

# 2010 STUDENT HANDBOOK



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### ***This handbook applies to all students attending the Addison Campus.***

*Note: Although every effort is made to ensure accuracy of information at the time of publication, some revisions will be made during the academic year regarding information contained herein. Information and requirements are subject to change without notice at the administration's discretion. We reserve the right to change terms and conditions of this handbook at any time. This handbook supersedes all previous printed editions and is in effect until a subsequent handbook is published. More current information may be available via [www.devry.edu](http://www.devry.edu).*

Dear Student,

Undoubtedly, a great deal of thought and discussion has gone into each student's decision to attend DeVry University. Everyone associated with DeVry supports this decision and our goal is to help all students become a contributing member of our student body. Student success involves many people, many policies and most importantly, the student!

We encourage students to become actively involved in changing what they feel should be changed and in strengthening what could be stronger. Students should get involved, ask questions, and become an active part of campus life. It is through involvement that we (as individuals and as members of groups) will gain a better understanding of people and life and be in better positions to promote change and understanding for the benefit of all.

The information provided in the Student Handbook is a brief explanation of our policies on general issues. This information serves as a basic guideline for treatment of these issues. Routine matters will be handled according to University policy set forth in this Student Handbook. This handbook does not cover all possible areas. The Associate Dean of Students will review any matter not covered in this Handbook on an individual basis. A student with questions regarding any matter not covered in this Handbook should contact the Student Services Office for assistance and/or direction.

Sincerely,

*Susan Friedberg*

Susan Friedberg

President, Addison Metro

## **Mission and Purpose**

The mission of DeVry University is to foster student learning through high-quality, career-oriented education integrating technology, science, business and the arts. The university delivers practitioner-oriented undergraduate and graduate programs onsite and online to meet the needs of a diverse and geographically dispersed student population.

DeVry University seeks to consistently achieve the following purposes:

- To offer applications-oriented undergraduate education that includes a well-designed liberal arts and sciences component to broaden student learning and strengthen long-term personal and career potential.
- To offer practitioner-oriented graduate education that focuses on the applied concepts and skills required for success in a global economy.
- To provide market-driven curricula developed, tested, and continually improved by faculty and administrators through regular outcomes assessment and external consultation with business leaders and other educators.
- To continually examine the evolving needs of students and employers for career-oriented higher education programs as a basis for development of additional programs.
- To promote teaching excellence through comprehensive faculty training and professional development opportunities.
- To provide an interactive and collaborative educational environment that strengthens learning, provides credentialing opportunities, and contributes to lifelong educational and professional growth.
- To provide student services that contribute to academic success, personal development, and career potential.
- To serve student and employer needs by offering effective career entry and career development services.

## **Accreditation and Approvals**

DeVry University is accredited by The Higher Learning Commission and is a member of the North Central Association (NCA), [www.ncahlc.org](http://www.ncahlc.org). NCA is listed by the U.S. Department of Education as a recognized accrediting association.

The most recent information on the status of programmatic accreditation, as well as state approvals to operate, is available in DeVry's academic catalogs, current editions of which are available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Academic Calendar**

The academic calendar is available in the academic catalog, accessible via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Academic Policies and Services**

### ***All Students***

#### **Student Portal**

DeVry's Student Portal provides a single point of entry for self-directed, web-based services for all current students and alumni. Features include access to eCollege, a link to register for classes, general announcements, an option to view grades, a student financial statement and a way to contact the help desk.

#### **Textbooks and Electronic Course Materials**

Campus-based students can purchase hard copies of textbooks through the campus bookstore or online. Center-based and online students who need a hard copy of the textbook must purchase it online. Instructions for purchasing textbooks online are available at <http://devry.efollett.com/>.

Many courses require purchase of electronic course materials. See the academic catalog for additional information at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

#### **Attendance Policy**

Regular class attendance is vital to our students' academic success in classroom-based coursework, and students are expected to attend all scheduled class sessions. Students in online coursework are expected to attend by participating in class activities and at the required level and frequency. DeVry University has established an attendance policy that:

- Complies with external regulations
- Encourages the desired level of student services
- Provides for regular recording of attendance (defined standards of attendance)
- Provides for frequent monitoring
- Establishes corrective action (actions to be taken for violation of attendance standards)

#### ***Student Responsibilities***

Students are expected to attend all classes regularly, whether onsite or online. They are responsible for notifying their professors of planned absences and for fulfilling course requirements missed during an absence. Students should notify appropriate academic administrators, as well as individual professors, of any absence likely to last more than 1 week. See "Extenuating Circumstances" below for requests associated with special cases.

#### **Standards of Attendance**

Attendance is directly tied to academic performance; therefore, regular attendance is required, and attendance is recorded for each class session. Absenteeism may result in any of the following:

- Warning
- Advising
- Probation
- Dismissal

Students may be dismissed from DeVry University or from individual courses for attendance violations. Students notified of an impending attendance dismissal may appeal to the academic administrator prior to the dismissal date.

Students who DO NOT attend an onsite course or participate in an online course during any given week will be sent an attendance warning notice that informs students that they must attend/participate in the next week of class or they will be withdrawn from their course(s). Students who DO NOT attend/participate in their course(s) for any 2 weeks (not necessarily consecutive) are sent a dismissal letter and are withdrawn from their course(s).

#### *Consequences of Violating Standards of Attendance*

Students who had previously attended a particular course (or participated in a particular online course), but then ceased attending for any 2 weeks (DOES NOT need to be consecutive) would receive an administrative withdrawal notice for that particular course. For students who are only attending 1 course and the latter scenario applies, an administrative withdrawal from that 1 course will have the same effect as an administrative withdrawal from DeVry.

#### *Notification of Impending Administrative Withdrawal from DeVry*

Notification of impending administrative withdrawal from DeVry is defined as sending an official written notice to the student's address of record, using DeVry's official means of written communication. The notice includes the last date of attendance (LDA) DeVry has established and the consequences for the student, as well as the opportunity for the student to present evidence that administrative withdrawal should not occur. Students may submit an appeal using the Appeal of Attendance Violation form. A deadline for the student's response is set at 7 calendar days from the date of notification.

Evidence a student presents may include correction of facts and/or discussion of extenuating circumstances (see below) that may be considered as part of the academic advising process when the case is reviewed. The administrative withdrawal is processed 7 calendar days after the notification date, if no evidence has been received that prevents the withdrawal from occurring.

#### *Extenuating Circumstances*

A student who must be absent from all classes as the result of extenuating circumstances must contact the appropriate academic administrator as soon as the circumstances arise, to request a documented absence. The request must include the anticipated date of return to the university. Requests are reviewed through the academic advising process and may be presented after the absence if the student has received a notice of impending administrative withdrawal. Acceptance of the request and its documentation does not alleviate the need for the student to fulfill course requirements missed during the absence, but does prevent the student from being administratively withdrawn for this period of absence. If the request is made in advance and the student fails to return by the anticipated date, standard attendance policies apply, and the LDA will be prior to the start of the documented absence.

### *Graduate Policy Variation*

Class interaction is an integral part of graduate level practitioner-based programs. Students attending class onsite who anticipate missing more than 2 classes should seek academic advising as soon as possible, as should online students who anticipate missing more than 7 consecutive days of class participation. Students should note that site-based classes require both classroom attendance and participation in online activities.

Excessive absence, tardiness or partial attendance, which in the professor's judgment deprives students of a course's essential interactive component, may be cause for course failure.

### *Students Receiving Veterans' Benefits*

Benefits available through the U.S. Department of Veterans Affairs (VA) are terminated for students who exceed three unexcused absences per course. Excused absences may be granted for extenuating circumstances only and must be substantiated by entries in the students' files.

### **Withdrawal Policy**

After classes begin, students may withdraw from a course by submitting an official course withdrawal request within the required timeframe (refer to the Add/Drop policy in the catalog). Withdrawal from a lecture course with a required lab constitutes withdrawal from both lecture and lab. An administrative withdrawal may be initiated whenever a student violates the attendance policy resulting in a course or university withdrawal.

Students who wish to withdraw from a course or courses after the deadline to drop a course (see the Add/Drop policy) must comply with any additional university procedures after submitting one of the following:

- A written request to the appropriate academic administrator
- A Course/University Withdrawal and Intent to Return form
- A virtual request through the CRM system for online students

Students wishing to withdraw from CPA and CFA Exam Preparation courses should follow the withdrawal procedures as they would for any other course. Students who do not officially withdraw, or who do not receive approval for an Incomplete, will receive a grade of U.

To withdraw from the University, a student must formally withdraw in the Registrar's Office. The withdrawal is considered official when all forms have been completed and returned and all financial obligations have been met. Official transcripts of work completed are not issued until all obligations to DeVry have been met. If no written notice is furnished within 7 days of the last day of attendance, a \$25 charge is added to the student's account. Please refer to your enrollment agreement or academic catalog for information regarding the refund policy.

### **Add/Drop Policy**

Information regarding the add/drop policy is found in the academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Before deciding to add or drop a course, please consider the following:



1. You may change your student enrollment status from full-time or vice-versa. This will change your financial aid status and you may gain or lose eligibility for financial aid.
2. You will not be guaranteed admission in the course in the subsequent session/semester.
3. The course may not be offered in the next session/semester.
4. Students must enroll/withdraw from both the lecture and lab if the course has a lab.
5. Course withdrawals do not reduce tuition for the session/semester. Course additions may increase tuition for the session/semester.

