

**DeVry University**  
**2008-2009 Graduate Academic Catalog**  
**Volume III**

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## September 5, 2009

Since the printing of DeVry University's 2008-2009 Graduate Academic Catalog, Volume III, the following significant changes have been implemented and incorporated into this document.

**Page 3:** Information in Mission and Purposes has been updated, as has the Washington state approval statement in Accreditation and Approvals.

**Page 18:** Information in Admission Procedures has been updated.

**Page 27:** A new section, Official Transcripts, has been added.

**Page 28:** Information for tuition effective July 2009 has been added.

**Page 30:** Information in Tuition Deposit/Cancellation Policy (now called Application Fee/Cancellation Policy) has been updated, as has information in Financial Assistance, which begins on this page.

**Page 31:** Information in Eligibility for Financial Aid has been updated.

**Page 34:** Information for the fall 2009, spring 2010 and summer 2010 semesters has been added to the Academic Calendar.

## A Message from the President

To succeed in today's global environment, experts continue to stress the growing need for professional development. Finding and retaining leaders whose technical expertise is complemented by critical interpersonal skills has never been more important.

DeVry University is well positioned to address this challenge. For more than 75 years, DeVry has had the distinct honor of bettering the lives of hundreds of thousands of students who have trusted us to deliver educational excellence and sharpen their competitive edge. We're proud of our rich history of student and community service, and equally proud of the leading role we've played in North America's post-secondary education arena.

Today, nearly 70,000 students like you are taking advantage of DeVry's career-oriented undergraduate and master's degree programs in technology, business, management and healthcare technology. And they're doing so on their terms, choosing the learning style they prefer and the pace best suited to their schedules and goals.

More than just incredibly flexible, DeVry is respected and recognized. DeVry University is accredited by The Higher Learning Commission of the North Central Association – the same organization that accredits many other prestigious public and private colleges and universities.

DeVry also offers the opportunity to tailor coursework to your career interests. Our graduate programs feature more elective course opportunities than many schools so you can study what matters most to you, your career and your financial success.

In addition, our unique scheduling structure helps you balance work, life and graduate school. With our online courses – delivered in eight-week sessions that begin six times each year – you can effectively manage your progress toward a master's degree without compromising work or personal priorities.

At DeVry, we're committed to making your education convenient and accessible. Congratulations on taking charge of your career – and your future – by pursuing an advanced degree. I invite you to take a closer look and discover the many benefits of a DeVry University education.

Wishing you a lifetime of success,



David J. Pauldine  
President, DeVry University



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*NOTE: DeVry reserves the right to change the terms and conditions outlined in this catalog at any time without notice. Information is current at the time of printing.*

***Information updated after October 27, including additions and amendments, is available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). It is the responsibility of applicants and students to check for updates.***

*This printed catalog supersedes all previous printed editions and is in effect until a subsequent catalog is published either in print or online at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Volume III; copy contained herein effective September 5, 2009.*

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Administrative Offices for DeVry Online are located at 1200 E. Diehl Rd., Naperville, IL 60563-9347, 800.839.9009 - Admissions, 877.496.9050 - Student Services. [www.devry.edu/online](http://www.devry.edu/online).

# Mission and Purposes

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

DeVry University seeks to consistently achieve the following purposes:

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

# Accreditation and Approvals

DeVry University is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Chicago, Illinois 60602, [www.ncahlc.org](http://www.ncahlc.org). NCA is listed by the U.S. Department of Education as a recognized accrediting association and is one of the six regional agencies that accredit U.S. colleges and universities at the institutional level. Accreditation provides assurance to the public and to prospective students that standards of quality have been met.

The MSEE program is designed to satisfy the Engineering Accreditation Commission (EAC) of ABET criteria for advanced programs in engineering. EAC of ABET requires separate review of each engineering technology program offered online and at each site. Initial evaluation for newer programs, as well as for programs at newer locations, may not be requested until the first class of students has graduated. The MSEE program will be evaluated for EAC of ABET accreditation once the first class of students has graduated.

DeVry University is a member of CHEA, a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA, an association of 3,000 degree-granting colleges and universities, recognizes 60 institutional and programmatic accrediting organizations.

The University is also authorized/approved to operate under authority of the:

- Illinois: Illinois Board of Higher Education
- Washington: DeVry University is authorized by the Washington Higher Education Coordinating Board and meets requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes DeVry University to offer the following degree programs: Master of Science in Educational Technology and Master of Science in Electrical Engineering. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about requirements of the Act or applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

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# Program Descriptions

## Master of Science in Educational Technology

The Master of Science in Educational Technology (MSET) curriculum prepares teachers and other education professionals to systematically develop and use technology to support teaching and learning in the classroom, their schools and other learning environments. The program provides a firm foundation of learning theory and instructional design for appropriate decision-making about educational technology and other instructional solutions.

### Program Objectives

The MSET program is designed to produce graduates who are able to:

- Apply instructional design theories to educational technology.
- Develop strategies to integrate educational technologies into the learning process.
- Develop web-based platforms to support learning communities.
- Evaluate the effectiveness of educational technology solutions.
- Use project management and planning techniques for educational technology proposals and implementation.

The MSET program requires successful completion of 36 semester-credit hours. Total program length varies depending on the number of courses taken per eight-week session. Courses are distributed as outlined below.

The MSET program and the educational technology graduate certificate are online programs. Selected coursework may be available onsite at some DeVry locations.

### Program Core Courses

*all 10 required*

- EDT505** Introduction to Educational Technology
- EDT520** Instructional Design for Educational Technology
- EDT530** Educational Software Selection and Use
- EDT535** Assessment and Evaluation for Technology Standards
- EDT542** Educational Technology Integration
- EDT550** Learning Communities and the Internet
- EDT560** Leadership Planning in Educational Technology
- EDT570** Emerging Educational Technology
- EDT590** Assistive Technology for Learning
- EDT600** Educational Technology Planning

### Elective Courses

*any two required; students may choose any two for which they meet the prerequisite(s). See Course Descriptions.*

- EDT510** Mastering the Personal Computer
- EDT580** Introduction to Authoring Software
- GM591** Leadership and Organizational Behavior
- HR592** Training and Development
- IS535** Managerial Applications of Information Technology

# Graduate Certificate in Educational Technology

For students who wish to specialize in educational technology without completing the entire degree program, a certificate option is available. Those who have been admitted must inform their academic advisor of their intent to pursue the certificate and are eligible to receive this certificate upon:

- Successfully completing:

<b>EDT505</b>	Introduction to Educational Technology
<b>EDT520</b>	Instructional Design for Educational Technology
<b>EDT530</b>	Educational Software Selection and Use
<b>EDT535</b>	Assessment and Evaluation for Technology Standards
<b>EDT550</b>	Learning Communities and the Internet

- Successfully completing two of the following:

<b>EDT510</b>	Mastering the Personal Computer
<b>EDT542</b>	Educational Technology Integration
<b>EDT560</b>	Leadership Planning in Educational Technology
<b>EDT570</b>	Emerging Educational Technology
<b>EDT580</b>	Introduction to Authoring Software
<b>EDT590</b>	Assistive Technology for Learning

- Satisfying all course prerequisites through practical experience or related coursework.
- Achieving a minimum cumulative grade point average of 3.00 in the courses indicated above.
- Resolving all financial obligations to the University.

Graduate certificate requirements may be satisfied through a maximum of three semester-credit hours of transfer credit or course waivers.

## Notes:

*Computer Application Basics, EDT410, must be completed successfully by students requiring additional development of computer application skills (see Prerequisite Skills Requirements).*

*Foundations of Managerial Mathematics, GM400, must be completed successfully by students requiring additional mathematics preparation (see Prerequisite Skills Requirements).*

*Foundations of Professional Communication, GM410, must be completed successfully by students requiring additional development of writing skills (see Prerequisite Skills Requirements).*

*Credits and degrees earned from this institution do not automatically qualify the holder to practice certain professions or gain certification in their field. Persons interested in practicing a regulated profession must contact the appropriate state regulatory agency for their field of interest.*

# Master of Science in Electrical Engineering

The Master of Science in Electrical Engineering (MSEE) curriculum provides students with the skills needed to understand, design and develop new technologies and applications in the field. These skills allow graduates to make immediate contributions to their employers, satisfy personal and professional goals, and become leaders in industry.

The program, designed to meet the needs of working engineering professionals and taught from a practitioner's perspective, builds on students' prior knowledge through a combination of program core and focused concentration coursework.

## Program Objectives

Program educational objectives are the accomplishments graduates are expected to achieve during the first few years of employment. MSEE program educational objectives include:

- Practicing the profession of engineering at a level beyond that of a baccalaureate graduate.
- Developing solutions to engineering problems in the context of technical, global, environmental and economic constraints.
- Providing technical and/or managerial leadership in the electrical engineering field.

Program outcomes are the skills and abilities students are expected to demonstrate at graduation. Program outcomes for the MSEE program are:

- Analyzing, designing and implementing solutions to complex engineering problems using applicable tools.
- Applying U.S. and international standards, including those for health and safety, to design solutions to ensure interoperability with other conforming products, processes and services in U.S. and international settings.
- Applying the IEEE Code of Ethics and other ethics guidelines to work in the engineering profession.
- Effectively communicating and resolving issues with both technical and nontechnical colleagues.
- Accessing and using information to enhance expertise and professional standing.

The MSEE program requires successful completion of 33 semester-credit hours, including credit hours earned in concentration-specific coursework. Total program length varies based on the number of courses taken per eight-week session. Courses are distributed as outlined below.

The MSEE program is an online program. Selected coursework may be available onsite at some DeVry locations.

