

# 2009-2010

## STUDENT HANDBOOK

North Park University • Chicago • Illinois

### ***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.

The services outlined in this handbook, together with the rules and regulations 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 significance and service through liberal arts, professional, and theological education.

#### **Core Values**

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

*Distinctively Christian* – We reflect the Christian faith drawn from the deep heritage of the Christian church worldwide, complemented by the ethos of the Covenant Church, even while we welcome students from varied faith traditions.

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

*Purposefully Multicultural* – We embrace and value all people, celebrate the complex cultural tapestry of the world we live in, 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 and learning meet.

*The Evangelical Covenant Church, which founded and continues to operate North Park, has its roots in historical Christianity as it emerged in the Protestant Reformation, in the biblical instruction of the Lutheran Church of Sweden, and in the great spiritual awakenings of the 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**

### **Academic Services**

*Student Services Center, Second Level..... ext. 5737*

Academic Services seeks to enrich the campus community by offering a broad range of programs and initiatives that promote student success and enhance the educational experience. Through transition programs and courses, tutorial programs, textbook assistance, workshops and support services Academic Services cultivates life skills and enhances self awareness critical to graduation and being a lifelong learner. Our programs serve as a bridge over obstacles, challenges and adjustments that hinder the learning process.

Academic advising at North Park involves much more than course selection. The faculty advisor facilitates communication between the student and the University, serving as a coordinator of the learning experience through careful course/educational planning and academic progress review, and as a referral agent to their campus support services.

Upon enrollment at North Park, every new student is assigned a faculty advisor. Faculty advisors assist students with their adjustment to college life through careful planning of an educational program that is consistent with their interests and abilities. Faculty advisors help students plan strategies for achieving academic success and work closely with students who encounter academic difficulty.

At the end of the first year, faculty advisors assist students in selecting and declaring a major field of study. A student is then assigned a major advisor by respective of the department's faculty. This major advisor assists in the further planning of the student's program and is available to provide information regarding career and graduate study opportunities in the major field. If the student is not ready to choose a major, they will remain with their original faculty advisor until the point they declare a major.

### **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.

Hours for the Campus Store (when classes are in session):

Monday-Thursday	9:00 a.m.-6:30 p.m.
Friday	9:00 a.m. -5:00p.m.
Saturday	10:00 a.m.-2:00 p.m.

### **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.

### **Center for Career Development and Internships**

*Student Services Center, Lower Level..... ext. 5737*

The Center for Career Development and Internships offers a wide range of services to assist students and graduates in making appropriate world-of-work decisions. Career development and counseling, interest inventories, resume preparation assistance, and a career planning course are available to all undergraduate students beginning in their first year. Students seeking, off-campus employment should check for postings in the Center. The Center for Career Development remains available to alumni and graduate student of North Park University for limited services.

Internship Program: Chicago is an occupational laboratory for North Park 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. Students interested in the program must make application to the Assistant Director of Internships at least one semester before their intended internship. Check with the Center for Career Development and Internships 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 and Telecommunication Services**

*Caroline Hall, Second Floor ..... ext. 5540*

Located on the second floor of Caroline Hall, the Office of Computer and Telecommunication Services supports student computing needs through the operation of the Student Computer Lab, the management of the campus local area network, and the operation of vendor educational resale program for students who wish to purchase computers. The office also is responsible for the student telephone system. For more details on the campus network and Internet connection, use the information available via North Park's World Wide Web server at [www.northpark.edu/cs](http://www.northpark.edu/cs).

Student Computer Lab: Located in the lower level of Caroline Hall, the Student Computer Lab (SCL) is available for student use and is equipped with desktop computers, laser printers, and a scanner. The SCL is supervised by Computer Services during regular office hours. All lab patrons must abide by the posted computer lab rules and policies.

The hours are posted on the SCL door at the beginning of each semester and may change to accommodate an increase in demand.

Campus Network and the Internet: The campus computer network extends to almost all buildings on campus, providing access to local network services and a direct connection to the Internet.

Residence Hall Network Connections: Students with ethernet-ready computers may connect to the campus network and the Internet from their room in one of the four traditional residence halls.

## **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 9:00 a.m. to 4:00 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 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. In the event of an emergency, when a counselor is not available, contact a resident director; go to a hospital emergency room; call 911; or call Ravenswood Hospital's 24-hour crisis line at (773) 769-6200. 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 the Viking lounge. 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 not on the meal plan 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. Any deviation in the hours and times below will be posted in the dining room area.

**Food Service Schedule**

	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Hot Breakfast</i>	7-9 a.m.	7:30-9 a.m.	
<i>Breakfast</i>	9-9:30 a.m.	9-9:30 a.m.	8-9:15 a.m.
<i>Lunch</i>	11 a.m.-1:30 p.m.	11:30 a.m.-1 p.m.	11 a.m.-1:45 p.m.
<i>Dinner</i>	4:45-6:30 p.m.	5:00-6:00 p.m.	

**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. 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). The Human Resources Office is available Monday – Friday, 8:00 am – 4:30 pm.

## International Student Services

*Caroline Hall, First Floor ..... ext. 5571*

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 Caroline Hall. 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 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 references sources to facilitate research. Interlibrary loan is available to borrow from other libraries books and journal articles not found at North Park. Please refer to the library website for additional information and services: [www.northpark.edu/library](http://www.northpark.edu/library).

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 Evangelical Covenant Church and the Swedish American Historical Society and is open Monday - Friday 8-4:30 and by appointment.

### Standard hours of operation:

Monday – Thursday	7:45 a.m. – 12:00 midnight
Friday	7:45 a.m. – 10:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 12:00 midnight

## 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. Vending machines are also available on the lower level of the Center. 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.*

As a service to on-campus residents, the Student Association has provided a selection of sports equipment that can be checked out from the Campus Center desk using your North Park ID.

## 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. Physical plant also provides lockers for commuting students which are available in the basement of Carlson Tower, near the science labs. Students interested in using a locker need their own padlock. After taking an open locker, students need to call the Physical Plant (773)244-4960 and provide their name, locker number, and padlock combination. Locks found on unregistered lockers will be removed, with the contents of the locker being placed in lost and found. Students should remove their possessions and padlock from their locker at the end of each academic year.