If you wish to add or drop a course, contact your Student Support Advisor or the Center Dean immediately for guidance. Maintain a copy of the withdrawal from for your records.

### **Standards of Academic Progress**

DeVry has established standards of academic progress as an integral part of its goal to foster student success. Because the admission process can only provide a broad gauge of an applicant's potential, and many other factors affect actual performance, periodic measurements are made of each student's academic achievement in comparison to the standards established as the minimums for continued participation in the program to determine if the students are meeting satisfactory standards of academic progress (SOAP). It is neither in the best interest of the student nor DeVry to have students remain in a program if they ARE NOT making reasonable progress toward graduation.

Students must demonstrate satisfactory academic progress towards completing their programs by meeting standards of academic progress (SOAP) in each of four specific measurable areas:

1. Grade point averages and university withdrawals
2. Successful completion of required developmental, prerequisite skills or English as a Second Language (ESL) coursework
3. Maximum coursework allowed
4. Rate of progress toward graduation

Students may be required to participate in formal academic advising if:

- repeating a course due to failure to achieve an adequate grade
- the academic administrator determines that a formal intervention might be beneficial to the student

Advising results in a written plan for improvement and follow-up which is agreed upon by the student and the advisor.

### **Academic Standing**

An academic standing is determined for each student at the end of each semester of enrollment. The possible student status determinations are indicated as follows:



*Good Academic Standing* – Students who meet the required standards

*Academic Probation and Dismissal* – Students who DO NOT meet one or more of these standards. These students are subject to academic probation and dismissal. Generally, students remain on probation until their next term is completed, at which time another academic evaluation is made.

*Withdrawal* – Students who withdrew from DeVry University prior to the deadline for withdrawal, and this DID NOT result in probation or dismissal

*No Graduation Credit for Semester* – Students who only completed courses NOT classified as necessary. Otherwise, students are in good academic standing.

*Graduate Policy Variation – Satisfactory Academic Progress*

Students ARE NOT meeting standards of academic progress if one or more of the following apply:

- They do not maintain at least a 2.50 GPA in their 1st and 2nd semesters and a 3.00 GPA in their 3rd and subsequent semesters of enrollment
- They receive a second grade of “F”
- They receive a third probation
- They commit an act of substantial academic and/or professional misconduct
- They fail to complete their program within 5 years of initial enrollment and HAVE NOT received written approval for a time extension

*Note: Students must maintain satisfactory academic progress in order to maintain financial aid eligibility.*

Additional information on Standards of Academic Progress is available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Incomplete Grades**

### *Undergraduate Students – All*

Students can access information on the University’s policy on incomplete grades – grades of I – in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

In addition, students may contact their Program Dean in the Academics Office to discuss incomplete grades. .

## **Grade Appeals**

Students who wish to appeal their final grade from a specific course must meet with their professor during the 8-week session immediately following the session in which they took the course. The professor will review the student’s concern and respond to the student, in writing, within 5 days of the student’s initial contact. If the grade appeal remains unresolved after meeting with the professor, the student may request further review by appealing in writing to his/her Program Dean, who will lead the student through the process of furthering the grade appeal. A grade can be appealed only if it meets the following criteria:

- It is appealed within 8 weeks of the class's ending.
- The student has discussed the grade appeal with the professor and the professor has denied the grade appeal request.
- The student has supporting documentation to show he/she was graded unfairly, including documentation proving the professor has been contacted regarding the grade.
- The student has determined that if the grade appeal is approved, his/her final course grade will improve by a complete letter grade.

Students should understand that their entire body of work for the class may be reviewed, and that the final grade could potentially increase, decrease or remain the same.

*Note: Grade changes beyond the time allotted for the grade appeal process must be of an unusual nature and considered most exceptional. Any exception must be approved by the appropriate academic administrator. However, grade changes are not permitted after the award of a degree or certificate except for legitimate grade changes within the allotted grade appeal time period.*

## **Multiple Course Attempts/Withdrawals**

### ***Undergraduate Students – All***

Students can access information on the University's policy on multiple course attempts/withdrawals in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

In addition, students may contact their Program Dean for campus-specific information.

## **Repeated Courses/Withdrawal**

### ***Graduate Students – All***

Students can access information on the University's policy on multiple course attempts/withdrawals in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

In addition, students may contact their Program Dean for campus-specific information..

## **Academic Dismissals/Appeals**

Students are dismissed from their program for failing to meet standards of academic progress (SOAP). Students who are dismissed may petition for reinstatement. Reinstatement is not granted without strong evidence of a change in the student's ability to satisfactorily fulfill program requirements. Students requesting reinstatement must submit an Academic Dismissal Appeal form, with valid supporting documentation, within 7 business days of dismissal notification. Students should contact their Program Dean for more information on SOAP dismissal procedures.

### ***Undergraduate Students – All***

Students can access information on the University's policy on academic dismissals and appeals in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

In addition, students should contact their Program Dean for current campus forms and procedures..

## **Academic Integrity**

### ***All Students***

DeVry expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. DeVry reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

The Academic Integrity Policy is designed to foster a fair and impartial set of standards by which alleged violations of this policy are judged. All students must adhere to these standards. The policy defines academic integrity violations as those which are cited below. This list is not all-inclusive, and professors may establish additional standards based on the nature of the course or the setting in which course material may be delivered or applied. The following, however, does constitute the minimum basis upon which academic integrity is measured.

### ***Prevention Techniques for Students***

All students and all members of the University community have a responsibility to adhere to the Academic Integrity Policy. Following are some ways in which students can prevent and confront academic integrity violations:

1. If you observe or have first-hand knowledge of a violation of the Academic Integrity Policy, report it to one of the following:
  - The faculty member teaching the course
  - The chief student affairs officer or his/her designee
  - The center dean or his/her designee
  - The director of DeVry Online or his/her designee
  - The associate dean of student services
2. Make it difficult and unacceptable for other students to cheat by:
  - Not sharing your written work with other class members unless required as a part of a team assignment
  - Refusing to give away or share written assignments, homework and term papers
  - Refusing to provide current and old quizzes/exams to other students without the consent of the faculty member
  - Keeping your computer password a secret
  - Refusing to discuss a quiz/exam with other students until all members of the class have taken it and grades have been posted

- Denying others access to your computer programs
  - Covering your work during exams
  - Giving discouraging glances to students trying to cheat
  - Reporting suspicious test-taking behavior during a quiz/exam so it can be documented
  - Completing take-home, nonproctored quizzes/exams alone and in a secluded environment
3. Avoid violations of the Academic Integrity Policy by:
- Avoiding the temptation to cheat through communication technology
  - Understanding that Google searches and plagiarism checkers can easily detect plagiarism on papers and exams

As part of our commitment to academic integrity, DeVry University subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases

- Becoming familiar with Modern Language Association (MLA) and American Psychological Association (APA) methods of documenting your sources. These can be found in the Hub, your English class handbooks, and at [www.mla.org](http://www.mla.org) and [www.apa.org](http://www.apa.org). A University librarian can also help you find resources on citation principles
- Clarifying assignments with your professor, who may encourage you to work collaboratively with your classmates on assignments but expect that work you turn in has been done individually. If in doubt about your professor's requirements for an assignment, seek clarification

### *Violations of Academic Integrity*

Violations of academic integrity, for purposes of this policy, are those that permit a student to gain unfair advantage over other students. The following, though not an all-inclusive list, represents violations of academic integrity.

#### A. Copying

The act of copying is not limited by the method of conveyance. Visual, oral, notes, printed matter or electronic means all constitute methods by which copying can occur.

1. Any act of copying information from another student by any means to obtain an advantage for one's self.
2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, writ-

ten papers, exam, lab assignments, published work, circuit designs, software, etc.

## B. Plagiarism

In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style, and manner of expression, of a source as if it were one's own. If there is any doubt, students should consult their professor or use a "when-in-doubt, document" philosophy and reference the information source. Also, any statement made without documentation is, de facto, claimed as one's own and may subject one to plagiarism. Examples of plagiarism include:

1. A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
2. Paraphrasing of others' work that contains specific information or ideas and that is not properly acknowledged.
3. Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence.
4. A submitted paper, exam or assignment that contains data or conclusions that, upon questioning, students cannot explain, support or demonstrate direct knowledge of.
5. Computer piracy, which includes any act of copyright infringement (protected by federal, state or local law); use of software that has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, technical descriptions of any software code regardless of whether it is copyrighted.

## C. Collaboration

1. Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside normal classroom hours, in-class assignments, lab exercises or reports, and take-home exams.
2. Any individual representing another student or being represented by another person for the purpose of taking an exam; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

## D. Alteration of Records

1. Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.

2. Any act that changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
3. Any act of altering any previously completed exam, record of an exam, or any other assignment that has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

#### E. Aids

Any use of aids that have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, files stored on your hard drive, cell phones, the Internet, PDAs, etc.

#### F. Proprietary Material

Any unauthorized use of, or giving to others, proprietary materials obtained by any means. This includes, but is not limited to, exams; problem solutions; copyright or patent infringement; computer piracy; or unauthorized use of any other material regulated by federal, state or local law.

#### G. Offering of Money or Other Incentives

1. Offering money, any item or service to a faculty member or any other person to gain academic advantage for oneself or another.
2. Offering, giving, receiving or soliciting any unauthorized information in exchange for anything of value.

