



# **North Park University Undergraduate Student Handbook**

**2016-2017**

**NORTH PARK  
UNIVERSITY**  
CHICAGO

**North Park University**

3225 W. Foster Ave  
Chicago, IL 60625

The information in this document was the best available at the time of release. North Park University endeavors to present an accurate overview of the policies, programs, facilities, and personnel of the University in this document. However, North Park University reserves the right to alter any information described in the document without notice or obligation. This document is updated regularly, and published to the University website annually, through the Office of the Dean of Students.

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## Introduction



Congratulations on joining the North Park University community! Your Student Handbook contains information and policies that will be important to you as a North Park student. It addresses your role within the University community, and provides a clear explanation of the standards, policies, and procedures that reflect the type of community that you are joining.

Familiarizing yourself with the contents of this handbook will be helpful for your experience here. At North Park, we believe that the health of the University community rests in the hands of each of its members. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another, to work together, and to seek justice within and beyond the University community. All community members are called upon to promote actions and behaviors that are consistent with the values of North Park University and to confront, challenge, and respond to actions that are inconsistent with the established standards.

Our vision, building on our core institutional identity—Christian, urban, intercultural—is to fashion a university of uncommon character and enduring excellence where faith, learning, and service meet. I wish you a fun and meaningful journey through North Park University as you embrace what it means to live a life of significance and service. My staff and I stand ready to assist you in achieving your educational goals.

Wishing you the best for a healthy and successful year,

*Elizabeth Fedec*

**Elizabeth Fedec**

Dean of Students

## Mission of North Park University

### Mission

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

### Core Values

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

#### Christian

We nurture Christian faith while welcoming students from all faith traditions.

#### City-Centered

We engage Chicago as our dynamic place of learning and service.

#### Intercultural

We embrace and value all people, educating students for the complex global cultural tapestry.

### Aspiration

North Park University will be distinguished as the nation's leading city-centered Christian university during the coming decade and beyond.

The University's learning community is differentiated by adopting the city as both subject and place of learning as a foundation for academic excellence. Within this framework, the University educates students from diverse backgrounds, cultures, and prior academic experiences, practicing Christian hospitality with students of all faith traditions while affirming the central identity of the Evangelical Covenant Church.

The University will be known through its graduates who are equipped in their respective careers to advance the vitality of the world's people and their cities, prepared to cross cultures in seeking justice and loving mercy, and formed in Christian community for leadership and service in the church and the world.

## Statement on Student Conduct

The Student Handbook and Standards of Conduct are rooted in the philosophy of restorative justice. Restorative justice is a practical, biblical approach to the difficulties and joys, struggles and strengths, and problems and advantages of a community. It is rooted in the concepts of maintaining, restoring, and promoting peace, commonly referred to as “Shalom” in the Bible. It is a call for wholeness and unity for relationships within a community as well as one’s relationship with God.

### Tenets of Restorative Justice

- *Restitution*: An example of this is the story of Zacchaeus in Luke 19.
- *Accountability*: There are examples of accountability in both the Old and New Testament (Ezekiel 3:16-19 and Romans 3:9-20).
- *Forgiveness*: Jesus’s death and resurrection are the ultimate example; however, other examples include Matthew 18:21-35 and Genesis 50:15-21.

### Purpose

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

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

North Park University intends to hold students accountable for the University Policies and Community Standards, not to take away any student’s rights.





## Responsibility to Ourselves

The North Park University experience invites students to become part of a community of learners who are informed, involved, principled, and productive citizens and leaders. North Park University asks that students take personal ownership of the community into which they enter, and to understand that the community is built upon appropriate community standards and policies. These community standards and policies are designed to support and maintain a campus that values diversity in an inclusive educational environment and should lead students to live in ways that exhibit leadership, ethics, and values.

Before students can fully pursue an education within the North Park University community, each individual must commit to treating his or herself with respect. Such self-respect fundamentally is a commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be accountable for their actions. Those who are committed to individual wellness strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind, such as excessive consumption of alcohol, the recreational use of drugs, or other self-destructive behaviors. These committed individuals conduct themselves honestly, thoughtfully, and consistently with the values of the community.

Any violations of the standards outlined below represent a lack of concern for the individual pillars of the University community and significant violations of all subsequent policies could result in disciplinary action. For information about the University's Student Conduct Process, please review the final section of this handbook.

### Illegal or Inappropriate Use of Drugs or Alcohol Violates Community Standards

#### Alcohol Policy

Students are subject to all federal, state, and local laws pertaining to alcohol. In the event prosecution occurs outside the University, violators also may be subject to the University's Student Conduct Process.

North Park University, as an educational institution, sets supplementary community standards for its members that are over and above prescribed federal, state, and local laws. North Park University recognizes that personal choices involving the use of alcohol have an impact on both the individual and the community. The University's alcohol policy, written in accordance with

Illinois state law, supports the mission of the institution and its academic and student engagement goals.

- A. **Public Consumption:** North Park University is an alcohol-free (dry) campus, which means that alcohol is not allowed anywhere on campus or in conjunction with school sponsored events. (Reference Community Standard 2.3a)
- B. **Intoxication and Behavioral Responsibility:** Students who choose to consume alcohol are expected to do so responsibly off campus and must be of legal age. Intoxication itself is a violation of North Park University alcohol policy. Behavior that is disruptive, or characterized as physically violent, excessively aggressive, or uncooperative, and is related to the influence of alcohol and/or drugs, is prohibited. In addition, students who are highly intoxicated, in the opinion of the University staff member present at the time, will be transported to the hospital via ambulance at the cost to the student. (Reference Community Standard 2.6.)
- C. **Powered Alcohol:** The consumption, possession or distribution of any powder or crystalline substance containing alcohol, as defined by state/local law, is prohibited by University policy and Illinois state law. (Reference Community Standard 2.3a)
- D. **Alcohol Paraphernalia:** North Park does not condone the display of alcohol containers or advertisement in campus windows, rooms, in campus publications, or on posted communication. This includes but is not limited to beer bongs, beer pong supplies, funnels, and neon beer signs. (Reference Community Standard 2.3b)
- E. **Underage Drinking:** It is expected that students under the age of 21 abide by local laws and ordinances related to alcohol. Parents/legal guardians may be notified by the University of student conduct proceedings when a student, under age 21, is found in violation of the Student Code of Conduct, which includes, but is not limited to, the alcohol policy.
- F. **Alcohol Policy Violation:** If a student is present in an on-campus situation where alcohol is found and/or being consumed, that person is culpable, even if that person is not partaking in the consumption. All alcohol containers will be confiscated, emptied, and used for evidence. Students involved in an incident that violates University Policies and Community Standards will go through the Student Conduct Process. The dean of students or designated staff, will determine if the student is responsible for the violation of University Policies and Community Standards and identify sanctions up to and including dismissal, depending on the severity of the case.

The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective conscience of alcohol and drug use and misuse. We support members of the community in their efforts to pursue treatment for addiction and to maintain drug-free and alcohol-free lifestyles. The Residence Life staff (as well as other community members), upon observing consistent behavior patterns of alcohol abuse, will express concern to the dean of students or designated staff, who may make referrals. Questions regarding the Alcohol and Drug-Free Campus Policy Statement should be referred to the dean of students.

### Drug Policy

North Park University is committed to enforcing the requirements of the Drug-Free Workplace Act of 1988 and in doing so publicly commits to a drug-free and alcohol-free learning and work environment. The drug policy will be enforced to protect North Park's status as a responsible source for the award of federal grant monies. This means that we strictly prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on North Park property or in conjunction with school sponsored events on or off campus.

Both Illinois and federal law prohibit the possession and/or distribution of illegal drugs. Criminal penalties include fines, imprisonment, and, in certain cases, the seizure and forfeiture of the violator's property. Penalties are increased for second time offenses. In addition, financial aid (particularly federal aid) may be forfeited according to the Anti-Drug Abuse Act of 1988.



North Park University students are subject to all federal, state, and local laws pertaining to the use, possession, and presence of drugs. The University cooperates fully with law enforcement officials in the prosecution of cases involving controlled substances.

The North Park University drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, synthetic drugs, or any other intoxicating compound. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs, or items suggesting drug distribution are found (for example: scale, small self-sealing baggies, etc.), the University may refer the case directly to a hearing panel to consider suspension or dismissal in addition to notifying law enforcement authorities.

North Park University, as an educational institution, sets supplementary community standards for its members that are more restrictive than prescribed federal, state, and local laws. Violations of these policies are also subject to disciplinary action through the University's Student Conduct Process.

- A. **Drugs On Campus:** Students are prohibited from the unlawful use, possession, or distribution of any drug or drug paraphernalia on any University property. (Reference Community Standard 2.2a)
- B. **Drug Paraphernalia:** Students are prohibited from being in the presence of drug paraphernalia, such as bongs, grow kits that contain mycelium. (Reference Community Standard 2.2b)
- C. **Drugs Off Campus:** Students found in violation of drug laws off campus may be subject to disciplinary action by the University.
- D. **Drug Policy Violation:** If a student is present in an on-campus situation where illegal drugs or drug paraphernalia are found and/or being consumed, that person is culpable, even if that person is not partaking in the consumption. All drug paraphernalia and drugs will be confiscated and used for evidence. Campus Security will administer a drug field test. Students involved in an incident that violates University Policies and Community Standards will go through the Student Conduct Process. The dean of students or designated staff, will determine if the student is responsible for the violation of University Policies and Community Standards and identify sanctions up to and including dismissal, depending on the severity of the case.
- E. **Medical Marijuana:** North Park University prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any University sponsored event or activity off campus. This prohibition includes the possession and use

of medical marijuana. The Compassionate Care Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.” Additionally, North Park University is required to certify that it complies with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substances Act which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug-Free School and Communities Act, North Park University prohibits all cannabis use, possession, manufacture or distribution. (Reference Community Standard 2.2a)

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

### **Alcohol and Controlled Substance Abuse Assistance Policy**

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

In addition to possible criminal prosecution by city, state, and/or federal authorities for violations of law, students who violate North Park’s Policy and Community Standards concerning drugs and alcohol will be subject to Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the University, such as counseling assessments, educational projects, community service, restitution, suspension, probation, or dismissal.

At the time of the student conduct action, the dean of students or designate will determine if an alcohol/drug abuse assessment or alcohol/drug education program is necessary. Payment to a referred treatment, education, or counseling program is the responsibility of the student in addition to fines issued as a conduct sanction.

### **Alcohol and Controlled Substances Testing Protocol**

When it is determined that a student needs an alcohol or drug assessment or education program the University has established a drug and alcohol testing protocol. This is to ensure that compliance to the drug and alcohol policies are maintained, and to provide an effective means of determining whether drug and/or alcohol abuse has occurred.

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

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

In consultation with the vice president for student engagement, members of the Wellness Team, as identified by the vice president for student engagement, will make the final decision as to whether a test should take place.

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

In addition to alcohol, the test will search for evidence of use of the following drugs and controlled substances (this list is not exhaustive but intended to give an overview of the breadth and depth of the test):

Amphetamines, Marijuana, Opiates, Barbiturates, Methadone, PCP, Benzodiazepines, Methaqualone, Propoxyphene, Cocaine, Steroid Metabolites, Testosterone, Diuretics.

### **Outline of Testing Procedures**

Testing shall be coordinated by the Health Services office or in conjunction with the Athletics Department Drug Testing Program. In addition to providing a specimen, the student will be required to sign appropriate consent forms. These forms will provide the student an opportunity to identify medication which may affect the analysis. If coordinated by Health Services, a student who has been requested to undergo drug testing will be required to provide an appropriate sample within two hours of the request. If coordinated with the Athletics Department, their testing protocol will be followed.



Test results will generally be returned to the University within two to five business days of the date the sample is collected. During that period, the student may continue to participate in classes and other activities unless the reason underlying the request for testing itself warrants immediate action. The vice president for student engagement or his or her designee will make the decision of the student's ability to continue participation.

#### Consequences of a Positive Test Result

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

#### Consequences of Refusing to Take a Test or Tampering with a Specimen

If a student refuses to submit to a test within the stated time period (including refusal to provide specimen(s) as directed, execute the consent forms, or sign or initial collection bottles, chain of custody forms, etc.), it will be treated as a positive test with the same consequences as outlined in the paragraph above. If it is determined that a student tampered with a specimen, either by adulteration or substitution, the test will be treated as a positive test, and the student will be considered in violation of both the policy on unlawful drugs as well as subject to the University's policies regarding dishonesty as set forth in the Student Handbook.

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

#### Education Regarding Drug and Alcohol Abuse

North Park University provides events and information to educate students about the negative impact of alcohol and drug abuse. Students who would like more information on alcohol, drugs, and the affects thereof, are encouraged to contact Health Services staff. Students experiencing difficulties with alcohol or drug use should talk with a staff member in Residence Life, Counseling Support Service, or Health Services or contact the dean of students.

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

#### Smoke- and Tobacco-Free Policy

To provide a healthy and safe environment for students, faculty, staff, and visitors on campus, and to create a cleaner and more sustainable campus community, smoking and tobacco use is prohibited on all campus property at North Park University, both indoors and outdoors, in University-owned vehicles and in privately-owned vehicles parked on campus property.

The advertising and selling of cigarettes, cigars, tobacco products, or the like is prohibited on campus property. Littering the remains of these products or any other related waste product on campus property is further prohibited.

This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public.

#### Definitions

- a. Smoking is defined as the use of smoke-producing tobacco products, including, but not limited to, cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products, and hookahs. All forms of smoking are prohibited on all campus property.



- b. Tobacco Use is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited. All forms of smoking are prohibited on all campus property.
- c. E-Cigarette Use or Vaping is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. Use of these products and delivery systems is also prohibited within all University buildings, facilities and vehicles., even without the use of nicotine, and may be subject to confiscation and/or disposal.
- d. Campus Property means any property owned, leased, occupied, operated or otherwise controlled by North Park University, including, but not limited to, all campus buildings, classrooms, laboratories, residences, residence halls, elevators, stairwells, restrooms, conference rooms, hallways, athletic complexes and facilities, lobbies and other common areas, exterior open spaces, and University-owned parking lots.

#### Guidelines

All University employees, students, visitors, guests, and contractors are required to comply with this policy. All members of the University community are encouraged to share the responsibility for bringing this policy to the attention of visitors.

- a. North Park constituents who do not respect these policies, will receive intervention in accordance with employee or student conduct policies.
- b. Off-campus visitors, guests, and contractors who violate this policy will be counseled appropriately.

#### Exceptions

- a. The use of tobacco products may be permitted in laboratory and classroom instruction and experiments, or for educational, artistic, or theatrical purposes.
- b. FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum, are *not prohibited*.

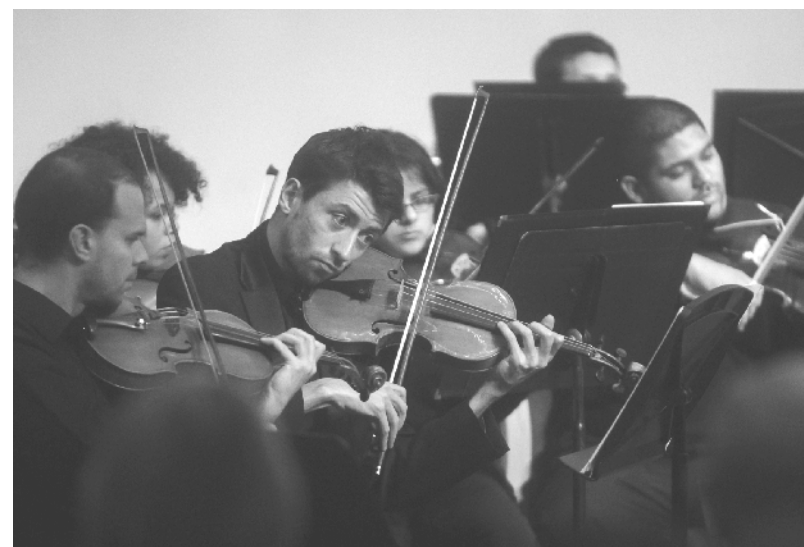
#### Immunization Policy

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

a statement signed by a physician or religious practitioner indicating reasons for the exemption must be a part of the student's health record.

#### Financial Responsibility

The willful failure to pay bills or passing bad checks to the University, or to any local commercial establishment, by a student is illegal, impairs the credit of all college students, and may be subject to the Student Conduct Process. If a student has any outstanding financial commitment to the University, grades, transcripts, and diplomas may be held until such time as financial commitments have been met or payment plans arranged.



## Responsibility to the Integrity of One's Education

To acquire an education that is complete and authentic, individuals must treat the academic pursuit with respect. All members of the North Park University community are obligated to maintain an atmosphere conducive to academic work so that the educational mission of the University will not be hindered.

Academic life at North Park University is full of challenges, and meeting those challenges should be a student's primary objective. The University requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance. Violation of these policies can include, but are not limited to, any of the following situations described below. Students found in violation of any part of the policy, written or implied, will be subject to the Student Conduct Process.

This section of the Student Handbook should be considered a supplement to the information found in the North Park University Catalog. Students are encouraged to regularly review the Catalog, and to consult it for information on academic policies and procedures.

### Academic Integrity

#### Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution, will not be tolerated at North Park University, and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the Student and Faculty Handbooks.

#### Categories and Definitions of Academic Dishonesty

##### Cheating on Quizzes, Tests, and Examinations

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

- Looking at an examination paper or answer sheet of another student.
- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.

- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

#### Plagiarism

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

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism)

#### Alteration of Academic Records

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

- Changing documentation in Student Administrative Services (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

#### Sabotage

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

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

#### Substitution

Using a proxy, or acting as a proxy, in an academic exercise.

Examples of substitution include, but are not limited to, the following:

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

#### Judicial Procedures for Cases of Academic Dishonesty

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:

1. Notify the student of the charge against him or her.
2. Report findings to the appropriate academic dean [the deans of the

schools, or the dean of the College, in the case of College of Arts And Sciences, respectively].

A student or staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate academic dean [The deans of the schools, or the dean of the College, in the case of College of Arts And Sciences, respectively].

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

1. Convene a meeting with the instructor and student.
2. Evaluate the instructor's evidence and hear the student's response.
3. Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations.
4. Inform the student of his or her right to appeal.
5. Inform and provide a written copy of the final report to the dean of students and dean of the College in the Office of the Provost.
6. Keep appropriate records of each case to its completion.

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

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper, or project.
- A failing grade in the course.
- Exclusion from participation in the athletic, musical, and other extra-curricular programs of the University.
- Suspension from the University for an appropriate period.
- Dismissal from the University.

The student may:

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

Upon timely appeal, the Academic Judicial Committee shall be convened at a time determined by the appropriate academic dean. The committee shall consist of

- Three faculty members appointed by the appropriate academic dean.
  - At least one of these faculty members shall be from among faculty not currently teaching the charged student.
  - At least one of these faculty members shall be from the division or school offering the course.

- Three student members nominated (together with two alternates) by the president of the Student Government Association.
- The vice chair of the faculty, who shall preside and cast a vote in the event of a tie.

The charged student has the right to challenge one student and one faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his/her committee and be done in writing to the appropriate academic dean. The student may have one advisor (student, staff, or faculty) of 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 Academic Judicial Committee may:

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

Upon finding a second offence, the student will be referred to the dean of students as a student conduct issue.

### Academic Grievances

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

#### Step 1

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

#### Step 2

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

#### Step 3

If the student is dissatisfied with the response, the student may appeal to the

dean with responsibility for the class out of which the academic grievance arose (in the case of the College of Arts and Sciences, to the dean of the College).

The appeal must be taken no later than five days after the preceding response and shall be in writing. The appeal shall identify the issue, describe the prior steps taken to resolve the grievance, state the responses received at earlier steps, and set forth all the facts supporting the grievance, including any related documentation. The applicable dean will conduct any investigation deemed necessary, consult with the responsible faculty member, may request both the student grievant and the faculty member to jointly meet with the dean, and will promptly render a decision. In the event of a meeting, the student may request the assistance and presence of another member of the North Park community.

