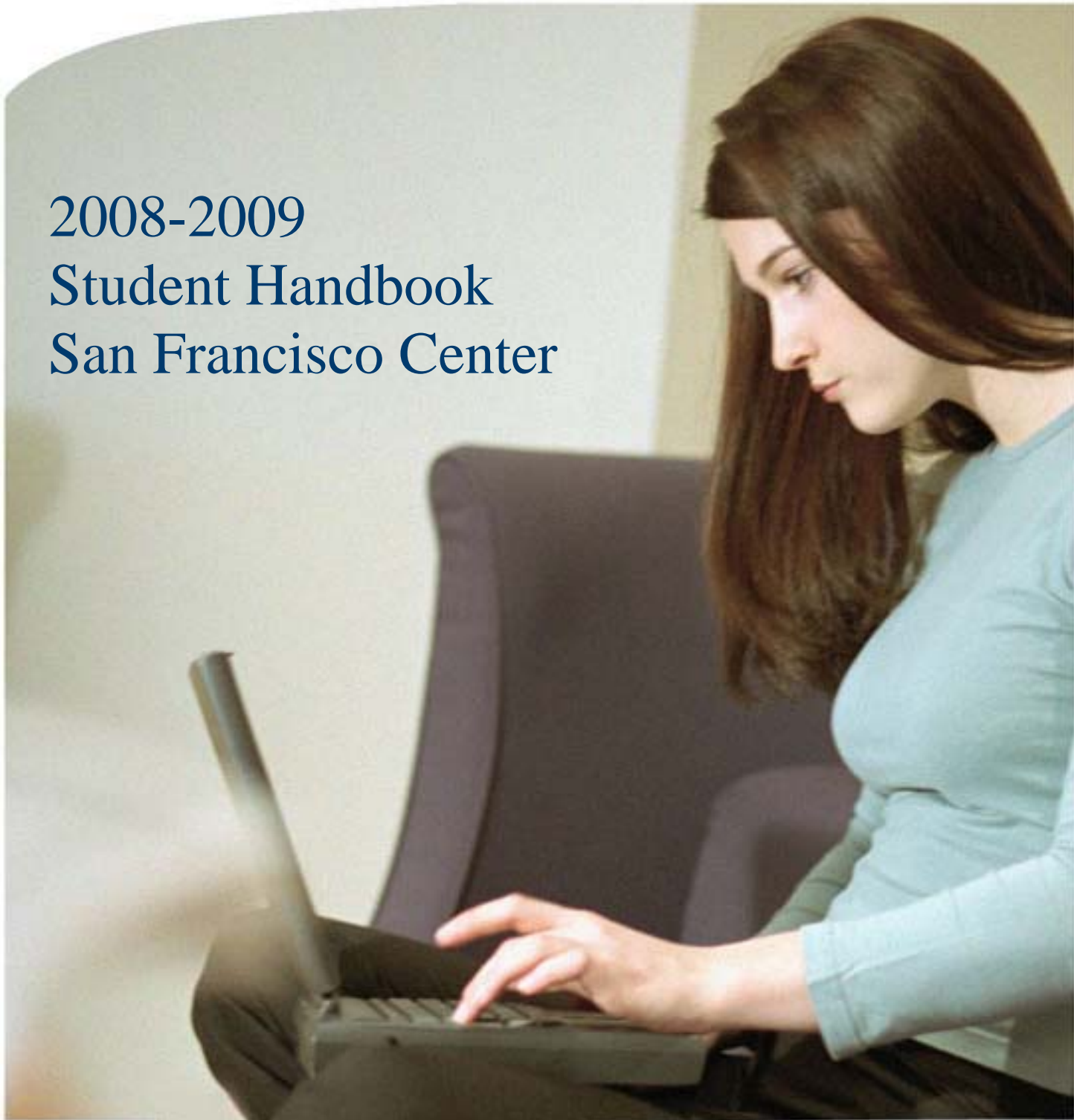


2008-2009  
Student Handbook  
San Francisco Center



DeVry   
University

Keller   
Graduate School of Management

# STUDENT HANDBOOK

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***This handbook applies to all students attending the San Francisco Center.***