## Program Core Courses

*all four required*

- EE501** Probability and Statistics for Engineers
- EE502** Computer Communications Networks
- EE600** MSEE Project
- PM586** Project Management Systems

## Computer Systems

### Concentration-Specific Courses

*all three required*

- EE560** Mathematical Methods for Computer Systems Engineering
- EE561** Computer Systems Organization
- EE562** Computer Architecture

## Elective Courses

*any two required*

- EE563** Real-Time Systems
- EE564** Advanced Data Structures and Algorithms
- EE565** Distributed Systems
- EE566** Wireless Networks
- EE568** Multimedia Systems
- EE569** Local and Wide Area Networks

## Breadth Elective Courses

*any two required*

- EE541** Introduction to Neural Networks
- EE551** Reliability Engineering
- EE586** Broadband Networks

### Notes:

*Advanced Engineering Mathematics I (MATH-450) and/or Advanced Engineering Mathematics II (MATH-451) must be completed successfully by students requiring additional mathematics preparation (see Prerequisite Skills Requirements).*

*Foundations of Professional Communication, GM410, must be completed successfully by students requiring additional development of writing skills (see Prerequisite Skills Requirements).*

*To be admitted to the MSEE program, some applicants will be required to first complete coursework specified in an individual Bridge Plan. While completing these requirements, such applicants are enrolled as non-matriculating DeVry University undergraduate students. To continue with their coursework, students must earn a grade of B (3.00) or better in each course by no later than the second attempt. See Additional Admission Requirements for MSEE Program Applicants.*

# Course Offerings and Descriptions

## Course Offerings

Below is a list of courses from which students may choose (provided all prerequisites are met). Course descriptions follow. Additional elective courses may be chosen from those outlined in DeVry University's Keller Graduate School of Management academic catalog, which is available via [www.devry.edu/keller/catalog](http://www.devry.edu/keller/catalog).

Some courses listed are part of other DeVry University master's degree programs and may be offered at some of the University's onsite locations. For a complete list of DeVry University locations, visit [www.devry.edu](http://www.devry.edu).

### Educational Technology

<b>EDT505</b>	Introduction to Educational Technology
<b>EDT510</b>	Mastering the Personal Computer
<b>EDT520</b>	Instructional Design for Educational Technology
<b>EDT530</b>	Educational Software Selection and Use
<b>EDT535</b>	Assessment and Evaluation for Technology Standards
<b>EDT542</b>	Educational Technology Integration
<b>EDT550</b>	Learning Communities and the Internet
<b>EDT560</b>	Leadership Planning in Educational Technology
<b>EDT570</b>	Emerging Educational Technology
<b>EDT580</b>	Introduction to Authoring Software
<b>EDT590</b>	Assistive Technology for Learning
<b>EDT600</b>	Educational Technology Planning

### Electrical Engineering

<b>EE501</b>	Probability and Statistics for Engineers
<b>EE502</b>	Computer Communications Networks
<b>EE541</b>	Introduction to Neural Networks
<b>EE551</b>	Reliability Engineering
<b>EE560</b>	Mathematical Methods for Computer Systems Engineering
<b>EE561</b>	Computer Systems Organization
<b>EE562</b>	Computer Architecture
<b>EE563</b>	Real-Time Systems
<b>EE564</b>	Advanced Data Structures and Algorithms

<b>EE565</b>	Distributed Systems
<b>EE566</b>	Wireless Networks
<b>EE568</b>	Multimedia Systems
<b>EE569</b>	Local and Wide Area Networks
<b>EE586</b>	Broadband Networks
<b>EE600</b>	MSEE Project

### General Management

<b>GM591</b>	Leadership and Organizational Behavior
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### Human Resource Management

<b>HR592</b>	Training and Development
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### Information Systems Management

<b>IS535</b>	Managerial Applications of Information Technology
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### Project Management

<b>PM586</b>	Project Systems Management
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## Course Descriptions

Course descriptions are listed in alphabetical order by course designator. Students without prerequisites for a course who believe they have compensating work or educational experience may complete a "Request to Waive Prerequisites" form, which is obtained from and submitted to the academic advisor. Courses are three semester-credit hours unless otherwise noted.

### Educational Technology

#### **EDT505** Introduction to Educational Technology

This course introduces the role of educational technology in schools, presenting an overview of key concepts and skills needed to select educational software, integrate technology into the classroom, and use the Internet in educational settings, such as learning communities that unite students, teachers and parents. Students learn about professional associations and resources, discuss current issues in educational technology and investigate current best practices in the field. *No prerequisite*

#### **EDT510** Mastering the Personal Computer

This course enhances students' skills in using PCs for preparation, presentation and administration. Aspects of PC hardware and software are addressed through examination of operating systems and tools; hardware peripherals; storage media; browser tools; and issues related to purchasing, upgrading and seeking technical support. *No prerequisite*

### **EDT520 Instructional Design for Educational Technology**

Students in this project-based course apply instructional design principles in order to effectively implement educational technology. Topics are presented using a systematic approach to instructional design and include needs assessment, objectives writing, selection of content components, instructional strategies and media, sequencing of content, and evaluation and assessment. *No prerequisite*

### **EDT530 Educational Software Selection and Use**

This project-based course prepares students to evaluate and test educational software to support school-specific as well as personal teaching goals. Students explore software provided by publishers, off-the-shelf products and basic self-developed programs. *Prerequisite: EDT505*

### **EDT535 Assessment and Evaluation for Technology Standards**

This course focuses on evaluation and assessment methods used to determine whether programs meet local and state technology standards, and for continuous technology improvement. Topics include translating technology standards into measurable outcomes; quantitative and qualitative assessment and evaluation methods; course, program and departmental outcomes and resources; and descriptive and inferential statistics used in assessment and evaluation. *Prerequisite: EDT520*

### **EDT542 Educational Technology Integration**

This case-based course focuses on optimizing students' learning experience through integration of face-to-face and computer-mediated teaching strategies and tools. Students develop a lesson plan applicable to a specific learning population and its identified needs. *Prerequisites: EDT520 and EDT530*

### **EDT550 Learning Communities and the Internet**

This course explores the strategy and practical use of web pages to enhance learning communities. Coursework addresses platforms, tools and content available to teachers for effectively interacting with students, parents, colleagues and administrators. The potential and dangers of the Internet are examined as students develop competency in using browsers, search engines, and security and protection strategies/tools. An introduction to legal and ethical issues is included. Each student also develops a portal page for a community. *Prerequisite: EDT505*

### **EDT560 Leadership Planning in Educational Technology**

Students in this course develop leadership and management skills to champion use of technology in their educational communities, composed of students, parents, colleagues and administrators. Case studies and practice exercises help students refine their skills in project management, cost-benefit analysis, training and mentoring, personal development and securing program funding. *Prerequisite: EDT550*

### **EDT570 Emerging Educational Technology**

This course investigates emerging technologies in education and introduces approaches to analyzing and evaluating these technologies. Topics include trends in software, hardware, communication devices and education-specific applications such as computer-based instruction. The impact of changes in popular learning technology on society is considered, as are the effects of technology on how students learn. *No prerequisite*

### **EDT580 Introduction to Authoring Software**

Students in this collaborative project-based course examine common authoring software used for instructional purposes and based on sound instructional design principles. Practice module development, programmed instruction, simulations and evaluation are covered. *Prerequisite: EDT520*

### **EDT590 Assistive Technology for Learning**

This course examines assistive technologies that enhance the learning process for individuals with oral, aural, visual, motor and other disabilities or limitations. Coursework addresses hardware and software solutions, as well as specific learning strategies. Needs assessment, performance with assistive technologies and legal compliance issues are introduced. *Prerequisite: EDT535*

### **EDT600 Educational Technology Planning**

Students in this capstone course work independently to develop an initial proposal and a subsequent plan for solving a specific classroom, school or district need. The proposal and plan include aspects of software selection, effective use of the Internet, creating learning communities, integrating technology into the classroom and life-cycle project planning, all with assistive technology in mind. In addition to providing the written plan, each student leads a class discussion of the plan. *Prerequisite: successful completion of all other MSET program core courses before registration*

## **Electrical Engineering**

### **EE501 Probability and Statistics for Engineers**

This course covers statistics, probability theory and its engineering applications, random variables, distribution and density functions. *Prerequisite: admission to the MSEE program*

### **EE502 Computer Communications Networks**

This course investigates network architectures, protocols, service interface, and local and wide area networks. Coursework also addresses data communication principles and techniques such as transmission, signaling, encoding, error detection and correction, data link control and multiplexing. *Prerequisite: admission to the MSEE program*

### **EE541 Introduction to Neural Networks**

This course explores methods and techniques of artificial neural networks. Topics include modeling artificial neurons and their interconnections, as well as various learning and self-organizing processes. *Prerequisite: EE501*

### **EE551 Reliability Engineering**

This course investigates concepts and techniques of reliability evaluation of electronic components, systems and engineering processes, including software reliability. *Prerequisite: EE501*

### **EE560 Mathematical Methods for Computer Systems Engineering**

This course provides fundamental mathematical knowledge needed to design and analyze computer systems. Topics include probability and stochastic processes; finite state machines; Markov chains; set, queueing and graph theory; network performance analysis; synthesis of networks; optimal routing; and optimization methods. *Prerequisite: EE501*

### **EE561 Computer Systems Organization**

This course provides an overview of computer organization and assembly language programming. Topics include stored program computers; linking and loading; assembly language programming, with emphasis on translating high-level language constructs; data representation and arithmetic algorithms; basics of logic design; and processor design, including data path, hardwired control and microprogrammed control. *Prerequisite: admission to the MSEE program*

### **EE562 Computer Architecture**

This course focuses on instruction set design, processors, control units, memory hierarchies, pipelining and input/output systems. Quantitative analysis of design alternatives and evaluation of reliability, performance and cost are emphasized. *Prerequisite: EE561*

### **EE563 Real-Time Systems**

This course explores design methodologies for embedded real-time systems. Topics include hardware technologies, throughput analysis, hardware/software tradeoffs, language issues arising in real-time systems, design of real-time kernels, context switching, memory allocation and scheduling, and real-time data structures. *Prerequisite: EE562*

### **EE564 Advanced Data Structures and Algorithms**

This course focuses on data structures, operations performed on data and design of non-numeric algorithms that act on data structures. Other topics include advanced-level discussions on topics such as lists, stacks, queues, priority queues, trees, balanced trees, graphs and dictionaries. *Prerequisites: EE502 and EE561*

### **EE565 Distributed Systems**

This course covers principles of designing distributed systems and developing a real system via an applications-based project. Topics include models of distributed systems; distributed transactions, file systems, algorithms, multimedia applications and real-time systems; infrastructures for building distributed systems; cryptography and distributed security; and systems and networking support for distributed multimedia systems. *Prerequisite: EE562*

### **EE566 Wireless Networks**

This course examines the relationship between the Internet and wireless networks in terms of how each accommodates data and voice communications. Coursework addresses networking issues and aspects of wireless communication networks, as well as relevant physical issues. *Prerequisite: EE502*

### **EE568 Multimedia Systems**

This course covers information theory and mathematics needed to analyze multimedia compression algorithms. Also addressed are video compression; motion estimation and compensation; modern image and video coding standards; and multimedia networks and communications. *Prerequisite: admission to the MSEE program*

