

DEVRY UNIVERSITY CRYSTAL CITY CAMPUS



STUDENT HANDBOOK

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GUIDE FOR NEW STUDENTS

IF YOU WANT

ACADEMIC ADVISING
ADDRESS CHANGES
ADMISSIONS INFORMATION
ATTENDANCE BAR CODES
ATTENDANCE INFORMATION
ATTENDANCE VERIFICATION LETTER
BILLING INFORMATION
CAREER ADVISING
CARPOOLS
COURSE OR CURRICULUM CHANGES
FINANCIAL ASSISTANCE
HOUSING REFERRALS
LOAN DEFERMENT CERTIFICATION
PART-TIME EMPLOYMENT
STUDENT ACTIVITIES/CLUBS
TRANSCRIPT
TRANSFER CREDIT
TRANSFER INFORMATION TO ANOTHER DeVRY CAMPUS
TUTORIAL SERVICES
VETERAN'S BENEFIT INFORMATION
WITHDRAWAL FROM SCHOOL
SOMETHING NOT ON THIS LIST

VISIT

INSTRUCTORS, PROGRAM DEANS
REGISTRAR
ADMISSIONS OFFICE, ENROLLMENT SERVICES
STUDENT SERVICES
ACADEMICS, REGISTRAR
REGISTRAR
STUDENT FINANCE
CAREER SERVICES
STUDENT SERVICES
ACADEMICS
STUDENT FINANCE
STUDENT SERVICES
REGISTRAR
CAREER SERVICES
STUDENT SERVICES
REGISTRAR
ACADEMICS
REGISTRAR
INSTRUCTORS, ACADEMIC SUPPORT CENTER
STUDENT FINANCE
ACADEMICS AND STUDENT SERVICES
STUDENT SERVICES

DEVRY UNIVERSITY STUDENT HANDBOOK

The information provided in this handbook is merely a brief explanation of the policies of DeVry University Crystal City on general issues. This information serves as a basic guideline for treatment of these issues. Routine matters will be handled according to University policy as set forth in this handbook and will be reviewed on an individual basis by the Dean of Student Affairs or designee. DeVry is committed to a policy of non-discrimination in admissions and job placement with respect to sex, religion, national origin, and sexual orientation, and will not refuse services to qualified persons, otherwise qualified, which are handicapped.

ACADEMIC CALENDAR

2002 FALL SEMESTER (OCT. 28, 2002 – MARCH 2, 2003)

Monday	October 28	Session A courses begin
Monday	November 4	Semester-length courses begin
Thursday - Friday	November 28 - 29	Thanksgiving break
Sunday	December 22	Session A courses end
Monday - Sunday	December 23 - January 5	Winter break
Monday	January 6	Classes resume
Monday	January 6	Session B classes begin
Monday	January 20	Martin Luther King Jr. Day
Sunday	March 2	Semester ends

2003 SPRING SEMESTER (MARCH 3, 2003 – JUNE 22, 2003)

Monday	March 3	Session A courses begin
Monday	March 10	Semester-length courses begin
Friday	April 18	Good Friday
Sunday	April 27	Session A courses end
Monday	April 28	Session B classes begin
Monday	May 26	Memorial Day
Sunday	June 22	Semester ends

2003 SUMMER SEMESTER (JULY 7, 2003 – OCT. 26, 2003)

Monday	July 7	Session A courses begin
Monday	July 14	Semester-length courses begin
Sunday	August 31	Session A courses end
Monday	September 1	Labor Day
Tuesday	September 2	Session B classes begin
Sunday	October 26	Semester ends

2003 FALL SEMESTER (OCT. 27, 2003 – FEBRUARY 29, 2004)

Monday	October 27	Session A courses begin
Monday	November 3	Semester-length courses begin
Thursday - Friday	November 27 - 28	Thanksgiving break
Sunday	December 21	Session A courses end
Monday - Sunday	December 22 - January 4	Winter break
Monday	January 5	Classes resume
Monday	January 5	Session B classes begin
Monday	January 19	Martin Luther King Jr. Day
Sunday	February 29	Semester ends

OFFICE OF STUDENT SERVICES

Office of Student Services (OSS) is located in Room 206. Office hours are 8:30 a.m. – 5:00 p.m. Monday through Friday. The Office of Student Services

is an information resource for applicants and continuing students. OSS staff work together as a team to provide assistance to our students. The goal is to guide and counsel students through the process of attaining their degree. Services such as housing referrals, counseling, I.D. cards and activities information can be obtained in OSS. The staff in the office is eager to help students. Please feel free to stop by anytime you have a question or a problem.

HOUSING ASSISTANCE

Formal housing assistance is not provided to students attending *DeVry/Crystal City Campus*. However referral service is provided through *Apartment Solutions*. This free apartment locator service has partnered with DeVry in aiding students in need of apartment options to locate complexes in the area. Apartment Solutions can answer your questions about neighborhoods, rental prices, deposits, pet policies, and which communities are offering money-saving move-in incentives. With a database of thousands of rental units, Apartment Solutions can save you time and money!

Important Note: Once students have identified a rental community in which they would like to live, they must make a formal application to lease the apartment. Students must qualify for the apartment they wish to rent. Factors that apartment communities consider may include: credit history, rental history, employment and or income verification and a criminal background check. It is very common for apartment communities to require a co-signer (usually a parent) in order to qualify for the apartment.

PARKING SERVICES

Parking Services are readily available to any student who requests parking. The lot is conveniently located underground beneath the campus. The University has negotiated a discounted rate of \$85 per month for students. It is the student's responsibility to arrange for this service with the Inter-Park Parking Management located on level B-1 in the parking garage. Students who contract for this service must park in their designated area.

CARPOLS

As a service to students, the Student Services Office will assist students in organizing car pools. A list is generated indicating those students who wish to be involved as a rider or a driver. After looking through the list for students in your area, you are able to contact them for possible car-pooling arrangements

LOST AND FOUND

DeVry University is not responsible for any personal belongings, which are lost, damaged, or stolen in the building. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Student Services Office serves as the University's Lost and Found area. Students are responsible for reporting lost items immediately and for checking to see if lost items have been returned. DeVry is not responsible for maintaining lost items beyond one term.

COMMUNITY RESOURCES

Community Resource Information can be found in the Office of Student Services.

COUNSELING REFERRAL SERVICES

The Office of Student Services maintains a listing of several local and area agencies that offer counseling services. Career Advising is available in the Career Services Office.

Students are encouraged to consult with the Office of Student Services about issues that may affect attendance, coursework, career plans or even for suggestions about leisure time activities.

ASSOCIATED STUDENT BODY (ASB)

The Student Activity Fee will be used to provide you with student programming which promote your intellectual, social, personal, career, physical, and academic development. This will be accomplished at DeVry Arlington by offering a variety of services including but not limited to: student advocate and leadership programs, an active Associated Student Body (ASB), clubs, organizations, and student activities, and diversity programs. It is our belief that the greater the involvement with DeVry Arlington (including academics, participation in co-curricular activities, and interaction with faculty and staff) the greater the amount of student learning and personal development that will result. The Student Activity Fee will be used to support this belief.

DeVry student clubs and organizations are created and managed by students. Student support and creativity determine the diversity and number, and each year new groups are formed. Information on how to form new clubs is available from the Student Services Office. Students are encouraged to stop by to obtain information on clubs and upcoming activities. Look for the Student Activities Calendar published every month and keep an eye on the bulletin boards throughout campus.

BULLETIN BOARD USE BY STUDENTS

Students who wish to post notices on a bulletin board must bring the notices into the Student Services Office for approval. These notices will be posted on the bulletin board and may remain posted for ten business days.

LASER POINTERS

Laser pointers are not permitted on campus.

STUDENT MESSAGES AND MAIL

DeVry accepts no responsibility for relaying phone messages to the student, with the exception of employment related messages and messages deemed as emergencies.

The Student Services Office will receive all calls, determine the type of message, and initiate delivery procedures if necessary. Only in the event of an emergency situation will a class be interrupted to deliver a message to a student.

Students are responsible for informing the U.S. Post Office, relatives, friends and associates of a proper mailing address. No department will accept mail addressed to the student in care of the school.

SOLICITATION

Solicitation is illegal on the grounds of DeVry University. Individuals who are encountered soliciting should be reported to the Director of Student Services. If a recognized DeVry organization wishes to raise funds as part of a service project, permission must be obtained from Student Services prior to soliciting.

STUDENT IDENTIFICATION

Student ID cards contain your photograph and your DeVry student identification number and must be worn at all times. Cards are issued during registration. Among the functions an ID card serves are:

1. Identifies bearer as a DeVry University student.
2. Serves as attendance identification for each class.
3. Enables student to check out lab parts.
4. Admits holder to student activities
5. Serves as a Library card.
6. Enables student to purchase discount tickets for off-campus activities sponsored by the DeVry Associated Student Body (ASB).

The condition and retention of this card is the student's responsibility. The student is responsible for all lab material and library books taken out on the ID card. This is true if the card is lost, stolen, borrowed or lent to another student. Any defacing of the card shall invalidate it as a means of identification. In the event of invalidation or loss, an additional card can be secured in the Student Services Office with proof of age and identity and payment of a \$10.00 replacement charge. If requested, your student ID card must be surrendered to any staff member of DeVry University or DeVry, Inc.

DRESS CODE

As part of its mission to prepare students for careers in business and technology, DeVry University Arlington requires students to dress in a manner that will create a positive self-image. Apparel worn to school should be neat and clean and conform to standards of good taste and decency. Items of clothing with vulgar or obscene language or pictures or with depictions of weapons, drugs, alcohol, tobacco, drug paraphernalia, or gang symbols are prohibited. Cut-off shorts, sweats, ill-fitting and/or revealing clothing (to include tube tops, halter-tops, crop tops, cropped baby tee shirts, see-through fabrics, torn garments, etc.), and extreme fashions are not permitted. In addition, students should not wear pants, shorts or skirts so low that undergarments become visible. No hats, caps, scarves, curlers, picks, combs, bandanas, do-rags, or sunglasses (unless prescribed by a physician) are to be worn. Inappropriately dressed students are not permitted to attend classes.

