



NORTH PARK

THEOLOGICAL SEMINARY

CHICAGO

STUDENT HANDBOOK

Welcome to North Park Theological Seminary! This handbook is a companion to the [NPTS Academic Catalog](#), and contains additional information regarding seminary life, including policies, procedures, services, and resources. Please familiarize yourself with the student handbook, as you are responsible for the information it contains and your enrollment as a student is your agreement to abide by all policies. The student handbook also provides 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** (SemServices@northpark.edu).

CONTENTS

INTRODUCTION

THE NPTS COMMUNITY

SEMINARY ADMINISTRATION

STUDENT RESPONSIBILITY

Identification Cards/Email

Student Health Insurance

Immunizations

Financial Responsibility

Canvas/Self-Service/Help Desk

RESPONSIBILITY TO THE INTEGRITY OF ONE'S EDUCATION

Application Integrity

Academic Integrity

CAMPUS SECURITY & SAFETY: A SHARED RESPONSIBILITY

Security Services

Viking Shuttle/LiveSafe

Parking Regulations

SEMINARY AND CAMPUS RESOURCES

C. John Weborg Center for Spiritual Direction

The Center for World Christian Studies

Prayer Room

University Ministries

Disability Services

Brandel Library

Covenant Archives

Center for Online Education (COE)

Counseling and Health Services

Student Administrative Services

Student Accounts/Billing

International Students

Recreation/Athletics

Employment

Campus Bookstore

Food Service

Magnuson Campus Center

Postal Center

NPU Announcements

SEMINARY POLICIES AND PROCEDURES

Standards of Conduct Policy

Grievance Process for Violations of Standard of Conduct

Alcohol, Drug, and Tobacco Policy

Language Guidelines for Inclusive Worship

Nyvall Hall Room Use Policy

Nyvall Hall Kitchen Use Policy

Psychological Screening Protocol and Policy

Records Disclosure

Social Media Policy

Free Expression/Peaceful Assembly

APPENDIX A

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

APPENDIX B

Housing Policies

INTRODUCTION

Welcome! Whether you are a new or returning student, we are delighted to have you as part of our learning community. On behalf of the faculty and staff of NPTS, we look forward to walking with you as you engage in the transformative experience of theological education and continue to discern your vocational call.

Our desire is to foster a welcoming and healthy learning community where all members practice hospitality. As a Christian community, we seek to create 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.

This student handbook was created to help you on that journey. Whether you are a student on campus, online, or a conference cohort, this handbook highlights your responsibilities as a North Park community member and contains useful information for navigating your life in seminary. In it, you will find the policies and procedures which help govern our life together.

Our prayer for you is that you are transformed by the people you meet and the classes you take. We hope you find belonging and meaning in your experience at NPTS. 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.

Many blessings on the journey,

Emily Wagner

Director of Student Life and Formation

A NOTE REGARDING FALL 2023

As we live, minister, and study together during the COVID-19 pandemic, 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/pandemic-response-planning/>

These policies are in addition to those outlined in this student handbook.

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 integral part of the community.

Community Events

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

Community Worship

Corporate worship is a crucial component of our community life together. NPTS offers weekly worship services during the academic year and during intensive weeks. These services are both a time to worship as a community as well as a time for students to learn how to plan and lead worship services to prepare for future ministry. The structure and style of worship services 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 and encouraged to participate.

The worship life at North Park Theological Seminary is the responsibility of the Chapel Coordinator who works with a team of students and faculty. 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.

Worship is often followed by a community meal. These meals serve 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 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 students as well as general community and worship gatherings.

Student Leadership

The seminary community needs the gifts and participation of all its members. The community is an opportunity for each to develop and strengthen leadership and ministerial skills. NPTS students are invited to serve on a Student Leadership Team, generally for a term of two years. Serving as a member of the Student Leadership Team is a great way to be an active part of the student body.

The mission of the Student Leadership Team (SLT) is to minister to and through the Seminary community through student-initiated events, services, advocacy, and cooperation with other Seminary offices. The SLT meets each month to address students' needs and concerns and to plan social events for the student body. It also provides a student representative to the administration, faculty, and the Seminary Board of Trustees.

