



2026–27

Undergraduate Student Handbook



**NORTH PARK
UNIVERSITY**
CHICAGO

North Park University
3225 W. Foster Ave
Chicago, IL 60625

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

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An Introduction by Dean Fedec



Welcome to the 2026-2027 academic year!

Welcome to North Park University! We are excited to have you join our community and are committed to supporting you as you pursue a meaningful, engaging, and transformative educational journey.

Your time at North Park offers countless opportunities for intellectual, professional, spiritual, and personal growth. We encourage you to take full advantage of the experiences available to you by connecting with fellow students, faculty, staff, and campus organizations. The relationships you build, the ideas you explore, and the opportunities you embrace will enrich your university experience and help shape your future.

The Student Handbook is an important resource designed to help you navigate university life. It outlines the policies, procedures, and community expectations that contribute to a safe, respectful, and supportive campus environment. We encourage you to review it carefully so that you understand your rights, responsibilities, and role as a valued member of the North Park community.

Rooted in our distinctive values of being Christian, City-Centered, and Intercultural, North Park is a place where learning, faith, and service come together. We hope your experience here challenges you to grow, inspires you to lead, and empowers you to make a positive impact in the world.

We wish you a successful, healthy, and rewarding year and look forward to all that you will accomplish as a member of the North Park University community.

A handwritten signature in blue ink that reads "Elizabeth Fedec". The script is fluid and cursive.

Elizabeth Fedec
Associate Vice President and Dean of Students
Title IX Coordinator



Mission of North Park University

Mission

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

Core Values

Building on our core institutional identity—Christian, city-centered, intercultural—our vision is to create a university of uncommon character and enduring excellence, where faith, learning, and service meet.

Christian

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

City-Centered

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

Intercultural

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

Aspiration

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

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

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

Statement on Student Conduct

The North Park University Student Handbook and Standards of Conduct are grounded in the principles of restorative justice, reflecting the university's Christian mission and commitment to fostering a community characterized by accountability, respect, reconciliation, and personal growth. The student conduct process is designed not simply to address misconduct, but to promote learning, integrity, responsibility, and the restoration of relationships whenever appropriate.

All students are expected to uphold University policies and Community Standards and to contribute positively to the campus community. The Student Handbook applies to all students, and certain policies also apply to faculty, staff, contractors, guests, and visitors. Students may be held accountable for conduct occurring both on and off campus when such conduct impacts the university community or is inconsistent with the university's mission, values, or policies.

The Student Handbook supplements the North Park University Catalog and should be reviewed regularly by all students. Questions regarding the interpretation or application of University policies are determined by the Dean of Students or their designee.

The complete Student Handbook, including the philosophy of restorative justice, Student Standards of Conduct, University Policies, [student rights and responsibilities](#), [conduct procedures](#), and all applicable policies, is available on the [North Park University website](#).

Non-interference with Applicable Laws

Nothing in this handbook is intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX, or other equal opportunity laws, or any whistleblower protection law.

Responsibility to Ourselves and Others

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

Responsibility to Ourselves

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

Responsibility to the Integrity of One's Education

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

Academic life at North Park University is full of challenges, and meeting those challenges should be a student's primary objective. The university requires students to adhere to its academic policies in order to ensure the honesty and integrity of their academic performance.

Responsibility to the University and Its Members

At North Park, we believe that the health of the university community rests in the hands of each of its members. Sharing this responsibility should lead all community members to make the most of their talents, be sensitive to one another, work together, and seek justice within and beyond the university community. All community members are called upon to promote actions and

behaviors that are consistent with the values of North Park University and to confront, challenge, and respond to actions that are inconsistent with the established standards.



Student Rights and Responsibilities

North Park University recognizes that membership in a university community involves both rights and responsibilities. Students have the right to an educational environment that supports academic freedom, respectful expression, privacy, equitable treatment, and meaningful participation in the university community. In turn, students share responsibility for respecting the rights, dignity, and well-being of others and for upholding University policies and community standards.

Students are entitled to fair and consistent processes, including notice of alleged policy violations, an opportunity to be heard, and the ability to provide information on their behalf. Students are responsible for their own actions and may be held accountable for conduct that impacts the university community, including behavior occurring in their presence or within their living environment.

The complete Statement of Student Rights and Responsibilities, including specific provisions regarding academic freedom, privacy, expression, student organizations, campus involvement, and conduct procedures, is available on the [North Park University website](#).

Health and Safety Policies

Nothing in this handbook is intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX, or other equal opportunity laws, or any whistleblower protection law.

