



# NORTH PARK THEOLOGICAL SEMINARY

## STUDENT HANDBOOK

Welcome to North Park Theological Seminary! This handbook is a companion to the NPTS Academic Catalog, (available through the North Park website), and contains further information regarding seminary life, including policies, procedures, services, and opportunities. Please be sure to familiarize yourself with these documents, as you are responsible for the information they contain. They will also provide valuable information to help you make the most of your time at North Park.

If you have any questions regarding the information contained in this handbook, please contact Seminary Student Services.

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## INTRODUCTION

Congratulations and welcome to North Park Theological Seminary! We are excited you have joined our community of learning and formation and are looking forward to walking with you as you engage in theological education and continue to discern your vocational call. This handbook was created to help you on that journey as a member of the North Park community. Whether you are a student on campus, online or engaged in cohort learning, this handbook highlights your responsibilities as a community member at North Park. In it, you will find our policies and procedures which help guide our life together.

Our desire is that we foster a welcoming and healthy learning community where all its members practice hospitality in the classroom, online and in all the spaces and places we inhabit. We commend this handbook as your guide to that end. As a Christian community, we seek to create hospitable and charitable spaces and hold every member responsible to their role in that aim. We all share the responsibility to make the most of our gifts, which contribute to the greater good of the community. Each member is called to promote behaviors consistent with the values and mission of NPTS and to hold one another accountable to the Christian ethic of charity.

Our prayer for you is that you find belonging and meaning in every part of your experience at NPTS as you join our community. We are grateful to share in this part of your journey and ready and willing to support you as you seek to accomplish your educational goals.

May God bless the journey!

Rev. Dr. Debra Auger

Dean of Students and Community Life

### A Note Regarding Fall 2020

As we live, minister, and study together in this unprecedented season, it is important to note that North Park University has been committed to two goals:

1. Protection of the overall health, safety and wellness of our students, faculty and staff – as guided by the CDC, state and local protocols, and other governing bodies for colleges and universities such as the ACHA and NCAA;
2. Delivering the highest quality academic and residential experience that we can within available resources.

With situations and information changing regularly, the University and Seminary will continue to adapt and adjust policies and procedures as necessary to meet the needs of the community and its safety. These protocols and the most current information will be available at <https://www.northpark.edu/fall-2020/>

These policies are in addition to those outlined in this student handbook. If you have any questions, feel free to reach out to Dean Deb Auger.

## THE NPTS COMMUNITY

North Park Theological Seminary prepares men and women for ministerial service. We are an institution where students from a variety of denominational backgrounds and pursuing various ministry careers are welcome to participate in academic and community life. At NPTS, we prepare students to answer their call to ministry through the academic curriculum and the spiritual and practical formation that comes with participating in the community.

You will develop spiritual practices of study, prayer, reading, health and fellowship while walking alongside others having similar experiences. Whether you study on campus or from a distance, you are an intricate part of the community.

NPTS 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 polices. These standards and polices are designed to support and maintain a community that values diversity and should lead students to live in ways that exhibit leadership, ethics and values.

### Community Events

Throughout the academic year, NPTS and its student groups sponsor a number of community and academic events. These events take place both during the traditional semesters and during intensive weeks specifically for distance students studying together for the week. They include discussion forums, presentations, community meals, lectures, and worship services.

### Chapel

Corporate worship is a crucial component of our community life together. NPTS offers weekly chapel services during the academic year and during intensive weeks. These services are a time to worship and rejoice, to be challenged and renewed. Chapels may vary between testimony and song, prayer, communion, and services of the Word. Services are most often held in Isaacson Chapel in Nyvall Hall. Students, faculty and staff are expected to regularly attend Chapel and are encouraged to participate in leadership as well.

The worship life at North Park Theological Seminary is the responsibility of the Chapel Committee. Chapel services strive to be inclusive of the variety of denominational and cultural backgrounds represented in the seminary community, and serve to teach about historical forms of worship within the Evangelical Covenant Church as well as the broader historical church. Typically, they are recorded and posted to the Nyvall News and Notes website.

Often chapel is followed by a community meal. These meals serve as a primary gathering of the seminary community and provide opportunities to connect, share, and learn with and from one another.

### Nyvall News and Notes

[Nyvall News and Notes](#) is our primary method of communicating all things NPTS. Staff and Administration use this medium to communicate important announcements and reminders. It is published as a blog and a link is sent via email to community members each week during the academic year. It contains articles related to the seminary community as well as upcoming events, chapel information, job opportunities, and announcements. If you wish to place an announcement in Nyvall News, follow the instructions and guidelines on the blog. All announcements are subject to administrative approval.

### Intensive Class Weeks

All of our degree programs require residency credits, which intentionally bring faculty and students together face to face. We encourage students to take the opportunity to meet with NPTS staff and faculty, as well as other students during these intensive weeks. On campus, Seminary Student Services will host meals for new and distance students as well as general community gatherings. There will also be a chapel service during intensives.

## **Groups and Committees**

### Student Leadership

The NPTS Student Association consisted of all NPTS students who were represented by an elected and governing Student Council. In light of our changing and diverse student body the student council will be on hiatus for the academic year of 2020.21. In lieu of the student council a volunteer student Leadership Team will be formed to help discern the next model of student leadership at NPTS. This team will also plan events and help serve the community by way of advocacy and leadership.

### Faculty/Student Committees

Several faculty/student committees address needs within the community. These include:

*Chapel, Globalization and Diversity, Women in Ministry, Partners in Ministry, and Contextual and Lifelong Learning*

You can find more information about these committees and how to get involved on the website:

<https://www.northpark.edu/seminary/community-life/>

## **SEMINARY ADMINISTRATION**

### **Dean of the Seminary**

The Dean of the Seminary is responsible for overall administration of the seminary. The Dean also serves as the Vice President for Church Relations for the University and often represents the Seminary to the wider church community. The Dean encourages students to address him with any concerns, ideas, or joys; please reach out to his assistant, whose office is also located on the first floor of Nyvall Hall, to set up a time to connect.

### **Dean of Faculty/Seminary Academic Services**

The Dean of Faculty is responsible for the academic programs of the seminary and provides leadership and support of the faculty as well as directs curriculum review and development. The Seminary Academic Services office oversees registration, the academic calendar, course schedules, verification of academic standing, and completion of requirements. This office also publishes the Academic Catalog. Any questions regarding academic issues should be addressed to [semacademicserv@northpark.edu](mailto:semacademicserv@northpark.edu).

### **Dean of Students and Community Life/Seminary Student Services**

The Dean of Students handles matters pertaining to community life and formation. All non-academic student issues are handled by the Dean of Students. Some concerns and responsibilities of this office include the worship life of the community, orientation of new students, housing, Vocational and Spiritual Formation, student portfolios, student counseling and referrals, pastoral care and student government. The Dean of Students and Community Life is available for discussion regarding any of these matters, or personal concerns, by appointment. Regulations and policies governing campus housing are printed in the Housing Guidelines as an appendix in this student handbook and are also available on the website.

The Dean of Students oversees the Deacons' Fund which can be dispersed for emergency needs, ongoing counseling or spiritual direction. The Wiberg Fund is provided for unexpected medical emergencies which may arise during the course of a student's time in seminary. Applications for assistance from these funds may be accessed at: <https://www.northpark.edu/seminary/academics/student-resources/personal-financial-resources/>.

### **Seminary Admissions**

Seminary Admissions helps individuals discern their call to seminary through the recruitment and admission process into the various programs at the seminary. In addition, they make initial financial aid awards and work with scholarship programs to assist students in financing their education.

### **Contextual and Lifelong Learning**

The Director of Contextual and Lifelong Learning assists students in planning for internship and Clinical Pastoral Education (CPE) requirements. Field Education requirements at North Park vary depending on degree program and vocational interests. Details about those requirements can be found in the Academic Catalog. The field education requirements are in addition to the academic requirements for each degree.

## STUDENT RESPONSIBILITY

NPTS invites students to join a community of learners who are informed and involved. North Park students have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill his or her responsibilities. You are responsible for knowing and understanding the expectations and policies as they apply to students.