The SLT focuses its work in the areas of Community, Care, Connection, and Communication. For the Academic Year of 2023-2024 the team will focus its work on bolstering campus life with the goal of integrating representation of all the constituencies which make up the entire NPTS student body.

All students are strongly encouraged to bring ideas and concerns to the Student Leadership Team.

SEMINARY ADMINISTRATION

Dean of the Seminary

The Dean of the Seminary is responsible for the 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. Students should feel free to reach out to the dean by setting up an appointment to meet during his office hours.

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.

Director of Student Life and Formation/Seminary Student Services

The Director handles matters pertaining to community life and formation. All non-academic student issues are handled by the Director in collaboration with the Dean of the Seminary. Some concerns and responsibilities of this office include the worship life of the community, orientation of new students, Vocational and Spiritual Formation, advising, student support, counseling and other referrals, pastoral care, and student leadership. The Director is available for discussion regarding any of these matters, or personal concerns, by appointment.

The Director 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 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 office of Contextual and Lifelong Learning assists students in planning for internship and Clinical Pastoral Education (CPE) requirements. Field Education requirements vary depending on degree program and vocational interests. Details about these 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 seminary. Students will submit a photo during online seminary orientation and then pick up their ID card at Security Services during regular business hours. Distance students may pick up their card during their first intensive course on campus. 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 card should go to the Student Administrative Services office and request a replacement. 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 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 on 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 Nyvall 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.

Immunizations

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 a platform for its courses. This tool is used to communicate, deliver resources and materials, and facilitate learning. An optional tutorial course is available to assist in learning the Canvas platform as well as several 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 used by NPTS for registration, program planning, and account information. Students use Self-Service 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

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park Theological Seminary/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 Student Administrative Services Building, the Office of Campus Security is charged with maintaining safety on the campus. North Park security officers patrol 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 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 can call both 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 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 911 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 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 Avenue. Visitor Parking Permits are available from Seminary Student Services. 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 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. For three one-week summer intensives and two year-long programs, 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:

<http://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 is located on the south side of Isaacson Chapel and may be accessed through the front of the chapel or by a stairway located on the south end of the basement near N-1. It is open from 7:30 am to 11 pm 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. Reasonable accommodations to aid students with disabilities are coordinated by the Division of Student Engagement and the Learning Specialist. If you are requesting disability accommodation, 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 Library Liaison

Dr. Evan Kuehn serves as the seminary liaison at Brandel Library. Students are encouraged to consult with Evan for help with papers, exegesis questions, and any other research projects. Evan's office is located on the first floor of the library, and he may be contacted by email at ekuehn@northpark.edu. He is available for meetings with students regardless of home location.

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 2nd 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 several 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 can access many libraries in the Chicago area and check out their materials. Brandel Library participates in two 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 can 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 Seminary Library Liaison for more information or to reserve a carrel.

Library Resources 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, 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 the return postage.

Contact Evan Kuehn 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 (773) 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 online learning for the University including the Seminary's distance learning program. The office provides support for faculty and students using Canvas's 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 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-Friday from 9 am to 3 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 Swedish Covenant Hospital emergency department on Foster Avenue just east of California Avenue. You can also reach the office staff at Health Services at (773) 244-4897 or HealthServices@northpark.edu.

The seminary strongly encourages students to 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 required immunizations 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 full-time students. In addition, the Director of Student Life and Formation 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 Johnson Center in Student Engagement. SAS is open Monday through Thursday, 8 am to 6:30 pm; Friday, 8 am to 4:30 pm; and Saturday, 9 am to 1 pm.

This office is responsible for the following:

- Undergraduate student registration and enrollment
- Statements for tuition, fees, and 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 balances online through Self-Service.

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

Business Office Clearance for Registration

All students must receive Business Office clearance 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. 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 for 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 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 is located on the southwest corner of Kedzie and Carmen. The building includes a 200 m two-lane indoor running track, batting cages, two basketball courts, 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. A student 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 Nyvall 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 North Park Online Bookstore, powered by TextbookX, operates completely online and can be visited at NorthPark.TextbookX.com. Students may visit the website to order online and have their textbooks shipped to their home or to campus while digital course material access is emailed. The bookstore also sells branded merchandise, course supplies, and other items.