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

**WELCOME TO DEVRY UNIVERSITY**  
**CALIFORNIA**  
**SAN FRANCISCO CENTER**

Dear Students:

Welcome to DeVry University in San Francisco! You have chosen to attend a University that traces its roots to the 1930's and the early pioneers in technology invention. You have also chosen to attend one of the largest private higher education systems in North America, with more than 80 campuses and centers across the United States and Canada, and thousands of students studying undergraduate and graduate programs in business, management, technology, and technology applications in health care.

If you are willing to work, you can complete your degree in record time—1.5 years for an associate degree, and under 3 years for a bachelor degree. Did you know that at a traditional university, it takes 6 years on average to get a bachelor degree? So, take advantage of DeVry University's year round calendar and intensive learning to be a proud recipient of a degree.

In order to achieve this goal you must work hard. Many of you have jobs as well—and some have families. For a focused period of time, you will be busy. Goals are achieved—by setting them, working really hard for a period of time to realize them, and then enjoying the results.

What are those potential results? Solid entry level jobs possibilities with employers who appreciate a DeVry University graduate's knowledge, skill, and work ethic. That's why so many employers come to us to find new employees. For those of you, who are enhancing your career, the degree gives you leverage for promotion and salary increases.

Because we know that the intense work required to be successful at DeVry is challenging, we offer support. Some support is designed to enhance your college life, such as clubs, social events, or just a smoothie or coffee in the café on campus. Some of you may have chosen to live in the new residence hall on campus, Taylor Hall, where students become friends and study pals. We also offer tutoring, faculty consultations, counseling services, and lab assistance. If you want to succeed, we have many resources to help you. But we can't make you succeed. Only you can do that.

DeVry University is a regionally accredited institution by the North Central Association of Colleges and Schools. And, as such, DeVry University joins the ranks of other prestigious colleges and universities across the nation in preparing students for a future where a college education is required, not just desired. So, apply yourself, work hard, and look forward to enjoying the fruits of your labor.

Sincerely,

Ann McCormick  
Center Dean

## **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](http://www.ncahlc.org). NCA is listed by the U.S. Department of Education as a recognized accrediting association.

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

## **ACADEMIC CALENDAR**

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

## **ACADEMIC POLICIES AND SERVICES**

### *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 is 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](http://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 a Center Support Representative located in the main office on the 16th floor of the building. After courses begin, you may withdraw from a course by submitting an official course withdrawal form to the main office. The withdrawal form is located in the main office on the 16th floor or call 1(866)473-3879. You can withdraw from 8-week session courses through the week prior to finals week.

To withdraw from the school, a student must formally withdraw by contacting a Center Support Representative located in the main office on the 16th floor of the building. 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.

### **Add/Drop Policy**

Information regarding the add/drop policy is found in the academic catalog, available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog). You can add/drop courses through [my.devry.edu](http://my.devry.edu) until the Sunday immediately before the week courses start. Once the week starts, if you would like a course added or dropped from your schedule, you must speak with a Center Support Representative. If you are taking 8-week accelerated or compressed campus courses or accelerated online courses, you have one week from the start of the session to add or drop your courses.

### **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](http://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](http://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 a Center Support Representative located in the main office, 1(866)473-3879 for mandatory probation advisement.

### **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 a Center Support Representative, Center Dean or call 1(866)473-3879.

### **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](http://www.devry.edu/uscatalog).

In addition, students can speak with the Center Dean for more information or call 1(866)473-3879.

#### ***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](http://www.devry.edu/uscatalog).

In addition, students can speak with the Center Dean for more information or call 1(866)473-3879.

### **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 Center Dean. A Center Support Representative from the main office 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](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 for further assistance.

## **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](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 for further assistance.

## **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 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](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 for further assistance.

### ***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](http://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 Advisors 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, you can contact the main office at 1(866)473-3879 for further assistance.