### Identification Cards

All registered seminary students must obtain a student identification (ID) card for the duration of the time they are actively enrolled in the seminary. Students will submit a photo during online seminary orientation and then pick up their ID card at the Student Administrative Services building during regular business hours. Distance students will receive their card from Seminary Student Services during their first intensive course. All students must display their ID card while on campus and must replace their ID card if it is lost, stolen or broken. Any student needing to replace their ID should go to the Student Administrative Services office and request a replacement ID card. Their account will be billed for the replacement cost.

Student ID cards are used for the following:

- Access to Nyvall Hall, Helwig Recreation Center, and Brandel Library
- To be identified as a current North Park student
- To utilize library and computer services
- To utilize printers and photocopiers
- To gain entrance to North Park athletic or social events

All students withdrawing from the Seminary during the current academic year must turn in their ID cards to the Office of Student Administrative Services before leaving campus.

### E-mail

All students are given a North Park e-mail account. Once a student pays their tuition deposit, their email account name is assigned. It is then the student's responsibility to set up their account and password. Follow the instructions that are here: <https://www.northpark.edu/seminary/admissions/admitted-students/next-steps>.

**Students are required to check their North Park email. Communication from the seminary and North Park will only be sent to an NPU address.** Faculty and administrators at the Seminary and University rely by email to communicate quickly and effectively with students. Students may have their email forwarded to a personal account if desired.

Further information is available here: <http://www.northpark.edu/Campus-Life-and-Services/Information-Technology>

### Mailboxes

On-campus students are assigned an individual mailbox outside the student lounge located in the lower level of Nyvall. Students are expected to check their boxes regularly for intercampus mail and returned papers. *Do not have personal USPS, UPS, or FedEx mail or packages sent to Nyval Hall.*

### Student Health Insurance

The University does not provide an insurance plan or require proof of your coverage, but the seminary strongly encourages each student to obtain health insurance prior to the start of the academic year.

International students will continue to be required to have health insurance as a condition of their visas, and student status.

## **Immunization**

Every student taking 6 semester hours of credit or more on campus is required to complete a medical questionnaire. As required by law in the state of Illinois, all students must have proof of the required immunizations. Exceptions for immunization records are made for medical or religious reasons; however, a statement signed by the student indicating the reasons for the exemption should be sent to Health Services. International students have additional requirements that will need to be met and should work directly with the International Student Office and Health Services.

## **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. If a student has any outstanding financial commitment to the University, grades, transcripts, and diplomas may be held until such time as financial commitments have been met or payment plans arranged. See further details under “Student Accounts and Billing” in Seminary and Campus Resources. <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/>.

## **Canvas**

North Park Theological Seminary uses Canvas as an online platform for its online and campus courses. This tool is used to communicate, deliver resources and materials, and facilitate learning. An optional tutorial course is available to all students to assist in learning the platform as well as a number of online guides. The Office of Online Education can answer questions and provide additional help. <http://www.northpark.edu/Academics/Online-Education>.

## **Self-Service**

Self-Service is a platform used by NPTS for registration, program planning, and account information. Students use this platform to register for, drop and add classes, to check their student account and financial aid, to view their grades and transcript, to pay their tuition and rent, and to update their personal information: <https://www.northpark.edu/mynpu-student/>. **Students must keep their contact information up to date.**

## **Help Desk**

The preferred way to get help with computer problems on campus is for students to submit a help desk ticket via the web. The help desk system can be accessed through the North Park website: <http://www.northpark.edu/Campus-Life-and-Services/Information-Technology>. This website provides tips and advice to help you determine the source of your problem.

## **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 will not be hindered. Academic life is full of challenges, and meeting those challenges should be a student's primary objective. NPTS requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance.

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

### **Application Integrity**

Failure to provide complete and correct information on the admissions application and/or during the application process may be grounds for dismissal or for disciplinary action.

### **Academic Integrity**

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University. Academic Dishonesty is addressed in the Academic Catalog available here: <https://www.northpark.edu/seminary/academics/seminary-catalog/>.

### **Attendance**

Students are expected to be prompt and regular in attendance at all scheduled classes. Individual instructors set attendance requirements for their courses. Arrangements for short-term absences due to illness or emergency must be made with the instructor. In circumstances requiring longer-term absences or special circumstances, the student should notify Seminary Academic and Student Services.

## CAMPUS SECURITY AND SAFETY: A SHARED RESPONSIBILITY

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

This first involves minimizing criminal opportunities wherever possible, including locking apartment doors; not leaving valuables in cars, hallways, or open rooms; and using lockers at the gym. This also includes encouraging North Park community members to be responsible for themselves and the security of others. You are encouraged to report any suspicious behavior or persons to security with utmost haste.

The University has established the following policies, procedures, and resources to help keep our campus safe. We hope that you will use this information to help foster a safe environment.

### Security Services

Located in the Magnuson Campus Center, the Office of Campus Security employs active and retired law enforcement personnel from local police agencies to maintain safety on the North Park Campus. North Park security officers patrol the campus 24 hours each day, 365 days per year. They have the authority to stop, detain, and question anyone suspected of committing a criminal offense on campus. Because they are law enforcement professionals, our security officers have power of arrest. Security officers enforce all rules and regulations of the institution.

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

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

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

### How to Report a Security Incident

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

- **Emergencies:** For campus emergencies, call Campus Security at 773-244-5600 (via the Magnuson Campus Center desk: ext. 6200 on campus phones, or 244-6200; then press 0) and request that a security officer be dispatched to the location. Security officers are equipped with portable radios and remain in constant contact with the Campus Center desk attendant. **Persons observing a crime in progress should contact local police by dialing 911 and then notify Campus Security personnel.** In the entry areas of the residence halls, desk attendants are able to call both the Campus Security and the local police from the desk.
- **Non-emergencies:** For situations where an immediate response by Campus Security or the police is not required, report your concerns to Campus Security via the Magnuson Campus Center (773-244-5600). The Campus Center desk attendant can put security personnel in touch with you. We

invite you to report any concern or observation regarding campus security, whether a serious emergency or a minor incident.

### **How Information is Shared**

When a criminal incident occurs or crime pattern arises which threatens the safety and/or security of the community, the Security Office informs the campus. The vice president for administration and finance may call a meeting with the emergency management team (including the university and seminary deans of students and the director of security, human resources and communications among others) to determine the most effective approach and process for information dissemination. Depending upon the nature of the incident, the committee may send flyers in the form of a security bulletin or alert, post bulletin board messages, contact residence hall directors and personnel, utilize campus publications, alert the local media, or in some cases send individual correspondence.

### **Viking Shuttle**

Campus Security also offers a Safety Escort Service from dusk till dawn. Additionally, Campus Security runs the Viking Shuttle, which provides vehicle service between 7:00 pm and 2:00 am during the school year. The Viking Shuttle is free to students and staff with a North Park ID. To request the Viking Shuttle, or a Safety Escort, call 773-244-5600. You can also use the LiveSafe app to contact the Viking Shuttle. More information about these services can be found here: <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/viking-shuttle/>.

### **LiveSafe**

North Park utilizes LiveSafe, a free safety mobile app for colleges. Students, campus employees, parents, and the community can use this to engage in a two-way conversation with our Campus Safety and Security Office, even when it's not safe to make a voice call. Users can quickly and easily contact 9-1-1 or North Park's security team to get help or report suspicious or unsafe activity. The app allows you to invite friends or family to follow your location while walking home or connect with a security escort via the SafeWalk and SafeRide requests; submit crime tips and safety information, with the option to include picture or video evidence; provides a way to contact the police; includes a safety map, and allows access to campus resources. Download the app for free on the Google Play or Apple App Store. More information is available at <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/livesafe/>.

### **Parking Regulations**

All students who park their vehicles in a North Park parking space are required to purchase a parking permit. Students are responsible for knowing and abiding by all parking regulations. Current information regarding parking permits, regulations, and violations can be found on the website. Questions should be directed to Student Administrative Services.

<https://www.northpark.edu/about-north-park-university/visit/parking/>

### **Visitor Parking**

Visitor parking is located in the Kedzie Avenue parking lot just north of Carmen Ave. Visitor Parking Permits are available from Seminary Student Services, or from Security at the Magnusson Campus Center Desk. Visitors should also consider parking on the side streets just north of campus. This Campus Map shows the parking lots and their assignments: <http://www.northpark.edu/About/Locations/North-Park-Campus-Map>

## SEMINARY AND CAMPUS RESOURCES

North Park Theological Seminary is part of the broader North Park University and Nyvall Hall, home of the seminary is located in the heart of campus. NPTS works in collaboration with NPU and utilizes many of the resources and administrative offices.