## 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.

Students may pick up their mail at the Postal Center Monday - Friday, 8:00 a.m.-4:30 p.m. The Postal Center will be open for transactions Monday - Friday, 10:00 a.m.-4:00 p.m. The postal service will be able to provide most of your postal needs:

- Virtually all mail service with the exception of registered mail is available to students at the Postal Center.
- Package notices are placed in student's boxes the day packages arrive. Simply present the package notice at the Postal Center main window.
- If an expected package has not arrived, contact the sender or shipper before contacting the Postal Center.
- Packages shipped via UPS must be received by 1:00 p.m. in order to go out that day.
- Correspondence to Covenant Headquarters may be sent through campus mail. Simply address it to Box 13.
- Overnight and second-day mail is offered through three different carriers: UPS, Federal Express, and the U.S. Post Office. UPS also offers third-day delivery. International packages may be sent through Federal Express.

## 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](http://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](http://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).

<u>Cumulative GPA</u>	<u>Scholarship Reduction</u>
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 whose financial aid is computed as a resident student and who later move off campus will have their financial aid computed as a commuting student. As a result, North Park grants and scholarships will be reduced by at least \$3,500. This includes academic awards (Nyvall, Presidential, Dean's, and Leadership). This regulation applies to newly married students who move off-campus due to the absence of married student housing.
- Students who move off-campus in violation of the university's housing policy will lose up to \$3,500 in North Park non-scholarship institutional aid. Students are considered in violation of the housing policy if they move off-campus before they reach senior academic status (90 hours), or are under 22 years of age (as of September 1 of the academic year). Institutional aid may include: Covenant member grant, North Park grant, tuition exchange, Covenant minister's discount and other North Park institutional aid. Students not in violation of the university's housing policy will lose \$2,500 in institutional aid. Students who originally lived on campus were given a portion of their aid to help with the cost of campus room and board. When students move off-campus, they are no longer eligible for that assistance, and thus, they will have their aid reduced by \$2,500

#### 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 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 VISA and 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 NPU athletic or social events.
- To cash personal checks at approved local banks.

## **Student Care Office**

*Student Services Center, Lower Level..... ext. 5205*

The Office of Student Care offers a range of services to assist students with the many challenges (e.g., academic, interpersonal, family, work, financial) that are presented in college life. Student Care is a safe haven where students can go to seek guidance and support. Student Care is dedicated to the spiritual, intellectual and emotional growth of NPU students.

## **University Ministries**

*Sohlberg Hall, Lower Level..... ext. 4980*

The programs of University Ministries are designed to create opportunities for students to experience spiritual transformation and to have an impact in our world. Everyone is welcome to participate. The following list is not all-inclusive, so please visit the website for more details, [www.npumin.com](http://www.npumin.com).

Chapel: Students, faculty and staff are invited once a week to attend these campus worship services that include music, prayer, and teaching. The campus pastor, members of the community, and speakers from across the country engage our hearts and minds with the truth the Bible and challenge us to life it out in practical ways. A variety of worship styles and traditions make each service unique: from contemporary to classical, Black Gospel to Hispanic, liturgical to international. Chapel takes place every Wednesday at 10.30am in Anderson Chapel.

Collegelife: Not just another service, *collegelife* is a student planned communal worship experience designed to help all of us learn and live out what it means to follow Jesus. Through the arts, practical teachings, and the opportunity to respond, we help students integrate their faith and life in creative and meaningful ways. *collegelife* takes place on Sunday nights at 8pm in Anderson Chapel.

Global Partnerships: Global Partnerships provides students with opportunities for cross-cultural experiences that expand their faith, their views of the world and their commitment to a lifestyle of justice. Through partnership trips that go out over winter, spring and summer breaks, students travel across the U.S. and around the world to learn, build relationships and serve. These trips are open to students from all backgrounds, religious traditions and levels of experience. Applications for participants and student leaders are available beginning in August online at [www.npumin.com](http://www.npumin.com).

Prayer: The Prayer Team consists of a group of students dedicated to pray weekly for our campus. The team sponsors many opportunities during the year for students to pray and be prayed for. Prayer requests can be submitted to [prayerrequest@northpark.edu](mailto:prayerrequest@northpark.edu)

Sankofa: Sankofa brings together readings, films, class lectures and conversations with a pilgrimage to major Civil Rights sites in the southern part of the U.S. focusing on black/white relations. We explore the biblical/ theological, sociological, political, cultural and psychological dimensions of the struggle for racial justice during the Civil rights era and its contemporary implications. We also seek to provide experiences that lead to personal transformation on the difficult questions of race and justice. Sankofa can also be taken as a two credit class (AS-2540) during the spring semester pending successful completion of an application and interview process.

Small Groups: We all need places where we can be ourselves, study scripture, serve others, and see how God is at work in our lives. One of those places is in a small group of 4-8 other students. You can join a group based on your schedule, interests or what you would like to study. Our goal for these groups is that they become places where students will grow spiritually and be loved just as they are.

Urban Outreach: North Park's long-standing, student-led service program is comprised of seven different issue-focused teams dedicated to providing meaningful volunteer opportunities for the University community. Our Disability & Elderly, Homelessness & Hunger, Independent, International, and Youth & Child Teams partner with over 20 different social service agencies, schools, and churches to address community needs. Through Urban Outreach, students have an impact on our local community by tutoring at-risk youth, providing assistance to the elderly, feeding the hungry and homeless, working with refugees, and much more.

## ***Security, Parking, and Campus Vehicles***

### **Safety and Security: A Shared Responsibility**

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

One of the best ways to eliminate crime is to be aware and to try to prevent it from happening at all. Initially this involves minimizing criminal opportunities wherever possible and encouraging members of the North Park community to be responsible for themselves and the security of others. Because these measures do not always prevent crime, special security services, policies, and procedures have been established.

The following information is designed to help educate the community about safety awareness and about institutional policies and resources related to safety. We hope that you will use this information to help foster a safe environment for yourself and others.