### **EE569 Local and Wide Area Networks**

This course examines local and wide area networks from a design perspective. Current and emerging standards and protocols, and performance analysis of various types of local area networks (LANs) and wide area networks (WANs), are addressed. Interconnection technologies such as frame relay, integrated services digital networks and LAN/WAN management are also addressed. *Prerequisite: EE502*

### **EE586 Broadband Networks**

This course addresses architecture standards for future broadband networks, including synchronous optical network (SONET) and asynchronous transfer mode (ATM), as applied to design of high-speed local, campus and metropolitan area networks. Topics include implementation issues of transporting connectionless data packets, signaling and routing, congestion flow control and network management techniques. *Prerequisite: EE502*

### **EE600 MSEE Project**

In this capstone course, students complete an advanced-level project related to their area of concentration. The project, emphasizing advanced engineering analysis and design, standards, ethics, and oral and written communications skills, is completed under approval and guidance of one or more faculty advisors. *Prerequisites: PM586 or the equivalent, successful completion of at least six required MSEE program courses, good academic standing and faculty advisor approval of the project proposal*

## General Management

### GM591 Leadership and Organizational Behavior

This course examines inter- and intrapersonal dynamics as they affect achievement of corporate goals. Topics include theories of organizational behavior concepts and applications, including motivation, group dynamics, organizational communication processes, leadership, power, authority, team building and organizational development. Managing change in a complex domestic and international environment is also emphasized. Students are provided with a solid foundation for examining organizational behavior in a systematic manner. *No prerequisite*

## Human Resource Management

### HR592 Training and Development

This course surveys training, employee and organizational development techniques organizations use to build group and individual skills while tying anticipated results to improvements in organizational effectiveness. Topics related to creating such a development strategy include conducting needs analyses, linking identified needs to business objectives, developing an implementation plan, implementing the plan using a variety of modalities and best practices, and assessing results. These aspects are covered for both individual and group enhancement. *No prerequisite*

## Information Systems Management

### IS535 Managerial Applications of Information Technology

This course introduces structures, applications and management of corporate information systems. Coursework investigates how technology is changing the way we conduct communication, make decisions, manage people and improve business processes, as well as how it adds value to business. Students access the Internet to gather and use information, and analyze business decisions using decision support tools. *No prerequisite*

## Project Management

### PM586 Project Management Systems

With an emphasis on planning, this course introduces project management fundamentals and principles from the standpoint of the manager who must organize, plan, implement and control nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles, organization and charters; work breakdown structures; responsibility matrixes; as well as planning, budgeting and scheduling systems. Planning and control methods such as PERT/CPM, Gantt charts, earned value systems, project management software applications and project audits are introduced. *No prerequisite*

## Prerequisite Skills

### EDT410 Computer Application Basics

This course introduces basic concepts and principles underlying personal productivity tools widely used in business such as word processors, spreadsheets, email and web browsers. Students also learn basic computer terminology and concepts. Hands-on exercises provide students with experience in use of PCs and current personal productivity tools. Students earn grades of A, B or F upon course completion. Three semester-credit hours of institutional credit are awarded for this course. *No prerequisite*

### GM400 Foundations of Managerial Mathematics

This course prepares students in quantitative skills useful to managers. The course covers selected algebra topics, mathematics for finance and descriptive statistics. Students earn grades of A, B or F upon course completion. Three semester-credit hours of institutional credit are awarded for this course. *No prerequisite*

### GM410 Foundations of Professional Communication

This course helps improve students' ability to communicate effectively in professional environments by enhancing their understanding of ways in which language is used to accomplish various purposes and shape readers' responses in business situations. Building on an understanding of audience, purpose and the writing process, students learn to create effective messages for a variety of business contexts. Topics include business letters, memos and short reports; message organization and design; strategies for oral presentations; and grammar, punctuation and style. Students also explore the influences of technology, ethics and the global workplace on effective communication. Students earn grades of A, B or F upon course completion. Three semester-credit hours of institutional credit are awarded for this course. *No prerequisite*

### MATH-450 Advanced Engineering Mathematics I

This course, the first in a two-course sequence, addresses ordinary differential equations, the Laplace transform, and complex numbers and functions. Computer software tools are used to support concepts presented. The course is four semester-credit hours. *Prerequisite: acceptable test scores or prior coursework performance*

### MATH-451 Advanced Engineering Mathematics II

This course, the second in a two-course sequence, addresses linear algebra; vector differential and integral calculus; and Fourier series, Fourier integral and Fourier transform. Computer software tools are used to support concepts presented. The course is four semester-credit hours. *Prerequisite: MATH-450, or acceptable test scores or prior coursework performance*

# Administration and Faculty



## A Message from the Dean

Building on a tradition of excellence. That is what DeVry University is all about. This tradition has thrived over the years through the dedicated efforts of our faculty and staff as they design, enhance and deliver our programs; our support of the business communities that have embraced our graduates; and the important contributions of our alumni, whose success continues to build upon DeVry's good name. But most of all the tradition is served by students who set their goals and expectations higher than most, and who are committed to success through education.

Our world continues to advance through the power of technology – transforming our workplaces, our homes and communities – and will continue to do so. Your decision to pursue a master's degree is a positive step in gaining the knowledge and skills critical to growing professionally and personally, and to succeeding in this changing environment.

To support your quest for success, DeVry University provides you with the highest quality graduate education. Add to this our flexible schedules and our commitment to serving working adults and you have a powerful combination that has helped thousands of DeVry University alumni balance family and work while achieving their educational goals.

On behalf of the faculty and staff of DeVry University, I congratulate you on your decision to make this important investment in your future, to better your life through the power of education and to join our tradition of excellence.

All the best,

A handwritten signature in black ink that reads "Donna M. Loraine". The signature is written in a cursive, flowing style.

Donna M. Loraine  
Dean

## Professional Memberships

To remain current on educational trends, provide students with the highest caliber programs and services, and continue the University's leading role in the education arena, our graduate-level faculty and staff actively participate in professional organizations, including:

- American Assembly of Collegiate Schools of Business
- American Association of Collegiate Registrars and Admissions Officers
- American Association of University Administrators
- American Council on Education
- American Educational Research Association
- American Library Association
- Association of College and University Biology Educators
- Association for Institutional Research
- Council of Graduate Schools
- National Association of Student Financial Aid Administrators
- Professional and Organizational Development Network
- United States Distance Learning Association

## Faculty

DeVry University taps the expertise of seasoned faculty members across the country who are experienced in their area of teaching. Additionally, through our rigorous training program, we work extensively with faculty, preparing new instructors to teach and supporting their ongoing dedication to educational excellence.

### John E. Anderson

Director, Nonresident Professional Education Programs  
U.S. Department of Defense  
MSA, Central Michigan University

### Ruben Arias

Assistant Professor  
DeVry University  
MS, Stevens Institute of Technology

### Donald Beacom

President  
Magic Bus, Ltd.  
MBA, University of Chicago

### Rubye Benjamin

Senior Partner  
MAPS & Associates  
MBA, American University

### Tevis Boulware

Curriculum Manager  
DeVry University  
MS, Air Force Institute of Technology

### Danika Bowen

Program Dean, General Education  
DeVry University  
EdD, Fielding Graduate University

### Kalyn Brantley-McNeal

Director  
American Red Cross  
MA, Webster University

### Walter J. Brey

Manager, Education Services  
Siemens  
MA, Cardinal Stritch College  
MA, University of Wisconsin  
EdD, Vanderbilt University

### Linda Brumfield

University Manager,  
Academic Lab Infrastructure  
DeVry University  
MEd, Ohio University

### Joseph Bruzzese

University Professor  
Azusa Pacific University  
MA, Azusa Pacific University

### Judy R. Bullock

Principal  
Innovative Solutions  
MBA, Keller Graduate School  
of Management  
MHRM, Keller Graduate School  
of Management  
PhD, Capella University

### Denise C. Camin

Associate Professor  
DeVry University  
MA, Governors State University

### George Dollar

Faculty Member  
Clearwater Christian College  
MBA, Liberty University

### Susana Fortun

Program Dean, Technology  
DeVry University  
PhD, Montana State University

### Howard Fredericks

Principal  
GBS Consulting  
MBA, St. John's University

### Kenneth Goldsmith

President  
The Knowledge Firm, Inc.  
MPA, Florida Atlantic University  
JD, University of Florida

### Jacob Richard Gordon

Financial Consultant  
USB Financial Services  
MBA, Northwestern University

### Cathy Grogan

Director, New Faculty Training  
DeVry University  
MBA, Mercer University

### Bruce Hacker

Professor  
Shorter College  
MBA, Rollins College

### Gaylen Hauze

Full-Time Faculty Member  
DeVry University  
MBA, University of Phoenix  
PhD, Capella University

### Sherry Hergott

Communications Consultant  
Self-Employed  
MCA, University of Calgary

### Antonio Hernandez-Barrera

Assistant Professor  
DeVry University  
PhD, Hiroshima University

### James Iler

Program Manager  
St. Mary's College  
MA, University of Illinois

### Glen Jenewein

Director of Distance Learning  
Clark College  
MS, Western Oregon University

### Mala Kaanan

Adjunct Professor  
DeVry University  
MS, University of Wisconsin

## Online Program Delivery



### Web Address

[www.devry.edu/online](http://www.devry.edu/online)

### Administrative Offices

DeVry Online  
1200 E. Diehl Rd.  
Naperville, IL 60563-9347  
877.496.9050 Student Services  
800.839.9009 Admissions  
630.955.1061 fax

### Administrative Hours

Monday - Friday  
7:00 am - 8:00 pm Central Standard Time

DeVry University extends online program delivery to students who reside beyond the geographic reach of local centers, whose schedules preclude their attending classes onsite, and/or who want to enroll in programs or courses not currently offered at a convenient DeVry location.

To ensure their effective delivery of course material, faculty teaching online courses complete specialized instruction to prepare them to teach via this medium. As a result, online students are provided with a comprehensive learning experience that enables them to master course content as thoroughly as if they had attended classes onsite.

Administrative staff are located in suburban Chicago and are available to assist students with all school-related issues. Students can complete all administrative details online, including purchasing textbooks.

