

# 2011-2012 STUDENT HANDBOOK



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### ***This handbook applies to all students attending the Buckhead Center.***

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

Dear Student,

Welcome to DeVry University.

I would like to welcome you to DeVry University and applaud the important step you have taken by understanding the value of an education. Let DeVry's instruction help you toward changing your future for the better. Whether you are continuing your education right from high school or entering a new career field, DeVry will assist you in achieving your unlimited potential.

DeVry University has outstanding, dedicated and approachable professors with the knowledge and ability to help you prepare for the future. Our programs and support services are designed to guide and enrich your college experience. Our website [www.atl.devry.edu](http://www.atl.devry.edu) is a valuable resource to learn about Orientation through Graduation and much in-between – academic calendar, scheduling, academics, tutoring, and student activities, to name a few.

Earning a degree requires a significant commitment of focus and resources that are not always easy to accomplish. We understand there may be times you will need to reach out. Please be assured we look forward to working with you and guiding you on your pathway to success.

Sincerely,

*Stephanie D. O'Neal*

Stephanie D. O'Neal  
Center Dean

## **Mission and Purpose**

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

DeVry University seeks to consistently achieve the following purposes:

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

## **Accreditation and Approvals**

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

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

## **Academic Calendar**

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

## **Academic Policies and Services**

*Undergraduate and Graduate Students - All*

## **Student Portal**

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

## **Textbooks and Electronic Course Materials**

Most courses require electronic course materials. Students enrolled in such courses are assessed a standard charge for each course requiring electronic materials. If electronic versions of textbooks are included, hard-copy textbooks are no longer required for these courses; however, students who wish to may purchase hard-copy textbooks for an additional cost.

Students in courses that require hard-copy textbooks may purchase their textbooks at the school bookstore or from an outside source, but they must be those specified by DeVry. Instructions for purchasing textbooks from the online bookstore are available at <http://devry.efollett.com/>.

See the academic catalog for additional information at [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Skills Development Courses**

Students requiring skills development coursework must begin this coursework no later than their second session of enrollment. Developmental and prerequisite skills coursework may be offered in various formats and may be taken separately or in conjunction with other coursework, provided prerequisites are met. Students must continue to enroll in at least one developmental or prerequisite skills course each session of attendance until all skills requirements have been satisfied.

Permission to enroll in many standard courses is dependent on successful completion of skills development coursework.

## **Attendance Policy**

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

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

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

## **Student Responsibilities**

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

### **Standards of Attendance**

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

- Warning
- Advising
- Probation
- Dismissal

Students may be dismissed from DeVry University or from individual courses for attendance violations. Students notified of an impending attendance dismissal may appeal to the academic administrator prior to the dismissal date. Students who fail to attend during the first two weeks are dropped from classes and are precluded from appealing.

Students who do not attend an onsite course or participate in an online course by taking part in academically related class activities at the required level and frequency during any given week will be sent an attendance warning notice that informs students that they must attend/participate in the next week of class or they will be withdrawn from their course(s). Students who do not attend/participate in their course(s) for any two weeks (not necessarily consecutive) are sent a dismissal letter and are administratively withdrawn from their course(s).

**Note:** *Students who do not attend an onsite course or participate in an online course by taking part in academically related class activities at the required level and frequency during week seven are not sent an attendance warning notice or dismissal letter. If the absence in week seven is their second week of absence, students are not administratively withdrawn. Consequently, students are responsible for withdrawing from their class(es) prior to the withdrawal deadline if they wish to receive a W. If students do not withdraw prior to the withdrawal deadline (Friday of week seven at 11:59 pm Mountain Standard Time for onsite, blended and online courses), they are assigned the grade they have earned in the course.*

Attendance for onsite courses is tracked and recorded daily to ensure the last date of attendance is available to determine the time attended and the amounts of earned and unearned aid. Attendance is tracked and recorded for the online classroom portion by virtue of the points awarded to a student for completing the online activities or assignments required in the course. Attendance for online courses is tracked and recorded on a course-by-course basis, using activity within each Monday-to-Sunday

calendar week. Attendance is defined as logging in and completing a minimum of one academically related event per week. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial or participating in computer-assisted instruction. Students' grades are dependent on the weighting assigned to completion of each required academically related event and the final exam. Participation during any Monday-to-Sunday week constitutes attendance for that week.

Attendance tracking information for blended courses can be found in the academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

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

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

**Note:** *Students who do not attend an onsite course or participate in an online course by taking part in academically related class activities at the required level and frequency during week seven are not sent an attendance warning notice or dismissal letter. If the absence in week seven is their second week of absence, students are not administratively withdrawn. Consequently, students are responsible for withdrawing from their class(es) prior to the withdrawal deadline if they wish to receive a W. If students do not withdraw prior to the withdrawal deadline (Friday of week seven at 11:59 pm Mountain Standard Time for onsite, blended and online courses), they are assigned the grade they have earned in the course.*

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

Students are sent official written notification informing them of an impending administrative withdrawal. The notice includes the last date of attendance (LDA) DeVry has established and the consequences for the student, as well as the opportunity for the student to present evidence that administrative withdrawal should not occur. Students may submit an appeal using the Appeal of Attendance Violation form, which is available at Student Central or on their campus community website. The deadline for students to submit an appeal is seven calendar days from the date of notification.

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

### **Extenuating Circumstances**

Students who must be absent from all classes as the result of extenuating circumstances must contact the professor as soon as the circumstances arise to request an excused, documented absence. The request must include the circumstances/

reason for absenteeism and their anticipated date of return to the university. Requests may be presented after the absence if the student has received a notice of impending administrative withdrawal. Acceptance of the request and its documentation does not alleviate the need for the student to fulfill course requirements missed during the absence, but does prevent the student from being administratively withdrawn for this period of absence. If the request is made in advance and the student fails to return by the anticipated date, standard attendance policies apply, and the LDA will be prior to the start of the documented absence. The catalog policy on Incompletes determines the date by which all course work must be completed.

**Note:** *Students in online courses are not subject to the excused absence policy as they have the flexibility to participate in classes at times that are convenient for them throughout a given week. Online students also have immediate and direct access to professors via email and a late-work policy that addresses absences.*

### **Graduate Student Policy Variation**

Class interaction is an integral part of graduate level practitioner-based programs. Students attending class onsite who anticipate missing more than two classes should seek academic advising as soon as possible, as should online students who anticipate missing more than seven consecutive days of class participation. Students who fail to attend during the first two weeks are dropped from classes. Students should note that site-based classes require both classroom attendance and participation in online activities.

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

For blended courses, attendance is tracked and recorded for the onsite classroom portion via DSAMS. Attendance is tracked and recorded for the online classroom portion by virtue of the points awarded to a student for completing the online activities or assignments required in the course. Attendance for online courses is tracked and recorded on a course-by-course basis, using activity within each Monday-to-Sunday calendar week. Attendance is defined as logging in and completing a minimum of one academically related event per week. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial or participating in computer-assisted instruction. Students' grades are dependent upon the weighting assigned to completion of each required academically related event and the final exam. Participation during any Monday-to-Sunday week constitutes attendance for that week.

### **Undergraduate and Graduate Students Receiving Veterans' Benefits**

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

### **Withdrawal Policy**

After classes begin, students may withdraw from a course by submitting an official course withdrawal request within the required timeframe (refer to the Withdrawal from a Course and Cancellations and Refunds sections in the academic catalog). Students enrolled in classes for both sessions of the semester but who choose to withdraw from or do not attend classes in the first session and wish to attend classes in the second session are required to provide written intent to return to classes. If written intent is not submitted, students will be dropped from all classes in the second session in addition to being withdrawn from all classes in the first session. An administrative withdrawal may be initiated whenever students violate the attendance policy resulting in a course or university withdrawal.