**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.

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

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

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

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

**Emergencies:** For campus emergencies, call Campus Security, ext. 5600 (via the Magnuson Campus Center desk) 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.

**How Information is Shared:** When a criminal incident occurs or crime pattern arises which threatens the safety and/or security of the community, the Security Office informs the campus. The vice president for administration and finance calls a meeting with an ad hoc committee (frequently including the dean of student development and the directors of security, human resources, and communications) to determine the most effective approach and process for information dissemination. Depending upon the nature of the incident, the committee may send flyers in the form of a security bulletin or alert, post bulletin board messages, contact resident directors and personnel, utilize campus publications, alert the local media, or in some cases send individual correspondence.

**Residence Hall Security:** Residence halls are staffed by a Desk Attendant 24 hours a day when school is in session; the Desk Attendant monitors all entrants to the living area. Residents must show proper ID to gain entry. All other guests and visitors, including parents and family members, must provide photo ID. The desk attendant will hold the visitor's ID as well as the resident host/hostess' ID for the duration of the visit. All visitors and guests are to be escorted by their host or hostess during their visit in the residence hall. When the visitor departs, the desk attendant returns the IDs. Guests under the age of 18 need prior authorization by the Resident Director. Please see the children's policy for information regarding visits by guests 10 and under.

**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. This permit allows commuter students to park in the Kedzie/Foster lot on a first-come, first-serve, space-available basis and allows resident students to park in the Kedzie/Foster lot or in other resident student lots on an as-available basis. These permits do not guarantee that a space will always be available; however, if a space is available and your vehicle has a parking permit, you may park in the lot. Parking permits may be purchased at the Physical Plant Office.

### **General Parking Regulations:**

- All students who wish to park a motor vehicle on the campus must register that vehicle with the Physical Plant and purchase an appropriate parking permit. You must show proof of vehicle registration and also present your North Park student ID.
- 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 Physical Plant 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 van safety to refresh their memories on the particular issues involved in operating a multi-passenger vehicle.

- 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 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 Affirmations**

*The community of scholars at North Park University is dedicated to personal and academic excellence. Choosing to join this Christian community obligates each student to living in accordance with these affirmations.*

**“As a North Park student I will practice personal and academic integrity;**

*A commitment to this ideal is inconsistent with cheating in classes. It should eliminate plagiarism, lying, deception, excuse-making, and infidelity or disloyalty in personal relationships.*

**I will commit myself to lifestyle choices which support and encourage my growth and development;**

*A commitment to this ideal is inconsistent with the use of drugs and other controlled substances, and the abuse of alcohol. It is also inconsistent with behaviors and habits that threaten the physical, mental, intellectual, or spiritual development of an individual.*

**I will respect the dignity of all persons;**

*A commitment to this ideal is inconsistent with behaviors that compromise or demean the dignity of individuals or groups, including discrimination, intimidation, and harassment.*

**I will respect the rights and property of others;**

*A commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage, desecration, and destruction of property. Respect for the personal rights of others is inconsistent with any behavior that violates the rights of an individual right to move about freely, express him/herself appropriately, and enjoy privacy.*

**and I will demonstrate concern for others, their feelings and their need for conditions which support their learning and development.”**

*A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors that are insensitive, inhospitable, or inciteful or that unjustly or arbitrarily inhibit another’s ability to feel safe or welcomed in his or her pursuit of academic, life, and spiritual goals.*

Allegiance to these ideals obligates each student to behaviors and actions that insure the freedom and respect that all North Park community members deserve.

## **Conduct Rules, Regulations, and Policies**

Disciplinary points (dps) are assigned for violations of campus rules. Students accumulate points throughout their undergraduate careers, typically a span of four-year. Students accumulate points through Warning Notices and Incident Reports that are kept on file in the Office of the Dean of Student Development. A student who has accumulated 25 disciplinary points in any given year, or a total of 40 disciplinary points since enrolling at the University, will be dismissed. As a member of the community you may be held responsible for violations that occur in your living environment regardless whether or not you are present at the time of the violation. Discipline action will be at the discretion of the Dean of Student Development.

### **- 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, bribery, or theft. (25 dps)
- 1.2 No person shall permit others to use his/her University identification, including a meal card or room key, for the purpose of improperly gaining entrance to a residence hall, campus apartment, or house; the dining hall; a sports event or campus activity; or the use of University equipment or facilities. (10 dps)
- 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. (5 dps)

### **- 2 -**

#### **“I will commit myself to lifestyle choices which support and encourage my growth and development”**

- 2.1 No person shall smoke or use any tobacco product in and/or on any campus building. (5 dps)
- 2.2 No person shall smoke from a hookah on any university property. (5dps)
- 2.3 No person shall use, manufacture, distribute, dispense, or be in possession of a controlled substance on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. Any person found present in a situation where a controlled substance is found and/or being used is culpable. (25 dps)
- 2.4 No person shall use, manufacture, distribute, dispense, or be in possession of alcohol on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. Any person found present in a situation where alcohol is found and/or being consumed is culpable. (10 dps)
- 2.5 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverages or controlled substances. (5 dps)
- 2.6 No person shall display or be in possession of containers (labeled or unlabeled, with or without contents), paraphernalia, or advertisements for alcoholic beverages or controlled substances. (5 dps)
- 2.7 No person shall organize, encourage, or participate in any form of gambling on campus or at any North Park event. (10 dps)