### C. John Weborg Center for Spiritual Direction

The Center for Spiritual Direction began in 2005 with its first cohort of 20 participants. During three one-week summer intensives and two year-long practicums, students may earn 15 credits and a Certificate in Spiritual Direction. In year one, participants begin by discerning and affirming their call and giftedness to the ministry of spiritual direction. In addition to course work, receiving and giving direction are core requirements of the program. Visit the following website for more information:

<https://www.northpark.edu/seminary/seminary-centers/center-for-spiritual-direction/>.

### The Center for World Christian Studies

The Center for World Christian Studies (CWCS) is a cooperative venture between North Park Theological Seminary (NPTS) and the Department of World Mission of the Evangelical Covenant Church. CWCS exists to engage students, missionaries, national church leaders, pastors and congregations together in intercultural biblical reflection, promoting God's mission among people around the world.

CWCS promotes the discipline of missiology throughout the curriculum of NPTS and the university by developing interdisciplinary courses addressing relevant global and missiological topics in the context of the various fields of study. Its aim is to prepare current and future leaders of the Covenant church to better engage with the cross-cultural context of the world. See the website for more information:

<https://www.northpark.edu/seminary/seminary-centers/center-for-world-christian-studies/>

### Prayer Room

A prayer room on the south side of Isaacson Chapel may be accessed through the front of the chapel or by a stairway located at the south end of the basement near N-1. It is open from 7:30 a.m. to 11:00 p.m. daily for private or group prayer and meditation. It is also used for spiritual direction throughout the week. Please see the schedule on the door for available times.

### University Ministries

[University Ministries](#) (UMIN) is a department dedicated to the spiritual formation of the North Park University community. Most programs are focused on undergraduate students, but UMIN collaborates with NPTS to provide meaningful ministry opportunities for seminary students. These include facilitating a small group, leading a Bible study, advising Global Outreach trips or serving as a site leader for Urban Outreach. UMIN may have a limited number of internships available for seminary students.

### Disability Services

The University is committed to full inclusion and participation of people with disabilities in all aspects of university life. Support services and reasonable accommodations to aid students with disabilities are coordinated by the Division of Student Engagement and the Learning Specialist. The University is also willing to relocate programs, services, or activities and to make events accessible. If you are requesting disability accommodations, you will need to complete the preliminary survey, submit necessary documentation and schedule a meeting with our Learning Specialist. For more information, visit our website at <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/disability-resources/>.

### Brandel Library –

The Brandel Library serves the Seminary and the undergraduate/graduate programs of North Park University. Our goal is to help you succeed at North Park. We welcome your ideas and concerns about the Brandel Library.

## Seminary Librarian

Steve Spencer is the Theological and Cataloging Librarian at Brandel Library. Students are encouraged to consult with Steve for help with term papers, exegesis questions, and any other research projects. Steve's office is located on the first floor of the library and he may be contacted by email at [srspencer@northpark.edu](mailto:srspencer@northpark.edu).

## Library website

The library website is <http://library.northpark.edu/> You may use this website to search the library's catalog and collection of online resources from on or off campus. The website also contains the library's current hours, staff contact information, library policies, and information on technology in the library and printing.

## Collections

The library has a strong circulating collection of theological books. Other physical collections to be aware of include a theological reference collection that includes a number of heavily used Bible commentaries, course reserve material accessible at the circulation desk, a small Christian Education (CE) collection in the curriculum center on the 2<sup>nd</sup> floor, and a collection of Covenant history materials in the F. M. Johnson Archives located on the lower level of the library.

The library also provides access to a number of digital resources including full-text e-journals, databases with articles, e-books, and digital collections of historic Covenant documents.

## Technology in the Library

The library has a computer lab on the lower level. There are additional computers throughout the library building and the library has a collection of Macbook laptops you can check-out at the circulation desk. The circulation laptops must stay in the library building. All library computers require a North Park username and password to login.

The library contains a number of printers and a copier and scanner available for students to use. Students are given an allowance for printing and may supplement it with additional money as needed. More information on the Papercut print management system used at North Park can be found at <https://wiki.northpark.edu:8447/display/ITKB/PaperCut>.

## Using Other Libraries

With your North Park ID card you have access to many libraries in the Chicago area and can have access to their buildings and check out their books. The library participates in two different reciprocal borrowing programs.

[IShare](#) is our most popular program and allows you access to many Illinois academic libraries and their books. You can search and request IShare books by using the library catalog and selecting "All I-Share Libraries" as the target for your search.

[ACTS \(Association of Chicago Theological Schools\)](#) is a second group of schools that you may access as a North Park Theological Seminary student. Please see the theological librarian for a special card before visiting an ACTS library.

Beyond IShare and ACTS the Brandel Library has the ability to request books and articles from libraries across the country. If you need an article that we do not have, you can submit an [ILL \(Interlibrary Loan\) request](#) and we will email you a .pdf of the article. You can also request books through ILL and have the book shipped to the Brandel library for you to pick up.

## Library Policies

Please consult the "About Us" section of the library's website for all current policies regarding borrowing materials, fines, and building use.

*Carrels* – the library allows graduate students to reserve a limited number of carrels on the third floor. Typically, two students share a carrel and they are reserved for an academic year. Please see the theological librarian for more information or to reserve a carrel.

### Library Resources for Distance Students

*Scanning material for distance students* – Library staff will digitally scan and e-mail shorter portions from print books and articles from print journals. Copyright restrictions preclude copying large portions or entire books. Such scans are especially useful for reference books (dictionaries, encyclopedias, handbooks, companions, etc., that contain shorter articles), biblical commentaries, and symposia (collections of essays by various authors), but also for chapters from books.

The library will mail books from our collection to distance students from our collection, at our expense, with some extensions of the usual 4 week loan period to account for mailing time. These may be renewed one or more times, following the regular loan procedure on campus. Students will be responsible for return postage.

Contact Steve Spencer for any questions about scans or loans for distance students.

### **Covenant Archives**

The Covenant Archives and Historical Library is the official repository of the records of the Evangelical Covenant Church. Archival collections include the correspondence, minutes, and reports of various denominational departments, as well as the records of numerous individual churches. Of note are microfilmed records of 355 Covenant churches founded before 1930. Personal papers of individuals include manuscripts, correspondence, diaries, and other documentary material. Much of the material written before 1925 is in Swedish. In addition, the Archives have extensive collections of indexed photos, audio and videotapes, and microfilms, which document the activities of North Park and the Covenant Church. The Historical Library, of approximately 6000 monographs and periodicals, complements the Archives. The Archives, located in the lower level of the Brandel Library, is open to researchers by appointment. Please contact the Archivist to make an appointment at 244-6224.

### **Center for Online Education (COE)**

The Center for Online Education is located on the garden level of Sohlberg Hall. This office oversees all on-line learning for the University including the Seminary's distance learning program. The office provides support for faculty and students using Canvas' course management system as well as strategic planning for distributed learning at the University. If you are having problems accessing online courses you can contact their staff at [coe@northpark.edu](mailto:coe@northpark.edu) or 773-244-6204

### **Counseling and Health Services**

#### Health Services

With support and direction from Swedish Covenant Hospital, North Park University's Health Services provides a variety of services for students to improve or maintain their health, obtain appropriate medical care, and make healthy life choices.

Health Services, along with Counseling Support, is located at 3317 W. Foster Avenue. Office hours are Monday through Friday from 9:00 am to 3:00 pm during the fall and spring semesters. A registered nurse is present on campus four days a week and a certified nursing assistant is present during office hours Monday through Friday. Basic services include evaluation of illnesses, referrals, access to basic cold medicine, first aid, pregnancy tests, blood pressure screening, allergy injections, immunizations (state required as well as travel), and tuberculosis testing. More information can be found here:

<http://www.northpark.edu/Campus-Life-and-Services/Health-Services>

In the event of a medical emergency call 911 or go directly to the Swedish Covenant Hospital emergency department on Foster just east of California. You can also reach the office staff at Health Services at 773-244-4897 or [healthservices@northpark.edu](mailto:healthservices@northpark.edu).