CAREER SERVICES OFFICE

The Career Services Office is located in Room 272. Please check the Office for hours of operation.

SERVICES PROVIDED

Although DeVry does not guarantee employment, the Career Services Office does offer many different resources that provide students and graduates assistance with resume development, interviewing techniques, job search strategies as well as interaction with employers. Students are encouraged to participate in as many activities as possible early in their program so that by graduation, they have the necessary skills essential in landing a position in today's job market that will provide opportunities for growth.

INTERACTING WITH EMPLOYERS

Career Services provides many opportunities for students to interact with employers. Some of these opportunities include Part-Time Job Fairs, Full-Time Bi-Annual Job Fairs, Employer Round Tables Discussions, On-Campus Recruitment, Informational Sessions, On-Campus Interviews as well as Industry Visits/Tours.

JOB FAIRS

The Crystal City Campus holds a Part-Time Job Fair within two weeks of the start of each new semester. Full Time Job Fairs are held twice a year in the spring and in the fall. Students are encouraged to keep abreast of activities sponsored by Career Services by stopping in the office, reading the bulletin boards and by reading their students e-mail accounts. Many activities require pre-registration and are at no cost to the student or graduate.

INTERNSHIPS

Students are encouraged to participate in internships after completing two full semesters for full time students and four semesters for part time students. Students are not guaranteed an internship, however, if students have a GPA of 3.0, or higher, and they complete a one-hour Internship Seminar, they will be able to utilize the Internship Employer Database as a resource while conducting a self-directed search.

ASSOCIATIONS

The Career Services Office has many resources listing various industry-specific associations. Students are encouraged to join one education related association while they attend school and try to participate as much as possible to keep up on industry trends and networking opportunities.

GRADUATION REQUIREMENTS

Students are required to register with Career Services to be cleared for graduation. This includes completing contact information, job information if applicable, and meeting with a Career Advisor. Requirements also include active job seekers to be in contact with the Career Services Office at least every two weeks until employment has been secured.

PART-TIME EMPLOYMENT

DeVry is committed to helping students find part-time jobs while they are attending school. Although DeVry cannot guarantee jobs, the majority of students work part-time and are able to help meet living expenses through their earnings. New students are eligible to use this service upon completing registration. A Part-Time Job Fair is held during the first two weeks of each semester, affording all students an excellent opportunity to start their job search.

Students should also consider the Co-op employment program designed to give students education related work experience while enrolled at DeVry.

Students should be aware that part-time jobs will be in a wide range of areas, not necessarily in their field of study. Starting wages range from minimum wage to \$10.00 per hour. Students who remain on the job can usually expect regular increases.

The only restriction on part-time employment is that it not be detrimental to the student's health and scholastic progress. Ordinarily, work schedules beyond 20 - 25 hours per week for full-time students are not advisable.

All job leads will be posted in Career Services. Detailed information about each job is given in these postings or in some cases during a meeting with a Career Services staff member.

Most employers can be contacted directly upon referral. It is advisable to bring one or two letters of reference from people for whom you have worked in the past or from non-relatives who can render favorable comments about your abilities, personality and reliability.

ASSISTANCE TO CONTINUING STUDENTS AND SPOUSES

While the part-time self-referral job listings are available to all students and spouses throughout each term, appointments with the Student Employment Coordinator are restricted to new students during the first four weeks of each semester.

SPECIAL ASSISTANCE

Any student who is encountering exceptional difficulties in securing part-time employment may ask for special assistance at any time. Our advisors will give top priority to any student requesting specialized help. If you think you qualify for priority assistance, see the Student Employment Coordinator.

PLANNING AHEAD

Once you have started work, it may be several weeks or longer before you receive your first paycheck. Consider this possibility when budgeting for your first semester. Allow yourself enough time to locate a suitable job and enough money to survive until you receive your first paycheck.

EMERGENCY EVACUATION

DeVry, in cooperation with the Arlington County Fire Department, has developed an emergency evacuation plan. Students should be familiar with the following procedures:

1. When the fire alarm rings, walk to the nearest exit. Do not run!
2. Maintain a distance from the evacuated building to allow authorized fire personnel easy access to the building.
3. Do not leave the designated evacuation collection area until the emergency has ended and DeVry Staff has given authorization.
4. Do not return to the inside of the building until you have been instructed to do so by an official DeVry staff member.

CAMPUS SAFETY AND SECURITY

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the DeVry community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement and the Office of Student Services.

When making your report of the incident you will be asked to provide the following information:

1. Description of the incident.
2. Date, time and location of the incident.
3. Description of the persons or vehicle involved in the incident.
4. Detail who was notified about this incident.

Upon receipt of the report, the University will determine the appropriate response which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances.

IN AN EMERGENCY CALL 911.

SECURITY ON CAMPUS

It is the policy of DeVry to cooperate with any city, county, state, or federal agency. Assistance includes providing directory information about a student (as outlined in the Family Education Rights and Privacy Act), delivery of a student to an officer for arrest, or providing first hand information (e.g. witness, victim) about a student during the course of an investigation.

STUDENT CODE OF CONDUCT

DeVry expects and assumes mature behavior of its students and strives to create and maintain an environment of social, moral and intellectual excellence. In order to maintain the highest possible educational standards, the school reserves the right to initiate formal disciplinary action and to impose if necessary, disciplinary sanctions upon any student whose work or conduct is deemed unsatisfactory.

In addition to the student code of conduct, every student must be familiar with the rules and regulations stated in the Academic Catalog. The catalog constitutes the contract between the student and the University, and every student is responsible for knowing its contents.

ARTICLE I: DEFINITIONS

- A. The term "University" means DeVry University.
- B. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered "students", with the exception of University Officials.
- C. The term "faculty member" means any person hired by the University, with the exception of student employees.

- D. The term University “official” means any person employed by the University, with the exception of student employees.
- E. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Student Affairs/designee.
- F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalks).
- G. The term “judicial body” means any person or persons authorized by the Dean of Student Affairs/designee to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- H. The term “Judicial Advisor” means a University official authorized on a case-by-case basis by the Dean of Student Affairs/designee to impose sanctions upon students found to have violated the Student Code. The Dean of Student Affairs/designee may authorize a judicial advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of a judicial body. Nothing shall prevent the Dean of Student Affairs/designee from authorizing the same judicial advisor to impose sanctions in all cases.
- I. The term “shall” is used in the imperative sense.
- J. The term “may” is used in the permissive sense.
- K. The “Dean of Student Affairs/designee” is that person designated by the University President to be responsible for the administration of the Student Code.
- L. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook and Academic Catalog.
- M. The term “organization” means any number of persons who have recognition/registration.

ARTICLE II: JUDICIAL AUTHORITY

- A. 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.
- B. The Judicial Advisor shall develop policies and procedures for the administration of the judicial program and for the conduct of hearings, which are not inconsistent with provisions of the Student Code.
- C. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

- A. Jurisdiction of the University
 Generally, the University jurisdiction and discipline shall be limited to conduct which occurs on University premises. The University jurisdiction and discipline may extend to off-campus activities when they adversely affect the University Community and/or the pursuit of its objectives.
- B. Conduct - Rules and Regulations
 Any student found to have committed the following misconduct is subject to the disciplinary actions outlined in ARTICLE IV. (This list is not all-inclusive but does include categories of misconduct as defined by the 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 duplicating 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 University premises.
- 3. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, either on University 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 University community or other personal or public property.
- 5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- 6. Gambling on University Premises or at University functions.
- 7. 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.
- 8. Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to or use of University premises.
- 9. Violation of published University policies, rules or regulations.
- 10. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
- 11. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication, on University premises.
- 13. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on DeVry premises or at any DeVry sponsored activity.
- 14. Participation in a campus demonstration which disrupts the normal operation of the University and infringes on the rights of

other members of the University community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at an University sponsored or supervised activity.

15. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University.
16. Aiding, abetting or inducing another to commit a violation of the Student Code.
17. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the 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. The introduction, reproduction and/or promulgation of any computer virus.
18. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial or University official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without 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 the sanction (s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the University community.
2. University disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, (for example, if both violations result from the same factual situation), without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student 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 will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with a governmental representative, as they deem appropriate.

ARTICLE IV: JUDICIAL POLICIES

A. Charges and Hearings

1. Any member of the University 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 University judicial system. 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 the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor (such as mediation.) Such disposition shall be final and there 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 a written form. A time shall be set for a hearing, not less than two, no more than fifteen calendar days after the student has 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 non-voting capacity as the Chairperson of the judicial body.
 - b. Hearings normally shall be conducted in private.

C. Violation of Law and University Discipline

- 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, in his or her discretion, may permit the hearings concerning each student to be conducted together.
 - e. The complainant and the 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 the accused are responsible for presenting his or 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, the accused and the 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 which 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.
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.
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 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.
- e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
 - g. University Expulsion - Permanent separation of the student from all DeVry Universities.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. In each case in which a judicial body determines that a student has violated the Student Code, the 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 in determining and imposing sanctions. The Judicial Advisor is not limited to 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.
4. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than University suspension or University expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than University suspension or University expulsion shall be expunged from the student's confidential record three years after final disposition of the case.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning - A notice in writing to the student that the student is violating or has violated Institutional regulations.
 - b. Probation - A written reprimand for violation of specified 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 institutional regulation(s) during the probationary period.
 - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d. Fines - Previously established and published fines may be imposed.

C. Interim Suspension

In certain circumstances, the Dean of Student Affairs/designee, may impose a University 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 University 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 operations of the University.
2. During the interim suspension, students shall be denied access to the University Premises (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs/designee or the Judicial Advisor may determine to be appropriate.

D. 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 Dean of Student Affairs/designee within five (5) days of the decision. Such appeals shall be in writing. In cases where the Dean of Student Affairs/designee is the Judicial Advisor, the appeal shall be directed to the next administrative level.