### **- 3 -**

#### **“I will respect the dignity of all persons”**

- 3.1 No persons' actions either directly or indirectly shall harass, abuse, harm, or threaten to harm or kill another person or group of people, either in a specific or general sense by any means of communication. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. (25 dps)
- 3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. (25 dps)  
*North Park University supports and abides by the Illinois State Law on Hazing which reads as follows:  
“Whoever shall engage in the practice of hazing in this state, whereby any one sustains an injury to her person therefore, shall be guilty of a Class B misdemeanor. The term ‘hazing’ in this act shall be construed to mean any pastime or amusement engaged in by students or other people in educational institutions of this state, whereby such pastime or amusement is had for the purpose of holding up any student, scholar, or individual to ridicule for the pastime of others.”*
- 3.3 No person shall shout profanity or vulgar language on the North Park campus or at officially-sponsored campus events or use such language in any way that can be deemed harassing to another individual. (5 dps)
- 3.4 No person shall display any markings, taggings, or gang symbols anywhere on campus. This includes, but is not limited to, inside and outside of residence hall rooms and doors, public areas, and classrooms. (20 dps)
- 3.5 No person shall display items imaging nudity in or on campus facilities. (10 dps)
- 3.6 No person shall show or be a part of any pornographic films, videos, CDs, etc., while attending North Park University. (20 dps)
- 3.7 No person shall use the computer lab or any computer services' resources for the viewing or reading of pornography or other inappropriate matter. This includes, but is not limited to, pornographic web pages, sending or receiving sexually explicit or pornographic mail, or printing material of a pornographic or obscene nature. (10 dps)

**“I will respect the rights and property of others”**

- 4.1 No person shall tamper with any University telephone, computer, door alarms and or entry systems or any other emergency communication system. (25 dps)
- 4.2 No person shall use a University phone in an unauthorized manner. This includes the unauthorized use of another person's phone code, or calling card. (10 dps)
- 4.3 No person shall accept a collect call at the University or place a collect call to the University. (5 dps)
- 4.4 No person shall tamper with any campus mailbox. (20 dps)
- 4.5 No person shall possess or use firecrackers, fireworks, or other explosives on or near campus. (20 dps)
- 4.6 No person shall possess or use firearms, Swiss army knives, switchblades, imitation weapons any or other dangerous/sharp weapons on or near campus. (25 dps)
- 4.7 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. (25 dps)
- 4.8 No person shall set an unauthorized fire on University property nor possess, use, manufacture, distribute, or sell any incendiary devices. (25 dps)
- 4.9 No person shall use or possess candles (with or without a wick), oil lamps, incense or halogen lamps of any type in any residence hall, campus apartment, or house. (10 dps)
- 4.10 No person shall grill on a porch, patio, balcony, or outdoor stair case of any residence hall, apartment, or house. (10 dps)
- 4.11 No person shall possess a live Christmas tree or wreath. All decorations must be flame retardant and UL approved. (10 dps)
- 4.12 No person shall interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations. (25 dps)
- 4.13 No person shall have unauthorized entry, use, or occupancy of a University facility. (15 dps)
- 4.14 No person shall refuse to vacate a University facility when directed to do so by a University official. (15 dps)
- 4.15 No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of a fire. Fire equipment shall include, but not be limited to, thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, smoke alarms, panels and any other emergency equipment. (25 dps)
- 4.16 No person shall tamper with, destroy, deface, or vandalize the property of the University or another person. (20 dps)
- 4.17 No person shall use an unauthorized lock on, or block access to, a door or window in a campus facility. (10 dps)
- 4.18 No person shall remove any portions of windows including security blocks and or screens. (10 dps)
- 4.19 No person shall gain access or depart from the building by any means other than authorized doors except in case of an emergency. (10 dps)
- 4.20 No person shall dispense pepper spray and or mace in a non-emergency situation in or on any campus facility. (20dps)

**“I will demonstrate concern for others, their feelings and their need for conditions which support their learning and development.”**

- 5.1 No person shall exhibit conduct that creates undue noise or interrupts the University community at anytime. This includes, but is not limited to, noise caused by playing musical instruments, radios, televisions, or games during quiet and/or courtesy hours. (5 dps)
- 5.2 No person shall create undue noise or interrupt the University community. This includes, but is not limited to visual and/or audio disturbances that express or verbalize excessive profanity, vulgarity, racist and/ or sexist obscenities. (5 dps)
- 5.3 No person shall interfere with the safe or clean environment of others. (5 dps)
- 5.4 No person shall keep animals of any kind, except for water-living fish, in the residence halls, campus apartments, or houses. (10 dps)
- 5.5 No person shall commit actions that endanger, either intentionally or unintentionally, students, other members of the University community, or the academic process. This includes, but is not limited to pranks. (10 dps)
- 5.6 No person shall throw anything out of a window or off of a roof. Neither shall they bring anything in through a window of any campus building. (10 dps)
- 5.7 No person shall sleep in any public or community area. (5 dps)
- 5.8 No person shall disrupt the community, or exhibit disruptive behavior, due to the influence of alcohol, drugs, and/or other controlled substances. (5 dps)
- 5.9 No person shall disrupt the community or exhibit disruptive behavior that may infringe on others right. This includes but is not limited to inappropriate state of undress, inappropriate displays of affection or inappropriate use of campus and /or residential facilities. (5dps)
- 5.10 All visitors and guests shall register and provide a current state or school issued picture ID, which includes an expiration date at the residence hall reception desk. All visitors and guests shall be escorted by their host/hostess during their visit to the residence hall. (5 dps)

- 5.11 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. Visiting Hours: 12:00 p.m. (noon)-12:00 a.m. (midnight), Sunday-Thursday; 12:00 p.m. (noon)-2:00 a.m., Friday-Saturday. (5 dps)
- 5.12 No person shall be involved with solicitation of any type in any residence hall, campus apartment, or house. (5 dps)
- 5.13 No person, or group, shall use a public area for the purpose soliciting or demonstrating a product. (5 dps)
- 5.14 No person shall dress in an inappropriate manner. Students, and guests of students, should dress appropriate to the occasion at all times. Shoes must be worn in campus buildings including Magnuson Campus Center. (5 dps)
- 5.15 No person shall be outside of their residence, or be visible within their residence from the outside, without appropriate clothing. This includes, but is not limited to, streaking and/or indecent exposure. (15 dps)
- 5.16 No overnight guest shall be hosted for more than 72 hours 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 Director of Residence Life & Housing. We reserve the right to require guests to leave immediately upon request. (15 dps)
- 5.17 No person shall host a large gathering in their residence hall room, campus apartment, or house. A group of individuals larger than ten (10) in number to a residence hall room or apartment and twenty (20) in number to a house would be considered for purposes of this regulation. For events hosted at a house where more than twenty (20) 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. (5 dps)
- 5.18 No infants or children age 10 or younger should be in any area of a student residential facility. (10dps)

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.