#### H. Lying

Lying is the deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing completion of any assignment, duties, test or exam in a course, internship, or cooperative education assignment or program.

#### I. Other

1. Misrepresenting facts regarding an absence or work that has not been completed for the purpose of gaining an extension of an established due date or for taking a make-up examination.
2. Using material of others, however obtained, for the purpose of gaining advantage or credit, unless use of such material is expressly authorized.
3. Entering online discussion threads under false pretenses or not complying with professor or University authorship rules.
4. Using any work previously submitted for credit unless use of such previously completed work is expressly authorized.
5. Stealing, such as theft of grade books, from faculty offices or elsewhere.
6. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, contents of an unadministered test.



7. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
8. Inappropriately accessing, or attempting to access, students' academic records.

### *Procedures*

Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as the violation is observed or immediately after the event has taken place. If a violation is reported, observed or suspected, the professor will discuss the incident with the student. The student will be given the opportunity to deny the alleged violation, provide an explanation of the incident in question or admit fault. If the student admits fault or presents an unsatisfactory explanation, the professor will inform the student that the case is being referred to the chief student affairs administrator or his/her designee for action. The professor will complete the Academic Integrity Violation Incident Report, attach copies of supporting documents and forward copies of all documents to the appropriate above-listed individual.

Upon receipt of the Incident Report, the chief student affairs administrator or his/her designee will review the student's electronic record to determine whether the incident is the student's first, second or third offense.

- A. If the incident is the student's first offense, the chief student affairs administrator or his/her designee will review the case and send an appropriate notice to the student within 5 calendar days. The notice will include the date of incident, charges, action taken, appeal rights and deadlines. A copy of the Student Academic Integrity Policy, or the URL, will be included with the notice. A copy of the notice will be sent to the professor for his/her records, and the professor will record no credit or a grade of zero (see Sanctions below).
- B. If the incident is the student's second or third offense, an Academic Review Committee will be convened, and all procedures used for an Academic Review Committee will be followed. If the student is found in violation of the Academic Integrity Policy, the chief student affairs administrator or his/her designee will then impose appropriate sanctions based upon results of the hearing.

### *Sanctions*

The mandatory sanctions are the minimum required. Discretionary sanctions for each offense may be imposed, if deemed appropriate, by the chief student affairs administrator or his/her designee, for the first, second and/or third recorded offense.

- A. First recorded offense – all students

#### *Mandatory*

- Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given.



- Where the incident involves a graded assignment that would be one the student could request be “dropped” for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual’s grade for the class will be based on inclusion of the zero for the voided assignment.

#### B. Second recorded offense

##### Mandatory

- *Undergraduate student*: Student receives a failing grade for the class, lab, etc., in which the second offense occurs.
- *Graduate student*: Dismissal for a minimum of 1 academic year.
- The second offense need not be in the same location, class, program, or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.

##### Discretionary

- *Undergraduate student*: Suspension for up to 1 academic year
- *Graduate or undergraduate student*: Permanent expulsion from the DeVry system.

#### C. Third recorded offense – all students

##### Mandatory

- *Permanent expulsion*: Student is permanently expelled from the DeVry system.
- *The third offense need not be in the same location, class, program or term as either the first or second offense to invoke this sanction.*

#### *Appeals/First Offenses*

- A. The action of the professor may be appealed by the accused student to the chief student affairs administrator or his/her designee within 7 calendar days of receipt of notice of the action. Such appeals will be in writing. The student will have the opportunity to select a hearing by either an Academic Review Committee or by the chief student affairs administrator or his/her designee.
- B. The chief student affairs administrator or his/her designee may require a hearing by an Academic Review Committee when he/she feels such a procedure is in the best interest of the University or the student.
- C. All charges shall be presented to the accused student in written form by the chief student affairs administrator or his/her designee. A time shall be set to review the student’s case, not fewer than 2 nor more than 10 calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the chief student affairs administrator or his/her designee.

D. Hearings shall be conducted according to the following guidelines:

1. The chief student affairs administrator or his/her designee may serve (in a non-voting capacity) as chairperson of the Hearing Panel.
2. Hearings normally shall be conducted in private.
3. Admission of any person to the hearing shall be at the discretion of the Academic Review Committee and/or the chief student affairs administrator or his/her designee.
4. In hearings involving more than one accused student, the chief student affairs administrator or his/her designee, at his/her discretion, may permit the hearings concerning the students to be conducted together.
5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.
6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Academic Review Committee or chief student affairs administrator or his/her designee.
7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the chief student affairs administrator or his/her designee.
8. All procedural questions are subject to the final decision of the chief student affairs administrator or his/her designee.
9. After the hearing, the Academic Review Committee shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.
10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.
11. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.

*Appeals/Second or Third Offenses*

- A. A decision reached or a sanction imposed by the chief student affairs administrator or his/her designee may be appealed by the accused student or complainant to the Academic Review Committee within 7 calendar days of the decision. Such appeals shall be in writing. In cases where the chief student affairs administrator

or his/her designee has personally chaired the Academic Review Committee or has imposed sanctions, the appeal shall be directed to the next administrative level.

B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation.
4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

C. If an appeal is upheld by the chief student affairs administrator or his/her designee, the matter shall be remanded to the original Academic Review Committee and chief student affairs administrator or his/her designee for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

### **Intra-System Transfer Policy**

A transfer is a change of the home location on the student record. Students may take a class at another location without transferring their home location. Please contact your academic advisor regarding transfers when in question.

A student desiring to transfer between DeVry locations must file a request to do so no later than Sunday before week 2 of session B with the registrar at the location the student is currently attending. Exceptions to the deadline may be made for students with special circumstances. All grades and credits earned at one DeVry location are carried forward to the new location.

A student's financial obligations to DeVry must be fulfilled before transfers will be approved. Fulfillment of financial obligations means a student is current on payments and non-delinquent in any other assessed financial charges. Such transfers are granted at the conclusion of the term only. A student on academic or disciplinary probation continues on probation at the new location. The receiving location has the right to refuse the transfer request of a student who is not in good academic standing.

A student who is not eligible to continue at his/her current location because of academic, financial or disciplinary suspension will not be eligible for transfer.

## **Tutoring Services**

### ***Undergraduate Students – All***

Tutoring assistance is available for students who request it. Please go to the following URL for detailed information about the Academic Support Center at the Addison campus: [http://add.devry.edu/Academic\\_Support\\_Center.html](http://add.devry.edu/Academic_Support_Center.html)

## **Academic Advising**

Academic advising provides academic support for students in pursuit of their educational goals, while ensuring that DeVry's academic standards are upheld. DeVry provides academic advisors, who are available to students by appointment and on a drop-in basis. Advisors can inform and advise students as they make academic decisions, assist in preventing academic problems, help resolve academic issues, and administer the academic appeal process. Students should become well acquainted with their academic advisors, as they provide support that can lead to steady improvement of their academic performance and satisfaction.

### ***Undergraduate Students – All***

Students can access additional information on academic advising in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

For information on academic advising services at the Addison campus, please go to the following URL: <http://add.devry.edu/StudentAdvising.html>

## **Library**

### ***Undergraduate Students – All***

Students can access information on the University's onsite libraries in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). All students, including those attending DeVry Online, are invited to use library facilities at any University location.

For detailed information about library facilities, services and hours at the Addison campus, please go to <http://add.devry.edu/Library.html>

Also available to all undergraduate students and graduate students are online library resources and research services. Students can access information about these services in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Proficiency Testing**

### ***Undergraduate Students – All***

Proficiency exams allow students who feel they have already mastered course material to demonstrate comprehensive knowledge in a particular course. Students who wish to proficiency a course or courses must apply to do so with the Testing Center Coordinator at the Addison campus. Students receive proficiency credit for a course when they score 80 percent or higher on a proficiency exam. Proficiency credit is noted on students' academic progress reports and transcripts but is not included in grade point averages. Requests for proficiency exams are denied for students:

- Currently enrolled in the course beyond the add period.
- Previously enrolled in the course for which the exam is requested.

- Who previously failed the proficiency exam for the course.

Proficiency exams cost \$5 per credit hour per exam. Students must complete the exam prior to the end of the add period. Graduating seniors must complete any/all proficiency exams before the end of the add period in their final term. Proficiency exams may not be available for all courses.

Please contact the Director of Testing and Educational Support in Room 244 for further information.

## **Resumption of Studies**

### ***Undergraduate Students – All***

Students can access information on the University's policy on resumption of studies after withdrawal in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Students at the Addison campus who wish to resume should contact the Assistant Dean of Students in the Student Services office to initiate the process.

In addition, students who have withdrawn from the university may apply to resume their studies within 3 semesters. If withdrawal occurred during a semester, that term is not counted as the first of the three permitted. Students should apply at least 6 weeks prior to the desired class start date. Students who do not apply for readmission within 3 semesters must reapply with Admissions.

A student who has been academically dismissed from the university and denied an appeal for immediate readmission may not apply for readmission for the term following the period of suspension (one semester). The application for readmission will be reviewed, and a decision will be made by the appropriate academic administrator.

A student must be current on all financial obligations to the university prior to resuming studies.

Students with Stafford, Perkins or SLS Loans should call the registrar regarding deferment forms for these loans.