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 conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code 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 substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which 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.
3. If an appeal is upheld by the Dean of Student Affairs/designee, 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).

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Affairs or her designee for final determination.
- B. The Student Code shall be reviewed every 3 years under the direction of the Judicial Advisor and the home office legal department.

HAZING POLICY

DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participation in the activity of "hazing". Hazing is 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 otherwise compromise the dignity of an individual; compels the individual to participate in an activity which is unlawful and/or contrary to the rules, policies and regulations of the school; 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, 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 the following: tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity which by its nature is so profound that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excess fatigue or a late work session which interferes with scholastic activities or deprive persons of the opportunity for sufficient sleep (six hours per day), decent edible meals, and/or access to means of bodily cleanliness; in any amount; any requirement which compels an individual to participate in an activity which is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

ALCOHOL AND SUBSTANCE ABUSE POLICY

DEVRY'S POLICY REGARDING ALCOHOL & SUBSTANCE ABUSE & EDUCATIONAL GUIDELINES PERTAINING TO DRUG-FREE SCHOOL AND COMMUNITIES ACT

1. DRUGS - DeVry considers the use, possession, distribution, or sale of drugs (hallucinogens, narcotics, stimulants, depressants), except when taken under a doctor's prescription, as contrary to the welfare of the University's 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.

2. ALCOHOL - DeVry forbids the possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University property. The University expects all students to comply with federal, state and local laws regarding the use of alcohol. Infraction of the non-alcohol policy on campus may result in disciplinary action. A student organization should be aware that it might be held responsible for the actions of individuals, including non-members, in the event alcoholic beverages are made available by the organization at any of its functions.

DeVry forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on University property. Students in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

NO SMOKING POLICY

Tobacco use is not permitted within the building. The designated smoking area will be the rooftop terrace once construction is complete. In the interim, please use the designated area in the park area located across 23rd Street from the building entrance.

ANIMALS ON CAMPUS

Animals are not permitted on University property unless approval has been granted by Student Services in advance. This policy does not apply to seeing-eye dogs for the visually impaired.

BULLETIN BOARD USE BY STUDENTS

Students who wish to post notices on a bulletin board must bring the notices into the Student Services Office for approval. These notices will be posted on the bulletin board and may remain posted for ten business days.

CHILDREN ON CAMPUS

DeVry policy states that no child under the age of seventeen may be on campus unless they are under the constant supervision of an adult. Children who are home due to illness should not be brought to campus. Children are not permitted in classrooms or labs at any time.

COMMUNICATION DEVICES

All communication devices (pagers, cell phones, etc.) must be turned off or set to vibrate while classes are in session to provide an appropriate learning environment. At no time may devices be heard in the Testing Center or Library.

VISITORS

Throughout the year, DeVry is host to many organizations, community activities, recruiters, and guest speakers. Many visitors come here to view the

classes and facilities. Students are expected to greet them in a courteous manner and to assist them in any way possible.

Students who invite guests to DeVry are responsible for their behavior and should familiarize them with any policies, which may be applicable.

Visitors must check-in with the Campus Receptionist and receive a visitor's ID badge.

COMPUTERS AND SOFTWARE POLICIES

DEVRY'S POLICY FOR RESPONSIBLE COMPUTING

The DeVry computer facilities and networks are available for the exclusive use of registered students faculty and staff of the University. Users have a responsibility to be familiar with these guidelines, and to abide by the following regulations:

- All information services are intended for educational use, and may not be used for commercial or other unauthorized purposes.
- The use of the available services - DeVry computers, all application software, the local networks, and the Internet - is for course work and support.
- Communication via the Internet is only available for authorized users with valid accounts.

IMPORTANT RULES

1. DeVry does not guarantee that the functioning of the system will be error free or uninterrupted. The University cannot take any responsibility for files not protected through normal procedures.
2. 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. Network storage areas may be treated like public areas.
3. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on DeVry servers would always be private.

The following are conditions and rules for the use of the World Wide Web (WWW) Internet Etiquette:

- The privacy of other users must be respected.
- Abusive or offensive language should not be in any communications. Students will not use the Internet for illegal activities, or to transmit unwanted or unsolicited advertising.
- False statements made about any person and published on the Internet constitute libel.
- The Internet should not be used for the transmission of chain or threatening letters.
- Attacking or threatening messages are a direct violation of this policy. Good citizens of the Internet abide by the same principles of fairness, decency, and respect that they use everywhere else.
- All users will take ownership for all irresponsible activity/behavior that is exercised on the Internet.

- Material that may be considered offensive to others must not be displayed at any workstations.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs that are harmful to another users data or equipment.
- All transactions should be conducted in a manner that does not create congestion on the network.
- While most of the material on the network is considered to be in the public domain, copyright is breached if another users document is transmitted without their prior knowledge and permission. It is customary to acknowledge sources of any material quoted directly from elsewhere.
- It is illegal to use the Internet to gain unauthorized access to other computers or databases that are not in the public domain.

SANCTIONS

DeVry's Code of Conduct includes the expectation that students understand and abide by the *Policy for Responsible Computing*. Any student alleged to violate this policy would be subject to full disciplinary action, up to and including loss of computing privileges, suspension and/or expulsion.

- When a student is alleged to be abusing computing resources, all of his or her computing privileges will be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community.
- The student will be notified through the Student Services Office, and if the issue cannot be resolved, a judicial hearing will be conducted by the Director of Student Services, charging the student with violation(s) of policy.
- The student will receive a written notification and meet the Director of Student Services to discuss the charges in a pre-hearing meeting and may choose to plead guilty or not guilty to the charge(s). Computing privileges remain suspended during this process.
- When applicable, Law Enforcement agencies may be involved.

REPRODUCTION OF COMPUTER SOFTWARE

Reproduction of copyrighted software in violation of DeVry's license agreement with the software owner, or the copyright laws, is illegal and is prohibited. Students who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. If there are any questions, contact your Program Dean or the Director of Student Services.

LAPTOPS USED ON DEVRY NETWORKS

Personal laptops may be used on the DeVry network. Ethernet jacks are currently provided in the Library for students to use. Laptops must be configured for the TCP/IP protocol using DHCP. The use, intentional or unintentional, of a static DeVry network address is strictly prohibited. Wireless networking is available in the Library and Student Commons. An 802.11b wireless network card is required to connect to this network. Students wishing to use the wireless network must register their laptop at the beginning of each semester with the Help Desk. The preferred wireless cards

will be sold at the Electronics Lab service window. Wireless cards purchased at other locations are not guaranteed to work on our wireless network.

Current Anti-Virus software is required on all personal laptops that will be connected to the DeVry network. Refer to the Computer Viruses and Bugs section below.

COMPUTER VIRUSES AND BUGS

For the purpose of this policy, a computer virus is defined as any computer program (software) which causes or influences either hardware or software to operate in a manner contrary to the intentions of, or in a manner unapproved by the original owner/ user of said software or hardware. Viruses may be intentionally or inadvertently introduced into a computer and then spread or self-replicate to other systems as well, causing malfunctions, loss of data, etc.

DeVry desires to protect its student body from both the intentional and unintentional introduction and promulgation of computer viruses. To help insure your protection, we wish to make clear DeVry's policy with respect to computer viruses.

The intentional or conscious introduction, reproduction and/or promulgation of any computer virus is a violation of the law. Any student who knowingly utilizes DeVry hardware or software in connection with a computer virus (either at DeVry or off-site at a location to which they were referred by DeVry) will be subject to disciplinary sanctions under the DeVry Student Code of Conduct, in addition to any civil or criminal penalty.

The unintentional or unknown introduction or transmission of a computer virus because of careless or unauthorized use of unchecked software on DeVry hardware may result in a school disciplinary sanction under the DeVry Code of Conduct. DeVry reserves the right to analyze all student software that is brought into the labs against diagnostic "checker" programs to determine if the software contains any viruses and/or bugs. Students can avoid being an unknown transmitter of a virus by being aware of the following:

- Not bringing public domain software (i.e., bulletin board programs, etc.) into the University for use on any school computer system.
- Not exchanging software (copies, etc.) with other students.
- Always keeping back-ups of software and other data that they wish to protect.

In the event of reproduction of a computer virus and/or the transmission of such virus to a student's personal computer, DeVry will not be held responsible.

TAMPERING WITH DEVRY ADMINISTRATIVE COMPUTER SYSTEM

The unauthorized entry into or intent to enter any DeVry corporate or administrative computer system by students is strictly prohibited. Students who make any unauthorized entry or tamper with information in any DeVry corporate or administrative computer system will be subject to the severest disciplinary actions under the DeVry Code of Conduct in addition to all civil and criminal prosecution and penalties allowed.

CLUBS AND COMPUTERS ON CAMPUS

Clubs or student organizations that bring their own computers, equipment and connectivity must adhere to the following guidelines:

- Clubs can only connect equipment that is approved by IT. IT will decide at this time where the equipment will be located.
- All technical aspects have to be approved by IT.

- Clubs must provide access to all supervisors and levels of security (including root name and passwords).
- Clubs will be responsible for all equipment maintenance and security.
- Clubs who choose to create their own Websites must ensure that all wording, policies and procedures are in compliance with the content of this Handbook. In addition, the Website content must coincide with the goals and mission of the University.

ACADEMIC INTEGRITY POLICY

INTRODUCTION

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, and 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 every one of its members. When this trust is violated, the academic community suffers injury and must act to ensure that 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 upon which academic dishonesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those, which are cited in the following paragraphs. This is not all-inclusive, as instructors may establish certain other standards based upon the nature of the course or setting in which the course material may be delivered or applied. The following however, does constitute the minimum basis upon which academic integrity will be measured.