Students who wish to withdraw from a course or courses after the deadline to drop a course (see the Withdrawal from a Course and Cancellations and Refunds sections in the academic catalog ) must comply with any additional university procedures after submitting one of the following:

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

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

### ***Graduate Student Policy Variation***

Simply ceasing to attend classes, or notifying the professor or another staff member, 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.

Students enrolled in classes for both sessions of the semester but who choose to withdraw from or do not attend classes in the first session and wish to attend classes in the second session are required to provide written intent to return to classes. Students will be withdrawn from all classes in both sessions if written intent is not submitted.

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

## **Adding/Dropping Courses**

Information regarding adding and dropping courses is found in the Withdrawal from a Course and Cancellations and Refunds sections in the academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Before deciding to add or drop a course, please consider the following:

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

Students who wish to add or drop a course should contact their Student Support Advisor or the Center Dean immediately for guidance and maintain a copy of the withdrawal for their records.

## **Standards of Academic Progress**

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

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

1. Grade point averages
2. Successful completion of required skills development, English as a Second Language (ESL) and other non-GPA coursework
3. Maximum coursework allowed
4. Pace of progress toward graduation, including withdrawal from all courses

All academic progress evaluations are based solely on courses required for graduation from the current program of enrollment. All areas of academic progress are evaluated at the end of each semester of enrollment, and academic standing is assigned according to the evaluation. Students should consult their Student Success Coach and academic catalogs for policy details.

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

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

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

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

A summary of academic progress standards for undergraduate and graduate students is available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

### **Academic Standing**

An academic standing is determined for each student at the end of each semester of enrollment. Students starting the semester in good standing who do not meet all requirements are placed on academic warning or dismissed. Students placed on academic warning may continue their studies for one semester without an appeal. However, these students should immediately seek academic advising and review all academic requirements carefully.

Students dismissed for failing to meet standards of academic progress may submit an academic appeal, and may not continue their studies unless the appeal is approved. Students with approved appeals are placed on probation and are required to follow a predetermined academic plan.

### **Academic Appeal**

Students who have been dismissed for failing to meet standards of academic progress may appeal the action by submitting an academic appeal to the appropriate academic administrator prior to the established deadline. The appeal must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide any required documentation and present a realistic plan for meeting requirements to return to good standing.

Students informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed by the appropriate academic administrator. Students continuing in a course(s) while the appeal is processed who receive a denial of the appeal may not continue and will be dropped from classes. Students not currently enrolled whose appeal is approved may enroll for the current semester provided the registration deadline has not passed and are subject to the probation conditions outlined in the academic catalogs under the Requirements for Students Starting the Semester on Academic Warning or Probation. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved.

Denied appeals may be presented to the dean of academic affairs or academic review committee for additional review.

If an appeal is not submitted within three semesters after dismissal, the student must request readmission through standard admission procedures in addition to submitting an appeal to the appropriate academic administrator.

### **Incomplete Grades**

Undergraduate and Graduate Students – All

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

### **Grade Appeals**

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

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

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

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

### **Multiple Course Attempts/Withdrawals**

*Undergraduate and Graduate Students – All*

Students may withdraw at any time prior to the withdrawal deadline, which is Friday of week seven at 11:59 pm Mountain Standard Time for all courses. The designator W appears on the transcript. Students can access information on the University's policy on multiple course attempts/withdrawals in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

Students may not enroll in a course more than twice without presenting documentation indicating mitigating circumstances.

### **Rescinding Admission**

#### ***All Students***

Applicants who submit documents that are forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive may be denied admission or have their admission rescinded.

For those already enrolled when a fraudulent document is discovered, the misconduct is adjudicated using procedures specified in the Student Code of Conduct and may result in rescission of admission; revocation of a financial aid award; and/or in permanent separation from all University locations, including other DeVry institutions.

Students whose admission is rescinded remain responsible for fulfilling financial obligations to DeVry, the federal government and private loan providers.

### **Rescinding Award Conferrals**

#### ***All Students***

DeVry University reserves the right to sanction a student or graduate with permanent separation from all University locations, including other DeVry institutions. DeVry also reserves the right to rescind award conferrals if they were based on submission of documents that were forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive, or if a student or graduate misused DeVry academic documents.

Submitting fraudulent documents or misusing DeVry academic documents is met with zero tolerance, and as such, former students and alumni are not afforded rights to a hearing under the Student Code of Conduct. If students are currently enrolled when fraud is discovered, misconduct is adjudicated using procedures specified in the Student Code of Conduct and may result in University expulsion.

Students and graduates whose award conferrals are rescinded remain responsible for fulfilling financial obligations to DeVry, the federal government and private loan providers.

### **Academic Integrity Policy**

#### ***All Students***

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

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

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

### **Prevention Techniques for Students**

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

1. If you observe or have first-hand knowledge of a violation of the Academic Integrity Policy, report it to one of the following:
  - The faculty member teaching the course
  - The Dean of Academic Affairs or Academic Administrator (Academic Specialist, Dean, Chair)
  - The Student Affairs Administrator or his/her designee.
  - The Center Dean, Campus Director, President or President of DeVry Online
2. Make it difficult and unacceptable for other students to cheat by:
  - Not sharing your written work with other class members unless required as a part of a team assignment
  - Refusing to give away or share written assignments, homework and term papers
  - Refusing to provide current and old quizzes/exams to other students without the consent of the faculty member
  - Keeping your computer password a secret
  - Refusing to discuss a quiz/exam with other students until all members of the class have taken it and grades have been posted
  - Denying others access to your computer programs
  - Covering your work during exams
  - Reporting suspicious test-taking behavior during a quiz/exam so it can be documented
  - Completing take-home, nonproctored quizzes/exams alone and in a secluded environment
3. Avoid violations of the Academic Integrity Policy by:
  - Avoiding the temptation to cheat through communication technology such as, but not limited to electronic devices and social media outlets.

- Understanding that Google searches and plagiarism checkers can easily detect plagiarism on papers and exams

As part of our commitment to academic integrity, DeVry University subscribes to online plagiarism prevention systems, such as, but not limited to [Turnitin.com](https://www.turnitin.com). Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

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

### **Violations of Academic Integrity**

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

#### **A. Copying**

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

1. Any act of copying information from another student by any means to obtain an advantage for one's self; this includes copying information from DeVry Inc. alumni.
2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, exam, lab assignments, published work, circuit designs, software, etc.

#### **B. Plagiarism**

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

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

#### C. Collaboration

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

#### D. Alteration of Records

1. Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.
2. Any act that changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
3. Any act of altering any previously completed exam, record of an exam, or any other assignment that has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

#### E. Aids

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

#### F. Proprietary Material

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

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

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

#### H. Lying

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

#### I. Other Violations

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

### **Procedures**

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

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

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

The Student Affairs Administrator/designee will record all offenses in the student's electronic record. A student's record of violations of academic integrity is carried forward and violations are cumulative within the university if the student is dismissed or withdraws and returns, or if an undergraduate-program graduate enrolls as a graduate student.

### **Sanctions**

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

- A. First recorded offense – all DeVry Inc. students

#### **Mandatory**

- Undergraduate student: zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given.
- Graduate student: a failing grade for the course.

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

#### B. Second recorded offense

##### Mandatory

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

##### Discretionary

- Undergraduate student: Suspension for up to one academic year
- Graduate or undergraduate student: Permanent expulsion from all DeVry Inc. institutions.

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

##### Mandatory

Permanent expulsion: Student is permanently expelled from the DeVry system.

The third offense need not be in the same location, class, program or semester as either the first or second offense to invoke this sanction.