## **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, non-proctored 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](http://www.mla.org) and [www.apa.org](http://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 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.
- 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.
  - 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<sup>®</sup> 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. See the main office for schedules or call 1(866)473-3879. There is no charge for this service. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### ***Graduate Students – All***

In addition, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only. Tutoring is available by appointment.

## **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 student support advisors, who are available to students by appointment or on a drop in basis (if available). See the main office. 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, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only. Advising is available by appointment or on a drop in basis (if available).

Advisors help guide students through their academic program at DeVry. They are the first person you should contact with student academic issues or problems. They track student attendance, schedule students during registration, assist with transfer credits, and assist with the graduation checklist and requirements.

### ***Graduate Students – All***

In addition, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only. Advising is available by appointment or on a drop in basis (if available).

Students can access additional information on academic advising in their academic catalog, available via [www.devry.edu/uscatalog](http://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](http://www.devry.edu/uscatalog). All students, including those attending DeVry Online, are invited to use library facilities at any School location.

In addition, an online "Virtual Library" is accessible anywhere through the DeVry-Fremont web page go to <http://library.devry.edu>. Free access to Library databases and electronic books is

available in the Library and from all campus computers. Some Library databases may be accessed from home as well.

### **Proficiency Testing**

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

Proficiency exams allow students who feel they have already mastered course material to demonstrate comprehensive knowledge in a particular course. Students who wish to proficiency a course or courses must apply to do so with the Testing Center located in the main office. For continuing students, proficiency exams are usually given for the next Session's courses during the three week window starting from week 7 of the current Session. New, resuming, and transfer students will take proficiency exams during the first week of the Session. Laboratory courses may require a practical lab exam in addition to the successful completion of the written exam. 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, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### **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](http://www.devry.edu/uscatalog).

The San Francisco Center will assist students who wish to resume their studies after having withdrawn from DeVry for a period of time. Assistance with or clarification of the requirements stated below can be by contacting a resume coordinator located in the main office.

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 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 contact the main office at 415-243-8787 regarding deferment forms for these loans.

In addition, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### ***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.

In addition, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### ***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 contact their online representative regarding deferment forms for these loans.

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

Students may change programs at any time; however, this may result in their having to take additional coursework to fulfill graduation requirements of the new program. Students may concurrently pursue a maximum of two (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 [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### **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](http://www.devry.edu/uscatalog).

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

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

In addition, all potential graduating students must petition to graduate by week 3 of the semester they intend to graduate.

The following is the appropriate procedure for petitioning:

1. Complete the petition for graduation form.
2. Academics will determine eligibility for graduation.
3. Pay the appropriate graduation fee(s).
4. Turn in the completed petition for graduation form with the appropriate signatures to the Academic's office by week 3.

**NOTE: If you plan on participating in the graduation ceremony, you may obtain information on ordering your cap and gown through Career Services. The Career Services main office is located at the Fremont Campus. You can call them at 510-574-3553.**

In addition, you can contact the main office at 1(866)473-3879 located on the 16th floor of the building for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

#### ***Graduate Students – All***

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

**Online students** should note that DeVry Online **does not** hold its own graduation ceremonies. However, students can attend any 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, you can contact the main office at 1(866)473-3879 located on the 16th floor of the building for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

### **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 contact the main office.

#### ***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](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 located on the 16th floor of the building for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

#### ***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](http://www.devry.edu/uscatalog).

In addition, you can contact the main office at 1(866)473-3879 located on the 16th floor of the building for further assistance. The main office is open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only.

## **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.

The primary objective of the Career Services Office is to coordinate and arrange year-round on and off campus recruitment activities to assist potential employers in the recruitment of our graduates. It is the responsibility of the Career Services staff to coordinate, manage and meet the overall placement/recruitment needs of graduates, undergraduates, alumni and employers. San Francisco's Career Service Advisor's are based out of the Fremont Campus; however, they serve San Francisco students as well. Please contact Career Services at 510-574-3553 for more information.

The Career Services Office provides, in part, the following services and resource materials/equipment to current graduates and alumni.

