

## 2007-2008 Academic Catalog Supplement/Addendum

### DeVry University Graduate Programs

#### Volume I

March 5, 2008

*The following supplements the Accreditation/Approval section on page 3:*

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

*The following supplements the Program Information section beginning on page 6:*

#### **Master of Science in Electrical Engineering**

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

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

#### **Program Objectives**

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

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

Program outcomes are the skills and abilities students are expected to demonstrate at graduation.

Program outcomes for the MSEE program are:

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

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

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

**Program Core Courses***all four required*

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

**Computer Systems Concentration*****Computer Systems Concentration-Specific Courses****all three required*

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

***Elective Courses****any two required*

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

***Breadth Elective Courses****any two required*

EE541	Introduction to Neural Networks
EE551	Reliability Engineering
EE586	Broadband Networks

*Notes:*

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

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

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

***The following supplements the Course Offerings and Descriptions section beginning on page 8:***

**EE501 Probability and Statistics for Engineers**

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

**EE502 Computer Communications Networks**

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

**EE541 Introduction to Neural Networks**

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

**EE551 Reliability Engineering**

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

**EE560 Mathematical Methods for Computer Systems Engineering**

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

**EE561 Computer Systems Organization**

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

**EE562 Computer Architecture**

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

**EE563 Real-Time Systems**

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

**EE564 Advanced Data Structures and Algorithms**

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

**EE565 Distributed Systems**

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

**EE566 Wireless Networks**

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

**EE568 Multimedia Systems**

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

**EE569 Local and Wide Area Networks**

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

**EE586 Broadband Networks**

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

**EE600 MSEE Project**

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

**PM586 Project Management Systems**

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

**MATH-450 Advanced Engineering Mathematics I**

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

**MATH-451 Advanced Engineering Mathematics II**

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

**MATH-450 Advanced Engineering Mathematics I**

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

**MATH-451 Advanced Engineering Mathematics II**

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

***The following replaces pages 14-23:***

**DeVry University Online**

www.devry.edu/online

**Administrative Offices**

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

**Administrative Hours**

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

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

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

The administrative staff of DeVry Online is located in suburban Chicago and is available to assist students with all school-related issues. Students can complete all administrative details online, including purchasing textbooks.

**Admission Information and Academic Policies**

**Admission Information**

**General Admission Requirements**

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

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

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

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

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

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

#### **Additional Admission Requirements for MSEE Program Applicants**

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

- Have earned, with a graduation GPA of at least 2.70, a bachelor's degree in electrical engineering or computer engineering in a U.S. program accredited by EAC of ABET, in a Canadian program accredited by CEAB or from a DeVry-recognized international equivalent.
- Have earned, with a graduation GPA of at least 3.00, a bachelor's degree in DeVry's BMET, CET or EET program and have successfully completed their individual Bridge Plan, as specified by the MSEE program committee.
- Have earned, with a graduation GPA of at least 3.00, a bachelor's degree in a closely related discipline, such as computer science, physics, mathematics, or other engineering or engineering technology areas; have been approved by the MSEE program committee; and have successfully completed their Bridge Plan, as specified by the committee.

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

#### **Prerequisite Skills Requirements**

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

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

#### ***Verbal Skills Proficiency***

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

#### ***Quantitative Skills Proficiency***

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

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

### **Admission of Post-Baccalaureate-Degree Holders**

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

### **Communication Competency**

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

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

### **Personal Computer Requirements**

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

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

### **Admission Procedures**

A person seeking admission must:

- Complete and submit an application for admission.
- Submit proof of graduation during the admission process. MSEE program applicants must also provide transcripts of all relevant prior undergraduate and graduate coursework, as determined by the University. Acceptable documents include “Issued to Student” transcripts and copies of diplomas.
- Submit complete official academic transcripts from the college or university where the baccalaureate or advanced degree was earned within six weeks from the start of the first period of enrollment. Transcripts marked “Issued to Student” are not accepted as official copies.
- Complete an interview with an admissions advisor by calling 800.839.9009.
- Provide GMAT or GRE scores, or take our alternative admission test. Applicants who hold advanced degrees or the international equivalent from DeVry-recognized colleges or universities, and who are not enrolling in MSEE coursework, are not required to submit test scores. (Applicants should note that scores are valid up to five years from the date tests are completed.)
- Submit a \$100 tuition deposit. See *Tuition Deposit/Cancellation Policy* for further information.