### **Retroactive sanctions**

The sanctions described above for first, second, or third offenses may be applied retroactively if the offenses are discovered after grades or degrees have been awarded on the basis that all previous work had been completed within and subject to DeVry University academic integrity standards.

#### A. First offense

- Undergraduate student: A grade of zero will be assigned for a past assignment, and the zero grade will be included in recalculating the course grade and GPA.
- Graduate student: Receives a failing grade for the course.
- If the incident results in a course failure or if the retroactive zero grade leads to a failure in the course, the student’s cumulative GPA will be recalculated and the student required to make up the failed course as a condition of graduation.

- If a violation leading to a failed course is discovered after a student's graduation, the student will be contacted and given one chance to make up the course at his/her own expense. If the student refuses to do so, his/her degree will be revoked.

#### B. Second offense

- Undergraduate students: a failing grade for the course in which the offense occurred. The failing grade must then be made up as a condition of retaining the degree, at his/her expense. If the student refuses to do so, his/her degree will be subject to revocation.
- Graduate student: Degree is subject to revocation.
- The decision on revocation of a degree will be reached through a review process conducted at DeVry University's expense and chaired by the Provost/Vice President of Academic Affairs of DeVry University and including the participation of the University's General Counsel.
- The student, at his/her own expense, has the right to be assisted by an advisor of his/her choosing. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and not a legal proceeding. The student is responsible for presenting his/her own case, and advisors are not permitted to participate directly in any part of the hearing.

#### C. Third offense

- Undergraduate student: Degree is subject to revocation.

The decision on revocation of the degree will be reached through a review process. The process used will be identical to that applied to second offenses.

### **Appeals/First, Second or Third Offenses**

- A. The action of the faculty member may be appealed by the sanctioned student to the Student Affairs Administrator/designee within seven business days of receipt of notice of the sanction. Such appeals must be in writing.
- B. The Student Affairs Administrator/designee will contact the student and offer the opportunity to select either a review by a Hearing Panel or a review by the Academic Affairs administrator/designee. The Academic Affairs Administrator/designee may require a hearing by a Hearing Panel if he or she feels that such a procedure is in the best interests of the university or the student. At this point, either student selected or required by Academic Affairs Administrator, the process transitions to the oversight of Student Affairs Administrator.
- C. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not fewer than two or more than ten, business days after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Affairs Administrator/designee.

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

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

**Appeals/Second or Third Offenses**

- A. A decision reached or a sanction imposed by the student central administrator or his/her designee may be appealed by the accused student or complainant

by the accused student or complainant to the metro President or the President of DeVry Online within seven business days of the decision. Such appeals shall be in writing. In cases where the chief student central administrator or his/her designee has personally chaired the Hearing Panel or has imposed sanctions, the appeal shall be directed to the next administrative level.

- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - 1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - 2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.
  - 3. To determine whether the sanction(s) imposed were appropriate for the violation.
  - 4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.
- C. If an appeal is upheld by the student central administrator or his/her designee, the matter shall be remanded to the original Hearing Panel and chief student central administrator or his/her designee for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.
- D. Decisions of the Metro President or President of DeVry Online become final.
- E. Student Employees are held to this policy. Any academic integrity or order of conduct violation may be subject to further sanctions (See Employee Handbook).

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

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

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

Students' financial obligations to DeVry must be fulfilled before transfers will be approved. Fulfillment of financial obligations means students are current on payments

and non-delinquent in any other assessed financial charges. Such transfers are granted at the conclusion of the semester only. Students on academic or disciplinary probation continue on probation at the new location. The receiving location has the right to refuse the transfer request of students who are not in good academic standing.

Students who are not eligible to continue at their current location because of academic, financial or disciplinary suspension will not be eligible for transfer.

**Note:** *Internal transfers from any DeVry program into the Game & Simulation Programming program are not permitted.*

### **Academic Program Transfer during Warning/Probation/Dismissal**

Students transferring to a different academic program maintain their current academic status.

Students on warning who transfer to a different academic program enter the new program with that status.

Students who have been dismissed and wish to transfer to another academic program must appeal to the academic administrator of the intended program. If the appeal is approved, students must meet the probation conditions outlined in the academic catalogs in the Requirements for Students Starting the Semester on Academic Warning or Probation section.

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

### **Tutoring Services**

#### ***All Students***

Tutoring assistance is available for students who request it. The Tutorial Center is designed to assist students to gain the skills they need to be successful at DeVry University. The software on the computer network targets basic reading, writing, math and algebra skills; there is additional software available for student use. Trained Student Assistants are available to help students in navigating the network and software. The center is also a resource for all students needing help in any subject taught at DeVry. A full-time Tutorial Specialist and trained Student Assistants work with individual students or small groups by appointment or on a walk-in basis. This service is free to all enrolled students. The hours are:

Monday–Thursday 8:30 am – 8:30 pm

Friday 8:30 am – 4:30 pm

Saturday 10:00 am – 2:00 pm

#### ***Graduate Students – All***

Tutoring assistance is available for students who request it.

In addition, Smarthinking is a 24/7 online tutoring service available to students. With Smarthinking, students can chat with a live tutor, submit their writing for review, or submit a question for a tutor. To get started, students should select the Tutor Source page

in their online course shell, and then select the “Go to Smarthinking” button. Additional information about tutoring can be found on THE|HUB.

### **Academic Advising**

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

Student Success Coaches can inform and counsel students as they make academic decisions, assist in preventing academic problems, help resolve academic issues, and administer the academic appeal process. Students should become well acquainted with their Student Success Coaches, as they provide support that can lead to steady improvement of their academic performance and satisfaction.

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

The Student Success Coach will contact students during the first two weeks of classes but it is also the student’s responsibility to meet with his or her advisor.

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

#### ***Graduate Students – All***

All graduate students should contact their respective Center Dean for advisement and further information.

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

### **Library**

#### ***All Students***

Students can access information about library services in the academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). DeVry offers a combination of on-site and online library services for both undergraduate and graduate students. All students, including those attending DeVry Online, are invited to use library facilities at all University locations.

#### ***On-site library services***

DeVry has more than two-dozen on-site (or ‘campus’) libraries, staffed by librarians (the vast majority of which hold a Masters degree in Library and Information Science) who are available to provide instruction in the use of library resources, in support of students’ academic programs and for lifelong learning. An up-to-date list of campus libraries (and hours of operation) can be found at: [www.librarydb.devry.edu/directory.html](http://www.librarydb.devry.edu/directory.html). Additional services offered at each campus library include, access to print and electronic resources, computers/printers, individual, group and lounge seating, and a quiet place

to study. Most campus libraries also have one or more group study rooms, for students working on group projects.

### ***Online library services***

The library provides access to a variety of periodical and research databases and eBooks, which are available 24/7 from the library website: [www.library.devry.edu](http://www.library.devry.edu). Assistance in the use of these resources is also available at that site, and students can chat live with our professional library staff for additional help seven days a week. Students can also request books from the library's printed collection and have them shipped to them at no charge.

Students can access information on the University's onsite libraries in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). All students, including those attending DeVry Online, are invited to use library facilities at any University location. The libraries located at the two campuses adhere to the following hours. These hours are subject to change but will be posted.

### **Alpharetta**

Monday–Thursday 8:30 am – 9:00 pm  
Friday 8:30 am – 6:00 pm  
Saturday 10:00 am – 3:00 pm

### **Decatur**

Monday–Thursday 7:30 am – 10:00 pm  
Friday 7:30 am – 7:00 pm  
Saturday 10:00 am – 4:00 pm

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

### **Proficiency Testing**

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

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

- Currently enrolled in the course
- Previously enrolled in the course for which the exam is requested
- Who previously failed the proficiency exam for the course

Proficiency exams cost \$5 per credit hour per exam. Students must complete the exam prior to the end of the add period. Graduating seniors must complete any/all proficiency

exams before the end of the add period in their final semester. Proficiency exams may not be available for all courses.