### **Disciplinary Fines and Sanctions**

The University reserves the right to discipline violators of its policies and regulations. Disciplinary action may include one or more of the following, depending upon the severity of the offense, the student's prior disciplinary record, and the student's current disciplinary status.

The purpose of student discipline at North Park is one of education, not punishment for punishment's sake. Every attempt will be made to educate the student about his or her behavior(s). Therefore, social service and/or research assignments may be given as discipline in addition to the actions listed below.

Verbal Warnings: Following the violation of one or more of the official rules and regulations, a resident assistant, resident director, or other campus official may verbally warn the student(s) involved in the violation. No official record is kept of the warning. The decision to give a verbal warning versus filing an official Warning Notice or Incident Report is at the discretion of the resident assistant, resident director or the other campus official.

Warning Notices: (1 disciplinary point) Following the violation of one or more of the official rules and regulations, a resident assistant, resident director, or other campus official may submit an official Warning Notice to the Assistant Dean for Student Development. A copy of the Notice is retained in the Office of Student Development as part of a disciplinary file on the student(s). The decision to file an official Warning Notice versus giving a verbal warning or filing an Incident Report is at the discretion of the resident assistant, resident director, or the other campus official.

Incident Reports: (5-25 disciplinary points) Following the violation of one or more of the official rules and regulations, a resident assistant, resident director, or other campus official may submit an official Incident Report to the Assistant Dean for Student Development. A meeting may be required between the student(s) involved in the violation and the Assistant Dean for Student Development. A copy of the Report is retained in the Office of Student Development as part of a disciplinary file on the student(s). The decision to file an official Incident Report versus giving a verbal warning or filing a Warning Notice is at the discretion of the resident assistant, resident director, or the other campus official.

Fines: Fines of up to \$100 for a single offense may be imposed on students who violate campus rules and regulations. A student may be required to perform community service or participate in educational sanctions in addition to the fine. Students are required to pay their fines within the time frame established by the Assistant Dean for Student Development or his/her designate. Failure to pay fines and/or comply with sanctions as directed will result in an increase of the fine and/or additional disciplinary action including dismissal from the University.

All increases will be rounded to the nearest dollar.

Immediately After the deadline: Fine increased by 25%

One week after the deadline: Original fine increased by 50%

Two weeks after the deadline: Original increased by 75%.

Three weeks after the deadline: Original fine is doubled and dismissal procedures initiated

Restitution: Rule violations that include damages to property may require restitution in the amount of the damages in addition to other disciplinary fines and actions. The University reserves the right to establish the amount of restitution. Students are required to make restitution within the time frame established by the Assistant Dean for Student

Development or his/her designate. Failure to make restitution as directed will result in an increase of any fines and/or additional disciplinary action including dismissal from the University.

Community Service: Students may be required to perform up to 100 hours of community service for violating campus rules and regulations. Community service may include, but is not limited to, custodial work, organizing a program or workshop, or designing an informational bulletin board. Students are required to complete their community service hours within the time frame established by the Assistant Dean for Student Development or his/her designate. Failure to complete community service hours as directed will result in additional disciplinary action including dismissal from the University.

Loss of Extracurricular Privileges: A student may lose the privilege of participating in extracurricular activities as part of a disciplinary sanction. This includes, but is not limited to, participation in athletic, music, and dramatic events, programs, groups, and teams. The loss of extracurricular privileges, and the duration of the sanction, is at the discretion of the Assistant Dean for Student Development or his/her designate.

Modification of Visitation Privileges: A student may lose the privilege of visitation in residence halls, campus apartments, and houses as part of a disciplinary sanction. A student who loses visitation privileges may not be a guest in a residence hall, campus apartment, or house. Additionally, the student may not be in his/her room, campus apartment, or house with students other than his or her roommate(s), or check guests into his/her residence hall. Students should make appropriate arrangements with their roommate(s) to abide by this sanction. Loss of visitation privileges, and the duration of the sanction, will be at the discretion of the dean of student development or his/her designate.

#### Residential Life Probation

Residential Life Probation is a formal notice to the student that his/her behavior is unacceptable in the residence halls and continued misconduct could result in further disciplinary action. Residential Life Probation is for a specified period of time, typically not less than one semester. During the probationary period, the student must demonstrate that he/she is willing and able to act in accordance with acceptable standards of residence hall life. The student may be required to resign any residence hall office or committee appointment, and/or may be subject to restricted participation in Residential Life programs.

##### 1. 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 Dean of Student Development.

##### 2. Suspension from the Residence Hall

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 and key card for the time of suspension of residency. Visitation privileges in the residence halls may be suspended. Financial credit is not granted during the suspension.

##### 3. Termination of Housing Contract

A responsible living environment in the residence halls requires all members of the community to respect other residents' rights for safety, security and reasonable quiet. Serious disruption of the hall community can lead to removal from the community. Termination of the Housing Contract will result in the immediate removal of the student from residence halls, forfeiture of fees, and loss of visitation privileges in any university housing. In addition, this action could affect a student's future housing contract status with Residential Life. A signed contract for future terms could be rescinded or a refusal to accept any future housing contract for a designated time period could be imposed.

##### 4. Limitations on University Activities and Access

Limitations on University activities and/or access are assigned because the restriction or suspension of a student's use of University facilities and services, participation in University programs, and access to members of the University community have been determined to be in the best interest of the student and/or the University. Limitations on University activities and access are imposed for a specified period of time and may include, but are not limited to: ineligibility for service as an officer or member of any University organization or University committee; restricted participation in any intercollegiate activity; ineligibility to receive or maintain any award from the University; prohibition from attendance at social events; restricted entrance into various University buildings; and restricted contact or total disassociation from members of the North Park University community.