**Gene Knorr**  
Program Dean - Business  
Administration  
DeVry University  
JD, Northwestern University

**Ira Kuccheck**  
Channel Technical Director  
Avaya  
MS, Golden Gate University

**Jackie Kyger**  
Director, Program Management  
DeVry University  
MEd, The University of Texas

**Diane T. Lark**  
Assistant Professor  
AIU Online  
MS, Illinois Institute of Technology  
PhD, Illinois Institute  
of Technology

**Chester Legenza**  
Business Consultant  
Legenza and Associates  
MBA, Lake Forest Graduate  
School of Management

**Debra P. Maddox**  
Adjunct Professor  
Northcentral University  
College of Education  
EdD, Nova Southeastern  
University

**James T. Manczko**  
Assistant Department Head,  
Management Information  
Department  
Navy Hospital  
MPM, Keller Graduate School  
of Management

**Lou Ann McElyea**  
Faculty Manager  
DeVry University  
MBA, Lindenwood University

**David L. Overbye**  
Dean of Academic Outreach  
MS University of Wisconsin  
MBA University of Wisconsin  
PhD University of Illinois

**Michelle K. Preiksaitis**  
Director of Faculty Management  
DeVry University  
JD, University of Illinois

**Dale N. Reynolds**  
Chief Executive Officer  
and President  
Edelan  
MS, University of Utah

**Judith Riggins-Blakely**  
Chief Executive Officer  
Best Practices in Education  
EDD, Nova Southeastern University

**Geneviève Sapijaszko**  
Professor  
DeVry University  
MSEE, University of Calgary

**Jeff Schowalter**  
Controls Engineer  
Tyco Fire & Building Products  
PhD, University of Wisconsin

**Leonard L. Shelton**  
Senior Contract Specialist  
Johnson, Bassin & Shaw, Inc.  
MA, University of Phoenix  
MBA, Southeastern University  
MPA, Southeastern University

**Romuald A. Stone**  
Consultant  
Self-Employed  
MBA, University of West Florida  
DBA, Nova Southeastern  
University

**Edward A. Wilson**  
Associate Dean, Engineering  
MSEE University of Missouri  
PhD University of Kansas

**Daniel Yeo**  
eLearning Instructional Designer  
Verizon Wireless  
EdM, University at Buffalo,  
The State University of New York

# Admission Information and Academic Policies

## Admission Information

### General Admission Requirements

*NOTE: Enrollment for selected programs and applicants is subject to the additional requirements stated in sections following General Admission Requirements.*

To be admitted to DeVry University's graduate school, applicants must hold a baccalaureate degree from a DeVry-recognized post-secondary institution. This includes institutions accredited by U.S. regional accrediting agencies or selected national accrediting agencies, and international institutions recognized as the equivalent. International applicants must hold a degree recognized as equivalent to a U.S. baccalaureate degree. Applicants must also demonstrate quantitative and verbal skills proficiency (see *Prerequisite Skills Requirements*). No specific undergraduate concentration or preparatory coursework is required for admission. Applicants should note that all instruction and services are provided in English.

Applicants who meet baccalaureate degree requirements and whose undergraduate cumulative grade point average (CGPA) is 2.70 or higher (on a 4.00 scale) are eligible for admission.

Applicants who meet baccalaureate degree requirements and whose undergraduate CGPA is below 2.70 must also achieve acceptable scores on the Graduate Management Admission Test (GMAT), the Graduate Record Examination (GRE) or the DeVry University-administered admission test. The DeVry University-administered test may be completed, by appointment, wherever the University's graduate programs are offered or through the DeVry University Assessment Center. Admission test scores are valid up to five years from the date tests are completed.

Prospective students must complete an interview with an admissions advisor (admissions representative in Florida, Minnesota, Nebraska and Oregon) by calling 800.839.9009.

All admission decisions are based on evaluation of a candidate's academic credentials, applicable test scores and interview.

### Additional Admission Requirements for MSEE Program Applicants

To be admitted to the MSEE program, applicants must be in one of the following categories, as evidenced by transcripts of their undergraduate coursework:

- Have earned, with a graduation GPA of at least 2.70, a bachelor's degree in electrical engineering or computer engineering in a U.S. program accredited by EAC of ABET, in a Canadian program accredited by CEAB or from a DeVry-recognized international equivalent.

- Have earned, with a graduation GPA of at least 3.00, a bachelor's degree in DeVry's BMET, CET or EET program and have successfully completed their individual Bridge Plan, as specified by the MSEE program committee.
- Have earned, with a graduation GPA of at least 3.00, a bachelor's degree in a closely related discipline, such as computer science, physics, mathematics, or other engineering or engineering technology area; have been approved by the MSEE program committee; and have successfully completed their Bridge Plan, as specified by the committee.

Applicants who must complete an individual Bridge Plan before they may be admitted to the MSEE program are enrolled at DeVry University as nonmatriculated undergraduate students while completing these requirements. Such applicants must earn a grade of B or better in each Bridge Plan course by no later than the second attempt in order to continue with their coursework.

### Prerequisite Skills Requirements

All applicants must demonstrate quantitative and verbal skills proficiency. Proficiency can be demonstrated by submitting acceptable GRE or DeVry University-administered test scores, or through prior coursework performance. GMAT scores are also accepted for programs other than MSEE. Selected programs have additional program-related prerequisite skills requirements, which are noted in the program descriptions and in *Graduation Requirements by Program*.

All prerequisite skills courses must be completed with grades of B (3.00) or better in order for students to continue in their programs. Prerequisite skills courses must be completed in addition to standard program requirements and may affect program length and cost. Students with skills development needs must begin their required skills development coursework at the first available opportunity. Prerequisite skills course grades are not included in grade point averages, but their semester-credit hours are included in calculations for satisfactory academic progress. See *Satisfactory Academic Progress*.

### Verbal Skills Proficiency

Students whose demonstrated proficiency indicates their verbal skills meet only minimum University standards must successfully complete Foundations of Professional Communication (GM410) with a grade of B (3.00) or better before they may enroll in most courses at the 500 level or above. However, students enrolled in GM410 who do not require quantitative skills coursework may also enroll in EE501 or IS535.

### Quantitative Skills Proficiency

Students whose demonstrated proficiency indicates their quantitative skills meet only minimum University standards, and who are not enrolling in the MSEE program, must successfully complete Foundations of Managerial Mathematics (GM400) with a grade of B (3.00) or better before they may enroll in most courses at the 500 level or above. However, students enrolled in GM400 who do not require GM410 may also enroll in one of the following: GM591 or HR592.

MSEE students who have been admitted, and whose demonstrated proficiency indicates their quantitative skills meet only minimum MSEE standards, must successfully complete Advanced Engineering Mathematics I (MATH-450) and/or Advanced Engineering Mathematics II (MATH-451) with grades of B (3.00) or better before they may enroll in most courses at the 500 level. However, students enrolled in MATH-450 or MATH-451 who do not require GM410 may also enroll in one of the following: EE502 or PM586.

### Admission of Post-Baccalaureate-Degree Holders

Applicants with post-baccalaureate degrees, or the international equivalents, from DeVry-recognized institutions may be granted admission to pursue additional degrees or to complete additional coursework. Such applicants must complete an application, interview with an admissions advisor and provide official documentation of their degrees. If these applicants do not wish to enroll in MSEE coursework, they are not required to submit GMAT or GRE scores, or to complete a DeVry University-administered admission test. MSEE degree holders may enroll in MSEE coursework without submitting test scores.

### Communication Competency

Successful professionals must have effective written and oral communication skills. Therefore, communication errors (e.g., improper grammar, improper sentence/paragraph structure, misspellings and incorrect punctuation) are unacceptable in coursework. Students who do not demonstrate communication competency may be required to successfully complete Foundations of Professional Communication (GM410).

Conducting applied research – defining problems, determining requirements for solving them, and using primary and secondary sources to acquire needed information – is an objective of all the University's master's curricula. Once research has been conducted, students may be required to communicate their findings in written reports and oral presentations. To assist them in doing so, the University has adopted *Writing the Research Paper: A Handbook*, 7th edition, as a resource for research processes and documentation. This textbook can be purchased through the online book ordering service.

### Personal Computer Requirements

All students must have access to a personal computer with CD-ROM, audio, Internet connectivity and Microsoft Office software. Students are encouraged to discuss hardware and software requirements with their admissions advisor and are responsible for checking hardware/software requirements before registering in technical courses.

Computer requirements are specified at [www.devry.edu/whydevry/online\\_options\\_technical\\_specs.jsp](http://www.devry.edu/whydevry/online_options_technical_specs.jsp).

### Admission Procedures

A person seeking admission must:

- Complete and submit an application for admission.
- Submit proof of graduation during the admission process. MSEE program applicants must also provide transcripts of all relevant prior undergraduate and graduate coursework, as determined by the University. Acceptable documents include “Issued to Student” transcripts and copies of diplomas.
- Submit complete official academic transcripts from the college or university where the baccalaureate or advanced degree was earned within six weeks from the start of the first period of enrollment. Transcripts marked “Issued to Student” are not accepted as official copies.
- Complete an interview with an admissions advisor by calling 800.839.9009.
- Provide GMAT or GRE scores, or take our alternative admission test. Applicants who hold advanced degrees or the international equivalent from DeVry-recognized colleges or universities, and who are not enrolling in MSEE coursework, are not required to submit test scores. (Applicants should note that scores are valid up to five years from the date tests are completed.)
- Submit a \$50 application fee. See *Application Fee/Cancellation Policy* for further information.

Applicants must send admission materials directly to:

DeVry Online  
Graduate Admissions Department  
1200 E. Diehl Rd.  
Naperville, IL 60563-9347

Qualified applicants will be notified in writing of their acceptance within one week of completing all application procedures. They will then be instructed on any prerequisite skills coursework that may be required before they may enroll in most courses at the 500 level or above.

## Program Declaration

Upon being admitted to the University at the graduate level, students must declare in which master's degree program or graduate certificate offering they are enrolling. Students may change programs at any time; however, this may result in their having to take additional coursework to fulfill graduation requirements of the new program. Program change requests must be submitted in writing to the academic advisor for review and approval. Students may concurrently pursue a maximum of two programs at any one point in time.

## English-Proficiency Requirements for Nonnative Speakers of English

All instruction and services are provided in English.

In addition to fulfilling all other admission requirements, applicants from countries where English is not the primary language spoken, and applicants whose native language is not English, must demonstrate English-language proficiency by providing evidence of one of the following:

- Having scored at least 550 on the paper-based Test of English as a Foreign Language (TOEFL), or at least 213 on the computer-based TOEFL, or at least 79 on the Internet-based TOEFL.
- Having successfully completed a DeVry-recognized advanced English as a Second Language (ESL) course.
- Having successfully completed at least 30 semester-credit hours of the qualifying baccalaureate degree or an advanced degree at a post-secondary institution at which English was the language of instruction.
- Having an overall band score of at least 5.5 on the International English Language Testing System (IELTS) examination.