## **Resumption of Studies**

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

Students can access information on the University's policy on resumption of studies after withdrawal in their academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). Students wanting to resume their studies must complete the appropriate paperwork at Student Central at the campuses or their specific center.

Students who have withdrawn from the university can resume their studies without applying for readmission as long as they have not yet exceeded six consecutive sessions of no enrollment activity. Students who have no enrollment activity for six consecutive sessions must apply for readmission with Admissions. Students should reapply at least six weeks prior to the intended class start date.

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

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

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

### ***Graduate Students – All***

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

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 for online students and the Student Success Coach and/or Center Dean for onsite students.

Students who have withdrawn from the university can resume their studies without applying for readmission as long as they have not yet exceeded six consecutive sessions of no enrollment activity.

Students who have no enrollment activity for six consecutive sessions must apply for readmission with Admissions. Students should reapply at least six weeks prior to the intended class start date.

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

Students must be up to date on all financial obligations to the university prior to resuming studies.

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

### **Change in Program of Study**

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

#### *Undergraduate and Graduate Students*

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

### **Graduation Requirements**

#### *Undergraduate and Graduate Students*

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

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

### **Registration for Continuing Students**

Students must select all courses and have all financial and academic obligations to DeVry resolved prior to the close of registration each session (also see Skills Development Courses). Registration is closed at the end of the Friday before the first week of class. To remove a course from a schedule prior to the beginning of the course, students should contact their Student Success Coach, Academic Advisor (online students) or Center Dean.

#### *Undergraduate and Graduate Students*

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

Additional information can be obtained from students' respective Campus Director, Center Dean or Center Support Coordinator.

## **Career Services**

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

### ***Undergraduate Students***

Career Services staff members across the DeVry system work diligently to help students prepare for professional success. A step-by-step plan of action that allows students to develop employment-seeking competencies and prepare for the competitive nature of job search has recently been adopted. By working closely with their respective career services team and following a four-stage “Career Ready” plan of progressive behaviors, students who add the “hidden” skill set of career readiness to a quality degree program will consistently position themselves for meaningful career outcomes and acceptance by major employers.

As graduation approaches, students are advised of career opportunities so employment interviews with various companies can be scheduled. In many cases, company representatives conduct interviews at DeVry. To maximize employment opportunities, students/graduates are highly encouraged to consider positions in other geographic markets where career-related opportunities may be concentrated.

After graduation, those not yet employed are expected to continue an active employment search while continuing to receive career assistance from DeVry. Career planning assistance is available to all DeVry University students from day one and throughout their work lives.

DeVry’s career services are geared to the needs of students and prospective employers. Students’ career efforts are supported by:

### ***Career Coaching***

Career Services professionals assist you in strategic planning, resume and cover letter preparation, mock interviewing and job seeking strategies.

### ***Employer Database and Career Services Website***

DeVry maintains an interactive employer database that contains information on thousands of North American companies. This database is available to students and alumni via the Internet and provides real-time access to current job leads, details on career events and other career-related information. Career Services may also leverage strategic partnerships for additional career-related resources. The Website also includes resources on every aspect of career exploration and development including resume building tools, informational videos, links to industry sites and social networking links.

### ***Career Fairs***

Both on-site and virtual Career Fairs are held regularly to enable students to meet and talk with recruiters from various industries.

### ***Industry Speakers and Workshops***

Ongoing opportunities to network with industry professionals and attend workshops on timely career development topics is an important aspect of DeVry career services.

### ***Experiential Learning Opportunities***

These options are an excellent way to acquire real-world experience and make professional contacts. Career Services Advisors can assist students seeking internships, co-ops and related experience.

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

### ***Graduate Students***

Personal career advising and assistance with resume preparation is available for all graduate students. Students may request mock interviews to assist them in preparing appropriately for successful interviewing.

DeVry University is in partnership with CareerBuilder, which provides one-on-one support, professional resume and cover letter creation, career coaching and exposure to recruiters and employers through the CareerBuilder Career Services Portal. The program is available to Capstone students or students who have completed Capstone and/or 36 or more credit hours toward a master's degree. Students interested in learning how to make the partnership with CareerBuilder work for them should visit the DeVry/Keller/ CareerBuilder Career Services Portal.

In addition, when registered, graduate students have access to [HireDeVry.com](https://www.hiredevry.com), the University's national job board. CSO directors and staff maintain contact with thousands of companies to develop employment opportunities for graduates.

### **Student Services**

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

### **ASPIRE**

ASPIRE is a comprehensive, confidential, complimentary student assistance program powered by ACI Specialty Benefits Corporation. As a supplement to other offerings provided by DeVry Student Central, ASPIRE offers a wide range of support services including confidential counseling, legal and financial consultation, referrals for housing, childcare and other referrals and resources for daily life needs. With program benefits available to all students and their family members, ASPIRE is designed to help individuals overcome obstacles and achieve success in and out of the classroom. Contact ASPIRE at 888.470.1531 or by email at [info@devryaspire.com](mailto:info@devryaspire.com). The ASPIRE student website is found at [devryaspire.com](https://www.devryaspire.com).

### **Student Organizations**

DeVry University is committed to meeting a variety of needs and preferences for its active student body. Fostering an environment that encourages student leadership

and involvement in social and cultural activities is consistent with the University's mission and purpose. Extracurricular activities and events that correspond with the academic mission and provide student leadership opportunities promote holistic student development.

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

Be open to all enrolled students, without unlawful discrimination and regardless of program and method of study. Depending on the nature and purpose of the organization, additional legitimate eligibility requirements may be imposed, e.g., an academic honor society that requires minimum standards.

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

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

### **Student Code of Conduct**

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

**Note:** *The Student Code of Conduct applies to all students. Students are defined as prospective applicants, current students including those who attend online, former students and graduates of all DeVry Inc. institutions.*

## **Article I: Terminology**

1. The term “University” means DeVry and its Keller Graduate School of Management.
2. The term “student” includes all persons taking courses (both full time and part time), receiving services from the University, or otherwise pursuing undergraduate, graduate or professional studies at the University. Persons not officially enrolled for a particular term but who have a continuing relationship with University are considered “students,” with the clarification that DeVry staff are not “students” by nature of their continuing employment or contractual relationship with DeVry.
3. The term “faculty member” means any person hired by or contracted with the University to conduct instructional activities.
4. The term “DeVry staff” means any person employed by the University, with the exception of student employees.
5. The term “member of the DeVry community” includes students, faculty members or DeVry staff, and or any other individuals associated with the University. The chief student services administrator or designee shall determine a person’s status in a particular situation.
6. The term “DeVry premises” includes all land, buildings, facilities, student housing and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).
7. The term “judicial body” means any person or persons authorized by the chief student services administrator or designee to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
8. The term “judicial advisor” means a DeVry official authorized on a case-by-case basis by the chief student services administrator or designee to impose sanctions upon students found to have violated the Student Code of Conduct. The chief student services administrator or designee may authorize a judicial advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of the judicial body. Nothing shall prevent the chief student services administrator or designee from authorizing the same judicial advisor to impose sanctions in all cases.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The “chief student services administrator or designee” is that person designated by the President of DeVry University to be responsible for administration of the Student Code of Conduct.
12. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Survival Guide, the Housing Handbook and catalogs.

13. The term “organization” means any number of persons who have complied with the formal requirements for University recognition/registration.

