DEVRY UNIVERSITY STUDENT HANDBOOK

The information provided in this handbook is merely a brief explanation of the policies of DeVry University Mid Atlantic Metro 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

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OFFICE OF STUDENT SERVICES

Office of Student Services (OSS) is located in Room 206. 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

The Arlington Campus of DeVry University works with Collegiate Housing Services (CHS) to provide information to students who may have housing needs. Housing options include shared apartments and referrals. Approximate housing costs and other information is available in Student Services.

DeVry University is committed to a policy of nondiscrimination in housing, and all housing to which students are referred complies with this policy.

For shared apartment housing, CHS utilizes apartment communities in prescreened areas. These apartments are furnished and utilities (except phone, cable and internet) are included in the housing fee. They offer two bedroom, four person arrangements with a drug, alcohol, and violence-free policy.

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 $45 per month for students. It is the student’s responsibility to arrange for this service with the Colonial Parking Management located on level B-1 in the parking garage. Students who contract for this service must park in their designated area.

CARPOOLS

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. Inappropriately dressed students are not permitted to stay on campus.

**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, they will be able to utilize the Internship Employer Database as a resource whole 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, 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.

C. Violation of Law and University Discipline

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 with in 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.

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. 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.
B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code:

1. Warning - A notice in writing to the student that the student is violating or has violated Institutional regulations.

2. 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.

3. Loss of Privileges - Denial of specified privileges for a designated period of time.

4. Fines - Previously established and published fines may be imposed.

5. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

6. 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.

7. University Expulsion - Permanent separation of the student from all DeVry Universities.

More than one of the sanctions listed above may be imposed for any single violation.

In each case in which a judicial body determines that a student has violated the Student Code, 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.

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.

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 to the Campus Receptionist 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.

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. The use, intentional or unintentional, of a static DeVry network address is strictly prohibited. Wireless networking is available. Students wishing to use the wireless network must register their laptop with the SOCS.

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 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.

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, or seek to establish an unfair advantage over their fellow students. DeVry University academic standards are based on the pursuit of knowledge and assume a high level of integrity in every member of the academic community. When this trust is violated, the community suffers injury and must act to ensure that its standards remain meaningful. The vehicle for this action is the Student Academic Integrity Policy.

This academic integrity policy is designed to foster a fair and impartial set of standards by which alleged violations of the policy will be judged. All students are required to adhere to these standards. The policy defines academic integrity violations as those which are cited in the following paragraphs. This list is not all-inclusive, and instructors may establish certain other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following constitutes the minimum basis upon which academic integrity will be measured.

**Prevention Techniques for Students**

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

- A. If you observe, or have first-hand knowledge of, a violation of the Student Academic Integrity Policy, report it to one of the following:
  - The faculty member teaching the course
  - The Dean of Students or his/her designee
  - The Center Dean
  - The Director of DeVry University Online

- B. Make it difficult and unacceptable for other students to cheat by:
  - Not sharing your written work with other class members unless it is required as a part of a team assignment
  - Refusing to give away or share written assignments, homework, and term papers
  - Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member
  - Keeping your computer password a secret
  - Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
  - Denying others access to your computer programs
  - Covering your work during exams
  - Giving discouraging glances to students trying to cheat
  - Reporting suspicious test-taking behavior during the quiz or exam so that it can be documented
  - Completing take-home, non-proctored quizzes and exams alone and in a secluded environment

- C. As a student, you can avoid violations of the academic integrity policy by:
  - Avoiding the temptation to cheat through communication technology – leaving your cell phone or PDA at home during exams
  - Understanding that the technology of the Internet also works for your instructor. Google searches and plagiarism checkers can detect plagiarism on your papers and exams in a manner of minutes
  - Becoming familiar with Modern Language Association
Violations of Academic Integrity

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

A. Copying

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

1. Any act of copying information from another student by any means to obtain an advantage for one's self.

2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.

3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.

B. Plagiarism

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

1. A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.

2. The paraphrasing of others' work which contains specific information or ideas and which is not properly acknowledged.

3. Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence.

4. A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.

5. Computer piracy, which includes any act of copyright infringement (protected by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, technical descriptions of any software code whether copyrighted or not.

C. Collaboration

1. Any act of two or more students actively cooperating on any assignment when the instructor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom hours, in-class assignments, laboratory exercises or reports, and take-home examinations.

2. Any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

D. Alteration of Records

1. Any act by which the signature of an instructor or any authorized agent of the 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. Any act of altering any previously completed examination, record of an examination, or any other assignment which 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 which have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, files stored on your hard drive, cell phones, the Internet, PDAs, etc.