These English-proficiency requirements may differ at locations offering an ESL program. Details are available in the *English as a Second Language* supplement.

## Additional DeVry University Graduate Programs

The University offers additional graduate programs and courses, which are outlined in the Keller Graduate School of Management academic catalog, available via [www.devry.edu/keller/catalog](http://www.devry.edu/keller/catalog). The general admission requirements shown above are the same throughout the University's graduate school, though selected programs may have additional requirements. A single application for admission enables students to enroll in any graduate program for which they are qualified. Students may select from all graduate-level courses when choosing program electives, provided all course prerequisites are met.

## Academic Policies

### Multiple Degree Programs

Students are required to declare a primary program, and all evaluations of academic standing are calculated in relation to the primary program. Students wishing to pursue additional degrees in any of the University's master's degree programs must inform their academic advisor, in writing, of their intent and must also seek academic advising from him or her regarding a course of study that supports each degree. While students may enroll in courses applicable to a second degree prior to completing the primary degree, they should focus on their primary degree. Those opting to pursue multiple degrees must meet all program core and program-specific course requirements for each degree as well as the semester-credit-hour residency requirement outlined in the chart below.

#### Semester-Credit-Hour Residency Requirement

Students pursuing multiple graduate degrees at DeVry University must complete a minimum number of semester-credit hours as follows:

Number of Master's Degrees	Minimum Semester-Credit Hours
2	66
3 or more	21 additional hours per subsequent degree

Alumni who already hold a DeVry University graduate degree have the opportunity to pursue additional graduate-level coursework or credentials (degrees, graduate certificates or concentrations) at an alumni tuition rate. See *Alumni Tuition Benefit*. The alumni tuition benefit rate should be requested (and approved by the center dean/online student services advisor) prior to the beginning of the desired period of enrollment.

### DeVry University Semesters and Sessions

DeVry University's annual academic calendar is divided into three 16-week semesters – spring, summer and fall. To provide maximum flexibility, courses are offered in two eight-week sessions within each semester. March and May sessions compose the spring semester; July and September sessions compose the summer semester; November and January sessions compose the fall semester. Because certain academic policies and measurements (such as those outlined in *Governing Rules* and *Satisfactory Academic Progress*) specify actions on a semester basis, and many procedures (such as class registration and charging tuition) occur on a session basis, students should note how semesters and sessions relate to their planned coursework.

## Enrollment Status

Enrollment status is determined separately for each semester and based on all courses in which the student was enrolled during the two sessions comprising the semester. Enrollment status is determined as of the first day of the earliest session. Enrollment status is not affected by the date of application, interview or deposit. Students taking four or more credit hours in a semester are full-time students. Those taking one through three credit hours in a semester are half-time students.

## Governing Rules

Students are generally governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. Students who change programs are governed by the graduation requirements of the new program in effect at the time of the program change. Program or policy changes that affect students already enrolled will be announced at least 90 days prior to the effective date of the change.

Continuous enrollment requires no instance of more than three consecutive semesters out of school. For each interruption of continuous enrollment, students must apply for readmission and are governed by graduation requirements and academic rules and policies in effect at the time of readmission.

## Attendance

Class interaction is an integral part of all programs. Students who anticipate missing more than seven consecutive days of class participation should contact their academic advisor as soon as possible.

Excessive absence, which in the instructor's judgment deprives students of a course's essential interactive component, may be cause for course failure.

Students receiving benefits from the U.S. Department of Veterans Affairs (VA) must notify their academic advisor immediately upon withdrawing from a course or from the University. School personnel will notify the VA of changes in student status within 30 days of the official last date of attendance by students receiving VA benefits.

## Make-Up Work

Students are responsible for all work missed during an absence and must contact their academic advisor for make-up work. Students anticipating an absence should notify the appropriate academic advisor.

## Retention and Review of Final Exams

Final exams are not returned to students; however, they are retained one session for student review. Online students may contact their academic advisor to make arrangements to view their final exams at a local DeVry University location. Students unable to visit in person should contact their academic advisor to make alternate arrangements.

## Transfer Credit, Course Waivers and Course Exemptions

Degree requirements may be satisfied by using a combination of transfer credit, course waivers and course exemptions; however, this combination may satisfy requirements for no more than six courses in a particular degree program and no more than three courses in the MSEE program. Students seeking multiple degrees must satisfy the semester-credit-hour residency requirements outlined in *Multiple Degree Programs*.

Requirements for earning a concentration or graduate certificate may be satisfied through a maximum of three semester-credit hours of transfer credit, course waivers or course exemptions. A course may be applied to one concentration only.

All 600-level courses, including capstone courses, must be taken through DeVry University.

### Transfer Credit

For students in degree programs, credit for up to three courses (nine semester-credit hours) may be transferred from other DeVry-recognized graduate schools. To receive transfer credit, the following criteria must be met:

- The course or courses taken were for graduate credit while the student was enrolled as a graduate student.
- The course or courses taken are equivalent to a DeVry University course in content, level and credit hours.
- The grade or grades earned were B or better.
- The course or courses were completed within the five years preceding initial enrollment at the University.

Courses taken on a pass/fail basis may not be transferred. Transfer credit reduces the number of courses students must take at DeVry, and correspondingly reduces students' costs. This credit does not affect grade point average calculations. Students pursuing graduate certificates may apply a maximum of three semester-credit hours of transfer credit to their certificate requirements.

Students must complete a "Request for Transfer Credit" form and submit it to their academic advisor with all required materials when applying to receive transfer credit.

Students and graduates should note that when transferring credits to another educational institution, that school has full discretion as to which credits are transferable.

For students already holding advanced degrees, credit for up to six courses may be transferred from other DeVry-recognized graduate schools. Students should check with their academic advisor for more detailed information.

The transfer credit designator (TRNFR) appears on transcripts and becomes part of students' permanent academic records.

### Transfer Credit – Veterans

DeVry University maintains a written record of previous undergraduate and graduate education completed by veterans and all persons eligible for veterans benefits. This record, required for either program admission or transfer-credit review, clearly indicates when appropriate transfer credit has been given. Credit for up to three courses – nine semester-credit hours (two courses – six semester-credit hours – for students in California) may be transferred into a DeVry University graduate program. (Students already holding advanced degrees may transfer credit for up to six courses. This is not applicable in California.) Veterans enrolled in a DeVry University course for which credit has already been earned at a DeVry-recognized institution cannot include that course in the total hours reported to the U.S. Department of Veterans Affairs. It is students' responsibility to be aware of prior credit eligible for transfer. A copy of official transcripts used to evaluate transfer credit is maintained in students' permanent records.

### Course Waivers

Students with extensive academic or professional experience may petition to waive a program core or program-specific course by completing a "Request for Course Waiver" form. The form must be submitted to the academic advisor with documentation supporting achievement of expertise equivalent to or beyond that of students who have successfully completed DeVry University's course in that discipline. Such documentation may include, but is not limited to, relevant academic transcripts, a detailed job description or evidence of an appropriate license or certification.

Waivers do not reduce the number of courses students must take at DeVry; therefore, a waived course must be replaced with an additional elective. For programs containing electives, this increases the number of electives required. MSEE program students must choose electives from those listed in the program description under Elective Courses or Breadth Elective Courses. Students in all other programs may select electives from courses listed in *Course Offerings and Descriptions*, excluding MSEE courses, in any combination that best serves students' professional interests. No 600-level course may be waived.

The waiver designator (WAV) appears on transcripts and becomes part of students' permanent academic records.

### Course Exemptions

In some cases, students who have earned DeVry credit may be eligible for course exemptions. Course exemptions reduce the number of courses students must take in residence; therefore, an exempted course need not be replaced with an additional elective.

The course exemption designator (EX) appears on transcripts and becomes part of students' permanent academic records.

## Grading Philosophy

The University is committed to high academic standards that reflect real-world demands for excellence. Academic performance is evaluated using the full range of grades A through F. Grade distributions are not based on a predetermined curve.

Students receive the grades they earn without regard to tuition-reimbursement or other grade point average requirements. Students' work is evaluated against a standard of performance required of successful professionals.

Pluses and minuses are used at instructors' discretion; however, grades A+, F+ and F- are not used.

### GPA Values

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	F	0.00

## Grades and Designators

GPA's are calculated using only grades from courses taken at DeVry University. Grades from transferred, waived and/or exempted courses are not included in GPA calculations. Students' GPA's are calculated based on performance in courses applicable to the program of enrollment. Separate GPA's are calculated for each program. Cumulative grade point averages (CGPA's) are calculated for all matriculated students at the conclusion of each semester and are based on a 4.00 scale.

Academic designators, outlined in the chart below, are used when letter grades do not apply.

Final course grades become available one to four weeks following the end of the session in which the courses were attempted. Grades are not posted, nor are they provided over the telephone, emailed or priority mailed to students. Students may generally view or print grade reports through their student system portal.

### Academic Designators

AUDIT	Audit
EX	Course exemption
I	Incomplete
S	Satisfactory
TRNFR	Transfer credit
U	Unsatisfactory
W	Withdrawal
WAV	Course waiver

## Grade Reviews

Students who want to review their grade from a specific course must discuss the grade with their instructor during the session immediately following the session in which they took the course. If issues remain unresolved after reviewing the grade with the instructor, students may request further review by writing to their academic advisor. Grade review requests must be made during the session immediately following the session in which students were enrolled in the course.

## Audits

Students who wish to audit courses must receive prior approval from their academic advisor, pay full tuition and adhere to the same requirements as all other class members; however, they are not required to take exams or complete projects. Audit students must meet regular attendance requirements and actively participate in class.

If, in instructors' opinions, audit students do not fulfill the above obligations, audit status may be revoked, and students will be withdrawn from class.

The audit designator (AUDIT) appears on transcripts, signifies neither credit nor grade, and becomes part of students' permanent academic records.

## Incompletes

Incompletes are granted only in exceptional situations, such as when illness or work-related travel is documented and when substantial course requirements have already been completed. Students must secure approval from both the instructor and the academic advisor prior to the regularly scheduled final exam. If remaining coursework has not been completed by the end of week four of the next session, Incompletes automatically become grades of F unless written approval granting an extension has been obtained from the academic advisor.