## **Change in Program of Study**

Students may change programs at any time; however, this may result in their having to take additional coursework to fulfill graduation requirements of the new program. Students may concurrently pursue a maximum of 2 degree programs at any one point in time. Students are required to declare a primary program, and all evaluations of academic standing are calculated in relation to the primary program. While students may enroll in courses applicable to a second degree prior to completing the primary degree, they should focus on their primary degree. Those opting to pursue multiple degrees must meet all program core and program-specific course requirements for each degree.

### ***Undergraduate students and graduate students***

Students can access information on the University's policy on transferring to a different program of study within the DeVry system in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

Students at the Addison campus should contact their Program Dean to discuss changes in their program of study.

### **Graduation Requirements**

#### ***Undergraduate Students – All***

Students can access information on the University's graduation requirements in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

**Online students** should note that DeVry Online DOES NOT hold its own graduation ceremonies. However, students can attend any DeVry graduation ceremony held at a nearby location. The DeVry Online graduation coordinator can help graduating students who wish to participate in a graduation ceremony. Fees are charged as a part of graduation for online students who choose to attend campus-based activities.

Detailed information about the DeVry Addison graduation requirements, fees and ceremonies can be obtained in the campus Career Services office.

### **Registration for Continuing Students**

A student must select all courses and have all financial and academic obligations to DeVry resolved prior to the close of registration each session. Registration is closed at the end of the Friday before the first week of class. A student wishing to delete a course from his/her schedule must notify the registrar before the end of the first day of the session. To remove a course from a schedule prior to the beginning of the course, please contact the Registrar's Office.

#### ***Undergraduate Students – All***

Students can access information on the University's policies (academic and financial) on registration for continuing students in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

Registration dates and times for each session can be obtained from the Registrar's Office.

### **Career Services**

DeVry maintains a very active Career Services Office (CSO) to assist graduates in obtaining education-related employment.

#### ***Undergraduate Students –All***

During the last semester before graduation, CSO staff work individually and in class to prepare students for the job search process. Every student has an individual appointment with a career advisor to discuss his/her job search plan. Students have the option of requesting mock interviews to assist them in preparing appropriately for successful interviewing. In their final semester, students are assigned a career advisor, who discusses job search plans and advises students of upcoming career activities. The CSO is one resource in the job search process. Students must take an active role in their employment search. If a student places restrictions on employment (such as salary and location), assistance may be similarly restricted. The CSO will, however, continue to work with



graduates as they conduct an active job search for a period of 6 months after graduation. After 6 months, alumni career services are available. To ensure success, students should:

1. Register for career services assistance.
2. Participate in at least one individual advising session during the final term.
3. Submit a resume early.
4. Use CSO office mailing services.
5. Attend classroom presentations conducted by the CSO.
6. Contact the CSO at least once every 2 weeks after graduation.
7. Call or visit an average of three companies per working day following graduation.
8. Notify the CSO upon accepting a job offer.

All CSOs work closely with other DeVry locations and have access to a national DeVry job board, [HireDeVry.com](http://hiredevry.com). CSO directors and staff maintain contact with thousands of companies to develop employment opportunities for DeVry graduates.

For a detailed description of the services available at Addison's Career Services office, please go to <http://add.devry.edu/CareerServices.html>.

## **Student Services**

### ***All Students***

The University offers more than our industry-leading student finance and career services. Services may include part-time-jobs service, counseling and advising services, student housing and/or referral housing, and student activities and events depending on location and size of student population. Our mission is to foster student development through learning, mentoring and developing student leadership skills.

## **Student Organizations**

DeVry University is committed to meeting a variety of needs and preferences for its active student body. Fostering an environment that encourages student leadership and involvement in social and cultural activities is consistent with the University's mission and purpose. Extracurricular activities and events that correspond with the academic mission and provide student leadership opportunities promote holistic student development.

Each location provides the opportunity for students to seek identification and affiliation through student organizations of their choice that support the mission of the University. As such, there are a number of minimum requirements for each student group that seeks recognition by DeVry University. Each organization must:

1. Be open to all enrolled students, without unlawful discrimination and regardless of program and method of study. Depending on the nature and purpose of the organization, additional legitimate eligibility requirements may be imposed, e.g., an academic honor society which requires minimum standards.
2. Have a faculty/staff advisor who has formally agreed to serve in that capacity.



3. Have a minimum of five active student participants who are enrolled at DeVry University.
4. Have a clear statement of the mission or purpose of the organization which does not conflict with the mission/purpose statement of DeVry University as published in the current academic catalog.
5. Be in good standing with the national or international organization, if affiliated. If the organization is seeking such affiliation with a national or parent organization, there must be on file a statement of intention to seek and maintain that affiliation, and DeVry University must be updated seasonably upon the disposition of any such application for affiliation.
6. Be responsible for liability arising out of the existence and activities of the organization, including, where appropriate, the maintenance of adequate insurance.
7. Agree to follow the local process and meet additional local requirements for recognition of student organizations, as determined by DeVry University. See the Student Affairs, Student Services, the Center Director or Student Central for additional information.

Only recognized student organizations are permitted to solicit other students for membership, events/activities and fund raising in support of the organization. Solicitation of students must be approved in advance and is limited to students only. Approval is granted with the understanding that it will not include solicitation of DeVry University employees.

### **Student Code of Conduct**

All students are expected to abide by DeVry University's Student Code of Conduct.

*Note: The Student Code of Conduct applies to all students, including those who attend online.*

### **Article I: Terminology**

1. The term "University" means DeVry and its Keller Graduate School of Management.
2. The term "student" includes all persons taking courses (both full time and part time), receiving services from University, or otherwise pursuing undergraduate, graduate or professional studies at University. Persons not officially enrolled for a particular term but who have a continuing relationship with University are considered "students," with the clarification that DeVry staff are not "students" by nature of their continuing employment or contractual relationship with DeVry.
3. The term "faculty member" means any person hired by or contracted with the University to conduct instructional activities.
4. The term "DeVry staff" means any person employed by the University, with the exception of student employees.

5. The term “member of the DeVry community” includes students, faculty members or DeVry staff, and or any other individuals associated with the University. The chief student affairs administrator or designee shall determine a person’s status in a particular situation.
6. The term “DeVry premises” includes all land, buildings, facilities, student housing and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).
7. The term “judicial body” means any person or persons authorized by the chief student affairs administrator or designee to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
8. The term “judicial advisor” means a DeVry official authorized on a case-by-case basis by the chief student affairs administrator or designee to impose sanctions upon students found to have violated the Student Code of Conduct. The chief student affairs administrator or designee may authorize a judicial advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of the judicial body. Nothing shall prevent the chief student affairs administrator or designee from authorizing the same judicial advisor to impose sanctions in all cases.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The “chief student affairs administrator or designee” is that person designated by the President of DeVry University to be responsible for administration of the Student Code of Conduct.
12. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Survival Guide, the Housing Handbook and catalogs.
13. The term “organization” means any number of persons who have complied with the formal requirements for University recognition/registration.

## **Article II: Judicial Authority**

1. The judicial advisor shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case. The judicial body shall contain, at minimum, one student, one faculty member and one staff member.
2. The judicial advisor shall develop procedures for administration of the judicial program and for the conduct of hearings, which are not inconsistent with provisions of the Student Code of Conduct.
3. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.

## **Article III: Proscribed Conduct**

### ***Jurisdiction of the University***

The Code of Conduct applies to student behavior that affects the DeVry community, irrespective of where that conduct may occur. Discipline may extend to off-campus activities and locations, i.e., student housing locations, when they adversely affect the DeVry community and/or pursuit of its objectives.

### ***Conduct – Rules and Regulations***

Any student found to have committed the following misconduct may be subject to disciplinary sanctions outlined in Article IV. (This list is not all-inclusive but does include categories of misconduct as defined by University.)

1. Acts of dishonesty, including but not limited to the following:
  - a) Furnishing false information to any University official, faculty member or office.
  - b) Forgery, alteration or misuse of any University document, record or instrument of identification.
  - c) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on DeVry premises.
3. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on DeVry premises or at any University-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the DeVry community or other personal or public property.
5. DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of “hazing,” defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to University rules, policies and regulations; will unreasonably or unusually impair an individual’s academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrass-

ment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

6. Violation of housing conduct guidelines of student lease provisions applicable to University-controlled or University-referred housing.
7. Gambling on DeVry premises, at University functions or through the use of University equipment.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any part of DeVry premises, or unauthorized entry to or use of DeVry premises.
10. Violation of published University policies, rules or regulations.
11. Violation of federal, state or local law on DeVry premises or at University-sponsored or University-supervised activities, or other violation of federal, state, or local law which has an adverse effect on the DeVry community.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication on DeVry premises.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on DeVry premises or at any University-sponsored activity.
15. Participation in a campus demonstration that disrupts normal operations of the University or infringes on rights of other members of the DeVry community; leading or inciting others to disrupt the scheduled and/or normal activities within any University building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic on DeVry premises or at a University-sponsored or supervised activity.
16. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on DeVry premises or at functions sponsored by the University.
17. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
18. Theft or other abuse of computer time, including but not limited to:
  - a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.