##### 5. University Probation

University Probation is a formal notice, affecting the non-academic status of the student, that his/her behavior is unacceptable within the University community. University Probation requires that the student demonstrate during the probation period that he/she is capable of functioning in a way which does not violate the University's standards of conduct. University Probation lasts for a specified period of time, typically not less than one semester. This action could make the student ineligible to hold office in any organization or represent the University in any official capacity. In some cases, co-curricular activities and/or access to campus grounds and facilities may be curtailed. It is further understood that any further violation, even of a minor nature, could warrant immediate suspension or expulsion from the University. Notification of disciplinary probation may include parents, academic deans, Public Safety, or other appropriate personnel at the discretion of the Dean of Student Development.

Removal from Campus Housing: The Assistant Dean for Student Development may decide that a student's conduct represents a danger to self or others and, while not wishing to expel the student from the University, may remove the student from the privilege of living in campus-owned housing. Removal from housing may have implications for a student's financial aid award.

### Temporary Suspension

The Assistant Dean for Student Development or his/her designees shall have the authority to immediately suspend a student from the University or a residence hall, pending disciplinary procedures, when it is believed that the presence of the student would seriously disrupt the University or constitute a danger to the health, safety or welfare of the University, to property, to others or to the student. The student will be notified in writing of the temporary suspension. Parents, academic deans, campus police, safety and security or other personnel may also be notified of the temporary suspension. The Assistant Dean for Student Development may refer the case to the Disciplinary Review Board. Unless otherwise approved, the student will remain suspended on an interim basis pending completion of the conduct process.

Suspension from the University: The student is barred from the campus for a specified period of time at the discretion of the Assistant Dean of student development. After the suspension period, the student may resume attendance. Some restrictions may be placed on the student as a condition of his or her return to campus.

Suspension from the University involves the temporary removal of the student from the University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Suspension from the University further involves the following: the action of suspension will be noted on the student's disciplinary record; the student will be withdrawn from all enrolled courses according to the policy of his/her college or school; the student shall forfeit fees; the student must refrain from visiting the University premises except when engaged in official business approved in writing by the Assistant Dean of Student Development or his/her designee. The suspension may include any other disciplinary action that is judged to be of value to the student. Persons notified of the suspension may include parents, academic deans, Public Safety, or other appropriate personnel at the discretion of the Assistant Dean of Student Development.

Reinstatement from Suspension: When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Assistant Dean of Student Development requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The student may return to the University only after an affirmative decision has been made by the Dean of Student Development.

Dismissal: The student is expelled from the University by the Assistant Dean of student development.

Expulsion is the most serious University disciplinary action and involves the permanent exclusion of the student from the University. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student, the student's college and his/her parents or guardian if the student is a dependent; permanent notation of the expulsion on the student's academic and disciplinary records; withdrawal from all courses according to the policies of the student's college or program; and forfeiture of tuition and fees. Any student expelled from the University must refrain from visiting the University premises except when engaged in official business approved in writing by the Assistant Dean of Student Development or his/her designee.

### Disciplinary Schedule:

1 dp	Discuss incident with a resident assistant, resident director, or the dean of student development. Warning Notices placed in disciplinary file.
5 dps	Fine: \$25.00 Discuss incident with a resident director, or the dean of student development. Incident Report placed in disciplinary file.
10 dps	Fine: \$50.00 Discuss incident with a resident director, or the dean of student development. Incident Report placed in disciplinary file.
15 dps	Fine: \$75.00 Formal meeting with the Assistant Dean for Student Development. Incident Report placed in disciplinary file.
20 dps	Fine: \$100.00 Parents notified for dependent students. Formal meeting with the Assistant Dean for Student Development. Incident Report placed in disciplinary file.
25 dps	Dismissal from the institution.

### **Jurisdiction**

Resident Assistants: Resident assistants have authority to issue verbal warnings and submit official Warning Notices and Incident Reports.

Director of Residence Life and Housing and Resident Directors: The Director of Residence Life and Housing and Resident Directors and have authority to issue verbal warnings and submit official Warning Notices and Incident Reports. In addition, Resident Directors may supervise community service sanctions and meet with students to discuss accountability.

Assistant Dean of Students: The Assistant Dean for Student Development has authority to issue any and all disciplinary sanctions as described in the disciplinary schedule. The Assistant dean may also intervene as necessary, and assign additional sanctions to students or groups of students to protect the safety and welfare of individual students, the student body, and/or the North Park community.

### Disciplinary Review Board

The Disciplinary Review Board shall have the authority to review the decision of the assistant dean of student development which results in a student's removal from campus housing, suspension, or dismissal from the University. The Board may uphold the decision and sanctions of the dean of student development or make an independent decision as a majority of the Board sees appropriate.

Vice President for Student Development: The Vice President for Student Development has final authority to support, veto, or amend any disciplinary action.

### **Disciplinary Review Board**

If, according to the above disciplinary schedule, the Assistant Dean for Student Development removes a student from campus housing, suspends a student, or dismisses a student, the student may appeal this decision to the Disciplinary Review Board.

Composition: The Disciplinary Review Board shall consist of 2 faculty members, 2 staff members, and 2 student representatives (one being the chief justice of the Student Association). The Assistant Dean for Student Development will select the faculty, staff and student representatives. The Board shall be chaired by the Director of Student Care. The Assistant Dean for Student Development will appoint one of the faculty or staff members to serve as counsel to the chief justice. Members of the Review Board may decline participation in a particular hearing if they believe there is a conflict of interest on their part. If the chairperson declines participation, the staff or faculty will serve as acting chair. Replacements for faculty, staff or student members will be selected by the Assistant Dean for Student Development. The student in question may request the replacement of one Board member. A request for replacement must be submitted in writing to the Assistant Dean for Student Development at least 24 hours before the scheduled hearing and include an explanation for the request. If the request seems reasonable in the opinion of the Assistant Dean for Student Development, a replacement of the same designation will be appointed according to the above guidelines. The student in question may also request a hearing by only the non-student members of the Review Board. Such requests should also be submitted in writing to the Assistant Dean for Student Development at least 24 hours in advance of the scheduled hearing