## **Article II: Judicial Authority**

1. The judicial advisor shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case. The judicial body shall contain, at minimum, one student, one faculty member and one staff member.
2. The judicial advisor shall develop procedures for administration of the judicial program and for conducting hearings, which are not inconsistent with provisions of the Student Code of Conduct.
3. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
4. In appropriate situations, the judicial body and/or judicial advisor may also provide a student who is subject to the hearing process with referral information for external counseling or other services available within the greater community which may help the student to ameliorate his or her conduct to prevent further similar violations of the Student Code of Conduct.

## **Article III: Proscribed Conduct**

### *Jurisdiction of the University*

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

### *Conduct – Rules and Regulations*

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

1. Acts of dishonesty including, but not limited to, the following:
  - a) Furnishing false information to any University official, faculty member or office.
  - b) Forgery, alteration or misuse of any University document, record or instrument of identification.
  - c) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.
  - d) Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on DeVry premises.
2. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or

endangers the health or safety of any person, either on or off DeVry premises or at any University-sponsored activity.

3. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the DeVry community or other personal or public property.
5. DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of "hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to University rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.
6. Violation of housing conduct guidelines of student lease provisions applicable to University-controlled or University-referred housing.
7. Gambling on DeVry premises, at University functions or through the use of University equipment.
8. Violation of the Network and Responsible Computing Policy as outlined below.
9. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10. Unauthorized possession, duplication or use of keys to any part of DeVry premises, or unauthorized entry to or use of DeVry premises.
11. Violation of published University policies, rules or regulations.
12. Violation of federal, state or local law on DeVry premises or at University-sponsored or University-supervised activities, or other violation of federal, state, or local law which has an adverse effect on the DeVry community.
13. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
14. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication on DeVry premises.
15. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on DeVry premises or at any University-sponsored activity.
16. Participation in a campus demonstration that disrupts normal operations of the University or infringes on rights of other members of the DeVry community; leading or inciting others to disrupt the scheduled and/or normal activities within any University building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic on DeVry premises or at a University-sponsored or supervised activity.
17. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on DeVry premises or at functions sponsored by the University.
18. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
19. Theft or other abuse of computer time, including but not limited to:
  - a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with work of another student, faculty member or University official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of the University computing system.
  - g) Introduction, reproduction and/or promulgation of any computer virus.
20. Abuse of the judicial or disciplinary system, including, but not limited to:
  - a) Falsification, distortion or misrepresentation of information before a judicial body.

- b) Disruption or interference with orderly conduct of a judicial proceeding.
- c) Knowingly instituting judicial proceedings without good cause.
- d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- e) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the course of the judicial proceeding.
- f) Harassment (verbal or physical) and/or intimidation by a student of a member of a judicial body prior to, during and/or after a judicial proceeding.
- g) Failure to comply with sanction(s) imposed under the Student Code of Conduct.
- h) Influencing or attempting to influence another person to commit an abuse of the judicial system.

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

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

### **Article IV: Judicial Policies**

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

1. Any member of the DeVry community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the judicial advisor responsible for the administration of the DeVry judicial system at the appropriate University location. Any charge should be submitted as soon as possible after the event takes place.

2. The judicial advisor may conduct an investigation to determine if charges have merit and/or if they can be resolved by mutual consent of parties involved on a basis acceptable to the judicial advisor (such as mediation). Such disposition shall be final, and there shall be no subsequent proceedings. If charges cannot be disposed of by mutual consent, the judicial advisor may later serve in a similar role as the judicial body or as chairperson of the judicial body.
3. All charges shall be presented to the accused student in written form. A time will be set for a hearing, not less than two, nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the judicial advisor. The judicial advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a) The judicial advisor may serve, in a nonvoting capacity, as chairperson of the judicial body.
  - b) Hearings shall be conducted in private.
  - c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
  - d) In hearings involving more than one accused student, the chairperson of the judicial body, at his/her discretion may permit hearings concerning each student to be conducted together.
  - e) The complainant and accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or accused are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. Complainant and accused must provide the names (relationship and title, if applicable) of those attending with them at the hearing at least 1 business day before the hearing.
  - f) The complainant, accused and judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination, by the judicial body.
  - g) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - h) All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - i) After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code of Conduct that the student is charged with violating.

- j) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University, shall be retained in a separate disciplinary file, except for cases of suspension or expulsion, which will be noted in the student's academic file, and retained in accordance with the University's record retention procedures. The complainant may review the recording of the hearing.
  7. No student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

### *Sanctions*

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

2. More than one sanction listed above may be imposed for any single violation. In each case in which a judicial body determines that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed by the judicial advisor. In cases in which persons other than, or in addition to, the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor. The judicial advisor is not limited to considering or implementing sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
3. Other than University suspension and University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student may petition the judicial advisor to have his or her confidential disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at University's discretion.

### ***Interim Suspension***

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

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

### ***Appeals***

1. A decision and the sanctions reached by the judicial body or imposed by the judicial advisor may be appealed only once by the accused student or complainant to the chief student services administrator or designee within 30 days of the date of the written notification of the decision. Such appeals shall be in writing. In cases where the chief student services administrator or designee is the judicial advisor, the appeal shall be directed to the next administrative level, the contact for which will be identified in the sanction notice.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
- a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in substantial conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b) To determine whether the decision reached regarding the accused student was based on reasonable evidence; that is, without substituting its judgment for that of judicial body or the judicial advisor, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Student Code of Conduct occurred.
  - c) To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Student Code of Conduct the student was found to have committed. (Refer to Article IV (5) (j) for standard of proof.)
  - d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

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

### **Campus Safety and Security**

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the appropriate University official. Students who become a witnesses to or victims of a crime, must immediately report the incident to local law enforcement officials, the student services office, or to the chief location administrator. All crimes will be investigated and, when appropriate, brought to the attention of the Student Services Office for disciplinary hearings.

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

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery

- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery on any University employee

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

### **SIREN Registration**

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

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

Students are encouraged to bring prospective students to onsite classes as guests; however, they must check with the chief student services administrator for details on guest-approval requirements.

Students may not bring minors or unauthorized guests to classes, laboratories, libraries or educational activities, nor may minors be left unattended. DeVry University is not liable for the safety of children left unattended while at a University facility or sponsored event.

### **Student Health Insurance**

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

Insurance premiums change every July. Every full-time onsite undergraduate student is required to maintain health insurance. Full-time students (those enrolled in 12 or more credit hours) must update their insurance information every June via their portal. Individuals who became full time students in the Fall or Spring semesters must be sure to enroll. Students enrolled in six through 11 credit hours are considered part time and have the option to enroll in the insurance plan offered by the University. However, students enrolled in fewer than six credit hours are ineligible for DeVry University's health insurance plan.

Full-time students who have their own insurance must complete an insurance waiver card, which is available online at <https://studentcenter.uhcsr.com/devry>.

Insurance premiums change every June. Further information is available at <https://studentcenter.uhcsr.com/devry>.

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

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

Health insurance coverage is recommended for all students but is not required for online and graduate students. Enrollment information for DeVry University's health insurance plan is available at <https://studentcenter.uhcsr.com/devry>.

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

## **Student Complaint Procedures**

### ***All Students***

#### **Informal Complaint Process**

This initial process is followed to attempt to resolve the matter orally or in writing with the individual(s) most directly connected to the student's complaint. If the student is not comfortable with discussing the matter with the individuals most directly involved, the student may take his or her informal complaint to a liaison not directly involved, such as the local Dean of Student Services/Chief Student Services Administrator. Online students should contact their Academic Advising Team.

#### **Formal Complaint Process**

If the informal procedure is not appropriate or does not yield a successful resolution, the student can file a formal complaint in the following manner:

##### **A. When to File a Complaint**

Complaints should be filed by the student as soon as possible, and in any case, within 30 days after the end of the session in which the concern arose.