#### Step 4

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

### Class Attendance

Students are expected to be prompt and regular in attendance at all scheduled classes. Attendance requirements are set by individual instructors. Illness is generally the only acceptable excuse for absence from classes. Arrangements must be made with the instructor concerning short-term illness. In case of longer illness, the student should notify the Division of Student Engagement.

### Final Examinations

Final examinations are given at the discretion of the instructor. They may either be in-class, online, or take-home. A final paper, presentation, or performance may be used in place of a final examination.

### Medical Leave of Absence

North Park University recognizes that college can be stressful and at times a student may need to leave the campus community to address their mental health or medical condition (for example depression, need for surgery, pregnancy, as well as other conditions). A medical leave of absence (MLOA) allows students to take time away from the University without academic penalty and provides a student the opportunity to pursue treatment, and eventually return to the University to continue their academic and social endeavors.

Students may be granted a medical leave of absence (MLOA) from the University due to medical/psychological reasons through the Division for Student Engagement. The date of the MLOA will be set by the dean of students or his or her designee. A MLOA requires appropriate medical documentation by a licensed health care practitioner such as a physician, psychologist, counselor or treatment facility. Acceptable documentation would be a letter or note from your physician, psychologist, or counselor, on their letterhead, which indicates the following:

1. the reason you are requesting a medical leave of absence, including your diagnosis;
2. the date of onset of symptoms or initial treatment;
3. the dates of subsequent treatment (if applicable); and
4. the expected time frame for treatment and/or recovery. MLOA date of the withdrawal will be set by the dean of students or his or her designee.

Students considering taking a MLOA are required to complete a Release Form. The Release Form gives the student's licensed healthcare practitioner such as a physician, psychologist, counselor or treatment facility permission to share information regarding your desire to take a MLOA with a designated staff member of the Division of Student Engagement.

Tuition, housing, and board refunds for students who take a MLOA are subject to the guidelines found in the catalog and housing contract. MLOA does not guarantee a refund. MLOA applies to all current and future semesters.

Medical leave of absence must be submitted by the last date of the semester. MLOA documentation submitted after the semester will not be considered, except in extraordinary circumstances. In such circumstances, additional documentation and information may be required.

A MLOA can be arranged in advance for the following semester.

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



### Procedure for Re-Enrollment after a Medical Leave of Absence

Treatment is a requirement for a MLOA. A student desiring to be readmitted from a MLOA should complete the necessary forms no sooner than four weeks prior to the beginning of the semester in which s/he wishes to enroll:

- Release of Information form gives your provider permission to share information regarding your treatment while on MLOA to a designated staff member of the Division of Student Engagement.
- Treating Provider's Re-Enrollment Questionnaire, which should be completed by the treating provider.

After Student Engagement receives this information, the student will be scheduled for an appointment with the assistant vice president for student engagement or designee for a re-enrollment interview. At that time, the assistant vice president for student engagement or designee will discuss with the student his or her readiness to return to college and discuss ways to support the student upon return to campus.



The dean of students his or her designee will determine readiness to return to academic studies, and grant clearance based on, but not limited to, the following:

- Assistant vice president for student engagement, Wellness Team or designee recommendation
- Written statement(s) from a licensed health care practitioner such as a physician, psychologist, counselor, or treatment facility concerning (1) the student's health status, (2) ability to succeed as a student, or (3) treatment plan compliance

The dean of students may consult with members of the Wellness Team to assist in making decision regarding readiness to return to college. Once clearance has been granted, the dean of students or his or her designee will notify the proper office, such as Residence Life and Housing and Student Administrative Services, so the student can make the proper plans for a successful return to campus.

In reviewing requests for return from MLOA, the university will look for evidence that the issues that led to the student's inability to perform have been addressed. Specifically, the university will need evidence that the student has demonstrated follow through with treatment for a sufficient period of time to enable the person to be a successful student, with or without accommodation. Additionally, evidence of productive functioning (i.e., employment, volunteerism, etc.) is looked upon favorably. In order to be approved for return, the student must have complied with any recommendations for treatment given at the time the student took the MLOA or provide substantial medical justification for not having done so.

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

The dean of students or designee has the authority to streamline the process in a manner that is in the best interest of the student and/or University.

### Pregnant and Parenting Students

#### Pregnant Students

Title IX prohibits discrimination against any student based on pregnancy, childbirth, false pregnancy or the recovery from any of these conditions. According to the U.S. Department of Education, students who are pregnant should be treated as students who have temporary medical conditions. As such,

North Park University students who are pregnant can receive accommodations similar to those given to students with a temporary illness when deemed medically necessary.

#### Parenting Students

Title IX also forbids the discrimination against parenting students, prohibiting rules that treats students differently based on their parental status. A parenting student, however, does not receive formal accommodations. Students who are parents may communicate with their professors on a case-by-case basis if particular needs arise related to their parenting. Excused or unexcused absences will be at the discretion of the individual professor.

For additional help in requesting support, pregnant or parenting students can contact the Center for Student Engagement at (773) 244-5565 or stop by the office located on first floor of the Johnson Center.

#### Withdrawal for Financial Aid Recipients

Federal regulations require that North Park University have a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, Pell Grant, Perkins Loan, Federal Stafford Loan and Federal Parent Loan) received by students who withdraw during a term for which payment has been received. This policy is effective only for those students who completely terminate their registration (i.e., students who cancel their registration, withdraw or are dismissed) or who stop attending class before completing 60% of the enrollment period.

The North Park University's withdrawal and refund policies and the requirements for the return of grant or loan assistance are printed annually in the University's catalog. For more information, contact the Office of Student Administrative Services at (773) 244-5560.

#### Withdrawal for the Term

Students wishing to withdraw from the University for the entire term should begin the withdrawal process in the Office of Student Administrative Services located in the Student Services Building.



## Responsibility to the University and its Members

At North Park, we believe that the health of the University community rests in the hands of each of its members. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another, to work together, and to seek justice within and beyond the University community. All community members are called upon to promote actions and behaviors that are consistent with the values of North Park University and to confront, challenge, and respond to actions that are inconsistent with the established standards. In line with these goals, the University created the following policies to guide student conduct within the University community:

### Activities and Events

All organized activities and events must be sponsored by an official student organization or campus department. For events hosted and/or funded by Student Government Association recognized organizations, the director of student activities must approve all events that include any of the following:

- open to individuals outside the North Park community,
- off-campus, larger than 25 attendees,
- on-campus, larger than 50 attendees
- using an outside vendor or performer.

Approval must be received in advance of any planning and publicity. The approval process will include a review of contracts, security requirements, liability waivers, and other considerations. Unless otherwise stipulated and pre-approved, the University adheres to a one-guest-per-student policy for non-performance student events, activities, and programs.

### Bicycle Policy

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

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

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

The following safe practices should be followed while riding on campus to ensure the safety of the riders and pedestrians.

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

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

### Bullying, Intimidation, and Threats

No person's actions (directly or indirectly) shall harass, abuse, harm or threaten to harm, another person or group of people, either in a specific or general manner. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites), stalking, domestic violence, dating violence, sexual assault, or coercion. (Reference Community Standard 3.1 and Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation)

### Compliance

Students must comply with the reasonable directions of any person employed by, or acting for, the University and given the responsibility to enforce the rules and regulations of the University. Students also must comply with the regulations and policies of University offices and departments. This includes but is not limited to requests made in regards to student conduct incidents and proceedings, the Wellness Team recommendations and Search and Seizure Policies. (Reference Community Standard 1.4)

### **Concealed Carry Policy**

North Park University is committed to providing a safe and secure environment for the University community and its guests. In support of this commitment and pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, the University maintains and enforces a Weapons and Firearms-Free Campus. This includes all buildings, facilities, residence halls, and other University housing, programs, and University-sponsored events, whether on or off campus. This policy applies to all employees, students, persons conducting business, or individuals visiting the North Park University campus.

Individuals with a valid Illinois concealed-carry permit who are attending a University event or are on University property for a legitimate purpose, may store their firearms in secured containers within their vehicles while they are on campus.

Law enforcement personnel, on-duty armed private security personnel, other government personnel authorized to carry a weapon, and retired law enforcement personnel with valid Retired Officer Carry Cards are exempt.

Any individual, including students, employees, or visitors, on North Park University property found to have carried a weapon or firearm onto the University's property knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the North Park University campus. Any student will be subject to the Student Conduct Process as detailed in the student handbook. Any employee will be subject to disciplinary action as detailed in the employee handbook or manual for academic personnel policies. (Reference Community Standard 3.7)

### **Conduct that Endangers**

No student may engage in conduct that injures the student or others, or has the potential to endanger the safety, health or wellbeing of others, through direct action or negligent inaction. Conduct that endangers or injures another person on the basis of race, gender, sexual orientation, religion, physical ability, age, and ethnic or cultural origins are particularly reprehensible and prohibited, and will be reported to governmental authorities as required by law. (Reference Community Standard 2.11 and Policy Against Sexual Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation)

### **Conduct Unbecoming**

North Park University holds high standards of behavior for all students.

Unbecoming conduct refers to those acts that may not be specifically identified by other policies but that could reasonably be regarded as so improper or inappropriate by their nature and in their context that they are harmful to the reputation of both the student and/or the University. Students will be held accountable for actions or activities that are inconsistent or incompatible with the spirit of the community standards set forth in the Student Handbook, whether such actions take place on or off campus.

### **Contract Policy**

In order to protect North Park University and the various student organizations from financial problems arising from contracts, all contracts for events hosted and/or funded by Student Government Association recognized organizations should be processed through the Office of Student Activities. The original copy will be returned to the individual or the agency, and the duplicate will be placed on file in the Office of Student Activities.

### **Damage and Vandalism**

Destruction, damage, or abuse of any property, public or private, is prohibited. Deliberate attempts to deface property also are prohibited. (Reference Community Standard 3.3)

### **Discouraging Policy Violations**

Students have a responsibility to discourage classmates from violating the Community Standards and the Policies of the University.

### **Email**

Email is the official means for communication within North Park University. Information Technology will assign all faculty, staff and students an official University email address. This address will be the one listed in all directories and the one used by the University for official business and communications. The University's email system can be accessed on- and off-campus through an Internet Service Provider.

The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The University will not be responsible for the handling of email by outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to his or her official email address.

The University has the right to communicate with students through email, and the right to expect that those communications will be read in a timely



fashion. Students, faculty, and staff members are expected to check their official email address on a frequent basis in order to stay current with University communications.

### **Fires, Fire Alarms and Fire Equipment**

In case of fire, immediately sound the fire alarm for the building, evacuate to a safe location, and call 9-1-1.

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff, in conjunction with Campus Safety, will oversee the evacuation of the residence hall areas. Never disregard a fire alarm.

Impeding and/or disregarding the instructions of firefighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Chicago Fire Department, will determine when it is safe to re-enter the building. If a false alarm is witnessed, this violation should be reported to Campus Safety. (Reference Community Standard 1.4, 3.9 and 3.13)

#### **Fire Alarm**

When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- Never ignore the alarm, assume the alarm is false, or assume it is only a fire alarm test.
- Know the location of the nearest fire alarm.
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway. Never use an elevator to exit during a fire alarm activation.
- Once outside the building, move away from the building. Assemble across the street or along the sidewalk of the adjacent building.
- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Stay away from this hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department or Campus Security.
- Report vandalized fire equipment to Campus Security or the Physical Plant.

#### **Fire Drills**

Fire drills will be conducted regularly during the academic year and should follow the same procedures as a Fire Alarm.

#### **Fire Safety**

Fires on campus can start quickly and spread fast. It is important that students understand the risks associated with fire. Knowing about and practicing fire safety is the best way to prevent loss of life and property.

Following these basic safety guidelines will help eliminate the chance that students are injured on campus.

- Identify the closest exits and evacuation routes
- Know the location of the nearest fire alarm
- Report vandalized fire equipment to Campus Safety.

In addition, to comply with fire codes, no interior hallway doors may be propped open. Sprinkler heads need to be kept free from obstruction so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited. (Reference Community Standard 3.10)



The following items are not permitted on campus-owned or leased properties. (Reference Community Standard 3.7, 3.11). This is not an exhaustive list:

- Fireworks
- Gunpowder/ammunition
- Flammable liquids
- Explosives
- Incendiaries
- Candles
- Incense and incense burners
- Halogen lamps
- Bomb-making (or similar) materials

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- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Stay away from this hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department or Campus Security.
- Report vandalized fire equipment to Campus Security or the Physical Plant.

#### **Tampering**

Persons who tamper with fire protection equipment (including signs), pull false alarms, fail to evacuate during fire alarms, remove batteries from smoke detectors and/or otherwise impede fire safety precautions or the work of firefighters in any way are subject to disciplinary action. (Community Standard 1.4, 3.8, 3.9, 3.10 and 3.13)

#### **Fraudulent Use of University Resources**

The University prohibits the direct or indirect unauthorized or fraudulent use of the University's facilities, telephone system, email system, mail system,

computer system, keys or student identification cards. The University also prohibits using any University facility, system, or security device for the commission of an illegal or unethical act. (Reference Community Standard 1.2, 3.5 and 3.6)

#### **Free Expression**

The University affirms its belief in the importance of free expression and the right of all members of the University community to speak in favor of causes that they support, and to criticize policies with which they disagree. At the same time, students share with the University a responsibility to help insure a campus climate of civility—one that is not intimidating, hostile, or demeaning to any individual or group. Therefore, obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. As a general guideline, “obstructive demonstrations” are those which attempt to deliberately disrupt access to University facilities or activities relevant to the University's mission or which by number of participants and location of demonstration effectively prevent access to a University facility or participation in a University sanctioned event.

Additionally, University community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved. University community members must adhere to University posting regulations at all times. (Reference Community Standard 2.6, 2.9 and 2.11)

#### **Gambling**

In accordance with the laws of the state, the University prohibits gambling in any form on campus. A group or organization desiring to host an event including activities that could be interpreted as gambling such as Bingo or Casino Night, must seek permission from the director of student activities. (Reference Community Standard 2.5)

#### **Hazing**

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

## Hoverboards

The University prohibits the use, possession, or storage of hoverboards. This includes hoverboards, Segboards, Segways, or similar devices.

## Information Technology

Information Technology provides the IT and media services resources on campus. General overview information is available on the office's website, while other specific technology information is available through the resources listed below.

### Knowledgebase and Helpdesk

If you need assistance with an IT issue, please begin by searching the online Knowledgebase at **wiki.northpark.edu**. You may also open a Helpdesk ticket at **helpdesk.northpark.edu** if unable to resolve your issue.

### My North Park

My North Park (**my.northpark.edu**) provides many helpful links to the University's online tools, including access to Microsoft O365 for email, Moodle, the Helpdesk, account management, registration and financial aid, and much more. The University recommends becoming familiar with this page as much important information that you are responsible for is listed here.

## Information Technology Acceptable Use Policy

### Overview

The mission of North Park University is to prepare students for lives of significance and service through liberal arts, professions, and theological education. Our vision is the constant pursuit and achievement of excellence as American's premier urban university in the broad evangelical Christian tradition.

In keeping with the mission statement, it is important that guidelines are developed which pertain specifically to technology. As users, we must be good stewards of our technological resources. Students, faculty, and staff of North Park are encouraged to take full advantage of the resources available to them. This document outlines the guidelines that all consumers of North Park's technology must abide by.

### Guiding Principles

The network provides the ability to connect to millions of people and resources. It is very important for each user to recognize his or her responsibility when using this connection. Each user is directly responsible for his or her actions while accessing the network. Users must always remember that just because something can be done, does not mean that it should be done.

The North Park University computing resources and network are for the use of current North Park faculty, students, and staff, and are to be used primarily for the academic, administrative, educational, and research purposes of the institution. Occasional non-institutional use is permitted if (i) the use is not excessive, (ii) does not interfere with the performance of any faculty, staff member, or student's duties, (iii) does not interfere with the efficient operation of the North Park network or its computing resources, (iv) is not otherwise prohibited by this policy or any other North Park policy or directive, and (v) is not otherwise prohibited by law.

Understand that North Park is a Christian community. Your activities must reflect that when utilizing our resources.

Specific prohibitions (not meant to be all inclusive):

- Sending confidential information without encryption. Un-encrypted information can be easily read and re-transmitted.
- Downloading, keeping, sending, publishing, posting anything that could be considered offensive, vulgar or harassing by North Park Standards.
- Sending unsolicited email messages to groups of people, for example chain letters and soliciting for money.
- Tampering with any electronic or computer system that you do not own.
- Actions likely to result in the loss or disruption of another's work.
- Accessing or attempting to access information which does not belong to you or you do not have permission to access.
- Sharing your password with anyone.
- Using our resources for any illegal, immoral, or unethical activity.
- Storing information deemed protected by government regulations on non-North Park owned computers.
- Sharing information deemed protected by government regulations with unauthorized parties.

Choose passwords that cannot be easily guessed. Do not share your password with others, and do not re-use your North Park password for other services. Passwords protect your personal information, and that of others.

North Park expressly reserves the right to inspect and examine any North Park owned or operated computer system, computing resource, and/or file(s) or information contained therein at any time. This includes email communications stored on our servers, and information traveling over our networks.

If you encounter problems with North Park's computers, please report them by opening a helpdesk ticket, or calling Information Technology.



### File Sharing

North Park University expects our campus community to be aware of current laws and applicable University policies with respect to computer, network, and internet use. It should be noted that it is illegal to use the North Park network to use file sharing programs for copyrighted material. Industry organizations have filed copyright infringement lawsuits against individual college students who have used file sharing programs to share copyrighted information. Violation of copyright laws can have serious consequences in both the areas of civil and criminal liability. North Park University advises students not to engage in peer-to-peer file sharing. We have technology in place to prevent this type of traffic. There are many alternatives to illegal peer to peer file sharing. Some options for legal commercial video and music services include:

- Spotify
- Pandora Internet Radio
- YouTube
- Apple Music

### Disciplinary Actions

The use of North Park's technology is a privilege, not a right. Abuse of any of the equipment or violation of any of the above stated rules may result in a loss of computing privileges or campus disciplinary procedures through the office of the dean of students, or director of Human Resources. (Reference Community Standard 3.5)

### Key Policy

Room and building keys are officially issued by the University to an individual solely for that individual's possession and use. Using an unauthorized key or loaning keys to another individual is strictly prohibited. Duplication of any key(s) issued by the University is strictly prohibited. (Reference Community Standard 1.1 and 3.14)

For safety reasons, on-campus residents and individuals who work in campus buildings are encouraged to lock the doors to their rooms and offices at all times, particularly when sleeping in a residence hall room or when away from the room or office.

A student's identification card may also function as a key. Student IDs may grant access to campus buildings and rooms. Please see Student Identification Card for further information.



### Lost Keys

Residential students must pay for lost room, apartment, house, stairwell, and/or laundry key(s) within three (3) days to the Office of Residence Life and Housing (ORLH). A charge of \$25.00 per key will be assessed and paid at the ORLH. The receipt must be taken directly to Physical Plant during regular business hours, who in turn will issue the appropriate replacement key(s).

### Laser Pointers

Due to the potentially hazardous effects of laser pointers, students are not allowed to own, possess, store, or use a laser pointer on campus, except when explicitly granted permission by a faculty member or instructor for limited use in a classroom setting and for a limited time period. Exceptions may be made for official institutional use or research/teaching use; those instances will be managed through the Office of Campus Safety and Auxiliary Services.

### Littering

To enhance the appearance of campus, protect the environment, and avoid health threats created by rotting food or debris, littering is prohibited. All members of the community are expected to put all trash and recycling materials in the bins provided around campus. (Reference Community Standard 2.9)

### Obstruction

No student may intentionally interfere with and/or interrupt any function on-campus, or University activity off-campus. No student may occupy any facility on campus beyond a time reasonably fixed and announced and/or posted by the University, when the effect of the occupation is to interfere with the conduct of any University activity. Furthermore, no student may willfully obstruct entry into, or exit from, any building, walkway or roadway by any form of a blockade. (Reference Community Standard 2.6 and 2.11)

### Parking Regulations

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

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

### Parking Permits

Parking permits are available online with a major credit card and can be picked up at Office of Student Administrative Services located in the Student Services Building after they are purchased.

