

2024–25

# Traditional Undergraduate Student Handbook



**NORTH PARK  
UNIVERSITY**  
CHICAGO



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

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

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## An Introduction by Dean Fedec



Welcome to the 2024–25 academic year! The entire North Park community is thrilled to welcome you to campus and support you in making the most of your university experience.

A university education is designed to help you grow as a unique individual. Part of this growth happens when you engage with others and participate in activities that challenge you. To enhance your personal development and learning, we encourage you to become actively involved in the North Park community. Connect with your fellow students, faculty, staff, and various communities and clubs, and build relationships that challenge and support your growth. Your personal development journey does not happen in isolation but within a vibrant learning community.

The Student Handbook outlines the expectations that strengthen our community and contribute to the success of all students. Familiarizing yourself with the information and policies in the handbook will be vital as you navigate your time at North Park. It details your role within the university community and explains the standards, policies, and procedures that define the community you are joining.

By embracing our core values—Christian, city-centered, intercultural—we are building a university of unique character where faith, learning, and service intersect. I hope you have a fun and meaningful journey at North Park University as you discover what it means to live a life of significance and service.

Wishing you a healthy and successful year ahead!

A handwritten signature in blue ink that reads "Elizabeth Fedec". The script is fluid and cursive, with a prominent initial "E".

Elizabeth Fedec  
Dean of Students





CHICAGO'S BEST  
VALUE IN CHRISTIAN  
EDUCATION



NORTH PARK  
UNIVERSITY

## Mission of North Park University

### MISSION

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

### CORE VALUES

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

#### CHRISTIAN

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

#### CITY-CENTERED

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

#### INTERCULTURAL

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

### ASPIRATION

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

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

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

## Statement on Student Conduct

The Student Handbook and Standards of Conduct are rooted in the philosophy of restorative justice. Restorative justice is a practical, biblical approach to the difficulties and joys, struggles and strengths, and problems and advantages of a community. It is rooted in the concepts of maintaining, restoring, and promoting peace, commonly referred to as “Shalom” in the Bible. It is a call for wholeness and unity for relationships within a community as well as one’s relationship with God.

### TENETS OF RESTORATIVE JUSTICE

- Restitution: An example of this is the story of Zacchaeus in Luke 19.
- Accountability: There are examples of accountability in both the Old and New Testament (Ezekiel 3:16-19 and Romans 3:9-20).
- Forgiveness: Jesus’s death and resurrection are the ultimate example; however, other examples include Matthew 18:21-35 and Genesis 50:15-21.

### PURPOSE

The purpose of the Student Standards of Conduct process is to help North Park University students understand and develop respectful and responsible behavior in the context of the relationship to others, the campus, and surrounding community. North Park University is committed to preparing students for lives of significance and service through the following:

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

North Park University intends to hold students accountable for the University Policies and Community Standards, not to take away any student’s rights.

## Responsibility to Ourselves

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

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

Any violations of the standards outlined below represent a lack of concern for the individual pillars of the university community and significant violations of all subsequent policies could result in disciplinary action. For information about the university's student conduct process, please review the final section of this handbook.

### **ILLEGAL OR INAPPROPRIATE USE OF DRUGS OR ALCOHOL VIOLATES COMMUNITY STANDARDS**

#### **ALCOHOL POLICY**

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

North Park University, as an educational institution, sets supplementary community standards for its members that are over and above prescribed federal, state, and local laws. North Park University recognizes that personal choices involving the use of alcohol have an impact on both the individual and



the community. The University's alcohol policy, written in accordance with Illinois state law, supports the mission of the institution and its academic and student engagement goals.

- A. **Public consumption:** North Park University is an alcohol-free (dry) campus, which means that alcohol is not allowed anywhere on campus or in conjunction with school-sponsored events, both on and off campus. (Reference Community Standard 2.3a)
- B. **Intoxication and behavioral responsibility:** Students who choose to consume alcohol are expected to do so responsibly off campus, at events not sponsored by school, and must be of legal age. Intoxication itself is not a violation of North Park University alcohol policy. Behavior that is disruptive, or characterized as physically violent, excessively aggressive, or uncooperative, and is related to the influence of alcohol and/or drugs, is prohibited. In addition, students who are highly intoxicated, in the opinion of the university staff member present at the time, will be transported to the hospital via ambulance at the cost to the student. (Reference Community Standard 2.6.)
- C. **Powdered alcohol:** The consumption, possession or distribution of any powder or crystalline substance containing alcohol, as defined by state/local law, is prohibited by university policy and Illinois state law. (Reference Community Standard 2.3a)
- D. **Alcohol paraphernalia:** North Park does not condone the display of alcohol containers or advertisement in campus windows, rooms, in campus publications, or on posted communication. This includes but is not limited to beer bongs, beer pong supplies, funnels, and neon beer signs. (Reference Community Standard 2.3b)
- E. **Underage drinking:** It is expected that students under the age of 21 abide by local laws and ordinances related to alcohol. Parents/legal guardians may be notified by the university of student conduct proceedings when a student, under age 21, is found in violation of the Student Code of Conduct and/or University Policy, which includes, but is not limited to, the alcohol policy.
- F. **Alcohol policy violation:** If a student is present in an on-campus situation and/or university sponsored event where alcohol is found and/or being consumed, that person is culpable, even if that person is not partaking in the consumption. All alcohol containers will be confiscated, emptied, and used for evidence. Students involved in an incident that violates university policies and community standards will go through the Student Conduct Process. The dean of students or designated staff will determine if the student is responsible for the violation of university policies and community standards and identify sanctions up to and including dismissal, depending on the severity of the case.

The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective conscience of alcohol and drug use and misuse. We support members of the community in their efforts to pursue treatment for addiction and to maintain drug-free and alcohol-free lifestyles. The Residence Life and Housing staff as well as other community members, upon observing consistent behavior patterns of alcohol abuse, will express concern to the dean of students or designated staff, who may make referrals. Questions regarding the Alcohol-and Drug-Free Campus Policy Statement should be referred to the dean of students.

### **DRUG POLICY**

North Park University is committed to enforcing the requirements of the Drug-Free Workplace Act of 1988 and in doing so publicly commits to a drug-free and alcohol-free learning and work environment. The drug policy will be enforced to protect North Park's status as a responsible source for the award of federal grant monies. This means that we strictly prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on North Park property or in conjunction with school sponsored events on or off campus.

Both Illinois and federal law prohibit the possession and/or distribution of illegal drugs. Criminal penalties include fines, imprisonment, and, in certain cases, the seizure and forfeiture of the violator's property. Penalties are increased for second-time offenses. In addition, financial aid (particularly federal aid) may be forfeited according to the Anti-Drug Abuse Act of 1988. North Park University students are subject to all federal, state, and local



laws pertaining to the use, possession, and presence of drugs. The university cooperates fully with law enforcement officials in the prosecution of cases involving controlled substances.

The North Park University drug policy covers illegal and illicit use of controlled substances, including marijuana, stimulants, depressants, hallucinogens, opiates/narcotics, inhalants, synthetic drugs, or any other intoxicating compound. The unauthorized possession or use of prescription drugs is also prohibited. If a significant quantity of drugs, or items suggesting drug distribution are found (for example: scale, small, self-sealing baggies, etc.), the University may refer the case directly to a hearing panel to consider suspension or dismissal in addition to notifying law enforcement authorities.

North Park University, as an educational institution, sets supplementary community standards for its members that are more restrictive than prescribed federal, state, and local laws. Violations of these policies are also subject to disciplinary action through the university's Student Conduct Process.

- A. **Drugs on campus:** Students are prohibited from the unlawful use, possession, or distribution of any drug or drug paraphernalia on any university property. (Reference Community Standard 2.2a)
- B. **Drug paraphernalia:** Students are prohibited from being in the presence of drug paraphernalia, such as bongs, grow kits that contain mycelium. (Reference Community Standard 2.2b)
- C. **Drugs off campus:** Students found in violation of drug laws off campus may be subject to disciplinary action by the university.
- D. **Drug policy violation:** If a student is present in an on-campus situation and/or university-sponsored event where illegal drugs or drug paraphernalia are found and/or being consumed, that person is culpable, even if that person is not partaking in the consumption. All drug paraphernalia and drugs will be confiscated and used for evidence. Campus Safety will administer a drug field test. Students involved in an incident that violates University Policies and Community Standards will go through the Student Conduct Process. The dean of students or designated staff, will determine if the student is responsible for the violation of University Policies and Community Standards and identify sanctions up to and including dismissal, depending on the severity of the case.
- E. **Medical marijuana:** North Park University prohibits the possession or use of all cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any university-sponsored event or activity off-campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Care Act, an Illinois law that

permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.” Additionally, North Park University is required to certify that it complies with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substances Act which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug-Free School and Communities Act, North Park University prohibits all cannabis use, possession, manufacture or distribution. (Reference Community Standard 2.2a)

In addition to the materials contained in this handbook, students should refer to North Park University’s annual Campus Safety and Security Report online for information on health risks and federal/state laws and sanctions regarding drugs and alcohol.

### **MARIJUANA POLICY**

The use, possession, storage or cultivation of marijuana in any form and for any purpose, recreational or medical, is prohibited at North Park University. Although the Illinois Compassionate Use of Medical Cannabis Program Act (410 ILCS 130) permits qualified patients with specific medical conditions and their primary caregivers to use and possess marijuana, the Compassionate Use of Medical Cannabis Program Act conflicts with federal laws. The Illinois Cannabis Regulation and Tax Act permits recreational use, however allows Illinois colleges and universities to ban the recreational use on their property. In addition, the Illinois Cannabis Regulation and Tax Act conflicts with federal law.

Because the university receives federal funding and is subject to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the use, possession, storage or cultivation of marijuana and cannabis-infused products such as edibles, by anyone while on North Park University property, or representing the university at an event, on or off campus, regardless of whether he or she is a licensed/registered patient or caregiver under the Compassionate Use of Medical Cannabis Program Act, is a violation of this policy and, therefore, a violation of North Park University’s Code of Conduct as outlined in appropriate handbooks.

### **ALCOHOL AND CONTROLLED SUBSTANCE ABUSE ASSISTANCE POLICY**

North Park believes that rehabilitation is the preferred solution to drug and alcohol abuse. We are committed to the health, safety, and well-being

of all employees and students. For this reason, students are encouraged to use the Center for Counseling Support 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 student conduct action for non-compliance with University policy.

In addition to possible criminal prosecution by city, state, and/or federal authorities for violations of law, students who violate North Park's Policy and Community Standards concerning drugs and alcohol will be subject to Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the university, such as counseling assessments, educational projects, community service, restitution, suspension, probation, or dismissal.

At the time of the student conduct action, the dean of students or designate will determine if an alcohol/drug abuse assessment or alcohol/drug education program is necessary. Payment to a referred treatment, education, or counseling program is the responsibility of the student in addition to fines issued as a conduct sanction.

### **ALCOHOL AND CONTROLLED SUBSTANCES TESTING PROTOCOL**

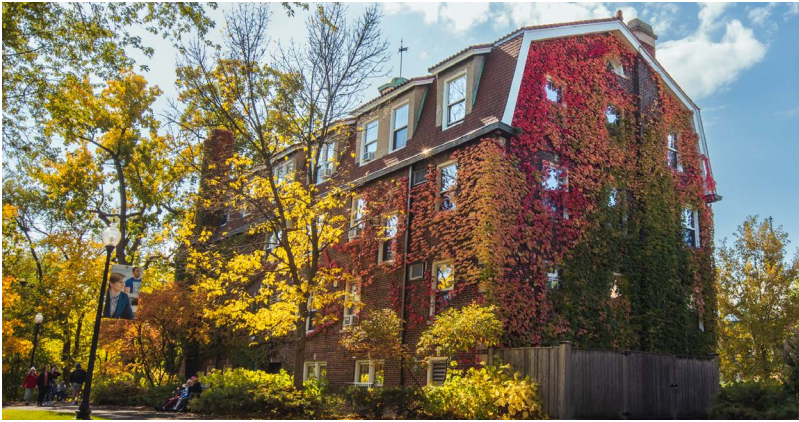
When it is determined that a student needs an alcohol or drug assessment or education program the University has established a drug and alcohol testing protocol. This is to ensure that compliance to the drug and alcohol policies are maintained, and to provide an effective means of determining whether drug and/or alcohol abuse has occurred.

Drug and alcohol testing will take place when a student exhibits behavior that indicates there may be use of illegal drugs and/or persistent abuse of alcohol. Such "for cause" situations include but are not limited to:

- Erratic and or violent behavior
- Possession of drug paraphernalia
- Changes in behavior
- Evidence of physical symptoms associated with drug and/or alcohol use
- Sudden, unexplainable drop in academic performance

In consultation with the vice president for student engagement, members of the wellness team, as identified by the vice president for student engagement, will make the final decision as to whether a test should take place.





The name of any student who is tested for drug use will remain confidential. Ordinarily, only those individuals specifically listed above and the student will be informed of the test and its result. Payment to the referred testing center is the responsibility of the student.

In addition to alcohol, the test will search for evidence of use of the following drugs and controlled substances (this list is not exhaustive but intended to give an overview of the breadth and depth of the test):

Amphetamines, marijuana, opiates, barbiturates, methadone, pcp, benzodiazepines, methaqualone, propoxyphene, cocaine, steroid metabolites, testosterone, diuretics.

### **OUTLINE OF TESTING PROCEDURES**

Testing shall be coordinated by the Health Services office or in conjunction with the Athletics Department drug testing program. In addition to providing a specimen, the student will be required to sign appropriate consent forms. These forms will provide the student an opportunity to identify medication which may affect the analysis. If coordinated by Health Services, a student who has been requested to undergo drug testing will be required to provide an appropriate sample within two hours of the request. If coordinated with the Athletics Department, their testing protocol will be followed. Test results will generally be returned to the university within two to five business days of the date the sample is collected. During that period, the student may continue to participate in classes and other activities unless the reason underlying the request for testing itself warrants immediate action. The vice president for student engagement or their designee will make the decision of the student's ability to continue participation.

**CONSEQUENCES OF A POSITIVE TEST RESULT**

If a student tests positive for drug use, the student will be considered in violation of the North Park University drug policy and considered for conduct sanctions.

**CONSEQUENCES OF REFUSING TO TAKE A TEST OR TAMPERING WITH A SPECIMEN**

If a student refuses to submit to a test within the stated time period (including refusal to provide specimen(s) as directed, execute the consent forms, or sign or initial collection bottles, chain of custody forms, etc.), it will be treated as a positive test with the same consequences as outlined in the paragraph above. If it is determined that a student tampered with a specimen, either by adulteration or substitution, the test will be treated as a positive test, and the student will be considered in violation of both the policy on unlawful drugs as well as subject to the university's policies regarding dishonesty as set forth in the Student Handbook. The North Park community is committed to supporting those seeking recovery from chemical dependency and to raising the collective consciousness of alcohol and drug use and misuse. It supports members of the community in their efforts to pursue treatment for addiction and to maintaining drug and alcohol-free lifestyles. It is also believed that adhering to sanctions in response to the negative consequences of alcohol and drug use is in the best interest of the individual and the community.

**EDUCATION REGARDING DRUG AND ALCOHOL ABUSE**

North Park University provides events and information to educate students about the negative impact of alcohol and drug abuse. Students who would like more information on alcohol, drugs, and the affects thereof, are encouraged to contact Health Services staff. Students experiencing difficulties with alcohol or drug use should talk with a staff member in Residence Life, Counseling Support Service, or Health Services or contact the dean of students.

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

**SMOKE- AND TOBACCO-FREE POLICY**

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

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

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

### **Definitions**

- A. Smoking is defined as the use of smoke-producing tobacco products, including, but not limited to, cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products, and hookahs. All forms of smoking are prohibited on all campus property.
- B. Tobacco use is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited. All forms of smoking are prohibited on all campus property.
- C. E-cigarette use or vaping is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. Use of these products and delivery systems is also prohibited within all university buildings, facilities and vehicles, even without the use of nicotine, and may be subject to confiscation and/or disposal.
- D. Campus property means any property owned, leased, occupied, operated or otherwise controlled by North Park University, including, but not limited to, all campus buildings, classrooms, laboratories, residences, residence halls, elevators, stairwells, restrooms, conference rooms, hallways, athletic complexes and facilities, lobbies and other common areas, exterior open spaces, vehicles, and university-owned parking lots.

### **Guidelines**

All university employees, students, visitors, guests, and contractors are required to comply with this policy. All members of the university community are encouraged to share the responsibility for bringing this policy to the attention of visitors.

- a. North Park constituents who do not respect these policies, will receive intervention in accordance with employee or student conduct policies.
- b. Off-campus visitors, guests, and contractors who violate this policy will be counseled appropriately.

**Exceptions**

- a. The use of tobacco products may be permitted in laboratory and classroom instruction and experiments, or for educational, artistic, or theatrical purposes.
- b. FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum, are allowed.

**IMMUNIZATION POLICY**

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

• **Measles, mumps, rubella (MMR) combination vaccine:** two doses of MMR separated by more than one month. The first dose must be on or after the first birthday. (The measles, mumps, and rubella doses may have been administered individually.) Students may also show titer results (from a blood test) as proof of immunity to these diseases.

-AND-

• **Tetanus/diphtheria/pertussis (Tdap or Td):** any combination of three or more of diphtheria, tetanus, or pertussis containing vaccines. The last dose must be within the last 10 years. First and second doses must be at least four weeks apart and the third dose at least six months after the second dose. At least one dose must be a Tdap vaccine.

-AND-

• **Meningococcal conjugate vaccine (Menactra, MenHibrix, or Menveo [MCV4] or Menomune [MPSV4]):** only for students who are under 22 years of age. Must be given on or after the sixteenth birthday (if the first dose was given before the sixteenth birthday than a second dose should be given after sixteenth birthday).

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. A physician must provide a letter of explanation for the medical exemption.

All international students are required to submit proof that they do not have tuberculosis via a negative PPD or tuberculosis (Mantoux) skin test. If the student has a positive PPD result (current or in the past) or history of receiving the BCG vaccine, the student should attach a copy of a negative interferon gamma release assay (IGRA) result and/or negative chest x-ray result, and/or medical records of completed tuberculosis treatment.

### **FINANCIAL RESPONSIBILITY**

The willful failure to pay bills or passing bad checks to the university, or to any local commercial establishment, by a student is illegal, impairs the credit of all college students, and may be subject to the student conduct process. If a student has any outstanding financial commitment to the university, grades, and diplomas may be held until such time as financial commitments have been met or payment plans arranged.





HOLMGREN ATHLETICS CENTER  
HEDSTRAND FIELD  
NORTH PARK UNIVERSITY

## Responsibility to the Integrity of One's Education

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

Academic life at North Park University is full of challenges, and meeting those challenges should be a student's primary objective. The university requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance. Violation of these policies can include, but are not limited to, any of the following situations described below. Students found in violation of any part of the policy, written or implied, will be subject to the student conduct process.

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

### **ACADEMIC INTEGRITY**

#### **STATEMENT CONCERNING ACADEMIC DISHONESTY**

Fundamental to the academic work you do at North Park University is an expectation that you will make choices that reflect integrity and responsible behavior.

North Park will ask much of you and, occasionally, you may feel overwhelmed by the amount of work you need to accomplish. There may be moments when you are short of time, feel the pressures of work or home life, have several assignments due the same day, or are preparing for a final presentation. The pressures are real and can be intense. We are here to help and suggest you visit our [\*\*Academic Support Services website\*\*](#) for resources to help you manage your workload and prevent yourself from becoming overwhelmed. However, no matter what level of stress you may find yourself under, North Park expects you to approach your work with honesty and integrity.

Academic dishonesty runs counter to the goals and ideals of every educational institution, will not be tolerated at North Park University, and may result in dismissal from the university. Appropriate designated authorities within

the university will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the Student and Faculty Handbooks.

## **CATEGORIES AND DEFINITIONS OF ACADEMIC DISHONESTY**

### **Cheating on quizzes, tests, and examinations**

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

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

### **Plagiarism**

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

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism).
- Unauthorized use of artificial intelligence (AI).

### **Alteration of academic records**

Examples include, but are not limited to, the following:

- Changing documentation in the Office of the Registrar (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

### **Collusion**

Examples include, but are not limited to, the following:

- Collaborating on an assignment that is meant to be an individual submission.

