

Policy Title: No Contact Directive

Senior Team Member: Vice President Dr. Frank Gaytan and Vice President Scott Stenmark

Division Responsible for Policy: Student Engagement and University Administration

Effective Date: July 1, 2025

Contact(s): Elizabeth Fedec, AVP and Dean of Students, Title IX Coordinator (students) and Frank Hattula, Senior Director of Human Resources (employees)

Minority Impact Statement: This policy does not have any disproportionate or unique impact on North Park's students or employees who identify as a minority.

Who Should Read the Policy: All students, administrators, faculty, and staff members.

Policy review cycle: 3 year cycle or as needed

POLICY

Reason for Policy

In its commitment to maintaining a safe, respectful, and supportive environment for all members of the campus community, North Park University may implement a No Contact Directive (NCD) when appropriate. An NCD is a non-punitive administrative measure intended to help prevent further escalation of interpersonal conflict or concern. It may be issued when the university determines there is a reasonable basis to believe that continued contact between individuals could:

- Disrupt University services or administrative functions,
- Interfere with an environment conducive to living, learning, or working,
- Create a hostile or unwelcoming atmosphere, and/or
- Cause reasonable fear of physical harm.

These behaviors may violate North Park University policy, such as the Traditional Undergraduate Student Handbook and Community Standards, Policy Against Discrimination, Harassment and Retaliation, Title IX and Sexual Misconduct Policy, Employee Handbook and/or other University Policies.

Scope:

A No Contact Directive (NCD) is issued in response to an alleged violation of the Policy on Harassment, Discrimination, and Retaliation, Title IX and Sexual Misconduct Policy, Employee Handbook and/or the Student Handbook and Community Standards. It is an administrative action designed to prevent contact between two or more parties.

NCDs can be issued based on a request or need, as determined by the University official issuing the directive, and does not require the filing of a formal complaint. NCDs are generally mutual in scope and do not determine fault, unless otherwise stated. In certain circumstances a unilateral (single party) NCD may be issued to a respondent. NCDs may be issued to students, faculty, staff and administrators.

The NCD is meant to protect all parties and quell further escalation of allegations and to restore and preserve access to the parties' living, learning and/or work environment.

A NCD is not an indication that any party violated university policy and all parties are presumed not responsible until the University completes a review of any policy violations.

A NCD does not become part of the parties' permanent University record. However, a violation of the NCD may result in student conduct, employee conduct or other disciplinary proceedings.

In some situations, a Single Party Directive may be appropriate. This means the No Contact Directive applies to only one party. This type of directive may only be issued following an individualized risk assessment or as part of an Action Plan or resolution agreement that is imposed at the conclusion of the policy violation review process.

A NCD by itself, does not prohibit presence in the same University space, such as being in the same class, residence building, student organization, athletic team, or University event or function.

The NCD does not guarantee that parties will avoid sightings, passing interactions or being in a common location at the same time on campus.

A NCD does not prohibit incidental contact, which may include unintentionally passing or seeing the other party. While on campus, it may be difficult to avoid all contact with the other party(s) (e.g., walking in the same vicinity, eating in the dining facility, accessing student or employee resources, etc.). All parties are expected to make reasonable attempts to avoid situations that would be reasonably likely to lead to inadvertent contact. If one or more of the parties is carrying out a professional, academic or extracurricular activity and incidental contact occurs, it will likely not be considered a violation of the NCD.

A NCD differs from court-imposed restraining/protective orders. A NCD is not a Civil Order of Protection. A NCD is not a Restraining Order. A NCD is different and separate from a court or Illinois civil protective order. If a party would like more information on civil protective orders or filing a report to law enforcement, please contact the person that issued the NCD.

Policy Elements

If a NCD is issued between roommates/suitemates/apartment-mates, all parties may be moved. There will be situations where certain accommodations or spacing issues will not allow for parties involved to move. Residence Life and Housing Office will evaluate and decide the final outcome/relocation at its discretion.

The parameters of every NCD are determined on a case-by-case basis and are reviewed on an ongoing basis or upon request. A NCD may be an accommodation, an interim measure, supportive measure or a remedy following a policy violation proceeding.

Any potential violation of a NCD should be reported, by email or phone, to the University official who issued the directive and may result in disciplinary action. Parties are always encouraged to seek any clarification regarding a NCD.

A NCD can be implemented by any of the following individuals, and/or their designees:

- Dean of Students
- Senior Director of Human Resources
- The Title IX Coordinator and Deputy Title IX Coordinators
- Members of the Senior Team

A NCD applies to all University-sponsored events and programs—whether held on or off campus—as well as to written and electronic communications, for the duration of an individual’s enrollment or employment at North Park University, unless such NCD is otherwise rescinded by the University.

Definitions:

No Contact Directive (NCD): A No Contact Directive is a formal administrative directive issued by the University requiring parties to have no direct or indirect interaction, including but not limited to written or electronic communication (i.e. letters, social media, text messages, etc.), telephone, recordings, or third party contact (i.e. friends, family members, acquaintances, etc.). A No Contact Directive remains in effect until it is officially removed in writing by the University.

Procedures:

A NCD may be issued following the University’s receipt of a request or report—whether substantiated or alleged—of a potential violation of the Policy Against Discrimination, Harassment and Retaliation, Title IX and Sexual Misconduct Policy, Community Standards, Employee Handbook, or other University policies. The submission of such a request or report does not guarantee that a NCD will be issued.

Once submitted, the Dean of Students (students), Senior Director of Human Resources (employees) and/or designee will review the request form appropriately. A determination will be made regarding the issuance of a No Contact Directive and the appropriate parties will be made aware via their North Park University email address. The Dean of Students, the Senior Director of Human Resources, and/or designee reserves the right to request more information regarding the NCD request, this includes but is not limited to meeting with individuals involved. Additionally, the Dean of Students, the Senior Director of Human Resources, and/or designee can deny any request submitted should it not meet the threshold as defined in our policies.

The Dean of Students, the Senior Director of Human Resources, and/or designee reserves the right to notify other offices of the NCD in order to support the parties involved, such as but not limited to, Campus Security, Residence Life and Housing.

The Dean of Students, the Senior Director of Human Resources, and/or designee may forward any request(s) submitted to the appropriate office for outreach to the student(s) or employees. Offices, such

as Student Care, Athletics, Residence Life and Housing, Office of Intercultural Student Affairs, or Human Resources may perform outreach to the party(s) identified.

Forms:

- None

Related Laws, Regulations, Statutes, and Policies:

- Title IX and Sexual Misconduct
 - Policy Against Discrimination, Harassment and Retaliation
 - Student Handbooks
 - Employee Handbook
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Stakeholder review:

- EO and Title IX Team: June 2, 2025
- Wellness Team: June 20, 2025
- Human Resource Team: June 2, 2025
- Student Engagement Leadership Team:
- Campus Safety: June 20, 2025
- DEII Committee: June 20, 2025
- Senior Team members:
 - Frank Gaytan: July 9, 2025
 - Scott Stenmark: July 9, 2025
- Legal Review: July 9, 2025

Document History:

- Established: May 2025
- Last Reviewed: July 2025
- Next Review: June 2028, or as necessary