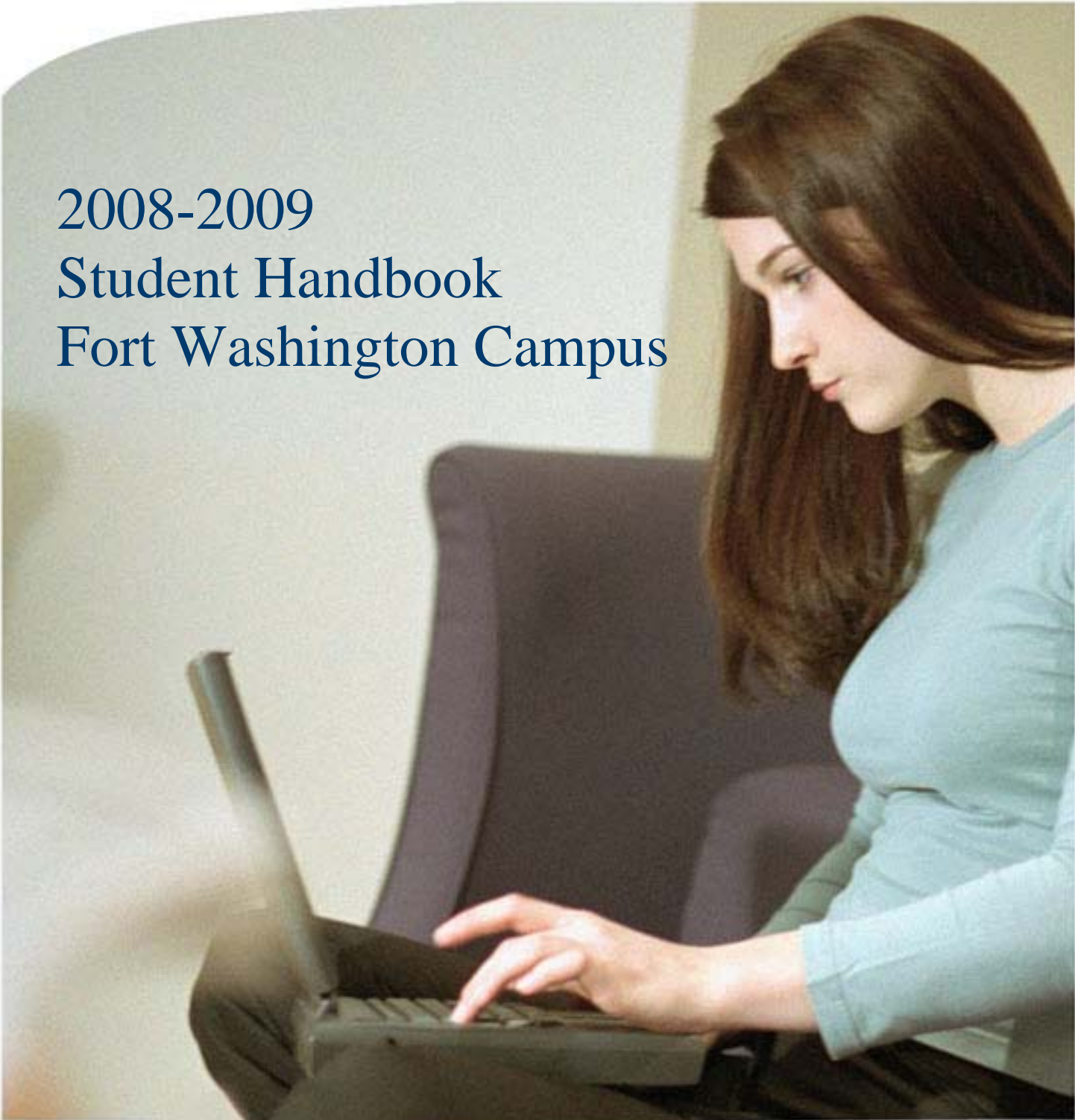


2008-2009
Student Handbook
Fort Washington Campus



DeVry 
University

Keller 
Graduate School of Management

STUDENT HANDBOOK

Contents

Welcome	1
Mission and Values.....	2
Academic Calendar.....	3
Academic Policies and Services	3
Student Portal.....	3
Textbooks and Electronic Course Materials	3
Attendance Policy	3
Withdrawal Policy	4
Withdrawal/Interruption of Studies	5
Add/Drop Policy	5
Standards of Academic Progress.....	5
Academic Probation.....	6
Final Exams	6
Incomplete Grades	7
Multiple Course Attempts/Withdrawals	7
Repeated Courses/Withdrawal.....	8
Academic Integrity.....	9
Tutoring Services	16
Academic Advising.....	16
Library	17
Proficiency Testing	17
Resumption of Studies	18
Change in Program of Study.....	19
Graduation Requirements	20
Registration for Continuing Students.....	21
Career Services	21
Student Services.....	22
Student Code of Conduct.....	23
Campus Safety and Security	29
SIREN Registration.....	29
Visitors and Children at a Campus or Center	29
Student Health Insurance	30
Health Facilities and Service	30
Group Health Insurance	30
Grievance Procedure Involving Charges of Harassment and Discrimination.....	31
Grievance Procedures (all other).....	35
Disability Accommodations in Academic Programs	35
Special Accommodations.....	36

Student Software	37
Federal Education Rights and Privacy Act (FERPA)	38
Student IDs	38
Alcohol and Substance Abuse Policy	39
Student Finance.....	40
Military Educational Benefits	46
International Student Policy.....	47
Network and Responsible Computing Policy	47
Developing Community and Social Networking	50
Vehicle Regulations	51
Support Services	52
Bookstore	52
DeVry Student Activities (DSA)	54
Counseling Services.....	55
Housing Program	55
Local Treatment Resources.....	57

This handbook applies to all students attending the Fort Washington Campus.

Note: Although every effort is made to ensure accuracy of information at the time of publication, some revisions will be made during the academic year regarding information contained herein. Information and requirements are subject to change without notice at the administration's discretion. We reserve the right to change terms and conditions of this handbook at any time. This handbook supersedes all previous printed editions and is in effect until a subsequent handbook is published. More current information may be available via www.devry.edu. Publication date: July 1, 2008.

Welcome

Welcome to DeVry University. We are excited to have you join our quickly expanding system of Philly locations, where you will be on the fast track to complete your degree as quickly as you desire and catapult yourself up the fast moving career success ladder, where literally hundreds of thousands of DeVry Alumni across the country have made a name for themselves.

What you will find here at DeVry University and Keller Graduate School of Management, is a world class staff who is eager to help you with all of your questions, even the ones that you believe are not significant enough to ask. Our university is one of the largest university systems in the country and across the globe. There is one simple reason why we have grown to this size and stature ... it is because *we care about you and your academic future.*

Our “student success” focused staff and faculty will help you learn how to take advantage of every opportunity there is at DeVry, so that *you can be successful and achieve your dream, as seamlessly as possible.*

We want to ensure that you pursue the program that is right for you. We have recruited and hired the very best faculty and staff to work with you on your journey, and we find no greater joy and satisfaction than to watch you be successful and walk across the platform on graduation day.

My commitment to you, as president of DeVry University Philadelphia, is that *you will receive a quality education here, that will at times be challenging yet very rewarding.* We want to ensure that the DeVry name continues to be widely recognized by employers, as a notch above the rest.

If at any time I can be of service to you, or help in any way, please do not hesitate to contact me.

Sincerely,

Dr. Darryl Field
President
Fort Washington Campus
dfield@devry.edu

Mission and Values

Mission and Purposes

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

DeVry seeks to consistently achieve the following purposes:

- To offer applications-oriented undergraduate education that includes a well-designed general education 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.

DeVry Values

In striving to accomplish our educational mission and purposes, we adhere to the following values reflecting the standards of service and conduct to which we have committed ourselves:

- Student success – Fostering student success is the underlying principle that guides DeVry's decision-making and institutional activities.
- Excellence in teaching – Engaging faculty who embrace continual improvement in their subject matter expertise, pedagogical effectiveness and appropriate use of technology advances teaching excellence and promotes student learning.
- Academic standards – Upholding academic standards and ensuring academic integrity are paramount in ensuring the value of graduates' degrees.
- Academic freedom – Encouraging faculty and staff to engage in appropriate scholarly activities and in free exploration of ideas is essential to maintaining the intellectual vitality of the institution.
- Educational relevance – Offering technical and business programs that provide career enhancement, promote responsible citizenship and encourage lifelong learning supports DeVry's mission.
- Organizational integrity – Involving the institution's members in the development of policies, and consistent application of policies and procedures to interdepartmental relationships, is required to maintain institutional stability and effectiveness.

- Responsive student services – Providing support services in a helpful and caring manner to students fosters learning and supports academic success.
- Building on diversity – Maintaining an institutional culture that draws strength from the varied perspectives and backgrounds of its students, faculty and staff helps DeVry achieve its educational and strategic goals.
- Institutional improvement – Reviewing and improving curricula, academic operations, teaching and academic support services are critical for maintaining an educational leadership position in rapidly evolving academic fields.

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. 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.

Academic Calendar

The academic calendar is available in the academic catalog, accessible via www.devry.edu/uscatalog.

Academic Policies and Services

All Students

Student Portal

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

Textbooks and Electronic Course Materials

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

Many courses require purchase of electronic course materials. See the academic catalog for additional information at www.devry.edu/uscatalog.

Attendance Policy

DeVry believes regular class attendance is vital to students’ academic success in classroom-based coursework, and students are expected to attend all scheduled class sessions. Students in online coursework, similarly, are expected to “attend” by participating at the required level and frequency in class activities. To encourage regular class attendance, comply with external regulations and provide the desired level of student service, DeVry has established an attendance policy requiring regular attendance recording, frequent monitoring and corrective action. DeVry has also defined standards of attendance (see below) and actions that may result from violation of those standards.

Student Responsibilities

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

Standards of Attendance

Excessive consecutive absence from all courses is defined as the student’s absence from all scheduled classes in any two (2) consecutive Monday-to-Sunday calendar weeks that start from Monday of week 1 through Monday of week 8 (session-based class) or week 14 (semester-based class.)

Consequences of Violating Standards of Attendance

When excessive consecutive absence from all courses has been identified, or a student has been administratively withdrawn from the last course that was in progress for a session or semester that was not completed, DeVry notifies the student that procedures have begun for the student’s administrative withdrawal from DeVry.

Notification of Impending Administrative Withdrawal from DeVry

Notification of impending administrative withdrawal from DeVry is defined as sending a written notice to the student’s address of record, using DeVry’s official means of written communication. The notice includes the last date of attendance (LDA) DeVry has established, and, its consequences for the student, as well as the opportunity for the student to present evidence that administrative withdrawal should not occur. A deadline for the student’s response is set at seven (7) days from the date of notification.

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

Extenuating Circumstances

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

Withdrawal Policy

To withdraw from a course, students must notify their appropriate Program Dean or Center Dean. A student who remains enrolled in courses after the course drop deadline and wishes to withdraw from a course must apply to do so through an academic administrator. In all courses, if withdrawal

occurs by Friday of week 7, the course remains on the transcript and is designated with a 'W'. A course withdrawal after week 7 receives a designator of 'U' or a grade of 'F'. The designator of 'W' will appear on the transcript. Students may withdraw from a course prior to the regularly scheduled distribution of the final examination and receive a designator of "W." Withdrawal is not allowed after this time. All withdrawal notices must be communicated to the Program Dean or Center Dean in writing. Simply ceasing to attend classes, notifying the instructor, or notifying a staff member other than the center dean does not constitute a withdrawal of record. All students who do not officially withdraw, or who do not receive approval for an Incomplete, will receive a grade of "F" in their course.

