



Student Handbook

2011–2012

NORTH PARK UNIVERSITY

LETTER FROM THE DEAN OF STUDENTS

Congratulations on joining the North Park University community! North Park's distinctive tradition of excellence implies not only a deep tradition in the liberal arts and the Christian faith, but also a spirit of innovation, reaching out to serve and to learn from the dynamic community around us. To achieve our common goals, we must create a community environment that is shaped by its expressed values. The Student Handbook seeks to reflect the values of the community and unite them into a usable guide.

Your Student Handbook contains information, policies that are important to you as a North Park student. It has been designed to frame your role within the North Park University community. Every attempt has been made to provide 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 is an investment of time that you will not regret. Many of these policies have been written with extensive student input, and apply to all North Park University students.

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

I wish you a joyous and intriguing 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.



Andrea E. Nevels
Vice President for Student Development
Dean of Students

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WELCOME TO NORTH PARK UNIVERSITY

Colleges and universities have long used the word “community” to describe the environment they strive to create. Communities are characterized by groups of people working together in mutual support and respect to build an environment conducive to positive living. In particular, academic communities strive to be places where individuals are challenged and supported in an attempt to foster rigorous, yet creative, thinking and learning.

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

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

The services outlined in this handbook, together with the student standards of conduct that support our core values, represent our attempt at developing a learning community. It is our hope and prayer that you find North Park University to be a place that challenges you to extend your intellectual boundaries while at the same time supporting you in your development.

We ask one thing of you: that you take full advantage of the opportunities that North Park University and the city of Chicago provide. You have the ability to move beyond a mediocre existence to live extraordinary lives. Seize the opportunity!

MISSION AND VISION OF NORTH PARK UNIVERSITY

Mission

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

Core Values

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

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

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

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

Vision

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

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

“Covenant Affirmations” - The Evangelical Covenant Church

OFFICES, DEPARTMENTS, AND AUXILIARY SERVICES

Bookstore

5148 North Kedzie, Lower Level Carlson Tower ext. 4570

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

Business Office

Old Main, Third Floor ext. 5603

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

Campus Security Office

Magnuson Campus Center Lobby ext. 5270

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

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

Career Development and Internship Office

Student Services Center, Lower Level ext. 5575

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

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

Collaboratory for Urban and Intercultural Learning

Caroline Hall, First Floor

ext. 4588

The Collaboratory for Urban and Intercultural Learning collaborates and consults with various academic schools and divisions as well as with individual faculty and staff to develop curricular and co-curricular opportunities designed to support and encourage greater integration of students' in-class and out-of-class experiences. Intercultural Learning fellows are affiliated with four major cultural groups and one thematic area.

- Asian-American Cultural Initiatives
- African and African-American Cultural Initiatives
- Justice Initiatives
- Latino-American Cultural Initiatives
- Middle Eastern Cultural Initiatives

Computer Services and Information Technology

Caroline Hall, Lower Level

ext. 5540

Computer Services provides support for information technology resources on campus. General overview information is available on this offices 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 (under Computer Services on the NPU website) and then opening a Helpdesk ticket if unable to resolve your issue.

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

Counseling Support and Health Services

3317 W. Foster Ave.

ext. 4897

The University operates a Center for Counseling and Health Services for the use of undergraduate students taking 10 semester hours of credit or more. Visits to the Center are free of charge. The resident director and or resident assistant should be notified of serious sickness as early as possible. Good communication is necessary to insure the best care

Health Care: A nurse is available M–F 9 a.m. to 4 p.m. to provide basic services for scheduled appointments or walk-ins. Students requiring more extensive medical services can see a doctor in the Swedish Covenant Hospital Family Practice Center by making an appointment through the Health Services Center. North Park covers the costs of referrals from the Health Services Center to the Family Practice Center when classes are in session during the regular academic year (not during summer or vacation periods). On occasion students may be advised to consult a physician outside of the Center for Counseling and Health Services, and the student would be responsible for the charge. In the event of a medical emergency after hours, students

should notify Campus security and/or a Resident Director and go directly to Swedish Covenant Hospital's emergency room or call 911 (at the cost of the student or through the student's own health insurance plan).

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

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

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

Diversity and Intercultural Programs

Caroline Hall, First Floor ext.4599

The Office of Diversity and Intercultural Programs oversees the Collaboratory for Urban and Intercultural Learning and the International Office and Study Abroad Program. The Office, located on the first floor of Caroline Hall, seeks to sustain a campus community that appreciates diversity and embraces our differences as well as our similarities. We intentionally try to create and maintain a climate that values diversity through programming, outreach, and support for all members. In an effort to strengthen cultural awareness and diversity, the office supports activities and events on such topics as gender, race, religion, ethnicity, age, and socio-economic status.

The office sponsors numerous events including speakers, workshops and exhibits

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

Food Service

Magnuson Campus Center, Second Floor ext. 4939

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

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

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

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

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

Helwig Recreation Center

3205 W. Carmen ext. 5700

This incredible facility offers students, faculty, and staff opportunities for sport, recreation, fitness, and wellness. The 68,000 square-foot Helwig Recreation Center includes a 200 meter two-lane indoor running track, batting cages, two basketball/

three volleyball courts, a 35-yard turf surface, a climbing wall, a two-level fitness area, classrooms, and offices. Men's and women's locker rooms are located in the weight room on the lower level. Lockers are available for day use only; locks will be cut and items removed nightly. The Helwig Recreation Center seeks to complement the academic goals of the University by encouraging the physical, emotional, and social growth of students, faculty, and staff at North Park University.

Human Resources Office

Old Main, Third Floor ext. 5599

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

Note: A student may not work until the required paperwork is submitted in payroll. We may not be able to pay prior hours worked. The forms are available in the North Park's website, in Student Employment, under Current Students. Student payrolls are paid bi-weekly (every other Friday).

International Student Services

Magnuson Campus Center, First Floor ext. 5571 or 5553

North Park University enrolls approximately 175 international students from more than 45 countries. Because adapting to and studying in a new academic culture can bring particular challenges, North Park has made a commitment to provide needed services for international students in English as a Second Language, exchange, and degree programs at both the undergraduate and graduate level.