**NOTE:** A parking permit does not guarantee the holder a parking space, but only the opportunity to park in specified parking areas on an “as available” basis.

### General Parking Regulations

1. Parking permits must be properly attached to the vehicle (front driver's side of windshield). A parking permit is not considered valid unless it is displayed correctly on the vehicle.
2. Vehicles must be in good driving condition so that they can be safely operated; no junk cars may be left in lots.
3. Vehicles must display proper license plates.
4. Parking in unauthorized areas can result in ticketing and towing. The observation that parking lots are full is not a legitimate excuse for parking in unauthorized areas.
5. If an employee or student finds it necessary to drive a car without a sticker in an emergency for more than one day, he/she must obtain a temporary permit from Campus Security. If it is for only one day, simply call Campus Security and provide them with a description of your loaner vehicle.
6. Accessible parking spaces are provided in University parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a valid accessible/ADA permit. Accessible permits may be obtained from the Illinois Secretary of State Office. Under Federal law, unauthorized vehicles in these spaces may be ticketed by state, local, and federal law enforcement officials, including campus safety officers.

### Designated Color Coded Parking

Parking lots on campus are designated for special uses and are identified by color coding. Holders of vehicle parking permits are restricted to parking in areas identified by a color that matches the color on their parking permit decal. Such areas may be identified by more than one color. Designated parking lots/areas are marked by signage and the following color coding:

#### Commuter Students: Red color coding

- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie
- Foster & Kedzie Parking Lot, 5141 N. Kedzie

#### Faculty/Staff: Yellow color coding

- Kimball Parking Lot, 5125 N. Kimball
- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie
- “Old Bookstore” Parking Lot, 3218 W. Foster
- Alley west of Brandel Library
- Alley north and west of Sohlberg Hall

#### Resident Students: White color coding

- Anderson Hall Parking Lot, 5000 N. Spaulding
- Burgh Hall Parking Lot, 5051 N. Spaulding
- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie



#### Seminary Students: White color coding

- Parking Lot behind the Johnson Center

Color designated lots are enforced from 7:00 am-3:00 pm, Monday-Friday

#### Visitors and Guests

All visitors and guests including alumni, parents and others in personal vehicles should park in designated visitor parking spots located at Foster & Kedzie Parking Lot, 5141 N. Kedzie.

#### Parking Violation and Penalties

A fine of \$25.00 payable online by credit card or at Office of Student Administrative Services in the Student Services Building, will be charged for the following campus parking violations:

- Failure to display a valid North Park parking permit
- Parking in the wrong designated parking lot
- Parking in a reserved unauthorized parking space
- Parking in a handicapped space
- Blocking a driveway or traffic lane
- Parked in a designated Fire Lane

#### Unpaid Tickets

Students who receive a ticket will have seven (7) days from the issue date on the ticket to pay the fine. If the fine is not paid within this period of time, the fine will be transferred to the student's account. All outstanding fines must be paid prior to registration for the next academic semester. Graduating students must pay all outstanding fines prior to graduation or transcripts will be withheld.

Continual or flagrant disregard of University parking regulations may result in disciplinary action and/or loss of parking privileges.

#### Appeals

Any individual receiving a North Park University parking ticket may appeal the ticket to the director of Campus Security within seven (7) days from the issue date. The director will review the ticket and will have final determination as to whether the parking ticket is sustained, reduced or voided. Appeal forms are available at the Magnuson Campus Center Security Office.

#### Towing Policy

Security is authorized to remove cars at owner's expense (with or without warning) under the following circumstances:

- Security is authorized to remove cars at owner's expense (with or without warning) wherever towing signs are posted.
  - Illegally parked vehicles blocking fire lanes, handicap spaces and driveways.
- Towing and storage fees are set by the towing company.

#### Disclaimer

North Park assumes no responsibility for any damage to vehicles (or losses of their contents) resulting from theft, vandalism, flooding, necessary towing regardless of where the vehicle is parked on campus. North Park University reserves the right to relocate vehicles that constitute a safety hazard, that are illegally parked, or that interfere with snow removal, construction, asphalt maintenance, or necessary access to parking lots, sidewalks and buildings.

#### Posting and Announcement Policy

- All postings and electronic announcements must clearly identify the official student organization or campus department responsible for the information.
- All bulletin board postings must be approved and date stamped at the Center for Student Engagement (CSE) front desk. Postings can only be posted for two weeks, unless approval is received from the Office of Student Activities.
- Sandwich boards, large sign holders, banners on the Johnson Center Balcony, and other large posting spaces may be utilized for postings approved by the Director of Student Activities.
- Electronic postings for the screen in the Center for Student Engagement (CSE) must be approved by the CSE front desk.
- Email announcements must be sent out through Campus Announcements or Human Resources.
- Any postings that have images or wording that degrades any population will be denied posting approval as this does not align with the mission of North Park University.



- Postings may only be placed in approved locations. Postings of any kind are not permitted on windows, doors, elevators or walls of any building and may be removed.
- Official student organizations or campus departments may post approved and stamped announcements on bulletin boards to advertise meetings, events, activities, and classes. Unless otherwise noted, bulletin boards in academic buildings, the Johnson Center, Magnuson Campus Center, Old Main, Helwig Recreation Center, Brandel Library, and Residence Hall lobbies, are all open for this category of postings. For approval to post in residence halls, please contact the Office of Residence Life and Housing.
- All organizations or individuals not affiliated with the University would need to be sponsored by a campus department, group or organization to post printed materials and must receive approval from and work with the Director of Student Activities.

We do not approve the following items:

- Job/employment ads—A representative from Career Development and Internships Office (CDIO) may bring posters pertaining to job ads, career fairs. As long as it originates from CDIO.
- Housing, apartment, or roommate ads—Refer inquiries to Seminary Housing in the Seminary building.
- Business or restaurant advertisements
- Items for sale

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

### Pranks

Pranks, defined as mischievous or malicious tricks that cause, or have the potential to cause, damage, harm, or distress, are prohibited. (Reference Community Standard 2.6 2.10, 2.11, 2.12, 3.1 and 3.2)

### Residence Life and Housing Policies

North Park University expects residential students to uphold all applicable University policies and community standards found in this Student Handbook. Students are expected to exercise good judgment in planning and promoting activities.

Violation(s) of the Residence Life and Housing policies may result in conduct proceedings being initiated against the North Park student. Consequently, the University may deny or restrict the activities and/or privileges of students.

Students are responsible for assuring their residential guest(s) are compliant with university policies and community standards. Residents will be accountable for their guests' actions as outlined in this Student Handbook. Failure to adhere to these guidelines and policies may result in Student Conduct Proceedings.

### Air Conditioning

Students are not permitted to install or use individual air-conditioning units (window units, portable units, swamp coolers, etc.) in their campus housing.

### Application for University housing

All housing applicants must complete and sign a University housing contract and submit it to the Office of Residence Life and Housing (ORLH). Once a student completes, and signs, the University housing contract, the student commits to being a resident in University housing until a student is released from the University housing contract based on the stipulations listed in the University Housing terms and conditions. Please see the University housing terms and conditions for information regarding the room and board refund schedule.

### University housing contract

The University housing contract is a legal document. Residential students should carefully read the document and retain a copy for future reference.

### University housing requirements

ORLH maintains residence halls, on-campus apartments and on-campus houses. All first-, second-, and third-year students are required to live in campus housing. Exceptions to this policy apply to:

- those living with their parent(s) or legal guardian(s) within 40 miles of campus,
- those registered for fewer than 12 credit hours,
- those 21 years of age prior to September 1 of the academic year,
- those with senior status (90+ credits), or
- married couples.

Other exceptions to this policy will be considered upon written petition to the Director of Residence Life and Housing (DRLH).

Housing is limited to the attending students. Housing for family members is not permitted. Likewise Housing is generally not available for part-time undergraduate students, undergraduate students over the age of 24, or married undergraduate students. Students in these categories are encouraged to find housing independent of the University.

### Campus Housing Selection

The room selection process for sophomores, juniors, seniors, and graduate students occurs during Spring Term. Room selection is based on cumulative academic credit completed by the end of Winter Term of the current year. Students who do not currently live in a residence hall, but would like to, should contact the Office of Residence Life to obtain housing information.

### Check-In and Check-Out

Upon arrival for check-in students are required to complete several forms which include but are not limited to a Room and Board Agreement and Room Condition Report. Regardless of the time of year and/or the circumstances of departure, proper check-out consists of making an appointment to check-out with a residence life staff member who will inspect the room, record any damages, and collect room keys. Improper check-out will result in a minimum \$50.00 charge, in addition to other charges that may be assessed for cleaning or damage.

### Children in University Housing

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

include the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the ORLH), and during Admissions Office guided campus tours. (Reference Community Standard 2.18)

**Note:** Children on campus should always be accompanied by a parent or legal guardian.

### Cleanliness and Sanitation

All residents must maintain satisfactory sanitation and safety standards in their living areas. Residents are not permitted to sweep dirt, trash, or waste out of doors or throw such items from windows or balconies. In addition, letting dirty dishes/ laundry pile up, spoiled or otherwise inedible foodstuffs accumulate, or creating any unsanitary condition is prohibited. Clotheslines are not permitted on apartment balconies. (Reference Community Standard 2.9)

### Cohabitation

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

### Courtesy and Quiet Hours

Residential students and their guests are expected to be considerate of other residents within and outside University residences by keeping noise at a reasonable level at all times. Quiet hours are observed in all residential spaces from 11:00 pm to 8:00 am each day. Courtesy hours are observed in all residential spaces 24 hours a day every day of the week. (Reference Community Standard 2.8)

### Damages and Room Condition Report

Residential students will be billed for all room damages and common area damages. Billing will be made at the end of each semester or at the time of the incident. Depending on the damage this amount will be billed to the student or taken out of their housing deposit.

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



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

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

Residents are expected to report information regarding damage, theft, and vandalism to a Residence Life and Housing staff member.

#### Electrical Appliances and Wires

All appliances must be in good working order and Underwriter's Laboratory (UL) approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. The DRLH must approve appliances using significant amounts of power or a large number of appliances in a student room. Refrigerators of more than five cubic feet are prohibited.

No electrical appliances with exposed heating and/or open coil elements are permitted in University residence facilities. This includes but is not limited to toasters, toaster ovens, warmers, hot plates, hot pots, popcorn poppers, and electric blankets.

A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited. The University accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.

The University may add or remove authorization of an item based on additional information or risk.

#### Emergency Contact and Missing Person Policy

All resident students are required to provide the Office of Residence Life and Housing with the name of an emergency contact person as part of the check-in procedure for campus housing.

If a student is under the age of 18, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.

The emergency contact person also will be contacted if the student is reported missing for at least 24 hours by roommates, friends, or instructors. The emergency contact person may be called sooner than 24 hours if the University has reason to believe foul play may be involved in the disappearance of the student. If a student has been missing for more than 24 hours, or if foul play is suspected to be involved, a report will also be made to the Chicago Police Department. For further detail on North Park University's Missing Person Policy, please see the annual Campus Safety and Security Report.

#### Furniture

Students may not remove any furniture from lounges, study rooms, or student rooms. Students doing so may be charged with theft. In addition, all University property must remain in student rooms at all times.

#### Guest Policies for University Housing

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

Residence Hall staff and Campus Safety officers retain the right to ask a guest to vacate a particular building or room at any time if it is deemed to be in the best interest of the community.

#### Definitions

- Non-NPU guests are defined as non-North Park students who are visiting a residential space. Students who are not currently enrolled in classes are defined as non-NPU guests.

- NPU guests are defined as other North Park students who are currently enrolled in the University.

#### Guest Limit

In any case, excluding the assigned occupants, individuals in any

- residence hall room shall not exceed four (4) guests;
- any residence apartment shall not exceed six (6) guests;
- and any residence house shall not exceed ten (10) guests.

For events hosted at a house where more than ten (10) guests may attend, students must seek written approval by the RD of Apartments & Houses. There shall be no more than five (5) people gathered on a porch at any given time. The University reserves the right to require guests to leave immediately upon request.

#### Guest Sign-in Procedure for University Residence Halls and Park North Apartments

NPU and non-NPU guests in a residence hall must sign in at the front desk and leave a valid form of photo identification (a current North Park University ID, passport, driver's license, or state identification card) to be picked up upon departure.

In residence halls, the host and guest must check in at the front desk together. The guest and host in residence halls must return to the desk together to check out.

In Park North, the guest may check in without the host present.

Sanctions for failure to check in and/or out guest(s) include, but are not limited to, a possible loss of visitation privileges, fines, or other student conduct sanctions at the discretion of ORLH.

#### Guest Visitation Hours

Residence Halls: Sunday–Thursday: 10:00 am–midnight; Friday–Saturday: 10:00 am–2:00 am

Park North, Apartments, and Houses: Sunday–Thursday: 10:00 am–2:00 am; Friday–Saturday: 10:00 am–4:00 am

Any overnight guest, regardless of whether or not they are a North Park student, must follow the overnight visitation procedures.

### Overnight Visitation

Residential students of University housing may host two overnight guests at least 11 years of age or older and of the same sex provided they have the consent of their roommate(s).

Guest must be registered as outlined in Guest Sign-in Procedure for University Residence halls and Park North apartments. The guest will receive an overnight form, which must be carried at all times. No overnight guest shall be hosted for more than 3 days consecutively and 6 days total within a 30-day period in any residence hall, campus apartment, or house (or in any combination of campus housing units). Any exception to this must receive prior written approval from the DRLH.

### Health and Safety Inspections

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

### Holiday and Hallway Decorations

Holiday decorations are encouraged by the Residence Hall staff, but must follow specific safety guidelines. Please see your resident director for specific guidelines regarding holiday and hallway decorations. Live Christmas trees present a potential fire hazard, and are prohibited in residence halls.

### Hostile Living Environment Response Policy

This policy is intended to be utilized in situations where a hostile environment is alleged to have been created within the assigned living area. A “hostile environment” is defined as a situation in which one or more individuals in a living unit intentionally creates tension between roommates, making the residential environment unlivable for personal, academic and/or psychological reasons. This policy also applies to situations in which a student or group of students intentionally discourages a potential roommate from moving in an available space(s) in the housing assignment.

When a hostile environment allegation occurs, the Residential Life staff will respond using the following procedure:

- A. A Residential Life staff member will meet with the student or students allegedly causing the disruption. Expectations of appropriate roommate behaviors will be stated and discussed at that time.
- B. Mediation of conflicts will be initiated by the Residential Life staff.

- C. Determination by the Residential Life staff member concerning the existence of a hostile environment and its causes.
- D. If the allegation is sustained, roommate contracts, which should have been completed in the beginning of the semester, will be revised to address issues of concern. If the behaviors which have caused the hostile environment continue, Residential Life staff have the option to move the student or group of students causing the disruption to another room assignment and/or charging that student or group of students for the cost of the open space(s). At the request of the complaining student, his or her housing assignment may also be changed, and any related cost charged to the disrupting student or group.

### Kitchens

Residents may use the community kitchen areas located in the residence halls. Residents are expected to use care when cooking and may not leave cooking food or a hot stove or oven unattended. Residents are also expected to keep kitchen areas clean and sanitary. Students should not leave dishes or food items in community kitchen areas. Misuse or unsafe use of community kitchen areas will result in kitchen privileges being revoked.

### Lock-Outs

Students are responsible for making sure that their residence is secure and to carry their keys/ID cards with them in order to prevent being locked out. If a student is locked out, a ORLH staff member or Campus Security may assist them. During the first week of the semester, students will not be charged for lock-outs. Students will be fined five dollars (\$5.00) for every lock-out that occurs thereafter.

### Maintenance Concerns and Repairs

To request maintenance service, a residential student must enter a helpdesk ticket through “My North Park” on the NPU website. A resident need not wait in the room, apartment, or house for a maintenance staff member. Whenever a residential student requests maintenance service, it gives the staff permission to enter the room, apartment, or house and make necessary repairs. It is the residential student’s responsibility to follow up with the RD if repairs are not completed in a timely manner. Maintenance staff service will only occur during the University housing visitation hours. Residents must include the RD as an “other reporter” in the helpdesk ticket submitted.

### Modification to Rooms

Creativity is encouraged in personalizing rooms, with the expectation that rooms be returned to their original condition at the time of check out.

- Students may not modify rooms in any way which alters University property, changes the architecture of a room, impedes or damages fire protection devices, or blocks lanes of ingress or egress.
- Students are not allowed to paint residence hall rooms.
- A list of prohibited items can be found under the Unauthorized Items section.

### Pets

Fish (defined as cold-blooded, aquatic vertebrates, having gills), kept in five-gallon tanks or smaller, are the only pets allowed in residence hall rooms. All other pets are prohibited. If unauthorized pets are found, they may be confiscated and turned over to local animal control authorities. This policy does not apply to service or emotional support animals. See section on Services and Emotional Support Animals for further information. (Reference Community Standard 2.10)

### Room Changes

Room Change Week occurs once each semester with notification going out to residents prior to this week. Students may not move rooms without authorization from the Office of Residence Life and Housing.

Room changes for the upcoming semester require vacating the current room prior to the end of the current semester. Students may not move rooms without authorization from the Office of Residence Life and Housing.

Students experiencing roommate difficulty should contact their RA or area hall director to pursue mediation.

### Storage

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

### Theft, Other Loss, and Insurance

Report any property loss immediately to Campus Safety and/or a resident assistant or a resident director. The best guard against property loss or damage is a locked door and secured window. The University is not responsible for loss or damage to personal property, whether by theft, fire, flooding, power surges, brownouts, or other circumstances. It is strongly recommended that students check their homeowner's coverage and other insurance policies to determine any current level of coverage. Students may also wish to consider renter's insurance.

### Unattended Items

Items or belongings left behind after a residential student has vacated a university living space will be stored for ten (10) days. If no arrangements have been made between the student and the ORLH, the belongings will then be donated.

### Unauthorized items

As a part of the North Park community, residents' private property or decoration within their residential space must not be in violation of campus policies. In addition to unauthorized substances, residents are restricted from having the following items in rooms:

- Washers and dryers
- Air conditioners
- Animals/pets (only small fish allowed, up to a 5-gallon tank). This policy does not apply to service or emotional support animals. See section on Services and Emotional Support Animals for further information.
- Candles and incense
- All type of grills (including George Foreman)
- Halogen lights and High-intensity light bulbs
- Hookahs
- Hoverboards
- Hot plates, toasters, or toaster ovens (no open coils)
- Nails and screws of any size for use on the walls, ceilings, floors, or any University-owned furniture
- Microwaves
- Space heaters
- 5-light floor lamp
- Bicycles

### Vacations and Closings

The residence halls, apartments and houses close each year for Winter Break and Spring Break. Students are required to leave campus during all breaks, except as specifically provided herein.

Winter Break and Summer housing is available on a limited basis for a separate fee and application process. If students violate any of the policies outlined in the Student Handbook, or if it is deemed to be in the best interest of the community, a student may be asked to leave campus for the duration break.

Students who do not comply with this policy may be assessed a fine, and may be subject to Student Conduct Proceedings.



### Windows

Tampering with any windows outside of their intended use is prohibited. Window blinds and screens must remain on all windows, including common area windows. Residents are encouraged to lock windows when not in the room and when sleeping. Entering and exiting through windows is prohibited. Throwing or dropping objects from windows is prohibited. (Reference Community Standard 2.12)

### Sales, Surveys, and Solicitation

Groups or individuals who wish to distribute literature or sell merchandise, or wish to recruit students or seek membership or support for organizations must abide by the following:

- All organizations or individuals desiring to recruit professionally on campus must contact the Career Development and Internships Office.
- All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive permission from and work with the Director of Student Activities.
- Tables in the Johnson Center Atrium, Carlson Tower Lobby, and Magnuson Campus Center are available to campus departments and official student organizations for the purposes of sales, surveys, solicitations or other uses. These must be reserved through the Office of Student Activities.
- Official student organizations must obtain permission to sell merchandise or services in the residence halls for fundraising purposes from the director of Residence Life. Door-to-door selling and soliciting in the residence halls, on campus, or in the local community are not permitted.
- All official student organizations or students who wish to conduct a survey in the Residence Halls must obtain prior approval from the director of Residence Life. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the director of student activities.
- All organizations or individuals not affiliated with the University who wish to distribute printed materials must receive approval from and work with the director of student activities.
- All other organizations and individuals not affiliated with the campus are prohibited from soliciting students on campus to donate money, join their organization, purchase their products, register to vote, sign petitions, or utilize their services without prior approval from the director of student activities.