PREVENTION TECHNIQUES

All DeVry students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the University community. Following is a list of ways in which students can prevent and confront academic integrity violations:

1. If you observe a violation of the Academic Policy, report it to either of the following:
 - The faculty member teaching the course, or
 - The Dean of Student Affairs or his/her designee.
1. Make it difficult and unacceptable for other students to cheat by:
 - Covering your work during exams.
 - Giving discouraging glances to students trying to cheat.
 - Refusing to give away old term papers.
 - Refusing to provide old exams to other students without the consent of the faculty member.
 - Keeping your computer password a secret.
 - Denying others access to your computer.

DEFINITIONS

Dishonest acts for the purpose of this policy are those which permit a student to gain an unfair advantage over other students by any of the means enumerated below:

- A. Copying - This 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 other's work, whether copyrighted or not, as one's own. Other's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.
- B. Plagiarism - In speaking or writing, plagiarism is the 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, the student should consult his/her instructor or use a "when in doubt, document" philosophy. Also, any statement made without documentation is claimed as your own and therefore subjects you to this plagiarism policy. Examples of plagiarism include:
1. Student submission of word for word passages of other's work without proper acknowledgment.
 2. Paraphrasing of other's work that contains specific information or ideas and which is not shown within quotation marks or is not properly acknowledged.
 3. Two or more submitted papers, lab assignments, computer programs, etc., which contain a resemblance decidedly beyond the bounds of reasonable coincidence.
 4. A paper, examination or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support or demonstrate direct knowledge of.
 5. Computer privacy which includes any act of copyright infringement (protected by Federal, State, or Local law), the use of software which has otherwise been expressly prohibited, copying, duplicating software code and copying whether copyrighted or not.
- C. Collaboration -
1. Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom scheduled hours, in-class assignments, laboratory exercises or reports, and take-home examinations.
 2. Any individual representing another student or being represented.
- D. Alteration of Records -
1. Any act by which the signature of an instructor or any authorized agent of instructor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the instructor or his/her authorized agent.
 2. Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
 3. The alteration of any previously completed examination record or an examination or any other assignment that has been returned to the student in an attempt to claim instructor 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, crib notes, notes, books, electronic recording devices, photocopied materials, etc.
- F. Proprietary Material - Any unauthorized use of or giving to others proprietary material obtained by any means. This includes, but is not limited to examinations, problem solutions, copyright or patent infringement, computer piracy, or unauthorized use of any other material regulated by Federal, State or Local law.
- G. Bribery -
1. Bribing another person to obtain an unadministered test or information about an unadministered test.
 2. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
 3. The offering, giving, receiving or soliciting of any unauthorized information in exchange for anything of value.
- H. Lying - 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 the completion of any assignment, duties, test or examination in a course, internship, or cooperative education assignment or program.
- I. Other -
1. Any act of misrepresenting the 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. Any act of using the material of others, however obtained, for the purpose of gaining advantage or credit unless the use of such material is expressly authorized.
 3. The use of any work previously submitted for credit unless the use of such previously completed work is expressly authorized.
 4. Stealing, such as theft of grade books from faculty offices or elsewhere.
 5. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.
 6. Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty. Infringement, computer piracy, or unauthorized use of any other material regulated by Federal, State or local law.

PROCEDURES

1. Any member of the University community may report a violation of the standards of conduct as described in the Academic Integrity Policy. Any violation should be reported as soon as possible after the event takes place. If a violation is reported, observed or suspected, the instructor will discuss the incident with the student. The student will be given the opportunity to provide an explanation or admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will inform the student that the case is being referred to Student Services for action. The instructor will complete the Academic Dishonesty Incident Report; attach copies of supporting documents, and forward copies of all documents to the Student Services Office.
2. Upon receipt of the Incident Report, the Dean of Student Affairs/designee will review the record to determine whether the incident is the student's first, second or third offense case.
 - A) If the incident is the student's first offense, the Dean of Student Affairs/designee will review the case and send an appropriate notice to the student within five (5) school days. The student notice will include date of incident, charges, action taken, appeal rights and deadlines. A copy of the Academic Integrity Policy will be included. A copy of the notice will be sent to the instructor for his/her records, and the instructor will record a grade of zero (see Sanctions).
 - B) If the incident is the student's second or third offense, a Hearing Panel will be convened and all procedures used for a Hearing Panel will be followed. The Dean of Student Affairs/designee will then impose appropriate sanctions based upon the results of the hearing.

DEFINITIONS

The mandatory sanctions are the minimum required. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Dean of Student Affairs/designee.

A. First Recorded Offenses:

Mandatory:

1. 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.
2. Where the incident involves a graded assignment normally subject to a “drop” option, the student may not exercise that option.
3. Where the incident involves a graded assignment that has been so compromised that it must be voided for the class. The offending individual’s grade for the class will be based upon the inclusion of the zero for the voided assignment.

B. Second Recorded Offense:

Mandatory:

1. Student receives a failing grade for the class, lab, etc. in which the second offense occurs. The second offense need not be in the same class, program or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.

Discretionary:

1. Suspension for up to one academic year.
2. Permanent expulsion.

C. Third Recorded Offense:

Mandatory:

1. Student is permanently expelled from the DeVry system. Again, the third offense need not be in the same class, program or term as either the first or second offense to invoke this sanction.

APPEALS: FIRST OFFENSES

1. The action of the instructor may be appealed by the accused student to the Dean of Student Affairs or designee within five (5) school days of receipt of notice of the action. Such appeals will be in writing.
2. The student will be afforded the opportunity to select either a hearing by a Hearing Panel or a hearing by the Dean of Student Affairs/designee. The Dean of Student Affairs/designee may require a hearing by an Appeal Board when he/she feels that such a procedure is in the best interest of the University.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than two, nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs/designee.
4. Hearings shall be conducted according to the following guidelines:
 - a) The Dean of Student Affairs/designee may serve (in a non-voting capacity) as Chairperson of the Appeal Board.
 - b) Hearing normally shall be conducted in private.
 - c) Admission of any person to the hearing shall be at the discretion of the Appeal Board and/or the Dean of Student Affairs/designee.
 - d) In hearings involving more than one accused student, the Dean of Student Affairs/designee, in his or her discretion, may permit the hearings concerning each student to be conducted together.
 - e) The complainant and the accused have the right to be assisted by the advisor they choose, at their own expense. The advisor may be

an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

- f) The complainant, the accused, and the University shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Appeal Board or Dean of Student Affairs/designee.
 - g) Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Student Affairs/designee.
 - h) All procedural questions are subject to the final decision of the Dean of Student Affairs/designee.
 - i) After the hearing, the Appeal Board shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the Academic Integrity Policy.
 - j) The Appeal Board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Policy.
4. 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

1. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Student Affairs/designee may be appealed by the accused student or complainant to the Dean of Student Affairs within five (5) school days of the decision. Such appeals shall be in writing. In cases where the Dean of Student Affairs is the Dean of Student Affairs/designee, the appeal shall be directed to the next administrative level.
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 prescribed procedures giving the complaining party 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 substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy occurred.
 - c) To determine whether the sanction(s) imposed were appropriate for the violation.
 - 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 at the time of the original hearing.
3. If an appeal is upheld by the Dean of Student Affairs, the matter shall be remanded to the original Hearing Panel and Dean of Student Affairs/designee for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

PROCEDURES FOR FACULTY MEMBERS

Emphasis should be placed on preventive measures. Faculty should inform their classes of the University policy regarding Academic Integrity. Furthermore, faculty members are encouraged to apprise students fully of the

seriousness of academic dishonesty and the types of sanctions that might be imposed. Special care should be taken to ensure that opportunities for dishonesty are not present. Faculty should not accuse any student of academic dishonesty unless they have substantial evidence or specific observation of cheating.

Faculty members should help students comply with the Academic Integrity Policy by minimizing the temptation to act dishonestly. Among other measures, the faculty should:

1. Maintain adequate security precautions in the preparation and handling of tests.
2. Structure the type and sequence of examination questions so as to discourage dishonesty.
3. Provide ample room for proper spacing of students during examination periods, if room is available.
4. Monitor examinations, especially in large classes and in classes where not all students are known to the instructor or the assistant.
5. If appropriate, make students aware that previous and/or current papers or work submitted by the student in another class are not acceptable in their class.

Instructors are responsible for discouraging all forms of academic dishonesty. If a student has violated the standards of conduct as described in the Academic Integrity Policy, the instructor will confront the student privately (or, if deemed necessary, in the company of the Dean of Student Affairs) regarding the incident and allow the student to respond. The student will be given the opportunity to provide an explanation or admit fault. The instructor should feel free to confer with the Dean of Student Affairs prior to the meeting with the student. (NOTE: Instructors should handle cases of academic dishonesty privately and individually. The confidentiality of each student involved should never be violated and personally unidentifiable information on each document should not be disclosed to another student. Please use an academic integrity release form when comparing two papers to the students.)

If the student presents an explanation that the instructor considers satisfactory, the instructor may accept the explanation and consider the case closed. If the student presents no explanation or one that is unsatisfactory, or admits fault, the instructor will inform the student that the case is being referred to Student Services for action. The student will be advised that Student Services will contact him/her within five business days after the instructor provides the documentation.

The instructor then completes the Academic Dishonesty Incident Report, attaches copies of supporting documents, and forwards copies of all documents to the Student Services Office immediately following the discussion with the student. Student questions regarding the process and possible sanctions may be directed to the Director of Student Affairs or responded to by the instructor.

If a hearing is to be held, the student and instructor will be invited to the scheduled hearing to discuss the case. After full review and consideration, the results will be communicated to the student, the instructor and the Program Dean (with appropriate directions for any grade alterations). Upon final disposition of the case, Student Services will request the original copy of the relevant materials for inclusion in the appropriate academic integrity file. In cases of permanent expulsion, these materials will become part of the student's permanent education file.

DISSENT AND DEMONSTRATION

Free discussion and inquiry are essential to any academic community. Demonstrations of dissent in many parts of the country have often been highly

disruptive, if not destructive. Such demonstrations too often deny the free interchange of ideas as well as prevent the academic community from performing its function.