## Withdrawals

Students may withdraw from a course prior to the regularly scheduled distribution of the final exam and receive a designator of W. Withdrawal is not allowed after this time. All withdrawal notices must be communicated to the academic advisor in writing (via completed form, fax or email). Simply ceasing to attend classes, notifying the instructor or notifying a staff member other than the academic advisor does not constitute a withdrawal of record. Students who do not officially withdraw, or who do not receive approval for an Incomplete, receive a grade of F. See *Withdrawals – Financial* for financial policies regarding withdrawals.

## Repeated Courses

Students are permitted to repeat courses in order to improve their GPAs or to enhance their understanding of course material. If a course is repeated, the highest grade earned is used for computing the CGPA. Withdrawal from a course being repeated does not affect the CGPA.

Instead of repeating elective courses, students may substitute grades from additional electives. All grades from all courses taken are listed on transcripts.

## Academic and Professional Conduct

Students have a responsibility to maintain both the academic and professional integrity of the University, and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on exams, class preparation and assignments, and to conduct themselves professionally when interacting with fellow students, faculty and staff. Students must also make equitable contributions to both the quality and quantity of work performed on group projects.

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course or being dismissed. Student academic misconduct includes, but is not limited to:

- Exams/quizzes – using unauthorized notes, looking at classmates' test papers or providing others with answers during exams/quizzes
- Course assignments/projects – collaborating with others on assignments intended to be completed independently or submitting another student's work as one's own
- Research reports – plagiarizing (using others' ideas, words, expressions or findings without acknowledging the source)
- Online coursework – submitting work or threaded discussions under false pretenses or not in conformance with instructor or DeVry authorship policies

Professional misconduct includes, but is not limited to, displaying disruptive behavior; using offensive language during class participation in electronic communication to faculty, staff and/or other students; bribing or threatening faculty, staff and/or other students; falsifying student records; attempting to improperly influence instructors or University officials; and willfully or recklessly transferring computer viruses.

## Satisfactory Academic Progress

Students must demonstrate satisfactory academic progress toward completing their programs by meeting the University's established standards in each of our measurable areas:

- Grade point averages and interruption of studies
- Successful completion of required prerequisite skills coursework
- Maximum coursework allowed
- Rate of progress toward graduation

Students who do not meet all requirements are subject to the academic actions specified, including academic probation or dismissal. Academic standing and GPAs are calculated at the conclusion of each DeVry University semester. See *DeVry University Semesters and Sessions*.

Students dismissed for failing to meet standards of academic progress may submit a formal petition for reinstatement and may not continue their studies unless the petition is approved. Students who are not in good standing and continue their studies are subject to requirements noted in *Requirements While on Academic Probation/Reinstatement*.

MSEE program applicants who enrolled as undergraduate students in order to qualify for admission must achieve a grade of B or better in required 400-level coursework. Such coursework is treated in the same manner as prerequisite skills coursework when determining academic progress.

A summary of academic progress standards follows. Students should consult their academic advisor for policy details.

#### **Grade Point Averages and Interruption of Studies**

To be in good academic standing, a student must maintain a cumulative GPA (CGPA) of 2.50 or higher in the first and second semesters of attendance, and 3.00 or higher in the third semester of attendance and beyond. If at the end of an academic semester the CGPA is below the CGPA required for that semester, the student is placed on academic probation. In addition, if the student has two consecutive semesters that result in any combination of a term GPA (TGPA) below 2.50 in the first or second semester of attendance, a TGPA below 3.00 in the third semester of attendance or beyond, or the student's interruption of studies (withdrawal from all required courses) during the semester, the student is placed on academic probation.

#### **Successful Completion of Required Prerequisite Skills Coursework**

If a prerequisite skills course is attempted for the first time and is not passed, the student is placed on academic probation. If a prerequisite skills course is retaken and is not passed, the student is dismissed.

#### **Maximum Coursework Allowed**

A student may attempt a maximum of 150 percent of the number of credit hours in the current program. A student who exceeds this maximum and has not graduated is dismissed.

#### **Rate of Progress Toward Graduation**

Credit toward graduation must be earned at a rate that ensures successful program completion within the allowable maximum. The rate of progress is the percentage of credit hours completed successfully as compared to credit hours attempted. Rate of progress is assessed after every semester of attendance in the current program, beginning with the student's second semester. A student must maintain a rate of progress of at least 50 percent in the second semester, and at least 67 percent in the third semester and beyond. A student who fails to maintain the minimum rate of progress is dismissed.

#### **Requirements While on Academic Probation/Reinstatement**

At the end of a student's probationary/reinstatement semester, evaluation of the student's performance results in one of three outcomes outlined below. General

requirements follow. However, a student who is not in good standing should review all requirements carefully with the academic advisor.

1. The student is dismissed if *any* of the following occurred:
  - The student withdrew from all courses during the semester.
  - The student enrolled in one or more prerequisite skills courses but did not pass them all.
  - The student completed GPA courses, but the TGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
  - The student did not meet maximum coursework or rate of progress standards.
2. The student remains on probation/reinstatement for one additional semester if maximum coursework and rate of progress standards were met, and the CGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond), and *any* of the following occurred:
  - The student enrolled in GPA courses only, and the TGPA was at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
  - The student enrolled in prerequisite skills courses only, and passed them all.
  - The student enrolled in both GPA and prerequisite skills courses, passed all prerequisite skills courses, and the TGPA for any completed GPA courses was at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).

At the end of the second probationary/reinstatement semester, the student is dismissed if *any* of the following occurred:

- The student withdrew from all courses during the semester.
  - The student enrolled in one or more prerequisite skills courses but did not pass them all.
  - The CGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
  - The student did not meet maximum coursework or rate of progress standards.
- Otherwise, the student returns to good standing.
3. The student returns to good standing if *all* the following occurred:
    - The student completed the semester.
    - The student passed all prerequisite skills courses attempted during the semester.
    - The student's CGPA and TGPA were at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
    - The student met maximum coursework and rate of progress standards.

#### **Effect of Incompletes**

A grade of I is considered equivalent to a grade of F until resolved.

### Academic Appeal/Petition

A student who has been dismissed for failing to meet standards of academic progress may appeal the action by submitting a written petition to the academic review committee. The petition must explain the verifiable mitigating circumstances that contributed to poor academic performance, must show how the circumstances have been overcome and must present a realistic plan for meeting the requirements to return to good standing.

A student informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed by the academic review committee. If the petition is approved, the student may enroll for the current semester and is subject to requirements noted in *Requirements While on Academic Probation/Reinstatement*. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved.

If a reinstatement petition is not completed within three semesters after dismissal, the student must request readmission through standard admission procedures in addition to submitting a petition to the academic review committee.

### Program Transfer During Probation/Dismissal

A student on probation in one program who transfers to another program enters the new program on probation.

A student dismissed from one program who wishes to transfer to another program must appeal for reinstatement to the academic review committee. If reinstated, the student is subject to requirements noted in *Requirements While on Academic Probation/Reinstatement*.

Academic status for a student who transferred to a second program but then returns to the original program is based on performance in all enrolled terms and coursework applicable to the original program.

### Satisfactory Academic Progress – Veterans

Students receiving benefits from the U.S. Department of Veterans Affairs (VA) must maintain satisfactory academic progress to remain eligible for certification and benefits.

### Time Limitations

Students are allowed up to five years from the date of initial enrollment to complete their degree requirements. Under certain circumstances, the time limit may be extended upon petition to the academic advisor.

Students resuming their studies after an extended interruption are strongly encouraged to obtain academic advising.

### Readmission

Students who were not enrolled within the previous three DeVry University semesters (see *DeVry University Semesters and Sessions*) must apply for readmission. If these students' five-year time limitations have expired, or if they were academically dismissed, they must follow procedures appropriate to those conditions in addition to following standard readmission procedures. A person seeking readmission must:

- Complete and submit an application for admission. The application fee is waived for these individuals.
- Complete an interview with an admissions advisor.
- Meet all admission requirements in effect at the time of readmission.

### Review of Administrative/Academic Rulings

Students may request a review of any administrative or academic ruling by petitioning the academic review committee in writing. This petition should set forth the issue to be reviewed, facts as students perceive them and all other relevant information. The committee will promptly take action to make a final determination on the issue.

### Registration

Registration is the process of enrolling in and paying for a course. Students are strongly encouraged to register online at <http://my.devry.edu> or at <http://help.devry.edu>. They can also contact their academic advisor.

Students whose DeVry University accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

Online students may not register after a session begins.

### Course Schedules

Six weeks before each session begins, schedules of course offerings are posted at <http://my.devry.edu>. Also provided is an annual schedule indicating proposed course offerings for the upcoming sessions.

Students should note that to accurately reflect current course material, course titles change periodically, though course code numbers (e.g., EDT530) remain the same. Although a course with a given code number may be retaken, credit for a course with that code number can be granted only once.

Students are encouraged to seek academic advising regarding their program, courses or schedules.

### Class Hours

Online courses are accessible 24 hours a day, seven days a week, during the eight-week session.

## Course Cancellation

Every effort is made to deliver all courses included on the published course schedule. However, occasionally it is necessary to cancel a course because of insufficient enrollment or other unforeseen circumstances.

## Graduation Requirements by Program

The following specifies minimum semester-credit hours required for graduation from the degree program, as well as any program-specific prerequisite skills coursework. Students must review the program summary for their declared program to determine the required distribution of credit hours. In addition, all students must fulfill requirements outlined in *General Graduation Requirements – All Students*.

To graduate:

- MSET students must receive credit for at least 36 semester-credit hours. Upon evaluation of related prior education and work experience, some students may also be required to complete Computer Application Basics (EDT410), a program-specific prerequisite skills course.
- MSEE students must receive credit for at least 33 semester-credit hours. They must also earn a grade of B or better in the capstone course, MSEE Project (EE600). Upon evaluation of related prior education and skills, some students may be required to complete Advanced Engineering Mathematics I (MATH-450) and/or Advanced Engineering Mathematics II (MATH-451), which are program-specific prerequisite skills courses.

## General Graduation Requirements – All Students

In addition to fulfilling the graduation requirements for their specific programs, all students must:

- Achieve a cumulative grade point average of 3.00 or higher.
- Successfully complete all required prerequisite skills courses with grades of B (3.00) or better.
- Ensure that the registrar receives an official transcript validating completion of a baccalaureate degree from a DeVry-recognized post-secondary institution.
- Fulfill all financial obligations to the University.

Graduation with distinction is awarded to students completing their degree programs with cumulative GPAs of 3.70 or higher.

## Graduation Requirements – Students Pursuing Multiple Degree Programs

Students opting to pursue multiple degrees must meet all program core and program-specific course requirements for each degree as well as the semester-credit-hour residency requirement outlined in *Multiple Degree Programs*.