**The seminary strongly encourages that full-time students carry health insurance coverage.**

Every student taking six credit hours or more is required to complete a medical questionnaire when entering school. As required by law in the State of Illinois, all students born in 1957 or after must have their immunizations—measles (including a second measles shot), mumps, rubella, and diphtheria/tetanus—up to date and certified by a licensed physician or public health official. The only exceptions are for medical or religious reasons and a statement signed by a physician or religious practitioner indicating reasons for the exemption must be a part of the Health Record. International students are required to have a Mantoux tuberculin skin test, available at the Health Center for a small fee.

The Counseling Center

The Counseling Center seeks to address the spirit, mind, and body in facilitating personal and interpersonal growth and healing. It provides counseling, referrals, information, and other services. A counselor is available by appointment at (773) 244-5569 for a one-time consultation or ongoing, short-term counseling. The counseling center provides a limited number of free sessions to fulltime students. In addition, the Dean of Students has several referral options for students looking for an off-campus clinician. For more information about the Counseling Center, please visit their website: <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/counseling-support-services/>.

In case of an emergency, call 911 or go to a hospital emergency room.

**Student Administrative Services**

Student Administrative Services is located on the first floor of the Student Administrative Services Building. SAS is open Monday through Thursday, 8:00 am to 6:30 pm; Friday, 8:00 am to 4:30 pm; and Saturday, 9:00 am to 1:00 pm.

This office is responsible for the following:

- Student registration and enrollment
- Statements for tuition, fees, rent
- Signing promissory notes and other papers
- Exit interviews for Perkins loans
- Endorsing Stafford loan checks

**Student Accounts/Billing**

Students are responsible for knowing the billing policies of the University and Seminary: <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/>.

Student billing is processed on a semester basis. Students who are pre-registered for the fall term will receive bills beginning in mid-July. Billing for students pre-registered for spring classes will be billed in mid-December. You can always view current account balances online through SelfService.

All students are expected to make arrangements for financing each year's charges prior to the start of the academic year. Graduate students enrolling in August must have payment arrangements for the fall term in place by the time classes begin.

Estimated charges will be billed in advance of each term based on the student's pre-registration schedule as reported by the Registrar, and estimated aid as reported by the Financial Aid Office. *For information on rent billing see **Housing addendum**.*

Payment for those charges is due the first day of class of each term unless a payment plan is already in place.

Changes to pre-registration that occur during the registration period may affect student charges. Adjusted billing statements reflecting those changes will be issued after the second week of the term. Amounts due then are to be paid immediately.

After the second week of each term, any unpaid balance will be subject to a finance charge of 1.5% per month.

### Payment Plans

A Student Administrative Services Specialist can help you develop a comprehensive payment plan if desired. To contact Student Administrative Services, please call (773) 244-5560 or (773) 244-5605, or email the office ([studentaccounts@northpark.edu](mailto:studentaccounts@northpark.edu)).

### Business Office Clearance for Registration

All students must receive Business Office clearance in order to register for classes. Resident students need clearance in order to confirm campus housing. In addition, pre-registration cannot be confirmed without Business Office clearance.

To receive clearance *outstanding balances from prior terms must be paid in full and charges for the current term must be paid by the payment due date or payment arrangements must be approved.*

Satisfactory payment arrangements include *enrollment in an approved monthly payment plan or a pending approved loan/and or other financial aid.* (Note that Perkins loan recipients must sign promissory notes in the Student Administrative Services office.)

Students with outstanding balances will not be allowed to register for a new term until all amounts from prior terms are paid or financing is arranged (i.e., approved student loans or other Financial Aid is pending). Any student with an outstanding balance will not have transcripts released until all past due amounts are paid. Students with outstanding balances from the past semester may have registered courses dropped in future terms at the discretion of the Student Administrative Services office.

### Refund Policy

Students who withdraw before the end of a term may be entitled to a refund of charges.

Students who withdraw prior to the start of a term, or before the end of the first week of a term, are eligible for a 100 percent tuition and fee refund. Students who withdraw after the start of the second week of a term are eligible for partial refunds based on a schedule. See the course refund policy in [the Academic Catalog](#).

There will be no refunds of tuition and fees after the end of the fourth week of the term.

## **International Students**

North Park University is home to many international students from a wide variety of countries. The International Student Services Office has been established to provide orientation, counseling, advising, and referral services specially designed for the international student. The office also assists international students with immigration details vital to helping non-immigrant students obtain their educational objectives. All international students should report to the International Services Office upon arrival. More information is available here: <http://www.northpark.edu/Campus-Life-and-Services/International-Student-Services>.

In addition, North Park Theological Seminary provides academic support including free peer tutoring for students for whom English is a second language. Students should contact Academic Services for more information.

## **Recreation/Athletics**

The Helwig Recreation Center and is located on the southwest corner of Kedzie and Carmen. The building includes a 200 meter two-lane indoor running track, batting cages, two basketball/three volleyball courts, a 35-yard section of practice turf mirroring the turf on the outdoor competition field, a

climbing wall, a two-level fitness area, classrooms, and offices. NPTS students, faculty and staff are welcome to use this facility during normal hours which will be posted in the Helwig Recreation Center. Spouses of seminary students may purchase an ID card for \$100 per semester for the purpose of access to Helwig Recreation Center. See Seminary Student Services to request this access. An ID card is required for entrance, and a waiver must be updated yearly before use.

Seminary students are invited to participate in intramural sports at North Park University. Students may sign up individually or may organize teams to enter into the leagues. Helwig also offers a variety of group fitness classes each semester. Schedules can be obtained at the Helwig front desk.

More information about Helwig can be found here: <http://www.northpark.edu/Campus-Life-and-Services/Helwig-Recreation-Center>

## **Employment**

NPTS regularly posts community employment opportunities as well as national ministry opportunities to the Nyall News and Notes job board. There is a submission form if you would like to post an opening.

The University Website also has Employment Opportunities listed under Campus Life.

<http://www.northpark.edu/Campus-Life-and-Services/Career-Development-and-Internships>

The North Park University Human Resources Office is located on the third floor of Old Main. There are student employment opportunities on campus and NPU Employment opportunities are listed on the website under Human Resources: <http://www.northpark.edu/About/Prospective-Faculty-and-Staff>.

## **Campus Bookstore**

The campus bookstore, managed by Follett Higher Education Group, is located in the gymnasium building below the Viking Café. It sells textbooks, campus clothing and merchandise and other campus supplies. Through special software linkage to North Park's registration system, students are able to immediately order texts when registering for classes. The texts will be collected and held at the bookstore for subsequent pickup or can be shipped to their home. The bookstore website can be found here:

<https://www.bkstr.com/northparkstore/home>.

## **Food Service**

North Park food service is provided by ARAMARK and includes the campus dining room located in the Magnuson Campus Center, the Viking Cafe in the gymnasium building and Bickner Bistro and Einstein Bros Bagels located in the Johnson Center. Seminary students may purchase meal plans or individual meals.

The dining hall will be open to serve students at the beginning of orientation week in the fall semester. It will be closed during the Thanksgiving, Christmas and spring recesses. There is more information here:

<http://www.northpark.edu/Campus-Life-and-Services/Dining>.

## **Magnuson Campus Center**

The Campus Center 24- hour desk offers a variety of services. The Campus Center front desk serves as the university switchboard, and as the base for campus security communication. A desk attendant can contact the Physical Plant on-call engineer if needed after business hours. Dial 244-6200, and then extension '0' or call (773) 244-6200.

## **Postal Center**

The Postal Center is located on Foster Avenue, just west of the intersection of Foster and Spaulding Avenues. Current hours can be found on the web: <https://www.northpark.edu/campus-life-and-services/campus-services/postal-center/>

Sending mail from the Postal Center is welcome. The postal service is also able to provide most of your postal needs with the exception of registered mail, insurance and delivery confirmation. Overnight and

second-day mail is offered through three different carriers: UPS, Federal Express, and the Post Office. UPS also offers third-day delivery.

Please note that packages shipped via UPS must be received by 1 p.m. in order to go out that day.

### **NPU Announcements**

North Park University emails announcements to all community members throughout the school year. This includes campus wide special events, job opportunities, information on intramural sports, and security alerts. Though these announcements are general to the university community, they can contain information that is relevant and applicable to the seminary and its students.