The International Office is located on the first floor of Magnuson Campus Center. The Director of the International Office and the International Student Advisor prepare documents for international student visa applications, interface with the U.S. government on all visa-related issues, and maintain student non-immigrant visa records. In addition, International Office personnel provide new international student orientation at the beginning of each semester and act as a source of information for all international students on matters of visa, academic, campus and cultural interest.

Library

5114 N. Christiana Ave ext. 5580

The Brandel Library is the main library for North Park University. The online library catalog provides access to all of the book, periodical and media holdings for the university and seminary collections. Computer terminals are located on all floors of the library. In addition, there are electronic databases and reference sources that you can access from home to facilitate research. Interlibrary loan is available to borrow from other libraries books and journal articles not found at North Park.

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

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

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

Magnuson Campus Center

South Campus (Between Burgh and Anderson Halls) ext. 0

The Magnuson Campus Center (MCC) serves as a focal point for students and guests. The Campus Center houses many facilities including conference and study rooms, classrooms, the Dining Hall, and the Office of Campus Facilities and Conference Services, Math Department faculty offices and International Office. Vending machines are available on the first floor of the Center as well as a computer station. A Lost and Found is maintained at the front desk as well.

The MCC 24-hour desk also offers a variety of services. MCC serves as the switchboard and as the base for campus security communication. North Park Security personnel can be reached through a two-way radio system located at the desk. The Physical Plant on-call engineer can also be contacted by MCC after business hours if needed.

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

Physical Plant Office

5055 N. Kedzie Ave. ext. 4960

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

Postal Center

3305 W. Foster Ave. ext. 5550

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

Residence Life and Housing

Student Services Center, Lower Level ext. 5555

The Office of Residence Life and Housing values diverse community, relationships, leadership development, helping students understand personal wholeness, and creating opportunities for students to gain valuable learning outside of the classroom. The Residence Life and Housing department also handles the housing application process, living area and room assignments, meal plan assignments, roommate conflicts, room changes, and programming for university residences. There are seven living areas on campus which house approximately 1,140 students. The Residence Life and Housing staff is dedicated to creating a positive residential experience for students living on campus.

Student Administrative Services

Student Services Center, First Level ext. 5560

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

Financial Aid:

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

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

What Can Affect Your Financial Aid?

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

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

Scholarships will be reinstated when students regain their B average.

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

Satisfactory Academic Progress

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

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

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

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

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

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

Student Identification (ID) Cards: All registered students of the University must obtain a student identification 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 normal office hours. Students should have their ID cards in their possession at all times and must replace it if lost or stolen. Replacement student ID cards are \$10.00 and payment is due upon receipt.

Student ID cards are used for the following:

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

Student Engagement and Wellness Office

Student Services Center, Second Floor ext. 5205

The office of student engagement and wellness addresses and monitors undergraduate student persistence and success. As a liaison between the dean of students, counseling support, residence life, and health services the coordinator offers guidance and attends to the overall wellbeing of the undergraduate student body.

Student Enrichment Services and Support

Student Services Center, Second Level ext. 5737

Office of Student Enrichment Services and Support (OSESS) seeks to enrich the campus community by offering a broad range of programs and initiatives that promote and support student success throughout all aspects of the university experience. Through these programs and services OSESS cultivates life skills and enhances self-awareness skills that are critical to graduation, community living and being a lifelong learner. These programs serve to connect students to resources, people, experiences and opportunities to prepare them to lead lives of significance and service.

North Park University places emphasis on the role that faculty advising plays in the educational mission of the institution and in its contribution to the growth and development of each student. Faculty advising at North Park involves much more than course selection. Upon course registration a faculty advisor is assigned and will facilitate communication between the student and the University, serving as a coordinator of the learning experience through course/educational planning and academic progress review, and as a referral agent to other campus support services. We're confident that every North Park student can succeed academically, and the faculty advisor will help:

- develop overall academic strategies
- identify and address academic difficulties
- explore and declare a major field of study

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

Study Abroad Programs

Magnuson Campus Center, First Floor ext. 5553

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

Five categories of programs are available:

- Group Programs—students study with peers and a North Park faculty member in either Sweden (fall) or Mexico (spring).
- Bilateral Exchanges—North Park students swap places with international students from one of 11 partner universities.
- ISEP Programs—students utilize one of the 150+ universities in the International Student Exchange Program network.
- CCCU Programs—students from Council for Christian Colleges and Universities schools in the US study together at international and domestic sites.
- Short Term Programs—academic departments and University Ministries offer programs in a variety of locations over school breaks.

The International Office is located on the first floor of Magnuson Campus Center. Students are encouraged to meet with International Office staff early in their academic careers to learn about study abroad options, program requirements, and institutional policies.

University Ministries

Sohlberg Hall, Lower Level ext. 4980

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

SECURITY, PARKING, AND CAMPUS VEHICLES

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

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

- Respond to the incident as required,
- Investigate the incident and prepare a North Park Security Incident Report,
- Contact the local 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.

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

- Escorts are provided for safety reasons, not convenience. The service is not intended to be used as transportation. It is a special service where safety is a primary concern.
- The hours of the escort service are dusk until dawn. Daylight escorts will be provided for special circumstances, such as illness or injury.
- Walking escorts will be limited to campus facilities.
- Vehicle escorts are limited as follows: campus-to-campus locations; Brown Line “EI” 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.
- Escorts can be arranged by calling the Campus Center at x5600. Callers must provide North Park ID number, pick-up and destination locations, and a cell phone number.

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

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

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

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

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

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

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

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

Parking Regulations

Note: All students who park their vehicles in a North Park 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, resident students are discouraged from bringing automobiles because of the lack of available parking space. Most resident students have found that there are adequate transportation options within the city so that an automobile is not necessary.

Parking Permits: Resident students who need to keep an automobile on campus (perhaps because of work, internship or student teaching) or commuter students who use a vehicle for commuting purposes need to purchase a parking permit for their vehicle. These permits do not guarantee that a space will always be available. Parking permits may be purchased at Student Administrative Services, 1st floor of the student services building.