**Please note:** If you believe a solicitor has harassed you, you may file a complaint with the vice president for student engagement and dean of students, the Department of Campus Safety, the Office of Residence Life and Housing, or the director of student activities.

### Student Identification Cards

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

Student ID cards are used for the following:

- To be identified as a current North Park University student.
- To act as a key to gain access into authorized campus buildings and rooms.
- To gain entrance into the campus dining hall for meals if student has purchased a meal plan.
- To use for Aramark Flex Dollars.
- To utilize library services.
- To use recreational facilities.
- To gain entrance to residence halls, and University athletic and social events.

### Theft and Unauthorized Borrowing

Theft, attempted theft, unauthorized borrowing, or unauthorized use of any University, public, or private property is prohibited. (Reference Community Standard 1.1)

### Trespassing

University resources and facilities are meant to be utilized by the University community, but some limitations regarding hours of use and authorization do exist. (Reference Community Standard 2.12, 3.14 and 3.15)

- No individual may enter a University building or property outside of its set hours of operation, unless he or she has obtained written permission to do so.
- Areas on campus marked as “no trespassing” or “authorized personnel only” must not be entered without explicit permission.
- No unauthorized persons are permitted on any campus roof or elevated exterior surface at any time.

### Truthfulness

All members of the University community are expected to be both truthful and complete when providing information (written, verbal, or electronic) to the University or to any person employed by or acting for the University.





## The University's Responsibility to Students

North Park University is committed to providing a positive, holistic educational experience. The University expects much from its students, staff and faculty, and also recognizes that it has certain obligations to the safety, well-being, and privacy of the entire campus community. Therefore, by admitting new students, faculty, and staff into the community, the University agrees to certain responsibilities to protect and serve the community it has created.

### Campus Security Office

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

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

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

### Crime Statistics

Crime statistics are published by the Campus Security Department and are available from the Office of the Vice President for Administration and Finance. Annual crime statistics and fire reports are made available to the entire campus community via the University website, and a daily crime log may be requested by contacting the Director of Campus Safety at (773) 244-5222.

### Directory Information

North Park University may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed are designated as "directory information" and may be released about any student for any purpose at the discretion of North Park University unless a written request for non-disclosure is on file: name, dates of attendance, full- or part-time status, class, previous

institutions attended, major field of study, awards, honors, and physical information about athletes (height and weight).

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to third parties without a student's written consent. If students do not wish directory information to be disclosed, they must request in writing that this information be withheld. Such requests must be received by the registrar no later than August 15 for the following year and are in effect until the student notifies the registrar, in writing, to remove the non-disclosure request. Directory information includes, but is not limited to: student's name; participation in officially recognized activities and sports; addresses; phone numbers; weight and height of athletes; email address; photographs and video; degrees, honors, and awards received; date and place of birth; major and minor fields of study; dates of attendance; class level; the most recent educational institution attended; and current class load.

### Disability Services

North Park University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. The University is committed to full inclusion and participation of people with disabilities in all aspects of university life. Support services and reasonable accommodations to aid students with disabilities are coordinated by the Division of Student Engagement and the student support specialist. The University is also willing to relocate programs, services, or activities and to make events accessible. Additional information can be found online at [www.northpark.edu/disability](http://www.northpark.edu/disability).

### Fleet Vehicle Policy

The North Park University Fleet Vehicle Policy is based on the conviction that the well-being of our employees and students must be one of the major

considerations in all of our operations and University functions. Our employees and students are our most important asset, and their safety is one of our greatest responsibilities. Our Fleet Vehicle Policy is put in place to prevent accidents and to insure the personal safety of our people.

Every employee and student who accepts the responsibility to operate a motor vehicle owned, leased or rented by North Park University should consider safety as a fundamental part of his or her responsibility.

North Park University maintains a fleet of vehicles that are available for use by authorized employees and students for official University business only. Smoking is prohibited in North Park University vehicles. Pets are not allowed in University vehicles.

1. The driver of a University vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of the safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.
2. University owned vehicles along with leased and rented vehicles being used for University business are to be driven only by “registered” North Park employees and students.

To qualify, faculty, staff, and students must be registered with the Office of Campus Security.

#### Driver Registration Process

To drive a car or mini-van:

- You must have a valid driver’s license.
- Pass the United Educators (UE) online driver safety course
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.

To drive a full size van:

- You must have a valid driver’s license.
- Pass the United Educators (UE) online driver safety course
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.
- Pass the North Park University online driver safety course.
- Pass the North Park University road test.

Freshmen are not allowed to drive a University vehicle unless they are working in a paid position on campus.

Faculty, staff, and students wishing to use North Park University vans and cars must be driver certified in order to meet University insurance requirements. A driver registration may be obtained by contacting Campus Security at (773) 244-5222.

#### Emergency Communication

The safety of all members of the campus community and visitors to the University is of the utmost importance. Emergency information and building addresses are posted throughout the campus. It is important that you review this information and pay attention to what is going on around you.

Call 9-1-1 immediately for all life-threatening emergencies. For all other security needs, call Campus Security at (773) 244-5600 or campus extension 5600.

In case of a weather-related emergency, seek shelter away from windows. Head to an inside hallway, stairwell, or basement.

#### Emergency Alert System

In an emergency or other related situations, North Park University’s Emergency Management Team will alert you via text and/or email with timely information to help keep you safe and informed. This includes instances of school closings related to weather or other emergencies. Signing up for text alerts is optional, but we strongly encourage you to provide your updated contact information through NPYou.

The alert system will also be used to send campus-wide emails to communicate important information. Emails will be sent to all “@northpark.edu” email addresses. All students, faculty, and staff are responsible for activating and checking your North Park email addresses regularly, or setting up a forwarding service to receive their email at an alternate address.

#### University Website and Social Media Channels

When appropriate, the University will also communicate with the community via updates on the website and through social media channels. The homepage of **www.northpark.edu** will be visibly altered to provide visitors with necessary information, including emergency phone numbers for more information, if applicable. All official campus updates during critical situations will be posted at **www.northpark.edu/alert**. The University’s Facebook page and Twitter



account will also be used to disseminate details and provide links to the website for more details.

#### Other Communication Channels

Magnuson Campus Center desk is the hub for receiving and routing emergency calls placed to North Park Campus Security. It is staffed by trained personnel and outfitted with equipment that will assist in facilitating a timely response to emergency situations.

There are also portable digital radios distributed across campus that will be used in emergency situations to provide direct communication and instructions for safety in residence halls and other main campus buildings. This is a private campus radio network and is also operational in the case of power outage.

During an emergency situation, the University may designate dedicated phone lines as Emergency Help Lines to provide information or instructions. If implemented, the numbers for these lines will be distributed through all appropriate communication channels.

North Park University's Emergency Management Team is also able to communicate with the City of Chicago Office of Emergency Management during the course of any city event that might affect our campus or surrounding neighborhood.

#### School Closures

As a general practice, North Park University does not close unless the health, safety, and security of the University personnel and students are seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the University will communicate via Emergency Alert System. Announcements of the emergency closing will, to every extent possible, specify the starting and ending times of the closing and whether the closing includes specific University services, events and evening or Saturday classes and programs. Listen to radio announcements and check the University website for closing information.

#### Emergency Procedures

Always call 9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling (773) 244-5600.

#### Active Shooter on Campus

- Quickly evaluate the situation to figure out what action gives you the best chance of surviving:

- Run out: Can you safely get to a safer location? If yes, do so immediately, leaving your belongings behind.
- Hide out: If you can't get out safely, find a place to hide in your immediate vicinity that offers more protection as well as options for movement.
- As soon as you are in the safest location possible, call 9-1-1. Do not assume someone else has already called. Tell the dispatcher:
  - Where you are
  - Who the shooter is in as much detail and description as possible
  - Where the shooter is
  - Number and types of weapons you could see
  - Any injuries you are aware of
- If you must hide out, do what you can to stay unnoticed and keep the shooter out: lock the door, turn out the lights, block the door with heavy objects, keep quiet and put cell phones on silent/vibrate.
- If there are two or more people in a space, quickly and quietly plan what to do if the shooter enters your location, and then spread out as much as possible so the shooter would be forced to look around for targets. Do not huddle together. Remain as calm as possible. Everyone must be committed to surviving the situation.
- If the shooter enters your space, assume their intentions are lethal and use anything you have at your disposal as a weapon of defense. Yell loudly, throw things at their face, if possible rush the shooter as a group to overcome them.

#### Dangerous or Suspicious Person

- Remove yourself from the person/area if possible. If safe to do so, leave the building.
- Do not physically confront the person or block the person's access to an exit.
- If remaining in the building, lock and barricade room door.
- Turn off lights and equipment.
- Call Campus Security at (773) 244-5600 and provide as much information as possible about the person and their direction of travel.
- Remain in secured area until "all clear" has been given by law enforcement or Campus Security.

#### Evacuation Scenario

- Do not use elevators.
- Follow directions given by evacuation leaders.
- Calmly evacuate the building using the nearest exit.
- Assist persons with disabilities or special needs.

#### Fire

- Activate the nearest fire alarm pull station.

- Calmly evacuate the building using the nearest exit while assisting persons with disabilities or special needs.
- Do not use elevators.

#### Hazardous Materials Release

- Move away from the site of the hazard to a safe location.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

#### Medical Emergency

- Stay with the individual and do not attempt to move the individual unless they are in danger.
- Call 9-1-1
- Calmly allow emergency personnel to address the situation.

#### Natural Gas Leak

- Remain calm and evacuate the building or area immediately while assisting persons with disabilities or special needs.
- Do not use light switches, cell phones, or anything else that could cause a spark.
- Do not use or tamper with any equipment.
- Call 9-1-1 or Campus Security after you are clear of leak.

#### Power Outage

- Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment.
- Do not tamper with or reset tripped fuses or switches.
- Do not use candles during power outages.

#### Severe Weather

- When the siren sounds, move all persons to lowest level hallways and tunnels to avoid glass and debris.
- Assist persons with disabilities or special needs.
- Stay away from the windows and skylights.
- Make sure all doors are closed, and keep the corridors clear of objects.
- Wait for “all clear” to return to other campus areas.

#### Suspicious Object

- Do not touch or disturb the object.
- Call 9-1-1 or campus security.
- Calmly leave the area.

#### Enrollment Verifications

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, to insurance companies for “good driver” discounts, and for scholarship receipt and/or continuance, health insurance coverage, and employment purposes. Verifications are processed on the form a student provides or on official University letterhead or forms.

#### Family Educational Rights and Privacy Act (FERPA)

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

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

#### Housing Accommodations

North Park University students are provided with reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act. Resident students with disabilities that fall under the definition of the ADA will be granted reasonable accommodations in student housing. All accommodations are determined on a case-by-case basis according to documented need, prevailing standards for reasonable accommodations, and available housing options. Contact the director of Residence Life and Housing at (773) 244-6208 for further information on

Housing Accommodation. Contact the student learning specialist at (773) 244-5737 for information regarding non-housing related accommodations.

### **Involuntary Withdrawal**

North Park University may at times find itself faced with a situation in which a student's behavior inside and/or outside the classroom demonstrates that he or she poses a potential and immediate threat of harm, or creates a pattern of extreme disruption. In these situations, it may be appropriate and necessary to initiate an involuntary withdrawal from the University.

It is understood that involuntary withdrawal for a student from the campus will be undertaken as a last resort. Every effort will be made to help the student understand the consequences of his/her behavior, make responsible decisions, and develop skills that will allow him or her to function within the University community.

If a student's behavior constitutes a violation of the University's Standards of Conduct, the case may first be referred to the dean of students for initial investigation and adjudication. If the student's behavior occurs in the absence of any violation of the Standards of Conduct, the dean of students along with the Wellness Team will investigate the situation and the effect of behavior(s) on the student and the University community.

The Wellness Team will consider, on an individualized case-by-case analysis, relevant factors which may include the likelihood of potential harm; the nature, duration, and severity of the potential harm; the source of the information; individualized circumstances that may be causes of the student's behavior; resolution options; and other relevant information. The Wellness Team's course of action will first be to develop a success plan that allows the student to remain enrolled or to voluntarily withdraw. However, if the Wellness Team decides an involuntary withdrawal from the university is in the best interest of the student and University community then this recommendation is provided to the vice president for student engagement, who is responsible for making the final decision regarding an involuntary withdrawal.

Tuition, housing, and board refunds for students who take an Involuntary Withdrawal are subject to the guidelines found in the catalog and housing contract. An Involuntary Withdrawal does not guarantee a refund. Involuntary Withdrawal applies to all current and future semesters.

The dean of students or his or her designee will determine readiness to return to University life. Because this Involuntary Withdrawal Policy applies to

cases in which there is a concern about the safety of the student or others, the dean or his or her designee may require a student who has been involuntarily withdrawn under this policy to be reevaluated before he or she is readmitted in order to assure that he or she presents no direct threat to himself or herself or others. In addition, the dean of students may require the following to grant clearance to return:

- Assistant vice president of student engagement, Wellness Team or designee recommendation
- Written statement(s) from a licensed health care practitioner such as a physician, psychologist, counselor, or treatment facility concerning (1) the student's health status, (2) ability to succeed as a student, or (3) treatment plan compliance
- Completion of a Release of Information form which gives a health care practitioner permission to share information regarding treatment or care while away from North Park to a designated staff member of the Division of Student Engagement

The dean of students may consult with members of the Wellness Team to assist in making decisions regarding readiness to return to college. Once clearance has been granted, the dean of students or his or her designee will notify the proper office, such as Residence Life and Housing and Student Administrative Services, so the student can make the proper plans for a successful return to campus.

The dean of students has the authority to expedite this policy if it is deemed there is an immediate threat to the campus community. In addition, the dean of students has the power to implement interim measures to protect the safety and security of campus members.

North Park University is committed to protecting the community from any physical harm and providing a safe learning environment for students, faculty and staff. The University will maintain confidentiality practices and adhere to the requirements of FERPA and HIPAA. This policy and procedure is designed to transition a student to a safer environment when remaining at the University is not in the best interest of the student or campus community.

### **LiveSafe**

LiveSafe is a free personal safety mobile app for colleges. Students, campus employees, parents, and the community can use this to engage in a two-way conversation with our Campus Safety and Security Office, even when it's not safe to make a voice call. Users can quickly and easily contact 9-1-1 or North Park's security team to get help or report suspicious or unsafe activity.

### App Features

**Report Information:** Submit crime tips and safety information discreetly to local law enforcement and Campus Security, with the option to include picture, video, or audio evidence.

**Contact Police:** Live-chat with dispatch to make a crime report and provide all the necessary details, or dial 9-1-1 to connect with the closest emergency services for immediate assistance.

**GoSafe with SafeWalk and SafeRide Requests:** Invite friends or family to follow your location on a map as you're walking home. Connect with the Viking Shuttle or request a Security escort from North Park's Campus Safety and Security team to make sure you get home safely.

**Safety Map:** Check out the Social Safety Map to get directions to the nearest safe location and information on the latest crime in the community.

**Access Campus Resources:** Phone numbers for local services, including counseling and crisis support, are stored within the app so you can access them any time you need them.

### Lost and Found

The Office of Campus Security will attempt to return all found property to rightful owners. When the owner can be determined, the Campus Security will attempt to notify the owner by email or telephone giving instructions on procedures to claim the property. Campus Safety maintains found property and will keep it until the end of the current semester. Property not claimed within 90 days may be donated, destroyed or discarded. Persons claiming lost property will be required to show proper identification.

Individuals can also file a lost property report at Campus Security, located in Magnuson Campus Center.

Items that are lost and found on North Park University's campus may be moved to a central location in Magnuson Campus Center.

### Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation

North Park's Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The policy applies equally to every member of the North Park community. The complete policy can be found at the end of the handbook.

### Privacy Policies

#### Protecting Collected Information

North Park University does not collect or transmit credit card information on our servers. All supplied payment information is transmitted by our payment processor via Secure Socket Layer (SSL) technology and then encrypted in full accordance with PCI Compliance Standards. Only encrypted confirmations of payments are sent back to the University's servers. North Park University maintains a variety of security measures to safeguard personal information.

#### Disclosure of Information to Outside Parties

North Park University does not sell, trade, or otherwise transfer personal information collected online in the course of University services and operation to outside parties, businesses, or organizations. This does not include trusted third parties contracted to assist website operations, servicing web visitors or other business. However, the University will require all such third-parties to adhere to reasonable standards for privacy and protection of personal information. The University may also release personal information when such release is deemed appropriate to comply with the law, enforce site policies, or protect rights, property, or safety of the University, its students, faculty and staff, or others. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

For further information regarding North Park Privacy policy, please refer to **[www.northpark.edu/about/privacy-policy](http://www.northpark.edu/about/privacy-policy)**.

### Residence Life Staff

Each residence hall has committed staff members who live within the community and provide resident students with assistance and service. The Residence Life Staff include:

#### Resident Directors

The general administration of student services within campus housing is the responsibility of the resident director, a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life or their individual offices. Professional staff members organize large-scale programs with the intent of promoting an environment that encourages a student's academic, spiritual and personal growth. Staff members coordinate and implement educational and social programs, and serve as a resource for each student.



### Resident Assistants

A resident assistant (RA) is a paraprofessional student assigned to a campus housing community. These student leaders have taken on the responsibility of serving as resources for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize programs with the intent of promoting an environment that encourages each student's academic, spiritual and personal growth. RAs coordinate and implement educational and social programs, and serve as a resource for students.

### Student Desk Attendant

Living area desks are staffed 24/7 by desk attendants (DA). DAs are student staff who are responsible for general building security. DAs check-in/out guests, document overnight stays, and work closely with the RAs and RDs.

### Student Desk Manager

Each living area desk has a desk manager (DM), who supervises the desk and DAs. Desk managers are responsible for scheduling DA shifts, ensuring desk coverage, hiring and training desk staff, and work closely with the RAs and RDs.

### Resident Assistant on Duty

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

- Anderson Hall Desk: (773) 244-4600
- Apartments (North Apartments): (773) 244-4610 (This is Burgh desk)
- Burgh Hall Desk: (773) 244-4610
- Houses: (773) 244-4610 (This is Burgh desk)
- Lund Apartments (South Apartments): (773) 244-4640 (This is Park North's desk)
- Ohlson House Desk: (773) 244-4630
- Park North Desk (also used for Sawyer Court): (773) 244-4640
- Sawyer Court: (773) 244-4640 (This is Park North's desk)

Residential students are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident should request to contact the RD on duty by visiting or calling the desk of their living area. If necessary, a resident may contact the ORLH during business



hours at (773) 244-5555. In an emergency situation, a residential student should contact the Campus Security at (773) 244-5600.

### Resident Director on Duty

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

### Search and Seizure Policies

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

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

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

Probable cause means a reasonable group of suspicions supported by circumstances sufficiently strong to warrant a reasonable person's belief that a person is committing an illegal act or an act in violation with University policy. Authorized University personnel include professional members of the Division of Student Engagement (excluding clerical personnel); University security personnel, the resident director or resident assistant, the supervisor of the maintenance staff and/or his designated employee, and non-University personnel contracted to perform maintenance or repair services on behalf of the University.

### Security Escort Service

North Park Campus Security escorts are one option for students, faculty, and staff who find themselves unsure or uncomfortable in their surroundings or in need of transportation assistance around campus and to select nearby locations. Campus Security officers are available to provide walking or vehicle security escorts on an as-needed basis and for safety reasons; this is not a service designed for convenience.

#### Security Escort Service Details

*Hours:* From dusk until dawn, but not available from 7:00 pm–2:00 am while the Viking Shuttle is running;

Daytime security escorts may be provided for special circumstances, including illness and injury.