Created in partnership with Akademos, Inc. and powered by TextbookX, the online bookstore simplifies the textbook process for students and professors while providing them with a variety of physical and digital textbook formats.

Food Service

North Park food service is provided by ARAMARK and includes the campus dining room located in the Magnuson Campus Center, the Viking Café 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 Thanksgiving, Christmas, and spring breaks. There is more information here: <http://www.northpark.edu/Campus-Life-and-Services/Dining>.

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 except for 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.

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. 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 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. Please see the complete policy below.
- 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 people shall take responsibility for their guests. Students hosting guests who violate seminary policy are subject to discipline.

Additional Regulations

The Director of Student Life and Formation, with the advisement of the Pastoral Care Committee and collaboration of the Student Leadership Team, 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 actions may include:

- An informal discussion with a member of the Pastoral Care Committee
- A formal meeting with the Director of Student Life and Formation 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 Director of Student Life and Formation, the Dean of the Faculty, and/or the faculty 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 Director of Student Life and Formation/Pastoral Care Committee 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 Director of Student Life and Formation. The grievance shall be presented promptly and no later than 5 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 Director of Student Life and Formation 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. Director of Student Life and Formation in collaboration with Dean of Seminary 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 5 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- 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 misuse disorders. 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 and 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 Seminary 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 equality of all people. We have committed ourselves to be inclusive, therefore, in language 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 impact 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 her or his 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. 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, 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 TNIV, 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:

- Try 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:

CHECK YOUR DATE: Start with Seminary Student Services (semservices@northpark.edu). We can provide you with an overview of both the Seminary and University calendars and make sure your event doesn't conflict with any others.

BOOK A ROOM: The school now uses 25live to book all rooms. Student Services can book a room for you through this system as well as request a set-up from Physical Plant. You will receive an email confirmation of your room reservation.

FINALIZE YOUR EVENT: Let Student Services know your final plans, i.e., the room has been booked, time of meeting etc., and it will be permanently added to the calendar.

MEDIA: IF you have IT/Media needs, contact Media Services via a help desk ticket. Open the webpage: <https://jira.northpark.edu> to access the helpdesk ticket system. Media Services provide mics, projectors, screens, set up, etc.

The following factors should be taken into consideration when making a room reservation in Nyvall Hall.

- It is the responsibility of the person in charge of the event (for whom contact information will be taken) to be certain the room is left as clean as possible, with trash properly disposed of, leftover food removed, and tables, chairs, and furniture left as they were found.
- Olsson Lounge is reserved for exclusive use only with permission.
- Food or beverages are not allowed in the Dean's Lounge or Isaacson Chapel. Communion elements are not considered food.
- Although food is not barred from classrooms, great care should be taken to clean up any crumbs or spills.
- No furniture should be removed, or artwork taken off the walls in any room without the permission of the Director of Student Life and Formation.
- If the event involves use of the kitchen, refer to the section on Nyvall Hall Kitchen use for instructions.
- Alcoholic beverages may not be served in Nyvall Hall, with the exception of Communion elements.

Priorities for room reservations will be given in the following order:

- Classes and official functions of North Park Theological Seminary and of the Evangelical Covenant Church.
- Classes and official functions of the Center for Management Education.
- Classical and official functions of other North Park University divisions.
- Other functions.

Generally, earlier reservation requests will be given priority over later reservation requests. Ultimate authority for decisions regarding room use in Nyvall Hall rests with the Dean of North Park Theological Seminary.

NPTS Event Promotion:

NYVALL NEWS ANNOUNCEMENT: Submit a blurb for Nyvall News. Email submissions to semservices@northpark.edu. All requests must be received by Wednesday at 3 pm, be 100 words or

fewer, in Times New Roman font size 12 for posting. Feel free to include a link, but we cannot include attachments. Announcements will be kept in NNN for two weeks unless a special request is made. Student Services occasionally sends out special emails, but this is only done for special events.

POSTERS: You are welcome to make a poster and hang it on the appropriate bulletin board. If you want to put them on University boards, you must take them to Magnuson Campus Center for approval first.

COMMUNITY DINNER: You can also make an announcement during community dinner after community worship.

SOCIAL MEDIA: Make use of social media (Facebook – NPTS Student Association page, twitter) to publicize your event.