General Parking Regulations:

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

North Park Vehicles

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

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

- Students must demonstrate that they have a valid driver's license. Physical Plant personnel are authorized to verify that a student has a valid driver's license.

- Students must satisfactorily complete the North Park Driver's Orientation Program, pass the North Park written and driving test and obtain a North Park Driving Permit.
- Each year, in order to renew a North Park driving permit, students will be required to view a video on safety and provide a current copy of their driving record.
- Students are subject to all the laws, speed limits and other regulations established by local jurisdictions through which they travel.
- The driver of the vehicle is responsible for all tickets, fines, and violations incurred during the use of the vehicle (excluding those related to the reasonable maintenance of the vehicle). If North Park learns of a poor driving record (i.e., a record of moving violations), the University may refuse to extend driving privileges to a student or to revoke their North Park Driving Permit if one has already been authorized.
- Students must observe good driving principles at all times when operating institutional vehicles. Any student, who is known not to observe good driving principles or who, in any way, jeopardizes the safety of herself/himself or other passengers will have their North Park driving privileges revoked.
- A student who is found to be "at fault" in a van accident (including accidents caused by backing into other vehicles) will receive a written warning or have their driving privileges revoked depending on the severity of the driving infraction. The accumulation of more than one written warning will result in the revocation of driving privileges (for University vehicles).

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

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

NORTH PARK UNIVERSITY STUDENT STANDARDS OF CONDUCT

Purpose

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

- Understand community responsibilities by fostering empathy for others, their feelings, and their need for conditions
- Enhancing self-awareness by developing the integrity and character of students
- Making intentional life decisions that are conducive to growth development, life-long learning and spiritual awareness
- Obtain fundamental skills to serves a student, a friend, and citizen
- Encourage and enforce the rights and property of others
- Embracing diversity by preserving respect and dignity of all persons

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

Terms Defined

Advisor: An advisor is a person (e.g., faculty member, parent, pastor, staff member, etc.) 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.

Case: A case is created when incident reports are submitted and assigned a case number. Case documentation is maintained in the Office of Student Development (OSD), 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 OSD.

Charge Letter: For every sanction exceeding a reprimand, a charge letter 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 OSD. It is the student's responsibility to make sure an up-to-date address is on file with the University. Charge letters will be sent to the student's NPU email account. Other forms of communication may be used as necessary.

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 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 OSD. The conduct file is confidential and may be reviewed by designated OSD staff.

Failure to Comply: A student who fails to meet adequately 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, Blackboard, and email), increase of fine, and/or additional conduct actions including dismissal from the University.

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

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

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

OSD: OSD refers to Office of Student Development, which includes the all education programs, facilities, property, and employees.

ORLH: ORLH refers to Office of Residence Life and Housing, which includes the all education programs, facilities, property, and employees.

Outcome Letter: The outcome of a conduct proceeding that notify the charged student of charges, violations, findings, and/or sanctions.

Panel: Panel refers to Student Conduct Panel.

Preponderance of Evidence: Preponderance of evidence means that the information, as a whole, shows that the fact(s) 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 also may include restitution and in some cases a fine or restrictions.

Student: Anyone who has enrolled at the University, has initiated classes and/or 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).

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

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

Student Rights and Responsibilities

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

1. No applicant will be denied admission or financial aid to the University due to race, sex, age, color, national origin, religious creed or political belief or disability unrelated to ability.
2. The student has freedom of research, of appropriate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom. This right does not extend to general or specific threats of violence or harm towards others.
3. The student will be evaluated on knowledge and academic performance for granting academic credit and not on personal or political beliefs.
4. The teacher-student relationship is confidential and disclosures of a student's personal or political beliefs expressed to the teacher in connection with course work will not be made public without explicit permission of the student.
5. Students' records may be released to persons not associated with the University only on request of the student, through legal proceedings, or as otherwise provided by law.
6. An attempt will be made to inform students of all rules, rates, and regulations deriving from contractual agreements with the University before entering into any such contracts.
7. The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is extended to the students in the academic community. This shall not prevent the University from entering residence hall rooms, campus apartments, or houses in accordance with campus rules and regulations.
8. Students will be free from censorship in the publication of their views so long as these are presented in good taste and are not represented as the view of North Park University. Should good taste be questioned, the Vice President for Student Development 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 purpose to issue from the University without University approval. Should good taste be questioned, the faculty advisor to the publication or the Vice President for Student Development 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/her right as a citizen of the community, state and nation, provided he/she does not in any way claim to represent the University.
12. Students are free to use campus facilities for meetings of officially recognized student organizations, subject to regulations governing the facility.
13. Student groups may invite and hear speakers of their choice on subjects of their choice so long as the boundaries of good taste are observed. The 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 supposed 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 to 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 supposed violation(s). Sanctions will be at the discretion of the Hearing Officer.
20. Students will be held accountable to incidents and happenings that occur in a student's presence whether the student is participating in the supposed violation(s). Sanctions will be at the discretion of the Hearing Officer.
21. Students will be notified of the alleged conduct charges being made against them and sanctions imposed, if any, given the opportunity for a conduct proceeding appropriate to the nature of the violation of this Student Standards of Conduct, and allowed to provide supportive information that they were not responsible for behavior in question.

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

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

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

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

Authority and Responsibilities

Assistant Dean for Student Development: The Assistant Dean has authority to serve as hearing officer and issue sanctions 1-8b. The composition of the Student Conduct

Panel and its member's authority to hear the matter of student dismissal shall determined by the Assistant Dean. The Assistant Dean shall develop procedural rules for the Hearing Officer(s), and the Student Conduct Panel that is not inconsistent with the provisions of this Student Standards of Conduct. The Assistant Dean has authority direct the development and revision of policies of the Student Standards of Conduct for the OSD.

Director of Residence Life and Housing: The Director of Residence Life and Housing has authority to serve as hearing officer and issue sanctions 1-8b. The Director shall determine the conduct proceeding and authorize Hearing Officer(s) to hear each matter.

