

# STUDENT RIGHTS, RESPONSIBILITIES, AND REGULATIONS

## 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, 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 toward others.
3. The student will be evaluated on knowledge and academic performance for the purpose of granting academic credit. Students 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 Vice President of Student Engagement may issue an injunction pending review by the Provost 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 advisor to the publication or the Vice President for Student Engagement may issue an injunction pending review by the Provost 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 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, violation of a University rule or regulation, or violation of local, state, and federal statutes. Rules and regulations shall be readily available in advance of the alleged violation.
17. A student is free to be present on campus and to attend classes pending action on criminal, civil, or disciplinary charges. Exceptions include reasons relating to physical or emotional safety and well-being of students, faculty, staff, other persons, or University property.
18. Every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of standards. It is further recognized that each member of the University community shall have recourse through the proper conduct channels for the preservation of their rights.
19. Students will be held accountable for incidents and happenings that occur in a student's living environment, regardless whether the student was present or not present at the time of the alleged violation(s). Sanctions will be at the discretion of the Hearing Officer.
20. Students will be held accountable for incidents and happenings that occur in a student's presence whether or not the student is participating in the violation(s). Sanctions will be at the discretion of the Hearing Officer.
21. Students will be notified of the alleged conduct charges being made against them and sanctions imposed, if any, given the opportunity for a conduct proceeding appropriate to the nature of the violation of this Student Standards of Conduct, and allowed to

provide supportive information that they were not responsible for behavior in question.

## Additional Rights, Responsibilities, and Regulations

### Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution, will not be tolerated at North Park University, and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the student and faculty handbooks. Categories that constitute academic dishonesty are:

1. Cheating on quizzes, tests, and/or examinations. Examples include, but are not limited to, the following:
  - Looking at an examination paper or answer sheet of another student.
  - Obtaining unauthorized information about the test prior to administration of the test.
  - Possessing or distributing a test prior to its administration.
  - Using unauthorized materials or equipment during an examination.
  - Cooperating with any of the above examples.
  - Gaining admission to the University through misrepresentation is unacceptable and may be grounds for expulsion from the University or revocation of any degree.
2. Plagiarism on papers and other assignments.
3. Alteration of academic records.
4. Sabotage, e.g. stealing, destroying, or altering another student's work; hiding or abusing materials to keep others from using them.
5. Substitution, e.g. taking an examination or preparing an assignment for another student.

Please refer to the current North Park University Student Handbook for further information.

### Alcohol and Drug Policies

North Park University is covered by the Drug-Free Workplace Act; as such, the alcohol and drug policies will be enforced to protect North Park's status as a responsible source for the award of federal grant monies. This means that we strictly prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on North Park property or in conjunction with school sponsored events on or off campus. North Park University is also an alcohol-free (dry) campus, which means that alcohol is not allowed anywhere on campus or in conjunction with school sponsored events. Additionally, North Park does not condone the display of alcoholic containers or advertisements in campus windows, rooms, in campus publications, or on posted communication.

Students in violation of these policies will be disciplined by the Dean of Students or designated staff, up to and including dismissal, depending on the severity of the case. If a student is found in an on-campus situation where alcohol is found and/or being consumed, that person is culpable. All alcohol containers will be confiscated, emptied, and used for evidence. The Residence Life staff (as well as other community members),

upon observing consistent behavior patterns of alcohol abuse, will express concern to the Dean of Students who may make referrals. Behavior that is disruptive, or characterized as physically violent, excessively aggressive, or uncooperative, and is related to the influence of alcohol and/or drugs, is prohibited.

A student's federal financial aid may be affected by violation of federal drug laws according to the Anti-Drug Abuse Act of 1988.

The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective conscience of alcohol and drug use and misuse. We support members of the community in their efforts to pursue treatment for addiction and to maintain drug-free and alcohol-free lifestyles. Questions regarding the Drug-Free Campus Policy Statement should be referred to the Dean of Students.

### Automobile Regulations

Students must register their cars with Student Administrative Services and observe regulations regarding insurance, use, and parking of cars as established by the University. All students with vehicles must purchase a student parking permit. First-year students are not encouraged to bring automobiles. Parking facilities are limited and there is the potential for distraction from studies.

### Enforcement of Regulations

The institution reserves the right to expell at any time students who, in its judgment, are undesirable and whose continuation in the school is detrimental to themselves or their fellow students. Students who have been suspended or dismissed will receive no refund of monies paid to the school.

Further information regarding student rights and responsibilities, the course of disciplinary action, and the appeal process may be found in the North Park University Student Handbook.

### 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 SAL programs, will be assumed to be "dependent" unless a student notifies Student Administrative Services in writing within 10 calendar days after the commencement of any term that he or she considers himself to be "independent." A certified copy of the parent's most recent Federal Income Tax Form establishing the student's dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of his or her "independent" status.

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

### Gambling

In accordance with the laws of the state, the University prohibits gambling in any form on campus.