- Turning in individual work as a result of working together in labs, homework, discussion boards, or any other type of assessment without the explicit permission of the instructor to share results, interpretation, or wording.

### **Sabotage**

Examples include, but are not limited to, the following:

- Stealing, destroying or altering another's academic work (such as an artwork, a computer program, a lab experiment or report, or paper).
- Hiding, misshelving, mutilating, or otherwise abusing library materials to keep others from using them.

### **Substitution**

Using a proxy, or acting as a proxy, in an academic exercise.

Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing homework assignments for another student.

## **JUDICIAL PROCEDURES FOR CASES OF ACADEMIC DISHONESTY**

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:

1. Notify the student of the charge against them. After a discussion with the student, a remedy may be proposed and agreed upon. If an agreement is not reached, the process will proceed to step 2.
2. Report findings to the appropriate academic dean with a copy sent to the university dean in the Office of the Provost and send a Student Update for Academic Dishonesty through EARS.

The appropriate dean, on receipt of the instructor's report, shall:

1. Discuss the report with the instructor and then meet with the student.
2. Evaluate the instructor's evidence and hear the student's response.
3. Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations as well as ensuring consistency across all units.
4. Inform the student of their right to appeal to the university dean within five days of the dean's final decision.
5. Write a final report in EARS so the university dean can close the case.
6. Keep appropriate records of each case to its completion.

If the student does not respond to the instructor or dean within five business days or does not show up for the scheduled appointment without contacting the instructor or dean, a final decision and penalty will be made without the student's input.

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

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

A student or staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the university dean.

## **STUDENT ACADEMIC GRIEVANCES**

The process outlined below applies to any grievance or appeal involving decisions on academic work. Refer to the academic catalog for appeals involving academic policies.

### **Step 1**

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

### **Step 2**

If the student is not satisfied with the faculty member's response, the student may appeal to the department chairperson within five days after the semester grade is posted. The appeal may be presented orally or in writing. After consultation with the responsible faculty member, the department chairperson will communicate their determination or proposed resolution.

### **Step 3**

If the student is dissatisfied with the response, the student may appeal in writing to the appropriate dean within five days of the decision. The appeal shall identify the issue, describe the prior steps taken to resolve the grievance, state the responses received at earlier steps, and set forth all the facts supporting the grievance, including any related documentation. The applicable dean will conduct any investigation deemed necessary, consult with the responsible faculty member, may request both the student grievant and the faculty member to jointly meet with the dean, and will promptly render a decision. In the event



of a meeting, the student may request the assistance and presence of another member of the North Park community.

#### **Step 4**

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

#### **CLASS ATTENDANCE**

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

#### **CLASSROOM DISRUPTIONS**

Disruptive classroom behavior that interferes with other students' learning opportunities and/or the instructor's teaching ability will be addressed appropriately. Examples include, but are not limited to:

- Persistently speaking without being recognized
- Studying or doing homework for another class during class time
- Posting virtual content not relevant to the class
- Non-approved use of electronic devices
- Failure to comply with the course instructor's directives

This disruptive conduct may result in instructor intervention and/or disciplinary action. The instructor will apprise the student of the inappropriateness of the disruptive conduct and ask that it cease. If disruptive conduct persists, the instructor may refer the student to the department chair, remove the student from class for one class meeting or ask Campus Safety to remove the student.

#### **FINAL EXAMINATIONS**

A final examination schedule is published prior to the Quad and Semester terms. Finals will not be re-scheduled to accommodate travel arrangements. A final paper, presentation, or performance may be used in place of a final

examination at the discretion of the instructor.

### **MEDICAL WITHDRAWAL AND RE-ENROLLMENT POLICY**

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

The complete Medical Withdrawal and Reenrollment Policy can be found **online**.

### **PREGNANCY AND PARENTING RIGHTS**

North Park University has a policy and procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents. The policy applies equally to every member of the North Park University community. The complete policy can be found on North Park Universities website. [www.northpark.edu/about-north-park-university/title-ix/](http://www.northpark.edu/about-north-park-university/title-ix/).

### **TITLE IX SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY:**

North Park University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual harassment, violence, and discrimination. Sex discrimination, sexual harassment, and sex-based crimes violate an individual's fundamental rights and personal dignity. The Policy Against Discrimination and Harassment provides that the NPU does not discriminate on the basis of gender, gender identity, or sexual orientation in its educational programs or in any other activities sponsored by North Park University. The policy applies equally to every member of the North Park University community. The complete policy can be found on North Park University's website. <https://www.northpark.edu/about-north-park-university/title-ix/>

### **WITHDRAWAL FOR FINANCIAL AID RECIPIENTS**

Federal regulations require that North Park University have a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, Pell Grant, Federal Stafford Loan and Federal Parent Loan) received by students who withdraw during a term for which payment has been received. This policy is effective only for those students who completely

terminate their registration (i.e., students who cancel their registration, withdraw or are dismissed) or who stop attending class before completing 60% of the enrollment period.

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

### **WITHDRAWAL FOR THE TERM**

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

## Responsibility to the University and its Members

At North Park, we believe that the health of the university community rests in the hands of each of its members. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another, to work together, and to seek justice within and beyond the University community. All community members are called upon to promote actions and behaviors that are consistent with the values of North Park University and to confront, challenge, and respond to actions that are inconsistent with the established standards. In line with these goals, the University created the following policies to guide student conduct within the University community:

### ACTIVITIES AND EVENTS

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

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

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

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

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

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

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

### **BICYCLE, SKATEBOARD AND SCOOTER POLICY**

The use of alternative forms of transportation is widely encouraged, however, it is imperative that students practice safety when riding and storing bikes, skateboards, or scooters on campus.

#### **Bicycle**

In addition to providing the safety tips and regulations listed below, the Campus Safety offers the opportunity for all faculty, staff, and students to register their bicycles at the Campus Safety Center, free of charge. Registration is strongly encouraged, as it will allow us to assist you in safeguarding your property.

When using a bicycle on campus, please do not lock it to or lean it against lamp posts, hand rails, buildings, or other campus property not intended to host bicycles, since this action can create safety escape hazards, interfere with maintenance work, and cause damage to the property and the bike. Bicycles found in areas other than designated bicycle racks will be removed by Campus Safety. If an improperly stowed bicycle is locked, it may be necessary for the chain or lock to be cut, particularly if the owner cannot be identified.

The following safe practices should be followed while riding on campus to ensure the safety of the riders and pedestrians.

- Ride on the right side of the street (or sidewalk). Go with traffic, not against. Unless otherwise provided by signage and regulation, bicycles may be ridden on campus, except that bicycles shall not be ridden on any surfaced sidewalk contiguous to a street used by the public, accessibility ramp, stairway, or inside any building.
- When riding at night a white light in front and a red light or reflector is required by state law.
- Obey all traffic signals, signs and roadway devices.
- Wear a helmet.

- Use the bike racks located at every residence hall and at various locations around campus. Do not lock or place bicycles against lamp post, signposts, streetlights, railings or other objects not maintained or designated for the purpose of storing bicycles.
- Always lock your bike; U-Locks work best.
- Use hand signals to indicate turns, lane changes and stopping.

If at any time you discover your bicycle missing, come to the Campus Safety Department immediately to file a report. All bicycles not claimed within 60 days will become property of the University. If you have any questions, please contact the Campus Safety Department at (773) 244-5600 from an off-campus phone.

### **Skateboards, scooters, and other similar devices**

- a) Unless otherwise provided by signage and regulation, skateboards, scooters, roller skates and other similar devices may be ridden on campus.
- b) Skateboards, scooters, and other similar devices shall be operated at a safe speed and all wheels shall maintain contact with the sidewalk or paved surfaces at all times.
- c) Roller skates and other similar devices shall be operated at a safe speed and shall not engage in any acrobatics. Only the action necessary for the forward movement of the rider is allowed.
- d) Pedestrians have the right of way at all times on the sidewalks.
- e) No skateboard, scooter, or similar device shall be ridden inside buildings, on stairways, on accessibility ramps, alley, roadway, or parking lots.
- f) Skateboards and other similar devices may be carried (but not ridden) into campus buildings and classrooms as long as they do not create an obstruction, trip hazards or damage to university property.
- g) The use of motorized skateboards, scooters, and other similar devices is prohibited on campus except in cases when such a device is an approved accommodation for a disability.

### **BULLYING, INTIMIDATION, AND THREATS**

No person's actions (directly or indirectly) shall harass, abuse, harm or threaten to harm, another person or group of people, either in a specific or general manner. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites), stalking, domestic violence, dating violence, sexual assault, or coercion. (Reference Policy Against Discrimination and Harassment)



## **CHALKING**

Chalking on campus sidewalks is permitted subject to the specific restrictions detailed in this policy.

Approval of the content of chalking is not required. It is expected that all chalking will be consistent with the Student Handbook and Community Standards. Chalking must not include hateful or derogatory messages or symbols. If elements of the chalking represent a message(s) which violate university policy (e.g., negatively targeting individuals or groups of people with the appearance of intending to inflict physical or psychological harm) the chalking will be immediately washed by the University. Formal action may be taken by the university through the Student Conduct process.

Chalking is limited to the use of water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, non-soluble products, and spray chalks are prohibited.

Chalking is permitted by any RSO or group sponsored by a North Park University office or department.

Chalking is permitted only on horizontal (flat) sidewalks that are open to the elements (i.e., sidewalk that is not covered by a roof or overhang). Chalking is prohibited on all vertical surfaces and all non-sidewalk surfaces, both inside and outside, including benches, buildings, bus stops, bridges, columns, overhangs, planters, poles, roads, rocks, signs, statues, trash receptacles, trees, walls, and windows.

Overwriting, erasing, defacing, or altering existing chalking is prohibited by anyone other than the person or organization who did the chalking, except that university facility and grounds personnel are allowed to clean and wash sidewalks, plazas, and other outdoor areas at any time in the course of their usual and ordinary campus maintenance activities.

After the chalking is complete, the college will make a reasonable effort to prevent “counter-chalking”. Counter-chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint. The college respects and defends the right of all individuals or groups to express opposing viewpoints.

The University does not tolerate behavior (directly or indirectly) that shall harass, abuse, harm or threaten to harm, another person or group of people, either in a specific or general manner. This includes, but is not limited to,

harassment or discrimination based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability.

### **COMPLIANCE**

Students must comply with the reasonable directions of any person employed by, or acting for, the university and given the responsibility to enforce the rules and regulations of the university. Students also must comply with the regulations and policies of university offices and departments. This includes but is not limited to requests made in regards to student conduct incidents and proceedings, public health emergency policies, the wellness team recommendations and Search and Seizure Policies. (Reference community standard 1.4)

### **CONCEALED CARRY POLICY**

North Park University is committed to providing a safe and secure environment for the University community and its guests. In support of this commitment and pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, the university maintains and enforces a weapons and firearms-free campus. This includes all buildings, facilities, residence halls, and other university housing, programs, and university-sponsored events, whether on or off campus. This policy applies to all employees, students, persons conducting business, or individuals visiting the North Park University campus.

Individuals with a valid Illinois concealed-carry permit who are attending a university event or are on university property for a legitimate purpose, may store their firearms in secured containers within their vehicles while they are on campus.

Law enforcement personnel, on-duty armed private security personnel, other government personnel authorized to carry a weapon, and retired law enforcement personnel with valid retired officer carry cards are exempt.

Any individual, including students, employees, or visitors, on North Park University property found to have carried a weapon or firearm onto the university's property knowingly, or under circumstances in which the person should have known that they were in possession of a weapon or firearm, may be banned from the North Park University campus. Any student will be subject to the Student Conduct Process as detailed in the student handbook. Any employee will be subject to disciplinary action as detailed in the employee handbook or manual for academic personnel policies. (Reference community standard 3.7)

**DEFINITIONS:**

|                                    |   |
|------------------------------------|---|
| Firearm                            | Any device, regardless of its name, that is designed to expel a projectile by the action of an explosion, expansion of gas or escape of gas; any imitation, facsimile, or replica firearm; and any firearm that has been rendered inoperative.  |
| Other lethal or non-lethal weapons | Instruments, material or devices that ordinarily could result in or are readily capable of causing serious bodily injury or death, and include but are not limited to ammunition, gunpowder, other explosive devices, BB guns, pellet guns, air guns, paint guns, stun guns, flare guns, clubs, slingshots, blackjacks, artificial knuckles, swords, sabers, daggers, machetes, hatchets, crossbows, longbows, knives of all types (except for knives used as common eating utensils and knives with small folding blades four inches or less and designed for personal use), ice picks, nun chucks, throwing stars, batons, nightsticks, billy clubs, and imitations, facsimiles or replicas of all of the above. <sup>1</sup> |
| Fireworks/explosive devices        | Include, but are not limited, to firecrackers, skyrocketers, rockets, roman candles, cherry bombs, sparklers, toy cannons or toy guns in which explosive materials are used, fire balloons, or other devices containing any combustible or explosive substance used to propel another object.   |

The University recognizes that many common objects and materials are designed for use other than as a weapon but nevertheless may be used or modified for use as a weapon. In deciding whether a particular common object or material is a weapon under this Policy, the University will use reasoned judgment when considering, among other factors, the time, place and other circumstances surrounding the possession of the common object or tool, including the explanation for its possession or use and whether it has been modified or altered to make it a more effective weapon.

## **Clear and present danger reporting requirements**

### ***Why report:***

In Illinois the Firearm Owners Identification Act (FOID) (430 ILCS 65/1) produced legislation requiring the reporting of individuals determined to pose a clear and present danger pursuant to 20 IL Admin. Code 1230.120. The purpose of this reporting is to identify those persons who are prohibited from acquiring or possessing firearms and firearm ammunition and who are prohibited by this act from acquiring stun guns and tasers. (Source: P.A. 97-1150, eff. 1-25-13.)

### ***What must be reported:***

When a university official has determined that an individual on campus demonstrates a clear and present danger, as defined herein.

### ***Who must report and how:***

The Director of Campus Safety: North Park University, Campus Safety Department is a non-sworn Campus Safety Department, does not have powers to investigate or arrest cases of clear and present danger, Campus Safety will refer the reported incident to the Chicago Police Department. The Director of Campus Safety or their designee will contact them when there is a reported case of clear and present danger to be investigated. The Chicago Police Department shall notify the Illinois State Police within their reporting system of any individuals determined to be a “Clear and Present Danger” at North Park University.



School administrators: At North Park University, the Director of Campus Safety or their designee shall be the designee for all school administrators. Any school administrator with concerns that an identifiable person poses a clear and present danger to self or others shall immediately notify the Director of Campus Safety.

Health or mental health care providers: Individuals who are employed by North Park University as direct health or mental health care providers, specifically those who are clinical psychologists, clinical social workers, licensed clinical professional counselors, physicians, psychiatrists, registered nurses, and/or marriage and family therapists, are required to notify the Illinois Department of Human Services (IDHS) within 24 hours of determining a person is: “clear and present danger”; “developmentally disabled”; or “intellectually disabled” as defined in the FOID Act Section 1.1. To notify the Illinois Department of Human Services, the health care or mental health care provider should use the Illinois FOID Mental Health Reporting System website.

These providers are also required to inform the Office of Campus Safety. The Director of Campus Safety or his/her designee shall notify the Illinois State Police.

Employees of North Park University who are not employed as direct health care or mental health care providers but nevertheless are credentialed professionals (i.e. Faculty who are psychologists, registered nurses, etc.) are not required to notify the IDHS within 24 hours of determining a person is: “clear and present danger”; “developmentally disabled”; or “intellectually disabled” as defined in the FOID Act.

### **PROTECTION OF THE REPORTER:**

The identity of the person making the report shall not be released to the subject of the report. The school administrator, physician, clinical psychologist or qualified examiners shall not be held liable for making or not making the report except in cases of willful and wanton misconduct.

### **CONDUCT THAT ENDANGERS**

No student may engage in conduct that injures the student or others, or has the potential to endanger the safety, health or wellbeing of others, through direct action or negligent inaction. Conduct that endangers or injures another person on the basis of race, gender, sexual orientation, religion, physical ability, age, and ethnic or cultural origins are particularly reprehensible and prohibited, and will be reported to governmental authorities as required by law. (Reference Policy Against Discrimination and Harassment)

**CONDUCT UNBECOMING**

North Park University holds high standards of behavior for all students. Unbecoming conduct refers to those acts that may not be specifically identified by other policies but that could reasonably be regarded as so improper or inappropriate by their nature and in their context that they are harmful to the reputation of both the student and/or the university. Students will be held accountable for actions or activities that are inconsistent or incompatible with the spirit of the community standards set forth in the Student Handbook, whether such actions take place on or off campus.

**CONTRACT POLICY**

In order to protect the interests of North Park University and the various student organizations from financial or legal problems, all contracts for events hosted and/or funded by Registered Student Organization (RSO) should be processed by the Student Activities Coordinator. This includes standard form agreements which may be provided by outside performances, speakers or vendors. The original copy will be returned to the RSO officer responsible for the event and the duplicate will be placed on file in Student Activities Coordinator. North Park University policy states that only specific university officials are authorized to sign/enter into event contracts.

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

Any contract entered on behalf of the university by a student without proper authorization is void. The dean of students may take disciplinary action against a student, an advisor, or RSO that attempts to enter into a contract on behalf of the university without the proper approval and signatures.

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

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



- Catering services
- Event space

Steps to getting a contact approved

1. Contracts provided by vendors should:
  - a. First be reviewed by your RSO Advisor.
  - b. If approved by the RSO advisor, then the contract should be forwarded to the student activities coordinator or designee.
2. If no contract is provided by the vendor, contact the student activities coordinator.
  - a. The student activities coordinator will work with the Business Office to review, draft, and make decisions on all proposed contracts.

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

### **DAMAGE AND VANDALISM**

Destruction, damage, or abuse of any property, public or private, is prohibited. Deliberate attempts to deface property also are prohibited. (reference community standard 3.3)

### **DISCOURAGING POLICY VIOLATIONS**

Students have a responsibility to discourage classmates from violating the community standards and the policies of the university.

### **DRONE, UNMANNED AERIAL VEHICLE AND UNMANNED AERIAL SYSTEM POLICY**

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

### **EMAIL**

Email is the official means for communication within North Park University. Information Technology will assign all faculty, staff and students an official university email address. This address will be the one listed in all directories and the one used by the university for official business and communications. The university's email system can be accessed on- and off-campus through an



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Internet Service Provider.

The university recommends that students use the university's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The university will not be responsible for the handling of email by outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

The university has the right to communicate with students through university email, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official email address on a frequent basis in order to stay current with university communications.

### **EXPRESSION, DEMONSTRATION, AND GATHERING POLICY**

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

The complete Expression, Demonstration and Gathering Policy can be found **online**.

### **FIRE PIT PROTOCOLS**

In accordance with the **requirements of the City of Chicago**, North Park University has developed the following protocols for use of the fire pit, located near Anderson Hall and Magnuson Campus Center.

The university, the city of Chicago, Chicago Police Department and/or the Chicago Fire Department has the authority to cancel the use of the fire pit for reasons of fire safety.

#### **Eligibility**

The fire pit can be used by faculty, staff and student organizations.

- Registration is required to ensure the fire pit will be available for your event.
- Register your fire pit activity at least 2 weeks prior to the event through 25Live.

**NOTE:** 25Live reservations can be made by your club or organization's advisor. Most students will not have access to this feature.

- The fire pit can be used between 9:00 a.m.–11:00 p.m.
- Provided no additional wood is added to the fire after 10:00 p.m. in order to allow the majority of the wood to be consumed, prior to the departure of the event coordinator (or designee).
- North Park Campus Safety has the authority to extinguish the fire after 11:00 p.m.

**Weather**

Use of the fire pit is also contingent upon weather conditions. Wet, dry and/or windy conditions can result in the cancellation of the event, as required by the university and/or the city of Chicago.

**Materials**

The fire pit is strictly for the burning of wood, and shall not be used with charcoal, gas or other fuel source.

- Only wood provided by North Park University’s Physical Plant shall be used for the fire pit.
- This wood will be stored on site and a rack in close proximity to the fire will be filled upon a successful reservation of the pit.
- Wood from other sources, such as construction debris or wood from the grounds shall not be used for the fire pit.
- The only materials that can be used for starting the fire in the pit are black and white newsprint, kindling wood from Physical Plant and “seasoned” fire wood, referenced above.
- Lighter fluid and other such combustible liquids shall not be used to start the fire.
- This fire pit shall be used for campfire type settings and may not be used for the purpose of cooking.
- Exception—Roasting of marshmallows, and the making of s’mores.