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

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

Resident Assistants (RAs): Resident assistants have authority to issue sanctions 1-2 and submit IRs.

Resident Directors (RDs): The RDs have authority to serve as hearing officers and issue sanctions 1-6.

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

North Park University Community Standards

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

–1–

"I will practice personal and academic integrity."

- 1.1 No persons' 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/her name and show appropriate identification, upon request, to a faculty member, staff member, or other University official performing his/her duty or acting in the interest of the University.
- 1.4 Failing to comply with the request of a college official or residential life staff member when he or she is performing the functions of his/her position is prohibited.

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

- 2.1 No person shall smoke or use any tobacco product or hookah in and/or on University facilities.
- 2.2 No person shall 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-campus or off-campus. No person shall possess containers, paraphernalia, or advertisements of illegal drugs and/or controlled substances on campus.
- 2.3 No person shall use, manufacture, distribute, dispense, and/or be in possession of alcohol on campus or in conjunction with institution-sponsored events, whether on or off campus. No person shall possess containers (whether labeled or unlabeled), paraphernalia (as outlined in the Residence Life and Housing Policies) or advertisements of alcohol on campus.
- 2.4 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverage(s), illegal drug and/or controlled substance.
- 2.5 No person shall organize, encourage, or participate in any form of gambling on University property or at any North Park event.
- 2.6 No person shall disrupt the University community or exhibit disruptive behavior that may infringe on others right.
- 2.7 No person shall shout or use profanity, vulgar language on University property or at officially sponsored campus events in any way that can be deemed harassing to another individual.
- 2.8 No person shall exhibit conduct that creates undue noise or interrupts the University community at anytime. In residential spaces, quiet hours must be observed from 11 p.m.–8 a.m.
- 2.9 No person shall interfere with the safe or clean environment of others.
- 2.10 No person shall keep animals of any kind, except for water-living fish, in and/or on University property.
- 2.11 No person shall commit actions that endanger, either intentionally or unin-

tionally, students, other members of the University community, or the academic process.

- 2.12 No person shall throw anything out of a window or off a roof. No person shall remove a window screen, glass, or frame. Neither shall they bring anything in through a window of any campus building.
- 2.13 No person shall sleep in any public or community area.
- 2.14 No person shall be involved with solicitation in and/or on any University property at any time.
- 2.15 No person shall dress in an inappropriate manner.
- 2.16 All visitors and guests shall abide by the University housing visiting hours, overnight guest policies, guest sign-in procedure and uphold this Student Standards of Conduct. No person of the opposite gender (other than those staff members assigned to the living unit) shall be in the residence halls, campus apartments, or houses after visiting hours as outlined in Residence Life and Housing Policies..
- 2.17 No person shall host a large gathering in his or her residence hall room, campus apartment, or house that exceeds the guest limit as outlined in Residence Life and Housing Policies.
- 2.18 No infants or children age 10 or younger should be in any area of a student residential facility as outlined in Residence Life and Housing Policies.

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

- 3.1 No persons' 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, Harassment Policy for full explanation. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites) or coercion.
- 3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. The term 'hazing' is defined as an act which endangers the mental or physical health or safety of a student, scholar, or individual, destroys or removes public or private property, for the purpose of initiation, ridicule, admission into, affiliation with, amusement, or as a condition for continued membership in, a group or organization. North Park supports and abides by the Illinois State Law on hazing.
- 3.3 No person shall display any markings, tagging, or gang symbols anywhere on University facilities and property.
- 3.4 No person shall display items imaging nudity in or on University facilities and properties.

- 3.5 No person shall exhibit or be a part of any pornographic media while attending North Park. This includes use of the computer lab, computer services resources for the viewing or reading of pornography or other inappropriate matter, pornographic web pages, sexually explicit or pornographic mail or printed material.
- 3.6 No person shall accept and/or place a collect call to the University.
- 3.7 No person shall possess or use explosives or weapons. This includes but not limited to firearms, knives, imitation weapons (including air soft 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. Includes but 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 a University facilities and properties.
- 3.15 No person shall refuse to vacate a University facility or property when directed to do so by a University official.

The Assistant Dean for Student Development 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

Timeline: Students will be notified of the alleged conduct charges being made against them within 3-6 business days of IR. In cases where the sanction is greater than a warning, the student will have reasonable opportunity to prepare and to present information and response to Student Standards of Conduct violation allegations in a conduct proceeding appropriate to the nature of the case. If any, the student will be notified of the sanction(s) imposed within 3-6 business days of the conduct proceeding. During breaks and vacation periods, the conduct proceedings and/or sanctions may be streamlined to efficiently adjudicate the matter in the best interest of the student and/or the University. The Assistant Dean or his/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 Residence Director(s) or other OSD 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.

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 (as known as evidence) applicable to the civil and criminal law cases shall not apply to the NPU Student Standards of Conduct proceedings.

Outcome Letter: 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 details any follow up. The outcome letter will be provided to the student respondent within five (5) business days after the final hearing in the case. Copies of the outcome letter may be shared with coaches, faculty advisors, activity advisors and/or other university personnel. The outcome letter will also be retained in a confidential file in the OSD for a minimum period of seven years.

Student Conduct Panel: The Student Conduct Panel is primarily for serious offenses which 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 Chairperson), and two (2) student representatives (one being the Chief Justice of the CLASS). The Assistant Dean for Student Development will select the faculty, staff, and student representatives. Panel members may decline participation in a particular Panel if they believe there is a conflict of interest. The Assistant Dean for Student Development will select replacements for faculty, staff, or student Panel members.

Process: The Panel Chair or his/her designee, will inform the student respondent of his/her rights in the conduct process, and present the violation(s) against the student, as well as any supportive information, Incident Reports (IR), and 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 respectfully 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 close. 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 Development. Refer to the Appeal section of this Student Standards of Conduct for additional information.