##### **B. What to File**

A formal complaint must be in writing and include the following:

- The complainant's name, student ID#, address, email address, and phone number.
- A complete description of the concern/issue – including date, location, and all individuals involved.
- A description of what efforts have been made to resolve the issue informally.
- A statement of the resolution requested.

##### **C. Where to File Complaint**

The complaint shall be filed with the Dean of Student Services/Chief Student Services Administrator at the location the student is attending. Online students should contact their Academic Advising Team. The written complaint can be submitted electronically or in person.

##### **D. Notice of Receipt**

Upon receipt of the formal complaint, the Dean of Student Services/Chief Student Services Administrator (for Online, the Academic Advising Team) provides the

complainant with a written notice acknowledging its receipt (via email and/or mail) and reviews the complaint.

#### E. Investigation

The Dean of Student Services/Chief Student Services Administrator (for Online, the Academic Advising Team) or his or her designee initiates an investigation. Through the course of the investigation, the Dean of Student Services/Chief Student Services Administrator (for Online, the Academic Advising Team) may interview or consult with and request information regarding issues from the complaining student and any other individuals believed to have relevant information, including faculty, staff, and other students.

#### F. Findings and Notification

Upon completion of the investigation, the Dean of Student Services/Chief Student Services Administrator (for Online, the Academic Advising Team) reports the findings of the investigation and any proposed resolution to the complainant.

#### G. Appeal

Within 10 calendar days of the issuance of the final report, the complainant may appeal to the Metro Leader. Appeals must be submitted in writing and must state a basis for the appeal. Bases on which a student may appeal are:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the complaint process that affected the outcome.
- The findings of the investigation were not based on substantial evidence.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

The Dean of Student Services/Chief Student Services Administrator (for Online, the Academic Advising Team) will forward the appeal to the Campus President.

A copy of the Campus President's written decision on the appeal shall be sent to the complainant. The decision of the Campus President on the appeal is final.

### **Complaint Process Involving Charges of Harassment and Discrimination**

For complaints involving alleged harassment or discrimination, the procedure explained below should be followed.

#### **DeVry's Commitment to Non-Discrimination and Non-Harassment**

DeVry is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation and any other legally protected classes in the relevant jurisdiction that

complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973 the Americans with Disabilities Act of 1990, and the local state law. DeVry will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty employees. Refer to published statements regarding discrimination in the academic catalogs, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

### **What is Discriminatory Harassment?**

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

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status.
- Damage to, trespass to, or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the protected status of an individual or group.
- Physical contact or verbal threats based upon the protected status of an individual or group.

### **What is Sexual Harassment?**

Sexual harassment means unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, submission to which is made a condition of a person's participation in their education. Sexual harassment occurs when a student is the recipient of conduct of a sexual nature where:

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

### **Who to Contact if You Think That You Have Been Discriminated Against or Harassed**

The local Human Resource Director or Dean of Student Services is available to serve as a resource to any student, non-faculty employee or faculty member who has a sexual harassment inquiry or complaint. A representative in the Human Resources office is another available resource. These resource persons have information about applicable laws, University rules and procedures, options available for resolution of complaints, and confidentiality requirements. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and either the Dean of Student Services or the Human Resources representative can assist in finding a resource person of the preferred gender.

## **Complaint Process**

### **Informal Complaint Procedures**

Students may seek a resolution of the matter through discussions with the alleged offender or other appropriate staff. If no resolution is forthcoming, or if direct confrontation is deemed inappropriate, students may report the incident(s) to the Human Resource Director or Dean of Student Services, either of whom shall attempt to resolve the complaint.

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

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

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

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

### **Formal Complaint Procedures**

When informal procedures are inappropriate or have failed, the formal harassment and discrimination complaint procedure should be followed. Students who feel that they have been victims of harassment or discrimination in violation of DeVry's policies may file a written complaint to the local Director of Human Resources.

#### **A. When to File Complaint**

Complaints should be filed within 90 calendar days of the incident or incidents.

#### **B. What to File**

- The complainant's name, student ID#, address, email address, and phone number.
- A complete description of the concern/issue – including date, location, and all individuals involved.
- A description of efforts made to resolve the issue informally (if possible).
- A statement of the resolution requested.

#### **C. Where to File Complaint**

The complaint shall be filed with the Director of Human Resources or Dean of Student Services at the location the student is attending. The written complaint can be submitted electronically or in person.

#### D. Notice of Receipt/Investigation

Upon receipt of the formal complaint, the Director of Human Resources or Dean of Student Services provides the complainant with a written notice acknowledging its receipt (via email and/or mail) and reviews the complaint.

- An investigation will follow and could include the following steps:
- Reviewing the grievance report from the student.
- Gathering any additional information from the student that is needed.
- Gathering information from any witnesses or other people with potentially relevant information.
- Attempting a resolution of the grievance between the student and the individual, if appropriate.
- Assessing the information gathered and render findings regarding the complaint.

#### E. Findings and Notification

The Director of Human Resources or Manager of Student Services will complete the investigation and report back to the complaining party with findings and any applicable resolution.

#### F. Appeal

To appeal the findings, the student must file a written request for an appeal to the Director of Employee Relations at the DeVry Home Office at 3005 Highland Parkway, Downers Grove, IL 60515-5799, (630-515-7700) within 30 calendar days of the receipt of the written decision from the local Director of Human Resources.

The Director of Employee Relations or his or her designee shall conduct an initial review of the request to determine if:

- The complaint alleges facts that, if true, would demonstrate a violation of DeVry's non-discrimination and non-harassment policies;
- The complaint was handled in accordance with DeVry's procedure;
- The findings of the investigating officer are supported by sufficient evidence; and
- There is new relevant evidence presented at the appeal stage that should have been considered in the investigation.
- If the Director of Employee Relations or his or her designee finds that the initial investigation was not conducted properly or that the conclusions are invalid, a written response to the appeal that explains this finding will be provided.

If the Director of Employee Relations or his or her designee finds that the initial investigation was conducted properly and/or the conclusions are valid, a written response to the appeal that explains this finding will be provided.

## **Confidentiality**

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

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

## **Retaliation**

DeVry prohibits retaliation against anyone who reports an incident of alleged harassment or discrimination, or any person who testifies, assists, or participates in a proceeding, investigation or hearing relating to such alleged harassment or discrimination.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the appropriate Complaint Procedures outlined above.

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

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

## **Disability Accommodations in Academic Programs**

### ***All Students***

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

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

When a student alleges that he/she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on

his/her qualifying disability, the procedures outlined in the *Complaint Process Involving Charges of Harassment and Discrimination* section apply.

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

### ***All Students***

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

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

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

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

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

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

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to University officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed.

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

##### **Complaints should be directed to:**

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

## **Student IDs**

### ***Onsite Graduate and Undergraduate Students***

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

Replacements for lost ID cards may be purchased in Student Central at the Alpharetta and Decatur campuses. Students must be enrolled to obtain a replacement ID card.

### ***Online Graduate and Undergraduate Students***

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

## **Change of Personal Information**

Students must submit a signed and dated request with supporting documentation to change their name and/or gender on their academic record. The Change of Personal Information form is available at the Registrar's Office and on the Academics/Registrar section of each community website.

## **Alcohol and Substance Abuse Policy**

### ***All Students***

#### **Alcohol**

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

#### **Drugs**

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

## **Student Finance**

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

#### **Student Account Information**

The Student Finance Office is located in Student Central at both the Alpharetta and Decatur campuses. Office hours:

### **Alpharetta Campus**

Monday–Thursday 9:00 am – 8:00 pm  
Friday 9:00 am – 5:00 pm  
Saturday 8:00 am – 1:00 pm

### **Decatur Campus**

Monday–Thursday 8:30 am – 8:00 pm  
Friday 10:00 am – 5:00 pm  
Saturday 8:30 am – 1:00 pm

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

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

A Student Finance representative can assist with questions regarding tuition charges, fees, payments, refunds and student account inquiries. Representatives can be reached at 877-496-9050.