It shall be the responsibility of the event coordinator (staff or faculty) or designee to acquire the university approved seasoned wood.

**Day of event**

Approximately, one hour before the event, the event coordinator will go to Campus Safety Center desk. Campus Safety Center desk will contact an officer on duty to:

- Verify weather conditions are appropriate for exterior fires.
- Receive a starter kit and access firewood.
- The starter kit will include lighters, fire starters, extinguishers and instructions.
- At the end of the event, the event coordinator is responsible to ensure that the

fire pit is properly extinguished.

- Never leave the fire pit unattended while a fire is burning.
  - It may be tempting to just let it burn out, but this is an unnecessary risk that could result in a call to 911 in the middle of the night.
- To properly extinguish a fire, allow it to burn down and use the majority of the wood still in the fire bowl.
  - Use the shovel to spread the ashes out in your fire bowl to allow them to cool off.
  - Once your ashes have cooled, slowly pour water over the ashes to make sure there are no hidden embers still burning using the shovel as needed to stir the ashes.
  - If steam is rising from the ashes, keep adding water until there is no more steam.
  - Do not clean out / empty the fire pit. This is the responsibility of the Physical Plant for reasons of fire safety.
- Return starter kit to Campus Safety Office desk within 30 minutes of the end of your event so the university knows the fire pit is extinguished and no longer in use.

All safety and health protocols must be adhered to that are in place at the time of the event.

Non-compliance with this policy may result in the loss of permission to use the fire pit in the future and potential student conduct proceedings for an individual and/or student organization.

If you have any comments, questions or concerns with regard to the above, contact the Center for Student Engagement at [studentengagement@northpark.edu](mailto:studentengagement@northpark.edu).

### **FIRES, FIRE ALARMS AND FIRE EQUIPMENT**

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

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff, in conjunction with Campus Safety, will oversee the evacuation of the residence hall areas. Never disregard a fire alarm.

Impeding and/or disregarding the instructions of fire fighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Chicago Fire Department, will determine when it is safe to re-enter the building. If a false alarm is



witnessed, this violation should be reported to Campus Safety. (reference community standard 1.4, 3.9 and 3.13)

### **Fire alarm**

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

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

### **Fire drills**

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

In addition, to comply with fire codes, no interior hallway doors may be propped open. Sprinkler heads need to be kept free from obstruction so that they can operate properly. Items may not be stored within 18 inches of any sprinkler head. Hanging anything from a sprinkler head is prohibited. (reference community standard 3.10)

The following items are not permitted on campus-owned or leased properties. (reference community standard 3.7, 3.11). This is not an exhaustive list:

- Fireworks
- Gunpowder/ammunition
- Flammable liquids
- Explosives
- Incendiaries
- Candles



- Incense and incense burners
- Halogen lamps
- Bomb-making (or similar) materials

**Tampering**

Persons who tamper with fire protection equipment (including signs), pull false alarms, fail to evacuate during fire alarms, remove batteries from smoke detectors and/or otherwise impede fire safety precautions or the work of firefighters in any way are subject to disciplinary action. (community standard 1.4, 3.8, 3.9, 3.10 and 3.13)

**FRAUDULENT USE OF UNIVERSITY RESOURCES**

The university prohibits the direct or indirect unauthorized or fraudulent use of the university's facilities, telephone system, email system, mail system, computer system, keys or student identification cards. The university also prohibits using any university facility, system, or security device for the commission of an illegal or unethical act. (reference community standard 1.2, 3.5 and 3.6)

**FREE EXPRESSION**

The university affirms its belief in the importance of free expression and the right of all members of the university community to speak in favor of causes that they support, and to criticize policies with which they disagree. At the same time, students share with the university a responsibility to help ensure a campus climate of civility—one that is not intimidating, hostile, or demeaning to any individual or group. Therefore, obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. As a general guideline, “obstructive demonstrations” are those that attempt to deliberately disrupt access to university facilities or activities relevant to the university's mission or which by number of participants and location of demonstration effectively prevent access to a university facility or participation in a university sanctioned event.

Additionally, university community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved. University community members must adhere to university posting regulations at all times. (reference community standard 2.6, 2.9 and 2.11)



### **GAMBLING**

In accordance with the laws of the state, the university prohibits gambling in any form on campus. A group or organization desiring to host an event including activities that could be interpreted as gambling such as bingo or casino night, must seek permission from the student activities coordinator. (reference community standard 2.5)

### **HAZING**

No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. The term 'hazing' is defined as an act which endangers the mental or physical health or safety of a student, scholar, or individual, destroys or removes public or private property, for the purpose of initiation, ridicule, admission into, affiliation with, amusement, or as a condition for continued membership in, a group or organization. North Park supports and abides by the Illinois state law prohibiting hazing. (reference community standard 3.2)

### **HOVERBOARDS**

The University prohibits the use, possession, or storage of hoverboards. This includes hoverboards, Segboards, Segways, or similar devices.

### **INFORMATION TECHNOLOGY**

Information Technology provides the IT and media services resources on campus. General overview information is available on the office's website, while other specific technology information is available through the resources listed below.

### **Knowledge base and helpdesk**

If you need assistance with an IT issue, please begin by searching the online Knowledgebase at [wiki.northpark.edu](http://wiki.northpark.edu). You may also open a Helpdesk ticket at

helpdesk.northpark.edu if unable to resolve your issue.

### **myNPU**

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

## **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

### **Overview**

The mission of North Park University is to prepare students for lives of significance and service through liberal arts, professions, and theological education. Our vision is the constant pursuit and achievement of excellence as American's premier urban university in the broad evangelical Christian tradition.

In keeping with the mission statement, it is important that guidelines are developed which pertain specifically to technology. As users, we must be good stewards of our technological resources. Students, faculty, and staff of North Park are encouraged to take full advantage of the resources available to them. This document outlines the guidelines that all consumers of North Park's technology must abide by.

This policy is subject to change and the most recent and complete version can always be found on the North Park University website.

### **Guiding principles**

The network provides the ability to connect to millions of people and resources. It is very important for each user to recognize their responsibility when using this connection. Each user is directly responsible for their actions while accessing the network. Users must always remember that just because something can be done, does not mean that it should be done.

The North Park University computing resources and network are for the use of current North Park faculty, students, and staff, and are to be used primarily for the academic, administrative, educational, and research purposes of the institution. Occasional non-institutional use is permitted if (i) the use is not excessive, (ii) does not interfere with the performance of any faculty, staff member, or student's duties, (iii) does not interfere with the efficient operation of the North Park network or its computing resources, (iv) is not otherwise prohibited by this policy or any other North Park policy or directive, and (v) is not otherwise prohibited by law.

Understand that North Park is a Christian community. Your activities must reflect that when utilizing our resources.

Specific prohibitions (not meant to be all-inclusive):

- Sending confidential information without encryption. Un-encrypted information can be easily read and re-transmitted.
- Downloading, keeping, sending, publishing, or posting anything that could be considered offensive, vulgar or harassing by North Park standards.
- Sending unsolicited email messages to groups of people, for example chain letters and soliciting for money.
- Tampering with any electronic or computer system that you do not own.
- Actions likely to result in the loss or disruption of another's work.
- Accessing or attempting to access information which does not belong to you or you do not have permission to access.
- Sharing your password with anyone.
- Using our resources for any illegal, immoral, or unethical activity.
- Storing information deemed protected by government regulations on non-North Park owned computers.
- Sharing information deemed protected by government regulations with unauthorized parties.

Choose passwords that cannot be easily guessed. Do not share your password with others, and do not re-use your North Park password for other services. Passwords protect your personal information, and that of others. North Park expressly reserves the right to inspect and examine any North Park owned or operated computer system, computing resource, and/or file(s) or information contained therein at any time. This includes email communications stored in North Park email accounts, and information traveling over our networks.

If you encounter problems with North Park's computers, please report them by opening a helpdesk ticket, or calling Information Technology.

### **File sharing**

North Park University expects our campus community to be aware of current laws and applicable university policies with respect to computer, network, and internet use. It should be noted that it is illegal to use the North Park network to use file sharing programs for copyrighted material. Industry organizations have filed copyright infringement lawsuits against individual college students who have used file sharing programs to share copyrighted information.

Violation of copyright laws can have serious consequences in both the areas of civil and criminal liability. North Park University advises students not to engage

in peer-to-peer file sharing. We have technology in place to prevent this type of traffic. There are many alternatives to illegal peer to peer file sharing. Some options for legal commercial video and music services include:

- Spotify
- Pandora Internet Radio
- YouTube
- Apple Music

### **Disciplinary actions**

The use of North Park's technology is a privilege, not a right. Abuse of any of the equipment or violation of any of the above stated rules may result in a loss of computing privileges or campus disciplinary procedures through the office of the dean of students, or director of human resources. (Reference community standard 3.5)

### **KEY POLICY**

Room and building keys are officially issued by the university to an individual solely for that individual's possession and use. Using an unauthorized key or loaning keys to another individual is strictly prohibited. Duplication of any key(s) issued by the university is strictly prohibited. (Reference community standard 1.1 and 3.14)

For safety reasons, on-campus residents and individuals who work in campus buildings are encouraged to lock the doors to their rooms and offices at all times, particularly when sleeping in a residence hall room or when away from the room or office.

A student's identification card may also function as a key. Student IDs may grant access to campus buildings and rooms. Please see the section about student identification cards for more information.

### **LOST KEYS**

Residential students must pay for lost room, apartment, house, stairwell, and/or laundry key(s) within three days to the Office of Residence Life and Housing (ORLH). A charge of \$10.00 per key will be assessed and deducted from the student's housing deposit. The receipt must be taken directly to Physical Plant during regular business hours, who in turn will issue the appropriate replacement key(s).

### **LASER POINTERS**

Due to the potentially hazardous effects of laser pointers, students are not allowed to own, possess, store, or use a laser pointer on campus, except when

explicitly granted permission by a faculty member or instructor for limited use in a classroom setting and for a limited time period. Exceptions may be made for official institutional use or research/teaching use; those instances will be managed through the Office of Campus Safety.

### **LITTERING**

To enhance the appearance of campus, protect the environment, and avoid health threats created by rotting food or debris, littering is prohibited. All members of the community are expected to put all trash and recycling materials in the bins provided around campus. (Reference community standard 2.9)

### **NON-ACADEMIC GRIEVANCE FOR STUDENTS**

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

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

1. If the matter involves an academic decision, the Student Academic Grievance Procedure applies.
2. If the matter involves a housing policy or roommate concern, the Student Housing Grievance Procedure applies.
3. If the matter involves discrimination, harassment, bias and/or sexual assault, the Policy Against Discrimination and Harassment, and takes precedence over other grievance procedures that may also apply (e.g., a roommate is accused of sexual harassment).
4. If the matter involves a parking violation, the Parking Violations Appeals process applies.
6. If the matter involves financial aid due to academic progress, the Satisfactory Academic Progress process applies.
7. If the matter involves financial aid award package, the Financial Aid Appeal process applies.

If none of these specific procedures applies, the Non-Academic Grievance Process may be utilized to formally identify the issue or dispute and seek its resolution. The process is outlined below. Grievances challenging decisions or actions by the vice president for student engagement (for which no other specific grievance or appeal process is provided) proceed directly to Step four.



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

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

**Step three:** If the student is dissatisfied with the prior decision, the student can present the grievance, in writing, to the vice president, provost, or dean, as appropriate. The grievance should be presented promptly and in no event, later than five business days after the Step two decision. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The vice president, provost, dean receiving the grievance, or a designee to whom they assign responsibility for resolving the grievance, will conduct any investigation deemed necessary, including joint meetings among the student grievant, the person who is the subject of the grievance, if any, and a university official responsible for any policy or procedure at issue. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park community. The appropriate vice president, provost, dean or designee will promptly render a decision.

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



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

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

The following are examples of actions which are not subject to the Non-Academic Grievance Process policy:

- To contest an instructor's evaluation of academic performance
- Academic probation, disqualification or other academic decisions by a department, college or the university
- University student conduct action
- Academic dishonesty allegations
- Parking citations
- Debt to the university
- Retaliation for making a complaint under any University Policy

### **Time limits**

Every effort will be made to settle grievances promptly. Time limitations specified in this policy may be extended by written mutual agreement. If there is no written mutual agreement to extend the time limits, and if the student fails to appeal to the next level within the specified time limits, the grievance will be deemed settled on the basis of the last decision rendered. If the university fails to act on a grievance or to notify the student of the decision at any level within the specified time limits, the student will be permitted to appeal to the next level within the time that would have been allotted had the decision been communicated within the appropriate time limit.

### **Retaliation**

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

### **Interim measures**

Interim measures may be available to the complainant. Interim measures are temporary measures to ensure the integrity of the process and to safeguard

the complainant and the university community. Such measures may include changes to academic, living, transportation, working situations and limiting or suspending access to university facilities and events or regulating continued interaction between the complainant and the subject of the complaint. If the complainant wishes to explore the possibility of interim measures, one should contact the dean of students or assistant vice president of human resources.

### **Interpretation**

Any questions about the interpretation of this policy may be addressed to the dean of students.

### **OBSTRUCTION**

No student may intentionally interfere with and/or interrupt any function on-campus, or university activity off-campus. No student may occupy any facility on campus beyond a time reasonably fixed and announced and/or posted by the university, when the effect of the occupation is to interfere with the conduct of any university activity. Furthermore, no student may willfully obstruct entry into, or exit from, any building, walkway or roadway by any form of a blockade. (reference community standard 2.6 and 2.11)

### **PARKING REGULATIONS**

All students who park their vehicles in a North Park University parking space are required to purchase a parking permit.

Parking space availability is seriously limited at North Park, just as it is at other urban campuses. Accordingly, first-year resident students are not permitted to purchase a campus parking permit. Generally, upper-class resident students are discouraged from bringing automobiles because of the lack of available parking space. Most resident students have found that there are adequate transportation options within the city so that an automobile is not necessary.

### **Parking permits**

Parking permits are available online with a major credit card and can be picked up at the Campus Safety Center after they are purchased.

**NOTE:** A parking permit does not guarantee the holder a parking space, but only the opportunity to park in specified parking areas on an “as available” basis.

### **General parking regulations**

1. Hang tag permits must be displayed on the rear-view mirror and may be transferred between family vehicles. They are not transferable between owners. Valid hang tag permits must be hung from the rearview mirror, with

the permit number and/or graphics showing through the front windshield and below the tinted portion of the windshield. A parking permit is not considered valid unless it is displayed correctly on the vehicle.

2. Vehicles must be in good driving condition so that they can be safely operated; no junk cars may be left in lots.
3. Vehicles must display proper license plates.
4. Parking in unauthorized areas can result in ticketing and towing. The observation that parking lots are full is not a legitimate excuse for parking in unauthorized areas.
5. If an employee or student finds it necessary to drive a car without a sticker in an emergency for more than one day, they must obtain a temporary permit from Campus Safety. If it is for only one day, simply call Campus Safety and provide them with a description of your loaner vehicle.
6. Accessible parking spaces are provided in university parking lots in accordance with the Americans with Disabilities Act (ADA). Vehicles parked in these spaces must display a valid accessible/ADA permit. Accessible permits may be obtained from the Illinois Secretary of State Office. Under federal law, unauthorized vehicles in these spaces may be ticketed by state, local, and federal law enforcement officials, including campus safety officers.

### **Designated color coded parking**

Parking lots on campus are designated for special uses and are identified by color coding. Holders of vehicle parking permits are restricted to parking in areas identified by a color that matches the color on their parking permit decal. Such areas may be identified by more than one color. Designated parking lots/ areas are marked by signage and the following color coding:

#### ***Commuter students: red color coding***

- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie
- Foster & Kedzie Parking Lot, 5141 N. Kedzie

#### ***Faculty/staff: yellow color coding***

- Kimball Parking Lot, 5125 N. Kimball
- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie
- “Old Bookstore” Parking Lot, 3218 W. Foster
- Alley west of Brandel Library
- Alley north and west of Sohlberg Hall

***Resident students: white color coding***

- Anderson Hall Parking Lot, 5000 N. Spaulding
- Burgh Hall Parking Lot, 5051 N. Spaulding
- Carmen & Kedzie Parking Lot, 5115 N. Kedzie
- Argyle & Kedzie Parking Lot, 5025 N. Kedzie

***Graduate students: white color coding***

- Parking Lot behind the Johnson Center

Color designated lots are enforced from 7:00 a.m.–3:00 p.m., Monday-Friday

**Visitors and Guests**

All visitors and guests including alumni, parents and others in personal vehicles should park in designated visitor parking spots located at Foster & Kedzie Parking Lot, 5141 N. Kedzie.

**Parking Violation and Penalties**

A fine of \$25.00 payable online by credit card or with a Student Account representative by cash or check will be charged for the following campus parking violations:

- Failure to display a valid North Park parking permit
- Parking in the wrong designated parking lot
- Parking in a reserved unauthorized parking space
- Parking in a handicapped space
- Blocking a driveway or traffic lane
- Parked in a designated fire lane

**Unpaid tickets**

Students who receive a ticket will have seven days from the issue date on the ticket to pay the fine. If the fine is not paid within this period of time, the fine will be transferred to the student's account. All outstanding fines must be paid prior to registration for the next academic semester with a Student Account representative by cash or check. Graduating students must pay all outstanding fines prior to graduation or risk delay of diploma being shipped. Continual or flagrant disregard of university parking regulations may result in disciplinary action and/or loss of parking privileges.

**Appeals**

Any individual receiving a North Park University parking ticket may appeal the ticket to the director of Campus Safety within seven days from the issue date. The director will review the ticket and will have final determination as to whether the parking ticket is sustained, reduced or voided. Appeal forms are available at the Campus Safety Center desk.

**Towing policy**

The Campus Safety Department is authorized to remove cars at owner's expense (with or without warning) under the following circumstances:

- Illegally parked vehicles where towing signs are posted. This includes but is not limited to vehicles without the appropriate parking permits, parked in an unauthorized parking lots, obstructing university work or events and/or deemed abandoned.
- Illegally parked vehicles blocking fire lanes, handicap spaces and driveways. Towing and storage fees are set by the towing company.

**Disclaimer**

North Park University and the Campus Safety Department assumes no responsibility for any damage to vehicles (or losses of their contents) resulting from theft, vandalism, flooding, or necessary towing regardless of where the vehicle is parked on campus. North Park University reserves the right to relocate vehicles that constitute a safety hazard, that are illegally parked, or that interfere with snow removal, construction, asphalt maintenance, or necessary access to parking lots, sidewalks and buildings.

**POSTER, FLYER AND EMAIL ANNOUNCEMENT POLICY**

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

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

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

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

Email announcement submissions to the North Park email announcements must be sent to [announcements@northpark.edu](mailto:announcements@northpark.edu).

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



**Guidelines:**

- All items must be stamped with the red North Park approval stamp.
- Posters must not exceed a size of 23”x 31”.
- Posted items or announcement submission must be clearly marked with the school, department, office, or organization sponsoring the event.
- Unofficial student groups (not sponsored through the Student Government Association) must have written approval (email or letter) from the student activities coordinator.
- All organizations or individuals not affiliated with the university need to be sponsored by a campus department, group or organization to post printed materials or submit an announcement and must receive approval from and work with the dean of students.
- To enhance the general appearance of the campus, posters must be displayed on bulletin boards only.
- Posters or flyers placed on/in walls, doors, benches, elevators, bathrooms, etc. will be removed.
- Posters and flyers are not permitted on windows, doors, elevators or walls of any building and may be removed.
- Only push-pins, staples, scotch tape or blue painter’s tape (not duct tape) placed on the back of the poster may be used to affix posters to bulletin boards. Repairs to surfaces damaged using other materials may be charged to the person or group responsible for the poster(s).
- The sponsoring person or group shall be responsible to hang the posters and provide the supplies to hang posters.
- Posters will only be approved for a period of two weeks or less. Exceptions may be granted.
- The person requesting poster approval must fill out and sign an entry agreement in the poster sign-in log. If a student signs the agreement, and then does not follow the stated procedures, the group or department may have posting privileges revoked for the remainder of the semester.
- Thirty shall be considered a sufficient number of posters to advertise an event.
- Any poster, flyer or announcement that has images or wording that discriminates, harasses or bullies any population will be denied approval. The group or organization may face student conduct violations.