The student respondent may complete the following:

- Formally request the replacement of one Panel member upon explanation in writing to the Assistant Dean for Student Development at least 24 hours before the scheduled Panel. If the request is granted, the Assistant Dean for Student Development 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 Assistant Dean for Student Development at least 24 hours in advance of the scheduled Panel.

Panel Chair: The Panel Chair (also called 'Chair') is the Coordinator of Student Engagement and Wellness or his/her designee. The Chair makes all arrangements for the Panel proceedings, prepares all pre and post Panel correspondence to the student respondent, and participates on the Panel as a voting member.

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 Assistant Dean of Students of any witnesses on behalf of the student respondent. The Chief Justice participates on the Panel as a non-voting member, will not be present for deliberations, and may not speak for the student or address the Chair/Assistant Dean of Student Development during the Panel.

Witnesses: Witnesses are permitted at the Panel. It is the responsibility of the student respondent to contact his/her witnesses, request their attendance at the Panel, and notify the Chief Justice of the witnesses' names at least 24 hours prior to the Panel date. Harmed parties, complainants, and the Assistant Dean of Student Development may also invite witnesses to appear at the Panel. The student respondent and the Assistant Dean for Student Development are allowed to bring up to three (3) witnesses to speak on his/her behalf. Any additional guests 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 Assistant Dean of Student Development before the scheduled Panel. The Panel may proceed even if not all witnesses are present. The Chair and/or Assistant Dean of Student Development may limit the number of witnesses permitted to attend the Panel. A character witness may provide a written statement and discuss the statement with the Chief Justice at least 24 hours prior to the Panel date, but not attend the Panel proceedings.

Sanctions and Outcomes

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

Primary Sanctions

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

Student Conduct Probation – Level One: May include student being ineligible to hold office or leadership position in any organization or committee. This includes all study abroad, intramural, and club sport activities.

Student Conduct Probation – Level Two: May include student being ineligible to participate in any organization or committee. This includes all study abroad, intramural, and club sport activities, ineligible to represent the University in any official capacity; and/or loss of access to campus grounds/facilities.

For both levels, notification of Student Conduct Probation may include parents, academic deans, Campus Security, and other appropriate personnel at the discretion of the Hearing Officer/Panel.

3. Temporary 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 Assistant Dean for Student Development where it is believed the student would constitute serious disruption or danger to the health, safety or welfare of the University, property, others, or self. Temporary suspension will remain pending per completion of the conduct process.
4. Suspension: The temporary removal of the student from campus and University for a specified period of time, at the discretion of the Hearing Officer/Panel, with the understanding that the student may be returned to good standing at the completion of the suspension period. Further 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
 - forfeit tuition fees and aid
 - refrain from visiting the University premises except when engaged in official business approved in writing by the Hearing Officer or Panel or his/her 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 involves notification to the parents, academic deans, Campus Security, or other appropriate personnel at the discretion of the Hearing Officer or Panel.

Reinstatement from Suspension/Termination: A formal letter requesting reinstatement and proof of satisfied conditions must be submitted to the Assistant Dean for Student Development upon conclusion of the specified suspension time period. The student may return to the University only after an affirmative decision has been made by the Assistant Dean for Student Development.

5. Dismissal: Expulsion, the most serious University conduct sanction, involves the following:

- permanent separation from the University
- forfeiture of all rights and degrees not conferred at the time of the expulsion
- notification of student's parent(s)/guardian(s), if a dependent
- withdrawal from all courses according to the policies of the University
- forfeiture of tuition, fees, and aid
- Any student expelled must refrain from visiting the University premises except when engaged in official business approved in writing by the Assistant Dean for Student Development or his/her designee.

Secondary Sanctions

1. Educational Activity/Community Service: Educational activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate other students, so they do not find themselves in similar circumstances. This type of conduct action may include, but is not limited to
 - Engage in a campus or community service project
 - Attend or present a program related to the implications of the student's conduct
 - Write a reflection paper
 - Interview someone
 - Engage in some type of personal assessment, mediation, or counseling
2. Restitution/Fines

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

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

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

Restitution and/or fine(s) must be paid within 20 business days of issuing the outcome letter. Restitution and/or fine(s) must be paid in cash, money order, or personal check in the Office of Student Development (OSD). Any restitution and/or fine(s) outstanding after the due date may be doubled. Under the discretion of the ODS, 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 Viking email), and an increase of the fine and/or additional conduct sanctions including dismissal from the University.

3. **Loss of Privileges:** Following the violation(s) of one or more of this Student Standards of Conduct, the student(s) and/or student organization(s) may lose one or any combination of, but is not limited to, the following privileges.

Extracurricular Activities: A student may lose the privilege of participating in extracurricular activities that includes, but is not limited to, participation in athletic, music and dramatic events, programs, groups, and teams. The loss and the duration of extracurricular privileges are at the discretion of the Hearing Officer/Panel.

Residence Life – Moderation of Visitation: The restriction or removal of guest and/or visitation privileges in University housing, facilities, or campus grounds for a specified period of time.

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 ODS.

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

No Contact Order: A student may be prohibited from communicating in any way and medium (i.e. through third parties, telephone, visitation, email, social networking sites, letters, etc.) with a named individual or group.

4. **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. This specified period of time, typically not less than one semester, is utilized to demonstrate the student's ability to act in accordance with acceptable standards of residence hall life. Terms of Residential Life probation are to be decided by the hearing officer(s) or Student Conduct Panel and can include, but are not limited to, the following:
 - resignation from any residence hall office or committee appointment
 - restricted from participation in Residential Life programs.
5. **Residence Life – Suspension:** The student will be required to vacate his/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/her key(s) for the time of suspension of residency. Visitation privileges in the residence halls may be suspended. Financial credit is not granted during the suspension.
6. **Residence Life – Termination from Housing Contract:** The immediate removal of the student from residence halls results in forfeiture of fees and loss of visitation

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

Appeals

Appeals are used for all conduct proceedings of the Student Code of Conduct that result in serious sanctioning (probation, suspension or dismissal). The Vice President for Student Development his/her designate oversees appeals. An appeal shall be limited to a review of the verbatim record of the conduct proceeding.