## Graduation Notification and Ceremonies

Students who have begun their final session of coursework for program completion must submit a “Graduation Notification” form to request that a diploma be ordered. Diplomas are mailed after all graduation requirements have been met and all financial obligations to the School have been fulfilled.

Graduation ceremonies are held in June each year. Students are eligible to participate in a ceremony if they are completing their final program requirements during the same semester in which graduation is held or completed them in one of the previous three semesters.

# Regulatory Policies

## Privacy Act

DeVry University complies with the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of students' educational records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings.

DeVry's policy on releasing student-related information explains University procedures for complying with the Act's provisions. Copies of the policy are available by contacting the academic advisor.

## Nondiscrimination Policy

DeVry is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available.

DeVry complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Additional information about this policy or about assistance to accommodate individual needs is available from:

General Counsel  
DeVry University  
One Tower Ln.  
Oakbrook Terrace, IL 60181-4624  
630.571.7700 | 800.733.3879

## Drug Free Schools and Communities Act

DeVry complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on University property. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and school disciplinary action.

## Intellectual Property Rights

In accordance with the law of copyright, faculty-assigned student writings, including answer material for tests, projects, research papers and business plans prepared in connection with any course, are the property of DeVry University and may be used by the University for educational purposes.

## Student Conduct

Mature behavior and conduct consistent with the highest professional standards are expected of every student. DeVry University reserves the right to place on probation, or dismiss, students who engage in unsatis-

factory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on school premises. In any case of probation or dismissal, students may appeal. (See *Dismissal* and *Readmission*.)

## Plagiarism Prevention

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

## Grievance Procedure

In general, student grievances should first be directed to the academic advisor. Any concern not adequately resolved should then be directed to the academic review committee.

In compliance with state regulations, Arizona and Georgia students with grievances not resolved by the above procedure may file complaints with the Arizona State Board for Private Postsecondary Education (1400 W. Washington St., Phoenix, AZ 85007, 602.542.5709) and the Georgia Nonpublic Postsecondary Education Commission (2189 Northlake Pkwy., Tucker, GA 30084, 770.414.3300), respectively. Students must contact their state agency for further details.

## Campus Crime and Security Act

DeVry University complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency. Emergency numbers are located in the lounge/vending area at each center.

## Safety Information

The security of all members of the University community is a priority. Each year, DeVry publishes a report outlining security and safety information, as well as crime statistics for the school community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about DeVry University's policy on alcohol and other drugs, and informs students where to obtain a copy of the policy.

This report is available by calling 800.733.3879.

# Student Services and Financial Information

## Student Services

### Library and Information Services

DeVry University maintains a comprehensive library that provides access to current resources including full-text periodical databases; print and electronic books; a real-time digital reference service, as well as email reference. Online resources are available to current students, faculty and staff 24 hours a day, seven days a week. The services of professional librarians are available Monday through Friday during standard business hours, central standard time. The real-time, chat-based reference service offers online interactive sessions with DeVry University librarians 51 hours per week, Monday through Saturday. Specific hours are found at <http://library.devry.edu>.

DeVry librarians select both print and electronic books that support the graduate programs. The primary online resources offered are periodical research databases covering all academic disciplines, supplemented by the eBook and audiobook collections. These databases provide access to more than 27 thousand current periodicals, the majority of which is available in full text and full image. Also available are specific resources offering access to business-focused periodicals; computing and telecommunications resources; major newspapers; Hoover's Company Profiles, which provides company, industry and market information; EBSCO's Business Source Elite, which includes the Harvard Business Review; and Faulkner's FAACTS, an advisory service with current information on computer and telecommunications technologies.

Students and faculty are encouraged to use the resources and services of any DeVry University library, through both remote contacts and personal visits.

### Career Services

Students and alumni can take advantage of numerous career services that enhance the educational experience. The Career Services Department, through self-directed career-planning appointments, helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing resumes; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that employment cannot be guaranteed.

### Academic Advising

Students experiencing difficulty in their courses; who have questions about program requirements, and administrative rules and requirements; or whose GPAs are below 3.00 are strongly encouraged to contact their academic advisor. Academic advising is designed to support students' efforts to successfully complete their programs and to help them avoid the need to repeat coursework and incur additional costs.

### Student Records

Permanent student records are maintained, including admission information, academic transcripts and other relevant information. Students may review the content of their files by notifying the registrar in writing. All materials submitted in support of students' applications, including transcripts from other institutions, letters of reference and related documents, become the property of DeVry University.

Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent.

### Faculty Office Hours

Office hours for faculty teaching online are posted as part of online course material. Faculty telephone and fax numbers, and email addresses, are included on course syllabi, which indicate when and how students can contact instructors.

### Official Transcripts

Official transcripts are available to students and graduates at no charge. Requests for transcripts must be in writing and must be submitted to: Graduate Registrar, DeVry Online, 1200 E. Diehl Rd., Naperville, IL 60563-9347. Requests can also be faxed to 630.839.2890.

### Student Insurance

DeVry University offers students a group accident and sickness insurance plan. Coverage remains in force 24 hours per day during the period for which the premium has been paid even if students graduate, withdraw or are on vacation.

Plan I (student only) coverage had a nonrefundable basic premium of \$170. Optional coverage for students' spouses and/or children, as well as an increased benefit option (Plan II), is available. Forms and information are available at <https://www.srstudentcenter.com>. Rates and policy periods are subject to change.

### Alumni Services

Since our first classes were offered more than 75 years ago, hundreds of thousands of students have joined the ranks as proud DeVry University alumni. In addition to providing alumni with a pragmatic graduate program, we have worked to instill in them the value of lifelong learning. To support this core value, DeVry encourages networking opportunities among alumni and supports graduates in a variety of ways.

- Graduates can take advantage of career services that help enhance professional development skills, as well as access our nationwide network of job postings.
- Alumni who already hold a graduate-level credential from DeVry University, including the University's Keller Graduate School of Management, may complete additional courses at a reduced tuition rate. See *Alumni Tuition Benefit*.
- Graduates can take advantage of online and onsite library and information resources.

# Financial Information

## Tuition Effective July 2009

Tuition for students enrolled in the MSET program or the graduate certificate offering in Educational Technology is \$2,200 per three-semester-credit hour course. Tuition for students enrolled in the MSEE program is \$2,050 per three-semester-credit hour course.

Tuition is also available via [www.devry.edu/online](http://www.devry.edu/online). Books and materials average \$175 per course. Credit cards are accepted.

Textbooks may be purchased from the online bookstore or from an outside source, but they must be those specified by DeVry. Some courses require electronic course materials, which may include tutorials, simulations, study guides, electronic versions of textbooks and other interactive study material. Students enrolled in these courses will be charged for the electronic materials; charges are nonrefundable after the first class session. If a course requires electronic course materials, hard-copy textbooks are no longer required, but may be purchased for an additional cost.

Further information is available at <http://devryu.net>.

Students taking online courses must complete registration and make payment arrangements no later than Friday of week seven of the prior session. For such students, tuition and appropriate fees must be submitted to DeVry by the beginning of the session in which they intend to complete the course.

Students are responsible for all tuition, fees and finance charges, regardless of loan arrangements, company billing arrangements or tuition reimbursement programs.

## Payment Options

Payment plans are available to graduate students who wish to defer tuition payment(s). Those wishing to do so must submit a completed payment plan agreement. A new agreement is necessary should students wish to change plans. Students may choose one of the following options:

### Tuition Reimbursement

A substantial number of students receive tuition reimbursement from their employers. For those students whose employers finance their education, a direct billing arrangement between the employer and DeVry University may be possible. Students should contact their supervisor or employee benefits office to determine if tuition reimbursement or direct billing is available. Tuition reimbursement does not eliminate students' responsibility to pay tuition by the due date. Students whose tuition payment is submitted after the due date may be assessed a late-payment fee. Finance charges accrue on any unpaid balance. Students who have been assessed multiple late fees may be prohibited from participating in certain payment plan options.

### Employer Billing

Students whose employers pay for their education regardless of grades received may choose to have their tuition paid via employer billing. To take advantage of this option, students must submit official documentation (voucher or letter of sponsorship on official letterhead) at the time of registration. If a voucher is not available at the time of registration, students must select another payment method. Employer billing does not eliminate students' responsibility to ensure tuition is paid by the due date. Students whose tuition payment is submitted after the due date may be assessed a late-payment fee (see *Late-Payment Fee*). Finance charges accrue on any unpaid balance.

### Delayed Deferral Plan

Students who receive tuition reimbursement may take advantage of the Delayed Deferral Plan. Under this plan, tuition payment is due five weeks after the session in which students complete a course. (Payment is due immediately if a student withdraws from a course during the session.) Students electing this option pay a \$20 nonrefundable per-credit-hour deferral fee at registration. No finance charges are assessed on accounts that remain current. Finance charges accrue when accounts become past due.

### Installment Plan

With this plan, students must pay at least half their tuition charges for the session on or before registration day. At that time, they must provide a completed and signed payment plan agreement. The remaining tuition payment is expected no later than Thursday of week four of the session. Any unpaid balance is subject to finance charges (see *Finance Charges*); any late payments are subject to late-payment fees (see *Late-Payment Fee*). Students who apply for financial aid may have their payments delayed once their loans have been originated; however, this does not preclude finance charges or late fees from being assessed to their account.

## Veterans Benefits

Approval to offer veterans educational benefits is granted by appropriate state agencies and is based on operational time requirements for programs and sites.

Students should check with their academic advisor to see if their program is approved or to learn when benefits may become available.

Students should refer to *Attendance, Transfer Credit – Veterans and Satisfactory Academic Progress* for more information.

## Tuition Benefit Programs

Students may participate in one DeVry University-based tuition benefit program only. Those who qualify for more than one program will be presumed to accept the program with the highest reduction in by-semester cost. Students who qualify for and prefer a different tuition benefit program must confirm, in writing, the alternate program in which they wish to participate prior to starting classes at DeVry. See *Educator Fellowships*, *Military Tuition Rate* and *Alumni Tuition Benefit*.

### Educator Fellowships

Full-time faculty and academic administrators at elementary, middle, junior high and high schools; regionally accredited public community or junior colleges; and regionally accredited not-for-profit four-year colleges/universities may be eligible for DeVry's educator fellowships. Undergraduate- and graduate-level coursework can be completed onsite and online. Fellowship applications must be submitted prior to starting classes. Contact the Admissions Office or your DeVry admissions advisor (admissions representative in Florida, Minnesota, Nebraska and Oregon) for details. Fellowship terms and conditions are subject to change.