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

Withdrawal/Interruption of Studies

Students who must interrupt studies during a term or defer starting the next term must follow the University's official withdrawal procedure. If you are planning to withdraw, please visit the Student Services department where you will be provided with detailed instructions on the necessary steps for completing the process. Students, who cannot complete required procedures in person, should call an academic administrator as soon as possible.

Add/Drop Policy

Information regarding the add/drop policy is found in the academic catalog, available via www.devry.edu/uscatalog. Students must select all courses and have all financial and obligations to the school resolved prior to the close of registration (end of the first week of the session). Additionally, students seeking to Add or Drop courses from their schedule must obtain permission from an academic administrator by the end of the first week of the session.

Standards of Academic Progress

DeVry has established standards of academic progress as an integral part of its goal to foster student success. Students must demonstrate satisfactory academic progress toward graduation from their program of study. To measure satisfactory academic progress, DeVry uses qualitative standards including grade point averages, grades and academic performance, and quantitative standards including rate of progress (credits attempted versus credits earned). Students must meet both qualitative and quantitative standards in order to demonstrate satisfactory academic progress. Students who do not meet these standards in one (1) or more areas are subject to academic probation and/or dismissal.

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

Undergraduate Students – All

Students can access information on the School's policy on academic standing in their academic catalog, available via www.devry.edu/uscatalog.

Students may access their term's final academic standing via their student portal. Grade information is located under "Academic History."

Graduate Students – All

Students can access information on the School's policy on academic standing in their academic catalog, available via www.devry.edu/uscatalog.

Academic Probation

Students are placed on academic probation when they do not meet required satisfactory academic progress criteria. Generally, students remain on probation until their next term is completed, at which time another academic evaluation is made. When students are placed on academic probation, they must contact their Program Dean or Center Dean for mandatory probation advisement.

Academic probation constitutes conditional permission for students to continue in their program. If conditions that constitute academic probation recur, students may be placed on a probation again or are dismissed. Students who receive a third probation are dismissed. Generally, students remain on probation until their next course is completed, at which time another academic evaluation is made. Students on academic probation must obtain academic advising from the center dean which result in one of the following: a limit on the number of courses that may be taken per session, restriction of course selection and specific grade requirements.

Students are placed on probation:

- Upon receipt of a grade of "F" in any session
- If the cumulative grade point average is below 2.00 after two courses have been completed, unless they are meeting academic advising requirements
- If the cumulative grade point average is below 3.00 after eight courses have been completed, unless they are meeting academic advising requirements

Dismissal

Students are dismissed from their program for failure to make satisfactory progress (as defined in the "Satisfactory Academic Progress" and "Academic Probation" sections in the academic catalog). Students dismissed from their program may petition the Academic Review Committee for readmission. Readmission is not granted without strong material evidence of change in a student's ability to satisfactorily fulfill the program requirements. An application for readmission will not be considered until at least one year has lapsed since the session of dismissal. Students seeking readmission must prepare a written petition setting forth their analysis of the situation leading to the dismissal, present concrete evidence that the problems have been resolved, submit a third-party letter of recommendation, and outline a detailed plan for successfully completing the balance of their program.

Final Exams

Online final exams are not returned to students at the end of a course. Students may request to review final exam content by telephone with their instructors. If this proves to be unsatisfactory, students may request to see their final exam in a proctored setting, at a specified School location. For more information on viewing a final exam, contact your Program Dean or Center Dean.

Incomplete Grades

Undergraduate Students – All

Students can access information on the School's policy on incomplete grades – grades of I – in their academic catalog, available via www.devry.edu/uscatalog.

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

Graduate Students – All

Students can access information on the School's policy on incomplete grades – grades of I – in their academic catalog, available via www.devry.edu/uscatalog.

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

Grade Appeals

Students who wish to appeal their final grade from a specific course must meet with their instructor during the term immediately following the session in which they took the course. The instructor will review the student's concern and respond to the student, in writing, within five (5) days of the student's initial contact. If the grade appeal remains unresolved after meeting with the instructor, the student may request further review by appealing in writing to the Program Dean or Center Dean. The Academic Administrator 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 (8) weeks of the class's ending.
- The student has discussed the grade appeal with the instructor and the instructor has denied the grade appeal request.
- The student has supporting documentation to show he/she was graded unfairly, including documentation proving the instructor 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.

Multiple Course Attempts/Withdrawals

Undergraduate Students – All

Students can access information on the School's policy on multiple course attempts/withdrawals in their academic catalog, available via www.devry.edu/uscatalog.

In addition, a student may not enroll in a course more than twice unless an academic administrator approves a written petition that provides proof of mitigating circumstances.

Repeated Courses/Withdrawal

Graduate Students – All

Students can access information on the School's policy on multiple course attempts/withdrawals in their academic catalog, available via www.devry.edu/uscatalog.

In addition, a student may not enroll in a course more than twice unless an academic administrator approves a written petition that provides proof of mitigating circumstances.

Academic Dismissals/Appeals

Students are dismissed from their program for failure to make satisfactory academic progress (SAP). Students who are dismissed may petition for readmission. Readmission is not granted without strong evidence of a change in students' ability to satisfactorily fulfill program requirements or until 12 months have passed since the date of dismissal. Students requesting readmission must submit a dismissal appeal form, with valid supporting documentation, within 7 business days of dismissal notification. Students should contact their Academic Administrator or Program Dean/ Center Dean for more information on SAP dismissal procedures.

Undergraduate Students – All

Students can access information on the School's policy on academic dismissals and appeals in their academic catalog, available via www.devry.edu/uscatalog.

In addition, a student who has been dismissed for failure to meet standards of academic progress may appeal the action by submitting a written petition to the appropriate academic administrator prior to the end of registration. The petition must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and must present a realistic plan for improvement.

If the petition is accepted, the student may enroll for the current semester. Denied petitions may be presented to the dean of academic affairs for additional review.

The Academic Department specifies reinstatement conditions when a petition is accepted. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved.

If a reinstatement request is not completed within three semesters after dismissal, the student must reapply with the director of admissions in addition to petitioning the initial dismissal.

Graduate Students – All

Students can access information on the School's policy on academic dismissals and appeals in their academic catalog, available via www.devry.edu/uscatalog.

Students requesting readmission must submit a dismissal appeal form, with valid supporting documentation, within seven (7) business days of dismissal notification. Students should contact their Center Dean for more information. Online students should note that those who do not

participate in class during the first two (2) weeks of a session are sent a dismissal letter and withdrawn from their course(s). A “W” is recorded on their academic record.

In addition, a student who has been dismissed for failure to meet standards of academic progress may appeal the action by submitting a written petition to the appropriate Center Dean prior to the end of registration. The petition must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and must present a realistic plan for improvement.

If the petition is accepted, the student may enroll for the current semester. Denied petitions may be presented to the Center Dean for additional review.

The Academic Department specifies reinstatement conditions when a petition is accepted. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved.

If a reinstatement request is not completed within three semesters after dismissal, the student must reapply with the director of admissions in addition to petitioning the initial dismissal.

Academic Integrity

All Students

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

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry are based on a pursuit of knowledge and assume a high level of integrity in every one 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 instructors 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 School 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 (1) of the following:
 - The faculty member teaching the course
 - The chief student affairs officer or his/her designee
 - The center dean or his/her designee

- The director of DeVry Online or his/her designee
 - The associate dean of student services
2. Make it difficult and unacceptable for other students to cheat by:
- Not sharing your written work with other class members unless required as a part of a team assignment
 - Refusing to give away or share written assignments, homework and term papers
 - Refusing to provide current and old quizzes/exams to other students without the consent of the faculty member
 - Keeping your computer password a secret
 - Refusing to discuss a quiz/exam with other students until all members of the class have taken it and grades have been posted
 - Denying others access to your computer programs
 - Covering your work during exams
 - Giving discouraging glances to students trying to cheat
 - Reporting suspicious test-taking behavior during a quiz/exam so it can be documented
 - Completing take-home, nonproctored quizzes/exams alone and in a secluded environment
3. Avoid violations of the Academic Integrity Policy by:
- Avoiding the temptation to cheat through communication technology
 - Understanding that Google searches and plagiarism checkers can easily detect plagiarism on papers and exams
 - 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 and www.apa.org. A School librarian can also help you find resources on citation principles
 - Clarifying assignments with your instructor, 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 instructor's requirements for an assignment, seek clarification

Violations of Academic Integrity

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

A. Copying

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

- 1) Any act of copying information from another student by any means to obtain an advantage for one's self.
- 2) Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- 3) Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, 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 instructor or use a "when-in-doubt, document" philosophy and reference the information source. Also, any statement made without documentation is, de facto, claimed as one's own and may subject one to plagiarism. Examples of plagiarism include:

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

C. Collaboration

- 1) Any act of two (2) or more students actively cooperating on any assignment when the instructor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside 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 an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the instructor or his/her authorized agent.
- 2) Any act 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 instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

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

F. Proprietary Material

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

G. Offering of Money or Other Incentives

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

H. Lying

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

I. Other

- 1) Misrepresenting facts regarding an absence or work that has not been completed for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- 2) Using material of others, however obtained, for the purpose of gaining advantage or credit, unless use of such material is expressly authorized.
- 3) Entering online discussion threads under false pretenses or not complying with instructor or School 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

- A. Any member of the School 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 instructor will discuss the incident with the student. The student will be given the opportunity to deny the alleged violation, provide an explanation of the incident in question or admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will inform the student that the case is being referred to the chief student affairs administrator or his/her designee for action. The instructor will complete the Academic Integrity Violation Incident Report, attach copies of supporting documents and forward copies of all documents to the appropriate above-listed individual.

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

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

Sanctions

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

A. First recorded offense – all students

Mandatory

- Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given.
- Where the incident involves a graded assignment that would be one the student could request be "dropped" for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will be based on inclusion of the zero for the voided assignment.

B. Second recorded offense

Mandatory

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

Discretionary

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

C. Third recorded offense – all students

Mandatory

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

Appeals/First Offenses

- A. The action of the instructor may be appealed by the accused student to the chief student affairs administrator or his/her designee within seven (7) calendar days of receipt of notice of the action. Such appeals will be in writing. The student will have the opportunity to select a hearing by either an Academic Review Committee or by the chief student affairs administrator or his/her designee.
- B. The chief student affairs administrator or his/her designee may require a hearing by an Academic Review Committee when he/she feels such a procedure is in the best interest of the School or the student.
- C. All charges shall be presented to the accused student in written form by the chief student affairs administrator or his/her designee. A time shall be set to review the student's case, not fewer than two (2) nor more than 10 calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the chief student affairs administrator or his/her designee.
- D. Hearings shall be conducted according to the following guidelines:
 - 1) The chief student affairs administrator or his/her designee may serve (in a non-voting capacity) as chairperson of the Hearing Panel.
 - 2) Hearings normally shall be conducted in private.
 - 3) Admission of any person to the hearing shall be at the discretion of the Academic Review Committee and/or the chief student affairs administrator or his/her designee.
 - 4) In hearings involving more than one accused student, the chief student affairs administrator or his/her designee, at his/her discretion, may permit the hearings concerning the students to be conducted together.
 - 5) The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the School and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.
 - 6) The complainant, the accused and the School shall have the privilege of presenting witnesses, subject to questioning by the Academic Review Committee or chief student affairs administrator or his/her designee.
 - 7) Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the chief student affairs administrator or his/her designee.
 - 8) All procedural questions are subject to the final decision of the chief student affairs administrator or his/her designee.
 - 9) After the hearing, the Academic Review Committee shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one (1) 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 School.