Request to Appeal: The student must complete an appeal request form from the office of Vice President for Student Development/Dean of Students within five (5) business days of the issuance of the outcome letter. An appeal will be considered upon formal request and only used for one or more of the following purposes:

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

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

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

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

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

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

The Vice President for Student Development/Dean of Students, Assistant Dean for Student Development or his/her designee will promptly consider the appeal. The Vice President, Assistant Dean or his/her designate may affirm, reverse, require that it be heard again by the original hearing body/person, or amend any conduct sanctioning. In making a decision, the Vice President, Assistant Dean or his/her designate may review the case, conduct such investigation and seek such counsel, as he/she deems appropriate. An appeal outcome letter from Vice President, Assistant Dean or his/her designate providing the decision of the appeal shall be send to the student within five

(5) business days and is considered as 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 Development/Dean of Students; Assistant Dean for Student Development or his/her designate in light of what he or she believes is in the best interest for the University community.

Streamline 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 Development/Dean of Students, Assistant Dean for Student Development or his/her designate will alert the student if such a streamlined procedure is needed and/or appropriate.

Interpretation and Revision

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

North Park Theological Seminary Students

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

OTHER POLICIES AND REGULATIONS

Academic Integrity

Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution and 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 following:

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.

Alteration of Academic Records

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

- Changing documentation in the Center for Records and Registration (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, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

Substitution

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

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

Judicial Procedures for Cases of Academic Dishonesty

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

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

A student who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate academic dean.

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

1. Inform the student, and receive his or her response.
2. Evaluate the instructor's report; upon finding concurrence, determine the appropriate penalty taking into consideration the instructor's recommendations.
3. Convene a meeting with the instructor and student, at which time the student shall be informed of the decision and his or her right to appeal.
4. Inform the Dean of Student Development in writing.
5. Inform the Office of the Provost in writing.
6. Keep appropriate records of each case to its completion.

The student may:

1. Accept the decision and the penalty.
2. Appeal the decision to the Academic Judicial Committee (the 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 dean. The committee shall consist of three faculty members appointed by the appropriate dean. At least one of these faculty members shall be from among faculty not currently teaching the charged student. At least one of these faculty members shall be from the division or school offering the course. The committee shall also include three student members nominated (together with two alternates) by the president of CLASS. A seventh member of the Committee shall be the vice chair of the faculty, who shall preside and cast a vote in the event of a tie. The charged student has the right to challenge one student and one faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his/her committee. The student may have one advisor (student 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.

The student may:

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

The decision of the provost shall be final.

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

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper, or project.
- A failing grade in the course.
- 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.

Alcohol and Controlled Substances

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

North Park University is committed to enforcing the requirements of the Drug-Free Workplace Act of 1988 and in doing so publicly commits to a drug-free and alcohol-free learning and work environment.

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

Assistance

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

Conduct Sanctions

In addition to possible criminal prosecution by city, state and/or federal authorities for violations of law, students who violate North Park's policy concerning drugs and alcohol will be referred to the Assistant Dean for possible disciplinary action, up to and including dismissal depending on the severity of the case. A student's federal

financial aid may be affected by violation of federal drug laws according to the Anti-Drug Abuse Act of 1988. At the time of the discipline, the Assistant Dean for Student Development will determine if an alcohol/drug abuse assessment or alcohol/drug education program is necessary. Payment to a referred treatment, education, or counseling program is the responsibility of the student in addition to fines issued as a conduct sanction.

Testing Protocol to Detect the Use of Alcohol and/or Controlled Substances

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

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

- erratic and or violent behavior
- possession of drug paraphernalia
- changes in behavior
- evidence of physical symptoms associated with drug and/or alcohol use
- sudden, unexplainable drop in academic performance

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

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

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

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

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

Outline of Testing Procedures

Testing shall be coordinated by the Health Services office. In addition to providing

a specimen, the student will be required to sign appropriate consent forms. These forms will provide the student an opportunity to identify medication which may affect the analysis. A student who has been requested to undergo drug testing will be required to provide an appropriate sample within two hours of the request. Test results will be returned to the University generally 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 Assistant Dean or Vice President for Student Development will make the decision of the student's ability to continue participation.

Consequences of a Positive Test Result

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

Consequences of Refusing to Take a Test or Tampering With a Specimen

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

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

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

Federal Educational Rights and Privacy Act of 1974

North Park University reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, as amended, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All undergraduate students, other than those matriculated in the registered nurse continuation and AL programs, will be assumed to be “dependent” unless a student notifies the Office of Student Administrative Services in writing within 10 calendar days after the commencement of any term that he or she considers himself to be “independent.”

A certified copy of the parent's most recent Federal Income Tax Form establishing the student's dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of his or her “independent” status.

Note: A student cannot declare him or herself as “independent” for the purposes of

non-disclosure of educational records to parents and still claim to be “dependent” for the purposes of receiving financial aid.

Grievance

Academic Grievance

If a student wishes to express an academic grievance, the student should first meet with the faculty member to seek resolution. In the College of Arts and Sciences, if the student is not satisfied, the student may appeal to the department chairperson. If still not satisfied, the appeal will be forwarded to the Associate Dean/Division Director and, if still unresolved, to the Office of the Provost who is the final arbiter of the grievance. In the professional schools, the student may appeal to the appropriate dean and, if still unresolved, to the Office of the Provost who is the final arbiter of the grievance. The student has the right to be represented by counsel.

Non-Academic Grievance

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

Individual Facility Regulations

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

Marriage of Undergraduate Students

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

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

Policy Against Discrimination, Harassment & 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.” As such, North Park is committed to providing and maintaining a welcoming environment, and will not toler-

ate discrimination, harassment, retaliation, or any other form of intimidation by any person in any form directed against students, faculty or staff of the institution. The institution will take prompt and appropriate action when complaints of discrimination, harassment, or retaliation are registered, including appropriate disciplinary action up to dismissal, if the complaint is substantiated and such discipline is deemed necessary.

Harassment Defined

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

- affects tangible job benefits, or
- interferes unreasonably with the education, work or other institutionally sponsored activity of a student, employee or campus guest, or
- 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 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.