Immunization Policy

Every student taking six semester hours of credit or more on campus is required to complete a medical and immunization questionnaire before entering school. The Illinois Department of Public Health (IDPH) strongly recommends that ALL students who attend in-person classes on campus get the influenza vaccine to reduce their risk of contracting influenza and having to miss class due to their illness. As required by law in the state of Illinois, all students must provide proof of the following immunizations:

- Measles, mumps, rubella (MMR) combination vaccine
- AND-
- Tetanus/diphtheria/pertussis (Tdap or Td)

-AND-

- Meningococcal conjugate vaccine (Menactra, MenHibrix, or Menveo [MCV4] or Menomune [MPSV4])

See the [Immunization Policy](#) for full details.

Smoke- and Tobacco-Free Policy

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

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

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

See the [Smoke and Tobacco Free Policy](#) for full details.

Drug- and Alcohol-Free Campus

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

North Park University recognizes that personal choices involving the use of alcohol and drugs have an impact on both the individual and the community. The university's policies on drugs and alcohol, written in accordance with Illinois state law, supports the mission of the institution and its academic and student engagement goals.

See the [Drug and Alcohol Free Policy](#) for full details.

In addition to the materials contained in this handbook, students should refer to North Park University's [Annual Safety and Security Report online](#) for information on health risks and federal/state laws and sanctions regarding drugs and alcohol.

Weapons, Firearms, and Concealed Carry Policy

North Park University prohibits the possession, use, display, storage, or transfer of firearms and weapons on University property and at University-sponsored activities, except as expressly permitted by applicable law and University policy. This prohibition applies to students, employees, visitors, and other individuals on University property. Firearms may not be carried into University buildings or facilities. Individuals authorized under Illinois law to possess a firearm may be permitted to store it in a properly secured, privately owned vehicle in accordance with applicable law.

Students and visitors who become aware of a weapon, firearm, or conduct that may pose a clear and present danger to themselves or others should immediately contact Campus Safety, local law enforcement, or 911 when appropriate. Violations may result in removal from University property, disciplinary action, referral to law enforcement, and other consequences as provided by applicable law and University policy. For complete information, including prohibited items, exceptions, reporting obligations, and applicable clear and present danger and concealed-carry requirements, see the full [Weapons, Firearms, and Concealed Carry Policy online](#).

Viking Safety Escort Service

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

You can find details and [further information online](#).

Office of Campus Safety

North Park University's Office of Campus Safety is staffed by trained student employees and off-duty or retired law enforcement personnel. Officers patrol campus 24/7 and may stop and question individuals as needed while enforcing university policies.

Campus Safety is a non-sworn department without arrest powers and works closely with the Chicago Police Department and other agencies for investigations and support.



In response to incidents, Campus Safety officers:

- Respond and assess the situation
- Document and investigate incidents
- Notify and coordinate with local law enforcement
- Request additional support as needed

Learn more about the [Office of Campus Safety online](#).

Annual Campus Safety and Security Report and Fire Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, North Park University publishes an Annual Security and Fire Report each year. The report includes:

- Crime statistics for the previous three calendar years;
- Fire safety information for on-campus housing facilities;
- Emergency response and evacuation procedures; and
- University policies related to campus safety, sexual misconduct, alcohol and other drugs, crime reporting, and crime prevention.

The Annual Security and Fire Report is available on the university website through the Campus Safety web page. Students and employees are notified annually of the report's availability by October 1.

A paper copy of the report may be requested from the Campus Safety Office at (773) 244-5600 or security@northpark.edu.

The full [Annual Campus Safety and Security Report and Fire Report](#) is found online.

Title IX Sexual Harassment and Sexual Misconduct Policy

North Park University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual harassment, violence, and discrimination. Sex discrimination, sexual harassment, and sex-based crimes violate an individual's fundamental rights and personal dignity. The Comprehensive Policy Against Discrimination, Harassment, Sexual Misconduct and Retaliation provides that the NPU does not discriminate on the basis of gender, gender identity, or sexual orientation in its educational programs or in any other activities sponsored by North Park University. The policy applies equally to every member of the North Park University community.

The [complete Title IX policy](#) can be found on North Park University's website.

Drone, Unmanned Aerial Vehicle and Unmanned Aerial System Policy

Students are not allowed to own, possess, store, or use a drone, unmanned aerial vehicle (UAV), or unmanned aerial systems (UAS) on campus, except when explicitly granted permission by a faculty member or instructor for limited use in a classroom setting and for a limited time period. Exceptions may be made for official institutional use or research/teaching use; those instances will be managed through the Campus Safety Office. Requests must be made 24 hours in advance to the Director of Campus Safety.

[Read the full policy here.](#)

Fires, Fire Alarms and Fire Equipment

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

Fire alarm

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff, in conjunction with Campus Safety, will oversee the evacuation of the residence hall areas.

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

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

Fire drills

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

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

[The full fire policy can be found here.](#)

Emergency Communication

The safety of all members of the North Park University community and visitors is of the utmost importance. In the event of an emergency or other situation that may affect campus safety, the university may communicate important information and instructions through emergency notification systems, including text messages, voice calls, email, the LiveSafe app, and other appropriate communication channels. Emergency notifications may include information about immediate threats, protective actions, campus closures, severe weather, and other situations affecting the campus community.