Appeals/Second or Third Offenses

- A. A decision reached or a sanction imposed by the chief student affairs administrator or his/her designee may be appealed by the accused student or complainant to the Academic Review Committee within seven (7) calendar days of the decision. Such appeals shall be in writing. In cases where the chief student affairs administrator or his/her designee has personally chaired the Academic Review Committee or has imposed sanctions, the appeal shall be directed to the next administrative level.
- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one (1) or more of the following purposes:
 - 1) To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - 2) To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.
 - 3) To determine whether the sanction(s) imposed were appropriate for the violation.
 - 4) To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.
- C. If an appeal is upheld by the chief student affairs administrator or his/her designee, the matter shall be remanded to the original Academic Review Committee and chief student affairs administrator or his/her designee for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

Intra-System Transfer Policy

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

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

A student's financial obligations to DeVry must be fulfilled before transfers will be approved. Fulfillment of financial obligations means a student is current on EDUCARD® payments and non-delinquent in any other assessed financial charges. Such transfers are granted at the conclusion of the term only. A student on academic or disciplinary probation continues on probation at the new

location. The receiving location has the right to refuse the transfer request of a student who is not in good academic standing.

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

Tutoring Services

Undergraduate Students – All

Tutoring assistance is available for students who request it.

In addition, the Mission of The Academic Support Center (ASC) is to create an effective learning atmosphere for all DeVry University students enrolled in an undergraduate or graduate course through high-quality individual and group tutoring. In addition, the ASC strives to facilitate student learning by offering support services such as Internet accessible computers equipped with academic software packages, final exam review sessions, a resource library, and a pleasant, comfortable atmosphere where students can study and work.

The ASC is a student-centered learning and enrichment facility that has been established to offer FREE academic assistance. The center's goal is to help ALL students-those who may experience difficulty and those who strive for academic excellence. Our staff is committed to helping you achieve your highest academic potential. You can contact the ASC at 215-591-5720 or stop by for a visit and remember that appointments are never necessary.

Graduate Students – All

Tutoring assistance is available for students who request it.

In addition, for our Graduate students the ASC is also utilized as a student-centered learning and enrichment facility that has been established to offer FREE academic assistance.

Academic Advising

Academic advising provides academic support for students in pursuit of their educational goals, while ensuring that DeVry's academic standards are upheld. DeVry provides academic advisors, who are available to students by appointment in Student Central room 147. Advisors can inform and advise students as they make academic decisions, assist in preventing academic problems, help resolve academic issues, and administer the academic appeal process. Students should become well acquainted with their academic advisors, as they provide support that can lead to steady improvement of their academic performance and satisfaction.

Undergraduate Students – All

In addition, students are encouraged to meet with an advisor to consult with regarding course registration, academic policies and deadlines, academic support needs and curriculum requirements. Tutoring assistance is available for students in need of additional assistance as well as for those students placed on Academic Contract. Please stop by Student Central room 147 Student Central to meet with an academic administrator or advisor.

Students can access additional information on academic advising in their academic catalog, available via www.devry.edu/uscatalog.

Graduate Students – All

In addition, students are encouraged to meet with an advisor to consult with regarding course registration, academic policies and deadlines, academic support needs and curriculum requirements. Tutoring assistance is available for students in need of additional assistance. Please stop by your center office to meet with an academic administrator or advisor.

Students can access additional information on academic advising in their academic catalog, available via www.devry.edu/uscatalog.

Library

Undergraduate Students – All

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

The Library supports the educational goals and instructional needs of the university by providing students with resources to supplement classroom and laboratory learning and by providing guidance and instruction to help develop student research and independent learning skills. It houses a diverse collection of books, periodicals, videos, audiotapes and software covering telecommunications, electronics, business, computer science, social sciences, arts and humanities.

In addition, the Library's website is the gateway to a number of reference databases, most available remotely. The databases provide online access to magazines, newspapers, journals, reference sources and books in electronic format.

The Library is an ideal place for study, getting help with class-related research and browsing. Books, CD-ROMs, audiotapes and videotapes are available for checkout. Students are responsible for renewing loan periods and returning borrowed items on time. Renewals can be done online, in-person or by phone.

The Library is an active member of **Pennsylvania Library Network (PaliNet)**. Reference service is available remotely by emailing ref@phi.devry.edu. Users have access to materials not owned by our library by requesting interlibrary loan services.

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

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 within Student Central room 147. Students receive proficiency credit for a course when they score 80 percent or higher on a proficiency exam. Proficiency credit is noted on students' academic progress reports and transcripts but is not included in grade point averages. Requests for proficiency exams are denied for students:

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

- Who previously failed the proficiency exam for the course.

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

In addition, Students may request proficiency examination prior to the end of the course drop period provided they have not previously enrolled in the course at DeVry. Approved nationally normed tests (e.g., CLEP, AP, DANTES) may also be recognized for proficiency credit. Only certain courses are eligible for proficiency credit and students should speak to their program dean. Graduation requirements satisfied by transfer or proficiency credit are included when determining a student's academic level and progress; however, this credit is not included in GPAs. Proficiency exams are located within the Testing Center of Student Central room 147.

Resumption of Studies

Undergraduate Students – All

Students can access information on the School's policy on resumption of studies after withdrawal in their academic catalog, available via www.devry.edu/uscatalog. DeVry University will assist students who wish to resume their studies after having withdrawn from DeVry for a period of time. To efficiently meet this objective, the following policy and procedures have been established. The intent of this policy is to ensure that students are prepared and qualified for re-admission.

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

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

A student must be current on all financial obligations to the school prior to resuming studies. Students with Stafford, Perkins or SLS Loans should call the registrar regarding deferment forms for these loans.

Graduate Students – Onsite

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

Students are allowed up to five (5) 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 and/or center dean.

Students with Stafford, Perkins or SLS Loans should call academic/ financial aid advisor regarding deferment forms for these loans.

In addition, include brief description of how these services are provided, location and hours of operation.

Graduate Students – Online

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

Students are allowed up to five (5) years from the date of initial enrollment to complete their degree requirements. Under certain circumstances, the time limit may be extended upon petition to the academic advisor.

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

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

A student must be up to date on all financial obligations to the school prior to resuming studies.

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

In addition, include brief description of how these services are provided, location and hours of operation.

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 (2) degree programs at any one point in time. Students are required to declare a primary program, and all evaluations of academic standing are calculated in relation to the primary program. While students may enroll in courses applicable to a second degree prior to completing the primary degree, they should focus on their primary degree. Those opting to pursue multiple degrees must meet all program core and program-specific course requirements for each degree.

Undergraduate students and graduate students

Students can access information on the School's policy on transferring to a different program of study within the DeVry system in their academic catalog, available via ww.devry.edu/uscatalog.

In addition, students are governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. Students who change programs are governed by the graduation requirements of the new program in effect at the time of the program change.

Continuous enrollment requires both

- No instance of more than two consecutive sessions out of school
- Enrollment in at least three of every six sessions for each year students are enrolled, beginning with the first session of enrollment

For each interruption of continuous enrollment, students are governed by the graduation requirements and academic rules and policies in effect at the time of resumption.

Graduation Requirements

Undergraduate Students – All

Students can access information on the School's graduation requirements in their academic catalog, available via 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.

Graduation fees are assessed for all campus- and center-based graduating students.

In addition, the Graduation Application is an official document used for the following purposes:

- (1) To audit your curriculum records to ensure that you have met the requirements for graduation.
- (2) To correctly list your name, major and degree in the graduation ceremony program AND on your diploma.
- (3) To make sure you have completed all steps toward graduation.

Applications are available online at <http://philly.devry.edu/application-for-graduation.pdf>.

Please complete the form, print it out, and get signatures from listed offices

You must submit your COMPLETED GRADUATION APPLICATION no later than the specified DEADLINE. Failure to do so could result in postponing your graduation date.

To schedule an appointment with the Dean of your program, call Student Central 215-591-5800 or stop by Student Central room 147.

The Graduation Fee is \$20.00* and can be paid with the Student Cashier, Room 138. This fee must be paid by JUNE 6TH at the latest. You may pay the Grad Fee by cash, check or credit card. *This fee DOES NOT include the cost of cap or gown.

Graduate Students – All

Students can access information on the School's graduation requirements in their academic catalog, available via www.devry.edu/uscatalog.

Online students should note that DeVry Online **does not** hold its own graduation ceremonies. However, students can attend any School graduation ceremony 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.

Graduation fees are assessed for graduating students.

In addition, the Graduation Application is an official document used for the following purposes:

- (1) To audit your curriculum records to ensure that you have met the requirements for graduation.
- (2) To correctly list your name, major and degree in the graduation ceremony program AND on your diploma.
- (3) To make sure you have completed all steps toward graduation.

Applications are available online at <http://philly.devry.edu/application-for-graduation.pdf>.

Please complete the form, print it out, and get signatures from listed offices

You must submit your COMPLETED GRADUATION APPLICATION no later than the specified DEADLINE. Failure to do so could result in postponing your graduation date.

To schedule an appointment with your Center Dean.

The Graduation Fee is \$20.00* and can be paid with the Student Cashier, Room 138. This fee must be paid by JUNE 6TH at the latest. You may pay the Grad Fee by cash, check or credit card. *This fee DOES NOT include the cost of cap or gown.

include brief description of how these services are provided, location and hours of operation.

Registration for Continuing Students

A student must select all courses and have all financial and academic obligations to DeVry resolved prior to the close of registration each semester. Registration is closed at the end of the Friday before the first week of class. A student wishing to delete a course from his/her schedule must notify the registrar before the end of the first day of the session. To remove a course from a schedule prior to the beginning of the course, please see the Registrar's office in Student Central room 147.

Undergraduate Students – All

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

Graduate Students – All

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

Career Services

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

Undergraduate Students –All

During the last semester before graduation, CSO staff work individually and in class to prepare students for the job search process. Every student has an individual appointment with a career advisor to discuss his/her job search plan. Students have the option of requesting mock interviews to assist them in preparing appropriately for successful interviewing. In their final semester, students are assigned a career advisor, who discusses job search plan and advises students of upcoming career activities. The CSO is one resource in the job search process. Students must take an active role in their employment search. If a student places restrictions on employment (such as salary and location), assistance may be similarly restricted. The CSO will, however, continue to work with graduates as they conduct an active job search for a period of six (6) months after graduation. After six (6) months, alumni career services are available. To ensure success, students should:

1. Register for career services assistance.

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

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

To supplement the classroom experience, a Cooperative Education program is available to those students who meet eligibility requirements. Co-op is an educational process in which schools and industry form a partnership to provide part-time, relevant work experience for students and an excellent source of personnel for employers. Students must successfully complete the fundamental coursework in their respective fields of study prior to enrolling in the co-op program. Students interested in pursuing such employment should visit the Career Services office for further details.

Graduate Employment Assistance

During the final semester of study, upcoming graduates will register for employment assistance. At this time, each graduate will meet individually with a Career Advisor to fine-tune the skills and tools necessary for a successful job search. Resumes and cover letters will be critiqued, and mock interviews will be conducted. Graduates will receive weekly regular updates on job leads as well as available interviews on-campus or off-site.