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 on 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 phone in the kitchen is set for on-campus calls only.
- No personal items, such as books, notebooks, jackets, or discarded mail should be left in the kitchen for any reason. Personal coffee cups may be left on the coffee cup shelves.
- **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 eating, unless labeled as such. The exception to this is coffee cream.
- Locked cupboards contain supplies that belong to an office. If you are hosting an event, you are responsible for providing your own tableware/plates/napkins/cups, etc.

Psychological Screening Protocol

North Park Theological Seminary partners with Midwest Ministry Development (MMD) to provide a variety of assessments which help to evaluate students' psychological readiness for ministry. Together with the church, we recognize the need for wholeness and health while serving in vocational ministry and hope this process will help all our students start or continue down this path in anticipation of where their Seminary education may lead.

What follows is a summary of the policy. A copy of the entire Policy on Confidentiality is available, upon request, from the Director of Student Life and Formation.

1. All degree-seeking and CCS students are required to complete Vocational Excellence, which has psychological screening built into it. This takes place in the first year of study. Students will be registered for Vocational Excellence (FLDC 5300) with Seminary Academic Services. Proctored testing takes place on campus approximately a month before the class. Background and

Autobiographic Questionnaires will be sent to students by Midwest Ministry Development. Sessions with therapists are scheduled to take place during Vocational Excellence.

2. Reports will be sent/given to each student. Students are then required to sign a release form allowing a copy of the report to be sent to the Director of Student Life and Formation.
3. The Director will work with students regarding any recommendations or requirements being made in the report. Students will follow the recommendations given.
4. Should the report indicate that a student is not an appropriate candidate for ministry at this time, the student will be notified in person. A student may request a second opinion from a qualified psychologist.
5. Students may be required to participate in a follow-up session with Midwest Ministry Development. A report will be generated from the session with a copy sent to the student. The student will then be required to give a copy of the report to the Director of Student Life and Formation.
6. 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 one being blocked from registering for further classes.

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 provisions of the Act.

Each of these rights with any limitations or exceptions is explained in North Park's 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 Director of Student Life and Formation in writing within 10 calendar days after the first scheduled 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.

Standards of Conduct

North Park Theological Seminary is committed to preparing women and men for ministry in a variety of settings. This commitment includes assuming high standards of conduct and competence among our students, faculty, and staff. To that end, the Seminary encourage students to give attention to their spiritual lives through prayer, worship, and involvement in the Seminary's spiritual formation program. We urge students to seek an appropriate balance in their lives between personal, family, academic, and vocational responsibilities.

We encourage students to become involved in the life of their churches and various communities. 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 not to commit acts that in any way endanger ourselves, the Seminary community, the academic process, or the ministries to which we have been called. We are committed to creating a safe environment where theological exploration, community, and personal growth can take place.

As part of that safe environment, the seminary has set the following guidelines:

- No person shall exhibit conduct that creates undue noise or interrupts or harasses the seminary community. This includes, but is not limited to, playing musical instruments, violating quiet and/or courtesy hours, drunkenness, and playing athletic games in a non-authorized campus building.
- No person shall interfere with the safe or clean environment of others.
- Use of tobacco in any form is prohibited in all campus buildings. This includes smoking, chewing, or dipping tobacco.
- Animals of any kind are not permitted in seminary apartments unless the animal is a service animal within the meaning of the Americans with Disabilities Act.

Visitors

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

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

Miscellaneous

The Director of Student Life and Formation 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 and regulations. Disciplinary action taken may include:

- An informal discussion with the Director of Student Life and Formation.
- A meeting with the Director of Student Life and Formation with a subsequent letter of documentation of the incident, the discussion, and any sanction that is imposed. One copy of the documentation is kept on file in the Office of Student Services which initiates a disciplinary file on the student in violation of the Seminary policies.
- Any sanction, including disqualification for any seminary program is in the sole discretion of the President and Dean of the Seminary, who may consult the Director of Student Life and Formation, the Dean of the Faculty, and/or the faculty to reach a final decision regarding a particular student.