### Witnesses

Witnesses are permitted at hearings. It is the responsibility of the student charged to contact his/her witnesses, request their attendance at the hearing and to notify the Chief Justice of the witnesses' names at least 24 hours prior to the hearing date. Victims, complainants and the Chief Justice and/or Assistant Dean of Student Development may also invite witnesses to appear at the hearing. The student in question is allowed to bring up to 3 witnesses to speak on his/her behalf. The Assistant Dean for Student Development is also permitted 3 witnesses. Parents or legal guardians may not attend the hearing. No additional guests will be allowed at the hearing. If a witness is unable to attend the hearing, 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 hearing. The hearing may proceed even if all witnesses are not present. The Chief Justice and/or Assistant Dean of Student Development may limit the number of witnesses permitted to attend the hearing. Attorneys are not permitted at the hearings

### Chief Justice

The Chief Justice acts as the advisor to the student charged. The Chief Justice serves as a support person and is intended to provide direct assistance to the student before and during the hearing. The Chief Justice shall meet with the student at least 48 hours prior to the hearing to review the process. It will be the responsibility of the Chief Justice to inform the Chair and/or Assistant Dean of Students of any witnesses on behalf of the student. The Chief Justice may not speak for the student nor address the Assistant Dean of Student Development. The Chief Justice does not function as legal counsel.

The Hearing Process: The Assistant Dean for Student Development, or his/her designate, will present the allegations against the student and the supporting evidence. The student in question will then be allowed to present his or her defense. The student in question shall be presumed innocent until proven guilty. Thus, the Assistant Dean for Student Development, or his/her designate, shall bear the burden of proving the charge. A preponderance of the evidence (i.e., more likely than not) shall be the degree of proof required.

Both parties shall have the opportunity to hear all evidence and statements made, and shall likewise have a reasonable opportunity to present rebuttal evidence and to make argument in support of their respective positions. The Review Board's determination shall be based exclusively on the evidence and arguments presented.

The formal rules of evidence shall not apply. Allowable evidence shall include the testimony of witnesses with firsthand knowledge, documentation and information developed as part of the Assistant Dean's investigation of the current allegation, the student's disciplinary file and record, if any, other documentary evidence, and written witness statements without regard to whether the witness is present. However, no statement will be considered as evidence unless the identity of the person making the statement is disclosed.

Cross-examination will not be permitted between the Assistant Dean and student. However, both parties may request that the chairperson of the Review Board pose questions to witnesses or to the opposing side. The chairperson shall pose the requested question so long as it is relevant and is not harassing or argumentative in the opinion of the chairperson.

At the conclusion of the hearing, the Review Board will meet in closed session and shall render a verdict by majority vote of those present. In the case of a tie vote, the Review Board will continue discussing the case and voting until a majority vote is achieved. That verdict, together with any sanction ordered by the Review Board will be communicated to the parties. However, the division of the votes shall not be reported. In rendering its verdict, the Review Board shall be the sole judge of the weight to be given to the evidence and argument. In determining the weight to be given any evidence, the Review Board may consider the means by which the evidence was obtained as well as the reliability of the evidence.

The decision of the Disciplinary Review Board is considered final and is effective immediately unless appealed to the Vice President for Student Development.

Written Report: Following the issuance of the Review Board's decision, the chairperson of the Board shall prepare a written report, in consultation with the faculty/staff counsel, outlining the decision of the Board and its rationale. The written report will state the decision and detail any follow up. Copies of the report will be provided to the Vice President for Student Development and the student in question within three business days. The report will also be retained in a confidential file in the Vice President for Student Development for a minimum period of five years. If the Review Board sustained the original charges against the student in question, the report will also be placed in the student's disciplinary file.

Review by the Vice President for Student Development: Decisions of the Assistant Dean for Student Development or the Disciplinary Review Board are subject to review by the Vice President. The Vice President may affirm, reverse, or amend any disciplinary decision.

Disciplinary actions may also be appealed to the Vice President for Student Development by either the student or the Assistant Dean for Student Development. Such appeal must be submitted in writing within five business days after the issuance of the discipline. Grounds for appeal by the student are limited to the following:

- New evidence has come to light that was not submitted at the hearing of the Review Board.
- The process outlined in the *Student Handbook* was not properly followed.

The Vice President for Student Development will promptly consider the appeal. In making a decision, the Vice President may conduct such investigation and seek such counsel as he/she deems appropriate. The decision of the Vice President is final.

The student in question may not be allowed to continue enrollment, or remain in campus housing during the appeal process. This is left to the discretion of the Assistant Dean for Student Development in light of what he or she believes is in the best interest for the University community. This decision may also be appealed to the Vice President for Student Development. 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. In these situations, decisions made by the Assistant Dean for Student Development may be directly appealed to the Vice President for Student Development. The Assistant Dean for Student Development will alert the student if such a streamlined procedure is needed and/or appropriate.

## ***Student Rights and Responsibilities***

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

1. No applicant will be denied admission to the University or denied financial aid because of race, sex, age, color, national origin, religious creed 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 the purpose of granting academic credit. He/she will not be evaluated on personal or political beliefs.
4. The teacher-student relationship is confidential and disclosures of a student's personal or political beliefs expressed to the teacher in connection with course work will not be made public without explicit permission of the student.
5. Student's records may be released to persons not associated with the University only on request of the student, through legal proceedings, or as otherwise provided by law.
6. An attempt will be made to inform students of all rules, rates, and regulations deriving from contractual agreements with the University before entering into any such contracts.
7. The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is extended to the students in the academic community. This shall not prevent the University from entering residence hall rooms, campus apartments, or houses in accordance with campus rules and regulations.
8. Students will be free from censorship in the publication of their views so long as these are presented in good taste and are not represented as the view of North Park University. Should good taste be questioned, the dean of student development may issue an injunction pending review by the President of the University.