F. Proprietary Material

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

G. Offering of Money or Other Incentives

1. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.

2. Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

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

1. 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. 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. Entering online discussion threads under false pretenses or not complying with instructor or DeVry University authorship rules.

4. Using any work previously submitted for credit unless the use of such previously completed work is expressly authorized.

5. Stealing, as theft of grade books, from faculty offices or elsewhere.

6. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.

7. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.

8. Inappropriately accessing, or attempting to access, students’ academic records.

Procedures

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

Upon receipt of the Incident Report, the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator will review the student’s electronic record to determine whether the incident is the student’s first, second, or third offense.

1. If the incident is the student’s first offense, the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator will review the case and send an appropriate notice to the student within five calendar days. The notice will include date of incident, charges, action taken, appeal rights, and deadlines. A copy of the Student Academic Integrity Policy, or the URL, will be included with the notice. A copy of the notice will be sent to the instructor for his/her records, and the instructor will record no credit or a grade of zero (see Sanctions). 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. If the student is found in violation of the Academic Integrity Policy, the Dean of Students/designee or DVUO Support Services Coordinator will then impose appropriate sanctions based upon the results of the hearing.

The Dean of Students/designee or DVUO Support Services Coordinator will record all offenses in the student’s electronic record. A student’s record of violations of academic integrity is carried forward and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Sanctions

The mandatory sanctions are the minimum required. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator for the first recorded offense and by the Dean of Students/designee or DVUO Support Services Coordinator for the second and third recorded offenses.

A. First recorded offense

Mandatory

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

- Where the incident involves a graded assignment that would be one that the student could request be “dropped” for grading purposes, the student may not exercise that option.

- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will be based upon the inclusion of the zero for the voided assignment.

B. Second recorded offense

Mandatory

- Undergraduate Student: Student receives a failing grade for the class, lab, etc., in which the second offense occurs.

- Graduate Student: Dismissal for a minimum of one academic year.

- The second offense need not be in the same location, class, program, or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.

- A student’s record of violations of academic integrity is carried forward, and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Discretionary

- Undergraduate Student: Suspension for up to one academic year
D. Hearings shall be conducted according to the following guidelines:

1. The Dean of Students/designee or DVUO Support Services Coordinator may serve (in a non-voting capacity) as Chairperson of the Hearing Panel.

2. Hearings normally shall be conducted in private.

3. Admission of any person to the hearing shall be at the discretion of the Hearing Panel and/or the Dean of Students/designee or DVUO Support Services Coordinator.

4. In hearings involving more than one accused student, the Dean of Students/designee or DVUO Support Services Coordinator, at his or her discretion, may permit the hearings concerning the students to be conducted together.

5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.

6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Dean of Students/designee or DVUO Support Services Coordinator.

7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Students/designee or DVUO Support Services Coordinator.

8. All procedural questions are subject to the final decision of the Dean of Students/designee or the DVUO Support Services Coordinator.

9. After the hearing, the Hearing Panel shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.

10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.

Appeals/First Offenses

A. The action of the instructor may be appealed by the accused student to the Dean of Students/designee or the DVUO Support Services Coordinator within seven calendar days of receipt of notice of the action. Such appeals will be in writing.

B. The Dean of Students/designee or DVUO Support Services Coordinator will contact the student and offer the opportunity to select either a hearing by a Hearing Panel or a hearing by the Dean of Students/designee or the DVUO Support Services Coordinator. The Dean of Students/designee or DVUO Support Services Coordinator may require a hearing by a Hearing Panel when he/she feels that such a procedure is in the best interest of the University or student.

C. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not fewer than two nor more than ten calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students/designee or the DVUO Support Services Coordinator.

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

1. The Dean of Students/designee or DVUO Support Services Coordinator may serve (in a non-voting capacity) as Chairperson of the Hearing Panel.

2. Hearings normally shall be conducted in private.

3. Admission of any person to the hearing shall be at the discretion of the Hearing Panel and/or the Dean of Students/designee or DVUO Support Services Coordinator.

4. In hearings involving more than one accused student, the Dean of Students/designee or DVUO Support Services Coordinator, at his or her discretion, may permit the hearings concerning the students to be conducted together.

5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.

6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Dean of Students/designee or DVUO Support Services Coordinator.

7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Students/designee or DVUO Support Services Coordinator.

8. All procedural questions are subject to the final decision of the Dean of Students/designee or the DVUO Support Services Coordinator.