- b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with work of another student, faculty member or University official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of the University computing system.
  - g) Introduction, reproduction and/or promulgation of any computer virus.
19. Abuse of the judicial or disciplinary system, including, but not limited to:
- a) Failure to appear before a judicial body or University official.
  - b) Falsification, distortion or misrepresentation of information before a judicial body.
  - c) Disruption or interference with orderly conduct of a judicial proceeding.
  - d) Knowingly instituting judicial proceedings without good cause.
  - e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the course of the judicial proceeding.
  - g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding.
  - h) Failure to comply with sanction(s) imposed under the Student Code of Conduct.
  - i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

### ***Violation of Law and University Action***

1. If a student is charged with an off-campus violation of federal, state or local law, Code of Conduct proceedings may be initiated if the violation of law holds the potential of an adverse impact on the DeVry community.
2. University proceedings may be instituted against a student charged with violation of a federal, state or local law that is also a violation of the Student Code of Conduct (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the University may not, at its discretion, request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of proceeding before a judicial body under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally with the DeVry community. The University will cooperate fully with law enforcement and other agencies in enforcing criminal law on University property and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual student or faculty members, acting in their personal capaci-

ties, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

## **Article IV: Judicial Policies**

### ***Charges and Hearings***

1. Any member of the DeVry community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the judicial advisor responsible for the administration of the DeVry judicial system at the appropriate University location. Any charge should be submitted as soon as possible after the event takes place.
2. The judicial advisor may conduct an investigation to determine if charges have merit and/or if they can be resolved by mutual consent of parties involved on a basis acceptable to the judicial advisor (such as mediation). Such disposition shall be final, and there shall be no subsequent proceedings. If charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or as chairperson of the judicial body.
3. All charges shall be presented to the accused student in written form. A time will be set for a hearing, not less than two, nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the judicial advisor. The judicial advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a) The judicial advisor may serve, in a nonvoting capacity, as chairperson of the judicial body.
  - b) Hearings shall be conducted in private.
  - c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
  - d) In hearings involving more than one accused student, the chairperson of the judicial body, at his/her discretion may permit hearings concerning each student to be conducted together.
  - e) The complainant and accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or accused are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
  - f) The complainant, accused and judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination, by the judicial body.
  - g) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - h) All procedural questions are subject to the final decision of the chairperson of the judicial body.



- i) After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code of Conduct that the student is charged with violating.
  - j) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University, shall be retained in a separate disciplinary file, except for cases of suspension or expulsion, which will be noted in the student's academic file, and retained in accordance with the University's record retention procedures.
7. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

### ***Sanctions***

1. The sanctions listed below may be imposed upon any student found to have violated the Student Code of Conduct. The listing of the sanctions should not be construed to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.
  - a) Warning - A verbal or written notice to the student that the student is in violation of or has violated University regulations.
  - b) Probation - A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period.
  - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d) Fines - Fines may be imposed, as determined or approved by the University.
  - e) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f) Discretionary Sanctions - Work assignments, service to the University or other related discretionary assignments.
  - g) Housing Suspension - Separation of the student from his or her University-controlled or University-referred housing for a definite period of time after that the student is eligible to return. Conditions for readmission may be specified.
  - h) Housing Expulsion - Permanent separation of the student from University-controlled or University-referred housing.
  - i) DeVry Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j) University Expulsion - Permanent separation of the student from all University locations.
2. More than one sanction listed above may be imposed for any single violation. In each case in which a judicial body determines that a student has violated the



Student Code of Conduct, sanction(s) shall be determined and imposed by the judicial advisor. In cases in which persons other than or in addition to the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor. The judicial advisor is not limited to considering or implementing sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

3. Other than University suspension and University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student may petition the judicial advisor to have his or her confidential disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at University's discretion.

### *Interim Suspension*

In certain circumstances, the chief student affairs administrator, or a designee, may impose a University or housing interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed:
  - a) to ensure the safety and well-being of members of the DeVry community or preservation of University property;
  - b) to ensure the student's own physical or emotional safety and well-being; or
  - c) if the student poses a definite threat of disruption of or interference with the normal operation of the University.
2. During the interim suspension, students shall be denied access to DeVry premises (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the chief student affairs administrator or designee or the judicial advisor may determine to be appropriate.

### *Appeals*

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by the accused student or complainant to the chief student affairs administrator or designee within the semester in which the sanction occurs, or within the time frame otherwise identified in the sanction notice. Such appeals shall be in writing. In cases where the chief student affairs administrator or designee is the judicial advisor, the appeal shall be directed to the next administrative level, the contact for which will be identified in the sanction notice.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in substantial conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused

student a reasonable opportunity to prepare and present a rebuttal of those allegations.

- b) To determine whether the decision reached regarding the accused student was based on reasonable evidence; that is, without substituting its judgment for that of judicial body or the judicial advisor, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Student Code of Conduct occurred.
- c) To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Student Code of Conduct the student was found to have committed. (Refer to Article IV (5) (j) for standard of proof.)
- d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If the chief student affairs administrator or designee upholds an appeal, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

## **Campus Safety and Security**

### ***All Students***

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of this academic community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate University official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, the student services office, or to the chief location administrator. All crimes will be investigated and, when appropriate, brought to the attention of the Student Services office for disciplinary hearings.

Given public concern about escalating incidents of school violence, the University will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the Student Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery on any University employee

Nothing in this policy should be construed as limiting or preventing the University's discretion to take other action which, in the University's sole discretion is necessary or advisable to promote campus safety and security.

### **SIREN Registration**

DeVry's SIREN emergency alert system provides real-time alerts and updates on emergency situations and location closings to students via recorded voice, text or e-mail messages. Powered by Honeywell, SIREN is a centralized system that allows for localized messages. SIREN is accessible through <http://my.devry.edu>, where students can enter or update their contact information whenever it changes. Only those who register receive alerts. SIREN-related questions can be submitted via email to [siren@devry.edu](mailto:siren@devry.edu).

### **Visitors and Children at a Campus or Center**

Students are encouraged to bring prospective students to onsite classes as guests; however, they must first receive approval to do so by completing the required form and submitting it to an appropriate university official. Please talk in advance directly with the Professor of any class to which you wish to bring an invited guest.

Students may not bring minors to class, nor may minors be left unattended at a center. DeVry University is not liable for the safety of children left unattended while at a campus or center.

### **Student Health Insurance**

#### ***Undergraduate Student – Onsite***

Every full-time onsite undergraduate student is required to maintain health insurance.

Full-time students, those enrolled in 12 or more credit hours, must stop by the Student Services office in Room 225 every November to update their health insurance status. Students enrolled in 6-11 credit hours are considered part time and have the option to enroll in the insurance plan offered by the University. However, anyone enrolled in fewer than 6 credit hours is ineligible for the University's health insurance plan.

Full-time students who have their own insurance must complete an insurance waiver card.

Insurance premiums change every November. Visit [www.srstudentcenter.com](http://www.srstudentcenter.com) for more information. These forms are also available in the Student Services Office, Room 225.

For additional information, see the academic catalog at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

#### ***Undergraduate Student – Online, Graduate Students – All***

Health insurance coverage is recommended for all students but is not required for online and graduate students. Those wishing to enroll should visit [www.srstudentcenter.com](http://www.srstudentcenter.com) for more information.

For additional information, see the academic catalog at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Grievance Procedures**

### ***All Students***

A student unable to informally resolve a problem or complaint may file a written grievance using the following procedure. All grievances filed must be in writing and include a specific statement of what is being grieved and what specific resolution is being sought.

**Step 1:** A student should attempt to resolve a problem or complaint informally.

**Step 2:** If a student is unable to reach an informal resolution, then a written grievance should be filed with the appropriate department manager (e.g., academic dean, dean of student finance, etc.) citing specifically what is being grieved and stating what specific resolution is requested.

**Step 3:** If the problem cannot be resolved at the department manager level, the issue is to be forwarded to the department head (e.g., dean of academic affairs, dean of student finance, etc.). It is the student's responsibility to provide the department head with a copy of the original grievance and any other pertinent information.

**Step 4:** If the department head is unable to resolve the grievance, then the student may appeal to the chief student affairs administrator or designee, whose decision will be final. It is the student's responsibility to provide the chief student affairs administrator or designee with a copy of the original grievance and any other pertinent information.

### **Grievance Procedure Involving Charges of Harassment and Discrimination**

DeVry is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, and political affiliation that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DeVry will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, non-faculty employees, or other non-employees who conduct business with DeVry, regardless of whether the conduct is sufficiently severe or pervasive enough to rise to the level of unlawful harassment. Refer to published statements regarding discrimination in the academic catalogs, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

Harassment prohibited by DeVry's policies includes but is not limited to:

#### **Discriminatory Harassment**

Examples of words or conduct which may violate this policy are:

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group based on actual or perceived protected status. This could include telephone calls, emails, instant messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on actual or perceived protected status.

- Damage to, trespass to, or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the actual or perceived protected status of an individual or group.
- Physical contact or verbal threats based upon the actual or perceived protected status of an individual or group.

### **Sexual Harassment**

Sexual harassment means unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare or academic or work performance, or creates an intimidating, hostile, offensive or demeaning academic environment.

### **Examples of Behavior Prohibited by DeVry's Policies**

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
- Stated or implied threats that a person's academic grade, classroom or work assignments or other conditions of academic life may be adversely affected by not submitting to sexual advances.
- Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
- Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interfere with an individual's welfare or academic performance.
- Unwelcome and inappropriate touching, patting, pinching or unnecessary brushes.