## SEMINARY POLICIES AND PROCEDURES

These policies are designed to support and maintain a scholarly community that values diversity and an inclusive educational environment. Students must commit to conduct themselves honestly, thoughtfully, and consistently with the values of the community

### Standards of Conduct Policy

North Park Theological Seminary is committed to preparing individuals for Christian ministry in a variety of settings. This commitment assumes a high standard of conduct and competence among our students, faculty and staff. The Seminary encourages students to give attention to their spiritual lives through a vibrant devotional life in prayer, Bible study, and participation in the worship life of the Seminary community through regular chapel attendance. We urge students to seek an appropriate balance in their lives between personal, family, academic, and vocational responsibilities. NPTS also encourages students to become involved in the life of their churches and various communities. We are committed to creating a safe environment where theological exploration, community formation, and personal growth can take place.

To that end:

- *We agree* to honor God in all our relationships by maintaining appropriate boundaries, respecting one another, and looking to the needs of those around us.
- *We agree* to maintain the safety and well-being of others.
- *We agree* to respect and honor all those with whom we interact while a student at NPTS.
- *We agree* to exhibit behavior as persons called to Christian leadership that puts charity above self-interest.
- We will NOT behave in any way that endangers ourselves, the Seminary community, the academic process, or the ministries to which we have been called.
- We will NOT intimidate others with our words, actions or social media presence. This includes but is not limited to exhibiting threatening or bullying behavior, disrespecting community members including any students, faculty or staff or any other action that disrupts the safe and healthy function of the seminary community and its members.
- We will NOT exhibit behavior that creates undue noise, interrupts or harasses members of the seminary or university community. This includes but is not limited to drunkenness, violating quiet and/or courtesy hours, playing musical instruments and playing athletic games in a non-authorized campus building.
- We will NOT interfere with the safe or clean environment of others.
- We will NOT use tobacco in any form as it is prohibited in all campus buildings and on campus property. This includes smoking, chewing, vaping or dipping tobacco. (See full policy below)
- Animals of any kind are NOT permitted in seminary apartments unless it is a service animal within the meaning of the American with Disabilities Act and had been approved through the University office of Student Engagement.
- No one may record a class or other event without the express permission of the instructor or event coordinator.

The above behavioral guidelines extend to field education experiences or practicums and online activities including email, texting and social media. Please see the complete Social Media Policy below.

### *Visitors*

All members of the Seminary community have responsibility to help secure the community's welfare and safety by communicating to visitors the expectations established through these policies.

All persons shall take responsibility for their guests. Students hosting guests who violate seminary policy are subject to discipline.

### *Additional Regulations*

The Dean of Students and Community Life, with the advisement of the Pastoral Care Committee, may establish additional rules and regulations designed to implement this policy. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions of campus officials acting in the regular performance of their duties is not compatible with the seminary's function as an educational institution. Any such conduct, which is physically disruptive, constitutes a threat to the orderly operation of the campus, or endangers the health or safety of others, will result in disciplinary action.

### *Disciplinary Actions*

North Park reserves the right to discipline violators of its policies. Disciplinary action taken may include:

- An informal discussion with the Dean of Students and Community Life.
- A formal meeting with the Dean of Students and Community Life and members of the Pastoral Care Committee, and a subsequent letter of documentation of the incident, the formal meeting and discussion, and any sanction that is imposed. One copy of the letter is kept in the student's academic file.
- Any sanction, including disqualification for any seminary program is the sole discretion of the Dean of the Seminary, who may consult the Dean of Students and Community Life, the Dean of the Faculty, and/or the faculty as a whole to reach a final decision regarding a particular student.

## **Grievance Process for Violations of Standards of Conduct**

The process outlined below applies to any student grievance related to standards of conduct. Grievances challenging decisions or actions by the Dean of Seminary Students and Community Life proceed directly to Step 2. Issues involving the Policy against Discrimination, Harassment, Sexual Violence Relationship Violence and Retaliation should be addressed to the Title IX Coordinator and/or the Deputy Coordinator (See appendix for full policy).

Step 1. The grievance shall be presented, in writing, to the Dean of Students and Community Life. The grievance should be presented promptly and no later than five days after it arises. 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 Dean of Seminary Students and Community Life will conduct any investigation deemed necessary and may request the student grievant and the person who is the subject of the grievance, if any, to attend a joint meeting. 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 for support and/or guidance. The Dean of Students and Community Life will promptly render a decision.

Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the Dean of the Seminary. The appeal must be taken no later than five 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 Dean of the Seminary shall determine the appeal based upon the record presented, and any additional investigation the Dean of the Seminary deems appropriate. The decision of the Dean of the Seminary shall be final and binding.

### **Alcohol, Drug and Tobacco Policy**

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and based on an institutional commitment to provide a drug-free and alcohol-free learning and work environment, North Park is committed to the following institutional policy that applies to all students and employees. These policies apply on campus and at all institution-sponsored events.

#### *Prohibitions*

**Controlled substances:** North Park strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. North Park also prohibits possession, use or distribution of medical marijuana.

**Alcohol:** North Park prohibits the possession or use of alcohol on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. No North Park sponsored publication, broadcast or other communication shall accept or contain any promotion of alcoholic beverages. Further, North Park does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications.

In the State of Illinois, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. It is against Illinois law to sell or furnish alcoholic beverages to persons under the age of 21, as well as to sell alcoholic beverages without a license to any person. North Park community standards and the laws of the State of Illinois ought to guide student decisions about the use of alcoholic beverages. Students who violate these standards and laws risk the sanction of the community.

Any student found present in an on-campus situation where alcohol is found and/or being consumed by minors is also culpable. Behavior that is disruptive to the community and related to the influence of alcohol and/or other substances is prohibited. *North Park expects its students to be sober while on campus.* Any student, who after using alcohol and/or other substances, exhibits disruptive behavior, becomes physically violent, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy.

#### *Available Assistance*

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

#### *Smoke and Tobacco Free Policy*

Smoking and tobacco use is prohibited on all campus property at North Park University, both indoors and outdoors, in university owned buildings, vehicles and in privately owned vehicles parked on Campus property. Smoking is defined as the use of smoke producing tobacco products and includes but is not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs.

This applies to any individual on the campus and includes but is not limited to students, staff, faculty, other employees, contractors or visitors to the campus.

### *Student Disciplinary Sanctions*

Students who violate North Park's policy concerning drugs, alcohol or tobacco will be referred to the Dean of Students and Community Life for possible disciplinary action, up to and including dismissal, depending on the severity of the case.

### **Language Guidelines for Inclusive Worship**

“As Christian communicators we acknowledge our responsibility to affirm and promote the equality of all people. We have committed ourselves to be inclusive, therefore, in people language and imagery in an effort to eliminate prejudice of all sexual, racial, ethnic, national, denominational, cultural, or physical nature. This way of proceeding in no manner seeks to deny individuality in any of these respects. Rather it guards against any use of word or phrase that tends to exclude people.” (Board of Publication Policy, Evangelical Covenant Church, 1987).

Language is important. It defines who we are as people. Language influences, shapes and molds attitudes and actions. Thus, we request that the seminary chapel become a context of sharing and learning about one another, and where language used can affect and include everyone for the Gospel.

Inclusive language can be defined as the use of words in such a way that persons, male or female, youth or adult, clergy or laity feel included. It is not sufficient that the leader “intends” to include everyone. In communication theory, it is the receiver of the message who assigns meaning to it out of their own life experience. The use of primarily masculine pronouns in chapel has the potential to exclude part of our seminary community. If sensitivity is not modeled in the seminary years, future pastors may risk excluding many in their congregation during their worship services. With this in mind, we make the following suggestions for those leading and speaking in our seminary chapel services:

Hymns in relationship to the people of God:

- Use the language as it exists when, all things considered, it is clearly the best option.
- Consider the following options as possible substitutions for masculine nouns and pronouns such as sons, fathers, brothers, or brethren: One, child, all, saints, Christians, people.
- Omit stanzas where masculine words cannot be changed (as above) to be inclusive of both men and women.
- When changes are made, it is best to have the hymn printed in the worship program (assuming no copyright infringement). Changes should be as seamless as possible.