In order to express the position of DeVry in the manner of dissent and demonstrations in the academic community, the following are given:

1. The academic program of the University must be kept unhampered and open to all.
2. Free discussion and inquiry are invited at all times in matters affecting the welfare of any part of the University.
3. Dissent on the part of any person or group is to be expected, for it is unlikely that everyone will be in agreement at any one time.
4. Any method of dissent that is disruptive of the free exercise of academic freedom on the part of any segment of the University would be an infringement of the rights of all. Such disruption would be treated as a very serious matter.

It is assumed that any dissent or demonstration will not obstruct, bar, or interfere with the orderly operation of the University as a community dedicated to academic freedom wherein the rights of all are paramount.

Anyone not a member of the University who takes part in any demonstration on our campus may be treated as a trespasser subject to the penalties pertaining thereto.

Every consideration will be given to handling any demonstrations to the end that they may be kept orderly and not disruptive. Such occurrences will remain in the internal realm of the University so long as they are kept within legal bounds. Should they go beyond this, the University would have no recourse but to take other measures.

STUDENT CONTACT WITH FACULTY AND STAFF

DeVry encourages open communications between students and staff members. We consider the ideas, concerns and thoughts of students and staff paramount to the success of our school.

Faculty members maintain office hours each week for student contacts. Often appointments can be made to meet with faculty outside of posted hours. All other offices have posted hours when staff is generally available. Remember prearranged meetings, illness or other situations may mean that not every staff member is available at all times. Some staff members may ask students to make an appointment in order to assure that sufficient time is allotted for the meeting. Adjunct faculty are generally available only by appointment. Each faculty member's syllabus will contain information regarding office hours.

RESUMING STUDENT PROGRAM

APPLICATION TO RESUME

Students who have withdrawn from school may apply to resume their studies within three semesters under the Resuming Student Program. If withdrawal occurred during a semester, that term is not counted as the first of the three permitted. Students who do not resume within the three semesters must reapply with the Admissions Office.

ACADEMIC REQUIREMENTS

Students seeking resumption of their studies should be aware that not all courses are offered each term, and that curriculum changes may have occurred in their absence. Although a student who has withdrawn may return at the beginning of any term, a review with the Program Dean must be made to determine the schedule modifications necessary at the time of the return.

A student who has twice withdrawn from school before completion of the term, failed to begin a subsequent term without making formal application for withdrawal, or who has been suspended, may only be readmitted upon specific recommendation of the Program Dean. Further, students who have been dismissed twice will not normally be readmitted. The reasons for the dismissals may include CGPA below 2.0, developmental dismissal, double withdrawal, and credit hour progression or maximum timeframe. Questions regarding dismissals should be directed to the Program Dean.

A student who was on probation when studies were interrupted will remain on probation if readmitted. The student must return to good standing within one semester in order to prevent academic dismissal.

FINANCIAL REQUIREMENTS

A student's financial obligations to DeVry must be up-to-date before he/she will be permitted to resume. This includes the following:

1. Any EDUCARD® delinquent balance either at the school (at the time of interrupt) and/or at the DeVry Student Account Center must be paid in full prior to registration.
2. If a student intends to utilize financial aid, all necessary aid documents must be completed and received by the Student Finance Office prior to registration.

DIVERSITY POLICY

In accordance with DeVry's University's Mission Statement, we are a diverse college community of life long learners committed to promoting the acceptance and respect of individual differences that are inherent in our college. Through standards of conduct and diversity training we seek an environment that will ensure the success, well-being and safety of our entire DeVry community,

Therefore, it is our position to empower everyone at DeVry to be responsible for each other and to actively uphold the standards of conduct as defined in the student and employee handbooks. We support fair, equal and nondiscriminatory treatment as a responsibility of all members of our DeVry community.

IN SUPPORT OF THIS STATEMENT

Students, faculty and staff and all other members of the DeVry community are expected to respect diversity, which includes but is not limited to age, disability, gender, marital status, national origin, race, religion, and sexual orientation.

Students engaging in discriminatory behavior will be subject to the consequences established in the Student Code of Conduct. Student grievances involving charges of discrimination and sexual harassment should be taken to the Dean of Student Affairs.

Any faculty, staff or other members of the DeVry community engaging in discriminatory behavior will be subject to the consequences established in the DeVry Employee Handbook. Faculty, staff and other members of the DeVry community with grievances involving charges of discrimination and sexual harassment should take them to the Human Resources Department or directly to the President's Office.

AMERICANS WITH DISABILITIES ACT

It is DeVry's policy to comply with section 504 of the Rehabilitation Act of 1973, which governs special accommodation for the physically challenged. DeVry does not discriminate on the basis of the handicap. Any current or prospective student who believes that a special accommodation is warranted must submit a request with authorized documentation to the Director of Student Services.

TRADEMARK USE

DeVry is a registered trademark of DeVry Educational Development Corporation. Students or student organizations wishing to use the trademark on any materials must request permission to do so. A set of registered trademark formats is maintained in Student Services. Permission to use the DeVry name must be granted by the Dean of Student Affairs. As long as the proposed use meets prescribed standards, permission will be given. If the use does not meet prescribed standards, but is worth pursuing, an example of the format and statement of its purpose will be forwarded to the Dean of Student Affairs for registration. Once registered, the new format may be used. Under no circumstances will the name DeVry be used without proper registration.

SECURITY AND COPYRIGHT

Also, users are cautioned that authorized access to information cannot be prevented in every instance; Users are advised to take appropriate precautions when handling confidential or proprietary information. All users must comply with security procedures instituted by the University to protect its information. Users are also cautioned that copyright and similar laws can restrict the reproduction, transmission and use of information by electronic means. Such laws can carry serious penalties and users should take requisite care when handling information not authored by them.

POLICY COVERAGE

DeVry Inc., including all its operating divisions (DeVry Universities, DeVry Canada, Denver Technical College, Keller Graduate School, Center for Corporate Education and Becker/Conviser), must maintain technological means of communicating, handling, storing and transmitting data, information, and messages. This can be accomplished by use of telephones, facsimile machines, email, computer hardware and software, Internet access or other means. These information facilities are vital to both the university's corporate and educational activities. This policy covers use of information facilities users at all locations, whether by students, staff, or faculty and whether on company premises or operating remotely.

PROTECTION OF ASSETS

Information facilities are valuable assets of the University and must be preserved and protected. Users are not to abuse the information facilities or allow them to be damaged by negligence. Malfunctioning or non-functioning information facilities should be promptly reported to the appropriate company support personnel. No software is to be loaded on University computers without the approval of the IT department. No software is to be used without a valid license and users must comply with all terms and provisions of the licenses.

ACCESS AND USE

Because information facilities are corporate assets, they are to be used for corporate and educational purposes and not for personal reasons. The University does not guarantee that information facilities will always be available or functioning. Access to information facilities may be limited or denied by the University at its discretion.

Any use of the information facilities must be consistent with the University's goals, purposes and objectives. Any unlawful, malicious, disruptive or otherwise improper use of the information facilities is prohibited. The University reserves the right to block access to any information, whether in the form of text, video, audio, which is considered inconsistent with the University's objectives and to take appropriate disciplinary action against any user who violated this policy. However, users are cautioned that the

University cannot, in every instance, prevent users from coming in contact with objectionable information.

NO PRIVACY RIGHTS

Since the information facilities are the University's assets, individual users will have no privacy rights to information accessed, stored, or transmitted by these facilities. The University reserves the right to monitor and review all information accessed, stored, created, or transmitted by the University's information facilities. The decision to monitor the content of communications will be based on furthering DeVry's business interests and the objectives of this policy. The results of such monitoring will be confidential information of the University.

GRIEVANCE PROCEDURES

The Dean of Student Affairs located in Student Services, is an independent resource who has been designated by DeVry to listen and respond to student questions, complaints or concerns after all other avenues of resolution have been exhausted. The Dean of Student Affairs is an impartial agent who helps resolve conflicts between the student body and the administration. The Dean of Student Affairs assists in monitoring, evaluating, and formulating policies and procedures.

CHARGES OF DISCRIMINATION AND SEXUAL HARASSMENT

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATIONAL AMENDMENTS

DeVry is committed to the maintenance of an academic environment free of discrimination and complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. Please refer to the published statements regarding discrimination in the Regulations section of the DeVry Academic Catalog. Sexual harassment, a form of discrimination based on sex, is a violation of Title IX of the 1972 Education Amendments. Sexual harassment can take many forms. It is commonly defined as an unsolicited, offensive behavior over another. It can be, but is not limited to, the following: verbal harassment consisting of suggestive comments, innuendo, insults, humor or jokes, propositions, threats; non-verbal harassment consisting of obscene gestures, gestures, leering or ogling; physical harassment consisting of touching, patting, pinching, brushing the body, coerced sexual intercourse, assault.

The University President and/or the Human Resources Manager will have the responsibility to review charges of sex, race and other prohibited forms of discrimination or harassment, including charges of discrimination towards a handicapped person. The University President and/or the Human Resources Manager have the dual function of safeguarding the rights of integrity and safety for all members of the University community. In order to ensure that fairness and due process prevails, a procedure similar to one used in disciplinary matters will be followed.

GRIEVANCE INITIATION

Grievance procedures are started by making an appointment to see the Human Resources Manager or the University President within 10 days of the occurrence of the alleged discrimination or harassment. If the complainant prefers to talk to someone of his or her same sex, an appropriate person will be designated by either the Human Resources Manager or the University President. The person will be asked to verbally present the alleged charge of discrimination or sexual harassment. At the end of this meeting, the person may be asked to prepare and file written charges.

COMMITTEE STRUCTURE

The Grievance Committee will consist of the Dean of Student Affairs, respective Program Dean of the student alleging discrimination or harassment, a faculty member and two student representatives.

HEARING INVESTIGATION

The Human Resources Manager, under the direction of the University President, will discreetly commence an investigation to consider each charge within five (5) working days. Part of the investigation may include meeting with both parties in a private setting. The President will make a final determination as to the validity of the grievance and take appropriate action after reviewing the matter with the National Director of Employee Relations and the Regional Vice President. The President may or may not present his/her final decision in writing.