9. After the hearing, the Hearing Panel shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.

10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.

E. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.

Appeals/Second or Third Offenses

A. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Students/designee or the DVUO Support Services Coordinator may be appealed by the accused student or complainant to the Dean of Students or DVUO Support Services Coordinator within seven calendar days of the decision. Such appeals shall be in writing. In cases where the Dean of Students or DVUO Support Services Coordinator has personally chaired the Hearing Panel or has imposed sanctions, the appeal shall be directed to the next administrative level.

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

1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.

3. To determine whether the sanction(s) imposed were appropriate for the violation.

4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

C. If an appeal is upheld by the Dean of Students or DVUO Support Services Coordinator, the matter shall be remanded to the original Hearing Panel and Dean of Students/designee or DVUO Support Services Coordinator for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

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 lifelong 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 authorized 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**

DeVry University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. DeVry is committed to the maintenance of an academic environment free of discrimination and complies with the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please refer to 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, written, or computer-transmitted harassment consisting of suggestive comments, innuendo, insults, humor or jokes; propositions; threats; nonverbal harassment consisting of obscene gestures, leering or ogling; physical harassment consisting of touching, patting pinching, brushing the body; coerced sexual intercourse; assault. To further that commitment, the university has developed procedures to allow individuals to pursue grievances within the University community.

Disability harassment, a form of discrimination based on disability, is a violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability harassment can take many forms. It is commonly defined as "intimidation or abusive behavior toward a student based on disability," and includes "verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating."

Harassment of students due to race, color, and/or national origin is a violation of the Civil Rights Act of 1964. A racially hostile environment may be created by oral, written, graphic or physical conduct related to an individual's race, color, or national origin that is sufficiently severe, persistent or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the University's programs or activities.

**Discrimination**

**Informal Grievance Procedures**

The student may seek a resolution of the matter through discussions with the alleged offender or other appropriate staff. If no resolution is forthcoming or if direct confrontation is deemed inappropriate, the student may report the incident or incidents to the Dean of Students or the local Human Resources Manager (HRM). The Dean of Students or the local HRM should attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law. The Dean of Students or the local HRM may then contact the supervisor, who should attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law. Under these informal procedures, the student may, at any time, elect to stop further administrative action by withdrawing the complaint. The student can also
decide to file a formal grievance, at any time, according to the procedures outlined below.

**FORMAL GRIEVANCE PROCEDURES**

1. A student who feels that he or she has been subjected to illegal discrimination may file a written grievance to the local HRM or the campus President. The grievance should normally be filed within 90 calendar days of the incident or incidents.

2. An investigation will occur and will attempt to resolve the complaint using the following steps:
   a. Review the grievance report from the student.
   b. Gather any additional information from the student that is needed.
   c. Gather a response and any additional information from the accused.
   d. Document and assess the finding of facts, including those agreed upon and those disputed.

   Attempt a resolution of the grievance between the student and the individual, if appropriate.

3. The local Human Resources Manager or President should complete the investigation and produce a written report within 30 calendar days. A copy of the report should be provided to the complainant, also within 30 calendar days.

4. The written report shall make a finding or findings and implement appropriate remedies, if needed.

5. To appeal the decision, the student must file a written request for an appeal to the Director of Employee Relations at the Corporate Office at One Tower Lane, Suite 1000, Oakbrook Terrace, IL 60181, (630) 571-770 within 30 calendar days of the receipt of the written decision from the local Human Resources Manager or President.
   a. Within 30 calendar days after receiving a request for an appeal, the Director of Employee Relations shall conduct an initial review of the request to determine if:
      i. The complaint alleges facts which, if true, would demonstrate a violation of an anti-discrimination statute or rule;
      ii. The investigation was conducted in accordance with the grievance procedures;
      iii. All relevant witnesses were interviewed and their testimony was recorded; and
      iv. The conclusions of the investigating officer are supported by the evidence.

   If the Director of Employee Relations finds that the initial investigation was not conducted properly, he or she must assign the case to a new investigating officer within 30 calendar days. This new investigating officer must not be an interested party to the allegation and must not be a subordinate of the original investigating officer.

   If the Director of Employee Relations finds that the initial investigation was conducted properly and the conclusions are valid, he will provide a written response to the appeal that explains his finding. This letter must be provided to the appealing party within 30 days of the Director of Employee Relations finding.

**DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS**

When a student alleges that he or she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on the student's qualifying disability, the following procedures apply:

Devry is committed to the maintenance of an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Any student or applicant with a disability who requests academic adjustments or auxiliary aids under section 504 should visit the Director of Student Services DSS (or designee) located in the student services department to begin the accommodation process. The applicant/student will be given a special accommodation request form to fill out and submit back to the DSS along with supporting medical, psychological, or educational assessments. DSS and the student will work together to identify an effective adjustment and/or aid.

Once the academic adjustment or auxiliary aid has been approved, the DSS will notify the professors in writing specifying adjustment and/or aid to which the student is entitled. During the student’s duration of studies at DeVry University, all requests for accommodation should be addressed to the DSS.

**Challenging and Determining Appropriate Accommodations for Students With Disabilities**

1. Students who request accommodations should be directed to the Director of Student Services (DSS), where they will be instructed to follow the policies of the DSS office, which often include working with faculty to determine the academic appropriateness of requested accommodations.

2. When accommodations are approved, the student will have a form signed by the DSS indicating the approved accommodations.

3. The faculty member should not challenge the approved accommodations directly with the student, but instead should follow this procedure for raising concerns.

4. When a faculty member feels that the approved accommodations are not appropriate for his or her class or for the program in general because they fundamentally alter the educational program or for other reasons, the faculty member should discuss his or her concerns with the DSS as soon as possible, before the start of a class if possible, and in no event, later than one week after learning of the approved accommodation and the student’s enrollment in the particular class. The DSS promptly will arrange for a discussion with the faculty member, sometimes including the department chair. In some cases, further information may be required from the student’s treating physicians or from academic sources. In most cases, it will not be appropriate for the DSS to share student medical information with the faculty member. The DSS will issue a written decision to the faculty member within fourteen (14) days of learning of the faculty member’s concerns or objections. An email will suffice as this written notification. If the DSS decides to change the approved accommodations, the DSS will issue a new accommodations form to the student.

5. When a faculty member wishes to further challenge the decision of the DSS, the faculty member should alert the Campus President of his or her view that the approved accommodations are not educationally or otherwise appropriate. This should be done in writing within three (3) days of the DSS written notification. The Campus President, or his or her delegate, then has fourteen (14) calendar days to make a ruling and should do so in writing. During this time, any approved accommodations must be adhered to (to the extent possible to do so), until a new decision is issued.
SEXUAL HARASSMENT STANDARDS AND PROCEDURES

1. Definition of Sexual Harassment: Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:
   a. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
   b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
   c. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education or work environment.

2. Examples of Prohibited Behavior
   a. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:
      b. Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
   c. Stated or implied threats that a person's employment, wages, academic grade, opportunities for promotion, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
   d. Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
   e. Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interfere with an individual's welfare, academic or work performance.
   f. Unwelcome and inappropriate touching, patting, pinching or unnecessary brushes.

3. Information and Consultation

4. Confidentiality - Persons gathering general information, seeking guidance, or filing a complaint may be concerned about the confidentiality of the information they are sharing. While the university wishes to create an environment in which individuals feel free to discuss concerns and make complaints, the university may be legally obligated to take action when its officials are informed that sexual harassment may be occurring. If the individual does not disclose any identifying information about him/herself or any other party involved (e.g., names, department or unit) during the inquiry, no action can be taken in the matter.

5. Filing a Complaint - Once an individual discloses identifying information to the official contact of the university, he/she will be considered to have filed a complaint with the university. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the university cannot be guaranteed, they will be protected as great a degree as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the charged party to be informed about charges against him/her.

6. Protection of Complainant and Others
   a. The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. This action may come at any time during or following an investigation of a sexual harassment complaint. Persons who retaliate will be subject to disciplinary action.
   b. Protection of the Alleged Offender - At the time a formal complaint is filed, the alleged offender will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations. In the event the allegations are not substantiated, reasonable steps will be taken to restore the reputation of the alleged offender if damaged by the proceedings. A complainant, who intentionally makes dishonest or malicious allegations, is subject to university discipline.
   c. Protecting Involved Parties - To the extent possible, university proceedings will be conducted in a manner that protects the confidentiality of all parties involved.