The Career Services staff works aggressively to secure job leads and establish relationships with business and industry to provide our graduates with the best possible opportunity for success. After graduation, students not yet employed are expected to continue an active employment pursuit while continuing to receive employment assistance from DeVry. Because employment opportunities depend on local business conditions, DeVry cannot guarantee jobs.

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.

When registered, graduate students have access to HireDeVry.com, the School's national job board. CSO directors and staff maintain contact with thousands of companies to develop employment opportunities for graduates.

Student Services

All Students

The School offers more than our industry-leading student finance and career services. Services may include part-time-jobs service, counseling and advising services, student housing and/or referral housing, and student activities and events depending on location and size of student population. Our

mission is to foster student development through learning, mentoring and developing student leadership skills.

Student Code of Conduct

All students are expected to abide by our Student Code of Conduct. *Note: The Student Code of Conduct applies to all students, including those who attend online.*

Article I

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

Article III: Proscribed Conduct

Jurisdiction of the School

Generally, the School jurisdiction and discipline shall be limited to conduct that occurs on School premises. The School jurisdiction and discipline may extend to off-campus activities when they adversely affect the School community and/or pursuit of its objectives.

Conduct – Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - a.) Furnishing false information to any School official, faculty member or office.
 - b.) Forgery, alteration or misuse of any School document, record or instrument of identification.
 - c.) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other School activities, including its public service functions on or off campus, or other authorized non-School activities, when the act occurs on School premises.
3. Physical abuse, verbal abuse, threats, intimidation, 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 School premises or at any School-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the School or property of a member of the School 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 School 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, 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 profound 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 unusual substances such as unprepared food, 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 slur, or exhibitionism.

6. Violation of housing conduct guidelines of student lease provisions applicable to School-referred housing.
7. Gambling on School premises, at School functions or through the use of School equipment.
8. Failure to comply with directions of School officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any School premises, or unauthorized entry to or use of School premises.
10. Violation of published School policies, rules or regulations.
11. Violation of federal, state or local law on School premises or at School-sponsored or School-supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and School regulation; or public intoxication on School premises.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on School premises or at any School-sponsored activity.
15. Participation in a campus demonstration that disrupts normal operations of the School and infringes on rights of other members of the School community; leading or inciting others to disrupt the scheduled and/or normal activities within any School building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic on School premises or at a School-sponsored or supervised activity.
16. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on School premises or at functions sponsored by the School.
17. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
18. Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with work of another student, faculty member or School official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of the School computing system.
 - g) Introduction, reproduction and/or promulgation of any computer virus.
19. Abuse of the judicial system, including, but not limited to:
 - a) Failure to obey the summons of a judicial body or School official.
 - b) Falsification, distortion or misrepresentation of information before a judicial body.
 - c) Disruption or interference with orderly conduct of a judicial proceeding.
 - d) Institution of judicial proceeding knowingly without cause.

- e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the course of the judicial proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding.
- h) Failure to comply with sanction(s) imposed under the Student Code of Conduct.
- i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

Violation of Law and School Discipline

1. If a student is charged with only an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the School community.
2. School disciplinary 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 tendency of civil litigation in court 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 School will not 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 School 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 School community. The School will cooperate fully with law enforcement and other agencies in enforcing criminal law on School 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, as they deem appropriate.

Article IV: Judicial Policies Charges and Hearings

1. Any member of the School 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. Any charge should be submitted as soon as possible after the event takes place.
2. The judicial advisor may conduct an investigation to determine if charges have merit and/or if they can be resolved by mutual consent of parties involved on a basis acceptable to the judicial advisor (such as mediation). Such disposition shall be final, and there shall be no subsequent proceedings. If charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or as chairperson of the judicial body.
3. All charges shall be presented to the accused student in written form. A time shall 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 School.
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 normally shall be conducted in private.
 - c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
 - d) In hearings involving more than one accused student, the chairperson of the judicial body, at his/her discretion, may permit hearings concerning each student to be conducted together.
 - e) The complainant and accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or accused are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - f) The complainant, accused and judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination, by the judicial body.
 - g) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - h) All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - i) After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code of Conduct that the student is charged with violating.
 - j) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the School.
7. Except in the case of a student charged with failing to obey the summons of a judicial body or School official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a) Warning - A notice in writing to the student that the student is in violation of or has violated School 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 School regulation(s) during the probationary period.
 - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d) Fines - Previously established and published fines may be imposed.
 - 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 School or other related discretionary assignments.
 - g) Housing Suspension - Separation of the student from his or her School-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 School-referred housing.
 - i) DeVry Suspension – Separation of the student from the School for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j) School Expulsion - Permanent separation of the student from all School locations.
2. More than one (1) sanction listed above may be imposed for any single violation. In each case in which a judicial body determines 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 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 housing expulsion, School suspension and School expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions other than housing expulsion, School suspension or School expulsion, upon application to the judicial advisor. Cases involving imposition of sanctions other than housing expulsion, School suspension or School expulsion shall be expunged from the student’s confidential record three (3) years after final disposition of the case.

Interim Suspension

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

1. Interim suspension may be imposed only:
 - a) to ensure the safety and well-being of members of the School community or preservation of School 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 School.
2. During the interim suspension, students shall be denied access to School-referred housing and/or to the School premises (including classes) and/or all other School activities or privileges for which the student might otherwise be eligible, as the chief student affairs administrator or designee or the judicial advisor may determine to be appropriate.

Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by the accused student or complainant to the chief student affairs administrator or designee within five (5) school days of the decision. Such appeals shall be in writing. In cases where the chief student affairs administrator or designee is the judicial advisor, the appeal shall be directed to the next administrative level.

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 (1) or more of the following purposes:
 - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code 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 substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
 - c) To determine whether the sanction(s) imposed were 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.
3. If the chief student affairs administrator or designee upholds an appeal, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

Campus Safety and Security

All Students

SIREN Registration

DeVry's SIREN emergency alert system provides real-time alerts and updates on emergency situations, location closings and other important communications 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 my.devry.edu, where students can enter or update their contact information whenever it changes. Only those who register receive alerts. Any SIREN-related questions can be submitted via email to siren@devry.edu.

Visitors and Children at a Campus or Center

Students are encouraged to bring prospective students to onsite classes as guests; however, they must first receive approval to do so by completing the required form and submitting it to an appropriate school official. Classrooms and laboratory access are limited to those enrolled in the class meeting there. Access to on and off campus activities is limited to those actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times. DeVry reserves the right to require valid student identification cards be presented for admittance to certain locations and events. DeVry may also require students to register their guests with Student Services prior to attendance. An escort is available for the safety of anyone walking alone to their vehicle. The on campus security officer may be contacted for assistance.

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

Student Health Insurance

Undergraduate Student – Onsite

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

Full-time students, those enrolled in 12 or more credit hours, must stop by Student Central's room 147, Student Finance Department **every November** to update their health insurance status. Students enrolled 6-11 credit hours are considered part time and have the option to enroll in the insurance plan offered by the School. However, anyone enrolled fewer than 6 credit hours is ineligible for the School's health insurance plan.

Full-time students who have their own insurance must complete an insurance waiver card. Insurance premiums change **every November**. Visit www.srstudentcenter.com for more information. These forms are also available at Student Central's room 147, Student Finance Department.

Health Facilities and Service

There are no on-campus health facilities at DeVry University. Available health services consist of the following:

- Serious illnesses, injuries and emergencies are referred to one of two local hospitals, located approximately five miles from the campus.
- First aid kits are available in various departments and the electronics labs for treatment of minor cuts, burns, etc. Lists of students and staff certified in first aid and CPR are posted in all departments. In case of an emergency a student should contact security, the Student Services Department (Room 138), or any school official for assistance.
- Annual CPR training is provided to staff to help ensure that trained personnel are in the facility in the event of emergencies.
- Informative literature on a variety of physical and emotional health care facilities is maintained and made available to students. Students in need of alcohol or drug counseling, health services, or family counseling are directed to appropriate outside agencies by the student services staff. All referrals are confidential.

Group Health Insurance

All registered full-time students are required to purchase insurance under the Group Health Plan unless proof of comparable coverage is furnished to the Student Accounts Office before the second week of their first semester. All registered part-time DeVry students taking at least 6 credit hours are eligible to enroll in the insurance plan on a voluntary basis. All part-time students taking less than 6 credit hours are not eligible for this insurance coverage. The DeVry Students Accident and Sickness Insurance Plan are underwritten by a national company with a record of providing excellent service at reasonable costs. This plan is available to students and also provides the option of family coverage for dependents of students.

For additional information, see the academic catalog at www.devry.edu/uscatalog.

Undergraduate Student – Online, Graduate Students – All

Health insurance coverage is recommended for all students but is not required for online and graduate students. Those wishing to enroll should visit www.srstudentcenter.com for more information.

For additional information, see the academic catalog at www.devry.edu/uscatalog.

Grievance Procedure Involving Charges of Harassment and Discrimination

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

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

Discriminatory Harassment

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

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

Sexual Harassment

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

Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

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

Examples of Behavior Prohibited by DeVry's Policies

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

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

Information and Consultation – Sexual Harassment Resource Persons

The Fort Washington Campus has the Associate Dean of Academic and Student Services, Dana Baker, 215-591-5816, the Director of Student Services, Ronnie Dunston, 215-591-5796, or the Keller Center Dean Tom Ahart, 215-591-5718. The Philadelphia DVUC has Center Dean Adena Johnston, 215-553-7952, Valley Forge DVUC has Center Dean, Christal Claiborne, 610-889-9980, the Pittsburgh DVUC has Center Dean Jack Flinter, 412-642-9072 and Regional Learning has Center Dean Tiffany Evans, 724-741-1039. All PA Metro faculty and staff may contact Human Resources Manager, Dan Kasal, 215-591-5727 are all available to serve as a resource to any student, non-faculty employee or faculty member who has a sexual harassment inquiry or complaint. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of the same gender. They have the option of meeting with a staff member of a preferred gender in the Student Central room 147 at Fort Washington campus or at the DVUC's within the Center Dean office. These resource persons have information about applicable laws, school rules and procedures, options available for resolution of complaints and confidentiality requirements.

Complaint Procedures

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

Informal Complaint Procedures

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

The student may seek a resolution of the matter through discussions with the alleged offender or other appropriate staff. If no resolution is forthcoming, or if direct confrontation is deemed inappropriate, the student may report the incident(s) to the Fort Washington Campuses Human Resource Manager, Dan Kasal, 215-591-5727 or PA Metro President, Darryl Field, 215-591-5763. Philadelphia Center Dean, Adena Johnston, 215-553-7952. Valley Forge Center Dean Christal

Claiborne, 610-889-9980. Pittsburgh Center Dean Jack Flinter, 412-642-9072 and Regional Learning has Center Dean Tiffany Evans, 724-741-1039.

The Human Resource Manager, Dan Kasal, PA Metro President Darryl Field, or Center Dean's Adena Johnston, Christal Claibourne, Jack Flinter, and/or Tiffany Evans shall attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law.