- **Career Advisor(s)** – Program advisors are responsible for assisting and advising graduates in all facets of the job search for successful employment prior to, or after graduation.
- **Workshops** – These workshops provide numerous opportunities for students to learn more about their industry, resume writing, and the excellent services we offer through presentations conducted in academic classes such as *Student Success Strategies* and *Career Development*. The goal of these presentations is to relate valuable industry information to students prior to graduation.
- **Career Strategies Course** – Comprised of workshops, industry guest speakers, and lectures with the emphasis on interviewing, self-marketing techniques and job search ethics.
- **Mock Interviews** – Offered to students in order to provide adequate preparation for successful interviewing. Career Services Staff and/or Employers conduct mock interviews. The interviews are video taped for future review and the student is subsequently provided with appropriate advice and counseling.
- **Employer Recruiting** – The Career Services Offices provide students the opportunity to interview with employers both on and off campus.

- **Program Handbooks** – Outline strategies for a successful job search before graduation and in the future. These handbooks describe, in part, Career Services, the program industry, company research tips, the interview, the job offer, what recruiters (employers) seek, how to "Dress for Success," self-assessment and graduate responsibilities, to name a few.
- **Resumé Guideline Handbook** – Incorporates sample resumé's, cover letters, thank you letters, reference and salary lists to assist students in writing a professional resume.
- **Resource Material/Equipment** – Includes the use of telephones, private interviewing rooms, typewriters, faxing, resume mailing service, job listings, employer profile outlines, etc.

### **Students' Responsibilities in the Second-to-Last Semester**

Failure to show up for interviews, company presentations, and other related activities could put your resume on-hold at the discretion of the Career Services Director. An apology letter to the employer would be required for any missed on-campus interviews before the student is allowed to interview on-campus again. Once the student secures employment through Career Services, he/she will not be allowed to interview on-campus until the end of the current term.

The Fremont CSO will work closely with other DeVry University campuses. The Directors and their staffs maintain contact with hundreds of companies in the United States to develop employment opportunities for DeVry University graduates. Students who wish to relocate to another city may use the Career Services of the school that is located in that region. For more information about Career Services, you can visit them at <http://career.fre.devry.edu>.

### **Services to Employers**

In order to meet employer-hiring needs, several services are provided to the employer. These free services include:

- Company presentations
- On and Off-Campus interview scheduling
- Transcripts and applicant testing (when required)
- Pre-Screen and match graduates to specific job requirements; i.e., geographic preferences, work history, current GPA and DMV record
- Same day faxing or next day mail service of graduate resumes and transcripts according to company preference

### **Organized Activities and Events**

Several activities and events are developed, organized and/or co-sponsored by the Career Services Office. These functions provide advice and expertise from employers in keeping program curricula current. They provide an informal forum to establish communication and an exchange of ideas between the industry, professors and students, and they expose our students to "real world" situations.

- **Career Expos** – Employers are invited on campus to share their industry knowledge and expertise with the DeVry student body as well as to recruit students for positions within their companies.

- ***Business Technology Innovation Fair*** - This event is an opportunity for graduating DeVry student project teams and/or individual students to display their Senior Projects. Members of industry and the general public judge these projects.

### ***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](http://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](mailto:siren@devry.edu).

#### **VISITORS AND CHILDREN AT A CAMPUS OR CENTER**

Students are encouraged to bring prospective students to onsite classes as guests; however, they must first receive approval from their Professor or the Center Dean.

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 the main office located on the 16th floor **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](http://www.srstudentcenter.com) for more information. These forms are also available in the main office located on the 16th floor.

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

For additional information, see the academic catalog at [www.devry.edu/uscatalog](http://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](http://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 Center Dean or Director of Human Resources, (located at the Fremont campus) 510-574-1103, is 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 Center Dean's office or at the Fremont campus in the President's office where the Director of Human Resources resides. 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 Center Dean or Director of Human Resources (Fremont Campus). The Center Dean or Director of Human Resources (Fremont Campus) 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 Center Dean or Director of Human Resources (Fremont Campus). 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 Center Dean or Director of Human Resources (Fremont Campus) 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 Center Dean or Director of Human Resources (Fremont Campus).

