheld. It is assumed that the failure on the part of a student to request the withholding of Directory information indicates the student's consent to disclosure.

Any questions concerning the rights and responsibilities under the Family Educational and Privacy Act should be referred to the Records Office.

Standards of Conduct

North Park Theological Seminary is committed to preparing women and men for ministry in a variety of settings. This commitment includes assuming high standards of conduct and competence among our students, faculty and staff. To that end, the Seminary encourages students to give attention to their

spiritual lives through prayer, worship, and involvement in the Seminary's spiritual formation program. We urge students to seek an appropriate balance in their lives between personal, family, academic, and vocational responsibilities.

We encourage students to become involved in the life of their churches and various communities. We agree to honor God in all our relationships by maintaining appropriate boundaries, respecting one another, and looking to the needs of those around us. We agree not to commit actions that in any way endanger ourselves, the Seminary community, the academic process, or the ministries to which we have been called. We are committed to creating a safe environment where theological exploration, community, and personal growth can take place.

As part of that safe environment, the seminary has set for the following guidelines:

- No person shall exhibit conduct, which creates undue noise, interruption or harassment in the seminary community. This includes, but is not limited to, playing musical instruments, violating quiet and/or courtesy hours, and playing athletic games in a non-authorized campus building.
- No person shall interfere with the safe or clean environment of others.
- Smoking is prohibited in all campus buildings. Chewing or dipping tobacco is prohibited in all campus buildings.
- Animals of any kind are not permitted in seminary apartments.

Visitors

All members of the Seminary community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these regulations.

All persons shall take responsibility for his or her guest(s). Students hosting guests who violate seminary policy are subject to discipline.

Miscellaneous

The Dean of Students and Community Life may establish additional rules and regulations designed to implement this policy. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions of campus officials acting in the regular performance of their duties is not compatible with the seminary's function as an educational institution. Any such conduct which is physically disruptive constitutes a substantial threat to the orderly operation of the campus, or which endangers the health or safety of others, will result in disciplinary action.

Disciplinary Actions

North Park reserves the right to discipline violators of its policies and regulations. Disciplinary action taken may include:

- An informal discussion with the Dean of Students and Community Life.
- A meeting with the Dean of Students and Community Life with a subsequent letter of documentation of the incident, the discussion, and any sanction that is imposed. One copy of the documentation is kept on file in the Office of Student Services which initiates a disciplinary file on the student in violation of the Seminary policies.
- Any sanction, including disqualification for any seminary program is in the sole discretion of the President and Dean of the Seminary, who may consult the Dean of Students and Community Life, the Dean of the Faculty, and/or the faculty as a whole to reach a final decision regarding a particular student.