**Approved bulletin board locations:**

- Anderson Hall lobby
- Burgh Hall lobby
- Park North lobby
- Magnuson Campus Center lobby
- The Nook (Magnuson Campus Center, first floor near vending machines)
- Carlson Tower (all seven floors near elevators)

- Hallway outside of the Provisions On Demand (POD) store
- Hallway outside of the campus bookstore
- Old Main (all boards in the stairwell - three floors)
- Wilson Hall
- Hanson Hall (music/ fine arts events only)
- Caroline Hall (lower level only)
- Brandel Library (two boards—first floor)
- The Johnson Center (bulletin boards in hallways and stairwells)

**Prohibited areas:**

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

**NOTE:** Departmental bulletin boards are not covered under these guidelines. Example: The School of Music, Art, and Theatre can post items on its board concerning music contests or graduate music degrees offered at other schools. For approval to post in residence halls, please contact the Office of Residence Life and Housing.

We do not approve the following items:

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

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

**PRANKS**

Pranks, defined as mischievous or malicious tricks that cause, or have the potential to cause, damage, harm, or distress, are prohibited. (reference

community standard 2.6 2.10, 2.11, 2.12, 3.1 and 3.2)

## **RESIDENCE LIFE AND HOUSING POLICIES**

North Park University expects residential students to uphold all applicable university policies and community standards found in this Student Handbook. Students are expected to exercise good judgment in planning and promoting activities.

Violation(s) of the Residence Life and Housing Polices may result in conduct proceedings being initiated against the North Park student. Consequently, the university may deny or restrict the activities and/or privileges of students. Students are responsible for assuring their residential guest(s) are compliant with university policies and community standards. Residents will be accountable for their guests' actions as outlined in this Student Handbook. Failure to adhere to these guidelines and policies may result in Student Conduct Proceedings.

### **Air conditioning**

Students are not permitted to install or use individual air-conditioning units (window units, portable units, swamp coolers, etc.) in their campus housing.

### **Application for university housing**

All housing applicants must complete and sign a university housing application and submit it to the Office of Residence Life and Housing (ORLH). Once a student completes, and signs, the university housing application, the student commits to being a resident in university housing until a student is released from the university housing application based on the stipulations listed in the university Housing terms and conditions. Please see the university housing terms and conditions for information regarding the room and board refund schedule.

### ***University housing agreement***

The university housing agreement is a legal document. Residential students should carefully read the document and retain a copy for future reference.

### ***University housing requirements***

ORLH maintains residence halls, on-campus apartments and on-campus houses. All first, second, and third-year students are required to live in campus housing. Exceptions to this policy apply to:

- Those living with their parent(s) or legal guardian(s) within 30 miles of campus
- Those registered for fewer than 12 credit hours
- Those 21 years of age before August of the academic year

- Those with senior status (90+ credits), or
- Married couples

Other exceptions to this policy will be considered upon written petition to the Director of Residence Life and Housing (DRLH). Housing is limited to the attending students. Housing for family members is not permitted. Campus housing is unavailable for part-time undergraduate students (unless they are in their final semester at the university) and/or non-traditional (SPS) undergraduate students. Undergraduate students who are married, have children living with them (single or married), and/or are enrolled in the School of Professional Studies can apply for graduate student housing on the website.

### ***Campus housing selection***

The room selection process for current students occurs during spring term. Room selection is based on cumulative academic credit completed by the end of spring term of the current year. Students who do not currently live in a residence hall, but would like to, should contact the ORLH to obtain housing information.

### ***Check-in and check-out***

Students may only check-in during designated times. Upon arrival for check-in students are required to complete several forms which include but are not limited to a University Housing Agreement Terms and Conditions, Room Condition Report, Emergency Contact and Alert Information. Regardless of the time of year and/or the circumstances of departure, proper check-out consists of making an appointment to check-out with a residence life staff member who will inspect the room, record any damages, and collect room keys. Improper check-in or check-out will result in a minimum \$50.00 charge, in addition to other charges that may be assessed for cleaning or damage. Should you have any questions about the check-in process you should speak with your RA or Residence Life and Housing professional staff.

### ***Children in university housing***

Infants and children age ten and under are not allowed in any area of the student residential facility, including university classrooms and residential students' private rooms. Children are not allowed visitation or childcare services by residents in university student housing. Visitation exceptions include the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the ORLH), and during Admissions Office guided campus tours. (Reference community standard 2.18)

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

### **Cleanliness and sanitation**

All residents must maintain satisfactory sanitation and safety standards in their living areas. Residents are not permitted to sweep dirt, trash, or waste out of doors or throw such items from windows or balconies. In addition, letting dirty dishes/ laundry pile up, spoiled or otherwise inedible foodstuffs accumulate, or creating any unsanitary condition is prohibited. Clotheslines are not permitted on apartment balconies. (Reference community standard 2.9)

### **Cohabitation**

The university does not allow any persons who are not assigned by ORLH, regardless of sex, to live in any residence hall, campus apartment, or house (or in any combination of campus housing units) on a long-term or permanent basis. Students of the opposite sex who are not legally married are not assigned and may not arrange to live together in university housing.

### **Courtesy and quiet hours**

Residential students and their guests are expected to be considerate of other residents within and outside university residences by keeping noise at a reasonable level at all times. Quiet hours are observed in all residential spaces from 11:00 p.m.–8:00 a.m. each day. Courtesy hours are observed in all residential spaces and at all times other than quiet hours. During this time it should always be quiet enough so that anyone who wants to can sleep or study. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere in their room, on their floor and building. (Reference community standard 2.8)

### **Damages and room condition report**

Residential students will be billed for all room damages and common area damages. Billing will be made at the end of each semester or at the time of the incident. Depending on the damage this amount will be billed to the student or taken out of their housing deposit.

When a student takes possession of the room, the residential student will receive a Room Condition Report on which the condition of the room and the items in it has been noted. Major changes from the move-in notations upon checkout will indicate that the damage is the resident's responsibility and the resident will be billed accordingly. It is to the residential student's advantage to check to ensure that the Room Condition Report is as specific as possible. Damages in the public (formal and lower lounges) and semi-public areas

(shower rooms and bathrooms) of the living area are charged to individuals or groups when responsibility can be established. When the individuals responsible cannot be determined, the entire apartment, floor, hall, house, room, or wing is assessed for repair or replacement costs. Damage to the hallways, bathrooms, etc., on each floor will be assessed to the residents of that floor. Individual room damage is assessed to one or both roommates.

Residential students shall be responsible for any damage done by, and caused by, non-resident visitors. Non-students who damage university property will be subject to arrest. Their host will be held responsible for repair bills. Any damage to a residential student's personal property by either another student or a non-student is a civil matter. University conduct proceedings may also take place. Residents are expected to report information regarding damage, theft, and vandalism to a ORLH staff member. Depending on the circumstances, residents may also be referred to Campus Safety to file a report.

### **Electrical appliances and wires**

All appliances must be in good working order and Underwriter's Laboratory (UL) approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. The DRLH must approve appliances using significant amounts of power or a large number of appliances in a student room. Refrigerators of more than five cubic feet are prohibited.

No electrical appliances with exposed heating and/or open coil elements are permitted in university residence halls. This includes but is not limited to toasters, toaster ovens, air fryers, warmers, hot plates, hot pots, popcorn poppers, and electric blankets. In university apartments or houses one microwave unit, air fryer and toaster are permitted per kitchen.

A power strip or extension cord may be used, but connecting or "piggy-backing" multiple extension cords or power strips, in any combination, is prohibited. The university accepts no responsibility for damages incurred to electrical appliances as a result of power surges or outages.

The university may add or remove authorization of an item based on additional information or risk.

### **Emergency contact and missing person policy**

All resident students are required to provide the ORLH with the name of an emergency contact person as part of the check-in procedure for campus

housing.

If a student is under the age of 18, the emergency contact person must be a parent or legal guardian. The emergency contact person may be called during medical emergencies, depending on the severity of the situation and the wishes of the student involved.

If any member of the campus community, family member or friend has reason to believe that a resident student's absence is contrary to their normal behavior, ORLH and the Campus Safety Office shall be notified immediately and will initiate an investigation.

The university has twenty-four hours after receiving the report that the student is missing to initiate specific missing student notification procedures. However, the university can initiate their procedures for a missing student before 24 hours has passed. For further detail on North Park University's missing person policy, please see the annual Campus Safety and Security Report.

### **Furniture**

Students may not remove any furniture from lounges, study rooms, or student rooms. Students doing so may be charged with theft. In addition, all university property must remain in student rooms, apartments, or houses at all times.





**Guest policies for university housing**

The right of a residential student to live in reasonable privacy, to free access to the space at all times, to study, and/or to sleep takes precedence over the right of their room, apartment, or house-mates' abilities to exercise guest visitation in the space. Residential students should consult with their roommate(s) before guests are invited into the space. Guests are expected to be considerate of others in the university residences and be quiet when entering or exiting the university residence.

The university reserves the right to require guests to leave immediately upon request at any time if it is deemed to be in the best interest of the community.

***Definitions***

- Non-NPU guests are defined as non-North Park students who are visiting a residential space. Students who are not currently enrolled in classes are defined as non-NPU guests.
- NPU guests are defined as other North Park students who are currently enrolled in the university.

***Guest limit***

In any case, excluding the assigned occupants, individuals in any residence hall room shall not exceed four guests per resident; any residence apartment shall not exceed six guests per resident; and any residence house shall not exceed ten guests per resident.

For events hosted where more than ten guests may attend students must seek written approval by the appropriate AC of that living area. There shall be no more than three people gathered on a porch at any given time. All students and guests must follow university policies and guidelines. The university reserves the right to require guests to leave immediately upon request.

***Guest sign-in procedure for university residence halls and park north apartments***

NPU and non-NPU guests in a residence hall must sign in at the front desk and leave a valid form of photo identification (a current North Park University ID, passport, driver's license, or state identification card) to be picked up upon departure. In residence halls and Park North, the host and guest must check in at the front desk together. The guest and host in residence halls must return to the desk together to check out.

Sanctions for failure to check in and/or out guest(s) include, but are not limited to, a possible loss of visitation privileges, fines, or other student conduct

sanctions at the discretion of ORLH.

**Guest visitation hours**

Residence Halls: Sunday–Thursday: 10:00 a.m.–midnight; Friday–Saturday: 10:00 a.m.–2:00 a.m.

Apartments, and Houses: Sunday–Thursday: 10:00 a.m.–2:00 a.m.; Friday–Saturday: 10:00 a.m.–4:00 a.m.

Any overnight guest, regardless of whether or not they are a North Park student, must follow the overnight visitation procedures.

**Overnight visitation**

Residential students of university housing may host two overnight guests at least 11 years of age or older and the same sex provided they have the consent of their roommate(s).

Guest must be registered as outlined in guest sign-in procedure for university residence halls and park north apartments. The guest will receive an overnight form, which must be carried at all times. No overnight guest shall be hosted for more than three days consecutively and six days total within a 30-day period in any residence hall, campus apartment, or house (or in any combination of campus housing units). Any exception to this must receive prior written approval from the Residence Life and Housing professional staff of the Living Area.

**Health and safety inspections**

All on-campus housing residential areas will be periodically inspected for cleanliness, physical health, fire safety equipment, maintenance, and sanitation issues. Advanced notice will be given prior to each inspection. Inspections can occur with or without your presence. If an inspection occurs without your presence, a note will be left explaining the purpose of entry, along with the date and time of entry and any noteworthy outcomes of the inspection.

**Holiday and hallway decorations**

Holiday decorations are encouraged by the residence hall staff, but must follow specific safety guidelines. Please see your area coordinator for specific guidelines regarding holiday and hallway decorations. Live Christmas trees present a potential fire hazard, and are prohibited.

**Hostile living environment response policy**

This policy is intended to be utilized in situations where a hostile environment is alleged to have been created within the assigned living area. A “hostile

environment” is defined as a situation in which one or more individuals in a living unit intentionally creates tension between roommates, making the residential environment unlivable for personal, academic and/or psychological reasons. This policy also applies to situations in which a student or group of students intentionally discourages a potential roommate from moving in an available space(s) in the housing assignment.

When a hostile environment allegation occurs, the residence life staff will respond using the following procedure:

- A. A residence life staff member will meet with the student or students allegedly causing the disruption. Expectations of appropriate roommate behaviors will be stated and discussed at that time.
- B. Mediation of conflicts will be initiated by the residence life staff.
- C. Determination by the residence life staff member concerning the existence of a hostile environment and its causes.
- D. If the allegation is sustained, roommate agreement, which should have been completed in the beginning of the semester, will be revised to address issues of concern. If the behaviors which have caused the hostile environment continue, residence life staff have the option to move the student or group of students causing the disruption to another room assignment and/or charging that student or group of students for the cost of the open space(s). At the request of the complaining student, their housing assignment may also be changed, and any related cost charged to the disrupting student or group.

### **Lock-outs**

Students are responsible for making sure that their residence is secure and to carry their keys/ID cards with them in order to prevent being locked out. If a student is locked out, a ORLH staff member or Campus Safety may assist them. During the first week of the semester, students will not be charged for lock-outs. Students will be fined \$5.00 for every lock-out that occurs thereafter.

### **Maintenance concerns and repairs**

To request maintenance service, a residential student must enter an asset essentials maintenance request through “myNPU” on the NPU website. A resident need not wait in the room, apartment, or house for a maintenance staff member. Whenever a residential student requests maintenance service, it gives the staff permission to enter the room, apartment, or house and make necessary repairs. It is the residential student’s responsibility to follow up with the area coordinator if repairs are not completed in a timely manner. Maintenance staff service will only occur during the university housing visitation hours.

**Modification to rooms**

Creativity is encouraged in personalizing rooms, with the expectation that rooms be returned to their original condition at the time of check out.

- Students may not modify rooms in any way which alters university property, changes the architecture of a room, impedes or damages fire protection devices, or blocks lanes of ingress or egress.
- Students are not allowed to paint residence hall rooms, apartments, or houses.
- A list of prohibited items can be found under the Unauthorized Items section.

**Pets**

Fish (defined as cold-blooded, aquatic vertebrates, having gills), kept in five-gallon tanks or smaller, are the only pets allowed in residence hall rooms. All other pets are prohibited. If unauthorized pets are found, they may be confiscated and turned over to local animal control authorities. This policy does not apply to service or emotional support animals. See section on services and emotional support animals for further information. (Reference community standard 2.10)

**Residence life and housing grievances**

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

***Step one***

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

***Step two***

Unless the grievance has resulted in the issuance of an Incident Report, a student who is not satisfied with the resident assistant's response may appeal to the Residence Life and Housing professional staff within five days of the resident assistant's response. The appeal shall be in writing, and identify the issue, describe the prior steps taken to resolve the grievance, state the responses

received at earlier steps, and set forth all the facts supporting the grievance, including any related documentation. The Residence Life and Housing professional staff will conduct any investigation deemed necessary, consult with the relevant Resident Assistant, may request the student grievant and the person who is the subject of the grievance, if any, to jointly meet with the Area Coordinator or Assistant Director. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park community. The Residence Life and Housing professional staff will promptly render a decision.

### ***Step three***

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

### **Roommate agreement form process**

ORLH encourages the use of the roommate agreement form. Roommates are encouraged to fill out the form upon moving in to their new room. This form can help generate good conversation between roommates regarding a wide array of situations and expectations. The form includes questions about use of belongings, use of the room, visitors, and care of the room.

If problems between roommates arise during the school year, Residence Life and Housing may require roommates to complete form as it can be helpful to work through and identify problems. It is a useful tool in helping to resolve a difficult situation by creating guidelines.

### **Room changes**

Room Change Week occurs once each semester with notification going out to residents prior to this week. Students may not move rooms without authorization from the ORLH.

Room changes for the upcoming semester require vacating the current room prior to the end of the current semester. Students may not move rooms without authorization from the ORLH.

Students experiencing roommate difficulty should contact their resident assistant or area coordinator or assistant director to pursue mediation.

**Storage**

North Park University does not have storage available for any items during the school year or over the summer. Residents are responsible for securing storage at an off campus facility if needed. Per the Housing Terms and Conditions, any personal property which remains on the premises for more than ten days following termination of occupancy shall be deemed abandoned, and the university shall be entitled to retain or dispose of such property.

**Theft, other loss, and insurance**

Report any property loss immediately to Campus Safety and/or a resident assistant or a area coordinator. The best guard against property loss or damage is a locked door and secured window. The university is not responsible for loss or damage to personal property, whether by theft, fire, flooding, power surges, brownouts, or other circumstances. It is strongly recommended that students check their homeowner's coverage and other insurance policies to determine any current level of coverage. Students may also wish to consider renter's insurance.

**Unattended items**

Items or belongings left behind after a residential student has vacated a university living space will be stored for ten days. If no arrangements have been made between the student and the ORLH, the belongings will then be deemed abandoned, and the university shall be entitled to retain or dispose of such property.

**Unauthorized items**

As a part of the North Park community, residents' private property or decoration within their residential space must not be in violation of campus policies. In addition to unauthorized substances, residents are restricted from having the following items in rooms:

- Washers and dryers
- Air conditioners, unless approved as an accommodation by the disability access specialist and DRLH
- Animals/pets (only small fish allowed, up to a five-gallon tank). This policy does not apply to service or emotional support animals. See section on services and emotional support animals for further information
- Candles and incense
- All type of grills (including George Foreman)
- Halogen lights and high-intensity light bulbs

- Hookahs
- Hoverboards
- Hot plates, toasters, or toaster ovens (no open coils). In University apartments or houses one toaster is permitted per kitchen.
- Nails and screws of any size for use on the walls, ceilings, floors, or any university-owned furniture
- Microwave oven. In University apartments or houses one microwave is permitted per kitchen.
- Space heaters
- Five-light floor lamp
- Bicycles (residence hall room)
- Drones, unmanned aerial vehicle (UAV) or unmanned aerial systems (UAS)

### **Vacations and Closings**

The residence halls, apartments and houses close each year for winter break and spring break. Students are required to leave campus during all breaks, except as specifically provided herein.

Winter break and summer housing is available on a limited basis for a separate fee and application process. If students violate any of the policies outlined in the Student Handbook, or if it is deemed to be in the best interest of the community, a student may be asked to leave campus for the duration of the break.

Students who do not comply with this policy may be assessed a fine, and may be subject to Student Conduct Proceedings.

### **Windows**

Tampering with any windows outside of their intended use is prohibited. Window blinds and screens must remain on all windows, including common area windows. Residents are encouraged to lock windows when not in the room and when sleeping. Entering and exiting through windows is prohibited. Throwing or dropping objects from windows is prohibited. (Reference community standard 2.12)

### **SALES, SURVEYS, AND SOLICITATION**

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

- All organizations or individuals desiring to recruit professionally on campus



- must contact the Career Development Office.
- All campus-affiliated organizations or individuals wishing to sell merchandise or services must receive permission from and work with the student activities coordinator.
  - Tables in the Johnson Center atrium, Carlson Tower lobby, and Magnuson Campus Center are available to campus departments and Registered Student Organizations (RSO) for the purposes of sales, surveys, solicitations or other uses.
  - RSOs must obtain permission to sell merchandise or services in the residence halls for fund raising purposes from the DRLH. Door-to-door selling and soliciting in the residence halls, on campus, or in the local community are not permitted.
  - All RSOs or students who wish to conduct a survey in the residence halls must obtain prior approval from the DRLH. Students who wish to conduct a survey elsewhere on campus must obtain prior approval from the student activities coordinator.
  - All organizations or individuals not affiliated with the university who wish to distribute printed materials must receive approval from and work with the student activities coordinator.
  - All organizations and individuals not sponsored or affiliated with the campus are prohibited from soliciting students on campus to donate money, join their organization, purchase their products, register to vote, sign petitions, or utilize their services without prior approval from the student activities coordinator.

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

## **SOCIAL MEDIA**

### **SOCIAL MEDIA POLICY AND GUIDELINES**

North Park University recognizes that social media is a relevant means of communication for the students, faculty, staff, alumni, and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development.