## Grievance

### Grievance Procedures

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

### Academic Grievances

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

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

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

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

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

### Housing Grievances

The process outlined below applies to any grievance involving the interpretation of residence hall rules or the conduct of another resident or student visitor in the resident hall other than matters which are the subject of student conduct proceedings. Student conduct proceedings are discussed above in the section titled “North Park University Student Standards of Conduct.” At each step of the grievance process, the applicable University official may issue an Incident Report and refer the issue for student conduct proceedings. Such a referral will terminate the grievance process.

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

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

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

## Non-Academic Grievance for Students

The purpose of the Student Non-Academic Grievance Procedure is to provide a process for students to seek resolution of disputes and grievances that does not fall within the scope of one of the other grievance processes.

At North Park University, there are a number of grievance procedures through which students can raise and seek redress for what they believe to be unfair, improper or discriminatory decisions, actions, or treatment. North Park takes all grievances seriously and follows the appropriate policy.

1. If the matter involves an academic decision, the Student Academic Grievance Procedure applies.
2. If the matter involves a housing or roommate concern, the Student Housing Grievance Procedure applies.
3. If the matter involves discrimination, harassment, bias and/or sexual assault, the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence or Retaliation applies, and takes precedence over other grievance procedures that may also apply (e.g., a roommate is accused of sexual harassment).
4. If the matter involves a parking violation, the Parking Violations Appeals process applies.
5. If the matter involves a violation of the policies and community standards in the Student Handbook, then the Student Conduct process applies.

If none of these specific procedures applies, the non-academic grievance process may be utilized to formally identify the issue or dispute and seek

its resolution. The process is outlined below. Grievances challenging decisions or actions by the Vice President for Student Engagement (for which no other specific grievance or appeal process is provided) proceed directly to Step 4.

**Step 1:** The aggrieved student must first confer with the staff member, faculty member, or student involved in an attempt to resolve the problem. If the student is not comfortable with first addressing the staff or faculty member you may skip to Step 2. You may also choose to report any non-academic grievance through the self-referral system (EARS).

**Step 2:** Unresolved grievances shall be filed in writing by the student with the appropriate staff or faculty member's supervisor and/or human resources. In the case of a grievance against a student, the written grievance shall be presented to the Dean of Students. In consultation with the director of human resources, dean of students and/or the supervisor will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step is generally concluded within ten (10) business days of the date the grievance was received.

**Step 3:** If the student is dissatisfied with the prior decision, the student can present the grievance, in writing, to the Vice President, Provost, or Dean, as appropriate. The grievance should be presented promptly and in no event, later than five business days after the Step 2 decision. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Vice President, Provost, Dean receiving the grievance, or a designee to whom they assign responsibility for resolving the grievance, will conduct any investigation deemed necessary, including joint meetings among the student grievant, the person who is the subject of the grievance, if any, and a University official responsible for any policy or procedure at

issue. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park Community. The appropriate Vice President, Provost, Dean or designee will promptly render a decision.

**Step 4:** If the student is dissatisfied with the decision at Step 3, the student may appeal to the President of the University. The appeal must be taken no later than five business days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached. The President shall determine the appeal based upon the record presented, and any additional investigation the President deems appropriate. The decision of the President shall be final and binding.

The following are examples of actions that may be grieved under this policy

- Denial of disability accommodations
- Claims involving the Family Educational Rights and Privacy Act of 1974 (FERPA)
- Policy or procedure applied unfairly and/or in a different manner than it was applied to others;
- Administrative error in the application of the policy or procedure

The following are examples of actions which are not subject to the non-academic grievance process policy

- To contest an instructor's evaluation of academic performance;
- Academic probation, disqualification or other academic decisions by a department, college or the university;
- University student conduct action;

- Academic dishonesty allegations;
- Parking citations;
- Debt to the university;
- Retaliation for making a complaint under any University Policy;

#### **Time Limits**

Every effort will be made to settle grievances promptly. Time limitations specified in this policy may be extended by written mutual agreement. If there is no written mutual agreement to extend the time limits, and if the student fails to appeal to the next level within the specified time limits, the grievance will

be deemed settled on the basis of the last decision rendered. If the University fails to act on a grievance or to notify the student of the decision at any level within the specified time limits, the student will be permitted to appeal to the next level within the time that would have been allotted had the decision been communicated within the appropriate time limit.

#### **Retaliation**

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

#### **Interim Measures**

Interim measures may be available to complainant. Interim measures are temporary measures to ensure the integrity of the process and to safeguard the complainant and the University community. Such measures may include changes to academic, living, transportation, working situations and limiting or suspending access to University facilities and events or regulating continued interaction between the complainant and the subject of the complaint. If the complainant wishes to explore the possibility of interim measures, one should contact the Dean of Students or Director of Human Resources.

#### **Interpretation**

Any questions about the interpretation of this policy may be addressed to the Dean of Students.

## **Policy Against Discrimination, Harassment, and Retaliation**

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

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

Enforcement of this Policy will be coordinated by the Director of Human Resources, who shall serve as Equal Opportunity (EO) Coordinator. The EO Coordinator is responsible for seeing that institutional procedures are followed in investigating all allegations or complaints of discrimination, harassment, or retaliation involving faculty, staff, students and campus visitors. The EO Coordinator is also responsible for overseeing the University's compliance with federal equal opportunity laws such as Title VI, Title VII, and Title IX, and similar state laws.