Students are responsible for maintaining current contact information and regularly monitoring their North Park email and other communication channels used by the university for emergency notifications. Emergency notification contact information may be updated through Self-Service. Emergency notifications, including emergency text messages, are intended to provide timely information during emergencies and may not be opted out of.

For information about emergency communication methods, including [LiveSafe](#), emergency notifications, and how to update your contact information, please visit the [Emergency Communications and Procedures webpage](#).

Public Health Emergency Needs

North Park University reserves the right to create and/or adjust university policy, such as but not limited to Classroom Attendance Policy, Residence Life and Housing Policies, and Community Standards, due to public health emergency needs. In the event the university makes any policy adjustments, the campus community will be notified in a timely manner that is appropriate for the public health situation. Any questions regarding public health emergencies may be directed to healthservices@northpark.edu.

Inclusion and Access Policies

Disability Services

North Park University is committed to creating an inclusive campus where all students can fully participate in academic and campus life. Disability Services coordinates accommodations and support for students with disabilities. For full details and how to get connected, visit www.northpark.edu/ada.

Housing Accommodations

Students with disabilities may be eligible for housing accommodations based on documented need and available options. Requests are reviewed individually to support equitable access to campus living. Learn more about the process and requirements at www.northpark.edu/ada.

Service and Emotional Support Animals

Service animals are permitted on campus in accordance with the Americans with Disabilities Act (ADA). These animals are trained to perform specific tasks

related to a person's disability and are allowed in all areas open to the public. For guidelines and responsibilities, visit www.northpark.edu/ada.

Emotional support animals may be approved as a housing accommodation for students with documented need. These animals are permitted within assigned campus housing but not in other campus spaces. For full policy information and how to request approval, visit www.northpark.edu/ada.

Nondiscrimination Statement

North Park University ("North Park") is committed to fostering an environment that is secure and free from discrimination and harassment.

North Park University does not discriminate and prohibits discrimination against any individual based on any category protected under applicable federal, state, or local laws.

Accordingly, North Park does not discriminate, and strictly prohibits unlawful discrimination on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, shared ancestry, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity or expression, age, sexual orientation, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, or any other category or characteristic protected by applicable law. These are known as protected categories or characteristics under this Policy. When brought to the attention of North Park, any such discrimination will be appropriately addressed by North Park according to the procedures below and any applicable collective bargaining agreement.

Comprehensive Policy Against Discrimination, Harassment, Sexual Misconduct, and Retaliation

The Comprehensive Policy Against Discrimination, Harassment, Sexual Misconduct, and Retaliation reflects a deep commitment to a diverse campus community that provides a uniformly welcoming environment. The policy applies equally to every member of the North Park University community. The complete policy can be found on North Park University's website www.northpark.edu/about/resources-and-policies/equal-opportunity/.



HOLMGREN ATHLETIC CENTER
HEDSTRAND FIELD
NORTH PARK UNIVERSITY

Pregnancy Rights

North Park University has a policy and procedures for ensuring the protection and equal treatment of pregnant persons, and individuals with pregnancy-related conditions. The policy applies equally to every member of the North Park University community. The complete policy can be found on North Park University's website, northpark.edu/about/resources-and-policies/title-ix/.

Student Information and Privacy Policies**Family Educational Rights And Privacy Act (FERPA)**

FERPA is a federal law that protects student records from disclosure and provides students with the right to review their own records. The full FERPA policy is online at www.northpark.edu/ferpa.

Protecting Collected Information

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

Disclosure of information to outside parties

North Park University does not sell, trade, or otherwise transfer personal information to outside parties. The university does, from time to time, contract with trusted third parties to support the university's mission and related activities and obligations. The university will require all such third parties to adhere to reasonable standards for privacy and protection of personal information. The university may also release personal information when such release is deemed appropriate to comply with the law, enforce site policies, or protect rights, property, or safety of the university, its students, faculty, and staff, or others. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses. For further information regarding North Park's Privacy policy, please refer to northpark.edu/about/privacy-policy.

Chosen Name Policy

The North Park University community recognizes that some of its members use names other than their legal names to identify and refer to themselves. The university acknowledges that a chosen name can and should be used wherever possible in the course of university business and education. The university will strive to use the Chosen Name in documents and communication whenever possible. For further information regarding North Park's Chosen Name Policy, please refer to the [North Park website](#).

Gender Identity Policy

Some individuals' gender identities differ from their designated gender at birth. North Park University aspires to be a welcoming and inclusive campus that encourages usage of accurate gender identity and pronouns whenever possible.

For further information regarding North Park's Gender Identity Policy, please refer to the [North Park website](#).