Biblical Readings in relationship to the people of God:

- In the reading of the Biblical texts aloud, consider using the NRSV and NIV, which translate gender neutral Hebrew and Greek words in an inclusive manner (a more accurate translation).
- When reading from versions with less than accurate use of gender nouns and pronouns consider the following substitutions (*only after checking the original language for intention and historical situation*): Where the text reads “brothers,” read “brothers and sisters.” Where the text reads “men,” read “men and women” or “people.” Where the text reads “he,” read “they” (now considered to be grammatically correct).

Prayers:

- Consider using a variety of terms in addressing God. “Father” is not the only title for God, even though it is a biblical and meaningful one.
- Use a descriptive word along with God, such as loving God, merciful God, generous God, creative God, forgiving God, etc.
- Use biblical titles and descriptions such as “Ancient of Days,” “Alpha and Omega,” or “Counselor.”

Sermons:

- Make an effort to use inclusive language (he/she, sisters and brothers, they) in descriptive material.
- Tell stories and give examples from a wide range of experiences and types including considerations of audience: gender, age, ethnicity, etc.

## Nyvall Hall Room Use Policy

### *NPTS Event Organization and Booking:*

In order to use a room or space on campus, events must be sponsored by the Seminary or one of its registered student groups. Rooms must be booked by Seminary Student Services or the faculty sponsor. Use of space for personal reasons or outside groups, must be arranged and approved through University Conference Services: <https://www.northpark.edu/about-north-park-university/campus-locations-and-facilities/facility-rental-conference-services/>.

The following factors should also be taken into consideration regarding events and room reservations.

- Rooms are only for North Park University or Seminary events sponsored events. Individuals or outside groups may wish to use spaces on campus, but this request must go through University Conference Services. You cannot make arrangements for outside groups or for personal events without consultation of Conference Services.
- It is the responsibility of the person in charge of the event to be certain the room is left clean, with trash properly disposed, leftover food removed, and furniture in original placement.
- Food or beverages are not allowed in Isaacson Chapel, with exception of Communion elements.
- Although food is allowed in classrooms, great care should be taken to clean and protect surfaces.
- No furniture should be removed or artwork taken off the walls in any room without the permission of the Dean of Students.
- If the event involves use of the kitchen, refer to the section on Nyvall Hall Kitchen use for instructions below.
- Alcoholic beverages may not be served in Nyvall Hall, with the exception of Communion elements.

Ultimate authority for decisions regarding room use in Nyvall Hall rests with the Dean of North Park Theological Seminary.

## Nyvall Hall Kitchen Use Policy

- As a general rule, always leave the kitchen cleaner than when you entered it.
- No one is allowed to leave unwashed dishes in the kitchen for any reason. When you use any dishes, mugs, or silverware in the kitchen, you are responsible for cleaning them and putting them away in an appropriate place. Leaving them in the drying rack, is not putting them away!
- **The refrigerator in the kitchen is for staff and faculty use only.** Students may use the refrigerator in the Student Lounge in the lower level of Nyvall Hall. The refrigerator may not be used for long-term storage. **Please label/date your food!**
- Any and all food waste must be placed in the trash and never the sink, as it clogs the drains
- The sink near the coffee should not be used for washing dishes, only hands.
- No personal items should be left in the kitchen for any reason. Personal coffee cups may be left in the appropriate cabinet.
- **Food left out is not free for the taking unless labeled as such.** Food in the fridge is there for events or belongs to faculty/staff and is not free for the taking. The exception is coffee cream.

- Supplies belong to seminary offices. If you are hosting an event, you are responsible to provide your supplies, etc. If you would like to use the dishes, serving ware, etc. make arrangements with seminary staff ahead of time.

### **Psychological Screening Protocol and Policy**

North Park Theological Seminary collaborates with Midwest Development Network (MDN) to provide a variety of psychological assessments, which help to evaluate students' readiness for ministry. Together with the church, we recognize the need for wholeness and health while serving in vocational ministry. We hope this process will help all our students journey toward greater awareness and personal formation regardless of where their vocational path may lead them.

1. In their first year of study, all degree-seeking and CCS students are required to enroll in Vocational Excellence, through which the psychological screening is completed. Students will be registered for Vocational Excellence (FLDC 5300) through Seminary Academic Services. Instructions for completing the psychological assessments will be sent to students by MDN via email. Follow up sessions with MDN counselors will take place during the Vocational Excellence class.
2. Written reports will be sent or given to each student by MDN. Students may choose to sign a release of information to Midwest, which allows a copy of the report to be sent to the Dean of Students and Community Life. We strongly encourage all students to release a copy of their report in order to help the seminary better support each student as they pursue the recommendations given. Reports will remain confidential.
3. The Dean will work with all students to follow any recommendations or requirements made in the report.
4. All degree-seeking students are required to complete this testing to continue studies at NPTS. Failure to follow through with these requirements will result in a registration hold.

### **Records Disclosure**

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

- The right to inspect and review information contained in the student's educational records.
- The right to request amendment of the contents of student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to prevent disclosure without consent, except as permitted by the Act.
- The right to secure a copy of North Park Theological Seminary's record privacy policy.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by North Park Theological Seminary to comply with the provisions of the Act.

Each of these rights with any limitations or exceptions is explained in North Park policy statement, a copy of which may be obtained in the Records Office.

North Park may provide Directory information in accordance with the provisions of the Act without the written consent of a student, unless the student submits a written request that such information may not be disclosed. The following items are designated as Directory information: name, spouse name, address, phone number, enrolled program, denominational affiliation.

Current eligible students may prohibit general disclosure in the Directory by notifying the Dean of Students and Community Life in writing within 10 calendar days after the first scheduled class day of each fall term. North Park will honor the request for one academic year only; therefore the student must

file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold Directory information. Regardless of the effect upon a student, North Park Seminary assumes no liability that may arise out of its compliance with a request that such information be withheld. Failure by a student to request non-disclosure of Directory information constitutes consent to disclosure.

Any questions concerning rights and responsibilities under the Family Educational and Privacy Act should be referred to the Records Office.

## **Social Media Policy**

North Park Theological Seminary recognizes that social media is a relevant means of communication for the students, faculty, staff, alumni, and friends in our community. Those who use this platform should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional and individual reputations. The following serves as a guideline for the use of social media as it pertains to North Park Theological Seminary students, the NPTS Facebook group and community standards of conduct. These guidelines have been adapted from the social media policy of North Park University:

### **A. Responsibility and Transparency**

- a. You are responsible for anything you write and do online.
- b. If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
- c. Never underestimate the power of words, photographs and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.

### **B. Practice academic integrity**

- a. Do not post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.

### **C. Respect your audience and community**

- a. Abide by the ethical, moral, and professional standards of North Park University as outlined in the Academic Catalog, Student Handbook, Employee Handbook, and Manual of Academic Personnel Policies. This includes the Policy Against Discrimination, Harassment, and Retaliation.
- b. Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.
- c. Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
- d. Think about the consequences of what you are posting. Assume your post will spread. We encourage responding to community members offline as it is a more effective way to resolve disagreements.

### **D. Unacceptable Posts Will Be Removed from the NPTS Facebook page**

Actions that are unacceptable in other settings are also unacceptable on social media platforms. Posts or interactions that violate our community standards and policies will be removed at the discretion of the administration. These include, but are not limited to, the following:

- Harassment or disrespect in any form.
- Failure to respect the rights of others.
- Distribution of copyrighted materials without the permission of the copyright owner.
- Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.

If you feel that you have been harassed or victimized by another individual's social media use, please report it to the Dean of Students and Community Life.

**Free Expression/Peaceful Assembly**

North Park Theological Seminary is embedded within the broader North Park University community. The University affirms its belief in the importance of free expression and the right of all members of the University community to speak in favor of causes that they support, and to criticize policies with which they disagree. At the same time, students share with the University a responsibility to help insure a campus climate of civility—one that is not intimidating, hostile, or demeaning to any individual or group. Therefore, obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. As a general guideline, “obstructive demonstrations” are those which attempt to deliberately disrupt access to University facilities or activities relevant to the University’s mission or which by number of participants and location of demonstration effectively prevent access to a University facility or participation in a University sanctioned event. Additionally, University community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved. University community members must adhere to University posting regulations at all times.