As an institution, North Park University strives to be a part of the networks where our students, employees, alumni, and friends engage. You can find North Park through these social media channels:

- Facebook: [facebook.com/npuchicago](https://www.facebook.com/npuchicago)
- Instagram: [instagram.com/npuchicago](https://www.instagram.com/npuchicago)

- LinkedIn: [linkedin.com/school/northparkuniversity/](https://www.linkedin.com/school/northparkuniversity/)
- Twitter: [twitter.com/NPU](https://twitter.com/NPU)
- YouTube: [youtube.com/user/northparku](https://www.youtube.com/user/northparku)
- Vimeo: [vimeo.com/npu](https://vimeo.com/npu)

While North Park University encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Lines between personal and professional content, and between public and private content, are often blurred. Whether participating on behalf of the university, a University-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on-one interactions. Remember that the internet is not anonymous, nor does it forget.

### **Guidelines for use**

#### ***Take responsibility and be transparent***

- You are responsible for anything you post online. Reflect and use sound judgment before posting. Check your spelling and grammar.
- Practice academic integrity. Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty. Do not plagiarize—give proper attribution.
- Practice personal integrity. Do not make or endorse reckless or malicious false statements. Never misrepresent or conceal your identity. Anonymous communications are unethical and have no credibility.
- If writing in your personal capacity about university matters, make clear that the views you express are your own, not necessarily those of the university.

#### ***Respect your audience and your colleagues***

- Abide by the ethical, moral, and professional standards of North Park University as outlined in the **Student Handbook**, **Employee Handbook**, and **Manual of Academic Personnel Policies**. In particular, this includes the **Policy Against Discrimination and Harassment**.
- Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.
- Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the university.
- Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
- Except for legitimate academic or business purposes, members of the community should be mindful of their position of power over others and

should avoid personal social media relationships with those individuals.

### ***Respect the property of others***

- Respect intellectual property rights.
- Do not distribute copyrighted materials without the permission of the copyright owner.
- Do not use trademarks or logos without the owner's permission.
- Adhere to the user agreements (terms and policies) for each social media site.
- When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

### ***Respect confidentiality***

- Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.
- Do not post sensitive personal identifying information (such as social security numbers, student identification numbers, addresses, or birth dates). Such information may enable identity theft.
- Do not post any information about another person that is protected from disclosure by law or professional standards (such as medical information or student education records). Check with your program or department to determine whether it has a specific social media usage protocol to ensure compliance with professional and privacy requirements of particular fields or governing/accreditation body.

### ***Respect the university's interests***

- Do not post anything that interferes with your work, the university's educational mission, or the welcoming and diverse environment the university promotes as a Christian, city-centered, and intercultural institution.
- If you find negative posts by a third party about the university, its faculty, staff, or students that you believe needs a response by the university, contact the Office of Marketing and Communications.
- Compliance with non-profit status: As a 501(c)(3) organization, North Park University is "absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office" (see: <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>). To safeguard the university's non-profit status, this prohibition applies to the university's social media accounts. While promoting particular candidates is improper, nonpartisan efforts to encourage members of the North Park community to vote are acceptable, as long as specific candidates or political stances are not

part of the message.

### ***Be wary***

- People who communicate with you online may not be who they claim to be. They may have an improper motive or seek information to which they are not entitled.
- Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.

### **UNACCEPTABLE POSTS WILL BE REMOVED**

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

- Harassment in any form.
- Failure to respect the rights of others, such as the right to privacy.
- Forgery or other misrepresentation of one's identity.
- Distribution of copyrighted materials without the permission of the copyright owner.
- Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the social media guidelines.
- Advertising/soliciting for non-university-sponsored products, programs, and events.
- Spam

North Park sponsored online forums should be used for discussion of general interests and issues relating to North Park, not specific individuals and situations.

The university cannot immediately review every comment posted on a North Park sponsored page. Opinions expressed are not necessarily those of the university and the university does not guarantee the accuracy of these posts. Requests that content be removed from university social media channels, as well as comments about content, should be addressed to North Park University's Office of Marketing and Communications (UMC).

### **COMPLAINTS AND REPORTING VIOLATIONS**

If you feel that you have been harassed or victimized by another individual's social media use, please report it following the complaint procedures outlined in the University's Policy Against Discrimination and Harassment. If the individual you have a complaint against is another member of the North Park community, the university will take all the appropriate steps as outlined in the

applicable university policy.

Most social media channels offer a method for reporting offensive or harassing posts. For North Park sponsored sites, contact UMC at [feedback@northpark.edu](mailto:feedback@northpark.edu).

Students may also find it helpful to seek the support and advice of their area coordinator, the university's digital content specialist, another trusted North Park University staff member, or the dean of students. Faculty and staff may contact Human Resources.

If you become aware of other violations of this policy, please report the violation to UMC at [feedback@northpark.edu](mailto:feedback@northpark.edu).

### **UNIVERSITY SPONSORED SOCIAL ACCOUNT GUIDELINES**

Schools, departments, offices, athletic teams, and employee and student groups often benefit from social media engagement. The university permits groups to create social media channels using university resources. Before setting up a new official social media channel, permission must be obtained from UMC and/or the vice president for Enrollment Management and Marketing. UMC will assist with setting up official North Park University social media accounts, designing them properly, and managing their settings.

There is no expectation of privacy when using university-sponsored social media sites and the university reserves the right to review all postings on such sites. University-sponsored sites may not be password protected without the express permission of UMC and UMC must be given permission to access all password-protected, University-sponsored sites and social media accounts.

### **POSTING ON BEHALF OF THE UNIVERSITY**

Only administration-designated employees are permitted to post on behalf of the university. If you receive an external request for comment "by the university" or an inquiry requiring a response on behalf of the university, you should direct the request or inquiry to UMC.

### **SOCIAL MEDIA TAKEOVER GUIDLINES**

The primary purpose of social media takeovers is to showcase what life is like as a student at North Park University — from classes to clubs and activities to just hanging out with friends. You have been personally selected to use North Park's social media accounts and to represent the university for up to 24 hours publicly. So have some fun!

During this time, you are encouraged to highlight your unique personality in a

respectful and responsible way and to let the university's followers get to know you and North Park a little bit better.

Here are some things we would love for you to share about:

- Classes and academic projects
- Your student organizations
- Life in Chicago
- Campus events
- Your job/internship
- Hobbies outside of school
- Volunteer work and service projects

However, because you are representing North Park University, you are to keep the university's reputation in mind as you post at all times.

Here are some things you are prohibited from sharing:

- Profanity
- Drug or alcohol use
- Personal attacks
- Pictures or videos containing nudity or other sexual content
- Personal information about individuals without their permission
- Commercial promotions
- Opinions regarding politics or university policies

### **NON-INTERFERENCE WITH APPLICABLE LAWS**

This policy is not intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX or other equal opportunity laws, or any whistleblower protection law.

**NOTE:** This was taken directly from the web page: <https://www.northpark.edu/about-north-park-university/university-marketing-and-communications/about-university-marketing-and-communications/university-standards/social-media-policy-and-guidelines/>

### **STUDENT IDENTIFICATION CARDS**

All registered North Park students must obtain a student identification card (ID) for the duration of time they are actively enrolled in the institution. All students enrolled should obtain their photo ID card at the Campus Safety Information Center during office hours. Students should have their ID cards in their possession at all times and must replace it if lost, stolen, or damaged. Replacement student ID cards are \$10.00, and payment is due upon receipt. Student ID cards are used for the following:

- To be identified as a current North Park University student.
- To act as a key to gain access into authorized campus buildings and rooms.
- To gain entrance into the campus dining hall for meals if student has purchased a meal plan.
- To use for Flex Dollars.
- To utilize library services.
- To use recreational facilities.
- To gain entrance to residence halls, and university athletic and social events.

### **THEFT AND UNAUTHORIZED BORROWING**

Theft, attempted theft, unauthorized borrowing, or unauthorized use of any university, public, or private property is prohibited. (reference community standard 1.1)

### **TRESPASSING**

University resources and facilities are meant to be utilized by the university community, but some limitations regarding hours of use and authorization do exist. (Reference community standard 2.12, 3.14 and 3.15)

- No individual may enter a university building or property outside of its set hours of operation, unless they have obtained written permission to do so.
- Areas on campus marked as “no trespassing” or “authorized personnel only” must not be entered without explicit permission.
- No unauthorized persons are permitted on any campus roof or elevated exterior surface at any time.

### **TRUTHFULNESS**

All members of the university community are expected to be both truthful and complete when providing information (written, verbal, or electronic) to the university or to any person employed by or acting for the university.

### **U-PASS**

The Ventra U-Pass provides low-cost transportation to students in the Chicago metropolitan area by providing unlimited rides on CTA buses and trains during the academic semester. All full-time traditional undergraduate students (domestic and international) will have access to a Ventra U-Pass.

The Ventra U-Pass is active beginning the week before each academic semester and provides unlimited rides on CTA until the last day of the semester. The U-Pass is not active between terms or the summer.

Distribution events occur during the first week of each semester and are announced via email to students.

The U-Pass fee is \$150 for fall and spring semesters. There is no pro-rating of the U-Pass fee, so it is recommended that you pick it up early in the semester. This fee is also non-refundable.

The CTA Ventra U-Pass is personalized with your photo and a special CTA ID number. The Ventra U-Pass is not transferable and will be confiscated by the CTA if it is misused. CTA maintains the right to inspect your Ventra U-Pass and or ask for another form of identification. The university also reserves the right to bring charges against the student for violation of the Community Standards as detailed in the Student Handbook.

You can learn more about the Ventra U-Pass at **[www.northpark.edu/about-north-park-university/chicago/ventra-u-pass/](http://www.northpark.edu/about-north-park-university/chicago/ventra-u-pass/)**.





## The University's Responsibility to Students

North Park University is committed to providing a positive, holistic educational experience. The university expects much from its students, staff and faculty, and also recognizes that it has certain obligations to the safety, well-being, and privacy of the entire campus community. Therefore, by admitting new students, faculty, and staff into the community, the university agrees to certain responsibilities to protect and serve the community it has created.

### **ANNUAL SECURITY AND FIRE REPORT, CLERY ACT**

North Park University publishes an annual campus security and fire report to inform the university community about campus security policies and initiatives to help prevent crime and respond to emergencies that could happen at North Park University. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The director of Campus Safety uses information maintained by the North Park University, Campus Safety Department. As well as information provided by other university offices such as Student Engagement, Residence Life, Office of Student Conduct, and information provided by other Campus Security Authorities, Chicago Police Department, and other law enforcement agencies. Each of these entities provides updated policy information and/or crime data. The report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, and on property owned, leased, or controlled by university. The report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. By October 1 of each year, the university distributes a notice of the availability of this Annual Security and Fire Report to every member of the university community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Public Safety at 773-244-5270 or by visiting the [\*\*Safety and Security Report\*\*](#).

### **CHOSEN NAME POLICY**

The North Park University community recognizes that some of its members use names other than their legal names to identify and refer to themselves. The university acknowledges that a chosen name can and should be used wherever possible in the course of university business and education. The university will strive to use Chosen Name in documents and communication whenever possible.

Therefore, it is the policy of the university that an individual may choose to identify themselves within the university's information systems with a chosen

first, middle, and/or last name in addition to the person's legal name. It is further understood that the person's Chosen Name shall be used where possible in university communications and reporting except when the use of the legal name is required. Inappropriate use of the Chosen Name policy, including but not limited to avoiding a legal obligation, misrepresentation, and the use of offensive language, including profanity or language which has the effect of mockery, may be cause for denying the request.

Examples in which legal name will still appear:

- Enrollment inquires and verifications
- Financial aid
- Health, insurance and medical documents and records
- International visa status
- Official transcripts
- Payment/billing
- Back of ID card (provided you obtain a new one)
- W-2 and other tax forms
- Pay checks and advices
- Other documents requiring legal name

The use of any Chosen Name at North Park University should not be for purposes of misrepresentation or any other purpose that is unlawful or would violate any North Park University policy or standard. Chosen Name is limited to alphabetical characters, hyphens and spaces (e.g. no symbols). Reverting back to legal name at any time is permitted.

Please be advised that designating a Chosen Name in the university's information systems is not the same as legally changing your name through the court system and/or other processes. An individual's legal name will remain unchanged in all university related systems. An individual who wishes to change their legal name in the university's records can obtain the Name and/or Gender Change Request Form on the Office of the Registrar and/or Human Resources websites. Concerns or questions should be addressed to Office of the Registrar and/or Human Resources.

This policy does not form a contract of any kind and may be modified, changed, altered, by North Park University at its discretion.

## **DIRECTORY INFORMATION**

North Park University may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act without the written consent of an eligible student unless it is requested in writing that such

information not be disclosed. The items listed are designated as “directory information” and may be released about any student for any purpose at the discretion of North Park University unless a written request for non-disclosure is on file: name, dates of attendance, full- or part-time status, class, previous institutions attended, major field of study, awards, honors, and physical information about athletes (height and weight).

Current eligible students may prohibit general disclosure in the directory by notifying the registrar in writing within ten calendar days after the first scheduled class day of each fall semester. North Park University will honor the request until notified or until the student is no longer enrolled. The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon a student, North Park University assumes no liability that may arise out of its compliance with a request that such information be withheld. Failure on the part of a student to request the withholding of directory information shall be deemed the student’s consent to disclosure.

### **DISABILITY SERVICES**

North Park University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. The university is committed to full inclusion and participation of people with disabilities in all aspects of university life. Support services and reasonable accommodations to aid students with disabilities are coordinated by the Division of Student Engagement and the disability access specialist. The university is also willing to relocate programs, services, or activities and to make events accessible. Additional information can be found online at [www.northpark.edu/ada](http://www.northpark.edu/ada).

### **EMERGENCY COMMUNICATION**

The safety of all members of the campus community and visitors to the university is of the utmost importance. Emergency information and building addresses are posted throughout the campus. It is important that you review this information and pay attention to what is going on around you.

Call 9-1-1 immediately for all life-threatening emergencies. For all other security needs, call Campus Safety at (773) 244-5600 or campus extension 5600.

In case of a weather-related emergency, seek shelter away from windows. Head to an inside hallway, stairwell, or basement.

## **EMERGENCY ALERT SYSTEM**

In an emergency, or other related situations, North Park University's Emergency Management Team will alert you via text message, voice message, calls and/ or email with timely information to help keep you safe and informed. This includes instances of school closings related to weather or other emergencies. In order to receive these updates, students, staff, and faculty must provide the university with up-to-date emergency contact information alert information to ensure they are notified. By providing this alert information, you are giving the university permission to contact you in the case of a campus emergency.

It is your responsibility to maintain this information and keep it current in order to get timely emergency alerts. You can update your information, opting in or out of the emergency alert system, at any time.

When you enter your emergency contact information will be inserted into the Emergency Alert system with the contact information provided to North Park during the admissions, enrollment or employment process. You may choose to change your contact information in the Self-Service portal.

In addition, the university may choose to use the LiveSafe App to notify the campus when an emergency situation arises.

How to update emergency alert information:

1. Log in to Self-Service at [www.northpark.edu/selfservice](http://www.northpark.edu/selfservice).
2. Click on User Options in the left navigation menu.
3. Under Phone Numbers, provide an up-to-date mobile phone information number.
4. Select the Emergency Alert Option as the Phone Type.
5. Save this information.

In addition, the university may choose to use the LiveSafe App to notify the campus when an emergency situation develops. The Emergency Alert system will also be used to send campus-wide emails to communicate important information. Emails will be sent to all "@northpark.edu" email addresses. All students, faculty, and staff are responsible for activating and checking your North Park email regularly, or setting up a forwarding service to receive their email at an alternate address.

## **University website and social media channels**

When appropriate, the university will also communicate with the community via updates on the website and through social media channels. The homepage of [northpark.edu](http://northpark.edu) will be visibly altered to provide visitors with necessary

information, including emergency phone numbers for more information, if applicable. All official campus updates during critical situations will be posted at [northpark.edu/alert](http://northpark.edu/alert). The university's Facebook page and Twitter account will also be used to disseminate details and provide links to the website for more details.

### **Other communication channels**

Campus Safety Center desk is the location for receiving and routing all emergency and non-emergency calls for assistance from the North Park University Campus Safety Department. It is staffed by trained personnel and equipped with radio communication equipment that will assist in facilitating a timely response to both non-emergency and emergency situations.

There are also portable digital radios distributed across campus that will be used in emergency situations to provide direct communication and instructions for safety in residence halls and other main campus buildings. This is a private campus radio network and is also operational in the case of power outage.

North Park University's Emergency Management Team is also able to communicate with the City of Chicago Office of Emergency Management during the course of any city event that might affect our campus or surrounding neighborhood.

### **School closures**

As a general practice, North Park University does not close unless the health, safety, and security of the university personnel and students are seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the university will communicate via Emergency Alert System. Announcements of the emergency closing will, to every extent possible, specify the starting and ending times of the closing and whether the closing includes specific University services, events and evening or Saturday classes and programs.

## **EMERGENCY PROCEDURES**

Always call 9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Safety of all emergencies by calling (773) 244-5600.

### **Active shooter on campus**

- Quickly evaluate the situation to figure out what action gives you the best chance of surviving:
  - Run out: Can you safely get to a safer location? If yes, do so immediately, leaving your belongings behind.

- Hide out: If you can't get out safely, find shelter immediately in your vicinity that offers more protection as well as options for movement.
- Fight: The absolute last resort—if running or hiding are not options—is to fight.
- As soon as you are in the safest location possible, call 9-1-1. Do not assume someone else has already called. Tell the dispatcher:
  - Where you are
  - Who the shooter is in as much detail and description as possible
  - Where the shooter is
  - Number and types of weapons you could see
  - Any injuries you are aware of
- If you must hide out, do what you can to stay unnoticed and keep the shooter out: lock the door, turn out the lights, block the door with heavy objects, keep quiet and put cell phones on silent/vibrate.
- If there are two or more people in a space, quickly and quietly plan what to do if the shooter enters your location, and then spread out as much as possible so the shooter would be forced to look around for targets. Do not huddle together. Remain as calm as possible. Everyone must be committed to surviving the situation.
- If the shooter enters your space, assume their intentions are lethal and use anything you have at your disposal as a weapon of defense. Yell loudly, throw things at their face, if possible rush the shooter as a group to overcome them.

**Dangerous or suspicious person**

- Remove yourself from the person/area if possible. If safe to do so, leave the building.
- Do not physically confront the person or block the person's access to an exit.
- If remaining in the building, lock and barricade room door.
- Turn off lights and equipment.
- Call Campus Safety at (773) 244-5600 and provide as much information as possible about the person and their direction of travel.
- Remain in secured area until "all clear" has been given by law enforcement or Campus Safety.

**Evacuation scenario**

- Do not use elevators.
- Follow directions given by evacuation leaders.
- Calmly evacuate the building using the nearest exit.
- Assist persons with disabilities or special needs.



**Fire**

- Activate the nearest fire alarm pull station.
- Calmly evacuate the building using the nearest exit while assisting persons with disabilities or special needs.
- Do not use elevators.

**Hazardous materials release**

- Move away from the site of the hazard to a safe location.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

**Medical emergency**

- Stay with the individual and do not attempt to move the individual unless they are in danger.
- Call 9-1-1.
- Calmly allow emergency personnel to address the situation.

**Natural gas leak**

- Remain calm and evacuate the building or area immediately while assisting persons with disabilities or special needs.
- Do not use light switches, cell phones, or anything else that could cause a spark.
- Do not use or tamper with any equipment.
- Call 9-1-1 or Campus Safety after you are clear of leak.

**Power outage**

- Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment.
- Do not tamper with or reset tripped fuses or switches.
- Do not use candles during power outages.

**Severe weather**

- When the siren sounds, move all persons to lowest level hallways and tunnels to avoid glass and debris.
- Assist persons with disabilities or special needs.
- Stay away from the windows and skylights.
- Make sure all doors are closed, and keep the corridors clear of objects.
- Wait for “all clear” to return to other campus areas.



**Suspicious object**

- Do not touch or disturb the object.
- Call 9-1-1 or Campus Safety.
- Calmly leave the area.

**ENROLLMENT VERIFICATIONS**

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

North Park University reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, as amended, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All undergraduate students, other than those matriculated in the registered nurse completion and SPS programs, will be assumed to be “dependent” unless a student notifies the Office of the Registrar in writing within ten calendar days after the commencement of any term that they consider themselves to be “independent.” A certified copy of the parent’s most recent federal income tax form establishing the student’s dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of their “independent” status.

**NOTE:** A student cannot declare themselves as “independent” for the purposes of non-disclosure of educational records to parents and still claim to be “dependent” for the purposes of receiving financial aid.