APPEALS

The student alleging discrimination or harassment will have the right to appeal the decision(s) of the President to the Director of Employee Relations at the Corporate Office at One Tower Lane, Oakbrook Terrace, IL 60181-4624, (708) 571-7700 within five (5) class days after notification of the decision.

RIGHT TO COUNSEL

Student alleging discrimination or harassment will have the right to be advised by legal counsel at any meeting concerning the grievance.

INFORMATION AND DATA COLLECTION

Any charge(s) of discrimination or harassment and written documentation of the investigation will be treated as confidential and will be maintained in the University Human Resources Office; then the documentation will be maintained at the Corporate Office. For charges of discrimination and/or sexual harassment of one student against another student, please refer to the student disciplinary code procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DeVry respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act of 1974, as amended (the "ACT"), is a federal law which allows students to review certain educational records maintained by DeVry. This law also provides that the institution will maintain the confidentiality of the student's education records. DeVry reserves the right to revise this policy, in accordance with the ACT, at any time.

REVIEW OF EDUCATIONAL RECORDS

The Dean of Student Affairs at DeVry has been designated to coordinate the inspection and review procedures for student education records. Students wishing to review their education records that are covered by the ACT must make written request to the Dean of Student Affairs Office listing the item or items of interest. The request will then be forwarded to the custodian of student educational records in the appropriate office, who shall notify the student of the time and place at which the record may be viewed, but no later than 45 days after receipt of the request.

CONTESTING EDUCATIONAL RECORDS

In the event a student challenges the content of his/her education record on the basis that an item(s) is inaccurate, misleading, or otherwise inappropriate, the custodian of the educational record will discuss the challenge with the student in an attempt to resolve the challenge within the framework of maintaining the integrity, accuracy, and usefulness of the record. If the student wishes to insert a written explanation respecting the content of the record, such written explanation is to be accepted and included in the record.

If the custodian of the educational record and the student are unable to resolve the challenge, the student may initiate a grievance by filing charges with the Dean of Student Affairs.

EDUCATIONAL RECORDS SUBJECT TO REVIEW

The educational records of a student maintained by DeVry that are subject to inspection and review by a student include the following:

- Educational records of the student maintained by the Registrar.
- Financial records of the student maintained by the Student Finance Office
- Personal records of the student maintained by the Student Services Office.
- Placement records of the student maintained by the Career Services Office.

EDUCATIONAL RECORDS NOT SUBJECT TO REVIEW

- Financial information submitted by the student's parent.
- All confidential letters and recommendations placed in a record prior to January 1, 1975.
- Confidential letters and recommendations received by the University after January 1, 1975 relative only to admission, placement, and receipt of honors.

DIRECTORY INFORMATION

DeVry may disclose as "directory information" the following information regarding students unless requested in writing by the student to the Registrar's Office not to do so within two weeks after the first day of class for each term.

- Student name, address, and phone number
- Date and place of birth
- Major field of study
- Dates of enrollment, degrees, and awards received
- Most recent previous educational agency or institute attended
- Participation in officially recognized activities
- Name and address of employer (for graduates) but no salary information

DISCLOSURES WITHOUT PRIOR CONSENT REQUIRED

DeVry has adopted a policy of not disclosing personally identifiable information, other than directory information, from the educational records of a student without his or her prior written consent, except in the following instances:

- To all DeVry, Inc. employees who have a legitimate interest. A "legitimate interest" shall be deemed to mean having a direct academic, business, or counseling involvement in establishing or reviewing a student's written record or performance.
- To officials in another school in which the student seeks or intends to enroll.
- To financial aid award agencies in connection with the student's application for, or receipt of, financial aid that he/she applied for.
- To organizations conducting studies for, or on behalf of, educational facilities or institutions, if such studies are conducted in such a manner as will not permit the personal identification of students and such information will be destroyed when no longer needed for the purposes for which it is conducted.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully ordered subpoena.
- To appropriate parties in health or safety emergencies.
- To parents of dependent DeVry students, as defined in section 152 of the Internal Revenue Code of 1954.
- To any authorized representative of the Comptroller General of the United States, the Secretary of the United States Department of Education and State educational authorities for audits and evaluation of Federal and State supported programs.

RIGHT TO FILE A COMPLAINT

Students may file a complaint with the US Department of Education concerning alleged failures by DeVry University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington DC, 20202

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

DeVry University hereby designates the following categories of student information as public or "Directory Information." The University may disclose such information for any purpose, at its discretion.

CATEGORY I: Name, address, telephone number, dates of attendance, class

CATEGORY II: Previous institution(s) attended (including name of high school), major field of study, awards, honors (including Dean's list), and degree(s) conferred (including dates)

CATEGORY III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. **To withhold disclosure, written notification must be received in the Registrar's Office within two weeks after the first day of class of the current term, at DeVry University, 2341 Jefferson Davis Highway Arlington, VA 22202.**

Failure on the part of any student to specifically request the withholding of categories of "Directory Information" within the time specified above indicates individual approval for disclosure of "Directory Information" for the current term.

CONTINUING STUDENT REGISTRATION

Continuing student registration is accomplished online using DSOS, the DeVry Student Online Service. Students receive notification of the scheduled registration period via student email and campus postings. Pre-registration is intended to provide students the opportunity to clear deficiencies (known as "holds") in all departments in order to start the next term with ease. Certain scheduling cannot be processed until after grades post. Also, a student's schedule will become void after grades post if he or she receives a grade of "F" or "I" or is academically dismissed from school. The amount of time it takes a student to register can be greatly reduced if obligations are handled beforehand. Any of the departments listed below may place holds, thus preventing a student from registering:

1. **LIBRARY** - Overdue library books or fine.
2. **FINANCIAL AID** - Incomplete financial aid paperwork.
3. **STUDENT ACCOUNTS (EDUCARD®)** - Payment due.
4. **DIRECTOR OF STUDENT SERVICES** - Judicial Affairs.
5. **ACADEMICS** - Fails to make satisfactory academic progress (SAP).
6. **LAB** - Lab fees or fines due.
7. **REGISTRAR** - Missing official transcripts.

Any student who is going to transfer to another program or withdraw from a course can see a Program Dean prior to registration.

Any student who fails to make satisfactory academic progress and is dismissed from school or receives a grade of F or I must see a dean during registration.

Any student who fails to make satisfactory academic progress and is dismissed from school or receives a grade of F or I must see a Program Dean during registration.

ACADEMIC SERVICES

ACADEMIC AND FACULTY OFFICE HOURS

The Academic Office, Room 228 is open from 8:30-6:30 Monday through Thursday, and 8:30-5:00 on Friday. The Deans are available in this office by appointment. Instructor schedules are available in the Academic Office for student reference, and the Academic Receptionist will tell you when an instructor's office hours are and whether or not he/she is available.

ACADEMIC ADVISING

The Faculty, Academic Advisor, Program Deans and Freshman Dean provide advice to students experiencing academic difficulty or having personal concerns interfering with their academic achievement.

All faculty members encourage students to take time to discuss individual problems in their courses. Conferences will normally be scheduled after school, during lunch hours, faculty office hours or breaks between classes. A student should discuss the problem with a faculty member first whenever difficulties in a course are encountered and then, if necessary, consult a Program Dean.

TUTORING

Tutoring is available to all students and is scheduled at the Academic Support Center. There is no charge for this service.

TRANSFER CREDIT

DeVry will award transfer credit to students for courses taken at their regionally accredited post-secondary institutions as long as the course meets certain criteria:

1. The credit hours must be equal to or greater than the number of credit hours of the DeVry course for which credit is sought.
2. Course content must be substantially the same.
3. The course must have been completed with a grade of C or better.
4. Currently enrolled students who seek to earn credit at another institution for transfer to DeVry must have permission in advance from the Registrar's Office.

To request transfer credit, submit an official transcript to the Registrar's Office and request an evaluation. If requested, a college catalog or other documentation may be required to complete your transfer credit evaluation. The evaluation can be picked up at the Registrar's Office after two business days. If transfer credit is granted, the transfer credit will be posted to your academic record, and may be viewed using DSOS.

PROFICIENCY CREDIT

Proficiency exams are available for certain courses offered at DeVry. Proficiency exams are comprehensive examinations equivalent to the course final exam and the student must pass the exam at the minimum prescribed level of 80%, for all exams, in order for credit to be given. For continuing students, proficiency exams will be given in the thirteenth week of the term only for courses to be taken during the next term. New, resuming and transfer students will take proficiency exams during the first week only. There is a \$5 per credit hour fee charged for each exam.

Laboratory courses may require a practical lab exam in addition to the successful completion of the written exam.

LAST DATE FOR COURSE WITHDRAWAL

The last date a student can withdraw from a standard class and receive a "W" is Friday of week eleven. Except for highly unusual circumstances, officially withdrawing during the final four weeks of the term or failure to take the final exam will result in an "F" for the course. Withdrawal dates for accelerated classes differ from standard class withdrawal dates. Please consult your Program Dean prior to withdrawal from an accelerated class.

A student must see an academic advisor or Dean to withdraw from any class. Notifying the instructor of the intention of dropping a class does not constitute withdrawal.

PROGRAM CHANGES

Program changes should be considered very seriously before requests are made. When you are certain that you want to change programs, you should see your Program Dean to discuss the implications and impacts of the move. The Student Finance Office and VA Advisor should also be consulted when considering a change.

Some issues that you should discuss with your Program Dean are:

1. Which of your credits will transfer from program to program?
2. Will your GPA transfer from program to program?
3. Will you have to take any additional Entrance Examinations prior to transferring?
4. Will your program transfer require additional semesters to complete your degree?
5. Can you change programs while on academic probation?

Application for a program change should be made to the Registrar's Office beginning Week 5. Students may design a schedule in the new program only after all signatures on the request form have been secured. Changing to accelerated classes has additional requirements and must be approved by Academics.

Program changes must be completed by Week 14 for the next term implementation.