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 Center Dean located on the 16th floor located in the main office, or call 1(866)473-3879, to begin the accommodation process. The applicant/student will be given a special accommodation request form to complete and submit to the Center Dean 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 Center Dean . Should a student experience difficulty in obtaining accommodations, the student must notify the Center Dean 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, please contact the Center Dean at 1(866)473-3879 or the Assistant Director of Human Resources (Fremont Campus) at 510-574-1103.

### **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.

Go to the main office for replacements for lost ID cards. They will contact Student Services (Fremont Campus) where all NorCal ID's are printed to get a reprint for the lost or stolen ID card. Student Services will mail the replacement card to the center.

### ***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 San Francisco Center:***

Monday – Thursday	9:00am to 8:00 pm
Friday	9:00am to 5:00pm
Saturday	Appointment only

*Check with main office for the schedules of a student finance consultant*

### **Financial Aid Information**

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

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

### **California State Grant Programs**

The State of California offers substantial grants to residents of California who meet certain criteria. In order to apply, the student must complete two forms by the annual March 2nd deadline. If you miss the deadline this year, you can apply again next year. The two forms to be completed are the FAFSA form and GPA Verification form. This early filing deadline will require that tax returns be completed very early, or that the student and/or parent be able to provide a good estimate of the federal tax information in order to complete the FAFSA by this early date. The GPA Verification form must be submitted to DeVry University’s Registrar by mid-February (date published annually) so that the state grant deadline of March 2nd may be met for all students.

### **Private Lender:**

Private Educational Loan Programs through DeVry’s preferred lenders offer competitive interest rates and borrower benefits, including deferment options. Visit DeVry’s Student Finance Web site at [finance.devry.edu/alternative\\_loans.html](http://finance.devry.edu/alternative_loans.html) for loan and borrower benefit comparison charts.

### **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**

Student 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](http://www.devry.edu/uscatalog).

### **Student Account Information**

The Student Finance Office is located in the main office on the 16th floor or call (866)473-3879.

- All enrolled students' financial records are maintained in the Student Finance Office. Students can obtain information on their tuition accounts (EDUCARD<sup>®</sup>) 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<sup>®</sup>) 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<sup>®</sup>) payment should see their student finance consultant immediately.
- Failure to make the monthly tuition (EDUCARD<sup>®</sup>) 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<sup>®</sup> 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](http://www.devry.edu/uscatalog). Additional information may also be available via the Student Finance site at <http://finance.devry.edu/>

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

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

### **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.

### **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. To request permission please contact the IT Department Manager at [Fremonthelpdesk@devry.edu](mailto:Fremonthelpdesk@devry.edu) or the main office at 1(866)473-3879. 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.

#### **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.

### **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.

### **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.)

### **Internet Policy**

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

- When a student is alleged to be abusing computing resources, all of his or her computing privileges will be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community.
- The student will be notified through the Student Services Office, and if the issue cannot be resolved, a judicial hearing will be conducted by the Dean of the San Francisco Center or designee, charging the student with violation(s) of policy.
- The student will receive a written notification and meet the Dean of the San Francisco Center/designee to discuss the charges in a pre-hearing meeting and may choose to plead

guilty or not guilty to the charge(s). Computing privileges remain suspended during this process.

- When applicable, Law Enforcement agencies may be involved.

### **Tampering with DeVry Administrative Computer**

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

### **Laptops Used on DeVry Networks**

All laptops must be registered before they are used on any DeVry network. Registration forms are available at the service window in the Computer Lab. Turn-around time is twenty-four hours. Personal laptops used on DeVry networks are subject to all DeVry computer policies. The user is personally responsible for configuring his or her computer network card before attaching to a DeVry network. Instructions and information will be provided at the time of registration.