Search, Entry, and Inspection of University Property Policy

The university may enter, inspect, or search university-owned or university-controlled property or spaces assigned to or used by students, faculty, or staff when there is reasonable and articulable suspicion that a violation of university policy or law has occurred or is occurring, or when necessary to address health or safety concerns, conduct maintenance or repairs, or respond to an emergency, as provided in this policy.

For further information regarding North Park's Search, Entry, and Inspection of University Property Policy, can be found [online](#).

Enrollment Verifications

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

Financial Responsibility

The willful failure to pay bills or passing bad checks to the university, or to any local commercial establishment, by a student is illegal, impairs the credit of

all college students, and may be subject to the student conduct process. If a student has any outstanding financial commitment to the university, grades, and diplomas may be held until financial commitments have been met or payment plans arranged.

Identification Cards

All students are encouraged to obtain and carry their North Park University ID card while on campus. The university ID card serves as the official form of identification and provides access to authorized campus buildings, residence halls, dining services, the library, recreational facilities, and other University services. Lost, stolen, or damaged ID cards should be reported to Campus Safety immediately, and replacement cards are available for a fee. For complete information, including photo requirements, access privileges, and replacement procedures, [refer to the full Identification Card Policy on the university's policy website.](#)

Withdrawal Policies

Withdrawal for the Term

Students wishing to withdraw from the university for the entire term should begin the withdrawal process in the Office of the Registrar, located in the Center for Student Engagement, Johnson Center building.

Medical Withdrawal and Re-Enrollment Policy

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

The complete Medical Withdrawal and Reenrollment Policy can be found [online.](#)

Withdrawal for Financial Aid Recipients

Federal regulations require that North Park University have a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, Pell Grant, Federal Stafford Loan, and Federal Parent

Loan) received by students who withdraw during a term for which payment has been received. This policy is effective only for those students who completely terminate their registration (i.e., students who cancel their registration, withdraw, or are dismissed) or who stop attending class before completing 60% of the enrollment period.

North Park University's withdrawal and refund policies and the requirements for the return of grant or loan assistance are printed annually in the university's catalog. For more information, contact the Office of the Registrar at (773) 244-5737.

Involuntary Withdrawal Policy

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

The complete Involuntary Withdrawal Policy is available [online](#).

Communications Policies

Email

Information Technology will assign all students, faculty, and staff an official university email address. This address will be the one listed in all directories and the one used by the university for official business and communications. Email is the official means of communication within North Park University. This means that the university will communicate with students via university email and expects those communications to be read in a timely fashion. The university will not be responsible for the handling of email by outside vendors if individuals redirect their email. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

Social Media Policy and Guidelines

North Park University recognizes that social media is a relevant means of communication for the students, faculty, staff, alumni, and friends in our

community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development.

The complete Social Media Policy is available [online](#).

Parking and Transportation Policies

Parking Regulations, Permits, and Enforcement Policy

The university Parking Policy establishes the requirements and expectations for parking on university property. The policy provides guidance regarding parking permit requirements, vehicle registration, designated parking areas, visitor parking, enforcement procedures, citations, penalties, appeals, and other parking-related responsibilities.

All students, faculty, staff, contractors, vendors, and visitors who operate or park a vehicle on university property are expected to comply with applicable parking regulations. The policy is designed to promote safety, ensure equitable access to limited parking resources, and support the effective management of campus parking operations.

For complete information regarding parking permits, parking locations, enforcement procedures, fees, violations, appeals, and related requirements, please review the full [Parking Regulations, Permits and Enforcement Policy online](#).

Fleet Vehicle Policy

North Park University maintains a fleet of vehicles for authorized university business. Only approved drivers may operate university-owned, leased, or rented vehicles, and all drivers are expected to comply with applicable laws, University requirements, and safe driving practices. Vehicle reservations, driver eligibility, and use are governed by the university's Fleet Vehicle Policy. Students, faculty, and staff who plan to use a university vehicle should review the complete Fleet Vehicle Policy for eligibility requirements, reservation procedures, driver responsibilities, accident reporting, and other operational requirements. The full policy is available on the [university's policy website](#).

U-PASS

The Ventra U-Pass provides eligible students with affordable and convenient access to public transportation throughout the Chicago metropolitan area. Full-time domestic and international students may opt in each semester to receive unlimited rides on Chicago Transit Authority (CTA) buses and trains during the fall and spring academic semesters.

The U-Pass is active beginning the week before each semester and remains valid through the last day of the semester. It is not available between academic terms or during the summer. Distribution information is communicated to students through university email.

For complete information regarding eligibility, fees, distribution, usage requirements, and expectations, please review the full [Ventra U-Pass policy online](#).