GRADE POINT SYSTEM

The grade point average (GPA) is the measure of academic success. It is computed by dividing the total number of grade points earned by the number of credit hours for which grades of A, B, C, D, F, or I are awarded. Grade points are calculated for each course by multiplying the course credit hours by the points corresponding to the grade earned in the course. An A is worth four points, a B three, a C two, a D one, and an F or an I zero. Course withdrawals or audits (grades of W or V) do not count in the GPA. The term GPA (TGPA) is for course work in a given semester only. The cumulative GPA (CGPA) is the overall academic standing based on all grades and credit hours attempted. Grades are posted on DSOS at the end of each term.

Notice the effect of one F in the second example. To get off Probation, Student 2 should immediately repeat the failed course and get C's or better in all courses.

Student 1:	COURSE	GRADE	CR HOURS	POINTS
	PSYC 1101	C	3	6
	EET 122	C	4	8
	EET 122L	B	1	3

MATH-150	D	4	4
COMP 125	B	4	12
		16	33

33 divided by 16 = 2.06 TGPA Status: GOOD STANDING

Student 2:	COURSE	GRADE	CR HOURS	POINTS
	PSYC 1101	C	3	6
	EET 122	C	4	8
	EET 122L	B	1	3
	MATH-150	F	4	0
	COMP 125	B	4	12
			16	29

29 divided by 16 = 1.81 TGPA Status: PROBATION

STANDARDS OF ACADEMIC PROGRESS

Academic standing is based on the GPA and the number of courses completed each semester. The most common categories are Good Standing, Withdrawal, Probation and Dismissal.

Good Standing - Good academic standing means that the CGPA is at least 2.00 and the student is completing courses quickly enough to graduate in the maximum time allowed for the major. This maximum time is 150% of the program length. For full-time students, this is 7 terms for Electronic and Computer Technicians, 12 terms for Business Administration, and Telecommunications, and 13 terms for Computer Information Systems, Computer Engineering Technology and Electronics Engineering Technology.

Withdrawal - If a student withdraws from all courses by Friday of Week 11, all grades will be W's, and the standing will be Withdrawal. An official withdrawal procedure must be followed. Withdrawals from individual courses do not result in a Withdrawal standing. They do require a formal procedure that must be completed by Friday of Week 11. Course withdrawal and official withdrawal forms are available in Academics.

Probation - Probation is a warning to students that they have one semester to resolve their academic problems. Courses with F's should be repeated immediately to raise the GPA. These are common situations that result in Probation:

- A CGPA below 2.00 in any one term.
- Two consecutive withdrawals from school.
- Two consecutive terms with a TGPA below 2.00.
- One term with a TGPA below 2.00 and a withdrawal from school in the next term.
- A withdrawal from school and a TGPA below 2.00 in the next term.

Dismissal - Students who have been dismissed once must appeal for permission to return to school. Students who have been dismissed twice must also appeal, but such appeals are not granted except in unusual circumstances. These are common situations that result in Dismissal:

- A CGPA below 2.00 in two consecutive terms. (After the first term below 2.00, the status will be Probation.)
- A TGPA below 1.00 in the first term of enrollment at DeVry.
- A grade of W or F in any developmental course or lab (ENGL 034 or MATH 090).
- Withdrawing from school while on Probation.
- Not earning passing grades at a rate that will ensure graduation by 150% of the program length.

TAKING COURSES MORE THAN ONCE

Students are generally permitted to enroll only twice in a course or lab. If a grade of A, B, C, or D is not earned in the second enrollment, the student must appeal for special permission to enroll in the course or lab for a third time. If the appeal is granted but a passing grade is not earned in the third enrollment, an appeal to enroll for a fourth time is usually not granted, and the student must take the course at another college.

TAKING COURSES AT ANOTHER COLLEGE

Courses from regionally accredited colleges may be transferred to DeVry if they correspond to courses required in the major and if the grades are C or better. If you have already taken such courses, ask the college to send an official transcript to DeVry and have it evaluated before you register.

If you are planning to take courses in the future at another college, ask your Program Dean about how to get preapproval of transfer credit. Be sure to use the preapproval process to ensure that the courses you take will transfer to DeVry if the grades are C or better. Approval forms must be obtained from and approved by the Registrar's Office.

DEVELOPMENTAL COURSES

The developmental courses are ENGL-034 and MATH-090. If you are required to take either or both of these courses, you must take them in your first semester at DeVry. You cannot withdraw from a developmental course unless you withdraw from school. You must earn a C or better in all developmental courses or you will be dismissed.

ACADEMIC APPEALS

Academic appeals are required for the following: GPA Dismissal, Multiple Course Repeats, Course Overload, Satisfactory Academic Progress, Prerequisites/Co-requisites, Schedule Conflicts, Transfer of Credits Pre-Approval, and Attendance Dismissal. The student must state why the appeal should be granted and submit it to the appropriate Academic Dean. Further information on academic policies is available from an academic administrator or in the catalog in the section "Academic Information."

TARDINESS/EXCESSIVE TARDINESS POLICY

Students who are late to class will be counted as absent. At the discretion of the professor, a student may be prohibited from entering the classroom once the lecture has begun. Due to the fact that tardiness may result in absenteeism, excessive tardiness may affect the student grade.

ATTENDANCE POLICY

Each student is required to attend every lecture and laboratory in which he/she is enrolled. [Students are responsible for recording their own attendance in each class via a swipe of their student identification card in the barcode reader located in all classrooms and laboratories. Should a student forget his/her ID card, the instructor can unlock the keypad of the barcode reader by using their unlock key card.]

Full-time students who miss 5 consecutive days of school; evening students who miss one full week of school; and accelerated students who miss two classes are in violation of the attendance policy. To report an absence, students must contact the Academics Department. If a student is absent for two or more days, he/she must contact the appropriate Academic Advisor for counseling. Any student who has violated this policy will be dismissed from school and has 3 days to appeal to the appropriate Academic Dean.

If after dismissal, the student wishes to be reinstated, he/she must make a written appeal to the appropriate Academic Dean. This appeal must include documentation of the reason for the absence, (i.e. doctor's excuse).

EXAMINATION MAKE-UP POLICY

DeVry University expects responsible behavior on the part of its students that includes attendance at all scheduled class sessions. We do recognize that personal problems or illness may lead to an occasional absence from class; our attendance policy is flexible enough to deal with these situations.

However, we do consider absence from an examination to be an extremely serious matter. For this reason, it is school policy that no faculty member shall be required to schedule a make-up examination unless the student presents a statement from a licensed physician, stating that he/she was physically unable to attend school on the day of the exam. The faculty member may schedule a make-up examination for other equally serious reasons, provided arrangements are made prior to the date of the exam. An individual faculty member may also schedule a make-up exam if, in his/her opinion, a situation exists which does not fall under the provisions of this policy, yet merits special considerations. Any problems with interpretation of this policy shall be referred to the appropriate Academic Dean.

TRANSFER PROCEDURES

Students who wish to transfer to another DeVry University should contact the Office of Student Services. Any requests to transfer must be filed with the coordinator no later than the tenth week of the term preceding the term for which transfers are requested.

Exceptions to the deadline will be made for those students with special circumstances. All grades and credits earned at one DeVry will be carried forward to the new University. A minimum of 24 credit hours must be earned before applying to transfer to another DeVry Campus.

Students must be current in their EDUCARD[®] and other payment obligations at the time of transfer.

It will be necessary for the transferring student to sign a new contract enrollment addendum before the commencement of classes at the new University. A student on academic or disciplinary probation will continue on probation at the new school, but may be eligible to transfer. A student not eligible to continue at his/her present University due to academic, financial or disciplinary suspension will not be eligible for transfer.

WITHDRAWAL FROM A COURSE

Satisfactory academic progress is supported by the structure of DeVry curricula and limitations are placed on withdrawing from a course. The last day a student may withdraw from a course and receive a grade of W is the Friday of the 11th week of classes. After this day, individual course withdrawals will result in a final grade of F. Only accelerated students may withdraw at any time prior to the final exam.

Before you decide to withdraw from a course, please consider:

1. You may change your student enrollment status from full-time to part-time. This will change your financial aid status.
2. You may lose your eligibility for Financial Aid.
3. Students may not enroll in a course more than twice unless approved by their Program Dean. Students may not enroll in the same developmental course more than once unless approved by the Dean of Freshmen.
4. You will not be guaranteed admission in the course in the subsequent term.
5. The course may not be offered in the immediate next term.

6. Students must withdraw from both the lecture and the lab, if the course has a lab.
7. Course withdrawals do not reduce tuition for the term.

If you wish to withdraw from a course, go to the Registrar's Office.

WITHDRAWAL FROM ALL COURSES

The last day a student may withdraw from all courses and receive a W is the Friday of the 11th week of classes. Withdrawals initiated after this day will result in a final grade of F for all courses. Only accelerated students may withdraw at any time prior to the final exam.

If you plan to withdraw after completing the current term (End of Term), you should initiate a withdrawal beginning the Monday of the fourteenth week of classes through the first day of the following term. End of term withdrawals will cancel any registration for the following term.

If you wish to withdraw from DeVry, begin the process with the Freshman Dean. Once the procedure has been initiated, information is forwarded to Student Finance. Only written notification from the student will rescind the withdrawal.

BOOKSTORE

Students may purchase all required course material at the bookstore, located in room 226. Bookstore purchases may be paid by cash, check, VISA, MasterCard or EDUCARD[®]. (Only items on the student's book list may be charged to a student's EDUCARD[®]. There is a \$5.00 minimum on all EDUCARD[®] charges).

In addition to textbooks and required supplies, the bookstore also carries school supplies, emblematic clothing, luggage and a variety of miscellaneous items.

Required text books may be returned for credit only if the return is within ten (10) business days from the start of the term, with your receipt, if the textbook(s) contain(s) no handwriting or damaging marks and the items can be resold. Books returned during the first ten (10) business days are subject to a \$2.00 cash restocking fee. Calculators, software, electronic parts kits, opened shrink-wrapped items, luggage, and special orders cannot be returned to the Bookstore. There are no cash refunds. VISA, Master Card and EDUCARD[®] returns will be credited to the appropriate account. Refund checks will be issued for cash or check returns.