### **Computer Viruses and Bugs**

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

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

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

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

Students can avoid being an unknown transmitter of a virus by being aware of the following:

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

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

### **Clubs and Computers on Campus**

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

- Clubs can only connect equipment that is approved by IT. IT will decide at this time where the equipment will be located.
- All technical aspects have to be approved by IT.
- Clubs must provide access to all supervisors and levels of security (including root name and passwords).
- Clubs will be responsible for all equipment maintenance and security.
- Clubs who choose to create their own Websites must ensure that all wording, policies and procedures are in compliance with the content of this Handbook. In addition, the Website content must coincide with the goals and mission of the University.

### **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<sup>®</sup> and MySpace<sup>®</sup>.

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.

## **MOTOR VEHICLE REGULATIONS**

The Motor Vehicle Regulations are designed to maintain convenient, safe and orderly parking for the students, faculty, staff and guests of DeVry. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and a safe traffic flow. It is important to all of us that we abide by the signs.

### **Parking**

Limited street parking is available in the front of the building. There are parking garages near the building as well.

**AUTHORIZED PARKING ONLY. UNAUTHORIZED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

DeVry University will not be responsible for any type of lost property or any type of damage to property. We highly suggest that you LOCK and SECURE your vehicle and valuables at all times!

## **SUPPORT SERVICES**

### **Testing Center/Advising/Tutoring – Located in the main office on the 16th floor**

Academic advising, tutoring, and testing services are all provided in the main office located on the 16th floor or by calling 1(866)473-3879. The main office is open M – Th 8:30am – 8:00pm; F 8:30am – 5:00pm; Sat 9:00am – 1:00pm. Please check with the office for tutoring and advising schedules. The testing center closes two hours before the main office.

### **Admissions Office**

The Admissions Office assists prospective students who visit the University. It is located in the main office on the 16th floor or by calling 408-571-3771. They are open M – Th 9:00am – 8:00pm; F 9:00am – 5:00pm; Sat by appointment only. Representatives are available to assist with interviews, tours, and the application process. An interview with a representative will provide full information about courses, class starting dates, student housing, part-time work, and employment opportunities for graduates.

### **Bookstore/Online Bookstore**

The center has a bookstore located in the main office located on the 16th floor or by calling 510-574-1225. The main office is open M – Th 8:30am – 7:00pm; F 8:30am – 2:00pm; Sat closed.

Visit the online bookstore at [www.devry.efollett.com](http://www.devry.efollett.com) to purchase books, clothing, software, and more. Graduation regalia and class rings can also be purchased through the bookstore. All

merchandise, except software, may be returned for credit with a register receipt, up to 48 hours after the date of purchase.

### **Library/Online Library**

An online "Virtual Library" is accessible anywhere through the DeVry-Fremont web page go to <http://library.devry.edu>. Free access to Library databases and electronic books is available in the Library and from all campus computers. Some Library databases may be accessed from home as well.

### **Computer/Electronics Labs**

Computer lab stations are available to students in a few areas at the center. Computers are equipped with Microsoft Office. You can also access your current Yahoo, Hotmail, or any other free account through Internet Explorer. If you don't have an e-mail account, you can go to [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com) and set one up.

### **LAB ETIQUETTE**

#### **DO NOT:**

1. Bring any food or drinks into the lab
2. Enter any chat or inappropriate websites
3. Play any games
4. Load your own software on any school computers
5. Print more than 15 pages at a time or more than 10 copies of one page
6. Try to log on the network with your own laptop (no, you can't print from your laptop)
7. Try to hack into the system or do anything illegal (ALL HACKERS WILL BE PROSECUTED!)
8. Saved data/screensavers/wallpapers to the local PC. These computers are "frozen" and upon reboot all data is removed

#### **DO:**

1. Save your work on your own disk, zip disk, or memory stick
2. Log off when finished with the computer (Keep the computer on) and push in your chair
3. Alert staff member at the print center if anything goes wrong (like a disk is stuck in the drive), or if anyone is using the computers inappropriately
4. Print six slides per page, when using PowerPoint in grayscale (DO NOT print slides individually)
5. Use Print Preview before printing
6. Collect your printed work in less than 15 minutes and know your computer number
7. Return lost items to the Lost and Found (located in the Academics office)