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

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

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

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

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

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

### **Financial Aid Information**

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

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

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

The State of Georgia has the HOPE – Helping Outstanding Pupils Educationally – scholarship and grant program which rewards students with financial assistance in degree programs at eligible Georgia public and private colleges and universities, and public technical colleges.

Georgia residents enrolling in a degree program at a Georgia public college, university or technical college, you may be eligible for the HOPE Scholarship. Recipients must demonstrate academic achievement by earning and maintaining a 3.0 grade point average. This average includes all courses attempted including F’s and W’s that may not be included in your schools grade point average. While enrolled at DeVry, undergraduate student may be eligible for a \$3,500 per academic year scholarship for full-time study or \$1,750 for half-time study (6-11 hours).

If you are already receiving the HOPE Scholarship you need not reapply. HOPE applications must be submitted no later than the end of week 11 to ensure HOPE awards will be processed by the end of that term. All applications must be completed online at [www.atl.devry.edu/HOPE/HOPE.htm](http://www.atl.devry.edu/HOPE/HOPE.htm).

Please remember that in order for HOPE eligibility to be determined, all transcripts from previously attended colleges must be evaluated by the Registrar. It is the student’s responsibility to make sure all transcripts are provided and failure to do so will prevent HOPE eligibility determination.

### ***Private Lender***

Private loans, also known as Alternative loans, help bridge the gap between the actual cost of your education and the limited amount the government allows you to borrow in its programs. Private loans are offered by private lenders and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score.

The following link provides a private loan comparison chart to get you started:  
[http://finance.devry.edu/applying\\_alt\\_loan\\_print.html](http://finance.devry.edu/applying_alt_loan_print.html)

You are not limited to the lenders on the chart. You have the option of choosing any other lender. Please make sure that you carefully read the terms and conditions and understand the expectations of the private loan before applying and/or accepting the funds. It is important to understand the repayment terms and the rates and grace period involved with a private loan.

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

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

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

Students who are veterans of the armed forces and who qualify should apply for veterans’ educational (Montgomery G.I. Bill) benefits. Students may also be eligible to receive benefits as dependents of deceased or disabled veterans. The veteran’s benefit coordinator in the Student Finance Office helps students apply for these benefits. The state approval agency approves the University for veterans benefits. Veterans’ educational allowances are paid monthly and directly to eligible students with the exception of Chapter 33 benefits. For Chapter 33 benefits, funding for tuition and fees is sent directly to the University from the U.S. Department of Veterans Affairs. If eligible for Chapter 33 housing and book stipends, the U.S. Department of Veterans Affairs will send the funds to the student.

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

In addition to meeting conditions outlined in DeVry’s standards of academic progress policy, students receiving veterans educational benefits must also meet Veterans Administration satisfactory academic progress requirements. Failure to do so may result in loss of benefit eligibility until deficiencies are corrected. Questions regarding these requirements should be directed to the school’s Veterans Benefits Coordinator.

### **Military Educational Benefits**

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

## **International Students**

### *All Students*

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

## **Student Software**

### *All Students*

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

Eligibility requirements and instructions for obtaining the student software bundle are found in eCollege.

## **Network and Responsible Computing Policy**

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

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

Users have no expectation of privacy in connection with use of the University's technology resources, including creation, entry, receipt, storage, access, viewing or transmission of data. The University, through the IT department or Help Desk staff, may search, monitor, inspect, intercept, review, and/or access all data created, entered, received, stored, accessed, viewed, or transmitted on or through the University's technology resources, or other University-provided technology to maintain system integrity and insure users are using the system responsibly.

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

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

Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access.

Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

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

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

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources.
3. Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:
  - a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.
  - b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner.
  - c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.
4. Gaining unauthorized access to other computers or databases.
5. Users of the University's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other University or business environment. Users are forbidden from using the University's technology resources in any way that may be reasonably construed to violate the University's policies, including its no-harassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.
6. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.
7. Users must minimize the possibility of transmitting viruses or programs harmful to other users' data or equipment by using an appropriate virus checker.
8. Users may not install, store or download software programs including freeware and shareware or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
9. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network

congestion. Local or network game play is permitted under limited situations. Students should seek permission to do so by contacting the local IT manager. Determination of appropriate use is at the sole discretion of University faculty or staff. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.

10. Off-campus web sites and email accounts created or accessed over the University computer network are subject to these policies and regulations.

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

- C. User accounts are available for academic purposes only

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

Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be shared with anyone. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user's ID and sign the form indicating the ID was confirmed. All users are given their own space with the following: Access to network resources, such as software applications, storage space, and specialized configurations, shall be provided based on academic requirements as determined by the University.

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

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

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

D. Food and beverages are not permitted in labs

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

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

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

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

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

F. Unauthorized Distribution of Copyrighted Materials

DeVry strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law. Transmitting or downloading any material that users do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Code of Conduct violations, civil and criminal liabilities. Students who violate federal copyright law do so at their own risk.

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

DeVry maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. DeVry is required by federal law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. DeVry takes steps to detect and punish users who illegally distribute copyrighted materials. DeVry reserves the right to suspend or terminate network access to any user who violates this policy, and network access may be suspended if any use impacts network operations. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of

sanctions do not protect members of the campus community from any legal action by external entities.

### **Alternatives to Illegal Downloading**

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

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

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

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

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

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

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

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

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

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

### **Internet Policy**

The following conditions of use are DeVry University's policy and the general rules of Internet etiquette:

- Privacy of other users must be respected.
- Abusive offensive language should not be used in any communications. Students will not use the Internet for illegal activities, or to transmit unwanted or unsolicited advertising.
- False statements made about any person and published on the Internet constitute libel.
- The Internet should not be used for the transmission of chain or threatening letters.
- Attacking or threatening messages are a direct violation of this policy. Good citizens of the Internet abide by the same principles of fairness, decency, and respect that they use everywhere else.
- All users will take ownership for irresponsible activity/behavior that is exercised on the Internet.
- Material that may be considered offensive to others must not be displayed at any workstation.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs which are harmful to another user's data or equipment.

- All transactions should be conducted in a manner that does not create congestion on the network.
- While most of the material on the network is considered public domain, copyright is breached if another user's document is transmitted without their prior knowledge and permission. It is customary to acknowledge sources of any material quoted directly from elsewhere.
- It is illegal to use the Internet to gain unauthorized access to other computers or databases which are not in the public domain.

### **Internet Pornography**

Students may not access websites that display nudity, explicit sex acts or that use profane or vulgar language in any form. If a student is found in violation of this policy, disciplinary action will be taken. The following sanctions are in addition to those outlined in the DeVry Student Handbook's Code of Conduct.

First Offense - The student, and all documentation, will be escorted to the Dean of Academic Affairs or their program Dean by the person in charge of the lab. The Dean will review any and all evidence. If it is determined the student is in violation of the policy, the Dean will discuss the policy violation with the student. During this meeting the Dean will place the student on Disciplinary Probation and/or suspend the student. The Dean will also explain that if the student is found guilty of this offense a second time during his/her tenure at DeVry, he/she will be automatically suspended for a specified period of time and/or expelled from all DeVry Universities/Keller Graduate School of Management. The student will sign and date the Notification of Sanctions. A copy of this will be given to the Director of Student Services to be maintained as an official disciplinary notification. (A list of those students found in violation of this policy should be kept by the Dean for future reference).