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

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

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

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

Formal Complaint Procedures

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

A student who feels that he or she has been a victim of harassment or discrimination in violation of DeVry's policies may file a written grievance to the local Fort Washington Campus has the Associate Dean of Academic and Student Services, Dana Baker, 215-591-5816, the Director of Student Services, Ronnie Dunston, 215-591-5796, or the Keller Center Dean Tom Ahart, 215-591-5718. The Philadelphia DVUC has Center Dean Adena Johnston, 215-553-7952, Valley Forge DVUC has Center Dean, Christal Claiborne, 610-889-9980, the Pittsburgh DVUC has Center Dean Jack Flinter, 412-642-9072 and Regional Learning has Center Dean Tiffany Evans, 724-741-1039. All PA Metro faculty and staff may contact Human Resources Manager, Dan Kasal, 215-591-5727. The grievance should normally be filed within 90 calendar days of the incident or incidents.

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

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

The local Human Resource Manager, Dan Kasal, PA Metro President Darryl Field, or Center Dean's Adena Johnston, Christal Claibourne, Jack Flinter, and/or Tiffany Evans should complete the investigation, produce a written report and provide the report to the complainant within 30 calendar days. The written report shall make a finding or findings and implement appropriate remedies, if needed.

To appeal the decision, the student must file a written request for an appeal to the director of employee relations at the DeVry Corporate Office at One Tower Lane, Suite 1000, Oakbrook Terrace, IL 60181, (630-571-7700) within 30 calendar days of the receipt of the written decision from the local Human Resource Manager, Dan Kasal, PA Metro President Darryl Field, or Center Dean's Adena Johnston, Christal Claibourne, Jack Flinter, and/or Tiffany Evans.

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

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

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

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

Confidentiality

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

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

Retaliation

DeVry prohibits retaliation against anyone who reports an incident of alleged harassment or discrimination, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or discrimination. Retaliation includes, but is not limited to, any

form of intimidation, reprisal or harassment, whether or not such conduct is severe enough to rise to the level of unlawful retaliation. All complaints of retaliation should be reported in accordance with this Grievance Procedure.

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

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

Grievance Procedures (all other)

All Students

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

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

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

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

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

Disability Accommodations in Academic Programs

All Students

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

Any student or applicant with a disability who requests academic adjustments, auxiliary aids or accommodations under section 504 should visit the (Director of Student Services & Counseling in Student Central room 147) 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 & Counseling in Student Central room 147) 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 & Counseling.) Should a student experience difficulty in obtaining accommodations, the student must notify the (Director of Student Services & Counseling) for assistance in rectifying the situation.

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

For additional information, contact the Director of Student Services & Counseling in Student Central room 147.

Special Accommodations

Who is entitled to special accommodations?

Any current or potential student who can submit documentation of their disability that follows the guidelines under ADA or Section 504 is considered to be entitled special accommodations.

What is acceptable documentation?

Normally, students with learning disabilities will have an Independent Education Plan (IEP) from their high school. Other documentation includes test results from certified doctors or psychologists. Students with physical disabilities should submit documentation from their physician. Documentation should include recommended accommodations.

Special Accommodation Procedures

1. A student makes an application for admission with Representative, either RSF or Admissions. If the student has a visible disability or if the student voluntarily provides information regarding a disabling condition, then the Representative will:
 - a. assure the prospective student that we (DeVry University) will comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 199; and
 - b. inform the student that after passing the placement test DeVry will initiate the Special Accommodations Request (S.A.R.) process for classes (see #4-8).
2. If a student (or agency) requests that the S.A.R. be evaluated prior to testing, we will accommodate the request.
3. If a student requests a special accommodation for the placement test because of a disabling condition, we will comply if the request is reasonable, does not place undue hardship on the University and is substantiated with documentation.
4. Upon successful completion of the placement test, the Representative will provide the student with a Special Accommodations Request form, as well as supplemental information regarding academic support service, and instruct the student to complete the form and seek assistance within the Academic Support Center (ASC).

5. In the case of an RSF student, the Special Accommodation Request (S.A.R) form is to be completed by the student, parents, and physician/ psychologist/ audiologist/ or psychiatrist. The S.A.R and supporting documentation is then to be forwarded to the DeVry University, Fort Washington, PA campus to the attention of the Director of Student Services & Counseling Services within the Office of Student Services.
6. In case of an Admissions student, the student should complete the S.A.R form and gather his or her supporting documentation. The representative will then contact the Director of Student Services & Counseling Services to schedule an appointment for the student to discuss the S.A.R.
7. If the student has a learning disability. A statement from a physician or other qualified professional describing the disability is required. This documentation must be current (no less than five years to date). The documentation will then be reviewed so that DeVry may better evaluate the student's needs and our ability to meet them. This medical documentation will be kept confidential and will remain in the Office of Student Services confidential student file.
8. Upon receipt of the S.A.R and accompanying medical documentation the Director of Student Services & Counseling Services will consult with the Associate Dean of Academic & Student Services and the Dean of Academic Affairs to prepare a position statement regarding any academic accommodations requested.
9. Upon the completion of the position statement. The Director of Student Services & Counseling Services will recommend appropriate special accommodations on the S.A.R and submit the form to the appropriate departments for their signatures indicating approval.
10. Upon receipt of this approval, the Director of Student Services & Counseling Services will submit all documents to the home office (OBT) Legal Dept. for review and approval.
11. Upon Receipt of Home office approval of accommodations(s), the Director of Student Services & Counseling Services will forward a DeVry University Accommodation Notification to the student with a cover letter indicating the student is to show the notification to the professors as special accommodations are needed as well as be place the Accommodation Notification in the student's permanent confidential file.
12. Due to the amount of time required for evaluation and home office's response, all S.A.R's must be received by the Director of Student Services & Counseling Services no later than four (4) weeks before term begins. The evaluation process can take anywhere between 4-6 weeks for approval; depending on if all documentation and forms have been submitted correctly.

Student Software

All Students

Matriculating students are eligible to receive or purchase individual software licenses for a suite of Microsoft's most popular products and Network Associates' McAfee[®] anti-virus software.

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

Federal Education Rights and Privacy Act (FERPA)

All Students

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

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

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

The right to seek an amendment of inaccurate or misleading information

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

The right to limit disclosure of personally identifiable information

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school 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 School property. Student IDs are issued during new student registration. An ID card is required for display daily on School property, attendance in class, student activities, library and lab checkout, book

purchases, etc. Students must show ID upon request to any School official or security officer; failure to do so will result in disciplinary action.

Student ID cards contain the student's photograph and student number and must be carried at all times. Cards are issued at registration and must be validated each semester.

The student ID card

- Identifies the bearer as a DeVry student.
- Enables the student to check out lab parts.
- Enables the student to purchase books and supplies through the DeVry Bookstore.
- Serves as a library card.
- Admits the holder to student activities.
- Allows purchase of tickets for off-campus activities sponsored by the DeVry Student Activities organization (DSA).
- Allows the student to sign for Perkins loan.
- Allows the student to pick up refunds.
- Allows the student to pick up Federal Work Study check.

Students are required to show their student ID upon request to University officials and to surrender it upon demand. Failure to do so will result in disciplinary action.

The condition and retention of this card is the student's responsibility. The student is responsible for all lab materials and library books taken out on the ID card. This is true if the card is lost, stolen, borrowed or lent to another student. Any defacing of the card shall invalidate it as a means of identification. In the event of invalidation or loss, an additional card can be secured with proof of identity, social security number and payment of a replacement charge.

Students transferring from another DeVry University will be issued a local ID card when they present the ID card from the previous school.

Online Graduate and Undergraduate Students

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

Alcohol and Substance Abuse Policy

All Students

Alcohol

DeVry forbids possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on School property, at School-sponsored activities, or in School-referred housing. The School expects all students to comply with federal, state and local laws regarding use of alcohol. Infraction of the no-alcohol policy on School 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 School property.

Drugs

The School 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 School community. Students in violation of state, federal or other local regulations with respect to illegal drugs may be subject to both criminal prosecution and campus disciplinary action.

Student Finance

Undergraduate Students – Onsite

Office Hours Pennsylvania Metro:

Monday – Friday 8:30 am to 8:00 pm

Saturday 9:00 am to 1:00 pm

Financial Assistance

DeVry helps students develop plans for financing their education through a combination of financial aid (if eligible), family contributions, employer tuition reimbursement (when available) and the DeVry University EDUCARD® Plan.

A variety of financial assistance programs is available for meeting educational expenses. The first step in selecting or qualifying for these programs is completing and filing the Free Application for Federal Student Aid (FAFSA), which serves as an application for all federal — and most state — student aid programs. The FAFSA can be filed electronically at <http://fafsa.ed.gov>. It should be filed within two weeks of application for admission and must be re-filed each year. Prompt submission assures consideration for maximum available financial aid. FAFSA information is used to determine the expected family contribution (EFC) and the monthly EDUCARD payment level.

Financial aid eligibility is determined by subtracting the EFC from the total estimated educational expenses. Upon receipt of properly completed paperwork, assistance packages are developed for qualified students. To the extent possible, students are expected to use personal funds — savings; part-time-job earnings; and parental, guardian, spousal or other family assistance. DeVry provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received, as well as approval of their DeVry University EDUCARD Plan agreement.

Reinstated/readmitted students may be considered for financial aid if they meet all eligibility requirements. DeVry complies with all applicable state and federal equal credit opportunity laws; however, DeVry cannot guarantee financial assistance or credit to any student.

Financial Aid Information Verification

The federal government requires some federal student aid applicants to authenticate the accuracy of information on their applications. DeVry requires financial aid applicants to submit required documentation before awarded aid is disbursed. Therefore, students and their parents may be required to submit a copy of their prior-year federal income tax return. Other documents may also be required. If information on any of the documents conflicts with what was reported on the application, students will be required to provide additional information. Failure to do so results in loss or non-receipt of aid.

Federal Student Aid Programs

There are three basic categories of federal financial assistance. To help students pay for post-secondary education, the U.S. Department of Education offers several major federal financial aid programs. DeVry is eligible to participate in all five.

1. **GRANTS:** aid that does not need to be repaid
 - a. Federal Pell Grants

Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned bachelor's degrees. For many students these grants provide a foundation of financial aid to which aid from other sources may be added.
 - b. Federal Supplemental Educational Opportunity Grants (FSEOGs)

FSEOGs provide supplemental funds to undergraduate students with exceptional need, with priority given to Federal Pell Grant recipients. Exceptional need is defined as the lowest EFC per federal need analysis methodology. Because FSEOG funds are limited, students should apply for these grants as early as possible.

C. The Academic Competitiveness Grant (ACG)

The ACG is available to first year (\$750 per academic year) and second year (\$1300 per academic year) students who completed a rigorous high school curriculum. Students must be a U.S. Citizen, a Pell Grant recipient, and be enrolled full-time in a degree-granting program. First-year students must have graduated high school after Jan. 1, 2006 and second-year recipients must have graduate high school after Jan. 1, 2005.

To find more details on what constitutes a rigorous high school curriculum, visit the following link to the Department of Education Website:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/AcademicGrants.jsp>

Second-year recipients must retain at minimum a 3.0 overall GPA. Second-year students not having a cumulative GPA of at least 3.0 during a semester of enrollment will lose ACG eligibility for that semester.

D. National Science and Mathematics Access to Retain Talent Grant (SMART Grant)

SMART Grant recipients can receive up to \$4000 per academic year. In order to qualify for a SMART Grant a student must be a U.S. Citizen, a Pell Grant recipient, a third or fourth-year student, and be enrolled full time in one of the following programs: Biomedical Engineering Technology, Biomedical Informatics, Computer Engineering Technology, Computer Information Systems, Electronics and Computer Technology, Electronics Engineering Technology, Game and Simulation Programming, Network and Communications Management, and Network Systems Administration.