### **Veterans Educational Benefits**

If you are a veteran of the armed forces and qualify, you should apply for veterans' educational benefits. Also, you may be eligible to receive benefits as the dependent of a deceased or disabled veteran. The Registrar will be glad to help you apply for those benefits. DeVry University is approved by the State Approval Agency for Veterans Benefits. The Veterans Administration pays monthly educational allowances directly to the eligible students. The Veterans Administration determines eligibility for all veterans benefits. If a veteran's cumulative GPA drops below 2.0, the Veterans Administration 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 also includes those students not progressing at a rate that will permit graduation within the approved length of the course, based upon the training time paid by the Veterans Administration.

Disabled veterans may be eligible for complete rehabilitation training. The VA determines eligibility. To apply for benefits, a student should contact the Registrar.

It will take at least six to ten weeks for the VA to process paperwork. Students should remember to notify the Registrar of any changes, which may affect their benefits, such as dropping or testing out of a course, adding dependent, changing residences, etc.

## **STUDENT REFERRAL GUIDE**

### **Who to Visit**

#### **If you want information regarding:**

Academic Advising  
 Address Changes  
 Admission Information  
 Americans with Disabilities Act  
 Attendance Information  
 Attendance Verification Letter  
 Billing Information  
 Career Advising  
 Course or Curriculum Changes  
 Financial Assistance  
 Graduate Employment  
 Loan Deferment Certification  
 Transcripts  
 Transfer Information (To a DeVry School)  
 Transfer Information (To a Non-DeVry School)  
 Veteran's Information  
 Withdrawal from School  
 Anything Not on This List

#### **VISIT:**

Student Support Advisor  
 Center Services Coordinator  
 Admissions Advisor  
 Student Support Advisor  
 Student Support Advisor  
 Student Support Advisor  
 Student Support Advisor  
 Career Services/ Fremont  
 Student Support Advisor  
 Student Support Advisor  
 Career Services/Fremont  
 Registrar/Fremont  
 Student Support Advisor  
 Student Support Advisor  
 Student Support Advisor  
 Student Support Advisor  
 Center Dean  
 Center Services Coordinator

### **Phone Numbers**

#### **Department:**

Academics  
 Admissions  
 Bookstore (Fremont)  
 Career Services (Fremont)  
 C-Lab  
 Human Resources (Fremont)  
 IT Department (Fremont)  
 Keller Graduate School  
 Library (Fremont)  
 New Student Enrollment Support Services  
 Dean's Office  
 Student Services  
 Student Finance

#### **Direct Dial:**

415-243-8787  
 415-243-8787  
 510-574-1225  
 510-574-3553  
 415-243-8787  
 510-574-1103  
 510-574-1240  
 415-243-8787  
 510-574-1220  
 415-243-8787  
 415-243-8787  
 415-243-8787  
 415-243-8787

#### **Extension:**

225  
 229  
 1225  
 3553  
 221  
 1103  
 1240  
 221  
 1220  
 229  
 222  
 225  
 225

Testing Center	415-243-8787	221
Transcripts	415-243-8787	225
Veteran's Administration	415-243-8787	225

**LOCAL SUPPORT SERVICES**

**Alcohol, Drug, and other Abuse Resources**

County Alcohol and Drug Program Offices	415-538-5500 or 800-750-2727
California Department of Alcohol and Drug Prevention Resource Center	800-879-2772 800-879-2772
Community Substance Abuse Services	415-255-3500
Substance Abuse Treatment Services	415-746-1940

**Crisis and Suicide Hotlines**

San Francisco Suicide Prevention	415-781-0500
San Francisco Women Against Rape Crisis Line	415-861-2024 800-273-8255

**Counseling Services**

Iris Center Women's Counseling & Recovery Services	415- 864-2608
San Francisco Counseling	415-440-0500
Active Psychotherapy & Counseling Services	415-751-8030
San Francisco Counseling Services	415-564-7882