## APPENDIX A

### **Title IX and Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation**

North Park is a diverse campus community that is committed to providing a uniformly welcoming environment. North Park is committed to providing a safe community for students, faculty, and staff, and does not tolerate harassment, discrimination, sexual misconduct, relationship violence, or retaliation of any kind. To find more information on current North Park policies, procedures and resources, please visit [Safe Community](#). The policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation applies equally to every member of the North Park community. A copy of the Policy can be found at [www.northpark.edu/About/Title-IX](http://www.northpark.edu/About/Title-IX).

## APPENDIX B

### Housing Policies

Seminary Housing Policies are Available online at:

<http://www.northpark.edu/Seminary/Community-Life/Housing/Housing-Guidelines>

On campus housing at North Park Theological Seminary (NPTS) represents a major facet of community life. Over the years, the institution has expanded its commitment to creating attractive, livable spaces for students and their families. All NPTS apartments are within a short walk of the campus.

Students should apply online for housing following acceptance to NPTS. Incoming students have the opportunity to indicate specific requests for apartments on the housing application. Assignments are made in consideration of when the housing application was received, size of family, date of arrival, and availability. Every effort will be made to accommodate these requests when assignments are made.

NPTS housing is provided under the umbrella of North Park University (NPU). NPU designates specific apartments as NPTS housing. Periodically, a review of allocated apartments is performed to balance the housing needs of NPU undergraduate students and NPTS students. NPTS housing is first and foremost made available to degree seeking NPTS students. After meeting the needs of NPTS students, apartments may be re-allocated for usage among the NPU undergraduate student population. On rare occasion, available apartments may be utilized for other purposes only after approval by the NPTS Dean of Students and Community Life, and the NPU Vice President of Finance.

#### Housing Agreement for NPTS Students

##### Period of Occupancy

1. **Move In Dates:** Typically, apartments are available for occupancy by students starting August 1, although this guideline is flexible. This date applies to anyone new to seminary housing. Those transferring apartments may be asked to do so at an earlier date to allow for appropriate transition time.
2. **Rent Increases:** New rental rates go into effect on August 1 of each year.
3. **Summer Policies:** Students gone for at least one month in the summer, between June 1-August 15, but returning in the fall, may keep their apartments intact and hold them by paying half the monthly rate if their apartment remains empty for the period of time they are away. If you choose to sublease your apartment, see protocol for sublease. Exceptions to this policy are students gone for a 6 to 11 week CPE outside of Chicago for the summer or those doing a full-time unpaid summer internship. These students may keep their apartments intact and will pay no rent for the duration of this required absence upon receipt of documentation from their church or internship location indicating lack of compensation.
4. **Move Out Dates:** Students who have completed their studies at NPTS should plan to leave student housing no later than June 30 of the year in which they graduate (or January 31 for December graduates). Exceptions to this rule are made only by means of petition to the Dean of Students and Community Life.
5. **Academic Eligibility:** In order to remain eligible for student housing, students must take a minimum of 6 academic credit hours during the fall semester and during the J-Term/spring semester.
6. **The duration of stay in NPTS housing is limited according to your degree program:**
  - MDiv — 5 Years
  - MACF — 4 Years
  - MATS — 4 Years

- MACM — 3 Years
  - Ministry Certificate — 1 Year
  - Diploma — 2 Years
  - Dual-Degrees — Add 1 Year
7. **Field Education:** Students who are planning on doing field education in the Chicago area may petition the Dean of Students and Community Life to have the academic requirements waived while on internship and to have their duration of stay extended for up to one year.
  8. **Undergrads and Non –Seminary Graduate Students Assigned to Seminary Housing:** Undergrads approved by the undergrad housing office may live in Seminary Housing provided there is space available (see paragraph 5 in “Application and Assignment”). Other non-seminary graduate students may also apply to seminary housing if there is availability. However, they must adhere to the move-in/out dates that apply to all undergrads. Generally, this means that they may not live in housing during the Summer months.

### **Application and Assignment**

1. Applications for on-campus housing are made to the SHC. In order for housing to be assigned, a completed application form and a \$50 non-refundable application fee must be received by the SHC. (Applications may be [accessed online](#).) The \$50 non-refundable fee will be applied toward the \$250 damage/cleaning deposit. Assignments for fall are made during the early summer.
2. NPTS does not guarantee availability of housing; therefore, students are advised to apply for housing as soon as possible. While housing applications are accepted on an ongoing basis, the priority deadlines are July 1st for the Fall semester and December 1st for the Spring semester.
3. Students are informed of their housing assignment in writing via e-mail (sent to the student’s North Park issued e-mail account). The e-mail informs the student of their housing assignment and notification that the remainder of the damage/cleaning deposit of \$250 is due prior to the student’s arrival. See Deposits and Other Costs for more details about the deposit.
4. NPTS/NPU reserves the right to reassign housing in the interest of providing adequate housing for all students. Every effort is made, however, to avoid moving students who have not requested a change. The NPU Physical Plant will assist students required to move by NPTS/NPU. While every effort is made to accommodate all students who apply for housing, occasionally it is necessary to prioritize who will receive an apartment. In the event that housing becomes full Seminary students will have first priority, followed by non-Seminary graduate students. If room is still available, undergraduate students approved by the undergraduate housing office will be assigned on a first come first served basis.

### **Terms of Housing Agreement**

1. All housing assignments commit the student to rental payments for the period they occupy the apartment. Rent is calculated to the date that the student moves into and out of the apartment.
2. Rent is posted to your account on the first of each month, and payment is due upon receipt. Rent is payable at NPU Student Administrative Services or online through [WebAdvisor](#). NPTS/NPU retains the right to evict those students who fail to pay on a regular basis or who fail to make arrangements for payment with NPU Student Administrative Services. Late fees will be assessed to accounts past due.
3. Seminary Housing is for the assigned student, spouses and children only. Any exceptions must be approved by the Dean of Students and Community Life prior to moving in.
4. NPTS/NPU retains the right to inspect apartments for the purpose of periodic evaluation of their condition. Notice of at least three days will be given before inspection takes place.
5. Animals of any kind are not permitted in seminary apartments unless the animal is a service animal within the meaning of the American with Disabilities Act or the animal is an emotional support animal. In all cases the student must contact the SHC and the Student Success Learning

Specialist to fill out the required paperwork prior to bringing the animal into Seminary Housing. Animals visiting with their owners are not permitted in apartments unless they are service animals.

6. Smoking and vaping are prohibited on the entire North Park University campus. As all apartments owned by NPTS are considered part of the campus, smoking and vaping is not allowed.
7. Prior to 9:00 pm, noise must be controlled at a level deemed reasonable by your neighbors. Repeated violations are grounds for eviction at the sole discretion of the NPTS Dean of Students and Community Life. After 9:00 pm, there is a strict “no-noise” policy in all NPTS apartments.
8. Violations of any of the policies outlined in the Housing Guidelines or a failure to pay rent will jeopardize the opportunity to remain in NPTS housing. A student may be evicted at the sole discretion of the NPTS Dean of Students and Community Life who may consult with the President and Dean of NPTS.
9. All complaints and appeals regarding housing procedures and decisions should be directed only to the NPTS Dean of Students and Community Life.

### **Deposits and Other Costs**

1. A damage/cleaning deposit of \$250 is required to secure your assigned housing. This amount includes the \$50 non-refundable fee submitted with your housing application. Should the applicant decide not to rent an apartment after the full deposit has been paid, the \$50 non-refundable fee will be deducted from the refunded amount.
2. The \$250 damage/cleaning deposit is refundable only after the final inspection of the apartment has been completed to assess damage/cleaning costs. A final inspection will take place after move out. The assessed damage/cleaning cost will be deducted from the \$250 damage/cleaning deposit with the remainder, if any, refunded. (If a student has a tuition or rent balance, the refund is automatically put toward that balance.)
3. Rent charges include electricity, gas, and heat. Internet is included only for apartments south of Foster
4. There is a \$10 charge for any lost key or additional key.

### **Move Out Procedures**

1. In order for rent to be turned off, students must turn in a check-out sheet (available from the SHC) with their keys to NPU Physical Plant when they leave the apartment. The check-out sheet outlines the standards on which the decision about returning the deposit is based. Failure to follow the check-out procedure will result in the delay of the repayment of the damage/cleaning deposit and additional rent charges.
2. When students vacate their apartment, they must also remove their belongings in the basement storage area. Up to \$75 or the actual cost of removal, whichever is greater, will be deducted from the damage/cleaning deposit for the removal of any items left in housing.
3. In the event that a student moves from one NPTS housing unit to another, the “old” unit will be assessed for damage and cleaning by NPU Physical Plant. Assessed damages will be charged to the student’s regular account. The return of the damage/cleaning deposit only applies when the student moves out of NPTS housing. (**Please note:** Students must be pre-approved for an inter-campus move.)