Personal Transportation Devices

North Park University permits the use of approved personal transportation devices, such as bicycles, skateboards, kick scooters, and rollerblades, as a means of transportation on campus. Students are expected to operate these devices safely, yield to pedestrians, and store them in designated areas without creating safety hazards or blocking access points. Motorized devices, including e-scooters, e-bikes, electric skateboards, and hoverboards, are prohibited unless approved as a disability accommodation. For complete guidelines, including permitted devices, safety expectations, storage requirements, and enforcement procedures, please refer to the full [Personal Transportation Devices Policy available online](#).

Campus Life and Operations Policies

Expression, Demonstration, and Gathering Policy

North Park University believes in the rights of its community members to pursue their academic and career objectives without unreasonable obstruction or hindrance. We also believe that members of the university community are free to communicate, by lawful demonstration, the positions that they support on vital issues of the day. The university welcomes speakers from a variety of viewpoints and will provide them with platforms from which to express their views in an unconstrained manner.

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

The complete Expression, Demonstration, and Gathering Policy can be found [online](#).

Chalking

Chalking on campus sidewalks is permitted subject to the specific restrictions detailed in this policy. Chalking is permitted by the Student Government Association, Registered Student Organizations, or groups sponsored by a North Park University office or department. Chalking must adhere to the Student Handbook and Community Standards.

The complete Chalking Policy can be found [online](#).

Poster and Flyer Policy

The following rules and guidelines shall govern the posting of posters and flyers on campus and in North Park Email Announcements. The Center for Student Engagement has sole authority for enforcing and interpreting these rules.



Approval for posters and flyers shall be obtained at the front desk of the Center for Student Engagement, located on the first floor of the Johnson Center.

Banners, artwork, projects, or other items outside of flyers or posters must get approval from the Dean of Students.

Electronic postings for the screen in the Center for Student Engagement (CSE) must be approved by the CSE front desk and held to the standards described in this policy.

Posters, flyers should further the mission of North Park University-to prepare students for lives of significance and service. Any poster, flyer, or announcement that does not appear to meet this mission must be cleared with the project manager, student activities coordinator, or director of intercultural student affairs before approval. This may require a 24-hour waiting period, depending on when the items are submitted.

Guidelines:

- All items must be stamped with the red North Park approval stamp.
- Posters must not exceed 23" x 31".
- Posted items or announcement submissions must be clearly marked with the school, department, office, or organization sponsoring the event.
- Unofficial student groups (not sponsored through the Student Government Association) must have written approval (email or letter) from the student activities coordinator.
- All organizations or individuals not affiliated with the university need to be sponsored by a campus department, group, or organization to post
- printed materials or submit an announcement, and must receive approval from and work with the dean of students.
- To enhance the campus's overall appearance, posters must be displayed only on bulletin boards.
- Posters or flyers placed on/in walls, doors, benches, elevators, bathrooms, etc., will be removed.
- Posters and flyers are not permitted on windows, doors, elevators, or walls of any building and may be removed.
- Only push-pins, staples, scotch tape, or blue painter's tape (not duct tape)
- placed on the back of the poster may be used to affix posters to bulletin boards. Repairs to surfaces damaged using other materials may be charged to the person or group responsible for the poster(s).
- The sponsoring person or group shall be responsible to hang the posters and provide the supplies to hang posters.
- Posters will only be approved for a period of two weeks or less. Exceptions may be granted.

- The person requesting poster approval must fill out and sign an entry agreement in the poster sign-in log. If a student signs the agreement and then does not follow the stated procedures, the group or department may have posting privileges revoked for the remainder of the semester.
- Thirty shall be considered a sufficient number of posters to advertise an event.
- Any poster, flyer, or announcement that has images or wording that discriminates, harasses, or bullies any population will be denied approval. The group or organization may face student conduct violations.

Approved bulletin board locations:

- Anderson Hall lobby
- Burgh Hall lobby
- Park North lobby
- Magnuson Campus Center lobby
- The Nook (Magnuson Campus Center, first floor near vending machines)
- Carlson Tower (all seven floors near elevators)
- Hallway outside of the Provisions On Demand (POD) store
- Hallway outside of the campus bookstore
- Old Main (all boards in the stairwell - three floors)
- Wilson Hall
- Hanson Hall (music/ fine arts events only)
- Caroline Hall (lower level only)
- Brandel Library (two boards—first floor)
- The Johnson Center (bulletin boards in hallways and stairwells)

Prohibited areas:

- The Carlson Art Gallery and windows
- Bathrooms
- Vending machines
- Sidewalks
- Walls
- Campus benches
- The footbridge and fence along the river. The footbridge is the city of Chicago's property.
- Doors or windows (including residence halls and apartments)

NOTE: Departmental bulletin boards are not covered under these guidelines. Example: The School of Music, Art, and Theatre can post items on its board concerning music contests or graduate music degrees offered

at other schools. For approval to post in residence halls, please contact the Office of Residence Life and Housing.