**FLEET VEHICLE POLICY**

The North Park University fleet vehicle policy is based on the conviction that the well-being of our employees and students must be one of the major considerations in all of our operations and university functions. Our employees and students are our most important asset, and their safety is one of our greatest responsibilities.

Our fleet vehicle policy is put in place to prevent accidents and to insure the personal safety of our people.

Every employee and student who accepts the responsibility to operate a motor vehicle owned, leased or rented by North Park University should consider safety as a fundamental part of their responsibility.

North Park University maintains a fleet of vehicles that are available for faculty, athletic coaches, staff and certified students when conducting university related business. Reservations are based on availability and the type of vehicle best fit for the intended use. There are a limited number of vehicles, so you need to reserve early.

1. Full size vans (12-passenger)
2. Mini-vans (7-passenger)
3. Sedans (5-passenger)

The use of trailers or installing towing devices of any kind on a University vehicle is prohibited.

### **Reservations**

Reserving a fleet vehicle can be made on 25LIVE. Only faculty and staff with an authorized driver designated can make reservations. Reservations will not be accepted from students. The individual who makes the reservation will be considered the responsible party. Last minute reservations may be made in person or by email between 7:00 a.m.–3:00 p.m. No reservations will be granted after 3:00 pm. We honor first reservations as much as possible, so please reserve early.

For trips longer than 400 total miles, you must either rent a vehicle from a commercial rental car agency or use a professional charter service. If you have questions about specific trip costs and rental procedures please call 773-244-5270.

When using university-owned vehicles, a faculty or staff member must be present in the vehicle, and in the case of multi-vehicle caravan, a faculty or staff member must be a driver or passenger in one of the university-owned vehicles traveling together. Exceptions to this policy must be authorized by the director of Campus Safety.

### **Driver registration**

The driver of a university vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of the safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in a loss of driving privileges.

University-owned vehicles along with leased and rented vehicles being used for university business are to be driven by “registered” North Park employees and students. To qualify, faculty, staff and students must be registered with the Office of Campus Safety. Students who are authorized to drive may operate university-owned vehicles, but are not exempt from any additional policies. This includes the requirements of a supervising faculty or staff member to be present in the vehicle used.

Driver registration and testing is handled by the Office of Campus Safety.

**To Drive a car or mini-van**

- You must have a valid driver’s license.
- You must provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for our faculty and staff.

**To drive a full size (12-passenger) van**

- You must have a valid driver’s license.
- You must provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff).
- Pass the United Educators on-line driver safety course.
- Pass the North Park University road test for 12-passenger vans.

First-year students are not allowed to drive a university vehicle, unless they are working in a paid position on campus.

**Procedures for picking up a vehicle**

- Pick-up your Trip Card and set of keys at the Campus Safety Center desk.
- All vehicles are parked in the designated fleet vehicle parking lot on the south end of Burgh Hall.
- Vehicle users shall conduct a walk-around inspection of their vehicle prior to driving. Please report any vehicle damage or deficiency on the Trip Card.

**Procedures for returning a university vehicle**

- Park the vehicle in the designated fleet vehicle parking lot on the south end of Burgh Hall.
- Make sure all windows are closed and the doors are locked.
- Return vehicle with no less than a half tank of gas.
- Record total miles driven.
- Report any mechanical problems on the Trip Card.
- Return the keys and completed Trip Card to the Campus Safety Center desk.

- Service fees will be assigned for vehicles returned in an unsatisfactory condition or not returned to the correct parking lot.
- Any returned vehicle found damaged will initiate a review.

### **Alcohol and drugs**

The consumption of alcohol and the use of drugs while placed with the responsibility of driving a motor vehicle owned, leased, or rented by North Park University are strictly prohibited. The use of a North Park University vehicle to transport faculty, staff, or students to any off-campus event during which alcohol beverages may be served is prohibited. Any exceptions to this policy must be approved by the director of Campus Safety and the vice president of Finance and Administration.

### **Authorized passengers**

It is the responsibility of the driver to assure that all passengers being transported are affiliated with the university; i.e. faculty, staff, students and approved guests.

### **Extended trips**

For trips longer than 400 total miles, you must either rent a vehicle from a commercial car rental agency or use a professionally driven charter service.

- Drivers must attend a “pre-trip” safety meeting with Campus Safety.
- Trips that exceed 200 miles in a 24-hour period should have two drivers.
- Rotate drivers after three hours behind the wheel.
- No driving more than eight hours in a 24-hour period.
- No driving between midnight and 5:00 am.
- The front seat passenger if applicable shall be designated as the navigator, and deal with cell phones and radios.
- Drivers may not use cell phones, tablets or other mobile devices when the vehicle is in motion unless the phone or device is accessed via hands-free Bluetooth. For navigation devices, please program the destination before leaving.

### **Fines**

Departments, teams and organizations using university vehicles will be fined \$25 for returning vehicles with dirty interiors, less than a half tank of gas, failing to report damage or mechanical problems and failing to cancel reservations.

### **High-risk drivers**

In the event a person is or becomes a high-risk driver as determined by the Office of Campus Safety or our insurance carrier, that person’s driving application will be denied. If the person is already registered, the privilege

to operate a university vehicle may be suspended for a period of time or terminated permanently. A high-risk driver is a person who has committed one or more of the following violations:

- Conviction for any alcohol and/or drug related driving offense.
- Refusal to submit to a blood alcohol content (BAC) test.
- Conviction for reckless driving.
- Any combination of three or more moving violations, “at fault accidents,” or “preventable accidents,” within the last three years.
- Suspension, revocation or administrative restriction within the last three years.
- Leaving the scene of an accident as defined by the state where the accident occurred.
- At fault in a fatal accident.
- Felony committed involving a vehicle.
- One property damage claim to a university-owned, leased or rented vehicle in a 12-month period.
- Failure to pay tolls while driving a university vehicle.
- Two or more red light/speeding violations in a 12-month period.

### **Hours of use**

School vehicles may **not** be used between the hours of midnight and 5:00 am.

### **Mechanical problems**

Campus Safety should be notified by calling (773)244-5600. All repairs need to be approved by Campus Safety. Unauthorized repairs will not be reimbursed. If a vehicle develops mechanical difficulties, rendering it unsafe to drive, Campus Safety must be notified immediately in person or by calling the number listed above.

### **Personal use**

No driver may ever use a University vehicle for personal use, or loan it to another department or friend for their personal use.

### **Seat belts**

All drivers and passengers are required by law to comply with state regulations in the use of safety belts while riding in a university-owned, leased or rented vehicle. In addition, it is the policy of North Park University that all passengers regardless of placement in the vehicle wear safety belts while the vehicle is in motion. All drivers are given the responsibility to make sure all passengers comply with this regulation.

**Tickets**

All drivers are expected to notify the Office of Campus Safety of any moving or parking violations received while driving a university vehicle. All moving violations and parking tickets are the responsibility of the person driving the vehicle at the time of the violation. Moving violation tickets, including speeding and red light camera tickets may result in revocation of the driver's university driving privileges, depending on the circumstances and nature of the violations.

**Toll/I-Pass**

All vehicles are equipped with an (Illinois) I-Pass.

**Vehicle accidents**

An accident is defined as any event, which causes any damage to a vehicle or property, or injury to a person. In the event of an accident, follow the instructions (insurance card) found in the glove box. This includes calling the police, and obtaining all the necessary information from the other party involved. Admit no liability and make no statement to anyone except the police. When time permits, you should then notify Campus Safety at (773)244-5600. The university maintains appropriate insurance on its vehicles while they are used for official business and are driven by an authorized driver. You will also be responsible for completing the necessary insurance forms as soon as possible at the Business Office. Campus Safety will review all accidents involving university vehicles. Determination of future driving privileges will be made on a case-by-case basis.

**Weather**

When there is a state-issued traveler advisory in effect due to a storm warning, no travel will be allowed in university vehicles. Keys will not be issued for reserved vehicles and those already traveling in university vehicles should seek shelter until driving conditions improve and travel advisories have been lifted.

**GENDER IDENTITY POLICY**

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

Any student, alumnus or employee of North Park University is free to submit a Name and/or Gender Identity Change Form on which they identify their gender identity and/or preferred pronoun. The Office of the Registrar and/or Human Resources, as applicable, will review the Name and/or Gender Change Form. The university reserves the right to deny any such request or reevaluate a previous request if misrepresentation is involved or North Park University's



standards/ policies or the law would be or have been potentially implicated or violated.

Gender identity will only be reflected in the university's official records, but may be visible in the Self-Service profile, which is accessible only by the individual. Transcripts and diplomas do not indicate gender identity.

Please note: This policy does not form a contract of any kind and may be modified, changed, altered, by North Park University at its discretion.

### **HOUSING ACCOMMODATIONS**

North Park University students are provided with reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act. Residential students with disabilities that fall under the definition of the ADA will be granted reasonable accommodations in student housing. All accommodations are determined on a case-by-case basis according to documented need, prevailing standards for reasonable accommodations, and available housing options. Contact the disability access specialist at (773) 244-5662 or email [ada@northpark.edu](mailto:ada@northpark.edu) for information regarding housing accommodations.

### **INVOLUNTARY WITHDRAWAL POLICY**

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

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

## **LIVESAFE**

**LiveSafe** is a free personal 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 Office, even when it's not safe to make a voice call. Users can quickly and easily contact 9-1-1 or North Park's Campus Safety team to get help or report suspicious or unsafe activity.

### **App Features**

**Report Information:** Submit crime tips and safety information discreetly to local law enforcement and Campus Safety, with the option to include picture, video, or audio evidence.

**Contact Police:** Live-chat with dispatch to make a crime report and provide all the necessary details, or dial 9-1-1 to connect with the closest emergency services for immediate assistance.

**GoSafe with SafeWalk and SafeRide requests:** Invite friends or family to follow your location on a map as you're walking home. Connect with the Viking Shuttle or request a Campus Safety escort from North Park's Campus Safety team to make sure you get home safely.

**Safety map:** Check out the Social Safety Map to get directions to the nearest safe location and information on the latest crime in the community.

**Access campus resources:** Phone numbers for local services, including counseling and crisis support, are stored within the app so you can access them any time you need them.

## **LOST AND FOUND**

The Office of Campus Safety will attempt to return all found property to rightful owners. When the owner can be determined, Campus Safety will attempt to notify the owner by email or telephone giving instructions on procedures to claim the property. Campus Safety maintains found property and will keep it until the end of the current semester. Property not claimed within 90 days may be donated, destroyed or discarded. Persons claiming lost property will be required to show proper identification and sign for the property.

Individuals can also file a lost property report at the Campus Safety Center desk.

Items that are lost and found on North Park University's campus may be moved to a central location in Campus Safety Center.



### **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Policy Against Discrimination and Harassment reflects a deep commitment to a diverse campus community that provides a uniformly welcoming environment. The policy applies equally to every member of the North Park University community. The complete policy can be found on North Park University's website [northpark.edu/about-north-park-university/equal-opportunity/](https://northpark.edu/about-north-park-university/equal-opportunity/)

### **PROTECTING COLLECTED INFORMATION**

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

### **Disclosure of information to outside parties**

North Park University does not sell, trade, or otherwise transfer personal information collected online in the course of university services and operation to outside parties, businesses, or organizations. This does not include trusted third parties contracted to assist website operations, servicing web visitors or other business. However, the university will require all such third-parties to adhere to reasonable standards for privacy and protection of personal information. The university may also release personal information when such release is deemed appropriate to comply with the law, enforce site policies, or protect rights, property, or safety of the university, its students, faculty and staff, or others. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

For further information regarding North Park Privacy policy, please refer to [northpark.edu/about/privacy-policy](https://northpark.edu/about/privacy-policy).

### **PUBLIC HEALTH EMERGENCY NEEDS**

North Park University reserves the right to create and/or adjust university policy, such as but not limited to Residence Life and Housing Policies and Community Standards, due to public health emergency needs, including COVID-19. In the event the university makes any policy adjustments the campus community will be notified in a timely manner that is appropriate for the public health situation. Any questions regarding public health emergencies may be directed to [healthservices@northpark.edu](mailto:healthservices@northpark.edu).

### **OFFICE OF CAMPUS SAFETY**

The Office of Campus Safety at North Park University employs current university students and off-duty and retired law enforcement personnel from local police agencies to maintain safety on the North Park campus. North Park Campus Safety officers, who patrol the campus 24 hours each day, 365 days per year, have the authority to stop and question anyone acting suspicious on or in University property or facilities. Campus Safety officers enforce all rules and regulations of the institution.

Unlike other colleges and universities, North Park University Campus Safety is a non-sworn unarmed campus safety department. Campus Safety Officers have no powers of arrest and work closely with the Chicago Police Department, Cook County Sheriff's Office and state law enforcement agencies for investigations, information sharing and training.

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.

### **REGISTERED STUDENT ORGANIZATION**

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

#### **RSO Membership:**

Active membership in a RSO shall be limited to enrolled students from the North Park student body. Active members may participate at all levels in the organization's activities (beyond membership registration and payment of financial obligations) as determined by the organization. Membership shall be on a completely volunteer basis and shall not be the basis of academic credits nor shall any coercion be used forcefully to maintain membership.

The student activities coordinator has the authority in the interpretation of RSO policies and guidelines, including, but not limited to, exemptions and exceptions. In addition to the rights assured to North Park Students (as outlined in the Student Handbook and Community Standards), RSO and its officers and members must meet the certain requirements. If your organization is concerned about meeting the requirements for recognition, please contact the student activities coordinator immediately to discuss possible solutions.

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

### **Residence Life Staff**

Each residence hall has committed staff members who live within the community and provide residential students with assistance and service. The Residence Life staff include:

#### ***Assistant director and area coordinators***

The general administration of student services within campus housing is the responsibility of the Assistant Director (AD) and Area Coordinators (AC), a professional staff member who lives on campus. All professional live-in staff members have an office within their assigned area, and can be reached by contacting the Office of Residence Life and Housing (ORLH) or their individual offices. Professional staff members organize large-scale programs with the intent of promoting an environment that encourages a student's academic, spiritual and personal growth. Staff members coordinate and implement educational and social programs, and serve as a resource for each student.

#### ***Resident assistants***

A Resident Assistant (RA) is a paraprofessional student assigned to a campus housing community. These student leaders have taken on the responsibility of serving as resources for residential students. RAs serve as positive role models for students, and strive to aid residents in achieving individual and community goals. RAs also help students familiarize themselves with policies and guidelines, as well as help to maintain an environment conducive to learning. In addition, RAs organize programs with the intent of promoting an environment that encourages each student's academic, spiritual and personal growth. RAs coordinate and implement educational and social programs, and serve as a resource for students.

***Student desk attendant***

Living area desks are staffed 24/7 by Desk Attendants (DA). DAs are student staff who are responsible for general building security. DAs check-in/out guests, document overnight stays, and work closely with the RAs, AD, and ACs.

***Student desk manager***

Each living area desk has a Desk Manager (DM), who supervises the desk and DAs. DMs are responsible for scheduling DA shifts, ensuring desk coverage, hiring and training desk staff, and work closely with the RAs, AD, and ACs.

***Resident assistant on duty***

An RA is on call from 7:00 p.m.–7:00 a.m. every night. During this time, RAs are present in the living area and are available by phone. In the case of an emergency, an issue concerning safety, or a lock-out, residential students may contact the RA on duty by calling or visiting the desk of the living area.

- Anderson Hall Desk: (773) 244-4600
- Burgh Hall Desk: (773) 244-4610
- Carmen Apartments: (773) 244-4630 (This is Ohlson House's desk)
- Houses: (773) 244-4610 (This is Burgh Hall's desk)
- Lund Apartments: (773) 244-4600 (This is Anderson Hall's desk)
- Ohlson House Desk: (773) 244-4630
- Park North Desk: (773) 244-4640
- Sawyer Court: (773) 244-4610 (This is Burgh Hall's desk)

Residential students are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident can request to contact the professional staff on duty on duty by visiting or calling the desk of their living area. If necessary, a resident may contact the ORLH during business hours at (773) 244-5555. In an emergency situation, a residential student should contact Campus Safety at (773) 244-5600.

***Residence life professional staff on duty***

A member of the residence life professional staff are on call 24 hours a day. During business hours (8:30 a.m.–4:30 p.m. Monday through Friday), residence life professional staff are in their office during the hours posted. residence life professional staff also have voicemail and email contacts posted where residential students are encouraged to leave messages. After hours, the residence life professional staff on duty on call can be contacted through the RA or the front desk of the living area.

**SEARCH AND SEIZURE POLICIES**

Students are subject to search by authorized university personnel when there is reasonable suspicion to believe that a student is in possession of controlled

substances, alcohol, weapons, or stolen property. The entry or search of university owned living quarters occupied by a student may be conducted by the following people for the purposes and under the following procedures:

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

### **Definitions**

Authorized university personnel: Professional members of the Division of Student Engagement (excluding clerical personnel); Campus Safety personnel, the residence life professional staff or resident assistant, the supervisor of the maintenance staff their designated employee, and non-university personnel contracted to perform maintenance or repair services on behalf of the university.

### ***Reasonable suspicion***

Reasonable suspicion is satisfied when two conditions exist: (1) the search is justified at its inception, meaning that there are reasonable grounds for suspecting that a search will reveal evidence that the student has violated or is violating the law or university rules, and (2) the search is reasonably related in scope to the circumstances that justified the search, meaning that the measures used to conduct the search are reasonably related to the objectives of the search and that the search is not excessively intrusive.

### ***Reasonableness***

Exists when a university official has reasonable and articulable grounds to suspect that the search will provide evidence that the student is violating the law or a school rule. For example, reasonable suspicion is established if the school official receive a credible email, observes drug paraphernalia or alcohol or if the school official observes physical factors indicating intoxication, e.g., slurred words, glassy eyes, or smell of alcohol or drugs.

### **SAFETY ESCORT SERVICE**

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

#### **Safety escort service details**

Hours: From dusk until dawn, but not available from 7:00 p.m.–2:00 a.m. while the Viking Shuttle is running; daytime safety escorts may be provided for special circumstances, including illness and injury.

To request a safety escort, please call (773) 244-5600. You will be asked to provide your North Park ID number, pick-up location and destination, and a cell phone number. You may be asked to show your ID when your safety escort arrives.

#### **Safety escort destinations**

Walking escorts are limited to campus facilities.

Vehicle escorts are limited as follows:

- Campus-to-campus locations
- Kimball Brown Line “L” Stations
- Swedish Hospital
- Off-campus locations for students who have after-hours campus jobs, such as desk attendants
- Escorts may not be utilized to and from off-campus housing, stores, and restaurants

### **SERVICE AND EMOTIONAL SUPPORT ANIMALS**

Subject to this policy, students, faculty or staff may be allowed to have a service animal (dog) in campus facilities where animals would typically not be permitted. Also, subject to this policy, students or staff residing in university housing may request as an accommodation that an emotional support animal be allowed to reside in the student’s or staff member’s university residence.

The health and safety of North Park University students, faculty, staff, and the service or emotional support animal is an important concern; therefore, each request for such an accommodation will be made on a case-by-case basis. Only in cases where animals and the relevant facts satisfy the applicable criteria described below will the animal be exempt from rules that otherwise restrict or prohibit animals being on campus. Except in cases where it is readily apparent

that an animal is a service animal, requests for an accommodation regarding service animals or emotional support animals should be supported by sufficient information or documentation for proper consideration of the request.

In all cases, the owner of the animal is responsible for the animal's behavior. The removal of any animal, including, but not limited to, service animals (dogs) and emotional support animals, and any necessary cleaning, repairs and/or pest control will be done at the expense of the owner of the animal and will be subject to a student conduct/employee proceeding. A resident will be permitted to have no more than one (one) animal due to the confined residential living space, and any exceptions will be reviewed and made on an individualized basis by the disability access specialist and ORLH or the Office of Human Resources, whichever is applicable.

### **Service animals (dogs)**

Per Titles II and III of the Americans with Disabilities Act, North Park University allows a person with a disability to be accompanied by a service animal which is in definition limited to dogs. Service animals (or service dogs) are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person's disability. Students or employees with service dogs are permitted to bring their service dog in all areas of a place of public accommodation. This includes any university housing assigned to the student or employee. Service animals must be harnessed, leashed, or tethered, unless doing so would interfere with the animal's work or the individual's disability prevents using these devices. The university will consider requests for miniature horses as service animals on a case by case basis.