9. Student publications will be free from any official action controlling editorial policy as long as publication maintains good taste. Publications shall not bear the name of the University or purport to issue from it without University approval. Should good taste be questioned, the faculty advisor to the publication or the dean of student development may issue an injunction pending review by the 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 which affect students as members of the University community.
15. Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of faculty and students to pursue their legitimate goals without interference.
16. Students will be exempt from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt, or violation of a University rule or regulation, or local, state and federal statutes. Rules and regulations shall be fully and clearly promulgated in advance of the supposed violation.
17. A student is free to be present on campus and to attend classes pending action on criminal, civil or disciplinary charges, except for reasons relating to his/her physical or emotional safety or well-being or for reasons relating to the safety and well-being of students, faculty, staff, other persons, or University property.
18. It is recognized that every member of the community has the responsibility to conduct himself/herself in a manner which does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy. It is further recognized that each member of the University community shall have recourse through the proper disciplinary channels for the preservation of his/her rights.

## ***Other Policies and Regulations***

### **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.

## **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.

## **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 *Student and Faculty Handbooks*.

### Categories and Definitions of Academic Dishonesty

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

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

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

#### *Plagiarism*

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

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

#### *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 of the College 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 academic dean.

The Dean of the College, 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. 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 Dean of the College. The committee shall consist of three faculty members appointed by the appropriate Dean of the College. At least one of these faculty members shall be from among faculty not currently teaching the charged student. At least one of these faculty members shall be from the division or school offering the course. The committee shall also include three student members nominated (together with two alternates) by the president of the Student Association. A seventh member of the Committee shall be the vice chair of the faculty, who shall preside and cast a vote in the event of a tie. The charged student has the right to challenge one student and one faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his/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 Provost of the University.

The decision of the Provost shall be final.

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

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

## **Housing Policies**

The educational mission of North Park University is not limited to the classroom. Residence living is part of the educational experience by providing challenge, opportunities for growth, and exposure to life situations. The University is committed to making its housing units safe and healthy places in which to live. In turn, growth and development also depend upon the resident students and their willingness to contribute toward the shared goal of successful residence living.

North Park maintains residence halls and other facilities on the campus which accommodate approximately 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), 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.

All housing applicants must complete and sign a University Housing Contract and submit it to the Director of Residence Life and Housing. 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.

Student housing is under the direction of the Director of Residence Life and Housing. A full-time Resident Director (RD) resides in each living area and is assisted by trained student Resident Assistants (RAs). The residence life staff provides supervision, advice and referral services, programming, discipline/accountability to campus policies, and general assistance for residential students.

While the University's residences are safe and well supervised, a student still assumes the normal risk associated with living in campus housing; possessions can at times be accessible to other resident students and visitors, and students 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 student's personal possessions.

Visitation hours apply for all students living in University residences. All visitors to any living area with a Desk Attendant must sign in and out at the front reception desk of the individual living area. A visitor is required to present a current state or school issued ID and must stay with his/her resident host at all times.

Visitation Hours for Anderson, Burgh, Ohlson and Sohlberg:

Sunday—Thursday: 12:00 p.m. (noon) – 12:00 a.m. (midnight)

Friday & Saturday: 12:00 p.m. (noon) – 2:00 a.m.

Visitation Hours for Apartments/Houses, Park North and Sawyer Court:

Sunday—Thursday: 10:00 a.m. – 12:00 a.m. (midnight)

Friday & Saturday: 10:00 a.m. – 2:00 a.m.

**Replacement of Lost Living Area Keys:** When a student loses a room, apartment, house, stairwell, laundry or mailbox key, he/she must replace the key within three days. In order to replace a key, the student will report the loss to the Office of Residence Life and Housing. A charge of \$25 per key will be assessed and a receipt for moneys received will be given to the student. The student will take the receipt directly to Physical Plant during regular business hours and will present the receipt to the receptionist who in turn will issue the appropriate replacement key(s).

A student may also request to have the lock(s) to his/her residence hall room, campus apartment, or house changed when a key is lost. A charge of \$50 per lock will be assessed and a receipt for moneys received will be given to the student. The student will take the receipt to Physical Plant during regular business hours and will present the receipt to the receptionist. A member of the Physical Plant staff will replace the lock within ten days of the time the receipt was presented to the receptionist. When the lock is replaced, new keys will be issued to the residents of the room, apartment, or house. The student(s) residing in the living unit are fully responsible for the security of their room, apartment, or house until such time as the lock(s) can be replaced. The student is also responsible for informing his or her roommate(s) of the lock replacement request.

**Non-Traditional Student Housing:** 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.

Children in the residence halls:

Infants and children age ten and under are not allowed in any area of the residence halls, including a resident's private room. Our residence halls are not designed for family living therefore, children are not allowed visitation in University student housing. The only exceptions to this rule are during 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 Office of Residence Life and Housing), and during Admissions Office guided campus tours. This policy also applies to students who may accept childcare responsibilities for another's child or children. Childcare cannot take place in university undergraduate student housing. Children cannot be present in classes under any circumstances.

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

### **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:

- a. By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- b. By authorized University personnel to ensure that health, fire, and safety regulations are maintained.
- c. By authorized University personnel or agents to make improvements and repairs and to provide routine maintenance service.
- d. 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.
- e. 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.*

### **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 tolerate 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.

## **Alcohol and Controlled Substances**

In addition to the materials contained in this Handbook, students should consult the Community Bulletin for a discussion of health risks and federal and 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 public 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 for Student Development 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 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.

### Disciplinary 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 Student Development 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 institutional disciplinary fines.

### Testing Program 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 program.

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 behavior.
- violent behavior, including altercations.
- changes in behavior.
- evidence of physical symptoms associated with drug and/or alcohol use.
- anything that can give someone a reasonable, sincere belief that the student in question is illegally using drugs.

In consultation with the President the appropriate members of the senior administration, 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.

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, Dehydrochloromethyltestosterone, 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 procedures and a protocol for collection of specimens are detailed in a separate statement entitled North Park Student Drug Testing Protocol. That statement is available in the office of the dean of student development. Testing shall be conducted by urinalysis. 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 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 dean of 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 discipline 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 a student is determined to have tampered with a specimen, either by adulteration or substitution, the test will be treated as a positive test, and the student will be subject to discipline for 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. To ensure that no tampering has occurred, the specimen will be visually inspected for adulteration at the time of collection, and the temperature will be recorded. The laboratory will conduct further analysis to ensure that the sample is valid.

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.

### **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.