All SMART Grant recipients must maintain at least a 3.0 cumulative GPA. Students not having a cumulative GPA of at least 3.0 during a semester of enrollment will lose eligibility for that semester.

1. **LOANS:** aid that must be repaid, but generally not until students have graduated or stopped attending school

a. Federal Perkins Loans

Students who demonstrate financial need may apply for Federal Perkins Loans. Loan amounts are determined according to a student's need and cumulative borrowing, and institutional allocation. The interest rate on these loans is 5 percent, and repayment begins nine months after borrowers cease to be enrolled at least half time. The minimum monthly payment is \$40; total debt must be repaid within 10 years. Federal Perkins funds are awarded according to institutional need-based criteria.

b. Federal Family Educational Loans (FFELs)

Loans obtained through the FFEL program are obtained from a private lender such as a bank, credit union or student loan company.

c. Federal Stafford Loans

Students who demonstrate financial need qualify for a subsidized-interest provision while in school, and for the first six months after leaving school or dropping below half-time status, on the lesser of their demonstrated need or the academic year maximum. Students who demonstrate financial need below the academic year maximum may also borrow through this program; however, they must pay interest on the amount borrowed in excess of demonstrated need beginning when the loan is received. Full-time undergraduate students may borrow a maximum of \$3,500 for the first complete academic year (two semesters), \$4,500 for the second complete academic year and \$5,500 per academic year after they have completed their second year of study. The amount borrowed for undergraduate study may not exceed \$23,000.

Students begin repaying the loan six months after ceasing to be enrolled at least half time. The interest rate for new borrowers is variable, determined annually and capped at 8.25 percent. Students who previously borrowed under this program retain the interest rate in effect when they first borrowed. Monthly payments are based on aggregate borrowing, though the minimum monthly payment is \$50. Repayment is usually completed within 10 years. Students who leave school or drop below half-time status are contacted by their lenders to establish repayment schedules.

Under another provision of the unsubsidized Federal Stafford Loan or Federal Direct Stafford/Ford Loan, students who are independent by federal definition may borrow a maximum of \$4,000 per academic year for each of the first two completed academic years and a maximum of \$5,000 per academic year after completing the second academic year. Students must notify DeVry's Student Finance Office and their lender of a change in local or permanent address.

d. Federal PLUS Loans

These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate is variable, determined annually and capped at 9 percent. Repayment begins within 60 days after the loan is fully disbursed.

2. **FEDERAL WORK STUDY:** a program that allows students to earn money to help pay education expenses. FWS enables students who demonstrate financial need to earn a portion of their

educational expenses. Students must complete the FAFSA to be considered for FWS funds. Students earn at least the current hourly minimum wage by working at the school.

The FAFSA serves as application for the Federal Pell, FSEOG, Perkins and FWS programs. In general, students are eligible for aid if they:

- Are enrolled as regular students in an eligible program
- Are U.S. citizens or eligible non-citizens
- Demonstrate financial need
- Make satisfactory academic progress toward completing their program
- Are not in default on a Federal Perkins/NDSL, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan or Federal PLUS Loan received at any institution
- Do not owe refunds on a Federal Pell Grant, FSEOG or State Student Incentive Grant (SSIG) received at any institution.
- register with Selective Service if required (males born after December 31, 1959 who have reached 18)

More information on these programs is available from the Student Finance Office or at the DeVry Web site at <http://finance.devry.edu>.

Pennsylvania State Grant

This program allows eligible Pennsylvania residents to obtain financial assistance for undergraduate study at any PHEAA-approved institution of higher education. The Free Application for Federal Student Aid (FAFSA) serves as the program's application.

Non-Federal Student Loans

Many FFEL lenders also offer private loans to students to supplement their federal financial aid. Such loans are not subject to federal student loan rules. Terms of repayment, including interest rates, vary by loan. Lenders perform a credit check and determine a loan applicant's creditworthiness before approving these loans. A loan applicant may also be required to provide a creditworthy cosigner before a loan will be approved. Additional information and application assistance are available from the Student Finance Office.

AmeriCorps

Education awards earned through service in AmeriCorps, a program enabling Americans to perform community service in local projects, may be used to help pay educational costs. These awards may also be used to repay educational loans. Students may work on AmeriCorps-approved projects either full or part time, before, during or after attending a post-secondary institution. Further information is available at <http://www.americorps.org>.

Employer Tuition Reimbursement

Some students may be eligible for employer tuition reimbursement benefits. Students should contact their work supervisor or human resources department to determine whether tuition reimbursement is available. Tuition reimbursement does not eliminate students' responsibility to pay tuition before the start of each term.

EDUCARD®

EDUCARD is DeVry University's interest bearing installment loan program available to DeVry students as a source for paying tuition and book fees. Under the EDUCARD Plan, an affordable monthly installment payment plan is worked out to accommodate individual family circumstances as reflected in the FAFSA. (In some cases EDUCARD may also provide extended installment loan privileges.)

EDUCARD participation requires students to apply for financial aid and to use funds received to first repay the EDUCARD balance. The first monthly EDUCARD payment is due at registration. Delinquent payment may result in loss of borrowing privileges. If delinquencies are not resolved, students may be financially suspended from school. Any EDUCARD loan balance owed when a student leaves DeVry must be repaid to DeVry within 12 months of the date attendance ceased, in accordance with installment loan provisions.

DeVry University Online students have two EDUCARD options available — the financial aid option and the deferred payment plan. Under the deferred plan, students can defer all charges for the session for 12 weeks — until the midpoint of the subsequent session. At that time, payment is due in full for that session. To qualify, students must submit a tuition-reimbursement statement from their employer. They must also provide a valid credit card authorization before they may participate in the plan. A \$25 monthly payment is required of those enrolled in this plan. Failure to make scheduled payments may result in dismissal from class. Failure to submit required financial aid paperwork and/or EDUCARD Plan payments within the required time period may result in termination of the agreement, with the balance due immediately.

DeVry Scholarships

The DeVry scholarship program consists of four types of awards. Graduating high school seniors may apply for Dean's and Presidential scholarships. In addition, 4,800 designated high schools located in the metropolitan areas surrounding DeVry campuses may annually choose one high school senior to receive a DeVry University Community Scholar award.

Students with earned associate degrees from public junior or community colleges may be eligible to apply for a Community College Scholarship. All scholarship recipients are responsible for their own books, supplies and living expenses. In addition, they must apply for federal and state scholarships and/or grants, which will be applied before DeVry scholarship monies are disbursed. Scholarship recipients are expected to attend full time, perform at a high level and progress in a timely manner toward completing their programs. To retain scholarship eligibility, recipients must remain in good academic standing and must meet additional conditions outlined in the scholarship acceptance document completed by scholarship winners.

Additional information is available from DeVry advisors and admissions offices; high school counselors; and college transfer centers, advising offices and/or financial aid departments.

Dean's Scholarships

Dean's awards are partial-tuition scholarships that may be applied to any of DeVry's full-time degree programs. Eligibility is based on students' SAT or ACT scores, with scholarships granted on a first-come, first-served basis. When these scholarship funds have been awarded in a given year, no additional funds are available until the following year. Dean's scholarship awards apply to tuition costs only; recipients are responsible for all remaining tuition and education costs. Dean's

scholarship recipients must begin their DeVry program in the July or November session of the calendar year in which they graduate high school.

Presidential Scholarships

Presidential scholarships, which are full-tuition awards, are also available to high school seniors. Each Presidential scholarship covers the application fee and tuition for any DeVry degree program. Recipients are selected on the basis of SAT/ACT scores as well as on scholastic achievement, extracurricular activity involvement and an essay on a designated topic. Applicants to DeVry who are currently high school seniors and who submit acceptable SAT/ACT scores are eligible to compete for full-tuition scholarships regardless of whether they receive partial scholarships. Presidential scholarship recipients must begin their DeVry program in the July or November session of the calendar year in which they graduate high school.

Community Scholar Awards

Community Scholar awards are partial-tuition scholarships that may be applied to any of the DeVry full-time degree programs. Guidance counselors within each eligible high school located in metropolitan areas surrounding DeVry campuses annually nominate one student from their respective high school for this award. Community Scholar awards apply to the application fee and partial tuition only; recipients are responsible for all remaining tuition and education costs.

Community College Scholarships

Applicants holding associate degrees from public junior or community colleges are eligible to apply for partial-tuition scholarships that may be applied to any of the DeVry fulltime bachelor's degree programs. Eligibility is based on a student's associate degree grade point average, which must be 3.30 or above, and graduation from a public two-year community or junior college. Scholarships are granted on a first-come, first-served basis. When scholarship funds have been awarded in a given year, no additional funds are available until the following year. Scholarship recipients must maintain good academic standing and satisfactory progress, and are expected to remain in school continuously through graduation. Scholarship awards apply to tuition costs only; recipients are responsible for all remaining tuition and education costs.

Additional Scholarships

DeVry University offers additional scholarships to those mentioned above and detailed information may be obtained through the Outreach Office at 215-591-5740 or via e-mail to sholmes@phi.devry.edu. The scholarships available are

- Girl Scout Gold Award
- SkillsUSA
- First Scholar Award
- CISCO
- Phi Theta Kappa Honors
- LBLS of NYC

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 School for veterans’ benefits. Veterans’ educational allowances are paid monthly and directly to eligible students.

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

Military Educational Benefits

Active-duty U.S. military personnel serving in any of the five branches of the U.S. Armed Forces (including National Guard and Reserves), and their spouses, are eligible for the School’s military pricing. See the academic catalogs, available via www.devry.edu/uscatalog.

Student Account Information

The Student Finance Office is located in the Campus Student Central room 147 or DVU Center main office.

- All enrolled students’ financial records are maintained in the Student Finance Office. Students can obtain information on their tuition accounts (EDUCARD[®]) from their student finance consultant.
- Financial aid funds disbursed to students’ accounts when all required documents needed to finalize the awards are received.
- Tuition (EDUCARD[®]) payments should be made at the Student Finance Office or mailed. The School’s online bill payment option may also be used.
- Students unable to make their monthly tuition (EDUCARD[®]) payment should see their student finance consultant immediately.
- Failure to make the monthly tuition (EDUCARD[®]) payment on time may result in financial dismissal from the School or keep the student from registering for the following semester.
- For assistance with signing loan promissory notes, see your student finance consultant.

- **Withdrawal from school:** 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 EDUCARD[®] inquiries.

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

Financial Assistance Office

For specific financial assistance information, refer to the catalog at 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. Additional information may be available from School staff members.

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

International Student Policy

All Students

Information specific to international students is available in the International Student Handbook and in the academic catalogs, available via www.devry.edu/uscatalog.

Network and Responsible Computing Policy

School-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 School’s technology resources, including creation, entry, receipt, storage, access, viewing or transmission of data. The School, 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 School’s technology resources, or other School-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 School 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 School technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

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

B. Guidelines for use of the School'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 School's technology resources.
3. Students will not use the School'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 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.
 - d. To gain unauthorized access to other computers or databases not in the public domain.
4. Users of the School's technology resources should abide by the same principles of fairness, decency and respect that would be expected in any other school or business environment. Users are forbidden from using the School's technology resources in any way that may be reasonably construed to violate the School'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.
5. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.
6. Users must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
7. Users may not install, store or download software programs or hardware on School computers. Any unauthorized software or hardware modifications will be removed.
8. Internet chat rooms and online games are permitted as long as this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited situations in the cafeteria. Determination of appropriate use and/or disruption of academic activities is at the sole discretion of School faculty or staff. Failure to comply with requests to cease any inappropriate or disruptive activity will result in revocation of this privilege.