### **Emotional support (or assistance) animals**

Per the Fair Housing Act and the Americans with Disabilities Act, NPU provides reasonable accommodation for an emotional support or assistance animal in university housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides. Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's

treatment process. An emotional support animal is not necessarily a service animal (dog), although in some instances a service animal (dog) could qualify as one. Except to the extent that a service animal also qualifies, emotional support animals are only allowed within a person's residence in university housing.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

1. No applicant will be denied admission or financial aid to the university due to race, sex, age, color, national origin, religious creed or political belief, or disability unrelated to ability.
2. The student has freedom of research, of appropriate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom. This right does not extend to general or specific threats of violence or harm towards others.
3. The student will be evaluated on knowledge and academic performance for granting academic credit and not on personal or political beliefs.
4. The teacher-student relationship is confidential, and disclosures of a student's personal or political beliefs expressed to the teacher in connection with course work will not be made public without explicit permission of the student.
5. Students' records may be released to persons not associated with the university only on request of the student, through legal proceedings, or as otherwise provided by law.
6. An attempt will be made to inform students of all rules, rates, and regulations deriving from contractual agreements with the University before entering into any such contracts.
7. The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is extended to the students in the academic community. This shall not prevent the University from entering residence hall rooms, campus apartments, or houses in accordance with campus rules and regulations.
8. Students will be free from censorship in the publication of their views as long as these are presented in good taste and are not represented as the view of North Park University. Should good taste be questioned, the Vice President for Student Engagement may issue an injunction pending review by the President of the University.



9. Student publications will be free from any official action controlling editorial policy as long as publication maintains good taste. Publications shall not bear the name of the University or purport to issue from the University without University approval. Should good taste be questioned, the advisor to the publication, Student Activities Coordinator or the Vice President for Student Engagement may issue an injunction pending review by the President of the University.
10. Students are free to form, join, and participate in any campus group for intellectual, religious, social, economic, political, or cultural purposes, but shall not be recognized as an official school organization if the intended purpose of the organization is in direct conflict with the objectives of the University.
11. A student is free, individually, or in association with other individuals, to engage in off campus activities, exercising their right as a citizen of the community, state, and nation, provided they do not in any way claim to represent the University.
12. Students are free to use campus facilities for meetings of officially recognized student organizations, subject to regulations governing the facility.
13. Student groups may invite and hear speakers of their choice on subjects of their choice as long as the boundaries of good taste are observed. The Office



of the President of the University retains ultimate jurisdiction in the matter of speaker selection.

14. Students will have their views and welfare considered in the formation of university policy, and will be consulted by, or represented on, university committees that affect students as members of the university community.
15. Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of faculty and students to pursue their legitimate goals without interference.
16. Students will be exempt from conduct action or dismissal from the university except for academic failure to pay a university debt, or violation of a university rule or regulation, or local, state, and federal statutes. Rules and regulations shall be fully disseminated in advance of the alleged violation.
17. A student is free to be present on campus and to attend classes pending action on criminal, civil or conduct charges. Exceptions include reasons relating to physical or emotional safety or well-being of students, faculty, staff, other persons, or university property.
18. Every member of the community has the responsibility to conduct themselves in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of standards. It is further recognized that each member of the university community shall have recourse through the proper conduct channels for the preservation of their rights.
19. Students will be held accountable for incidents and happenings that occur in a student's living environment, regardless whether the student was present or not present at the time of the alleged violation(s).
20. Students will be held accountable to incidents and happenings that occur in a student's presence whether or not the student is participating in the alleged violation(s).
21. Students will be notified of the alleged conduct charges being made against them and sanctions imposed, if any, given the opportunity for a conduct proceeding appropriate to the nature of the violation of this Student Standards of Conduct, and allowed to provide supportive information that they were not responsible for behavior in question.

### **VIKING SHUTTLE**

The Viking Shuttle is driven by a North Park Campus Safety Officer, providing an additional level of safety for passengers. The Viking Shuttle is a free service that operates continually during evening, late-night, and early morning hours.

When the Viking Shuttle is not in service, students may be able to use the North Park Campus Safety Escort Service. Vehicle and walking Campus Safety escorts are available to assist individuals who are in need of transportation assistance or have safety concerns. Find out more about the Campus Safety Escort Service in the “Campus Safety Service” section.

**Hours**

7:00 p.m.–2:00 a.m. when school is in session

Not operational during fall, winter, spring, and summer breaks.

**Cost**

Free; must show North Park ID to board

**To request a ride**

To request the Viking Shuttle, simply call (773)244-5600 or use your **LiveSafe app** and provide the dispatcher with your location and destination.

**VOTER REGISTRATION**

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

## Student Conduct Proceedings

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the university. To maintain a vibrant learning community, students are expected to contribute to this community. This expectation calls for three principled behaviors.

- Practice personal and academic integrity.
- Demonstrate concern for myself and others, which encourages growth, learning, and development.
- Respect the rights, property, and dignity of all persons.

### STUDENT RIGHTS

Regardless of the decision-maker or the specific process applicable to proceedings before that decision-maker, the student respondent will:

- Be informed of the allegations against the student respondent (this notice may take the form of an Incident Report or Student Conduct Notice, but need not be in written form).
- Be offered a reasonable opportunity to present supportive information to the decision-maker (this opportunity may be in the context of a formal “hearing” at which witnesses are called and “evidence” is examined, but may also be presented in an accountability hearing, informational meeting, and/or educational meeting conducted by a hearing officer or other meeting).
- Have a right to assistance from the chief justice of the Student Government Association (or another advocate as defined in specific policies) in the case of a Student Conduct Panel proceeding, or another member of the North Park community if no Student Conduct Panel is convened, unless the only penalty levied is a Conduct Consultation.
- Have a right to a prompt decision.
- Have a right of appeal.

These basic “due process” rights apply to all Student Conduct Proceedings. The specific mechanisms by which these due process rights are met will vary. In those instances where the alleged violation involves harm to another person, the decision-maker will also assure that the harmed party is offered an opportunity to present supportive information, in addition to any information which may be offered by university representatives.

### TERMS DEFINED

**Abyeance:** temporarily set aside; suspended. A fine held in abeyance does not have to be paid unless you are found responsible for another Code of Conduct violation and/or university Policy.

**Advisor:** An advisor is a North Park University employee identified by the student respondent or complainant as someone to provide support and assistance during the conduct proceedings. Advisors are only allowed to converse with the student respondent or complainant when present in conduct proceedings.

**Appeal:** An appeal is not a re-hearing of the student conduct issue. A student must submit an appeal form within five business days of the student outcome letter. The burden of proof rests with the student to clearly demonstrate that an error occurred during the student conduct hearing process. A link to the appeal form will be provided in the Student Outcome Letter or can be obtained from the Center for Student Engagement located on the first floor of the Johnson Center.

**Case:** A case is created when incident reports are submitted and assigned a case number. Case documentation is maintained in the Division of Student Engagement (DSE), and all related correspondence contains the case number. Cases are handled on the basis of severity of the alleged violation(s) and the potential sanctions. A case can be dismissed and violation(s) dropped, assigned, or referred to an administrative hearing or the Student Conduct Panel (Panel). At times, when the university is not in session, a case may be handled administratively by the DSE.

**Complainant:** A staff or faculty member assigned to represent the university and present violation(s) against the student respondent during Student Conduct Panel proceedings.

**Conduct file:** A student's conduct file contains all written and email correspondence, including incident reports, violation(s) and outcome letters, witness notification, hearing or panel notes, and appeal decisions. A copy of a student's conduct file is made available to the student if a request is made in writing to the DSE. The conduct file is confidential and may be reviewed by designated DSE staff.

**DSE:** DSE refers to the Division of Student Engagement which includes the education programs, facilities, property, and employees.

**Failure to comply:** A student who fails to adequately meet expectations of the student conduct process will be considered as exhibiting a failure to comply. Examples include, but are not limited to, the following:

- Failure to appear at an accountability hearing or panel without proper and timely notification to hearing/coordinator officer

- Failing to act in accordance with instructions, requests, or orders of a university administrator/designee or official university documents
- Failure to fulfill sanctions rendered

Failure to comply as directed may result in suspension of ID access, loss of visitation privileges, increase of fine, and/or additional sanctions including dismissal from the university.

**Harmed parties:** Harmed parties refer to the person and/or group directly affected by the actions of a student for incident(s) of misconduct.

**Hearing officer (HO):** Hearing officers are persons who make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

**Incident report (IR):** Incident reports notify university officials about a potential violation(s) of the University's Community Standards and/or Policies. Any member of the university community can submit an IR by contacting the Campus Safety Office or the Division of Student Engagement. Anonymous IRs will not be considered for formal conduct proceedings. The IR contains the date, time, location, names of individuals involved, and details of the incident. IR are submitted and are reviewed by the DSE. A determination is made regarding how the case will proceed.

**ORLH:** Office of Residence Life and Housing.

**Off campus:** Educational or co-curricular related activity that involves students; occurs off campus; takes place outside of university property; and is organized and/or funded by an officially recognized campus related entity.

**Panel:** Student Conduct Panel.

**Preponderance of evidence:** Preponderance of evidence means that the information, as a whole, supports the conclusion that it is "more likely than not" that the student engaged in the alleged incident.

**Responsible and not responsible:** A student who participates in an inquiry is found responsible or not responsible for the incident, rather than guilty or not guilty.

**Sanctions:** Students found responsible for an incident are given sanctions that focus on education, but the sanctions may also include restitution, and in some

cases, a fine or restrictions.

**Student:** Anyone who has enrolled at the university, has initiated classes, and/or is in the official capacity of a student, including student-at-large status. The term does not include an individual who has applied for admission at the university but has not enrolled in classes at the university, nor alumni. This Student Standards of Conduct does apply to students during the academic year (including breaks and vacation periods), and all locations of the university (including online and study abroad instruction) and off-campus so long as enrolled as a student.

**Student Conduct Notice (SCN):** For every sanction exceeding a reprimand, a SCN is prepared as written notification of the alleged violation(s) of the Code of Student Conduct and/or University Policy and the type of hearing or panel, along with the date, time, location, and other pertinent information. All correspondence regarding all aspects of the Code of Student Conduct and/or University Policy is prepared by the DSE. It is the student's responsibility to make sure an up-to-date address is on file with the university. Student Conduct Notices will be sent to the student's North Park University email account. Other forms of communication may be used as necessary.

**Student Conduct Outcome (SCO):** The outcome of a conduct proceeding that notifies the charged student of charges, violations, findings, and/or sanctions. Student Conduct Outcomes will be sent to the student's North Park University email account. Other forms of communication may be used as necessary.

**Student respondent:** A student who is yet to be found responsible or not responsible for an incident of misconduct by student conduct proceedings.

**University:** University refers to North Park University, which includes all education programs, students, faculty, employees, officers, and trustees.

## **IDENTIFICATION OF AUTHORITY AND THEIR RESPONSIBILITIES**

**Assistant director and area coordinators (AD and ACs):** The AD and ACs have authority to submit Incident Reports (IRs), serve as hearing officers, and issue primary sanctions one–three, and all supplemental sanctions.

**Dean of students:** The dean has authority to serve as hearing officer. The composition of the Student Conduct Panel and its members' authority to hear the matter of student dismissal shall be determined by the dean. The dean shall develop procedural rules, consistent with the provisions of the Student Conduct Proceeding Procedures, for the hearing officer(s) and the Student Conduct

Panel. The dean has authority to direct the development and revision of policies of the Student Handbook and the Student Conduct Proceeding Procedures.

**Director of Residence Life and Housing:** The director of Residence Life and Housing has authority to serve as hearing officer. The director shall determine the conduct proceeding and authorize hearing officer(s) to hear each matter involving residence life and housing.

**Hearing officer:** Hearing officers include professional staff members in the Division of Student Engagement. This can include, but is not limited to, the vice president for student engagement, the dean of students, designated DSE staff, and AD and ACs. Hearing officer(s) may conduct an administrative hearing by reviewing the evidence and meeting with the student respondent(s) and, if necessary, appropriate witnesses. The hearing officer(s) will deliberate in private and make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

**Student Conduct Panel:** The Student Conduct Panel shall have the authority to issue any and all sanctions as described in the Student Conduct Proceedings section.

**Resident assistants (RAs):** Resident assistants have authority to submit IRs.





**Vice President for Student Engagement:** The Vice President for Student Engagement has full authority to review the decisions of hearing officer(s) and the Student Conduct Panel. The vice president shall oversee appeals and has final authority to support, veto, or amend any action in the Student Conduct Proceeding.

### **MEDICAL AMNESTY AND GOOD SAMARITAN POLICY**

North Park University is commitment to the well-being of its students. This Medical Amnesty and Good Samaritan Policy removes barriers and offers protection to students in emergency situations without hesitation, fear, or concern about potential student conduct and/or disciplinary repercussions. This can be crucial in situations where immediate action is needed to save lives or prevent further harm.

The complete Medical Amnesty and Good Samaritan Policy can be found **online**.

### **NORTH PARK UNIVERSITY COMMUNITY STANDARDS**

As a member of the North Park University community, students will be held accountable to the University Policies and Community Standards. All North Park students must follow all local statues, University Policies and Community Standards, Illinois laws, and federal laws. All visitors and guests are expected to uphold the University Policies and Community Standards; their hosts will be held responsible for violation(s) that occur. Except as otherwise specified in a university policy, and subject to any right of appeal, sanctions will be at the discretion of the hearing officer.

1 "I will practice personal and academic integrity."

- 1.1 No person's actions either directly or indirectly shall result in acts of dishonesty including, but not limited to, falsification of university documents, fraudulent behavior, forgery, bribery, or theft.
- 1.2 No person shall permit others to use or use another's university identification and/or room key for their purpose of gaining entrance to a University facility, event, or use of the services.
- 1.3 No person shall refuse to provide their name and show appropriate identification, upon request, to a faculty member, staff member, or other university official performing their duty or acting in the interest of the university.
- 1.4 Failing to comply with the request of a university official or Residential Life staff member when they are performing the functions of their

position is prohibited.

2. “I will demonstrate concern for myself and others, which encourages growth, learning, and development.”
  - 2.1 No person shall smoke or use any tobacco product (this includes but is not limited to cigarettes, cigars, pipes, and electronic cigarettes), or smoke, use, or possess a hookah in and/or on university facilities.
  - 2.2a No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of an illegal drug and/or controlled substance on campus or in conjunction with institution-sponsored events, whether on or off campus.
  - 2.2b No person shall possess containers, paraphernalia, or advertisements of illegal drugs and/or controlled substances on campus.
  - 2.3a No person shall be in the presence of, under the influence of, use, manufacture, distribute, dispense, and/or be in possession of alcohol on campus or in conjunction with institution-sponsored events, whether on or off campus.
  - 2.3b No person shall possess containers (whether labeled or unlabeled), paraphernalia (as outlined in the Residence Life and Housing Policies) or advertisements of alcohol on campus.
  - 2.4 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverage(s), illegal drug, and/or controlled substance.
  - 2.5 No person shall organize, encourage, or participate in any form of gambling on university property or at any North Park event whether on or off campus.
  - 2.6 No person shall disrupt the university community or exhibit disruptive behavior that may infringe on the rights of others; this includes, but is not limited to, intoxication, streaking and/or fighting.
  - 2.7 No person shall shout or use profanity or vulgar language on university property or at officially sponsored campus events in any way that can be deemed harassing to another individual.

- 2.8 No person shall exhibit conduct that creates undue noise or interrupts the university community at any time. In residential spaces, quiet hours must be observed from 11:00 p.m.–8:00 a.m.
- 2.9 No person shall interfere with the safe or clean environment of others.
- 2.10 No person shall keep animals of any kind, except for water-living fish and those approved by the university as emotional support or service animals, in and/or on university building, facility and/or property. Exceptions may be made for official institutional and/or research/teaching use.
- 2.11 No person shall commit actions that endanger, either intentionally or unintentionally, students, other members of the university community, or the academic process.
- 2.12 No person shall throw anything at a university building/property, out of a window, or off a roof. No person shall remove a window screen, glass, or frame. Neither shall they bring anything or person in or out through a window of any campus building.
- 2.13 No person shall sleep in any public or community area.
- 2.14 No person shall be involved with solicitation in and/or on any university property at any time, this includes solicitation through email.
- 2.15 No person shall dress in an inappropriate manner.
- 2.16 All visitors and guests shall abide by the university housing visiting hours, overnight guest policies, guest sign-in procedure and uphold the University Community Standards and Policies. No person of the opposite gender (other than those staff members assigned to the living unit) shall be in the residence halls after visiting hours as outlined in Residence Life and Housing policies.
- 2.17 No person shall host a gathering in their residence hall room, campus apartment, or house that exceeds the guest limit as outlined in Residence Life and Housing policies.
- 2.18 No infants or children age 10 or younger should be in any area of a student residential facility as outlined in Residence Life and Housing

policies.

3. “I will respect the rights, property and dignity of all persons”
  - 3.1 No person’s actions (directly or indirectly) shall harass, abuse, harm or threaten to harm, and/or kill another person or group of people, either in a specific or general manner. This shall include, but is not limited to, harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability. Refer to the Policy Against Discrimination and Harassment for full explanation. This takes into consideration, but is not limited to, any means of communication such as verbal abuse (vulgar language), intimidation, cyber bullying (harassment on social media sites), stalking, domestic violence, dating violence, sexual assault, or coercion.
  - 3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite and/or tradition. The term ‘hazing’ is defined as an act which endangers the mental or physical health or safety of a student, scholar, or individual, destroys or removes public or private property, for the purpose of initiation, ridicule, admission into, affiliation with, amusement, or as a condition for continued membership in, a group or organization. North Park supports and abides by the Illinois state law prohibiting hazing.
  - 3.3 No person shall display any markings, graffiti, tagging, or gang symbols anywhere on University facilities and property.
  - 3.4 No person shall display items imaging nudity in or on university facilities and properties. This includes exhibiting or being a part of any pornographic media (printed or electronic), viewing or reading of pornography or other inappropriate matter, and sexually explicit or pornographic mail, printed or electronic.
  - 3.5 No person’s actions either directly or indirectly shall violate the Information Technology Acceptable Use Policy and Social Media Policy and Guidelines. Refer to Information Technology Acceptable Use Policy and Social Media Policy and Guidelines. This includes but is not limited to viewing pornographic materials, sending unsolicited email messages to groups of people, or using University resources for any illegal, immoral, or unethical activity.
  - 3.6 No person shall accept and/or place a collect call to the university.

- 3.7 No person shall possess or use explosives or weapons. This includes, but is not limited to, firearms, ammunition, stun guns, knives, imitation weapons (including airsoft, water, and paint guns), firecrackers, fireworks, or other explosives anywhere on University facilities and property.
- 3.8 No person shall circulate or initiate a report or warning concerning an impending bombing, fire, terrorist attack, or other emergency or catastrophe known to be false.
- 3.9 No person shall set an unauthorized fire or flame on University property. This includes a bonfire or grill on a porch, patio, balcony, yard, or outdoor staircase of any campus residence and/or campus property.
- 3.10 No person shall tamper with or damage any university property or equipment. This includes but is not limited to computers, emergency equipment, bulletin boards, furniture, windows, doors, and door locks.
- 3.11 No person shall possess, use, manufacture, distribute, or sell any flammable devices on university property and any campus residence. This includes, but is not limited to, candles (with or without a wick), oil lamps, and incense or halogen lamps.
- 3.12 No person shall possess a live Christmas tree or wreath. All decorations must be flame retardant and UL-approved.
- 3.13 No person shall interfere with emergency services or procedures, nor fail to conform to established safety regulations, this includes but not limited to any University policy, and other health informed policies.
- 3.14 No person shall have unauthorized entry, use, or occupancy of university facilities and properties.
- 3.15 No person shall refuse to vacate a university event, facility, or property when directed to do so by a university official.

The dean of students may establish additional rules and regulations designed to encourage, support, and/or develop the community of North Park University. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions or requests of university officials acting in the performance of their duties or in the interest of the university, is not compatible with the university's function as an educational institution. Any conduct that is disruptive, constitutes a threat to the orderly operation of the campus, or which endangers the health or safety of others will result in disciplinary action which

may include dismissal from the university.

### **STUDENT CONDUCT PROCEEDINGS**

Unless otherwise provided in specific policies (including but not limited to the Policy on Academic Integrity, Policy Against Discrimination and Harassment) student conduct proceedings will be governed by this section.