Discrimination Defined

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 pay, opportunity for advancement, or educational opportunity constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals. As a religious institution, North Park reserves the right to make various hiring and employment decisions on the basis of religious beliefs or lifestyle consistent with the principles espoused by the ECC and as permitted by applicable law.

Retaliation Defined

Retaliation is defined as adverse or negative action against an individual who has (1) complained about alleged

Racial and Ethnic Harassment Specifically Prohibited

North Park aspires to be a multi-cultural community of learning. In order to make this

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

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

Sexual Harassment Specifically Defined

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Education Amendments. The EEOC defines sexual harassment as follows:

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

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

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

1. Behavior that draws unwanted attention to the sexuality or sexual identity of another person in such a way as to create a hostile work environment. Such behavior could include whistling, leering or ogling.
2. Communication (verbal or non-verbal) which creates a hostile work environment. Such behavior could include repeated comments with sexual innuendo, obscene gestures, insulting humor or jokes, crude language, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, derogatory or demeaning comments about women or men in general, whether sexual or not, displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments, repeated sexually-oriented kidding, teasing or flirting, or verbal threats, directed at a person individually or as a group member.
3. 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.
4. Unwanted advances including the types of behaviors mentioned above in number 3, whenever they are accompanied by promised rewards or reprisal for lack of cooperation. For example:
 - when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
 - when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
5. Assault, including physical violence or coerced sexual contact, including intercourse.

Preventive Action

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

- Verbal Confrontation – Arrange a conversation to explain why you view the particular comments, joke or action as offensive. Be firm and direct; make it clear that the comments and/or behaviors are to stop.
- Written Communication – Write a letter to the subject of the complaint in which you give a detailed description of the unacceptable comments and/or behaviors. Explain how these incidents make you feel. State that you want the comments/ behaviors to stop.

If these measures fail or if you are not comfortable discussing the matter directly with the offending party you should pursue the alternatives below. You have the right to

proceed directly to file a complaint or confer with an advisor or administrator without first engaging in direct preventative action.

Seeking Advice and Mediation

Members of the North Park community who believe they have been harassed may seek the assistance of any Dean, Vice President, the President, the Provost or Director of Human Resources. These individuals have the responsibility to see that institutional procedures are followed in investigating all allegations or complaints about incidents involving the faculty, staff, students and campus visitors and they will either direct you to the appropriate University official to discuss your complaint or in some circumstance discuss the complaint and options with you.

Complaint Procedures for Discrimination, Harassment, and Retaliation Complaints

Any person who believes that he or she has been harassed, discriminated against, or retaliated against while a member of the North Park community by any other member or members of the North Park community (including campus visitors) may file a complaint. Promptness is critical in making the complaint with the individuals listed below. Witnesses to harassment or persons becoming aware of such conduct may also file a complaint.

If the subject of the complaint is a student, the complaint is to be made either to the dean of student development (undergraduate or graduate) or to the Dean for Seminary Student Services and Community Life as appropriate. If the subject of the complaint is a member of the faculty, then the complaint should be made to the appropriate Dean of the Faculty or Provost. Complaints against staff employees should be made to the Director of Human Resources. If the person bringing the complaint is uncomfortable complaining to the individuals and offices identified above or is otherwise unclear as to where a complaint should be made any such complaint can be brought to any Dean or Vice President within the University or the Director of Human Resources, all of whom have a responsibility to make sure a complaint is properly investigated and resolved as appropriate under the circumstances.

The appropriate official will determine whether the complaint should be handled through the informal complaint procedure or immediately pursue the formal complaint procedure. This determination is made based on the severity of the alleged offense and whether or not there is a previous history of complaints against the accused.

Informal Complaint Procedure

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

—OR—

2. The official and the complainant will seek an informal resolution of the complaint by meeting together with the subject of the complaint.

Note: In either approach, the official will help to clarify the parameters of appropriate conduct.

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

Formal Complaint Procedure

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

1. If the subject of the complaint is a student, and it is found that there are grounds for further action, the proceedings, including any appeals, will be governed by the disciplinary procedures set forth in the student handbook and be overseen by the Dean of Student Development. In the event of a finding of harassment, sanctions will be imposed to reflect the severity of the offense. Sanctions may range from a written warning to expulsion.
2. If the subject of the complaint is a member of the faculty, and it is found that there are grounds for a further action, a hearing will be conducted by the appropriate Dean of Faculty and/or Provost in accordance with the provisions of the appropriate faculty manual or in a manner as prescribed by the Dean/Provost. Sanctions may range from official warnings to dismissal. If the initial determination is made by the Dean of Faculty an appeal may be submitted to the Provost. If the initial determination is made by the Provost an appeal may be submitted to the President.
3. When a formal complaint is made against a member of the staff, the person making the complaint will have the opportunity to present all the facts supporting his or her claim. If the complainant wishes, he or she may ask an advocate from the North Park community to assist in this effort. The person who is the subject of the complaint will also have the opportunity to present the facts in his or her defense and may also enlist the support of an advocate from the North Park community for this purpose. The appropriate Dean/Provost or Vice President in consultation with the Director of Human Resources will evaluate all the information presented and will determine whether or not the complaint is substantiated. If the complaint is substantiated, the Dean/Provost or Vice President, in consultation with the Director of Human Resources, will determine appropriate discipline, if any. Disciplinary action may range from official warnings to dismissal. An appeal of the initial determination made by the Director of Human Resources may be submitted to the appropriate senior-level administrator.

Note: If the subject of the complaint is a Dean, Provost, Director of Human Resources, or 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.

Records of Proceedings

An official confidential record will be kept of all cases that proceed to the making of an informal or formal complaint. Such a record will ordinarily consist of a statement of the complaint itself, a list of meetings and conversations that comprised the procedure (identifying the time and place of meetings and the participants) and a statement by the administrative officer directing the procedure as to the resolution of the complaint. All materials and records shall be confidential to the degree possible, and shall be maintained separately from regular personnel files. However, in the event that a complaint is substantiated, documentation reflecting any resulting discipline may be placed in the offending person's disciplinary or personnel file consistent with University policy and applicable law.