Request a security escort: (773) 244-5600

You will be asked to provide your North Park ID number, pick-up location and destination, and a cell phone number. You may be asked to show your ID when your security escort arrives.

#### Security Escort Destinations

Walking escorts are limited to campus facilities.

Vehicle escorts are limited as follows:

- Campus-to-campus locations
- Kimball Brown Line “L” Stations
- Swedish Covenant Hospital
- Off-campus locations for students who have after-hours campus jobs, such as desk attendants
- Escorts may not be utilized to and from off-campus housing, stores, and restaurants

### Service and Emotional Support Animals

Subject to this policy, students, faculty or staff may be allowed to have a service animal (dog) in campus facilities where animals would typically not be permitted. Also, subject to this policy, students or staff residing in University housing may request as an accommodation that an emotional support animal be allowed to reside in the student's or staff member's University residence. The health and safety of North Park University students, faculty, staff, and the service or emotional support animal is an important concern; therefore, each request for such an accommodation will be made on a case by case basis. Only in cases where animals and the relevant facts satisfy the applicable criteria described below will the animal be exempt from rules that otherwise restrict or prohibit animals being on campus. Except in cases where it is readily apparent that an animal is a service animal, requests for an accommodation regarding service animals or emotional support animals should be supported by sufficient information or documentation for proper consideration of the request.

In all cases, the owner of the animal is responsible for the animal's behavior. The removal of any animal, including, but not limited to, service animals (dogs) and emotional support animals, and any necessary cleaning, repairs and/or pest control will be done at the expense of the owner of the animal and will be subject to a student conduct/employee proceeding. Resident will be permitted to have no more than 1 (one) animal due to the confined residential living space, and any exceptions will be reviewed and made on an individualized basis by the student support specialist and Residence Life and Housing or the Office of Human Resources, whichever is applicable.

#### Service Animals (Dogs)

Per Titles II and III of the Americans with Disabilities Act, North Park University allows a person with a disability to be accompanied by a service animal which is in definition limited to dogs. Service animals (or service dogs) are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person's disability. Students or employees with service dogs are permitted to bring their service dog in all areas of a place of public accommodation. This includes any University housing assigned to the student or employee.

### Emotional Support (or Assistance) Animals

Per the Fair Housing Act and the Americans with Disabilities Act, NPU provides reasonable accommodation for an emotional support or assistance animal in University housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides. Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's treatment process. An emotional support animal is not necessarily a service animal (dog), although in some instances a service animal (dog) could qualify as one. Except to the extent that a service animal also qualifies, emotional support animals are only allowed within a person's residence in University housing.

### Student Rights and Responsibilities

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

1. No applicant will be denied admission or financial aid to the University due to race, sex, age, color, national origin, religious creed or political belief, or disability unrelated to ability.
2. The student has freedom of research, of appropriate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom. This right does not extend to general or specific threats of violence or harm towards others.
3. The student will be evaluated on knowledge and academic performance for granting academic credit and not on personal or political beliefs.
4. The teacher-student relationship is confidential and disclosures of a student's personal or political beliefs expressed to the teacher in connection with course work will not be made public without explicit permission of the student.
5. Students' records may be released to persons not associated with the University only on request of the student, through legal proceedings, or as otherwise provided by law.
6. An attempt will be made to inform students of all rules, rates, and regulations deriving from contractual agreements with the University before entering into any such contracts.
7. The rights of individuals to be secure in their person, living quarters,

papers, and effects against unreasonable search and seizure is extended to the students in the academic community. This shall not prevent the University from entering residence hall rooms, campus apartments, or houses in accordance with campus rules and regulations.

8. Students will be free from censorship in the publication of their views so long as these are presented in good taste and are not represented as the view of North Park University. Should good taste be questioned, the vice president for student engagement may issue an injunction pending review by the president of the University.
9. Student publications will be free from any official action controlling editorial policy as long as publication maintains good taste. Publications shall not bear the name of the University or purport to issue from the University without University approval. Should good taste be questioned, the advisor to the publication, director of student activities or the vice president for student engagement may issue an injunction pending review by the president of the University.
10. Students are free to form, join, and participate in any campus group for intellectual, religious, social, economic, political, or cultural purposes, but shall not be recognized as an official school organization if the intended purpose of the organization is in direct conflict with the objectives of the University.
11. A student is free, individually, or in association with other individuals, to engage in off campus activities, exercising his or her right as a citizen of the community, state, and nation, provided he or she does not in any way claim to represent the University.
12. Students are free to use campus facilities for meetings of officially recognized student organizations, subject to regulations governing the facility.
13. Student groups may invite and hear speakers of their choice on subjects of their choice so long as the boundaries of good taste are observed. The Office of the President of the University retains ultimate jurisdiction in the matter of speaker selection.
14. Students will have their views and welfare considered in the formation of University policy, and will be consulted by, or represented on, University committees that affect students as members of the University community.
15. Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of faculty and students to pursue their legitimate goals without interference.
16. Students will be exempt from conduct action or dismissal from the University except for academic failure, failure to pay a University debt, or violation of a University rule or regulation, or local, state, and federal

statutes. Rules and regulations shall be fully disseminated in advance of the alleged violation.

17. A student is free to be present on campus and to attend classes pending action on criminal, civil or conduct charges. Exceptions include reasons relating to physical or emotional safety or well-being of students, faculty, staff, other persons, or University property.
18. Every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of standards. It is further recognized that each member of the University community shall have recourse through the proper conduct channels for the preservation of their rights.
19. Students will be held accountable for incidents and happenings that occur in a student's living environment, regardless whether the student was present or not present at the time of the alleged violation(s).
20. Students will be held accountable to incidents and happenings that occur in a student's presence whether or not the student is participating in the alleged violation(s).
21. Students will be notified of the alleged conduct charges being made against them and sanctions imposed, if any, given the opportunity for a conduct proceeding appropriate to the nature of the violation of this Student Standards of Conduct, and allowed to provide supportive information that they were not responsible for behavior in question.

### **Viking Shuttle**

The Viking Shuttle is a free vehicle service that operates continually during evening, late-night, and early morning hours with stops at key locations around the North Park campus. Students, faculty, and staff can get on and off the shuttle at any of the identified stops. The Viking Shuttle will be driven by a North Park Security officer, providing an additional level of safety for passengers.

When the Viking Shuttle is not in service, students may be able to use the North Park Security escort service. Vehicle and walking security escorts are available to assist individuals who are in need of transportation assistance or have safety concerns. Find out more about the Security Escort Service in the "Security Escort Service" section.

### **Hours**

7:00 pm–2:00 am when school is in session

Not operational during fall, winter, spring, and summer breaks.

### **Cost**

Free; must show North Park ID to board

### **Route**

The shuttle travels in one direction, north on Kimball avenue from the Kimball Brown Line "L" Station toward campus; east on Foster avenue to Kedzie, with interior campus stops; south on Kedzie toward Lawrence, making a loop through the interior of campus; and west on Lawrence to the Kimball Brown Line stop.

Please see the Campus Security website for more information and a detailed map.

### **Voter Registration**

Information on registering to vote may be found at the Illinois State Board of Elections website Information on registering to vote may be found at the Illinois State Board of Elections website [www.elections.il.gov/InfoForVoters.aspx](http://www.elections.il.gov/InfoForVoters.aspx). Students who need additional assistance in registering to vote should contact the Office of Student Activities.

### **Weekly Safety Reports**

The Office of Campus Security keeps weekly security reports. These reports are available for the public to review and are located in the Office of Campus Security, Magnuson Campus Center. Any incident which may affect the safety and security of any member of the campus community is briefly described in the Weekly Safety Report. If a major safety incident occurs, the campus community will be notified by a special security bulletin that will be emailed to all students, faculty and staff and posted on campus bulletin boards, if appropriate.







## Student Conduct Proceedings

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. To maintain a vibrant learning community, students are expected to contribute to this community. This expectation calls for three principled behaviors.

- Practice personal and academic integrity
- Demonstrate concern for myself and others, which encourages growth, learning, and development
- Respect the rights, property, and dignity of all persons.

### Student Rights

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

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

These basic “due process” rights apply to all Student Conduct Proceedings. The specific mechanisms by which these due process rights are met will vary. In those instances where the alleged violation involves harm to another person, the decision-maker will also assure that the harmed party is offered an opportunity to present supportive information, in addition to any information which may be offered by University representatives.

### Terms Defined

**Abeyance:** temporarily set aside; suspended. A fine held in abeyance does not have to be paid unless you are found responsible for another Code of Conduct violation.

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

**Appeal:** An appeal is not a re-hearing of the student conduct issue. A student must submit an appeal form within five business days of the student outcome letter. The burden of proof rests with the student to clearly demonstrate that an error occurred during the student conduct hearing process. The appeal form can be obtained from the dean of students’ office in the Johnson Center, Center for Student Engagement, first floor.

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

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

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

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

- Failure to appear at an administrative hearing or panel without proper and timely notification to hearing/coordinator officer

- Failing to act in accordance with instructions, requests, or orders of a University administrator/designee or official University documents
- Failure to fulfill sanctions rendered

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

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

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

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

**ORLH:** Office of Residence Life and Housing.

**Panel:** Student Conduct Panel.

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

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

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

**SED:** SED refers to the Student Engagement Division which includes the education programs, facilities, property, and employees.

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

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

**Student Conduct Outcome (SCO):** The outcome of a conduct proceeding that notifies the charged student of charges, violations, findings, and/or sanctions. Student Conduct Outcomes will be sent to the student's NPU email account. Other forms of communication may be used as necessary.

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

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

### Identification of Authority and their Responsibilities

**Vice President for Student Engagement:** The vice president for student engagement has full authority to review the decisions of hearing officer(s) and the Student Conduct Panel. The vice president shall oversee appeals and has final authority to support, veto, or amend any action in the Student Conduct Proceeding.

**Dean of Students:** The dean has authority to serve as Hearing Officer. The composition of the Student Conduct Panel and its members' authority to hear the matter of student dismissal shall be determined by the dean. The dean shall develop procedural rules, consistent with the provisions of the Student Conduct Proceeding Procedures, for the hearing officer(s) and the Student Conduct

Panel. The dean has authority to direct the development and revision of policies of the Student Handbook and the Student Conduct Proceeding Procedures.

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

**Hearing Officer:** Hearing officers include professional staff members in the Division of Student Engagement and ORLH. This can include, but is not limited to, the vice president for student engagement, the dean of students, designated SED staff, and residence directors. Hearing officer(s) may conduct an administrative hearing by reviewing the evidence and meeting with the student respondent(s) and, if necessary, appropriate witnesses. The hearing officer(s) will deliberate in private and make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

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

**Resident Directors (RDs):** The RDs have authority to submit Incident Reports (IRs), serve as Hearing Officers, and issue primary sanctions 1–3, and all supplemental sanctions.

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



### Good Samaritan/Medical Amnesty Policy

As members of this community, students have a responsibility to each other. Students should take active steps to protect the safety and well-being of each member of our community.

Students are sometimes reluctant in alcohol and/or drug-related emergencies to seek medical attention on behalf of themselves or another student out of fear that they (or the other student) may face sanctions for the use or possession of drugs or alcohol. This reluctance may result in potentially life-threatening situations. North Park University seeks to reduce barriers to obtaining needed assistance and to create a culture of trust, care, safety, and responsibility.

To encourage students to obtain the help they or their fellow students need without fear of disciplinary penalty or retribution, the Good Samaritan/Medical Amnesty Policy has been adopted. This policy may be invoked by the person in need of assistance and by the person calling for assistance. Neither student will be charged with violating University policy prohibiting the use or possession of drugs or alcohol as a result of reporting alcohol and/or other drug-related emergencies or sexual violence to the proper authorities (9-1-1, Residence Life and Housing staff, Campus Security officers) for the purpose of seeking medical or safety assistance.

This policy refers to isolated incidents only. It does not:

- Excuse or protect those who flagrantly or repeatedly violate the North Park Community Standards.
- Preclude disciplinary action regarding other violations of Community Standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, or hazing.
- Prevent action by local and state authorities.

### North Park University Community Standards

As a member of the North Park University community, students will be held accountable to the University Community Standards. All North Park students must follow all local statutes, Illinois laws, and federal laws. All visitors and guests are expected to uphold the community standards; their hosts will be held responsible for violation(s) that occur. Except as otherwise specified in a university policy, and subject to any right of appeal, sanctions will be at the discretion of the hearing officer.

- 1 “I will practice personal and academic integrity.”

- 1.1 No person's actions either directly or indirectly shall result in acts of dishonesty including, but not limited to, falsification of University documents, fraudulent behavior, forgery, bribery, or theft.
  - 1.2 No person shall permit others to use or use another's University identification and/or room key for the purpose of gaining entrance to a University facility, event, or use of services.
  - 1.3 No person shall refuse to provide his or her name and show appropriate identification, upon request, to a faculty member, staff member, or other University official performing his or her duty or acting in the interest of the University.
  - 1.4 Failing to comply with the request of a University official or Residential Life staff member when he or she is performing the functions of his or her position is prohibited.
2. "I will demonstrate concern for myself and others, which encourages growth, learning, and development."
- 2.1 No person shall smoke or use any tobacco product (this includes but is not limited to cigarettes, cigars, pipes, and electronic cigarettes), or smoke, use, or possess a hookah in and/or on University facilities.
  - 2.2a No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of an illegal drug and/or controlled substance on campus or in conjunction with institution-sponsored events, whether on or off campus.
  - 2.2b No person shall possess containers, paraphernalia, or advertisements of illegal drugs and/or controlled substances on campus.
  - 2.3a No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of alcohol on campus or in conjunction with institution-sponsored events, whether on or off campus.
  - 2.3b No person shall possess containers (whether labeled or unlabeled), paraphernalia (as outlined in the Residence Life and Housing Policies) or advertisements of alcohol on campus.

- 2.4 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverage(s), illegal drug, and/or controlled substance.
- 2.5 No person shall organize, encourage, or participate in any form of gambling on University property or at any North Park event.
- 2.6 No person shall disrupt the University community or exhibit disruptive behavior that may infringe on the rights of others; this includes, but is not limited to, intoxication or streaking.
- 2.7 No person shall shout or use profanity or vulgar language on University property or at officially sponsored campus events in any way that can be deemed harassing to another individual.
- 2.8 No person shall exhibit conduct that creates undue noise or interrupts the University community at any time. In residential spaces, quiet hours must be observed from 11:00 pm–8:00 am.
- 2.9 No person shall interfere with the safe or clean environment of others.
- 2.10 No person shall keep animals of any kind, except for water-living fish and those approved by the University as emotional support or service animals, in and/or on University property.
- 2.11 No person shall commit actions that endanger, either intentionally or unintentionally, students, other members of the University community, or the academic process.
- 2.12 No person shall throw anything at a University building/property, out of a window, or off a roof. No person shall remove a window screen, glass, or frame. Neither shall they bring anything or person in or out through a window of any campus building.
- 2.13 No person shall sleep in any public or community area.
- 2.14 No person shall be involved with solicitation in and/or on any University property at any time.
- 2.15 No person shall dress in an inappropriate manner.

- 2.16 All visitors and guests shall abide by the University housing visiting hours, overnight guest policies, guest sign-in procedure and uphold the University Community Standards. No person of the opposite gender (other than those staff members assigned to the living unit) shall be in the residence halls after visiting hours as outlined in Residence Life and Housing policies.
  - 2.17 No person shall host a gathering in his or her residence hall room, campus apartment, or house that exceeds the guest limit as outlined in Residence Life and Housing policies.
  - 2.18 No infants or children age 10 or younger should be in any area of a student residential facility as outlined in Residence Life and Housing policies.
3. “I will respect the rights, property and dignity of all persons”
    - 3.1 No person’s actions (directly or indirectly) shall harass, abuse, harm or threaten to harm, and/or kill another person or group of people, either in a specific or general manner. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. Refer to the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation policy for full explanation. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites), stalking, domestic violence, dating violence, sexual assault, or coercion.
    - 3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. The term ‘hazing’ is defined as an act which endangers the mental or physical health or safety of a student, scholar, or individual, destroys or removes public or private property, for the purpose of initiation, ridicule, admission into, affiliation with, amusement, or as a condition for continued membership in, a group or organization. North Park supports and abides by the Illinois state law prohibiting hazing.
    - 3.3 No person shall display any markings, tagging, or gang symbols anywhere on University facilities and property.
    - 3.4 No person shall display items imaging nudity in or on University facilities and properties. This includes exhibiting or being a part of any pornographic media (printed or electronic), viewing or reading of pornography or other inappropriate matter, and sexually explicit or pornographic mail, printed or electronic.
    - 3.5 No person’s actions either directly or indirectly shall violate the Information Technology Acceptable Use Policy and Social Media Policy and Guidelines. Refer to Information Technology Acceptable Use Policy and Social Media Policy and Guidelines. This includes but is not limited to viewing pornographic materials, sending unsolicited email messages to groups of people, or using University resources for any illegal, immoral, or unethical activity.
    - 3.6 No person shall accept and/or place a collect call to the University.
    - 3.7 No person shall possess or use explosives or weapons. This includes, but is not limited to, firearms, ammunition, stun guns, knives, imitation weapons (including airsoft and paint guns), firecrackers, fireworks, or other explosives anywhere on University facilities and property.
    - 3.8 No person shall circulate or initiate a report or warning concerning an impending bombing, fire, terrorist attack, or other emergency or catastrophe known to be false.
    - 3.9 No person shall set an unauthorized fire or flame on University property. This includes bonfire or grill on a porch, patio, balcony, yard, or outdoor staircase of any campus residence and/or campus property.
    - 3.10 No person shall tamper with or damage any University property or equipment. This includes but is not limited to computers, emergency equipment, bulletin boards, furniture, windows, doors, and door locks.
    - 3.11 No person shall possess, use, manufacture, distribute, or sell any flammable devices on University property and any campus residence. This includes, but is not limited to, candles (with or without a wick), oil lamps, and incense or halogen lamps.
    - 3.12 No person shall possess a live Christmas tree or wreath. All decorations must be flame retardant and UL-approved.



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

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

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

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

### **Student Conduct Proceedings**

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

#### **Timeline**

Students will be notified of the alleged conduct charges being made against them within 3–6 business days and under usual circumstances of IR. In cases where the sanction is greater than a warning, the student will have reasonable opportunity to prepare and to present information and response to Community Standard or Policy violation allegations in a conduct proceeding appropriate to the nature of the case.

If any, the student will be notified of the sanction(s) imposed within 3–6 business days and under usual circumstances of the conduct proceeding.

During breaks and vacation periods, the conduct proceedings and/or sanctions may be streamlined to efficiently adjudicate the matter in the best interest of the student and/or the University. The dean of students or his or her designate will alert the student if such a streamlined procedure is needed and/or appropriate. Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

#### **Accountability Hearing**

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

#### **Conduct Consultation**

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

#### **Interim Suspension**

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

#### **Supportive Information**

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

#### **Student Conduct Outcome**

Following the issuance of the conduct proceeding decision, the hearing officer or panel chair shall prepare an outcome letter, outlining the decision of the conduct proceeding, its rationale and detailing any follow up. The Student Conduct Outcome will be provided to the student respondent within five (5) business days after the final hearing in the case. Copies of the outcome may be shared with coaches, faculty advisors, activity advisors, and/or other University

personnel. The outcome will also be retained in a confidential file in the SED for a minimum period of seven years.

### **Student Conduct Panel**

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

#### **Composition**

The Student Conduct Panel (also called “Panel”) is comprised of two (2) faculty members, two (2) staff members (one being the Panel Chair), and two (2) student representatives (one being the Student Government Chief Justice).

The dean of students will select the faculty, staff, and student representatives. If the student respondent is a resident student, efforts will be made to include a Residence Life staff member in the Panel composition and as appropriate. Panel members may decline participation in a particular Panel if they believe there is a conflict of interest. The dean of students will select replacements for faculty, staff, or Student Panel members.

Within 48 hours after the student respondent is provided Panel Member names, the student respondent may:

- Formally request the replacement of one Panel member upon explanation in writing to the dean of students. If the request is granted, the dean of students will assign a replacement or the same designation will be appointed according to the above guidelines.
- Formally request a Panel conducted only by staff and faculty members upon explanation in writing to the dean of students.