We do not approve the following items:

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

Activities and Events

All organized activities and events must be sponsored by the Student Government Association (SGA), an official registered student organization (RSO), or another affiliated North Park campus department. Events hosted and/ or funded by SGA, an RSO, or another campus department must be approved in advance if they meet one or more of the following criteria:

- Open to individuals outside the North Park community
- Off-campus, larger than 25 attendees
- On-campus, larger than 50 attendees
- Using an outside vendor or performer



If changes are made to the guidelines governing activities and events, students will be made aware through university communication to their North Park email account and campus announcements.

Activities and events co-sponsored by SGA or an RSO should follow the approval process outlined in the RSO Handbook and submit the request via the event form in the Student Life Portal, my-NPU Engage. Activities and events cosponsored by an intercultural office club should follow the approval process with the Office of Intercultural Student Affairs. Lastly, activities and events co-sponsored by a campus department should follow the university's approval process.

Approval must be received in advance of any planning and publicity. This includes the review and approval of contracts, safety requirements, liability waivers, and other considerations.

It is the expectation that activities and events sponsored by SGA, an official RSO, or another affiliated North Park campus department or organization, adhere to and follow the university guidelines regarding late-night events, chaperones, prizes, giveaways, raffles, and any campus health-related policies. In addition, activities and events sponsored by SGA, an official RSO, or another affiliated North Park campus department are required to submit event information in myNPU-Engage.

Further information and guidelines for planning an event can be found in the Registered Student Organization Handbook. Please contact the student activities coordinator should you have questions about planning an event.

Compliance

Students must comply with the reasonable directions of any person employed by, or acting for, the university and given the responsibility to enforce the rules and regulations of the university. Students also must comply with the regulations and policies of university offices and departments. This includes but is not limited to requests made in regard to student conduct incidents and proceedings, public health emergency policies, the wellness team recommendations, and Search and Seizure Policies.

Contract Policy

In order to protect the interests of North Park University and the various student organizations from financial or legal problems, all contracts for events hosted and/or funded by Registered Student Organization (RSO) should

be processed by professional staff within the Office of Student Activities or the Office of Intercultural Student Affairs. This includes standard form agreements, which may be provided by outside performances, speakers, or vendors. The original copy will be returned to the RSO officer responsible for the event, and the duplicate will be placed on file in the Student Activities Coordinator. North Park University policy states that only specific university officials are authorized to sign/enter into event contracts.

Students of the university do not have this authority and cannot bind the university to an agreement. No contracts or legal documents, such as banquet hall reservations, performances, speakers, etc., issued by a third party can be signed by students or advisors. Any attempt to enter into a contract on behalf of the university without proper authorization is prohibited.

Any contract entered into on behalf of the university by a student without proper authorization is void.

Whenever the services of an off-campus provider (whether an individual, group, or company) are to be used in connection with an event, a contract documenting the terms of the engagement must be obtained, even if there is no exchange of monies. This includes, but is not limited to:

- Artistic performances
- Speaking engagements
- A/V, sound, staging, or other media equipment rentals
- Workshops, trainings, or group instruction
- Inflatable games or other entertainment equipment rentals
- Transportation services
- Catering services
- Event space

Steps to getting a contact approved

1. Contracts provided by vendors should:
 - a. First be reviewed by your RSO Advisor.
 - b. If approved by the RSO advisor, then the contract should be forwarded to the student activities coordinator or designee.
2. If the vendor does not provide a contract, contact the student activities coordinator.
 - a. The student activities coordinator will work with the Business Office to review, draft, and make decisions on all proposed contracts.

NOTE: Signing a contract and payment for the services are two different transactions. Since timely payment to suppliers is important, the review and approval of contracts must be completed at least four weeks in advance of an event.

Registered Student Organization

A Registered Student Organization (RSO) is an entity that is initiated and directed by a group of current North Park students who share a common vision in promoting an extracurricular or co-curricular mission that enriches campus or community life and personal development. An RSO must be recognized by the Student Government Association (SGA) and registered with the Office of Student Activities and on the myNPU-engage portal in accordance with these policies and procedures. RSOs under the Cultural Organization category must also be registered with the Office of Intercultural Student Affairs and, in addition to the policies in this handbook, adhere to the Office of Intercultural Student Affairs' requirements, policies, and procedures.

Further information and guidelines can be found in the Registered Student Organization Handbook. Please contact the student activities coordinator should you have questions regarding a student organization or learning more about the RSO Handbook.