Rights and Obligations of the Parties

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

Outside Remedies

Nothing in this policy is intended to restrict an individuals' right to pursue legal remedies in any agency or court and a person is not required to use this complaint resolution procedure before pursuing outside remedies. The right of a member of the North Park community to prompt and equitable resolution of complaints under this policy shall not be impaired or withdrawn if the individual also pursues legal remedies, such as the filing of a charge or legal complaint with federal, state or local agencies.

Records Disclosure

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

1. The right to inspect and review information contained in the student's educational records.

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

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

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

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

Residence Life and Housing Policies

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

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

University Housing Requirement: Office of Residence Life and Housing (ORLH) maintains residence halls and other facilities on the campus which accommodate ap-

proximately 70 percent of the enrollment. All first-, second-, and third-year students are required to live in campus housing. Exceptions to this policy apply to students living with their parent(s) or legal guardian(s) within 30 miles of campus, those registered for fewer than 12 credit hours, those 22 years of age prior to September 1 of the academic year, those with senior status (90+ credits), or those having established an independent residence prior to their application to the University. Other exceptions to this policy will be considered upon written petition to the Director of Residence Life and Housing (DRLH).

Housing is generally not available for part-time undergraduate students, undergraduate students over the age of 23, single undergraduate students with children, or married undergraduate students. Students in these categories are encouraged to find housing independent of the University.

Alcohol Policy for University Housing (North Park University Community Standard 2.3)

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

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

- alcohol signs, posters, calendars,
- clothing such as t-shirts, hats and various trinkets,
- any empty alcohol drinking devices and collections including containers, funnels, flasks, bottle and can; or
- other items deemed inappropriate by the University and/or ORLH staff.

Students and guests are expected to uphold the North Park University Alcohol Policy.

Children in University Housing: Infants and children age ten (10) and under are not allowed in any area of the student residential facility, including University classrooms and residential student's private room. Children are not allowed visitation or childcare services by residents in University student housing. Visitation exceptions include family visit days, during the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the ORLH), and during Admissions Office guided campus tours. NOTE: Children on campus should always be accompanied by a parent or legal guardian.

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

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

Courtesy & 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 p.m. – 8 a.m. each day.

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

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

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

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

Electrical Appliances: No electrical appliances with exposed heating elements are permitted in college residence facilities. All appliances must be in good working order and UL approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. The Director of Residence Life and Housing must approve appliances using significant amounts of power or a large number of appliances in a student room. Refrigerators of more than five cubic feet are prohibited. The University may add or remove authorization of an item based on additional information or risk.

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

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

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

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

Guest and Visiting Student Sign-in Procedure for University Residence Halls and Park North Apartments:

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

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

Guest Visitation Hours (for all guests and for visiting students of the opposite sex):

- Residence Halls: Sunday–Thursday: 10 a.m.–12 a.m. (midnight); Friday–Saturday: 10 a.m.–2 a.m.
- University Apartments and Houses: Sunday–Thursday: 10 a.m.–2 a.m.; Friday–Saturday: 10 a.m.–4 a.m.

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

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

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

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

Lost Keys: Residential student must replace lost room, apartment, house, stairwell, laundry and/or mailbox key(s) within three (3) days to the ORLH. A charge of \$25 per key will be assessed and the receipt must be taken directly to Physical Plant during regular business hours, who in turn will issue the appropriate replacement key(s).

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

Lock Outs: Students are responsible for making sure that their residence is secure and carry their keys/ID cards with them in order to prevent being locked out. If a student is locked out, a ORLH staff member or Campus Safety may assist them. Each student is allowed one “free” lockout per semester. Students may be fined five dollars (\$5) for every lock out that occurs thereafter.

Repairs: To request maintenance service, a residential student must contact a floor RA or building RD. A resident need not wait in the hall room, apartment, or house for a maintenance staff member. Whenever a residential student request maintenance service, it gives the staff permission to enter the hall room, apartment, or house and make necessary repairs. It is the residential student's responsibility to follow up with

the RD if repairs are not completed in a timely manner. Maintenance staff service will only occur during the University housing visitation hours.

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

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

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

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

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

Staff on Duty:

RA on Duty: A RA is on call from 7 p.m. to 7 a.m. every night. During this time, RAs are present in the living area and carry a pager. In the case of an emergency, an issue concerning safety, or a lockout, students may contact an RA for assistance in one of two ways:

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

number soon after you page him/her.

Anderson Hall RA Pager: (773) 244-4614

Apartments/Houses RA Pager: (773) 244-4619

Burgh Hall RA Pager: (773) 244-4615

Ohlson House RA Pager: (773) 244-4617

Park North/Sawyer Court RA Pager: (773) 244-4621

Sohlberg Hall RA Pager: (773) 244-4618

Office of Residence Life and Housing (773) 244-5555

University Security (773) 244-5780

2. The second way to reach the RA on-duty would be to go to the living area's front desk, if applicable, and ask the desk attendant to page the RA On Duty. Once an RA is paged, if the RA sees need for further assistance, he/she will page the RD On Duty, and he/she will respond to the situation at hand.

Anderson Hall Desk: (773) 244-4600

Burgh Hall Desk: (773) 244-4610

Ohlson House Desk: (773) 244-4630

Park North Desk: (773) 244-4640

Sohlberg Hall Desk: (773) 244-4620

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 HD on call. If necessary, a resident may contact the ORLH during business hours. In an emergency situation, a residential student should contact the University Security at (773) 244-5780.

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

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

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

- air conditioners
- animals/pets (only small fish allowed)
- candles, incense
- all type of grills (including George Foreman)

- halogen lights
- hot plates, toasters, or toaster ovens (no open coils)
- high-intensity light bulbs
- nails and screws of any size for use on the walls, ceilings, floors, or any University-owned furniture
- microwaves
- space heaters
- 5-light floor lamp with colored shades

Search and Seizure Policies

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

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

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

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



Lives of Significance and Service

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