#### **Panel Chair**

The Panel chair (also called “chair”) is the director of Residence Life and Housing or the chair’s designee. The chair moderates the Panel, prepares all post Panel correspondences to the student respondent and participates on the Panel as a voting member.

#### **University Representative**

The University representative makes all arrangements for the Panel proceedings, prepares all pre-Panel correspondence to the student respondent, and participates on the Panel as a non-voting member. The University representative is not present for deliberations.

#### **Chief Justice**

The chief justice acts as the advocate to the student respondent. The chief

justice role includes providing support and direct assistance to the student respondent before and during the Panel, but does not function as legal counsel. The chief justice is responsible for meeting with the student respondent at least 48 hours prior to the Panel to review the process and inform the chair and/or dean of students of any witnesses on behalf of the student respondent. The chief justice participates on the Panel as a non-voting member and will not be present for deliberations. The chief justice may be given an opportunity to speak during the Panel proceedings and on behalf of the student. This would only occur after the student respondent has responded to the violations. The chief justice may not speak or address the University representative during the Panel. Should the chief justice need to communicate to the student respondent during the Panel, they should do so in writing.

#### **Student Respondent**

A student who is yet to be found responsible or not responsible for an incident of misconduct by student conduct proceedings. A student respondent is provided an opportunity to present supportive information and respond to the information presented by the complainant.

#### **Witnesses**

Witnesses are permitted at the Panel. It is the responsibility of the student respondent to contact his or her witnesses, request their attendance at the panel, and notify the chief justice of the witnesses’ names at least 24 hours prior to the Panel date. The chief justice will then notify the Panel chair of the student respondent’s witnesses.

Harmed parties, complainants, and the dean of students may also invite witnesses to appear at the Panel and must notify the Panel chair at least 24 hours prior to the Panel. The student respondent and complainant are both limited to three (3) witnesses. Witnesses are able to give firsthand account of something seen, heard, or experienced in regards to the incident. Any additional witnesses are allowed only at the discretion of the Panel chair.

If a witness is unable to attend the Panel, the witness may provide a written statement and discuss the statement with the chief justice and/or dean of students before the scheduled Panel. The Panel may proceed even if not all witnesses are present.

A character witness may provide a written statement and discuss the statement with the chair and chief justice at least 24 hours prior to the Panel date, and need not attend the Panel proceedings.

### Process

The Panel chair (or the chair's designee) will inform the student respondent of his or her rights in the conduct process. The University representative will present the violation(s) against the student, as well as any supportive information, Incident Reports (IR), and/or supporting documentation. A preponderance of the evidence (i.e., more likely than not) shall be the degree of proof required. The student respondent shall be presumed not responsible until found responsible.

The complainant, harmed parties, and student respondent shall have the opportunity to hear and present supportive information and statements, describe what happened, and supply dialogue in support of their respective positions. The Panel chair and/or Panel member may ask questions of the student respondent, complainant, harmed parties, and witnesses during the hearing. The student respondent shall have the opportunity to respond to the violation(s) as responsible or not responsible for the incident.

After the response to the violation(s), the Panel will meet in closed session to determine responsibility. If the student respondent is found responsible, the Panel will determine sanctions by the simple majority of votes of those present. If the student respondent is found not responsible, no further action is needed and the case will be closed. In the case of a tie vote, the Panel will continue discussing the case until a simple majority vote is achieved. The Panel chair will communicate the case outcome and sanction(s) to all parties. Additionally, information on the appeal process will be provided.

The decision of the Student Conduct Panel is considered final, and the decision is effective immediately unless appealed to the vice president for student engagement. Refer to the Appeal section of this Student Standards of Conduct for additional information.

### **Student Conduct Panel for Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation**

When a Title IX complaint (including complaints of sexual violence, dating violence, domestic violence, and stalking) against a student has been substantiated and the responsible coordinator identifies a sanction of suspension or dismissal from the University, the student respondent may choose to not accept the sanction and request a Student Conduct Panel. The Title IX Student Conduct Panel will be conducted in accordance with the procedures set forth below.



### Composition

The Student Conduct Panel (also called "Panel") is comprised of two (2) faculty members and two (2) staff members (one being the Panel chair).

The Panel chair will select the faculty and staff. If the student respondent or complainant is a resident student, efforts will be made to include a Residence Life staff member in the Panel composition and as appropriate.

If both complainant and respondent agree to include students on the panel, the Panel chair will also select two student representatives.

Panel members may decline participation in a particular Panel if they believe there is a conflict of interest. The Panel chair will select replacements for faculty, staff, or student Panel members.

Within 48 hours after the student respondent and complainant are provided Panel member names, each may formally request the replacement of one Panel member upon explanation in writing to the Panel chair. If the request is granted, the Panel chair will assign a replacement according to the above guidelines.

### Panel Chair

The Panel chair (also called "chair") is a Title IX coordinator or deputy coordinator not previously involved with the complaint. The chair moderates the Panel, prepares all post Panel correspondences to the student respondent and participates on the Panel as a voting member.

### University Representative

The University representative is the responsible coordinator of the complaint and makes all arrangements for the Panel proceedings, prepares all pre-Panel correspondence to the student respondent, presents the case against the student respondent and participates on the Panel as a non-voting member. The University representative is not present for deliberations.

### Complainant

The person who filed the complaint to the University.

### Advocate

The student respondent and complainant, each has the right to have an advocate present during the Panel. See Policy for description of Advocate role.

### Student Respondent

A student respondent is a student against whom the University has substantiated a Title IX complaint with the sanction of suspension or dismissal from the University. The student respondent has chosen to not accept this sanction and requested a Student Conduct Panel.

### Witnesses

Witnesses are permitted at the Panel. It is the responsibility of the student respondent to contact his or her witnesses, request their attendance at the Panel, and notify the chief justice of the witnesses' names at least 24 hours prior to the Panel date. The chief justice will then notify the Panel chair of the student respondent's witnesses.

Harmed parties, complainants, and the dean of students may also invite witnesses to appear at the Panel and must notify the Panel chair at least 24 hours prior to the Panel. The student respondent and complainant are both limited to three (3) witnesses. Witnesses are able to give firsthand account of something seen, heard, or experienced in regards to the incident. Any additional witnesses are allowed only at the discretion of the Panel chair.

If a witness is unable to attend the Panel, the witness may provide a written statement and discuss the statement with the dean of students or designee before the scheduled Panel. The Panel may proceed even if not all witnesses are present.

A character witness may provide a written statement and discuss the statement with the chair and chief justice at least 24 hours prior to the Panel date, and need not attend the Panel proceedings.

### Process

The Panel chair (or the chair's designee) will inform the student respondent of his or her rights in the conduct process. The University representative will present the violation(s) against the student, as well as any supportive information, Incident Reports (IR), and/or supporting documentation. A preponderance of the evidence (i.e., more likely than not) shall be the degree of proof required. The student respondent shall be presumed not responsible until found responsible.

The complainant, harmed parties, and student respondent shall have the opportunity to hear and present supportive information and statements, describe what happened, and supply dialogue in support of their respective positions. The Panel chair and/or Panel member may ask questions of the student respondent, complainant, harmed parties, and witnesses during the hearing.

The student who brought the complaint may choose to attend or not or to participate remotely. The complainant's absence will not be considered in assessing the evidence presented by the University representative.

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

The decision of the Student Conduct Panel is considered final, and the decision is effective immediately unless appealed to the vice president for student engagement. Refer to the Appeal section of this Student Standards of Conduct for additional information.

### Sanctions and Outcomes

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



addition to the primary sanction. Sanctions will be assigned at the discretion of the decision-maker.

### Primary Sanctions

#### Warning

A warning is an official documentation of a student's conduct violation. Future misconduct/violation(s) could result in more serious sanctions.

#### Student Conduct Probation

A formal notice of unacceptable behavior should be understood to mean that any further violation(s), even of a minor nature, could warrant immediate suspension or expulsion from the University. The duration of student conduct probation, typically not less than one semester, affects the non-academic status of the student and is utilized to demonstrate the capability of functioning in a way that does not violate the Student Standards of Conduct.

Terms of probation may include, but are not limited to, two levels:

- Student conduct probation – level 1: May include student being ineligible to hold office or leadership position in any organization or committee. This includes, but is not limited to, all study abroad programs, intramural, Student Government, and club sport activities.
- Student conduct probation – level 2: May include student being ineligible to participate in any organization or committee. This includes, but is not limited to, all study abroad programs, intramural, Student Government and club sport activities, ineligible to represent the University in any official capacity; and/or loss of access to campus grounds/facilities.

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

#### Deferred Suspension

Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to comply with the University policies and expectation. During this designated period, the student may be ineligible to participate in any University organization or committee. This includes, but is not limited to, all study abroad programs, intramural sports, Student Government, and club sport activities, ineligible to represent the University in any official capacity; and/or loss of access to campus grounds/facilities. If a student is again found responsible for violating the Student Standards of Conduct, suspension and/or additional student conduct action will take place immediately.

### Suspension

The temporary removal of the student from campus and University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period.

Suspension also involves the following:

- Notation on the student's conduct record
- Withdrawal from all enrolled courses according to the policy of the University
- Withdrawal from campus housing
- Forfeiture of deposits
- Responsibility for tuition, fees, and room/board charges
- Loss of financial aid based on federal regulations where applicable
- Loss of access to the University premises except when engaged in official business approved in writing by the dean of students or their designee
- Any other conduct sanctioning that is judged by the hearing officer or Panel to be of value to the student

Restrictions may be placed on the student as a condition of his or her return to campus and may include notification to the parents, academic deans, Campus Security, or other appropriate personnel. Additionally, a formal letter requesting reinstatement and proof of satisfied conditions must be submitted to the dean of students upon conclusion of the specified suspension time period. The student may return to the University only with the express permission of the dean of students. Conditions may be imposed by the dean of students.

### Dismissal

Expulsion, the most serious University conduct sanction, involves the following:

- Permanent separation from the University
- Forfeiture of all rights and degrees not conferred at the time of the expulsion
- Notification of student's parent(s)/guardian(s), as permitted by law
- Withdrawal from all courses according to the policies of the University
- Forfeiture of deposits
- Responsibility for tuition, fees, and room/board charges
- Loss of financial aid based on federal regulations where applicable
- Loss of access to the University premises, except when engaged in official business approved in writing by the dean of students or the dean's designee.

### Supplemental Sanctions

#### Educational Activity/Community Service

Educational activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate

other students, so they do not find themselves in similar circumstances.

This type of conduct action may include, but is not limited to:

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

#### Restitution/Fines Restitution

Violation(s) that include damage to property may require restitution in the amount of the damages, in addition to other imposed fines and sanctions.

The University reserves the right to establish the amount of restitution. Fines, in addition to other possible sanctions, will be assessed against students for all sanctions after their initial warning sanction. This schedule includes, but is not limited to:

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

Restitution and/or fine(s) must be paid within 20 business days of issuing the outcome letter. Restitution and/or fine(s) must be paid in cash, money order, or personal check in the Student Engagement Division (SED). Any restitution and/or fine(s) outstanding after the due date may be doubled. Depending upon the circumstances, SED may increase or decrease a fine as they deem fit.

Under the discretion of the SED, monies collected through fines for violation(s) will be used for the support programs for high-risk/need students.

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

sanctions including dismissal from the University.

A fine held in abeyance does not have to be paid unless you are found responsible for another Code of Conduct or University policy violation.

#### Parent or Legal Guardian Notification

Parents/legal guardians may be notified by the University of student conduct proceedings when a student, under age 21, is found in violation of the Student Code of Conduct or University Policies, which include, but are not limited to, the alcohol policy and/or controlled substance policy.

#### Loss of Privileges

Following the violation(s) of one or more Student Standards of Conduct or University Policies, the student(s) and/or student organization(s) may lose one or any combination of, the following privileges (without limitation).

- *Residence Life – Limitation of visitation*  
Restriction or loss of guest privileges and limitation on visitation privileges to other campus housing, and non-academic University facilities.
- *Residence Life – Administrative move*  
The student will be required to move to another room assignment within the residence hall system. Billing may be adjusted at the discretion of the SED.
- *30/30 rule*  
A student is only allowed to be on campus thirty (30) minutes prior to the first class and thirty (30) minutes after the last class or scheduled appointment. Additional visitation privileges are at the discretion of the dean of students or Student Conduct Panel.
- *No-contact order*  
A student may be prohibited from communicating in any way and medium (i.e., through third parties, telephone, visitation, email, social networking sites, letters, etc.) with a named individual or group.

#### Residence Life – Probation

A formal notice of unacceptable behavior in the residence halls should be understood to mean that any further/continued misconduct could result in further conduct action. Residence Life probation is for a specified period of time, typically not less than one semester, and is utilized to demonstrate the student's ability to act in accordance with acceptable standards of residence hall life.

### Residence Life – Suspension

The student will be required to vacate his or her residence hall room for a given time with the understanding that the student may move back in at the conclusion of that period. The student must surrender his or her key(s) for the time of suspension of residency. Visitation privileges in the residence halls may be suspended. Financial credit is not granted during the suspension.

### Residence Life – Termination from Housing Contract

The immediate removal of the student from residence halls results in forfeiture of fees and loss of visitation privileges in any university housing. In addition, this sanction could affect a student's future housing contract status with the Office of Residence Life and Housing (ORLH). A signed contract for future terms could be rescinded or a refusal to accept any future housing contract for a designated time could be imposed.

## Appeals Relating to Student Conduct and University Policy Violations

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



### Request to Appeal

The student must complete an appeal request form from the Student Engagement Division within five (5) business days of the issuance of the outcome letter. The appeal must be in writing.

### Reason for Appeal

An appeal will be considered upon formal written request and only used for one or more of the following reasons:

### Due Process

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

- a) Giving the student respondent notice of Student Standards of Conduct violation allegations; and/or
- b) Giving the student respondent a reasonable opportunity to prepare and to present information and response to Student Standards of Conduct violation allegations appropriate to nature of case.

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

### Substantial Information

To determine whether the decision reached regarding the student respondent was based on substantial information. This includes whether facts were sufficient to establish the violation of the Student Code of Conduct and/or University Policies.

### Appropriateness/Severity of Sanction(s)

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

### New Information

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

The vice president for student engagement or designate will promptly consider the appeal. The vice president or designate may affirm, reverse, and/or require

that it be heard again by the original hearing body/person, or amend any conduct sanctioning. An appeal outcome letter from the vice president or designate providing the decision of the appeal will be sent to the student within ten (10) business days after receiving the appeal form. The appeal decision is considered final.

#### Temporary Dismissal During Appeal Process

The student respondent may not be allowed to continue enrollment or remain in campus housing during the appeal process. This is at the discretion of the vice president for student engagement or designate in light of what he or she believes is in the best interest for the University community.

#### Streamlined Appeal process

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

### **Appeals Relating to a Violation of the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation**

The vice president for student engagement or designate oversees appeals. An appeal shall be limited to a review of the written request appealing the decision and any written response from the opposing party, and documents associated with the inquiry, investigation, and a Conduct Panel Hearing, if one was held. Appeals are not a re-hearing of the violation to the Policy or a determination that no violation had occurred, and so no conferences will be held with the parties. The burden of proof rests with the student making the appeal to clearly demonstrate via the written appeal form that a significant error occurred during the investigation process.

#### Request to Appeal

The student must complete a Title IX appeal request form from the Student Engagement Division within five (5) business days of the issuance of the outcome letter. The appeal must be in writing. Both complainant and respondent have the right to appeal.

#### Reasons for Appeal

An appeal will be considered upon formal request and only used for one or more of the following reasons:

#### Due Process

To determine if the policy violation investigation was conducted fairly in light of the charges and information presented, and followed procedures outlined in the Proceedings section of the Policy. This mainly includes:

- a) Giving the student respondent or complainant notice of Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation violation allegations; and/or
- b) Giving the student respondent or complainant a reasonable opportunity to prepare and to present information in support of their respective positions and appropriate to nature of case.

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

#### Substantial information

To determine whether the decision reached regarding the student respondent was based on substantial information. This includes whether facts were sufficient to establish the violation of the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation policies.

#### New Information

To consider new information, sufficient to alter a decision. "New information" is information that was not known to the person appealing at the time of the investigation.

The vice president for student engagement or designate will promptly consider the appeal. The vice president or designate may affirm, reverse, or, in the event of new information, require that it be heard again by the original investigatory body/person. In making a decision, the vice president or designate may review the case and seek counsel, as he/she deems appropriate. An appeal outcome letter from the vice president or designate providing the decision of the appeal shall be sent to the student within ten (10) business days after receiving the appeal form. The appeal decision is considered final.

#### Temporary Dismissal During Appeal Process

The student respondent may not be allowed to continue enrollment or remain in campus housing during the appeal process. This is at the discretion of the vice president for student engagement or designate in light of what he or she believes is in the best interest for the University community.

#### Streamlined Appeal Process

During breaks and vacation periods, the appeal process may be streamlined so



as to efficiently adjudicate the matter in the best interest of the student and/or the University. The vice president for student engagement or designate will alert the student if such a streamlined procedure is needed and/or appropriate.

### **Interpretation and Revision**

Any question of interpretation or application of the Student Standards of Conduct or Policies contained in this Student Handbook shall be referred to the dean for students or his or her designee for final determination. The Student Standards of Conduct and University Policies shall be assessed and reviewed annually under the direction of the SED.

### **North Park Theological Seminary Students**

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

### **Disciplinary Action for Off-Campus Behavior**

As part of the North Park University community, students represent the University at all times, whether on or off campus. It is the hope of the University that each member of the student community will serve as an ambassador of the University when away from the University campus, showing a regard for others that goes beyond the minimum requirements of the law. As such, the University may choose to address student misconduct that occurs off-campus. A student may be charged with violating the Conduct Unbecoming policy, and/or other University policies in situations that include, but are not limited to:

- When the alleged off-campus misconduct occurs while a student is officially representing the University.
- When the alleged off-campus misconduct is criminal in nature.
- When the alleged off-campus misconduct causes a significant neighbor or community concern.
- When the alleged off-campus misconduct involves sexual violence, dating violence, or domestic violence.

### **Cooperation with Local Law Enforcement**

North Park University's top priority is to protect the health and safety of the University community. Additionally, the University has an obligation to abide by the laws of the City of Chicago of which it is a part, as well as the laws of the state and federal governments. While activities covered by the laws of the community and those covered by the University's policies may overlap, the community's laws and the University's policies operate independently, and do not substitute for each other.

Membership in the University community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the University's regulations.

The University may pursue enforcement of its own rules whether or not legal proceedings are underway or are prospect, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether University policies have been broken.

The University will make no attempt to shield members in the University community from the law, nor would it intervene in legal proceedings on behalf of a member of the community.

### **Legal Proceedings Outside of the University**

Students should be aware that while student conduct hearings, both administrative and panel, are confidential, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter.

### **Withdrawing from the University During Student Conduct Proceedings**

Violations of the Statement of Student Conduct and University Policies that take place while a student is enrolled may be adjudicated and sanctions applied regardless of the withdrawal status of the individual. If the case is not adjudicated prior to a student withdrawing from the University, the student may not enroll again North Park University until the case has been adjudicated, and the student may be issued sanctions and/or an order of "No Trespass" that would prohibit the student from being present on any University property or event.





## Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation

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.” North Park is committed to providing and maintaining a welcoming environment, and will not tolerate discrimination, harassment, retaliation, sexual violence, dating violence, domestic violence, stalking, or any form of intimidation (collectively “Prohibited Conduct”) by any person in any form directed against students, faculty, staff, or visitor of the institution. The institution will take prompt and appropriate action when complaints of Prohibited Conduct are received. If the complaint is substantiated, sanctions will be levied against the perpetrator, including appropriate disciplinary action up to dismissal.

This policy applies to conduct on campus and at University sponsored events and programs off-campus. It also covers other off-premises conduct (e.g., at a private party) if that conduct adversely impacts the ability of a North Park student or employee to enjoy the full benefits of his/her association with North Park or if it involves any form of sexual violence, dating violence, domestic violence, or stalking.