### **Information and Consultation – Sexual Harassment Resource Persons**

The Director of Human Resources, the Associate Dean of Students and the Assistant Dean of Students are available to serve as a resource to any student, non-faculty employee or faculty member who has a sexual harassment inquiry or complaint. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of the same gender. They have the option of meeting with a staff member of a preferred gender in the Student Services or Human Resources office. These resource

persons have information about applicable laws, university rules and procedures, options available for resolution of complaints and confidentiality requirements.

### **Complaint Procedures**

Informal or formal notification to an official DeVry contact constitutes official notification. Names, department and other information needed to conduct an investigation of the allegation(s) are required. Further action by the complainant will determine whether the filing is formal or informal.

#### **Informal Complaint Procedures**

Informal procedures are aimed at stopping the harassing behavior rather than determining culpability or intent. In some instances the offender may agree, voluntarily, to a sanction to avoid a formal hearing. Usually, official disciplinary action for students cannot be invoked without a formal hearing.

The student may seek a resolution of the matter through discussions with the alleged offender or other appropriate staff. If no resolution is forthcoming, or if direct confrontation is deemed inappropriate, the student may report the incident(s) to the Director of Human Resources, the Associate Dean of Students or the Assistant Dean of Students, who shall attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law.

Under these informal procedures, the student may, at any time, elect to stop further administrative action by withdrawing the complaint. The student can also decide to file a formal grievance at any time, according to procedures outlined below.

Complaints resolved informally are generally not investigated to the same degree as formal proceedings, although the complainant and, in some cases the alleged offender, may be interviewed. Mediation may be used as a method for resolving the complaint informally. If a complainant decides to handle the situation her-/himself and the harassment stops, there may not be an investigation.

Unlike in formal procedures, the individual complaining of harassment or discrimination is not required to write an account of what happened for informal handling of the complaint to proceed.

Adopting informal procedures for resolving harassment and discrimination complaints does not mean the institution does not take harassment and discrimination seriously. Informal procedures simply provide an alternative method for stopping harassment and discrimination. The complainant can also decide to file a formal grievance with the appropriate official DeVry contact at any time.

#### **Formal Complaint Procedures**

When informal procedures are inappropriate or have failed, formal harassment and discrimination grievance procedures are aimed, among other things, at determining if harassment or discrimination in violation of DeVry's policies has occurred, the culpability of the alleged offender and appropriate sanctions or remedies.

A student who feels that he or she has been a victim of harassment or discrimination in violation of DeVry's policies may file a written grievance to the local Director of Human



Resources, the Associate Dean of Students or the Assistant Dean of Students. The grievance should normally be filed within 90 calendar days of the incident or incidents.

An investigation will occur and will attempt to resolve the complaint using the following steps:

- Review the grievance report from the student.
- Gather any additional information from the student that is needed.
- Gather a response and any additional information from the accused.
- Document and assess the finding of facts, including those agreed upon and those disputed.
- Attempt a resolution of the grievance between the student and the individual, if appropriate.
- Determine a final decision regarding the complaint.

The local Director of Human Resources, the Associate Dean of Students or the Assistant Dean of Students should complete the investigation, produce a written report and provide the report to the complainant within 30 calendar days. The written report shall make a finding or findings and implement appropriate remedies, if needed.

To appeal the decision, the student must file a written request for an appeal to the director of employee relations at the DeVry Corporate Office at 3005 Highland Parkway, Downers Grove, IL 60515-5799, (630-515-7700) within 30 calendar days of the receipt of the written decision from the local Director of Human Resources, the Associate Dean of Students or the Assistant Dean of Students.

Within 30 calendar days after receiving a request for an appeal, the director of employee relations or his or her designee shall conduct an initial review of the request to determine if:

- The complaint alleges facts, which, if true, would demonstrate a violation of DeVry's non-discrimination and non-harassment policies;
- The investigation was conducted in accordance with the grievance procedures;
- All relevant witnesses were interviewed and their testimony was recorded; and
- The conclusions of the investigating officer are supported by the evidence.

If the director of employee relations or his or her designee finds that the initial investigation was not conducted properly, he/she must assign the case to a new investigating officer within 30 calendar days. This new investigating officer must not be an interested party to the allegation and must not be a subordinate of the original investigating officer.

If the director of employee relations or his or her designee finds that the initial investigation was conducted properly and the conclusions are valid, a written response to the appeal that explains this finding will be provided. This letter must be provided to the appealing party within 30 days of the director of employee relations or his or her designee's finding.



**Confidentiality**

Persons gathering general information, seeking guidance or filing a complaint may be concerned about the confidentiality of information they are sharing. While DeVry wishes to create an environment in which individuals feel free to discuss concerns and make complaints, DeVry may be legally obligated to take action when its officials are informed that harassment or discrimination may be occurring. Thus, confidentiality will be maintained to the extent possible and consistent with DeVry's obligations in investigating complaints.

Once an individual discloses identifying information to the official DeVry contact, he/she will be considered to have filed a complaint with the University. While confidentiality of information received, privacy of individuals involved and wishes of the complainant regarding action by the University cannot be guaranteed, they will be protected to the greatest degree possible.

**Retaliation**

DeVry prohibits retaliation against anyone who reports an incident of alleged harassment or discrimination, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, whether or not such conduct is severe enough to rise to the level of unlawful retaliation. All complaints of retaliation should be reported in accordance with this Grievance Procedure.

Submission of a good faith complaint or report of sexual harassment or discrimination will not affect the complainant's future grades, learning or academic environment.

DeVry will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment or discrimination, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence.

**Disability Accommodations in Academic Programs*****All Students***

DeVry is committed to maintaining an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DeVry will make reasonable accommodations to afford students with disabilities full and equal enjoyment of DeVry's programs and services in the most integrated setting appropriate to their needs. DeVry makes no assumptions concerning any individual's abilities or disabilities and makes an individual assessment to determine if each student's needs can be met at DeVry.

Any student or applicant with a disability who requests academic adjustments, auxiliary aids or accommodations under section 504 should visit the Director of the Academic Support Center to begin the accommodation process. The applicant/student will be given a special accommodation request form to complete and submit to the Director of the Academic Support Center in Room 221 along with supporting medical, psychological or educational assessments.

Once the academic adjustment or auxiliary aid has been approved, the student will be notified of the accommodation approval. Campus, center and online instructions for obtaining approved accommodations may vary. Refer to approval letter for instructions. Should a student need additional accommodations, requests must be submitted in writing to the Director of the Academic Support Center. Should a student experience difficulty in obtaining accommodations, the student must notify the Dean of Students for assistance in rectifying the situation.

When a student alleges that he/she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on his/her qualifying disability, the procedures outlined in the *Grievance Procedures Involving Charges of Harassment and Discrimination* section apply.

For additional information please contact the Director of the Academic Support Center in Room 221.

## **Federal Education Rights and Privacy Act (FERPA)**

### ***All Students***

DeVry respects the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records:

#### **The right to inspect and review one's own education records**

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar or dean written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

#### **The right to seek an amendment of inaccurate or misleading information**

Students may ask the institution to amend a record they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

#### **The right to limit disclosure of personally identifiable information**

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to university officials who have legitimate educational interests, and the disclosure of

directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed.

**The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements**

**Complaints should be directed to:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Student IDs**

***Onsite Graduate and Undergraduate Students***

All enrolled students must have in their possession a student identification card while on University property. Student IDs are issued during new student registration. An ID card is required for display daily on University property, attendance in class, student activities, library and lab checkout, book purchases, etc. Students must show ID upon request to any University official or security officer; failure to do so will result in disciplinary action.

Replacements for lost ID cards may be obtained in the Student Services Office, Room 225.

***Online Graduate and Undergraduate Students***

Online students located near a site-based DeVry location can acquire a student identification card from that location.

**Alcohol and Substance Abuse Policy**

***All Students***

**Alcohol**

DeVry forbids unauthorized possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University property, at University-sponsored activities, or in University-referred housing. The University expects all students to comply with federal, state and local laws regarding use of alcohol. Infraction of the no-alcohol policy on University property may result in disciplinary action. A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions, whether on or off University property.

**Drugs**

The University considers use, possession, distribution or sale of drugs (hallucinogens, narcotics, stimulants and depressants) that are illegal, except when taken under a doctor's prescription, as contrary to the welfare of the University community. Students in violation of state, federal or other local regulations with respect to illegal drugs may be subject to both criminal prosecution and campus disciplinary action.

## **Student Finance**

### ***Undergraduate Students – Onsite***

Office hours for the Student Finance Office vary with the day of the week and the week of the session. Please call the front desk of the Student Finance Office at 630-652-8481 for the most up-to-date information about office hours.

### ***Student Account Information***

The Student Finance Office is located in Room 229 at the Addison campus

- All enrolled students' financial records are maintained in the Student Finance Office. Students can obtain information on their tuition accounts from their student finance consultant.
- Financial aid funds are disbursed to students' accounts when all required documents needed to finalize the awards are received.
- Tuition payments should be made at the Student Finance Office or mailed. The University's online bill payment option may also be used.
- Students unable to make their monthly tuition payment should see their student finance consultant immediately.
- Failure to make the monthly tuition payment on time may result in financial dismissal from the University or keep the student from registering for the following semester.
- For assistance with signing loan promissory notes, see your student finance consultant.
- Withdrawal from the university: To retain full eligibility of financial aid disbursements, students must complete at least 60 percent of the enrollment period. For more information see the Student Finance Office and ask about the Federal Return to Title IV policy.