#### **Timeline**

Students will be notified of the alleged conduct charges being made against them within three–six business days and under usual circumstances of an IR. In cases where the sanction is greater than a warning, the student will have a reasonable opportunity to prepare and to present information and response to Community Standard or Policy violation allegations in a conduct proceeding appropriate to the nature of the case.

If any, the student will be notified of the sanction(s) imposed within three–six business days and under usual circumstances of the conduct proceeding.

During breaks and vacation periods, the conduct proceedings and/or sanctions may be streamlined to efficiently adjudicate the matter in the best interest of the student and/or the university. The dean of students or their designate will alert the student if such a streamlined procedure is needed and/or appropriate. Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

#### **Accountability hearing**

Primarily, accountability hearings are utilized for first offenders and repeated violation(s) of minor and/or moderate violation(s). Accountability hearings are held with one to two hearing officers. In most cases, the highest level of sanctioning will be suspension.

#### **Educational meeting**

An educational meeting focuses on providing information, campus resources and guidance regarding appropriate behavior, expectations, university policies and consequences of misconduct within the university. The goal is to inform students about university policies and expectations and promote a culture of respect, responsibility, and accountability. Educational meetings aim to help students make positive choices and contribute to a safe and inclusive learning environment.

**Informational meeting**

An informational meeting convenes when the hearing officer needs to gather additional details before or after a hearing concerning a potential violation of community standards of conduct. This meeting can include witnesses to the incident, student and professional staff members from Residence Life and Housing, and university staff or faculty who were involved. The information collected during this meeting may inform the ongoing conduct proceedings.

**Interim suspension**

The immediate suspension of the student, pending conduct proceedings, from the university or campus housing for a specified period of time at the discretion of the dean of students where it is believed the student's presence would constitute serious disruption or danger to the health, safety, or welfare of the university, property, or others. Interim suspension is temporary and will remain until the conduct process is complete and a decision has been reached.

**Supportive information**

Allowable supportive information shall include the statements of witnesses with firsthand knowledge, documentation, and information developed as part of the hearing officer's investigation of the alleged violation(s), documentary supportive information including the student's conduct file and record, and written witness statements without regard to whether the witness is present. However, no statement will be considered as supportive information unless the identity of the person making the statement is disclosed. The technical rules of supportive information (evidence) applicable to the civil and criminal law cases shall not apply to the University Student Standards of Conduct proceedings.

**Student Conduct Outcome**

Following the issuance of the conduct proceeding decision, the hearing officer or panel chair shall prepare an outcome letter, outlining the decision of the conduct proceeding, its rationale and detailing any follow up. The Student Conduct Outcome will be provided to the student respondent within five (5) business days after the final hearing in the case. Copies of the outcome may be shared with coaches, faculty advisors, activity advisors, and/or other University personnel. The outcome will also be retained in a confidential file in the DSE for a minimum period of seven years.

**STUDENT CONDUCT PANEL**

The Student Conduct Panel is primarily for serious offenses and/or egregious repeat violations, and may result in suspension and/or dismissal from the university.

**Composition**

The Student Conduct Panel (also called “Panel”) is composed of two faculty members, two staff members (one being the Panel Chair), and two student representatives (one being the Student Government Chief Justice). The dean of students or designee will select the faculty, staff, and student representatives. If the student respondent is a resident student, efforts will be made to include a Residence Life staff member in the Panel composition and as appropriate. Panel members may decline participation in a particular Panel if they believe there is a conflict of interest. The dean of students or designee will select replacements for faculty, staff, or student panel members.

Within 48 hours after the student respondent is provided Panel member names, the student respondent may:

- Formally request the replacement of one Panel member upon explanation in writing to the dean of students or designee. If the request is granted, the dean of students or designee will assign a replacement or the same designation will be appointed according to the above guidelines.
- Formally request a Panel conducted only by staff and faculty members upon explanation in writing to the dean of students or designee.

**Panel chair**

The Panel Chair (also called “Chair”) is the Director of Residence Life and Housing or the chair’s designee. The Chair moderates the Panel, prepares all post Panel correspondences to the student respondent and participates on the Panel as a voting member.

**University representative**

The University Representative makes all arrangements for the Panel proceedings, prepares all pre-Panel correspondence to the student respondent, and participates on the Panel as a non-voting member. The University Representative is not present for deliberations.

**Chief justice**

One of the chairs of the SGA Judicial Committee will be selected and will serve as the Chief Justice. The chairs of the Judicial Committee are the SGA Secretary and a representative selected by General Council. The SGA Judicial Committee is the SGA Secretary, SGA Communications Director, one senator of each class year, residence life representative, commuter representative, religious life representative and diversity representative.



The Chief Justice acts as the advocate to the Student Respondent. The Chief Justice role includes providing support and direct assistance to the Student Respondent before and during the Panel, but does not function as legal counsel. The Chief Justice is responsible for meeting with the Student Respondent at least 48 hours prior to the Panel to review the process and inform the Chair and/or Dean of Students or designee of any witnesses on behalf of the Student Respondent. The Chief Justice participates on the Panel as a non-voting member and will not be present for deliberations.

The Chief Justice may be given an opportunity to speak during the Panel proceedings and on behalf of the student. This would only occur after the Student Respondent has responded to the violations. The Chief Justice may not speak or address the University Representative during the Panel. Should the Chief Justice need to communicate to the Student Respondent during the Panel, they should do so in writing.

### **Student respondent**

A student who is yet to be found responsible or not responsible for an incident of misconduct by student conduct proceedings. A Student Respondent is provided an opportunity to present supportive information and respond to the information presented by the complainant.

### **Witnesses**

Witnesses are permitted at the Panel. Witnesses are able to give firsthand account of something seen, heard, or experienced in regards to the incident. It is the responsibility of the Student Respondent to contact their witnesses, request their attendance at the panel, and notify the Chief Justice of the witnesses' names at least 24 hours prior to the Panel date. The Chief Justice will then notify the Panel Chair of the Student Respondent's witnesses. Harmed parties, complainants, and the University Representative may also invite witnesses to appear at the Panel and must notify the Panel Chair at least 24 hours prior to the Panel.

The Student Respondent and complainant are both limited to three (3) witnesses.

Any additional witnesses are allowed only at the discretion of the Panel Chair.

If a witness is unable to attend the Panel, the witness may provide a written statement and discuss the statement with the Panel chair, chief justice and/or dean of students or designee before the scheduled Panel. The Panel may proceed even if not all witnesses are present.

A character witness may provide a written statement and discuss the statement with the chair and chief justice at least 24 hours prior to the Panel date, and does not attend the Panel proceedings.

### **Process**

The Panel Chair (or the chair's designee) will inform the Student Respondent of their rights in the conduct process, The University Representative will present the violation(s) against the student, as well as any supportive information, Incident Reports (IR), and/or supporting documentation. A preponderance of the evidence (i.e., more likely than not) shall be the degree of proof required. The student respondent shall be presumed not responsible until found responsible.

The complainant, harmed parties, and Student Respondent shall have the opportunity to hear and present supportive information and statements, describe what happened, and supply dialogue in support of their respective positions. The Panel chair and/or Panel member may ask questions of the Student Respondent, complainant, harmed parties, and witnesses during the hearing. The Student Respondent shall have the opportunity to respond to the violation(s) as responsible or not responsible for the incident.

After the response to the violation(s), the Panel will meet in closed session to determine responsibility. If the student respondent is found responsible, the Panel will determine sanctions by the simple majority of votes of those present. If the student respondent is found not responsible, no further action is needed and the case will be closed. In the case of a tie vote, the Panel will continue discussing the case until a simple majority vote is achieved. The Panel Chair will communicate the case outcome and sanction(s) to all parties. Additionally, information on the appeal process will be provided.

The decision of the Student Conduct Panel is considered final, and the decision is effective immediately unless appealed to the Vice President for Student Engagement or designee. Refer to the Appeals Relating to Student Conduct and University Policy Violations section for additional information.

### **SANCTIONS AND OUTCOMES**

Sanctions are intended to hold students accountable for code violations, deter students from engaging in inappropriate behavior, and provide educational opportunities for students which reflect their responsibility in an incident. A primary sanction is assigned every time a student is found responsible for a code violation. One or more supplemental sanctions may also be assigned in addition to the primary sanction. Sanctions will be assigned at the discretion of



the decision-maker.

### **Primary sanctions**

#### ***Warning***

A warning is an official documentation of a student's conduct violation. Future misconduct/violation(s) could result in more serious sanctions.

#### ***Student conduct probation***

A formal notice of unacceptable behavior should be understood to mean that any further violation(s), even of a minor nature, could warrant immediate suspension or expulsion from the University. The duration of student conduct probation, typically not less than one semester, affects the non-academic status of the student and is utilized to demonstrate the capability of functioning in a way that does not violate the Student Standards of Conduct and/or University Policy.

Terms of probation may include, but are not limited to, two levels:

- Student conduct probation – level one: May include student being ineligible to hold office or leadership position in any organization or committee. This includes, but is not limited to, all study abroad programs, intramural, Student Government, and club sport activities.
- Student conduct probation – level two: May include student being ineligible to participate in any organization or committee. This includes, but is not limited to, all study abroad programs, intramural, Student Government and club sport activities, ineligible to represent the University in any official capacity; and/or loss of access to campus grounds/facilities.

For both levels, notification of student conduct probation may include parents, coaches, activity advisors, faculty advisors, academic deans, Campus Safety,

and other appropriate personnel as permitted by law.

### ***Deferred suspension***

Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to comply with the university policies and expectation. During this designated period, the student may be ineligible to participate in any university organization or committee. This includes, but is not limited to, all study abroad programs, intramural sports, Student Government, and club sport activities, ineligible to represent the university in any official capacity; and/or loss of access to campus grounds/facilities. If a student is again found responsible for violating the Student Standards of Conduct and/or University Policy, suspension and/or additional student conduct action will take place immediately.

### ***Suspension***

The temporary removal of the student from campus and University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period.

Suspension also involves the following:

- Notation on the student's conduct record
- Withdrawal from all enrolled courses according to the policy of the University
- Withdrawal from campus housing
- Forfeiture of deposits
- Responsibility for tuition, fees, and room/board charges
- Loss of financial aid based on federal regulations where applicable
- Loss of access to the University premises except when engaged in official business approved in writing by the dean of students or their designee
- Any other conduct sanctioning that is judged by the hearing officer or Panel to be of value to the student

Restrictions may be placed on the student as a condition of their return to campus and may include notification to the parents, academic deans, Campus Safety, or other appropriate personnel. Additionally, a formal letter requesting reinstatement and proof of satisfied conditions must be submitted to the Dean of Students upon conclusion of the specified suspension time period. The student may return to the university only with the express permission of the Dean of Students. Conditions may be imposed by the Dean of Students.

### ***Dismissal***

Expulsion, the most serious university conduct sanction, involves the following:

- Permanent separation from the University

- Forfeiture of all rights and degrees not conferred at the time of the expulsion
- Notification of student's parent(s)/guardian(s), as permitted by law
- Withdrawal from all courses according to the policies of the university
- Forfeiture of deposits
- Responsibility for tuition, fees, and room/board charges
- Loss of financial aid based on federal regulations where applicable
- Loss of access to the University premises, except when engaged in official business approved in writing by the Dean of Students or the dean's designee.

### **Supplemental sanctions**

#### ***Educational activity/community service***

Educational activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate other students, so they do not find themselves in similar circumstances.

This type of conduct action may include, but is not limited to:

- Engaging in a campus or community service project
- Attending or presenting a program related to the implications of the student's conduct
- Writing a reflection paper
- Attending an ethics seminar and completing all seminar-related materials and assignments
- Conducting an interview
- Engaging in some type of personal assessment, behavioral plan, mediation, or counseling

#### ***Fines and restitution***

Violation(s) that include damage to property may require restitution in the amount of the damages, in addition to other imposed fines and sanctions.

The University reserves the right to establish the amount of restitution and fines. The following is a general guide for fines.

- First violation (non-alcohol or non-controlled substance): \$25.00 minimum fine, \$100.00 maximum
- First violation (alcohol or controlled substance): \$50.00 minimum fine, \$100.00 maximum
- All subsequent violations (non-alcohol or non-controlled substance): \$50.00 minimum fine, \$100.00 maximum
- All subsequent violations (alcohol or controlled substance): \$100.00 fine

Restitution and/or fine(s) must be paid within 20 business days of issuing the outcome letter. Restitution and/or fine(s) must be paid with a credit card in the Self Service platform or in cash or money order in the Division of Student Engagement (DSE). Any restitution and/or fine(s) outstanding after the due date may be doubled. Depending upon the circumstances, DSE may increase or decrease a fine as they deem fit.

Under the discretion of the DSE, monies collected through fines for violation(s) may be used for the support student programs and/or resources for high-risk/need students.

Failure to pay fines and/or comply with sanctions as directed, may result in suspension of the student's computer account (access to the North Park server, Canvas, and email), and an increase of the fine and/or additional conduct sanctions including dismissal from the university. A fine held in abeyance does not have to be paid unless you are found responsible for another Code of Conduct or University Policy violation.

### ***Parent or legal guardian notification***

Parents/legal guardians may be notified by the university of student conduct proceedings when a student, under age 21, is found in violation of the Student Code of Conduct and/or University Policies, which include, but are not limited to, the alcohol policy and/or controlled substance policy.

### ***Loss of privileges***

Following the violation(s) of one or more Student Standards of Conduct and/or University Policies, the student(s) and/or student organization(s) may lose one or any combination of, the following privileges (without limitation).

- **Residence Life – Limitation of visitation**  
Restriction or loss of guest privileges and/or limitation on visitation privileges to other campus housing, and non-academic University facilities.
- **Residence Life – Administrative move**  
The student will be required to move to another room assignment within the residence hall system. Billing may be adjusted at the discretion of the DSE.
- **30/30 rule**  
A student is only allowed to be on campus thirty (30) minutes prior to the first class and thirty (30) minutes after the last class or scheduled appointment. Additional visitation privileges are at the discretion of the dean of students or Student Conduct Panel.
- **No-contact order**  
A student may be prohibited from communicating in any way and medium (i.e., through third parties, telephone, visitation, email, social networking

sites, letters, etc.) with a named individual or group.

### ***University no trespass order***

The student is not allowed in any North Park building or on any property North Park University owns or leases. Should a student need to be on campus to conduct official college business, the student must receive approval from the Office of the Dean of Students in advance. If a student violates this order, the university may contact the Chicago Police Department to pursue a charge of criminal trespassing.

### ***Residence Life – Probation***

A formal notice of unacceptable behavior in the campus housing should be understood to mean that any further/continued misconduct could result in further conduct action. Residence Life probation is for a specified period of time, typically not less than one semester, and is utilized to demonstrate the student's ability to act in accordance with acceptable standards of on campus housing life.

### ***Residence Life—Suspension***

The student will be required to vacate their campus housing for a given time with the understanding that the student may move back in at the conclusion of that period. The student must surrender their key(s) and/or access on their student id limited for the time of suspension of residency. Visitation privileges in the residence halls may be suspended. Financial credit is not granted during the suspension.

### ***Residence Life – Termination from housing agreement***

The immediate removal of the student from campus housing results in forfeiture of fees and loss of visitation privileges in any university housing. In addition, this sanction could affect a student's future housing agreement status with the Office of Residence Life and Housing (ORLH). A signed application and agreement for future terms could be rescinded or a refusal to accept any future housing application for a designated time could be imposed.

### ***Appeals Relating to Student Conduct and University Policy Violations***

Appeals are used for all conduct proceedings of the Student Code of Conduct and University Policy violations. The Vice President for Student Engagement or designate oversees appeals. Mere dissatisfaction with a decision or sanction is not grounds for appeal. An appeal shall be limited to a review of the documents associated with the conduct proceeding. Appeals are not a re-hearing of the Student Conduct matter. The burden of proof rests with the student to clearly demonstrate that an error occurred during the Student Conduct hearing process.

**Request to appeal**

The student must complete an online appeal request form from the Division of Student Engagement within five (5) business days of the issuance of the outcome letter. The appeal must be in writing.

**Reason for appeal**

An appeal will be considered upon receipt of the online appeal request form and only for one or more of the following reasons:

***Due process***

To determine if the conduct proceeding was conducted fairly in light of the charges and information presented, and followed procedures outlined in Student Conduct Proceedings section of this Standards of Conduct.

Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

***Substantial information***

To determine whether the decision reached regarding the student respondent was based on substantial information. This includes whether facts were sufficient to establish the violation of the Student Code of Conduct and/or University Policies.

***Appropriateness/severity of sanction(s)***

To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct and/or University Policies that the student respondent was found responsible to have committed.

***New information***

To consider new information that is substantial enough to potentially change a decision or introduce other relevant facts not available during the original hearing. This is because such information or facts were not known to the individual appealing at the time of the original hearing.

The Vice President for Student Engagement or designate will promptly consider the appeal. The vice president or designate may affirm, reverse, or, in the event of new information, require that it be heard again by the original investigatory body/person. In making a decision, the vice president or designate may review the case and seek counsel, as they deem appropriate. An appeal outcome letter from the vice president or designate providing the decision of the appeal shall be sent to the student within ten business days after receiving the appeal form. The appeal decision is considered final.



***Temporary dismissal during appeal process***

The student respondent may not be allowed to continue enrollment or remain in campus housing during the appeal process. This is at the discretion of the vice president for student engagement or designate in light of what they believe is in the best interest for the University community.

**Streamlined appeal process**

During breaks and vacation periods, the appeal process may be streamlined so as to efficiently adjudicate the matter in the best interest of the student and/or the university. The Vice President for Student Engagement or designate will alert the student if such a streamlined procedure is needed and/or appropriate.

**INTERPRETATION AND REVISION**

Any question of interpretation or application of the Student Standards of Conduct or University Policies contained in this Student Handbook shall be referred to the dean for students or their designee for final determination. The Student Standards of Conduct and University Policies shall be assessed and reviewed annually under the direction of the Division of Student Engagement.

**NORTH PARK UNIVERSITY GRADUATE/ADULT PROGRAMS**

Students in a Graduate and/or Adult Programs are expected to uphold the policies, procedures, standards of conduct and University Policies of North Park University as found in their respective Student Handbook. If a policy or procedure is not addressed then those detailed in the Traditional Undergraduate Student Handbook shall apply.

**NORTH PARK THEOLOGICAL SEMINARY STUDENTS**

Theological Seminary students at North Park are expected to uphold the policies, procedures, and Standards of Conduct and University Policies of the North Park Theological Seminary Student Handbook. Contact North Park University Theological Seminary for a copy of its Student Handbook.

**DISCIPLINARY ACTION FOR OFF-CAMPUS BEHAVIOR**

As part of the North Park University community, students represent the University at all times, whether on or off campus. It is the hope of the University that each member of the student community will serve as an ambassador of the University when away from the University campus, showing a regard for others that goes beyond the minimum requirements of the law. As such, the University may choose to address student misconduct that occurs off-campus. A student may be charged with violating the Conduct Unbecoming policy, and/or other University policies in situations that include, but are not limited to:

- When the alleged off-campus misconduct occurs while a student is officially

representing the University.

- When the alleged off-campus misconduct is criminal in nature.
- When the alleged off-campus misconduct causes a significant neighbor or community concern.
- When the alleged off-campus misconduct involves sexual violence, dating violence, or domestic violence.

### **COOPERATION WITH LOCAL LAW ENFORCEMENT**

North Park University's top priority is to protect the health and safety of the university community. Additionally, the University has an obligation to abide by the laws of the city of Chicago of which it is a part, as well as the laws of the state and federal governments. While activities covered by the laws of the community and those covered by the University's policies may overlap, the community's laws and the University's policies operate independently, and do not substitute for each other. Membership in the University community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the University's regulations.

The University may pursue enforcement of its own rules whether or not legal proceedings are underway or are prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University policies have been broken.

### **LEGAL PROCEEDINGS OUTSIDE OF THE UNIVERSITY**

Students should be aware that while student conduct hearings, both administrative and panel, are confidential, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter.

### **WITHDRAWING FROM THE UNIVERSITY DURING STUDENT CONDUCT PROCEEDINGS**

Violations of the Statement of Student Conduct and University Policies that take place while a student is enrolled may be adjudicated and sanctions applied regardless of the withdrawal status of the individual. If the case is not adjudicated prior to a student withdrawing from the university, the student may not enroll again in North Park University until the case has been adjudicated, and the student may be issued sanctions and/or an order of "No Trespass" that would prohibit the student from being present on any university property or event.





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