### Military Tuition Rate

Military personnel serving in any of the five branches of the U.S. Armed Forces (including guard and reserve personnel) and their spouses are eligible for DeVry University's military pricing, charged at 75 percent of the prevailing tuition rate. Textbooks, course materials and fees are charged at the standard rate. Additional information is available from admissions advisors.

### Alumni Tuition Benefit

Recognizing the value of lifelong learning, the University offers alumni who hold a DeVry University graduate degree the opportunity to pursue most graduate-level coursework at reduced tuition rates. Tuition for the first course after the graduation date of the student's first graduate degree is \$150, and all subsequent courses are taken at 85 percent of the prevailing tuition rate. The benefit is not applicable to CPA and CFA exam-preparation coursework. Alumni who wish to take advantage of this benefit should review requirements in *Multiple Degree Programs*. Alumni who wish to enroll in undergraduate coursework should review the separate benefit conditions listed in the undergraduate catalog. More information is available from the center dean/online student services advisor.

## Fees

### Finance Charges

All unpaid balances are subject to finance charges, which are computed based on the average daily balance. The daily periodic rate is .03287 percent, which is equivalent to a monthly rate of 1 percent and an annual rate of 12 percent.

### Returned-Check/Declined-Credit-Card Fee

Because returned checks and declined credit cards create administrative costs, a \$25 fee is added to students' balances for each returned check or declined

credit card. Students with three or more such occurrences must pay their tuition with either a money order or a cashier's check and are not eligible for subsequent tuition deferrals.

### Late-Payment Fee

Students whose payments are received after their due dates (including late payments resulting from credit card rejections or returned checks) are assessed a \$15 late-payment fee each month their balance remains past due.

Students who have been assessed multiple late fees may be prohibited from participating in certain payment plan options and from registering for future sessions.

### Registration-Cancellation Fee

Students who register for a course and subsequently choose not to take the course must cancel their registration in writing. Notice must be given on or before Saturday of week eight of the preceding session. Continuing students who fail to meet the deadline are charged a \$25 cancellation fee per course.

*NOTE: DeVry receives administrative and service fees from textbook suppliers and bookstore operations and uses these fees to cover expenses associated with selecting and ordering textbooks and e-learning materials, as well as operating costs associated with providing bookstore space.*

## Financial Delinquency

Students are responsible for all tuition, fees, costs of texts and costs associated with collecting on outstanding accounts. Students whose financial accounts are delinquent are not permitted to register for additional courses or to graduate. The University will not release academic transcripts when students' accounts are delinquent.

Students whose accounts are, or have been, delinquent may be prohibited from participating in certain payment plan options.

## Registration – Financial

Students whose DeVry University accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

## Statements of Account

Statements of account are available by submitting a written request via <http://help.devry.edu>. Requests must indicate the session for which the statement is being sought, as well as either a fax number or mailing address to which the statement is to be delivered. Statements are processed within three business days of request. Customized statements of account are not available.

## Withdrawals – Financial

Students are charged a \$50 administrative fee (\$25 in Oregon) for each course from which they withdraw. Those who withdraw after registering for a session, or who are dismissed for disciplinary or academic conduct reasons, may be entitled to a tuition refund. Currently enrolled students whose prior term academic status would have precluded their enrollment must drop the course, and all payments will be refunded.

The official date of withdrawal is the date the school receives notification of withdrawal, not the last date of attendance. The class session directly preceding the withdrawal request is used to identify the session of withdrawal. Students are responsible for officially withdrawing from a course. Failure to complete an official withdrawal may result in a grade of F.

To comply with federal financial aid regulations, financial aid awards may be reduced based on withdrawal dates. Tuition refunds are computed independently from financial aid award calculations and return of funds.

Course withdrawal notices must be submitted to the academic advisor. Simply ceasing to attend classes, notifying the instructor or notifying a staff member other than the academic advisor does not constitute a withdrawal of record.

## Application Fee/Cancellation Policy

Upon completion of the application process, a \$50 application fee (\$25 where state law requires) is due. Applicants may cancel their enrollment without penalty prior to midnight of the 10th business day after the date of transaction or acceptance (cancellation period). After the cancellation period, the \$50 application fee is not refunded. Refunds are not issued after one year.

The application fee is waived for:

- Military personnel serving in any of the five branches of the U.S. Armed Forces (including guard and reserve personnel) and their spouses
- Alumni who hold a degree from DeVry University or another DeVry institution; proof of graduation is required at the time of application

## Refunds

After classes begin, students who withdraw from a course may be entitled to a tuition refund. Refunds are paid within 30 days of notification of withdrawal and returned by check. The refund amount is related to the date of withdrawal as indicated in the Tuition Refunds chart, or to the last date of attendance, if required by state law. (California, Georgia, Indiana, Minnesota, Nevada, Oregon and Wisconsin students should refer to their respective state addendum.)

### Tuition Refunds

Withdrawal:	Percent Refund*
Prior to or on day 1 of the session	100
Balance of week 1	90
Week 2	75
Week 3	25
Week 4	25
After week 4	0

\* less \$50 administrative fee (\$25 as state law requires)

## Financial Assistance

### Financial Aid

Federal Stafford Loan money is available to students through the Federal Family Education Loan Program (FFELP). These loans are made by lenders such as banks, credit unions or private lenders. Federal Stafford Loans are insured by the federal government, and, if originated after July 1, 2006, have a fixed interest rate of 6.8 percent. Federal Stafford Loans originated prior to July 1, 2006, have a variable interest rate capped at 8.25 percent. A federal default fee of up to one percent and an origination fee of up to two percent may be deducted from the loan proceeds by the guarantor.

Eligibility and/or receipt of financial aid does not eliminate students' responsibility to pay tuition and/or fees by the due date. Students using financial aid must register under the installment plan and are subject to installment plan rules and regulations. Students who submit payment after the due date may be assessed a late fee (see *Late-Payment Fee*). Finance charges accrue on any unpaid balance.

Eligibility for the subsidized Stafford Loan is based on need. The government pays the interest on these loans while students are in school at least half time and during the six-month grace period before repayment begins. The maximum subsidized loan for an academic year is \$8,500. Students with limited eligibility or who are ineligible for the subsidized loan may borrow up to the \$8,500 base amount through the Unsubsidized Stafford Loan program.

Eligibility for the unsubsidized Stafford Loan is not based on need. These additional loan monies carry the same variable interest rate as subsidized loans. However, the federal government does not pay the interest during school attendance or during the six-month grace period. Students may pay the interest while they are completing their program or allow it to accumulate and be added to the outstanding principle, thereby increasing the amount to be repaid. Students may borrow up to an additional \$12,000, but the amount borrowed may not exceed the cost of attendance minus other aid per academic year.

The combined maximum subsidized and unsubsidized Stafford Loans for graduate students may not exceed \$20,500 or the cost of attendance minus other aid, whichever is less, for each academic year. The maximum aggregate student loan debt for undergraduate and graduate loans from all FFELP and/or Direct Loans may not exceed \$138,500 (subsidized and unsubsidized combined). Total subsidized loans may not exceed \$65,500.

Students may not be eligible for Stafford Loans at the graduate level if they have exceeded undergraduate loan limits. Undergraduate Stafford Loan limits may not exceed \$23,000 (subsidized) and should not exceed \$57,500 (combined subsidized and unsubsidized). Satisfactory repayment of the over award must be made in order to regain eligibility.

Graduate PLUS Loan funds are also available to students through banks, credit unions and private lenders. These federal loans are not based on need and have a fixed interest rate of 8.5 percent. The federal government does not pay the interest during school attendance. Students have the option of paying the interest while completing their academic program or allowing it to accumulate and be added to their outstanding principle. A credit check will be done to establish creditworthiness.

*NOTE: Students who obtain a student loan of any type have a legal obligation to repay the loan. Their degree of success at DeVry University does not change this obligation.*

## Applying for Financial Aid

To apply for Stafford Loans, the U.S. Department of Education requires completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA provides an independent and consistent method of collecting information to determine student eligibility.

To help ease the financial assistance application process, the University's Financial Aid Office supports an Internet-based application process. Applicants can complete the FAFSA and FFELP Stafford Loan request at [www.devry.edu/keller/tuition/check\\_list.jsp](http://www.devry.edu/keller/tuition/check_list.jsp), where they follow the application information and links to the "FAFSA on the Web" and "Preferred Lender" web sites.

## Eligibility for Financial Aid

To be eligible for federal financial aid a student must:

- Be enrolled as a degree- or certificate-seeking student.
- Provide an official transcript for University verification.
- Be a U.S. citizen or eligible noncitizen.
- Make satisfactory academic progress toward completing his or her program.
- Not be in default on a Federal Perkins/NDSL, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan or Federal PLUS Loan received at any institution.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Math Access to Retain Talent (SMART) Grant or State Student Incentive Grant (SSIG) received at any institution.
- Not have exceeded federal loan limits.
- Be registered for the selective service, if required (males born after December 31, 1959).

Applicants who are incarcerated, and students who become incarcerated, must immediately report this information to the Student Finance Office.

Students who do not complete coursework (i.e., withdraw during the term) may have their financial aid award reduced, based on federal financial aid regulations.

# Academic Calendar

With six convenient eight-week sessions each year, DeVry University provides the flexibility students need to pursue their educational goals. New students may begin their program any session.

## Fall Semester: October 26, 2009 – February 28, 2010

### November 2009 Session

Monday, October 26	Session Begins
Thursday, November 26 - Friday, November 27	Thanksgiving Recess
Sunday, December 20	Session Ends
Monday, December 21 - Sunday, January 3	Winter Recess

### January 2010 Session

Monday, January 4	Session Begins
Monday, January 18	Martin Luther King Jr. Day Recess
Sunday, February 28	Session Ends

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## Spring Semester: March 1, 2010 – June 20, 2010

### March 2010 Session

Monday, March 1	Session Begins
Friday, April 2	Spring Recess
Sunday, April 25	Session Ends

### May 2010 Session

Monday, April 26	Session Begins
Monday, May 31	Memorial Day Recess
Sunday, June 20	Session Ends

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## Summer Semester: July 5, 2010 – October 24, 2010

### July 2010 Session

Monday, July 5	Session Begins
Sunday, August 29	Session Ends

### September 2010 Session

Monday, August 30	Session Begins
Monday, September 6	Labor Day Recess
Sunday, October 24	Session Ends