**Emergency numbers**

Police, Fire, Ambulance	911
Non-emergency police	415-553-1551
Paramedic	415-353-6000
Fire	415-558-3200
Poison control	800-876-4766

**Health Clinics**

San Francisco City Clinic	415-487-5500
Haight Ashbury Free Clinics, Inc.	415-746-1967
<u>UCSF Medical Center</u>	415-476-1000

**Health and Social Agencies**

American Cancer Society	415-394-7100
American Heart Association	<a href="http://www.americanheart.org">www.americanheart.org</a>
American Diabetes Association	<a href="http://www.diabetes.org">www.diabetes.org</a>
Goodwill Industries	<a href="http://www.goodwill.org">www.goodwill.org</a>
Aids Foundation	<a href="http://www.aidshealth.org">www.aidshealth.org</a>

**Hospitals**

Chinese Hospital	415-982-2400
St Francis Memorial Hospital	415-441-6926
UCSF Medical Center	415-476-1000

**Legal Aid**

Bay Area Legal Aid 415-982-1300  
The Legal Aid Society – Employment Law Center 415-864-8848  
Bay Area Legal Aid 415-982-1300

**Postal Services**

Post Office 415-487-9060

**Shelter/Food and Clothing Banks**

American Red Cross 415-427-8000  
San Francisco Clothing Bank\_ 415-621-6100  
Episcopal Community Services 415-292-2180  
San Francisco Food Bank 415-282-1900

**Transportation**

Department of Motor Vehicles 800-777-0133  
Yellow Cab Cooperative 415-333-3333  
Green Cab 415-626-4733  
San Francisco Municipal Transit(Muni) 415-701-2323  
AC Transit [www.actransit.org](http://www.actransit.org)  
BART [www.bart.gov](http://www.bart.gov)

**Veterans Affairs**

Veterans Affairs Medical Center 415-750-2069  
VA Medical Center 415-221-4810  
Veterans' Service Office 415-221-4810

**LOCAL ATTRACTIONS****Dance/Music/Theater**

Palace of Fine Arts: Theatre & League Office 415-563-6504  
Yerba Buena Center for the Arts (YBCA) 415-978-2787  
Palace of Fine Arts 415-567-6642

**Media/Newspapers**

San Francisco Chronicle 800-281-2476  
San Francisco Examiner 866-736-2499

**Movie Theaters**

AMC Loews Metreon 16 with IMAX 800-326-3264  
AMC Van Ness 800-231-3307

**Museums and Zoos**

Asian Art Museum 415-581-3500  
Wax Museum Entertainment Complex 415-345-0610  
Ripley's Believe It or Not Museum 415-771-6188  
San Francisco Zoo 415-753-7080

De Young Museum

415-750-3600

**Other Attractions/Major Events**

Visit SF visitors website for local attractions  
and events SF has to offer

[www.onlyinsanfrancisco.com](http://www.onlyinsanfrancisco.com)

**Sightseeing and Hiking**

Muir Woods National Monument

415-388-2596

Crissy Field Center

415-561-7690

GGNRA

415-556-0560

Fort Point

415-566-1693

**Sporting Events**

**Baseball**

Oakland Athletics (A's)

[www.oakland.athletics.mlb.com](http://www.oakland.athletics.mlb.com)

San Francisco Giants

[www.sanfrancisco.giants.mlb.com](http://www.sanfrancisco.giants.mlb.com)

**Football**

San Francisco 49ers

[www.sf49ers.com](http://www.sf49ers.com)

Oakland Raiders

[www.raiders.com](http://www.raiders.com)

San Jose SaberCats

[www.sanjosesabercats.com](http://www.sanjosesabercats.com)

**Basketball**

Golden State Warriors

[www.nba.com/warriors](http://www.nba.com/warriors)

**Hockey**

San Jose Sharks

[www.sharks.nhl.com](http://www.sharks.nhl.com)

**Soccer**

San Jose Earthquakes

[www.web.mlssnet.com](http://www.web.mlssnet.com)

**Lacrosse**

San Jose Stealth

[www.sjstealth.com](http://www.sjstealth.com)