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

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 School technology resources – including computers, network facilities, application software, network disk space and the Internet – is available for the purpose of coursework and support only. Communication using technology resources is available for authorized users only.

Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be “loaned” to anyone. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user’s ID and sign the form indicating the ID was confirmed. All users are given their own space on the network hard drive for storing course-related material and assignments. They may also receive access to specific software packages based on the judgment of the network administrator.

All passwords expire every 60 days. Student and alumni accounts will expire at the end of each semester. DeVry reserves the right to withdraw access to facilities or network from any user and all rights to any material stored in files and will remove any harmful, unlawful, abusive or objectionable material.

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

D. Food and beverages are not permitted in labs.

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

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

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

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

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

Network Policies

The DeVry computer facilities and networks are available for the exclusive use of registered students, faculty and staff of the University. In an effort to better serve the needs of our users and emulate a corporate computing environment, the following policies are enforced by the Help Desk and IT staff. Users have a responsibility to be familiar with these policies and to abide by them:

USER ACCOUNTS

Domain Account

Student DSI# is also the Student ID# (Example: DSI# D00000002).

Network account user name DSI#

Password = (YYYYMM) Example 198010

The student Email address are hosted through www.hotmail.com User name will be first initial followed by last name @my.devry.edu Password = DOB (YYYYMM) example 198010 You must set up your own email address through OSS. Remember to add an alternate email address in case you forget your password, if you do not enter an alternate email address your password will not be able to be reset for you.

Accessing Student Email Account:

URL: www.hotmail.com

User Name: be first initial followed by last name @my.devry.edu

Password: Password = DOB (YYYYMM) example 198010

Computer information and assistance questions may be e-mailed to ftw-helpdesk@devry.edu

** User Accounts are available for academic purposes only **

Developing Community and Social Networking

The School recognizes our student population is very diverse and that students may take classes in a number of different locations, including onsite and online. Staying connected with one's peers can be beneficial both academically and socially and greatly contribute to student success. That connection may be in person, by email, phone or instant messaging, or through social networks on the Internet that include but are not limited to Facebook[®] and MySpace[®].

Responsible behavior is expected of all students. Students' communications, regardless of format, must abide by the Student Code of Conduct. It is not the intention of the School to actively monitor student communication; however, should the School become aware of inappropriate behavior that may violate the Student Code of Conduct, the behavior will be investigated and addressed per the School'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 or injurious.

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 virtually in existence forever. This means postings and other communications may be viewed by administrators of the School, 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 School for our extensive career services and the career potential of the degree. No amount of services or education, however, can overcome 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. Think before you post.

Protect yourself

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

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

Vehicle Regulations

Vehicle Registration

All vehicles parked on the property of DeVry University must be registered with Student Services and display a vehicle registration hang tag prominently in their vehicle. One hang tag may be used for an unlimited number of vehicles for one fee. All vehicle information (license plate, make, model, year of vehicle) must be supplied when the vehicle is registered.

- The hang tag must be displayed on the rear view mirror with the permit number facing out.
- A lost hang tag must be reported to Student Services.
- Any change of vehicle type, license plate, name or address must be reported to Student Services.

Parking Classification

Student parking is located in designated areas to the left and in front of the main entrance – White spaces.

- **Employee parking** is located to the left and in front of the main entrance –Yellow spaces.
- **Visitor parking** is located in front of the main entrance and is reserved for **visitors only**. Current students and their companions are not considered visitors.
- **Handicapped parking** is located directly in the front and to the side of the building. A valid handicapped parking permit or license plate must be displayed to park in these Blue spaces.
- **Fire zones** are off limits for parking – Yellow striped spaces.

Special Regulations and Policies

1. Vehicles must be parked within the boundaries of one outlined space.
2. No vehicle may be left standing or parked in such a manner so as to obstruct or impede the free flow of vehicular or pedestrian traffic.
3. Vehicles must not be parked in designated loading zones or in front of primary entrances/exits of the building.
4. Lack of parking space or inclement weather conditions are not valid reasons for violation of parking policies and regulations.
5. No vehicle may be parked overnight without authorization. If a vehicle becomes disabled, the student responsible for the vehicle must immediately contact Student Services and make every possible effort to remove the vehicle from the parking lot within 24 hours.
6. The maximum speed limit is 10mph. Reckless driving or speeding will not be tolerated and may result in disciplinary action.
7. DeVry reserves the right to restrict parking for special purposes and events.

Violations

A summons will be issued for violation of any of the following:

- Parking in reserved, handicapped or visitors' spaces.
- Parking in an undesignated area.
- Parking in a fire or loading zone.
- Parking in two spaces.
- Unregistered vehicles – if an unregistered vehicle must be traced, the cost of locating that information will be added to the fine.
- Improperly displayed hang tag.

Penalties and Fines

A summons issued for violation of regulations must be paid within 5 school days or the fine will increase by \$5.00. Fines are payable in the DSA Office room 118. Students will not be permitted to enter the following semester until the levied fine is paid.

Statement of Waiver of Responsibility

Security services for the parking area are provided by DeVry and are, in part, funded by the vehicle registration fee. In no way does the fee include any type of fire, theft, liability, collision or security insurance or service while the registered vehicle is parked on DeVry property. The security services rendered are provided only as a preventative measure.

Neither DeVry University nor the DSA are responsible for any personal belongings which may be lost or stolen from cars while parked on DeVry premises. All valuables should be insured and/or removed from the vehicle when unattended.

Neither DeVry University nor the DSA of DeVry claim any responsibility for theft, fire, liability, collision or act of God while the registered vehicle is parked on DeVry property.

Support Services

Bookstore

Required course material, such as textbooks and lab supplies, are available in the Bookstore operated by Follett Higher Education Group. Software, school supplies, novelty items and DeVry

imprinted merchandise can also be purchased. All book purchases require a validated student identification card. Bookstore purchases may be paid by cash, check or charged to all major credit cards. Books, lab kits and lab manuals may also be charged to the student's account. The original receipt must be presented to the Bookstore for any returns, exchanges or adjustments. In addition, students may visit the online bookstore at <http://www.devry.eFollett.com> for additional information or you may contact 215-591-5775.

Transportation Information

Fort Washington

All public transportation to DeVry University is through SEPTA. The SEPTA information telephone is 215-580-7800. The SEPTA web site is located at <http://www.septa.org>.

BY BUS

- From Center City Philadelphia: Rt. 55 OR Rt. 22 from Broad and Olney to Willow Grove Park Mall, change to the Rt. 98 to Pennsylvania Ave. and Bethlehem Pk. in Ft. Washington, then change to the Rt. 201 bus to DeVry University, 1140 Virginia Dr.
- From Norristown: Rt. 98 from the Norristown Transportation Center, then Rt. 201 bus from Pennsylvania Ave. and Bethlehem Pk. In Ft. Washington, to DeVry University, 1140 Virginia Dr.
- From Chestnut Hill Loop and Montgomery Mall/Lansdale: Rt. 94, to Bethlehem Pike and Pennsylvania Ave., then Rt. 201 bus to DeVry University, 1140 Virginia Dr.
- For gaps in bus service, please refer to DeVry's Carpool Assistance program for possible alternative arrangements.

BY TRAIN

- From Philadelphia: Market East, 30th Street Station, or Fernrock Transportation Center take the Regional Rail (RR) R5 to Ft. Washington train station, then Rt. 201 bus to DeVry University, 1140 Virginia Dr.
- From New Jersey: Trenton train station, take the SEPTA (RR) "W. Trenton- R3" to 30th Street Station in Philadelphia, change to the R5 (RR) Lansdale/Doylestown line to Ft. Washington station. Then take the Rt. 201 bus to DeVry University, 1140 Virginia Dr.

Schedules and additional transportation information are available in the Student Services Department.

Center City, Philadelphia

The Center City Philadelphia DVUC is located on the 12th floor of 1800 JFK Boulevard. The campus is easily accessible by train and the elevated line. Driving directions may be picked up in the Student Service office. Discount parking is available in a nearby parking lot. Forms for this access may be picked up in the Student Services office or at the Center City DVUC.

For more information about the Center City Philadelphia DVUC call 215-568-2911 or via the Internet at http://www.devry.edu/locations/campuses/loc_philadelphia.jsp

Valley Forge/Chesterbrook

The Valley Forge Center is approximately 24 miles from Center City Philadelphia in Chesterbrook. The site is conveniently situated between King of Prussia and Great Valley, at the Chesterbrook Boulevard exit of US 202. The center is easily accessed from the Valley Forge exit of the Pennsylvania Turnpike, I-76 (Schuylkill Expressway) and US 422. All administrative, academic

and admissions functions can be handled at the center, which is staffed full time. The Valley Forge DVUC is easily accessible by car and ample parking is available`. Directions may be picked up in the Student Services office.

For more information about the Valley Forge DVUC call 610-889-9980 or via the Internet at http://www.devry.edu/locations/campuses/loc_valleyforge.jsp

Pittsburgh

The Pittsburgh Center is conveniently located in the heart of Pittsburgh's business district, 210 Sixth Avenue, Suite 200 in the Ariba building, on the corner of Wood Street, and Sixth and Liberty Avenues. The center is directly across from the Wood Street trolley station. All admission, administrative and academic functions can be handled at the center, which is staffed full time and offers a pleasant academic environment. Reduced parking is available in the building.

For more information about the Pittsburgh DVUC call 412-642-9072 Or via the Internet at http://www.devry.edu/locations/campuses/loc_pittsburgh.jsp

Classes are also offered in Cranberry, at the [Regional Learning Alliance of Southwestern Pennsylvania's center at Cranberry Woods](#). The site, providing added convenience for students in metropolitan Pittsburgh, is located just off State Routes 19 and 228, which are accessible from I-79 (north and south) and I-76 (Pennsylvania Turnpike). All administrative details can be handled at the center, which is staffed full time. Location: 850 Cranberry Woods Drive, Cranberry, Pennsylvania 16066; phone: 724/741-1039; center dean: Tiffany Evans, MBA, Keller Graduate School of Management.

DeVry Student Activities (DSA)

The DeVry Student Activities organization (DSA) at DeVry is a separate non-profit corporation funded, sponsored and operated by students. Under the supervision of a DeVry staff advisor, the DSA is governed by an elected student board and under the guidance of organizational by-laws. Any student who has paid their student activity fee may join the DSA.

The DSA income is derived from three primary sources:

1. Activity Fees – Each student must pay a student activities fee (no more than \$40 per academic year) which, when paid, entitles the student to full membership, rights and privileges in the DSA as long as the student is enrolled at DeVry.
2. Fund Raising – Clubs and organizations may organize fundraising activities that contribute to the DSA income.
3. Admissions – Any admission charged to attend an event or purchase tickets to an event sponsored by the DSA becomes part of the DSA income. However, since most of the activity costs are discounted, the admissions received only offset the total activity cost.

Requirements for executive officials are:

1. Student has been an Officer In Charge (O.I.C.) for at least three events
2. Student has attended at least five activities
3. Student must have at least a 2.5 cumulative grade point average
4. Student must have been involved with DSA for at least one term
5. Student has shown strong interest in the DS
- 6.

Student Activities

A varied program of student activities and student organizations are sponsored by the DSA. Student support and inventiveness determine the diversity and number of activities. Through sponsorship, the DSA provides students with the opportunity to participate in activities that are of interest to them. The Student Life Coordinator is prepared to assist students in initiating new organizations, creating constitutions or planning events.