### **Security and Protection**

1. NPU Campus Security patrols campus 24 hours a day. For both emergencies and non-emergencies call 773-244-5600 or the NPU campus desk at (773) 244-6200 and push “0” for the operator. In addition, do not hesitate to call 911 for emergency police, fire, or ambulance service.

2. Security Systems: Students may, at their own expense and with the permission of the SHC, have a home security system installed. The monitoring company must be notified that the system is installed in NPU student housing and the primary contact number must be listed as 773-244-5600 (Campus Security Desk). Students should also list a trusted neighbor who can check on their apartment if the student is out of town. In the event of a false alarm activation, it is the student's responsibility to contact all parties listed on their account to advise them of the situation. False alarms with a police response are at risk of receiving a \$75 ticket.

### **Furnishings**

All apartments are unfurnished, equipped only with a gas stove/oven, refrigerator and a shade for every window in the apartment. Washers and dryers are provided in the basement of each apartment building and on the 3rd floor of the building at 5151 N. Christiana. Due to the lack of space, students living in NPTS apartments may not bring their own washers or dryers. Pictures should be hung using hooks that have nails at a 45-degree angle. Towel racks, shelves, etc. may be added only with the permission of the NPU Physical Plant and the SHC.

### **Building Facilities**

#### *Apartment Basement Storage*

Most NPTS apartments have a designated basement storage space. NPU Physical Plant staff may remove any items stored outside this space. When students vacate their apartment, they must also vacate this space, or relinquish their claim to items that remain. All basement storage space is at your own risk.

#### *Heating*

All apartments are equipped with one of the following heating systems: baseboard heat, radiators, or forced air. Most apartments have their own thermostat, though a few buildings have only a single thermostat that controls the heat in the entire building. If you encounter a problem with the heat, please inform Phys Plant through the help desk website (see below for details on filling out a trouble ticket).

#### *Electrical Systems*

Many of the NPTS/NPU's apartments were built when there were fewer household appliances in use. The electrical wiring, therefore, is not meant for the modern usage. Be careful with microwaves, toasters, computers, televisions, hair dryers, etc., and how much current is being used at any one time. If the power breaks a circuit, there is a circuit breaker in the basement; residents should flip the appropriate switch and then try to identify what went over the "limit." Light bulbs in ceiling fixtures should not exceed 120 total watts (i.e., two 60-watt bulbs). Higher wattage bulbs will burn out more quickly.

#### *Miscellaneous*

1. To avoid problems with pests, be sure to put trash in closed plastic bags before taking it to the dumpster. Dumpsters and recycling bins are near each apartment and serviced regularly. Do not leave garbage or recyclables out in the open, but place them in the appropriate bins.
2. Permanent structural changes are not to be made in NPTS apartments. This includes, but is not limited to the following: wall partitions, lighting fixtures, ceiling fans, kitchen countertops, additional shelving, etc.
3. Painting of NPTS apartments is not permitted.
4. Students wishing to have cable television installed must contact the SHC prior to the installation date. Satellite/Dish systems are not permitted. Cable installation is not allowed in the 5151 N. Christiana building.
5. Parking on campus is very limited. Even though some of the apartment buildings have designated parking lots, there is no free parking on campus other than street parking. All students using NPU parking lots are required to purchase an annual parking pass.

6. If you have a medical condition that requires a medical professional to visit your apartment in order to render treatment, you must notify the SHC. The same applies for voluntary medical procedures conducted in your apartment.
7. Do not use Drain-O, Liquid Plumber, or other concoctions to address slow or clogged drains. Please contact the Physical Plant by following the procedure for maintenance requests and they will address the issue.
8. Usage of charcoal and/or gas grills is prohibited on the rear staircases and on buildings with balconies.

### **Apartment Assistance**

When something in the apartment needs repair, it is important that it be dealt with as quickly as possible. When tenants notice anything that needs maintenance attention, they should submit a help desk ticket to Physical Plant. Whatever the maintenance request, we encourage residents not to delay in reporting it. It should be called in before the situation worsens. To submit a help desk ticket, follow these steps:

1. Log in to the [help desk website](#).
2. Click “create issue,” located in the upper right-hand corner.
3. Complete the required fields:
  - Project: Physical Plant.
  - Issue Type: Don’t change this; it should remain as “ES-General”.
  - Summary: Provide a brief/one-line summary of the problem.
  - Building: Select your building address from the summary (5151 N. Christiana building is listed as “Jackson”).
  - Location in building: Enter your apartment number. If the issue is in a common area (e.g., hallway, laundry room, etc.), enter that information. Be specific (i.e., 2nd floor landing).
  - Equipment: Leave this blank.
  - Description: Provide a detailed description of the problem. Your issue can be addressed faster when we don’t have to send follow-up questions.
  - Other-Reporters: Enter the SHC’s name here (you can search via their email address). This step is required, so please do not forget it.
4. Click “Create,” and your information will be submitted to Phys. Plant.

When employees of NPU’s Physical Plant come to a resident’s apartment, they are never to arrive before 10:00 in the morning, unless prior arrangements are made with the resident (or it is an emergency), and they will knock two times before entering. Once they open the door, they will call out “Physical Plant” before entering the apartment. They will be wearing tan and brown uniforms (custodial personnel will be wearing blue). Should NPU Physical Plant personnel stop by when a resident is not in the apartment, they will leave a card saying why they were there.

Requests for **repairs or servicing of the washers or dryers located in NPTS apartments** are also to be submitted via a help desk ticket by those who discover the problem. Once a problem is discovered, residents should place a sign on the machine instructing others not to use it.

If a resident is locked out of their apartment, they may call NPU Campus Security (773-244-6200).

For further information about on-campus housing, please contact the SHC at [semhousing@northpark.edu](mailto:semhousing@northpark.edu).

### **On-Call Maintenance/Custodial Programs**

### *Purpose of Programs*

The On-Call Engineer/Custodial Programs exist to provide North Park University with a 24-hour emergency maintenance and custodial service. The programs are intended to provide timely responses to students, faculty and staff in campus facilities who are experiencing emergency maintenance and custodial situations. The On-Call Engineer/Custodial Programs extend the Physical Plant Division's normal operating hours (8:00 am to 4:30 pm, Monday through Friday) to include weekday evenings, weekends and holidays. The On-Call Engineer/Custodial Programs exist solely to provide emergency assistance to affected individuals on campus facilities and are not substitutes for common maintenance concerns.

### *What is an Emergency?*

A disaster, unusual occurrence, utility malfunction, or equipment failure that presents imminent danger to life, limb, or property is considered an emergency and should be called in immediately. Minor concerns that do not present such danger are not considered emergencies and will be handled in a timely fashion during normal working hours.

### *Who to Call*

On-call personnel will receive calls coming from **Magnuson Campus Center ONLY**. Seminary students, faculty and staff may report issues directly to Magnuson Campus Center Desk (x6200) at 773- 244-6200.

### What Information to Give

1. Building Information (location of concern)
  - Building address or name
  - Apartment number
  - Area within apartment
2. Nature of Problem — be specific
3. Contact information for concerned individual
  - Phone number to be reached at
4. Brief history of problem

### Response Timeline

1. Call placed to Magnuson Campus Center x6200
  - Information given – building location, nature of problem, contact information etc.
2. Contact made with Concerned Individual — **30 minute maximum**
  - Engineers will gather information regarding the request
  - Determine response needed
  - Inform individual of actions to be taken
  - Provide contact information
3. Physical Response to Concern — **60 minute maximum (90 minutes after initial call)**
  - A physical response will only occur if the request meets the requirements of an emergency situation: A disaster, unusual occurrence, utility malfunction, or equipment failure that presents imminent danger to life, limb, or property.
  - Minor concerns that do not present such danger are not considered emergencies and will be handled in a timely fashion during normal working hours. These include but are not limited to...
    - Clogged toilets
    - Burned out light bulbs
    - Blown fuses