Grievance Process

The process outlined below applies to any student grievance involving a matter for which no specific grievance or appeal process is provided, including appeals of decisions that a complaint pursuant to the Policy Against Harassment, Discrimination, or Retaliation is *not substantiated prior to a full hearing on the complaint*. Grievances challenging decisions or actions by the Director of Student Life and Community Life proceed directly to Step 2.

Step 1. The grievance shall be presented, in writing, to the Director of Student Life and Formation. The grievance should be presented promptly and in no event 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 Director of Student Life and Formation 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 the person who is the subject of the grievance may request the assistance and presence of another member of the North Park community. The Director of Student Life and Formation will promptly make a decision.

Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the President and 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 President and Dean of the Seminary shall determine the appeal based upon the record presented, and any additional investigation the President and Dean of the Seminary deem appropriate. The decision of the President and Dean of the Seminary shall be final and binding.

Application Dishonesty

Failure to provide complete or correct information (to the best of one's knowledge) on the application and/or during the application process may be grounds for dismissal or for disciplinary action.

Academic Dishonesty

Academic Dishonesty is addressed in the Academic Handbook available here on page 21:

<http://www.northpark.edu/Seminary/Academics/Academic-Programs/Catalog>

Appendix A

Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation

North Park's policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy 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

Appendix B

Housing Policies

Seminary Housing Policies are available online at: <http://www.northpark.edu/Seminary/Community-Life/Housing/Housing-Guidelines>

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 families as needed. All Seminary and Graduate Student Housing is within a short walk of the campus.

Students must apply online for campus housing following acceptance to their graduate program [here](#).

Incoming students have the opportunity to indicate specific requests for apartments on the housing application. Assignments are made on a first come, first served basis, according to time of application, desired size of unit and availability. Every effort will be made to accommodate requests when assignments are made.

NPTS housing falls under the purview of North Park University (NPU) and is overseen by the Director of Seminary Operations. NPU designates specific apartments as Seminary and Graduate Student housing. Periodically, a review of allocated apartments is performed to balance the housing needs of NPU undergraduate students and Seminary and Graduate students. Seminary and Graduate Student housing is first and foremost made available to degree seeking NPTS and Graduate students. After meeting the needs of NPTS and Graduate 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 Director of Seminary Operations, and the NPU Vice President of Finance.

Qualifications for Seminary/Graduate Student Housing

1. Applicant must be a Fulltime student in the Seminary or other NPU graduate program taking a minimum of 6 credits per semester or 12 credits over a calendar year.
2. *OR* Applicant is a fulltime undergraduate student and has received permission from Residence Life of NPU (see below).
3. The applicant must agree to abide by the housing policies contained therein indicated by signature.

Period of Occupancy

1. Move In Dates: Typically, apartments are available for occupancy by students starting August 1. This date applies to anyone new to seminary and graduate student housing. Students wishing to make an intercampus move must do so over the summer months.
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, from June 1-August 15, may retain their apartments by paying their rent over the summer and upon their return, half of that rent will be credited toward the ensuing months. Their apartment may not have been used by anyone else over that period.
Students who are away from campus for a 6 to 11-week CPE program or doing a full-time unpaid summer internship may retain their apartments intact, and their rent will be waived. This requires documentation to the Seminary and Graduate Student Housing Coordinator from the internship/CPE site prior to leaving.
4. Move Out Dates: Students who have completed their studies at North Park are responsible to vacate student housing no later than June 30 of the year in which they graduate (Sept. 30 for August graduates or January 31 for December graduates). Exceptions to this rule are made only by means of petition to the Director of Seminary Operations.
5. Academic Eligibility: 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 or 12 credits over the course of the academic year.
6. Maximum duration of stay in Seminary and Graduate Student housing is limited according to your degree program:
MDiv — 5 Years
MACF — 4 Years
MATS — 4 Years
MACM — 3 Years
DMIN — 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 Director of Seminary Operations to have the academic requirements waived while on internship and to have their duration of stay extended for up to one year.

Application and Assignment

1. Applications for on-campus housing are made to the SGHC. 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 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* NPU 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 be assigned housing.