There are no overall criteria to be met before participating in activities, i.e., no social status or minimum grade level. However, each group establishes its own eligibility criteria for membership, and must be approved by the DSA before it can function as a recognized student organization. Any newly formed club becomes eligible for DSA funding after two months of activity. Activities currently sponsored by the DSA include speakers, trips, sporting events, blood drives, and lunchtime entertainment.

Information can be found in the DSA office (Room 115) or Student Life Office (Room 118).

Counseling Services

What are counseling services? Guidance provided by professional counselors in academic, vocational, and personal matters. With counseling services you have the full attention of one of our staff members in a one-to-one atmosphere of understanding, warmth, and insight. Our school licensed counselor can help you in a variety of ways as compassionate listeners and one skillful in working with dealing with life problems as it affects you academically.

Who is eligible for counseling services? All degree-seeking students currently enrolled at DeVry University are eligible for counseling services. Counseling services is a resource offered free of charge to ALL students currently attending DeVry University.

Can I trust that counseling will be confidential? DeVry is ethically committed to confidentiality and federal/state law requirements. This means that even your attendance in counseling is kept private and confidential. The law states that there are four exceptions to this general rule: a) you may request (by means of a signed release) that your counselor may reveal information to other individuals or agencies of your choice; b) in instances where there is imminent danger of serious harm to yourself or others, a counselor may reveal that information to prevent harm; c) in cases involving physical and/or sexual abuse or endangerment, the counselor must report such abuse; and (d) where otherwise requested by subpoena or mandated by court order or state/federal law.

Housing Program

Student Services provides a program of student services that constitute important support components of DeVry's educational package. These services help to facilitate the student's educational experience and ultimately, pave the way to a rewarding future. (for more information refer to the Housing Handbook)

DeVry University, Fort Washington Housing Program mission to advance the goals and objectives of the University by creating quality residential communities which empower students to value academic achievement, integrity, leadership, and respect for individual differences. Our vision for the DeVry sponsored Housing Program is to be recognize for our quality of services, community builders, and programs that engage students in the development of their potential through housing and support in a context that enables and motivates students to gain the true college experience of living on their own and achieving a sense of independence.

DeVry University is committed to a policy of non-discrimination in all housing to which students are referred; housing, however, is a privilege and not all student's whom apply are fortunate to be placed in DeVry sponsored housing. At the discretion of the Director of Student Services & Counseling services all students **must** live within a 25 mile radius of the Fort Washington, PA campus unless approval is given by the Director of Housing; students must also be interviewed prior to their acceptance in housing. If a student is accepted and approved for the housing program and submits their reservation fee (housing deposit) no less than \$250 by the deadline indicated on the Housing Reservation Form (usually two months prior to housing move-in) they are then eligible for DeVry sponsored housing. All students who wish to live in DeVry sponsored housing must also be enrolled as full time students with 12 or more credits for the academic term (4 months). Students, however, cannot be on any type of probationary status (academically, financially, code of conduct etc.) in order to be considered eligible for DeVry sponsored housing.

Housing Reservation Fee/ Deposit Guidelines

The initial housing reservation fee (housing deposit) is a non-refundable and non-transferable and becomes a damage deposit upon occupancy. During the term, students already attending the University who wish to obtain DeVry sponsored housing for the following term must submit an advance deposit of \$250 by the deadline to be applied to their account toward housing for following term. A \$250 security deposit is also required for new incoming students; by the deadline specified on the Housing Reservation Form (usually two months prior to housing move-in). Deposits are accepted in the form of check (payable to DeVry University Housing) or money order, cash, or credit card. Once a student has moved into housing their initial reservation fee becomes a housing deposit and:

Deposits are refundable if:

1. The student withdraws due to medical reasons or military activation.
2. The student does not have a balance exceeding the deposit amount on file.
3. The student does not have any damage within the apartment exceeding the deposit amount.
4. The student does not move into housing by the second week of classes.

Deposits are forfeited if:

1. Written notification of the student's intention to withdraw is received after the applicable dates (see housing agreement and/ or housing renewal form for dates/deadlines).
2. The student is dismissed by standards of the Academics Dismissal Board.
3. The student is dismissed by standards of Attendance requirements.
4. The student is dismissed by standards of the Department of Finance.
5. The student is suspended/ removed from the housing program.
6. The student does not turn in their housing renewal form; whether or not the student plans to continue in DeVry sponsored housing.
7. The student has a balance exceeding the deposit amount on file

8. The student has excess damage to the room/ apartment exceeding the deposit amount on file.

Housing Conditions

DeVry sponsored housing is comprised of furnished apartments readily available for occupancy by unmarried DeVry students. Financial and housing agreements are made between the student and DeVry University. The housing fee includes all utilities with the exception of excessive electric bills which may be split amongst the students living within each unit.

Students will not be allowed to occupy the apartment until the housing fee has been paid and a student housing agreement has been signed. The housing fee must be paid promptly according to the terms of the Student Housing Agreement. In the event of non-payment of the housing fee, DeVry will deduct the portion of the housing fee due from any refund due the student.

Students with a spouse and/or children can generally locate suitable apartments in the area and will be referred to alternate accommodations in the area.

Local Treatment Resources

The following is a sampling of local area information and treatment resources for students broken down by region. A more comprehensive listing of available counseling and treatment programs can be obtained by contacting the Student Services Department.

Hospitals

PHILADELPHIA VICINITY

Chestnut Hill Hospital

8835 Germantown Ave., Philadelphia PA 19118215-248-8200

Abington Memorial Hospital

1200 Old York Road, Abington, PA 19001 215-481-2000

Mercy Health System

1 West Elm Street, Conshohocken, PA 19428.....610-567-6000

Holy Redeemer Hospital

677 Welsh Road, Huntingdon Valley, PA, 19006.....215-938-0180

PITTSBURG VICINITY

UPMC Health System, General Medical and Surgical Hospitals

5230 Centre Avenue, Pittsburgh, PA 15232412-623-2121

St. Clair Hospital

1000 Bower Hill Road, Pittsburgh, PA 15233866-248-4500

High Field Open MRI

995 Greentree Road, Pittsburgh, PA 15220.....412-920-0100

Agencies Assistance
PHILADELPHIA VICINITY

Alcohol & Drug Dependence Center

65 E. Elizabeth Ave., Bethlehem, PA 18018.....610-867-3986

Alcohol & Drug Abuse Helpline/Referrals.....800-234-0420

Emergency Shelter

Office of Emergency Shelter and Services-Philadelphia.....215-686-7180

All other times:

Families and single women.....215-568-5113

Single men.....215-236-0909

Montgomery County (Salvation Army).....610-275-4183

Interfaith Hospitality Network-Ambler.....215-628-4009

Employment & Training Foundation, Inc...... (610) 275-4576

Food Program-Montgomery County.....(800) 367-6347

WIC (Women, Infants, Children) – Montgomery County(800) 367-6347

Housing and Urban Development

Haddonfield, NJ(856) 722-9968

Immigration & Naturalization Services

970 Broad St., Newark, NJ 07102(800) 375-5283

Legal Aid Services – Montgomery County(610) 275-5400

Lawyer Reference Service(610) 275-5291

Mental Health(610) 278-3642

Mental Health EMERGENCY(610) 279-6100

Montgomery County Department of Consumer Affairs(610) 278-3565

Montgomery County Welfare Department

1931 New Hope Street, Norristown, PA 19041(610) 270-3500

Montgomery County Geriatric and Rehabilitation Center(215) 948-8000

Montgomery County Board of Alcohol and Drug Abuse(610) 867-3986

PA State Division of Consumer Affairs

Strawberry Sq. 14th floor, Harrisburg, PA 17120(717) 787-9707

Planned Parenthood of Southeastern PA

19 Lindenwold Ave., Ambler, PA 19002(215) 542-8370

1220 Powell St., Norristown, PA 19041.....(610) 279-6095

Poison Control Centers – Montgomery County.....(800) 722-7112
Salvation Army.....(610) 275-9225
Social Security.....(800) 772-1213
Suicide & Crisis Intervention Hotline.....(610) 279-6100
Veterans Administration Regional Office
1430 DeKalb Street, Norristown, PA 19404.....(610) 278-3285
Victim Services Center.....(610) 277-5200
Victims Assistance Unit-District Attorney’s Office.....(610) 278-3144
Women’s Health Resource Line.....(610) 278-5117

PITTSBURGH VICINITY

Addiction Recovery Services
239 4th Avenue, Pittsburgh, PA 15222.....(412) 391-1321
Allegheny CTY Department of Human Services Office of Behavioral Health
Grant Street, Pittsburgh, PA 15233.....(412) 350-4457
Family Links
250 Shady Ave, Pittsburgh, PA 15233.....(412) 661-1800
Gateway to Recovery Inc. Detoxification, Partial Hospitalization, Residential and Outpatient
Programs.....(561) 265-4031 or (800) 960-5041
Angelus Psychological Services.....(724) 654-9555
The Salvation Army
424 3rd Ave, Pittsburgh, PA 15219.....(412) 394-4800
Women's Center & Shelter of Greater Pittsburgh
PO Box 9024 Pittsburgh, PA 15224.....(412) 687-8005 or (877) 338-8255
24-Hour hot line- (412) 687-8005
Allegheny County - Employment and Training.....(412) 350-6611
Allegheny County - WIC Program.....(412) 350-5801
Immigration & Naturalization Service.....(412) 395-4456
Counseling Center of Pittsburgh.....(412) 255-3763
Department Of Human Services Allegheny County.....(412) 350-3467
Suicide & Crisis Hotline.....(800)
454-8966
Veteran Services.....(888) GIBILL-1

Transportation
PHILADELPHIA VICINITY

Amtrak	800-872-7245
SEPTA (Southeastern PA Transportation Authority) Travel Information Center	215-580-7800
NJ Transit.....	800-772-2222
Taxi Service	
Montco Suburban Taxicab Co	215-572-6100
Reliable Dispatch Svc	215-884-0322
Guardian Transportation	215-576-0400
Willow Grove Yellow Cab	215-659-0245

AUTOMOBILE ASSISTANCE

Towing Services

Jim's Towing Services (Abington, PA).....	215-572-5467
Brian's Towing Service (Ambler, PA).....	215-680-8010
Sunoco Gas Station (Dresher, PA).....	215-646-9681
Mobile Oil Corp (Ft. Washington, PA).....	215-540-9068
Brad's Auto Body (Glenside, PA).....	215-572-8444

Locksmith

Houdini Lock & Safe Co (Abington, PA).....	215-884-2500
Stan's Lock Shop (Ambler, PA).....	215-646-5625
Abes Locksmith (Ft. Washington, PA).....	215-848-5397
Allstar Locksmith (Willow Grove, PA).....	215-659-8068

PHILADELPHIA VICINITY

Amtrak.....	800-872-7245
Access Transportation Systems Inc.....	412-562-5353
Penndot.....	412-395-6935
Classy Cab Service.....	412-322-5080
G&G Bus Company.....	724-222-2320

AUTOMOBILE ASSISTANCE

Towing Services

Frank's Tire and Auto.....412-572-5467
Howard's Towing and Recovery.....412-235-7700
Tony's Towing.....412-434-6670
Wolbert Auto Body.....412-922-8898

Locksmith

Locksmith412-594-4099
Barrier Protection Systems, Inc.....412-594-4099