Sales, Surveys, and Solicitation

Groups or individuals who wish to distribute literature or sell merchandise, or wish to recruit students or seek membership or support for organizations, must adhere to university guidelines regarding physical distancing, personal protective equipment, and other health-related policies. In addition, they must abide by the following:

- All organizations or individuals desiring to recruit professionally on campus must contact the Career Development Office.
- All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive permission from and work with the student activities coordinator.
- Tables in the Johnson Center atrium, Carlson Tower lobby, and Magnuson Campus Center are available to campus departments and Registered Student Organizations (RSO) for the purposes of sales, surveys, solicitations or other uses.
- RSOs must obtain permission from the DRLH to sell merchandise or services in the residence halls for fundraising purposes. Door-to-door selling and soliciting in the residence halls, on campus, or in the local community are not permitted.

- All RSOs or students who wish to conduct a survey in the residence halls must obtain prior approval from the DRLH. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the student activities coordinator.
- All organizations or individuals not affiliated with the university who wish to distribute printed materials must receive approval from and work with the student activities coordinator.
- All organizations and individuals not sponsored or affiliated with the campus are prohibited from soliciting students on campus to donate money, join their organization, purchase their products, register to vote, sign petitions, or utilize their services without prior approval from the student activities coordinator.

NOTE: If you believe a solicitor has harassed you, you may file a complaint with the vice president for student engagement and dean of students, the Department of Campus Safety, the ORLH, or the student activities coordinator.

Voter Registration

Information on registering to vote may be found at vote.gov or the Illinois State Board of Elections elections.il.gov/Default.aspx website. Students who need additional assistance in registering to vote should contact the Center for Civic Engagement.

Fire Pit Protocols

North Park University provides guidelines for the safe use of the campus fire pit located near Anderson Hall and Magnuson Campus Center. Faculty, staff, and student organizations may reserve the fire pit for approved events by following reservation procedures, weather requirements, approved material guidelines, supervision expectations, and fire safety procedures. Users are responsible for ensuring the fire is properly managed and extinguished at the conclusion of the event.

For complete requirements, reservation procedures, and safety guidelines, please review the [Fire Pit Use Protocols online](#).

Laser Pointers

To support a safe campus environment, the possession, storage, or use of laser pointers and similar laser-emitting devices is prohibited on university property, except when specifically authorized for approved academic, research, instructional, or institutional purposes. Unauthorized use or misuse of laser devices may result in student conduct action, disciplinary measures for

employees, and/or referral to law enforcement when appropriate.

For additional information, including approved exceptions and safety requirements, please review the full [Laser Pointers Policy online](#).

Key Issuance and Control Policy

University-issued keys, identification cards, and electronic access credentials are provided only to authorized individuals and must be used solely for their intended purpose. Students are responsible for safeguarding their assigned keys and access credentials, not sharing them with others, and promptly reporting lost, stolen, or damaged items. Keys and access credentials must be returned when access is no longer authorized or upon separation from the university. Replacement and rekeying charges may apply for lost, stolen, or unreturned keys.

For complete information regarding key issuance, access requirements, lost or stolen keys, and associated responsibilities, please review the full [Key Control and Access Policy online](#).

Lost Keys

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

If a key is lost or not returned at the time of the student's removal from the university, the \$250/key charge for the key replacement and \$75/core for the lock core replacement will be assessed to the student's account and covered by the student's housing deposit balance. If the charges exceed the student's housing deposit balance, the student is expected to pay the remaining balance on the student account.

Lost and Found

The Office of Campus Safety serves as North Park University's central location for lost and found items. Property found on University property should be turned in to Campus Safety. The university will make reasonable efforts to identify and return found property to its rightful owner. Unclaimed property will be retained and disposed of in accordance with University procedures. For additional information, including procedures for reporting lost property or claiming found items, please refer to the full [Lost and Found Policy online](#).



Information Technology

Information Technology provides support for university devices, accounts, applications, and access. Contact information and details are available on the office's website. Please view the Knowledgebase at wiki.northpark.edu. You may also submit a Helpdesk ticket at helpdesk.northpark.edu, call, or visit IT Support Services, located in Caroline Hall.

myNPU

myNPU (www.northpark.edu/mynpu/) provides many helpful links to the university's online tools, including access to Microsoft 365 for email, Canvas, the Helpdesk, account management, registration, and financial aid, and much more. The university recommends becoming familiar with this page, as important information for which you are responsible is listed here.

Information Technology Acceptable Use Policy

North Park University provides technology resources to support academic, administrative, educational, and research activities. All students, faculty, and staff are expected to use University technology responsibly, ethically, and in accordance with University policies and applicable laws. Users are responsible for protecting their accounts and information, respecting the privacy and rights of others, safeguarding University resources, and avoiding prohibited activities such as unauthorized access, harassment, misuse of technology, and

illegal file sharing of copyrighted materials. Misuse of University technology resources may result in loss of access privileges and/or disciplinary action.

For complete guidelines, prohibited uses, and additional information regarding responsible technology use, please refer to the full [Information Technology Use Policy available online](#).