### ***Undergraduate Students – Online***

A Student Finance representative can assist with questions regarding tuition charges, fees, payments, refunds and student account inquiries.

Students who have received any federal student loans (Perkins/Stafford) are required to complete an exit interview prior to leaving the university.

### **Additional Information on Financial Assistance**

For specific financial assistance information, refer to the catalog at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Additional information may also be available via the Student Finance site at <http://finance.devry.edu/>.

### ***Graduate Students – Onsite and Online***

Information pertaining to student finance matters is available in the academic catalogs, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Additional information may be available from University staff members.

**Online students** should note that a student finance representative can assist with questions regarding tuition charges, fees, payments, refunds and student account inquiries. Representatives can be reached at 877-496-9050.

### **Financial Aid Information**

Students with questions about financial aid and completion of applications to determine financial aid eligibility should see their student finance advisor. Individual counseling and financial planning are available to assist students with financing the cost of education. The University administers many types of financial assistance programs combined with monthly payments to help students and parents meet education costs. For a complete explanation of the financial aid programs available through the University, refer to the “Financing Your Education” brochure or see your student finance consultant.

More information regarding federal financial aid, including types of financial aid programs, and applying for and eligibility for aid, is available in the academic catalogs at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

### ***Local and State Grant Programs***

Recipients of state grants are typically required to attend an institution within their home state and to have resided within that state for a period of time. DeVry participates in state programs in Illinois. Please click on the following link to learn more:

[www.collegezone.com](http://www.collegezone.com).

### ***Private Lenders***

Private sources of loan funds are available to help pay for educational expenses, beyond the resources of federal and state financial aid. These are unsecured (no collateral required) bank loans with competitive interest rates. Usually students must be enrolled at least half-time to qualify.

Most lenders will perform a credit check and determine credit worthiness (income, employment, residency, etc.) before granting these loans. For more information on specific private loan programs contact your lender.

### **Notice of Financial Aid Eligibility**

Students who submit their completed FAFSA are notified of their aid eligibility through the “My Financial Aid” link on the student portal. This link lists the program and amount of aid students can expect to receive according to their current enrollment status and earned credits. Through this web site, students are also advised of any further documentation or paperwork that may be needed to finalize their awards. Changes in enrollment (number of hours and/or terms of enrollment) directly affect aid eligibility. Students who wish to discuss the financial impact of changes in their enrollment should see their student finance consultant.

### **Veteran’s Educational Benefits**

Students who are veterans of the armed forces and who qualify should apply for veterans’ educational (Montgomery G.I. Bill) benefits. Students may also be eligible to receive benefits as dependents of deceased or disabled veterans. The veteran’s benefit coordinator in the Student Finance Office helps students apply for these benefits. The state approval

agency approves the University for veterans' benefits. Veterans educational allowances are paid monthly and directly to eligible students with the exception of Chapter 33 benefits. For Chapter 33 benefits, funding for tuition and fees is sent directly to the University from the U.S. Department of Veterans Affairs. If eligible for Chapter 33 housing and book stipends, the U.S. Department of Veterans Affairs will send the funds to the student.

Eligibility for all veteran's benefits is determined by the U.S. Department of Veterans Affairs. If a veteran student's cumulative grade point average drops below 2.0, the U.S. Department of Veterans Affairs must be notified even though the term GPA may be above 2.0. Veterans do not qualify for benefits for courses that are voluntarily repeated or audited. Unsatisfactory academic progress refers to students not progressing at a rate that will permit graduation within the approved length of the course, based on training time paid by the U.S. Department of Veterans Affairs.

### **Military Educational Benefits**

Active-duty U.S. military personnel serving in any of the five branches of the U.S. Armed Forces (including National Guard and Reserves), and their spouses, are eligible for the University's military pricing. Additional information about military pricing is available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

### **International Students**

#### *All Students*

Information specific to international students is available in the academic catalogs, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

### **Student Software**

#### *All Students*

Matriculating students are eligible to receive or purchase highly discounted individual software licenses for Microsoft's most popular products, Network Associates' McAfee® anti-virus software, a number of Adobe products, and other software packages used in the curriculum.

Eligibility requirements and instructions for obtaining the student software bundle are found in the student portal at <http://my.devry.edu> under the Student Software tab.

### **Network and Responsible Computing Policy**

University-provided technology resources – including, but not limited to, computers (e.g., desktop and portable computers, servers, networks, printers, software and data storage media), email, and Internet use (collectively, technology resources), are available for exclusive use of authorized, registered students, faculty and staff ("users"). To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by the Help Desk and IT staff. Users must familiarize themselves with and abide by the following policies:

#### **A. Network and Workstation Security is Strictly Enforced**

Users have no expectation of privacy in connection with use of the University's technology resources, including creation, entry, receipt, storage, access, view-



ing or transmission of data. The University, through the IT department or Help Desk staff, may search, monitor, inspect, intercept, review, and/or access all data created, entered, received, stored, accessed, viewed, or transmitted on or through the University's technology resources, or other University-provided technology to maintain system integrity and insure users are using the system responsibly.

The IT staff may also implement workstation management software, allowing them to monitor for or prevent users from attempting to change settings or circumvent workstation security.

Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows® registry, virus checker settings or any other setting that might compromise security or performance of the University computer system. The IT department may implement workstation security software to monitor for, and/or prevent users from making, inappropriate changes to their workstations.

Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

Further disciplinary action may be pursued as described below in section E.

#### B. Guidelines for use of the University's technology resources

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources.
3. Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:
  - a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.
  - b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner.
  - c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.
4. Gaining unauthorized access to other computers or databases
5. Users of the University's technology resources should abide by the same principles of fairness, decency and respect that would be expected in any other university or business environment. Users are forbidden from using the University's technology resources in any way that may be reasonably construed to violate the University's policies, including its no-harassment policies. This prohibition includes, but is not limited to, sexually explicit or



offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.

6. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.
7. Users must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
8. Users may not install, store or download software programs or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
9. Internet chat rooms and online games are permitted as long as this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited situations. For example, computers designated as game machines in the commons or the GSP studio. Any LAN party events to be hosted on site will require the approval of the local IT Department. Determination of appropriate use and/or disruption of academic activities is at the sole discretion of University faculty or staff. Failure to comply with requests to cease any inappropriate or disruptive activity will result in revocation of this privilege.
10. Off-campus web sites and email accounts created or accessed over the University computer network are subject to these policies and regulations.

Students are not allowed to install or utilize peer-to-peer file, music, video, application, or other digital media services on University computers, nor utilize peer-to-peer software on student-owned computers while connected to the University's wireless network. These peer-to-peer services have inadequate controls to prevent the illegal spread of copyright material, virus, malware and other malicious software. In addition, these sites heavily utilize network bandwidth, which may negatively impact other students' ability to access legitimate University-related web content.

#### C. User accounts are available for academic purposes only

All technology resources are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of University technology resources – including computers, network facilities, application software, network disk space and the Internet – is available for the purpose of coursework and support only. Communication using technology resources is available for authorized users only.

Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be "loaned" to anyone. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will

check the user's ID and sign the form indicating the ID was confirmed. All users are given their own space with the following: Access to network resources, such as software applications, storage space, and specialized configurations, shall be provided based on academic requirements as determined by the University.

All passwords expire every 90 days. DeVry reserves the right to withdraw access to facilities or network from ANY user and all rights to ANY material stored in files and will remove ANY harmful, unlawful, abusive or objectionable material.

Students may connect to the network using personally-owned laptops only through wireless access points. Access to the wireless network is provided only to students with valid network accounts. DeVry wireless access also requires all users to have installed antivirus software and the latest operating system patches on their computer to ensure their computer is not vulnerable to viruses or network attacks. Questions concerning wireless access should be directed to the Help Desk.

DeVry does not guarantee that the functioning of the system will be error-free or uninterrupted. In addition, students are responsible for backing up all their electronic files. The University is not responsible for student files.

**D. Food and beverages are not permitted in labs**

Food particles and liquids easily damage computer equipment, making systems unavailable and raising costs to users. For example, soda and coffee damage the printed electrical traces of a keyboard on contact, and food crumbs clog mice and keyboards.

**E. Violations of these policies may result in accounts being disabled and further disciplinary action deemed appropriate.**

Access to and use of the University's technology resources is a privilege, not a right. Users who do not comply with these policies are subject to denial of access to University technology resources and disciplinary action. The University may amend, revise or depart from this policy at any time, without prior notice.

Users who have their accounts disabled should contact the Help Desk to find out whom to contact to regain computer access. Minor violations may be resolved by the IT Department or Help Desk.

Major violations will be referred to the Student Services Office for further action under the Code of Conduct as described below. (Other portions of the Student Code of Conduct may also apply, depending on the nature of the violation.)

**F. Unauthorized Distribution of Copyrighted Materials**

DeVry strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights

of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Code of Conduct violations, civil and criminal liabilities. Students who violate federal copyright law do so at their own risk.

Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

DeVry maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. DeVry is required by Federal Law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. DeVry takes steps to detect and punish users who illegally distribute copyrighted materials. DeVry reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

### **Alternatives to Illegal Downloading**

Illegal downloads hurt copyright owners, artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below is a suggested list of sites that offer free or inexpensive products that you can use without violating copyright law.