## Discrimination Prohibited

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

## Retaliation Prohibited

Retaliation is defined as adverse action against an individual who has (1) complained about alleged discrimination, harassment or retaliation, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations. Retaliation is prohibited by state and federal law and violates North Park Policy.

## Harassment Prohibited

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

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

## Racial and Ethnic Harassment Defined

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

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

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

## Harassment on the Basis of Sex Defined

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

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

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

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

Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a pay raise by

submission to sexual advances. The suggestion or advance need not be direct or explicit – it can be implied from conduct and circumstances. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one, particularly where the attempts involve an abuse of power. The potential for abuse of power is inherent in certain relationships, such as professor and student, or supervisor and subordinate. Members of the North Park community who hold positions of authority should be especially vigilant to this inherent risk in certain relationships and situations. However, harassment among peers is also prohibited.

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

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

1. Behavior that draws unwanted attention to the gender or sexual identity of another person, such as whistling, leering, or ogling, in such a way as to create a hostile environment, e.g., through repetition or in combination with other forms of harassment.
2. Communication (verbal or non-verbal) which creates a hostile environment. Examples of such behavior, when repeated or pervasive, include unwelcome compliments about appearance; unwelcome requests for personal relationships (e.g., a date); comments with sexual innuendo, obscene gestures, insulting humor, or jokes; crude language, graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; questions regarding sexual practices; derogatory or demeaning comments about women or men in general, whether sexual or not; displaying objects or pictures which are sexual in nature: sexually-oriented kidding, teasing, or flirting. While a single instance of such communications does not create a hostile environment, repeated communications of this nature can create a hostile environment.
3. Verbal threats, directed at a person individually or as a group member.
4. Unwanted advances including sexual propositions, touching, patting, pinching, caressing, kissing, or brushing against another's body without threat of punishment for non-compliance and without promise of reward for compliance.
5. Unwanted advances including the types of behaviors mentioned above in number 4, whenever they are accompanied by promised rewards or reprisal for lack of cooperation. For example:
  - when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, 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.
6. Nonconsensual sexual activity (e.g., "date rape," sexual activity with someone not capable of consent because of the influence of drugs, alcohol, or other incapacity)
7. Assault, physical violence, or coerced sexual contact (e.g., rape).

## Preventive Action

Some instances of perceived harassment (within categories 1 and 2) may be the result of misunderstandings or miscommunications. Sometimes

individuals unwittingly make insensitive or careless statements or exhibit behaviors that you may find offensive but that are not intended to give offense. In such circumstances, ongoing problems may be avoided or prevented by early and direct communication with the offending party.

The communication should make clear to the offending party that his/her remarks and/or behaviors are unacceptable to you. Several approaches can be used:

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

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

Please refer to North Park University's website and Student Handbook for further information regarding the Policy Against Discrimination, Harassment, and Retaliation.

## Housing Policies

The educational mission of North Park University is not limited to the classroom. Residence living can be a 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 apartments on the campus which accommodate approximately 60 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/guardian(s) within 30 miles of the campus, those registered for fewer than 12 credit hours, or those 22 years of age prior to September 1 of the academic year. 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. The contract implies that, unless the University is advised differently, the student plans to be a resident for his or her first, second, and third academic years until he or she is released from the housing contract based on the Housing Terms and Conditions. Termination of the contract must be made in writing to the director of residence life and housing prior to the semester in question. Charges will be applied if the student is in violation and for each semester the student remains in violation of the University Housing Contract.

Please see the room and board refund schedule for adjustments made to housing charges after the semester is under way.

All 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 and housing staff provides supervision, advice and referral, programming, minor discipline, and general assistance for our residents.

While the University's residences are safe and well supervised, a student still assumes the normal risk associated with living in residence; that is, possessions can at times be accessible to other resident students and visitors. Students assume full responsibility for their possessions and valuables and should keep rooms and apartments locked if they do not wish others to have access. The university cannot assume responsibility for a student's personal possessions. Visitation hours are maintained at each living area. All visitors deposit their ID and sign in and out at the front reception desk of the individual halls.

## Individual Facility Regulations

There are specific regulations that govern comportment, 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.

## Right to Know

Students have a right to see graduation rates and crime statistics as required by federal law. Statistics on graduation rates are available from the Office of Student Administrative Services. Crime statistics are published by the security department and are available from the Office of the Vice President for Administration and Finance.

## Search and Seizure Policies

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

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

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

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

## Smoke Free Facilities

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

## Student Conduct, Community Standards, and Sanctions

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

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

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

Sanctions are intended to deter North Park students from engaging in inappropriate behavior, while both being commensurate with the misconduct and including an educational component. The educational component may be the most appropriate means to addressing code violation(s) within an educational community. Sanctions vary depending upon the severity of the offense, the student's prior conduct record, and the student's current conduct status. Further information regarding student conduct, community standards, and sanctions may be found in the Student Handbook.