LABORATORIES

There are six labs at DeVry: Networks Lab, Main Electronics Lab, Academic Support Lab, Telecommunications Lab, Computer Engineering Lab and the Physics Lab. Check each laboratory for hours of operation.

If while working in the lab, you find that a piece of equipment is not working properly, please alert the laboratory technician by completing an equipment failure report.

A valid Student ID is required to check out any test equipment from the labs. You may not use someone else's ID.

LIBRARY

The DeVry University Library is located on Presidential Avenue in Room 217. The Library provides print resources, magazines, videos, a popular fiction collection and online access to over 8,000 journals.

The library is changing to meet the growing needs of our students. There are 25+ computer workstations that have Windows 2000 operating system as well as offer all curriculum-based software that is currently used at DeVry University. The library also offers laptop connections and is set-up to support the campus wireless service.

The library is open Monday - Thursday 7:30 am - 9:00 pm; Friday 7:30 am - 6:00 pm; and Saturday 9:00 am – 4:00pm.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) is an important function of Academic Services. The mission of the ASC is to work in conjunction with a tutor and/or faculty member to provide positive academic support beyond basic classroom instruction for each student.

The ASC offers a variety of learning options for all students. The center provides instruction in academic areas through the following methods:

- Individual tutoring in a variety of subjects
- Group tutoring by tutors and faculty members
- Computer assisted instruction (computer lab)
- Electronics Workbench
- Basic skills information

The tutors in the ASC are full time students who work as part-time tutors. Each tutor must hold at least a 3.0 cumulative GPA and exhibit a strong understanding of course materials. Students receive assistance from staff members who have taken the courses they are tutoring. Some tutors have applicable work experience and hold college degrees from other institutions.

The ASC services are offered free of charge for enrolled students. Tutorial services are offered from Week 2 through Week 14. Appointments may be scheduled in person by calling the ASC or via e-mail. Tutoring appointments may be scheduled up to a week in advance. Walk-in appointments will be accepted provided a tutor is available for instruction in the requested subject. Special appointments can be made by notifying the ASC desk staff 48 hours in advance of the desired time. All efforts will be made to accommodate special requests, but there are no guarantees that compliance will occur.

ASC hours of operation are: Monday – Thursday 8:30 a.m. – 7:00 p.m. and Friday 8:30a.m. – 5:00pm.

REGISTRAR

The Registrar will process requests for transcripts, deferments, original or duplicate grade reports and letters of verification of enrollment for insurance or other purposes. All requests for copies of your academic transcript should be made to the Registrar. One official transcript is provided to each student free of charge upon graduation. Any additional copy, provided before or after graduation, is \$2.00. Official transcripts of work completed will not be issued until all obligations to DeVry Inc. have been met. Also, the Registrar will complete forms for good student auto insurance discounts and Social Security benefits. Loan deferment requests are forwarded by the Registrar's Office to the National Student Loan Clearinghouse.

STUDENT FINANCE OFFICE

The Student Finance office, located in Room 206, assists students with the Financial Aid process and also monitors students' DeVry EDUCARD® accounts.

FINANCIAL AID

The basic philosophy of financial aid is that no student should be denied access to higher education due to limited financial resources. With this in mind, DeVry promotes scholarships, grants, loans and part-time employment opportunities for students who must find funds to attend our Universities.

A variety of options for meeting school expenses are available to DeVry students. Advisors will assist students in developing financial plans to pay for their education through a combination of financial aid, if eligible, family contributions, and access to the DeVry EDUCARD® plan (see next section). Students who wish to apply for financial aid will need to submit the following documents:

- 1) Free Application for Federal Student Aid
- 2) Title IV Information & Authorization form
- 3) DeVry EDUCARD® Agreement
- 4) Federal Stafford Loan application
- 5) Student and Parent (if Dependent) Federal Tax Return forms or summaries (when requested)
- 6) Federal Verification Worksheet (when requested)

EDUCARD®

EDUCARD® is DeVry's interest-bearing installment program available to students attending DeVry Universities. The EDUCARD® plan enables students to pay tuition and book costs, not covered by other financial aid, in monthly installments. Each student will receive a monthly EDUCARD® statement with information on account balance, aid disbursements and payment status. The first monthly EDUCARD® payment is due at registration.

Failure to submit required financial aid paperwork and/or EDUCARD® payments on time may result in termination of the EDUCARD® agreement and prevent a student from registering for subsequent semesters. In addition, any balance owed on EDUCARD® when a student leaves DeVry must be repaid within 12 months of the date attendance ceased.

HEALTH INSURANCE

All full-time day students will be required to enroll in DeVry University's special low cost group health insurance plan unless physical evidence of coverage under a similar insurance program (individually or as a dependent under your parent's/spouse's insurance) is presented to the Student Finance Office. For details of the group health program you may pick up a brochure in

the Student Finance Office or the Student Services Office. The benefits under this plan vary depending on the level of coverage selected. Please refer to the brochure for an explanation of benefits and exclusions.

All annual insurance policies expire on or about November 1 of each year. It is the student's responsibility to renew the policy with DeVry University. Premiums may be paid to the cashier by cash, check, Master Card, Visa, or Discover. Only the basic student coverage may be charged on your student account using EDUCARD®.

VETERANS BENEFITS

DeVry University - Arlington has been approved by the State Approval agency for Veterans Benefits for students in all programs. Monthly educational allowances are paid by the Veterans Administration (VA) directly to the veteran student or other eligible person to help defray the costs of tuition and education related expenses. Disabled veterans may be eligible for complete rehabilitation training. The Veterans Administration determines eligibility for their programs.

To apply for benefits, a student should contact the Veteran's Coordinator in the Student Finance Office.

ADDITIONAL INFORMATION

For additional specific information concerning financing a DeVry education including all Title IV Student Financial Assistance Programs, please contact the campus Student Finance Office, see the DeVry Guide to Student Financial Assistance or Visit our web site at <http://finance.DeVry.edu>.

INTERESTING FACTS ABOUT ARLINGTON, VIRGINIA (FROM THE ARLINGTON CHAMBER OF COMMERCE)

- **Arlington** is an urban county of about 26 square miles, located directly across the Potomac River from Washington, D.C. There are no incorporated towns or cities within Arlington's boundaries.
- Arlington is the **smallest county in the United States** that is self-governing. New York County, New York (22 sq. miles) is smaller, but, as the borough of Manhattan, it is not a separate jurisdictional entity.
- Arlington was originally part of the ten-mile square surveyed in 1791 for the District of Columbia. In response to requests from residents, the Congress returned the portion of the District on the west bank of the Potomac River to the Commonwealth of Virginia.
- Most **Arlington hotels** are located within four miles of the Smithsonian Institution, the White House, the U.S. Capitol, Holocaust Memorial Museum and most of D.C.'s attractions. Arlington is only a short drive from Mount Vernon, Old Town Alexandria, Potomac Mills outlet mall, Manassas battlefield and many other Virginia attractions.
- 1996 population is 185,500. The median household income (1996) is \$55,510. Average household size (1996) is 2.10 persons.
- Principal businesses in Arlington are government and tourism services. Largest private employers are Bell Atlantic Management Services, the Gannett Company (publishers of *USA Today*), MCI Telecommunications Corporation, and USAir.
- **Celebrities raised in Arlington** include Sandra Bullock, Katie Couric, Roberta Flack, Shirley MacLaine, Warren Beatty, and 1996 Summer Olympic swimming Gold-Medallist Tim Dolan. **Recent motion pictures** set and filmed in and around Arlington include *"Deep Impact"* with Tea Leoni and Robert Duvall, *"No Way Out"* with Kevin Costner, and Francis Ford Coppola's *"Gardens of Stone"*. The television show *"Scarecrow and Mrs. King"* was set largely in Arlington; Arlington has been the site of many inexplicable occurrences on *"The X Files"*
- **Archaeological findings** indicate that Indians have lived in the Arlington area for over 9,000 years. Earliest written mention of the area dates from Captain John Smith's navigation of the Potomac River as far as Arlington in 1608.
- Established March 13, 1847 as Alexandria County, the name was changed to Arlington on March 16, 1920. The county is named for the estate where George Washington Parke Custis lived before he built the house currently known as Arlington House in Arlington National Cemetery. The estate had been named to honor the Earl of Arlington.
- Arlington, home to Washington National Airport is easily accessible to D.C. All major roadways and the five major bridges into Washington, D.C. from Virginia come through Arlington. Eleven of the thirty-three stations for D.C.'s Metro Subway system are located in Arlington.

- The **Rosslyn Metro Station** features the third longest continuous escalator in the world (194 feet, 8 inches). It takes 140 seconds to ride from top to bottom. The longest is at the Metro station in Bethesda, Maryland (213 ft, 10 in), also part of D.C.'s subway line. Second longest is in the St. Petersburg Underground in Russia (195 ft, 9 1/2 in).
- The **longest mini-golf hole in the world** (130 feet) can be found at the Upton Hill Regional Park Mini Golf Course at Wilson Boulevard and Patrick Henry Drive. Designed by Jim Bryant, the foremost designer of miniature golf courses in the world, the course is open daily from Memorial Day to Labor Day, and weekends during the spring and fall.
- Arlington's **Bon Air Park and Memorial Rose Garden** features a fine collection of roses, includes more than 157 varieties, 32 of which have been awarded the American Rose Society's "E" award for Excellence. The park, located at Wilson Boulevard and North Livingston Street, also features an Azalea Garden, Ornamental Tree Garden, and Wild flower area. For more information, call (703) 228-4747.

Please Note: Every effort has been made to ensure the accuracy of the information contained in this Handbook. However, all policies, procedures, services etc. are subject to change or deletion without notice. Please check with the Office of Student Services if you have any questions.

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