#### ***Free and Legal***

##### ***Clipart:***

[www.coolarchive.com/](http://www.coolarchive.com/), [www.mediabuilder.com/](http://www.mediabuilder.com/), [www.barrysclipart.com/](http://www.barrysclipart.com/)

##### ***Fonts:***

[www.blambot.com](http://www.blambot.com/), [www.fonts.com](http://www.fonts.com/), [free.fonts.freeservers.com/](http://free.fonts.freeservers.com/)

##### ***Photos:***

[www.freefoto.com/](http://www.freefoto.com/), [www.istockphoto.com/](http://www.istockphoto.com/), [www.photospin.com](http://www.photospin.com)

##### ***Music:***

<http://music.download.com/>, [www.epitonic.com/](http://www.epitonic.com/), [betterpropaganda.com/](http://betterpropaganda.com/)

### **Developing Community and Social Networking**

With the rise of new media and next-generation communications tools, the way in which DeVry University communicates internally and externally continues to evolve. While this creates new opportunities for communications and collaboration, it also creates new responsibilities for everyone, including students. The University recognizes its student population is very diverse and that students may take classes in a number of different locations, including onsite and online. Staying connected with one's peers can be beneficial both academically and socially, and greatly contribute to student success. That

connection may be in person, by email, phone, or instant messaging, or through social networks on the Internet that include but are not limited to Facebook® and MySpace®.

DeVry University's intent for having a presence in the social media sphere is to facilitate connections between its audiences who participate in relational communication and to enable rapid response messaging in these emerging platforms. However, as this is a new platform for DeVry University, it must ensure that all postings and usage adhere to DeVry policies and approved content protect the integrity of the University, and maintain the trust of its key constituents. As such, DeVry University retains the sole right to approve and publish all web pages containing information about its educational programs, services, activities on its behalf, student body, recognized student organizations, and body of alumni.

### **Student Web Pages**

Student groups or individual student Web pages on any social media platform, such as MySpace, YouTube, FaceBook, forums or blogs are not under DeVry University's purview. Therefore, they may not be used to promote, voice an opinion of, or recruit for DeVry University in any way. Students must adhere to the Student Code of Conduct when they engage in social media and mention DeVry University. What applies as appropriate conduct on-campus or in online course shells also applies to conduct on social media platforms.

DeVry University's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of DeVry, Inc. It is not to appear on individual or student group Web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval.

Student groups who utilize any DeVry University intellectual property on their social media pages without prior written approval will be required to remove them immediately.

### **Your Responsibilities**

It is important that all students understand their responsibilities when using social media. Please remember that you can have no reasonable expectation of privacy in material that you choose to place online or enter or send through resources provided by DeVry. Recognize that you are responsible for anything you write or present online, and you may be subject to legal or Code of Conduct proceedings by DeVry University and/or others (including other students, employees, and third parties) based on what you write or present online.

Responsible behavior is expected of all DeVry students when they participate in or partake of social media or blogging. Students' communications, regardless of format, must abide by the Student Code of Conduct. It is not the goal of the University to actively monitor all student communications; however, should the University become aware of inappropriate behavior that may violate the Student Code of Conduct, the behavior may be investigated and addressed per the University's disciplinary procedures outlined in the Student Code. Such behavior includes, but is not limited to, posting or communication of content that is obscene, defamatory, threatening, infringing of intellectual property rights, or otherwise illegal, inappropriate, or injurious.

## General Rules of Social Media Engagement

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with students, prospective students, alumni, our local communities, and the world at large. It's a new model for interaction and we believe social media, including blogs, can help DeVry University to build connectivity with its students. To foster this communication in an appropriate way, DeVry University expects all students to adhere to the following principles of social media engagement.

**Be transparent.** Your honesty – or dishonesty – will be quickly noticed in the social media environment. If you are blogging about your experiences DeVry University, use your real name, identify your relationship with DeVry University, and be clear about your role. If you have a vested interest in something you are discussing, be the first to point it out.

**Be Judicious.** Always use your best judgment and make sure your efforts are transparent by using the following rules for external speech relating to DeVry:

- Ask permission to publish or report on conversations that are meant to be private or internal to DeVry University, including conversations with individual students and DeVry employees.
- All statements regarding DeVry must be true and not misleading and all claims must be substantiated and approved.

**Write what you know.** Make sure you write and post about your areas of expertise, especially as related to DeVry University and our degree programs. If you are writing about a topic with which DeVry University is involved but about which you are not the DeVry University expert, you should make this clear to your readers. Also, always write in the first person. If you publish to a Web site or blog outside the control of DeVry University, you must use the following disclaimer: "The postings on this site are my own and don't necessarily represent DeVry University's positions, strategies, or opinions".

**Think before you post.** Students should keep in mind that what is written and posted in electronic formats on the Internet, instant messaging, email or social networks is easily accessible to all and will be in existence virtually forever. This means postings and other communications may be viewed by administrators of the University, potential employers and scholarship boards. If there is something you would not want everyone to know about you, do not post it online.

Many students chose the University for its extensive career services and the career potential of the DeVry degree. These services and your education, however, can be overshadowed by a poor image presented on the Internet. Be sure the image you are presenting today as a college student is what you feel is in the best interest of your career. It is common for employers and recruiters to view popular social networking web sites and other Internet sources to which students may post personal information. Your Internet postings and communications may thus directly affect your career.

**Protect yourself.** Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful what you share. Protect your personal information to avoid being a victim of sexual assault, stalking, identity theft, or burglary.

Always use privacy settings on social networking web sites and in instant messaging, and only add people you know personally. Remember, you are not the only one who can be whoever you want to be on the Internet.

### **Motor Vehicle Regulations**

Current Motor Vehicle Regulations are distributed to all new students at registration. Copies of the current regulations can also be obtained at any time in the Student Services Office, Room 225.

### **Car trouble?**

The Facilities Department can provide limited assistance with locked vehicle entry and battery charging (only to vehicles parked in the DeVry lot). Be prepared to present your Student ID and evidence of vehicle ownership. The Facilities Department is NOT able to provide repairs or other assistance.

### **Theft and vandalism**

Do NOT leave any valuable property in your car. If you must leave something in your car, lock it in the trunk. If something is stolen from your car, report the theft to the Security Guard or the Student Services Office. There is a reward for information leading to the arrest and conviction of anyone guilty of theft or vandalism in the parking lot. Any suspicious behavior and any incident of theft or vandalism, should be reported immediately to the Security Guard or to Student Services.

### **Other Services**

#### **Addison campus bookstore**

For detailed information on the campus bookstore go to [www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=11828&catalogId=10001](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=11828&catalogId=10001)

#### **Counseling**

Students experiencing personal difficulties are encouraged to meet with the Assistant Dean of Students or the Associate Dean of Students in Student Services (Room 225). Where necessary or desired a referral to an appropriate agency will be made.

#### **Food Services**

Various dining options are available in the Commons area of the Addison campus. The Commons is open whenever the building is open.

### **Local Support Services**

Listed below are some area social and health services agencies. For the most current information and for a direct referral please visit the Student Services Office in Room 225.

American Red Cross of Greater Chicago

[www.chicagoredcross.org](http://www.chicagoredcross.org)

Catholic Charities

[www.catholiccharitiesusa.org](http://www.catholiccharitiesusa.org)



DuPage County Health Department  
[\*\*www.dupagehealth.org\*\*](http://www.dupagehealth.org)

The Salvation Army  
[\*\*www.salvationarmyusa.org/\*\*](http://www.salvationarmyusa.org/)

DuPage P.A.D.S. (Public Action to Deliver Shelter)  
[\*\*www.dupagepads.org\*\*](http://www.dupagepads.org)

Hamdard Center  
[\*\*www.hamdardcenter.org\*\*](http://www.hamdardcenter.org)

Family Shelter Service  
[\*\*www.familyshelterservice.org\*\*](http://www.familyshelterservice.org)

Downers Grove FISH Food Pantry  
[\*\*www.gloriadeichurch.org/fish.shtml\*\*](http://www.gloriadeichurch.org/fish.shtml)

Hinsdale Community Service  
[\*\*www.hinsdalecommunityservice.org\*\*](http://www.hinsdalecommunityservice.org)

Outreach Community Center  
[\*\*www.outreachcommunityministries.com\*\*](http://www.outreachcommunityministries.com)

Alexian Brothers Medical Center  
[\*\*www.alexian.org\*\*](http://www.alexian.org)

Central DuPage Hospital  
[www.cdh.org](http://www.cdh.org)

Downers Grove Area Walk-In Ministry of Hope  
[\*\*www.wimoh.org\*\*](http://www.wimoh.org)

Glen Ellyn Walk-In Ministry-First United Methodist Church  
[\*\*www.fumcge.org/templates/System/details.asp?id=39019&PID=451621\*\*](http://www.fumcge.org/templates/System/details.asp?id=39019&PID=451621)

Lombard and Villa Park Walk-In Ministry-Outreach House  
[\*\*www.theoutreachhouse.org\*\*](http://www.theoutreachhouse.org)

Lutheran Church of the Master-Carol Stream, IL  
[\*\*www.lcotm.org\*\*](http://www.lcotm.org)

### **Local Attractions**

Check with the Student Services office in Room 225 for information on area and Chicago attractions, events and opportunities that match your interests.