Second Offense - The same procedure is to be followed, i.e. the student is escorted to the Dean of Academic Affairs or program Dean. If the Dean determines that this is the student's second offense, the student is immediately suspended from all classes. A hearing date and time are scheduled with the Director of Student Services - no less than two days or more than fifteen days from the date of offense. The Director will afford the student due process. The results of this hearing will be shared with the student and the Dean of Academic Affairs and/or program Dean. Official record of the action will be maintained according to policy.

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

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

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

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

### **Student Web Pages**

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

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

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

### **Student Responsibilities**

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

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

## **General Rules of Social Media Engagement**

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

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

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

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

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

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

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

**Protect yourself.** Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful about what you share.

Protect your personal information to avoid being a victim of sexual assault, stalking, identity theft, or burglary.

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

### **Motor Vehicle Regulations**

All students driving a car on campus are required to register their vehicle and purchase a Parking Decal for the semester or a year. Failure to comply with this requirement could result in a parking ticket and associated monetary fine. Students may register their vehicle and purchase a decal in the Security office on the Alpharetta or Decatur campus.

### **Support Services**

#### **Bookstore**

The Bookstore on both the Alpharetta and Decatur campuses provide all required texts and course materials for undergraduate campus only specific classes. In addition to books, students may purchase school supplies, book bags, discs/CD's and DeVry University apparel. Student may also purchase MARTA (Metro Atlanta Rapid Transit Authority) passes in the bookstore on the Decatur campus. The bookstore hours are posted outside both stores and are convenient to both day and evening students.

#### **Food Service**

Both the Alpharetta and Decatur campuses, as well as the Centers located in Buckhead, Cobb/Galleria, Gwinnett, Henry County and Perimeter, have designated areas for food and drink vending. The machines are filled daily with a variety of snack food as well as fresh sandwiches and salads.

#### **Housing**

DeVry University – Georgia has contracted with RnR Real Estate Marketing, LTD to provide student plan housing for those students requesting or needing living accommodations while attending a DeVry University campus or center. For complete information on the housing program and to view the apartment complexes please go to [www.rnrrealestate.com](http://www.rnrrealestate.com).

<b>Student Referral Guide</b>	<b>Alpharetta</b>	<b>Decatur</b>
<b>Academics Office</b> Academic Deans Academic Program Changes Faculty	Ext. 3227	Ext. 2265
<b>Bookstore</b>	Ext. 3033	Ext. 2244
<b>Computer Software</b> Electronic Supplies Sweatshirts, Mugs, Etc. Textbooks and Supplies		

<b>Career Services</b>	Ext. 3233	Ext. 2350
Career Assistance		
Coop Program		
Interview Techniques		
Resume Preparation		
<b>Learning Success Center</b>	Ext. 3223	Ext. 2262
Academic Advisement		
Computer Aided Instruction		
Tutoring in Academic Courses		
Tutoring in Reading, Writing, and Math Skills		
Study Groups		
<b>Security</b>	Ext. 3519	Ext. 2210
Security Officers		
Parking Tickets		
Parking Permits		
<b>Student Central</b>	Ext. 3161	Ext. 2195
Academics		
Academic Probation/Suspension		
Graduation Requirements		
Withdrawal from a Class		
Drop/Add a Class		
<b>Registrar</b>		
Address Changes		
Attendance Records		
Attendance Dismissal/Appeals		
DeVry Transcript Requests		
Graduation Applications		
Inter-DeVry Transfers		
Transcript Evaluation		
Verification of Enrollment		
Withdraw from school		
<b>Student Finance</b>		
Financial Aid Forms		
Payments		
Financial Aid Advisement		
Health Insurance		
Veteran's Benefits		
Refund Checks		
<b>Student Services</b>	Ext. 3156	Ext. 2344
Student Activities & Clubs		
International Students		

Disability Services  
Disciplinary Actions  
Referral Counseling

### **Local Support Services – By Location**

#### **Alpharetta Hospitals**

##### **Northside**

3400 Old Milton Pkwy.  
Alpharetta, GA  
(770) 667-4000

##### **Children’s Healthcare**

3795 Mansell Rd.  
Alpharetta, GA  
(770) 785-8540

**Fire Dept.** (678) 6270

**Police Dept.** (678) 297-6300

**Post Office** (770) 442-3893

#### **Buckhead & Perimeter Hospitals**

##### **Piedmont Hospital**

1968 Piedmont Rd.  
Atlanta, GA  
(404) 605-5000

##### **Egleston Children’s Hosp.**

101 Ponce de Leon  
Atlanta, GA  
(404) 325-9800

**Fire Dept.** (404) 853-7000

**Police Dept.** (404) 853-3434

**Post Office** (404) 658-8280

#### **Cobb Hospitals**

##### **West Cobb Med. Ct.**

3707 Largent Way 11  
Marietta, GA  
(770) 514-3040

**Fire Dept.** (770) 499-4200

**Police Dept.** (770) 499-3917

**Post Office** (800) 275-8777

#### **Decatur Hospitals**

##### **Dekalb Medical Ctr.**

Winn Way  
Decatur, GA  
(404) 501-1000

##### **Egleston Children’s Hosp.**

101 Ponce de Leon Ave.  
Atlanta, GA  
(404) 325-9800

(404) 294-4476

(404) 294-2519

(800) 275-8777

#### **Gwinnett Hospitals**

##### **Emory Eastside**

Tree Lane  
Snellville, GA  
(770) 979-0200

##### **Egleston Children’s Hosp.**

101 Ponce de Leon  
Atlanta, GA  
(404) 325-9800

(678) 518-4860

(770) 495-3900

(770) 962-4390

#### **Henry Co. Hospitals**

##### **Southern Regional Med. Ctr.**

Upper Riverdale Rd.  
Stockbridge, GA  
(770) 991-8000

(770) 914-9371

(770) 288-8200

(770) 922-4232

## **Local Attractions**

### **Atlanta Botanical Garden**

1345 Piedmont Ave. NE  
Atlanta, GA 30309  
(404) 876-5859

### **Atlanta History Center**

130 West Paces Ferry Rd.  
Atlanta, GA 30305-1366  
(404) 814-4000

### **Centennial Olympic Park**

265 Park Ave. West  
Atlanta, GA 30313-1591  
(404) 222-PARK

### **CNN Atlanta Studio**

1 CNN Center  
Atlanta, GA 30303  
(404) 827-2300

### **Fernbank Museum of Natural History**

767 Clifton Rd, NE  
Atlanta, GA 30307

### **Georgia Aquarium** (discount tickets available)

225 Baker Street  
Atlanta, GA 30313  
(404) 581-4000

### **Georgia Dome** (Home of the Falcons)

1 Georgia Dome Dr.  
Atlanta, GA 30313

### **High Museum of Art**

1280 Peachtree street  
Atlanta, GA 30309  
(404) 733-4444

### **Jimmy Carter Library & Museum**

441 Freedom Parkway  
Atlanta, GA 30307  
(404) 865-7100

### **Martin Luther King, Jr. National Historic Site**

449 Auburn Ave. NE  
Atlanta, GA  
(404) 331-6922

**Six Flags Over GA** (discount tickets available)

275 Riverside Pkwy.

Austell, GA 30168

(770) 739-3400

**Stone Mountain Park** (Attraction tickets available)

U.S. Highway 78 East Exit 8

Stone Mountain, GA 30087

**Turner Field** (Home of the Braves)

755 Hank Aaron Dr.

Atlanta, GA 30315

**World of Coca Cola**

121 Baker Street

Atlanta, GA 30313-1807

(404) 676-5151

**Zoo Atlanta**

800 Cherokee Ave.

Atlanta, GA 30315

(404) 624-5600