Enforcement of this policy will be coordinated by the director of Human Resources, who shall serve as Equal Opportunity and Title IX (EO/Title IX) coordinator. The EO/Title IX coordinator is responsible for seeing that institutional procedures are followed in investigating all allegations or complaints of Prohibited Conduct involving faculty, staff, students and campus visitors. The EO/TITLE IX coordinator is also responsible for overseeing the University’s compliance with federal equal opportunity laws such as Title VI, Title VII, Title IX, the ADA, ADEA, and similar state laws, including the Preventing Sexual Violence in Higher Education Act.

### I. Discrimination Prohibited

A. **Definition:** Discrimination is defined as unequal, adverse treatment of an individual because of his or her race, color, national origin, sex, age, disability, veteran’s status, or other protected status, as those terms are defined by applicable local, state, and federal law. For instance, different treatment of two similar individuals with respect to hiring, pay, opportunity

for advancement, admission to North Park as a student, or educational opportunity after admission constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals. Harassment based on any protected characteristic also constitutes discrimination. Discrimination on the basis of sex is prohibited by Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106, and other laws. State and federal law also prohibit discrimination on the basis of each of the above enumerated characteristics. It is North Park policy to comply with all of these laws. However, as a religious institution, North Park reserves the right to make hiring and employment decisions on the basis of religious beliefs or lifestyle consistent with the religious principles espoused by the Evangelical Covenant Church and as permitted by applicable law.

### II. Harassment Prohibited

A. **Definition:** 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 race, color, national origin, sex, age, disability, etc. However, it may also focus upon beliefs or perspectives, such as religion, politics, or lifestyle. Harassment, regardless of its nature, involves unwelcome verbal or physical conduct that implicitly or explicitly demeans an individual or group based on such personal characteristics, and:

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

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

### B. Racial and Ethnic Harassment Defined:

1. North Park aspires to be an intercultural 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.

2. Harassment on the basis of race, color, or national origin can include verbal or physical behavior that explicitly or implicitly demeans the race, color, or national origin of an individual or individuals. Examples of racist or ethnically insensitive harassing conduct include, but are not limited to, verbal assaults that demean the color, culture, or history of any person or persons, and/or that perpetuate false stereotypes. Examples include name-calling and racial or ethnic slurs, slang references and jokes.
  - a. Nonverbal behavior that demeans the color, culture or history of any person or persons and/or that perpetuates false stereotypes. Such behaviors may include gestures, portrayals, graffiti or acts of exclusion.
  - b. Intimidation through threats of force or violence or threats of interference with an individual's education, work or other activity.
  - c. Physical contact or assault because of an individuals' race, color or national origin.

### C. Sexual Harassment, Sex Discrimination, Sexual Violence, and Relationship Violence:

This section supplements the general policy statement set forth above and includes information that addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and the Illinois Preventing Sexual Violence in Higher Education Act (Illinois Act).

1. Title IX Information: Applicable Federal Law: Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:
  - a. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
  - b. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault and sexual violence, domestic violence, dating violence, and stalking (collectively, "relationship violence").
2. Title IX Policy Statement: As noted above, it is the policy of the University to provide a work and educational environment free of all forms of sex discrimination, including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual

harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the University. Relationship violence (i.e., domestic violence, dating violence, and stalking) is also a form of discrimination. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the University community, and to contractors, consultants, and vendors doing business or providing services to the University.

3. Title IX Coordinator: Any inquiries regarding Title IX, the Illinois Act, or the University's Policy Prohibiting Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation should be directed to the EO/Title IX coordinators identified below. The coordinators will be available to meet with or talk to students, staff, faculty and campus visitors regarding issues relating to Title IX and this Policy. The EO/Title IX coordinator is responsible for implementing and monitoring Title IX compliance on behalf of the University. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

### EO/Title IX Coordinator

#### Ingrid Tenglin

*Director of Human Resources*

Old Main, 3rd floor

(773) 244-5601

itenglin@northpark.edu

### Deputy EO/Title IX Coordinators

#### Elizabeth Fedec

*Dean of Students*

Center for Student Engagement,

Johnson Center room 151

(773) 244-5664

efedec@northpark.edu

#### Deb Auger

*Seminary Dean of Students and*

*Community Life*

Nyvall Hall, 1st floor

(773) 244-6222

dauger@northpark.edu

Mailing Address:

North Park University

3225 W Foster Ave

Chicago, IL 60625

- D. **External Resources:** In addition to the Title IX coordinators identified above and other campus resources discussed throughout this policy, the University has identified external agencies who can assist members of the



North Park community with issues relating to sexual harassment, sexual violence, and relationship violence. A list of those resources and contact information may be found in Appendix B.

#### E. Sexual Harassment

1. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Harassment on the basis of sex includes
  - a. verbal or physical behavior that explicitly or implicitly demeans the gender of an individual, and
  - b. sexual harassment.

In the employment context, the EEOC, which enforces Title VII, defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individuals; or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.
2. In the education context, sexual harassment may be defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment of a student when submission to or rejection of the conduct by an individual is used as the basis of academic decisions affecting the student or the conduct has the purpose or effect of unreasonably interfering with the student's academic performance or creating an intimidating, hostile, or offensive environment.
  3. Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a pay raise by submission to sexual advances. The suggestion or advance need not be direct or explicit—it can be implied from conduct and circumstances. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one, particularly where the attempts involve an abuse of power. The potential for abuse of power is inherent in certain relationships, such as professor and student, or supervisor and subordinate. Members of the North Park community who hold positions of authority should be especially vigilant to this inherent risk in certain relationships and situations. However, harassment among peers is also prohibited.

4. Harassment on the basis of sex can range in severity from sexist remarks, unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, to serious physical abuses such as sexual assault and rape.
5. The following list illustrates, but does not exhaust, the possible forms of harassment on the basis of sex. The examples are generally arranged in ascending order of severity.
  - a. Behavior that draws unwanted attention to the gender or sexual identity of another person, such as whistling, leering, or ogling, in such a way as to create a hostile environment, e.g., through repetition or in combination with other forms of harassment.
  - b. Communication (verbal or non-verbal) which creates a hostile environment. Examples of such behavior, when repeated or pervasive, include unwelcome compliments about appearance, unwelcome requests for personal relationships (e.g., a date), comments with sexual innuendo, obscene gestures, insulting humor or jokes, crude language, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, questions regarding sexual practices, derogatory or demeaning comments about women or men in general, whether sexual or not, displaying objects or pictures which are sexual in nature, sexually-oriented kidding, teasing, or flirting. While a single instance of such communications does not create a hostile environment, repeated communications of this nature can create a hostile environment.
  - c. Verbal threats, directed at a person individually or as a group member.
  - d. Unwanted advances including sexual propositions, touching, patting, pinching, caressing, kissing, or brushing against another's body without threat of punishment for non-compliance and without promise of reward for compliance.
  - e. Unwanted advances including the types of behaviors mentioned above in subparagraph (d), whenever they are accompanied by promised rewards or reprisal for lack of cooperation. For example:
    - (1) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
    - (2) when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
  - f. Nonconsensual sexual activity (e.g., sexual activity with someone not capable of consent because of the influence of drugs, alcohol, or other incapacity; non-stranger rape)
  - g. Assault, physical violence, or coerced sexual contact (e.g., rape).

**F. Coercion:** Use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion may be physical, but also includes a wide range of non-physical behaviors, including intimidation, manipulation, verbal threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression, and threatening to harm oneself if the other party does not engage in the sexual activity.

**G. Consent:**

1. Consent to sexual activity requires voluntary, positive agreement between the participants to engage in specific sexual activity. Consent is active, not passive. Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly.
2. It is the responsibility of the person who initiates the sexual activity to make sure that he/she has the other person's consent.
3. It is important to remember:
  - a. Silence, by itself, cannot constitute consent.
  - b. Failure to resist does not constitute consent.
  - c. Manner of dress, or seemingly flirtatious conduct or speech does not constitute consent.
  - d. Consent to one sexual act does not constitute or imply consent to a different sexual act.
  - e. Consent to a sexual act with one person does not constitute or imply consent to a sexual act with another person.
  - f. Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the parties' relationship status or sexual history together.
  - g. Consent can be withdrawn at any time.
  - h. A verbal "no," even if it may sound indecisive or insincere, always indicates a lack of consent.
4. Communicating consent:
  - a. Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
  - b. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual

activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.

- c. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
5. Incapacity to consent (including, but not limited to, the effects of alcohol and drugs):
  - a. A person who is unable to understand the nature of the activity cannot give knowing consent.
  - b. Incapacity to consent exists when a person is asleep, unconscious, under-age, or mentally or physically incapacitated.
  - c. Mental or physical incapacity may also result through the effect of drugs or alcohol. For purposes of this policy, incapacity should be presumed whenever a person is believed to be under the influence of either alcohol or drugs.
  - d. The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.
  - e. Being under the influence of alcohol or drugs does not absolve the initiator of sexual activity from responsibility to obtain clear consent.
  - f. Being under the influence of alcohol or drugs does not make the non-initiating party responsible for non-consensual sexual conduct.

**H. Domestic Violence:** Domestic violence includes violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, or other person similarly situated under domestic or family violence law. Domestic violence can be a single event or a pattern of behavior.

**I. Dating Violence:** Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by the duration, type, and frequency of interaction.

**J. Force:** Use of physical violence (such as pushing, hitting, pinning down), threats (direct or indirect expressions of harm to self or others), intimidation (implied or indirect threats or abuse of power), and/or coercion (unreasonable pressure applied after someone communicates (verbally or nonverbally) they want to stop or not go past a certain point).

## K. Sexual Violence

1. Sexual Violence includes sexual assault and acts of sexual misconduct such as inducing incapacitation for sexual purposes and sexual exploitation.
2. “Sexual assault” is defined as forcing, threatening, or coercing an individual into sexual contact against the individual’s free will with or without the individual’s consent. It includes, but is not limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, or attempted rape against that individual’s free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was under the influence of alcohol or other drugs or was otherwise unable to consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual assault under the University’s policy but may constitute sexual harassment or another form of misconduct.
3. “Sexual Exploitation: is defined as taking sexual advantage of another person without consent. Examples are voyeurism, lewd exposure, recording intimate activity, etc.

- L. **Stalking:** Stalking is defined as repetitive and/or menacing pursuit, following, harassment and/or interference with peace and/or safety that causes a reasonable person to fear for his or her own safety or the safety of an immediate family member or other person with whom a family-like relationship exists (e.g., a roommate).

## III. Preventive Action

### A. Early Intervention

1. Some instances of perceived harassment (within categories 5(a) and 5(b)) may be the result of misunderstandings or miscommunications. Sometimes individuals unwittingly make insensitive or careless statements or exhibit behaviors that you may find offensive but that are not intended to give offense. In such circumstances, ongoing problems may be avoided or prevented by early and direct communication with the offending party.
2. The communication should make clear to the offending party that his or her remarks and/or behaviors are unacceptable to you. Several approaches can be used:
  - a. Verbal Confrontation - Explain why you view the particular comments or behaviors as offensive. Be firm and direct; make it clear that the comments and/or behaviors are to stop.
  - b. Written Communication - Write a letter to the offending party in which you give a detailed description of the unacceptable comments and/or

behaviors. Explain how these incidents make you feel. State that you want the comments/behaviors to stop.

3. If you are not comfortable discussing the matter directly with the offending party (or if direct preventive action is not successful in stopping the offending comment or behavior) you should pursue the alternatives below. You have the right to proceed directly to file a complaint or confer with an advocate/advisor without first engaging in direct preventive action. (Note: direct preventive action is not recommended if the behavior in question involves physical contact or threats. Instead, you should proceed to a complaint or at least seek advice from the University, as described below.)

- B. **Good Samaritan:** Every member of the community should be alert to violations of this policy and has an obligation to report suspected violations and take action to avert violations, so long as they can do so safely. The University has established a Medical Amnesty/Good Samaritan Policy for this purpose. See Appendix C.

## IV. Seeking Advice and Mediation

- A. Members of the North Park community who believe they have been subjected to discrimination, harassment, or retaliation may seek the assistance of the EO/TITLE IX coordinator (director of Human Resources), the deputy EO/TITLE IX coordinators (dean of students and dean of Seminary students and community life), and other “Responsible Employees” such as administrators (deans, vice presidents, directors), faculty, head coaches, residence directors, or residence assistants. Each of these resources will either direct you to the appropriate University official with whom to discuss your complaint or in some circumstance discuss the complaint and options with you.
- B. You may seek general guidance without identifying the person who is the subject of the concern or details of the situation. In that circumstance, the discussion will be entirely confidential, but the University’s ability to take action may be seriously compromised. If the person is identified, the University may undertake an investigation regardless of whether you wish to initiate a complaint because of the University’s obligations to all members of its community. However, the University will take into consideration your wishes in making that decision, and will strive to maintain confidentiality to the greatest degree possible.
- C. You may also seek assistance on an entirely confidential basis from a confidential advisor. Subject to very narrow exceptions set forth in the Illinois Act, whatever you say to a confidential advisor will not be disclosed except at your direction and with your written consent. North Park

University's confidential employees are the campus pastor, athletic chaplain, and staff in Counseling Support Services and Health Services. See Appendix F for contact information.

- D. In all situations except those involving violence or nonconsensual sex, you may seek mediation. See Informal Complaint Procedure below.

## V. Response to Sexual Violence

In cases of sexual violence, the key initial concerns are the safety and welfare of the victim and preservation of evidence. Practical guidance on steps to take in the immediate aftermath of sexual violence is set forth in Appendix D.

## VI. Reporting Suspected Violations of this Policy and Complaints

- A. Any person who is a member of the North Park community and believes that he or she has witnessed, or been subjected to Prohibited Conduct by any other member or members of the North Park community (including campus visitors) may file a complaint. Complaints may also be initiated by Responsible Employees based upon information they receive. Ideally, complaints should be made promptly in order to help assure a just and appropriate determination. However, there is no specific time limit on when a complaint may be made.
- B. Suspected violations and complaints may be reported electronically by using the LiveSafe app. Select "Message Campus Security" under Emergency Options. The LiveSafe app can be used anonymously if you do not wish to disclose your identity.
- C. If the subject of the complaint is a student, the complaint is directed to the Deputy EO/TITLE IX coordinators: the dean of students (undergraduate or graduate) or the dean of Seminary students and community life, as appropriate.
- D. If the subject of the complaint is a member of the faculty or staff, the complaint is directed to the EO/TITLE IX coordinator: the director of Human Resources.
- E. If the person bringing the complaint is uncomfortable complaining to the individuals and offices identified above or is otherwise unclear as to where a complaint should be made, guidance may be sought from any Responsible Employee.
1. Responsible Employee:
    - a. All University administrators (vice presidents, deans, directors),

faculty, head coaches, resident directors, resident assistants, and staff members of Campus Safety and Security and the Office of Human Resources, are designated as "Responsible Employees."

- b. Responsible Employees are legally obligated to share information with the University's EO/Title IX coordinator (e.g., reports of sexual assault, relational/domestic violence and stalking). Responsible Employees help ensure that the student's safety and welfare is being addressed, consistent with the requirements of the law.
2. Confidential Employees:
- a. Personnel designated as "Confidential Employees" are required to maintain the confidentiality of information shared with them and with very limited exception, may not disclose such information to the University's Title IX Coordinator or to anyone else.
  - b. North Park University's Confidential Employees are the campus pastor, athletic chaplain, and staff in Counseling Support Services and Health Services. See Appendix F for contact information.

## F. Complaint Procedure

1. You may request either an Informal or Formal Complaint Procedure. The University will strive to honor that request. However, the EO/Title IX coordinator in consultation with one or more EO/Title IX deputy coordinators may determine the complaint should be handled through the formal complaint procedure. This determination is made based on the severity of the alleged offense and whether or not there is a previous history of complaints against the accused.
2. Informal Complaint Procedure
  - a. The EO/TITLE IX coordinator or appropriate deputy coordinator will attempt an informal resolution of the complaint directly and privately with the person complained against, maintaining the anonymity of the complainant if he or she requests it, to the degree possible.
  - OR-
  - b. The EO/TITLE IX coordinator or appropriate deputy coordinator and the complainant will seek an informal resolution of the complaint by meeting together with the subject of the complaint. The EO/TITLE IX coordinator or appropriate deputy coordinator will serve as mediator.
  - c. The latter approach is not appropriate in situations involving physical contact or threats. In other situations, it will be taken only if the complainant agrees. In either approach, the coordinator will help to clarify the parameters of appropriate conduct.
  - d. Each party may be accompanied in the informal procedures by an advocate of his or her own choice.
  - e. An informal complaint will be considered to have been resolved



when all parties have stated their acceptance of the outcome of this procedure in writing to the official who has directed the procedure. It should be noted that in some instances, e.g., where the conduct in question has the potential to affect other members of the community, the institution may determine that further action is necessary despite the parties' resolution of the issue.

3. Formal Complaint Procedure: Unless the responsible coordinator has already decided that the Formal Complaint Procedure must be followed, a complainant's request that the formal procedure be followed triggers a preliminary inquiry into the facts by the responsible coordinator (or designee). The purpose of the preliminary inquiry (which may consist solely of an interview of the complainant) is to determine whether there are grounds for further action, i.e., whether there is a reasonable basis for believing that a violation of the University's policy may have occurred.
  - a. If the subject of the complaint is a seminary student, the dean of Seminary students shall be the responsible coordinator.
  - b. If the subject of the complaint is a student outside the seminary, the dean of students shall be the responsible coordinator.
  - c. If the subject of the complaint is a member of the faculty or staff, the director of Human Resources shall be the responsible coordinator.
  - d. If the responsible coordinator determines there are grounds for further action, the responsible coordinator will:
    - (1) Assign investigator(s)
    - (2) Notify the complainant of the investigator(s)
    - (3) Notify the subject of the complaint (respondent) of the allegations and the names of the investigator(s)
    - (4) Offer the complainant and respondent the opportunity to request a replacement of one investigator within 48 hours after the complainant and respondent are provided the investigator(s) names
      - (a) The formal request to replace one investigator must be submitted in writing to the responsible coordinator.
      - (b) If the request is granted, the responsible coordinator will assign a replacement investigator.
  - e. The investigator(s) will
    - (1) Offer the complainant an opportunity to present all information supporting the complaint, including suggesting questions to be posed to the subject of the complaint.
    - (2) Endeavor to interview any witnesses identified by the complainant.
    - (3) Offer the subject of the complaint an opportunity to present all information in his or her defense, including suggesting questions to be posed to the subject of the complaint.

- (4) Endeavor to interview any witnesses identified by the subject of the complaint.
- (5) Endeavor to protect the privacy of all persons involved in the investigation, to the degree possible.
- (6) Review any additional applicable evidence (e.g., security tapes, incident reports, student, or personnel files).
- (7) Determine, based on all the information presented, whether the complaint is substantiated. In making the determination, the investigator(s) use a preponderance of the evidence standard, i.e., is it more likely than not that the violation occurred.
- (8) Complete an Investigation Summary, which may include recommended sanctions if the complaint is substantiated. The Investigation Summary is presented to the responsible coordinator for review and final determination.
- f. The responsible coordinator will review the Investigation Summary and affirm, reverse, or amend the recommendation by the investigator(s).
- g. If the responsible coordinator or investigator(s) determines (at either the preliminary inquiry stage or after the full investigation) that the complaint is not substantiated, the responsible coordinator will inform the complainant and the subject of the complaint of the determination and shall close the investigation.
- h. If the complainant disagrees with the determination, he or she may appeal the decision utilizing the appeal/grievance procedures set forth in the student handbook, staff handbook, or Manual of Academic Personnel Policies, as appropriate based on the status of the complainant.
- i. If the responsible coordinator determines that the complaint is substantiated, the responsible coordinator will identify appropriate corrective action, including, but not limited to, sanctions against the subject of the complaint.
  - (1) If the subject of the complaint is a staff member, the director of Human Resources (who serves as the EO/Title IX coordinator) will determine the sanction in consultation with the investigator, staff member's supervisor and any other University official deemed appropriate. An appeal of the sanction may be taken to the appropriate dean or vice president at step 3 of the Grievance Procedure set forth in the Staff Handbook.
  - (2) If the subject of the complaint is a student, the responsible coordinator will determine the sanction in consultation with the investigator.
    - (a) The subject of the complaint may accept or deny the sanctions.