Terms of Housing Agreement

1. **Assignments:** 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 [Self Service](#). **NPTS/NPU retains the right to evict those students who fail to pay on a regular basis or who fail to arrange for payment with NPU Student Administrative Services. Late fees will be assessed to past due accounts.**
3. **Occupancy:** Seminary/Graduate Student Housing is for the assigned student only. Seminary, Graduate and Undergraduate students may share apartments with their legal spouse but only Seminary Students may share apartments with children/families.
4. **Visitation** and overnight guests: students may have visitors to their apartment, but an overnight guest must be registered with the SGHC with the name and contact information of the guest. Students may not house their significant others for *any* amount of time. Overnight guests may stay a maximum of two nights. Exceptions must be approved by the Director of Seminary Operations.
5. 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.
6. **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 Seminary and Graduate Student Housing Coordinator and the Student Success Learning Specialist to fill out the required paperwork prior to bringing the animal into Seminary and Graduate Student Housing. Animals visiting with their owners are not permitted in apartments unless they are service animals.
7. **Smoking** and vaping are prohibited on the entire North Park University campus including Seminary and Graduate Student Housing.
8. **Drug** use is strictly prohibited, including marijuana in all its forms, unless prescribed by a physician.

9. **Drinking** alcohol is not allowed on North Park's campus.
10. **Noise Policy:** 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 Director of Seminary Operations. After 9:00 pm, there is a strict "no-noise" policy in all Seminary and Graduate Student apartments.
11. **Violations** of any of the policies outlined in the Housing Guidelines or a failure to pay rent will jeopardize the opportunity to remain in Seminary and Graduate Student housing. A student may be evicted at the sole discretion of the Director of Seminary Operations who may consult with the Dean/Director of their graduate program.
12. All complaints and appeals regarding housing procedures and decisions should be directed only to the Director of Seminary Operations and will follow the grievance policy outlined in the Seminary Student Handbook.

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 the student has moved 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 NOT included for apartments north of Foster and students must make arrangements for internet.
4. There is a \$10 charge for any lost key or additional key.

Move Out Procedures

1. For rent charges to be discontinued, students must turn in a move-out form (available from the SGHC) with their keys to NPU Physical Plant when they leave the apartment. The move-out form outlines the requirements for returned deposits. Failure to follow the check-out procedure will result in the delay of the repayment of the damage/cleaning deposit and/or additional rent charges or retained deposit.
2. When students vacate their apartment, they must also remove their belongings from 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. Students may not leave any belongings in their apartment for any reason, or their account will be charged for removal.
3. If 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 by the SGHC.)

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 SGHC, 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 Seminary/Graduate apartments are unfurnished, equipped 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. Students 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 SGHC.

Building Facilities

Apartment Basement Storage

Most Seminary and Graduate apartments have a designated basement storage space. NPU Physical Plant staff may remove any items stored outside of this designated space. When students vacate their apartment, they must also vacate this space, or relinquish their claim to items that remain and risk additional fees. 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 Physical Plant through the help desk system (see below for details on filling out a helpdesk 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 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 or on stairwells or hallways but place them in the appropriate bins outside.
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 SGHC prior to the installation date. Satellite/Dish systems are not permitted on any campus housing. Cable installation is not allowed in the 5151 N. Christiana, 5152/56 N. Christiana, 3333 W. Foster, and 3339 W. Foster buildings.
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 chemicals 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 helpdesk ticket to Physical Plant. Whatever the maintenance requests, 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 [asset essentials website](#).
 1. Use your North Park username and password.
 2. Click “NEW+” located in the upper right-hand corner.
 3. Complete the required fields

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 Seminary and Graduate 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).

Seminary and Graduate Student Housing Coordinator (SGHC)

Essential Roles

The Seminary and Graduate Student Housing Coordinator (SGHC) provides administrative support for the Student Services Office by coordinating student housing for incoming and outgoing seminary and graduate students as needed. In addition, the SGC is the “go-to” person onsite if issues arise. Students are responsible for completing helpdesk tickets for non-emergencies and contact the engineer in charge if there is an emergency in their unit (see definition above). The SGHC will be the contact if there is an interpersonal issue in the building or other non-facility related problem. Non seminary graduate students who are having issues or not complying with the housing policies will be referred to their respective dean/director of their program.

The SGHC reports to the Director of Seminary Operations and may be contacted by [email](#) or at 773-244-5240.

For further information about on-campus housing, please contact the SGHC at semhousing@northpark.edu.