University Housing

North Park University's Housing Policy outlines the requirements, procedures, and expectations for students living in university housing. The policy addresses:

Housing Requirements and Eligibility

On-campus residency requirements, eligibility for university housing, commuter status, and approved exceptions.

Housing Application and Agreements

Housing applications, housing agreements, deposits, deadlines, and related financial obligations.

Housing Selection and Assignments

Housing selection processes, room assignments, room changes, and other placement procedures.

Residential Living Expectations

Community standards, cleanliness, quiet hours, guests, pets, and care of university property.

Keys, Access, and Personal Property

Key responsibilities, access to residential spaces, storage, and procedures for lost or unreturned keys.

Check-In, Check-Out, and Break Housing

Arrival and departure procedures, early arrivals, extended stays, and housing during university breaks.

Damages and Financial Responsibility

Responsibility for damage, cleaning, lost property, and other charges associated with university housing.

Students are responsible for reviewing and complying with the full Housing Policy, applicable housing agreements, and related University policies. The complete policy, including detailed requirements, procedures, deadlines, and fees, is available [online](#).

Non-Academic Grievance for Students

The purpose of the Student Complaint Procedure is to provide a structured process for undergraduate and graduate students to seek resolution of disputes or concerns that fall outside the scope of other established complaint procedures. This process ensures that students have a fair and accessible way to address non-academic issues that may arise during their time at the university.

You may find the full procedure online at www.northpark.edu/about/resources-and-policies/student-complaint-procedure/.

Academic Policies

Class Attendance

Students are expected to be prompt and attend all scheduled classes. Attendance requirements are set by individual instructors. Illness is generally the only acceptable excuse for an absence. In the case of absences approved by the instructor, arrangements for make-up work must be made in advance. In case of a longer illness, the student should notify the Division of Student Engagement and the Office of the Registrar.

Classroom Disruptions

Students are expected to maintain a respectful learning environment. Disruptive behavior that interferes with teaching or learning may result in instructor intervention, removal from class, and/or referral to the Student Conduct Process. See the [full policy online](#) for additional information.

Final Examinations

A [final examination schedule](#) is published prior to the Quad and Semester terms. Finals will not be rescheduled to accommodate travel arrangements. A final paper, presentation, or performance may be used in place of a final examination at the discretion of the instructor.

Student Academic Grievances and Appeals

Students who wish to challenge a decision related to academic work, including grades, should follow the academic grievance and appeal process. Students are encouraged to first seek resolution with the faculty member involved and may appeal unresolved concerns through the department chair, the appropriate dean, and ultimately the Office of the Provost. Appeals must be submitted within the established timelines and include relevant information and documentation. The decision of the Office of the Provost is final. For appeals involving academic policies, refer to the Academic Catalog. Full details of the academic grievance and appeal process are [available online](#).

Academic Integrity and Academic Dishonesty

North Park University expects students to approach their academic work with honesty, responsibility, and integrity. Academic dishonesty, including cheating, plagiarism, unauthorized use of artificial intelligence (AI), alteration of academic records, collusion, sabotage, and substitution, undermines the educational process and is not tolerated.

Allegations of academic dishonesty are reviewed through established university procedures and may result in academic penalties, suspension, or dismissal from the university. Students who have concerns about managing academic responsibilities are encouraged to seek support through Academic Support Services and other available campus resources.

For complete definitions, examples, reporting procedures, and possible sanctions related to academic dishonesty, please refer to the [Academic Integrity and Academic Dishonesty Policy online](#).



Student Code of Conduct

North Park University is committed to fostering a campus community grounded in respect, responsibility, integrity, and care for others. As members of the University community, students are expected to demonstrate behavior that supports a safe, welcoming, and inclusive environment and reflects the University's values.

The Student Conduct process exists to address concerns regarding student behavior, provide opportunities for learning and accountability, and promote personal development and community well-being. The process applies when students are alleged to have violated University policies, expectations, or community standards and outlines the procedures used to review and resolve conduct concerns.

The Student Conduct webpage provides information regarding:
Community Standards and Expectations – outlines the behaviors and responsibilities expected of all students as members of the University community.

Student Conduct Process – describes how conduct concerns are reported, reviewed, and resolved, including the steps involved in the conduct process.

Student Rights and Responsibilities – explains student rights, responsibilities, and expectations throughout the conduct process.

Types of Conduct Concerns – identifies areas of behavior that may be addressed through the Student Conduct process.

Conduct Outcomes and Educational Responses – describes possible outcomes and educational measures designed to promote accountability and learning.

Reporting and Support Resources – provides information on how to report concerns and access support throughout the process.

Students are encouraged to review the complete Student Conduct information to understand University expectations and their role in maintaining a respectful and supportive campus environment.

For complete information regarding Student Conduct policies, procedures, and community standards, please visit the [Student Conduct webpage](#).





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