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

Informal procedures are aimed at stopping the harassing behavior rather than determining culpability or intent. In some instances the offender may agree, voluntarily, to a sanction to avoid a formal hearing. Usually, official disciplinary action for employees or students cannot be invoked without a formal hearing. Complaints that are resolved informally are generally not investigated to the same degree as formal proceedings, although the complaintant and, in some cases, the alleged offender may be interviewed. Mediation may be utilized as a method for resolving the complaint informally. If a complainant decides to handle the situation her/himself, and the harassment stops, there may not be an investigation. Unlike formal procedures, the harassment recipient is not required to write an account of what happened for the informal handling of the complaint to proceed. The outcome of informal procedures can range from no action, a simple apology, a promise not to do it again, a transfer of either or both parties, a voluntary resignation, up to termination or removal from the university. Generally, under informal procedures, the complainant may, at any time, elect to stop further administrative action by withdrawing the complaint. Adopting informal procedures for resolving sexual harassment complaints does not mean that the institution does not take sexual harassment seriously. Informal procedures simply provide an alternative method for stopping sexual harassment. The complainant can also decide to file a formal grievance with the appropriate official contact of the university at any time.

Formal Complaint Procedures

When informal procedures are inappropriate or have failed, formal sexual harassment grievance procedures are aimed, among other things, at determining if sexual harassment has occurred, the culpability of the alleged offender and appropriate sanctions or remedies. Formal procedures are initiated with a written request for investigation of sexual harassment charges by the complainant, the institution, the alleged offender, or any of the parties involved. The request must be sent or delivered to the official contact of the university. The Human Resources Manager (HRM) is responsible for all administrative activities required to conduct the investigation, under informal or formal complaint procedures. The HRM will conduct the investigation, and prepare a formal report detailing all relevant information. If the allegations of harassment are found to be true, a copy of the final report will be placed in the alleged offender's student conduct/personnel file. Reasonable extensions of an investigation can be made for extenuating circumstances due to continuing a complex investigation, illness, scheduled vacations, professional presentations, etc. These extensions are granted by the HRM.

Complaint Investigation

1. Students
   a. A formal complaint against a student shall be directed to the Judicial Advisor in charge of violations occurring under the Student Code of Conduct. The case will be investigated and a determination will be made within 12 working days as to whether or not further investigation or a hearing is warranted. If it is warranted a hearing will be held under the Student Code of Conduct Policy.

2. Student Employee/Staff/Faculty
   a. A formal complaint filed against a Student Employee/Staff/Faculty shall be directed to the HRM. The HRM will investigate the case and determine, within 12 working days, whether to recommend sanctions at that time, to dismiss the case or to investigate the complaint further. Once a decision for further investigation is made, it normally should be completed within 30 working days. The determinations of the HRM may be appealed to the campus President. The determination of the President regarding investigation and resolution of the complaint, including recommended sanctions, is considered final and shall be reported to the alleged offender, the complainant, and the HRM.

Appeals from Sanctions

The normal appeals process will be followed as outlined below. Decisions made during the appeals process may not impose a harsher penalty than the original decision.

1. Student
   a. Appeals of sanctions assessed shall be directed as listed in the Student Code of Conduct Policy.

2. Student Employee/Staff/Faculty
   a. The campus President’s office should handle appeals from recommended sanctions against Student Employee/Staff/Faculty.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DeVry Inc. and its divisions (DeVry University, Ross University, Chamberlain College of Nursing) respect the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records: The right to inspect and review the student’s education records. Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the Registrar or Dean written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

The right to seek an amendment of inaccurate or misleading information. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions. Students have the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Directory Information

DeVry may disclose the following student information as “directory information”. The student may submit a written request to the Registrar’s Office that some or all of the information not be disclosed. Requests must be
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:

1. 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.
2. To officials of another school in which the student seeks or intends to enroll, provided that a documented record is made by DeVry as to who received what information prior to submission of such information.
3. To financial aid award agencies in connection with the student’s application for, or receipt of, financial aid.
4. To organizations conducting studies for, or on behalf of DeVry as to who received what information prior to involvement in establishing or reviewing a student’s written record or performance.
5. To accrediting organizations in order to carry out their evaluation function.
6. To comply with a judicial order or lawfully issued subpoena.
7. To appropriate parties in health or safety emergencies.
8. To parents of dependent DeVry students, as defined in Section 152 of the Internal Revenue Code of 1954.

ACADEMIC SERVICES

ACADEMIC AND FACULTY OFFICE HOURS

The Academic Office, Room 228 is open from 9:00-7:00 Monday through Thursday, and 9:00-5:00 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 Advisors, and Program Deans provide advice to students experiencing academic difficulty or having personal concerns interfering with their academic achievement.

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.

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?
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 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-032, ENGL-092, MATH-032 and MATH-092. 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
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.

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

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. Operating Hours are posted outside the Library.

The library is changing to meet the growing needs of our students.

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.

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 may 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 "Scarface 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.