- (i) If the subject accepts the sanction(s) the complaint is considered resolved.
- (ii) If the subject denies the sanction(s) then the following occurs:
  - (a) If the sanction is severe, i.e., suspension or dismissal, the responsible coordinator will refer the matter for hearing before the student conduct panel, except that any hearing will be private, the responsible coordinator will serve as the University representative, another coordinator who has not previously been involved with the complaint will serve as Panel chair, and both the complainant and student respondent will have the right to request substitution of one panel member. If the complaint involves a claim of non-consensual sex or other sexual violence, the panel shall not include student members, unless both the complainant and student respondent agree otherwise. Any appeal of the student conduct panel shall be taken to the vice president for student engagement in accordance with the Title IX appeal process set forth in the Student Handbook.
  - (b) All other sanctions will be levied directly by the responsible coordinator, but the decision will be subject to the Title IX appeal process set forth in the Student Handbook.
- (b) Both complainant and respondent have the right to appeal. The Title IX appeal process can be found in the Student Handbook.
- (3) If the subject of the complaint is a faculty member, the director of Human Resources (who is the EO/TITLE IX coordinator) will determine the sanction in consultation with the provost or the dean of the Seminary.
  - (a) In the case of tenured, tenure-track, and professional faculty, if the sanction is severe, i.e., suspension or dismissal, the provost or the dean of the Seminary will proffer charges pursuant to Section 7.1.5.2 of the Manual of Academic Personnel Policies (MAPP) or Seminary Faculty Manual. A determination whether the severe sanction will be imposed will be made utilizing the procedures in the remainder of Section 7.1 or the Seminary Faculty Manual, whichever is applicable, except that any hearing will be private, the EO/TITLE IX coordinator will assist the provost or the dean of the Seminary throughout the proceeding, and the complainant will be accorded the same rights to participate in the hearing as the charged faculty member.
  - (b) Except as specified in the immediately preceding paragraph, all sanctions against faculty will be levied directly by the provost or

the dean of Seminary. An appeal may be taken to the president utilizing the grievance process in the Manual of Academic Personnel Policies (MAPP) or Seminary Faculty Manual.

- j. If the subject of the complaint is the decision-maker outlined in the procedure above, or in any other circumstance in which a change in identity of investigators or decision-makers is warranted, the president may appoint other appropriate senior-level administrators to hear the complaint and the defense, and to determine appropriate discipline, if any. During hearings, no direct cross examination will be permitted, and if desired, neither party need testify in the presence of the other party. Nor is the complainant required to appear at the hearing. The University will make arrangements to assure that both parties are able to hear all evidence presented.
- k. Both parties will receive written notification of the Formal Complaint Proceeding outcome at the same time, no later than seven days after the conclusion of the proceeding. The notification will include information regarding appeal rights.
- l. Appeals may be based on the following grounds, in addition to any grounds specified in the Student Handbook, Staff Handbook, or Manual of Academic Personnel Policies (whichever applies):
  - (1) A procedural error.
  - (2) New information that substantially changes the outcome of the finding.
  - (3) The sanction is disproportionate with the violation.
- m. Written notice of the determination on appeal will be provided no later than seven days after the conclusion of the review on appeal.

**G. Interim Measures:** During the pendency of the Formal Complaint Proceeding, the University, at its discretion, may take temporary measures to ensure the integrity of the proceeding and to safeguard the complainant and the University community. Such measures may include changes to academic location, schedule, or campus housing situation, limiting or suspending access to University facilities and events or regulating continued interaction between the complainant and the subject of the complaint.

#### **H. Timeframe for Completion of Complaint Proceeding:**

- 1. The Informal Complaint Proceeding will be concluded within thirty (30) days of the date the process is initiated, absent extenuating circumstances.
- 2. The Formal Complaint Proceeding consists of multiple steps.
  - a. The investigatory portion of the process will be completed within thirty (30) days of the date the process is initiated, absent extenuating

circumstances (e.g., unavailability of a critical witness) justifying a delay.

- b. The hearing portion of the process (if applicable) will be promptly completed in accordance with the handbook/manual governing the process.
  - (1) In the case of a student conduct panel, the determination by the hearing panel will be made within thirty (30) days of an investigatory finding substantiating the complaint, absent extenuating circumstances.
  - (2) In the case of a faculty appeals and sanctions committee hearing, the president's recommendation for final action will be transmitted to the board of trustees within thirty (30) days of the faculty appeals and sanctions committee's determination.

**I. Records of Proceedings:** An official confidential record will be kept of all informal and formal complaints. The record will ordinarily consist of a statement of the complaint itself, a list of meetings and conversations that comprised the proceeding (identifying the time and place of meetings and the participants) and a statement by the responsible coordinator directing the proceeding as to the resolution of the complaint, a copy of which will be provided to both the complainant and the charged party subject to FERPA privacy restrictions. All materials and records shall be confidential to the degree possible, and shall be maintained separately from regular personnel or student files. However, in the event that a complaint is substantiated, documentation reflecting any resulting discipline may be placed in the offending person's disciplinary or personnel file, and the complainant notified in writing, if such notification is consistent with applicable law.

## VII. Rights and Obligations of the Parties:

- A. Allegations of Prohibited Conduct 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 with respect for privacy of 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, a witness, or the subject of the complaint 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, make complaints, participate in an internal investigation, or participate in an outside agency or court case, just as it will not tolerate the misuse of such complaints or this procedure for an improper purpose. Our collective goal is

to ensure that our community is one where all members can work, live, and learn with dignity and in freedom.

- B. Complainants and respondents shall both be provided with the following in connection with the resolution process of alleged violations of this policy:
  1. A copy of all relevant policies/procedures, which apply to the allegation(s).
  2. Notification of resources available both on campus and in the community.
  3. The opportunity to speak on their own behalf.
  4. Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence.
  5. The opportunity to submit other information on their behalf.
  6. Upon request the complainant or the respondent may be provided the opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law). This information may not be copied, photographed or taken into possession.
  7. The parties shall have the same opportunity to be accompanied to any related meeting or proceeding by an advocate. For all cases, the advocate may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advocate is to provide support.
  8. The opportunity to request the University to take reasonable and necessary action to prevent further unwanted contact between complainant and the respondent including, but not limited to, the immediate relocation of one of the parties to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available.
  9. The opportunity to request other changes to their academic, living, transportation, and working situations if requested and if such accommodations are reasonably available.
- C. The information and opportunities outlined above are provided regardless of whether the complainant chooses to report the alleged policy violation to campus police or local law enforcement.
- D. Victims of sexual violence, relationship violence, or stalking will be provided with a concise notification of applicable rights at the time they file a complaint. The content of the notice is set forth in Appendix E. See also Appendix D.
- E. **Advocate:** All parties have the same opportunity to be accompanied to any related meeting or proceeding by an advocate. The advocate may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advocate is to provide support.

1. On Campus: The University has appointed and trained certain members of the campus community to serve as Title IX advocates. Title IX advocates can attend any meetings with the respondent or complainant, answer questions, provide information on legal rights and protections, provide information on campus resources, and help file complaints with the EO/Title IX coordinator or deputy coordinator if assistance is needed.

An updated list of on-campus advocates can be found at **[www.northpark.edu/Title-IX](http://www.northpark.edu/Title-IX)**.

The complainant or respondent is not limited to individuals on the list, and may choose another member of community.

2. Off Campus: A respondent and complainant have the right to seek an advocate outside the university community. Outside representation is at the respondent's or complainant's own expense.

### **VIII. Retaliation Prohibited**

Retaliation is defined as adverse action against an individual who has (1) complained about alleged Prohibited Conduct, (2) participated as a party or witness in an inquiry, investigation or hearing relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations. Retaliation by any member of the campus community, including students, faculty, and staff, is prohibited by state and federal law and violates North Park Policy. Some examples of unlawful retaliation include:

1. A professor giving a student a lower grade because he or she reported harassment;
2. A student barring a classmate from membership in a student-run organization because he or she filed a complaint with the Title IX coordinator;
3. A member of Campus Safety refusing to investigate an incident because a student filed a prior complaint under the University's anti-discrimination policy;
4. Any member of the campus community encouraging others not to participate in an investigation relating to a complaint of discrimination;
5. Denying a campus employee a raise or promotion because he or she participated in a faculty disciplinary hearing.

Retaliation is strictly prohibited.

### **IX. Confidentiality**

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the University's ability to conduct an investigation and take any corrective action deemed appropriate by the University.

### **X. Fabricated Allegations**

Any allegations suspected to be fabricated for the purpose of harassing the respondent or disrupting the University's operations are subject to these investigation and grievance procedures. A determination that allegations were intentionally fabricated for an improper purpose could result in disciplinary action.

### **XI. Outside Remedies**

Nothing in this policy is intended to restrict an individual's right to pursue legal remedies in any agency or court and a person is not required to use this complaint resolution procedure before pursuing outside remedies. At the same time, the right of a member of the North Park community to prompt and equitable resolution of complaints under this policy is not withdrawn by the individual's concurrent pursuit of legal remedies, such as the filing of a charge with federal, state or local agencies, initiating a lawsuit, or pursuit of a criminal complaint. While external proceedings may take precedence over internal procedures in those instances where access to all relevant information is limited as a result of the external proceeding, both external proceedings (e.g., prosecution of a criminal complaint) and internal proceedings (i.e., completion of the Formal Complaint Proceeding) occur concurrently.







## Appendix

### Appendix A: Education Programs

#### I. Primary Prevention and Awareness Programs

The University will provide primary prevention and awareness programs for all incoming students and new employees that include the following:

- A. a statement that the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and a description of the University's policies that prohibit this conduct
- B. the definition of consent, in reference to sexual activity, as defined under Illinois law and University policy
- C. the definition of domestic violence, dating violence, sexual assault, and stalking under Illinois law and University policy
- D. the definition of retaliation as it relates to sexual violence
- E. information about reporting violations to the University, law enforcement, and/or a confidential advisor
- F. information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee complainants both on-campus and in the community
- G. information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.
- H. Strategies for bystander intervention and risk reduction.

#### II. Ongoing Prevention and Awareness Campaigns

- A. The University will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs.

#### III. Training for Personnel Involved in Complaint Intake or Resolution & Survivor Services

- A. Title IX coordinators and investigators shall receive 8 to 10 hours of annual training on issues related to sexual violence, relationship violence and stalking and the conduct of complaint resolution procedures in addition to the training specified in Paragraph B below.
- B. Title IX coordinators, investigators, responsible persons and confidential advisors annual survivor-centered and trauma-informed response training.

### Appendix B: External Resources

If you wish to see a counselor outside of the North Park University community, we suggest the following:

1. Porchlight Counseling Services  
Porchlight provides unlimited free counseling to college students at offices throughout Chicago.  
(847) 328-6531 (office)  
(773) 730-7077 (helpline)  
[www.porchlightcounseling.org](http://www.porchlightcounseling.org)
2. RAINN: Rape, Abuse & Incest National Network  
RAINN is the nation's largest anti-sexual assault organization.  
(800) 656-HOPE (helpline)  
[www.rainn.org](http://www.rainn.org)
3. Rape Victim Advocates  
(312) 443-9603  
[www.rapevictimadvocates.org](http://www.rapevictimadvocates.org)
4. Swedish Covenant Hospital (closest medical facility)  
(773) 878-8200  
[www.swedishcovenant.org](http://www.swedishcovenant.org)
5. YWCA - Sexual Assault Support Services  
Operating 24 hours a day, 7 days a week, the Rape Crisis Hotlines provide free numbers where survivors of sexual assault and their significant others can call to receive confidential, immediate assistance.  
(888) 293-2080  
[www.ywcachicago.org](http://www.ywcachicago.org)

### Appendix C: Medical Amnesty/Good Samaritan Policy

As members of this community, students have a responsibility to each other. Students should take active steps to protect the safety and well-being of each member of our community.

Students are sometimes reluctant in alcohol and/or drug-related emergencies to seek medical attention on behalf of themselves or another student out of fear that they (or the other student) may face sanctions for the use or possession of drugs or alcohol. This reluctance may result in potentially life-threatening situations. North Park seeks to reduce barriers to obtaining needed assistance and create a culture of trust, care, safety, and responsibility.

To encourage students to obtain the help they or their fellow students need without fear of disciplinary penalty or retribution, this Good Samaritan/Medical Amnesty Policy has been adopted. This policy may be invoked by the person in need of assistance and by the person calling for assistance. Neither

student will be charged with violating University policy prohibiting the use or possession of drugs or alcohol as a result of reporting alcohol and/or other drug-related emergencies to the proper authorities (9-1-1, Residence Life and Housing staff, Campus Security officers), for the purpose of seeking medical or safety assistance.

This policy refers to isolated incidents only. It does not: excuse or protect those who flagrantly or repeatedly violate the North Park Community Standards; preclude disciplinary action regarding other violations of Community Standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, or hazing; or prevent action by local and state authorities.

#### **Appendix D: Procedures to Follow in Case of Sexual Violence**

A. If you have been a victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking:

1. And are in immediate danger, call 9-1-1
2. Are on campus and need immediate medical assistance, contact the Office for Counseling and Health Services at (773) 244-4897 and Campus Safety and Security at (773) 244-5600.
3. Are off campus and need immediate medical assistance, go to Swedish Covenant Hospital, 2739 West Foster Avenue, Chicago, IL, (773) 878-8200 or the nearest hospital or police station. A university staff person will be contacted to assist you and to provide counsel and support. All services regarding sexual violence are free, including a medical forensic examination.
4. But are not in immediate danger or in need of immediate medical assistance, you may seek support and counseling from the following offices:
  - a. Responsible Employees
    - (1) Residence Life (773) 244-5555
    - (2) Dean of Students (773) 244-5565
    - (3) Seminary Student Services (773) 244-6219
    - (4) Human Resources (773) 244-5601
    - (5) Campus Safety and Security (773) 244-5780
  - b. Confidential Employees
    - (1) Campus Pastor (773) 244-4982
    - (2) Counseling Support and Health Services (773) 244-4897
    - (3) Athletic Chaplain (773) 244-4985

- B. Third Party/Bystander Reporting: It is common on college campus for people to hear of or witness situations of sexual violence, dating violence, coercion or sexual assault. In these situations, we encourage bystanders and third parties to report the information they know. They can do so by
  1. Contacting the Title IX coordinator, Title IX deputy coordinator and any Responsible Employee listed above.
  2. Anonymously report through the LiveSafe app by selecting "Message Campus Security" under Emergency Options.
- C. Evidence should be preserved: if a rape has occurred, refrain from bathing, showering, washing hands, or changing clothing before the medical exam. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.)
- D. The location where the assault occurred should not be disturbed; avoid touching or moving anything until Campus Safety and Security or police have investigated.
- E. Attempt to recall the physical description of the offender (clothing worn, age, height, weight, hair color, facial hair, etc.). It may be helpful to write the description down details may be forgotten, especially in stressful circumstances.
- F. Promptly report incidents of sexual violence to Campus Safety and Security and consider reporting the incident to the appropriate police department. Reports and victims will be treated with respect and confidentiality.
- G. The victim may request that an advocate accompany the victim during questioning and that a campus security officer of the same gender as the victim conduct the questioning.
- H. Report the incident to the EO/Title IX coordinator, EO/Title IX deputy coordinator, or a Responsible Employee.
- I. Learn more about who these individuals are at **[www.northpark.edu/about/title-ix](http://www.northpark.edu/about/title-ix)**
- J. Seek support from a good friend, family member, or other person with whom you feel comfortable. If you don't have someone to turn to, contact a Title IX advocate or these campus resources.

## Appendix E: Sexual Violence Survivor Notification of Rights and Opinions

### Rights & Opinions

If you are a victim of sexual assault, dating violence, domestic violence or stalking, you have the following rights and options:

- You have a right to report or not report the incident to North Park University and/or law enforcement.
  - Reports to the campus pastor, the athletic chaplain, Counseling Support Services and Health Services are confidential.
  - Your privacy will be respected to the greatest extent possible no matter to whom you make a report.
- You have a right to receive assistance from the University in notifying law enforcement, upon your request.
- You have a right to request interim protective measures and accommodations from the University, including:
  - Changes to academic, living, dining, working, and transportation situations.
  - A no-contact order.
- You also may seek a no-contact order or order of protection from the state court.

The University can provide you with assistance, upon your request, to access and navigate campus and local health and mental services, counseling, and advocacy services.

### Resources

#### EO/Title IX Coordinator

##### Ingrid Tenglin

Director of Human Resources

(773) 244-5601, itenglin@northpark.edu

#### Deputy EO/Title IX Coordinators

##### Elizabeth Fedec

Dean of Students

(773) 244-5664, efedec@northpark.edu

##### Deb Auger

Seminary Dean of Students and Community Life

(773) 244-6222, dauger@northpark.edu

### Confidential Employees

#### Campus Pastor

(773) 244-4982, jpeterson@northpark.edu

#### Counseling Support and Health Services

(773) 244-4897, counseling@northpark.edu

healthservices@northpark.edu

#### Athletic Chaplain

(773) 244-4985

### Sexual Assault Crisis Center

#### YWCA - Sexual Assault Support Services

Operating 24 hours a day, 7 days a week, the Rape Crisis Hotlines provide free numbers where survivors of sexual assault and their significant others can call to receive confidential, immediate assistance.

(888) 293-2080

www.ywcachicago.org

#### RAINN: Rape, Abuse & Incest National Network

(800) 656-HOPE (helpline)

www.rainn.org

#### Rape Victim Advocates

(312) 443-9603

www.rapevictimadvocates.org

#### Swedish Covenant Hospital (Closest Medical Facility)

(773) 878-8200

www.swedishcovenant.org

### Law Enforcement

Campus Safety and Security

(773) 244-5600, dgooris@northpark.edu

#### Chicago Police Department

Emergency: 9-1-1

Non-Emergency: 3-1-1

### Summary of Complaint Procedure

If you choose to make a complaint under the University's Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and

Retaliation, the following procedure applies:

- The Title IX coordinator or a deputy coordinator will conduct a preliminary inquiry.
- At the end of the preliminary inquiry, if the responsible coordinator determines there is a reasonable basis for believing that a violation of the University's policy may have occurred, one or more investigators will be assigned to conduct a formal investigation of your complaint.
- You will have an opportunity to present all facts relating to the complaint and identify witnesses. You will have the right to be accompanied by an advisor of your choice. The individual you identify as a perpetrator ("respondent") will have the same rights to provide facts, identify witnesses, and be accompanied by an advisor.
- At the end of the investigation, the investigator will determine whether it is more likely than not that a violation of the policy occurred.
- The investigator's conclusion is reviewed by the responsible coordinator who issues a final decision, including any appropriate sanctions against the respondent.
- Depending on the status of the respondent (student, faculty, staff member) and the severity of the sanction, the respondent may have a right to request a hearing.
- If a hearing occurs, you have a right to participate.
- Both you and the respondent have a right to appeal the final decision.

## Appendix F: Campus Resources—Contact Information

### Responsible Employees

#### Residence Life

(773) 244-5555

Johnson Center, Center for Student Engagement, 1st floor

#### Dean of Students

(773) 244-5655

Johnson Center, Center for Student Engagement, 1st floor

#### Seminary Student Services

(773) 244-6219

Nyvall Hall, 1st floor

#### Human Resources

(773) 244-5601

Old Main, 3rd floor

#### Campus Safety and Security

(773) 244-5780

Magnuson Campus Center, 1st floor

### Confidential Employees

#### Campus Pastor

(773) 244-4982

Johnson Center, Center for Student Engagement, 1st floor

#### Counseling and Health Services

(773) 244-4897

3317 W. Foster Ave.

#### Athletic Chaplain

(773) 244-4985

Johnson Center, Center for Student Engagement, 1st floor

NORTH PARK  
UNIVERSITY  
CHICAGO