Applicants must send admission materials directly to:

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

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

**Program Declaration**

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

**Additional DeVry University Graduate Programs**

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

**Academic Policies**

**Multiple Degree Programs**

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

**Semester-Credit-Hour Residency Requirement**

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

<b>Number of Master’s Degrees</b>	<b>Minimum Semester-Credit Hours</b>
2	66
3 or more	21 additional hours per subsequent degree

Recognizing the value of lifelong learning, DeVry University offers alumni who already hold a DeVry University graduate degree the opportunity to pursue an additional graduate-level credential (degree, graduate certificate or concentration) at 85 percent of the prevailing tuition cost. Alumni who wish to take advantage of this benefit should review requirements in *Multiple Degree Programs*. More information is available from the center dean or an online student services advisor.

### **DeVry University Semesters and Sessions**

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

### **Enrollment Status**

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

### **Governing Rules**

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

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

### **Attendance**

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

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

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

### **Make-Up Work**

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

### **Retention and Review of Final Exams**

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

### **Transfer Credit, Course Waivers and Course Exemptions**

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

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

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

### ***Transfer Credit***

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

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

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

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

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

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

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

### ***Transfer Credit – Veterans***

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

### ***Course Waivers***

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

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

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

### ***Course Exemptions***

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

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

### **Grading Philosophy**

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

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

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

<b>GPA Values</b>	
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

### **Grades and Designators**

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

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

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

<b>Academic Designators</b>	
AUDIT	Audit
EX	Course exemption
I	Incomplete
S	Satisfactory
TRNFR	Transfer credit
U	Unsatisfactory
W	Withdrawal
WAV	Course waiver

### **Grade Reviews**

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

### **Audits**

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

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

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

### **Incompletes**

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

### **Withdrawals**

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

### **Repeated Courses**

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

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

### **Academic and Professional Conduct**

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

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

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

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

### **Satisfactory Academic Progress**

Students must demonstrate satisfactory academic progress toward completing their programs by meeting the University’s established standards in each of the four measurable areas shown below. Students who do not meet all requirements are subject to the academic actions specified, including academic probation or dismissal. Academic standing and GPAs are calculated at the conclusion of each DeVry University semester. See *DeVry University Semesters and Sessions*.

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

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

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

### **Measurable Areas of Satisfactory Academic Progress**

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

- **Successful Completion of Required Prerequisite Skills Coursework** – If a prerequisite skills course is attempted for the first time and is not passed, the student is placed on academic probation. If a prerequisite skills course is retaken and is not passed, the student is dismissed.
- **Maximum Coursework Allowed** – A student may attempt a maximum of 150 percent of the number of credit hours in the current program. A student who exceeds this maximum and has not graduated is dismissed.
- **Rate of Progress Toward Graduation** – Credit toward graduation must be earned at a rate that ensures successful program completion within the allowable maximum. The rate of progress is the percentage of credit hours completed successfully as compared to credit hours attempted. Rate of progress is assessed after every semester of attendance in the current program, beginning with the student's second semester. A student must maintain a rate of progress of at least 50 percent in the second semester, and at least 67 percent in the third semester and beyond. A student who fails to maintain the minimum rate of progress is dismissed.

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

At the end of a student's probationary/reinstatement semester, evaluation of the student's performance results in one of three outcomes outlined below. General requirements follow. However, a student who is not in good standing should review all requirements carefully with the academic advisor.

1. The student is dismissed if *any* of the following occurred:

- The student withdrew from all courses during the semester.
- The student enrolled in one or more prerequisite skills courses but did not pass them all.
- The student completed GPA courses, but the TGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
- The student did not meet maximum coursework or rate of progress standards.

2. The student remains on probation/reinstatement for one additional semester if maximum coursework and rate of progress standards were met, and the CGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond), and *any* of the following occurred:

- The student enrolled in GPA courses only, and the TGPA was at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
- The student enrolled in prerequisite skills courses only, and passed them all.
- The student enrolled in both GPA and prerequisite skills courses, passed all prerequisite skills courses, and the TGPA for any completed GPA courses was at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).

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

- The student withdrew from all courses during the semester.
- The student enrolled in one or more prerequisite skills courses but did not pass them all.
- The CGPA was below 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
- The student did not meet maximum coursework or rate of progress standards.

Otherwise, the student returns to good standing.

3. The student returns to good standing if *all* the following occurred:

- The student completed the semester.
- The student passed all prerequisite skills courses attempted during the semester.

- The student's CGPA and TGPA were at least 2.50 (in the second semester) or 3.00 (in the third semester or beyond).
- The student met maximum coursework and rate of progress standards.

### ***Effect of Incompletes***

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

### ***Academic Appeal/Petition***

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

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

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

### ***Program Transfer During Probation/Dismissal***

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

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

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

### **Satisfactory Academic Progress – Veterans**

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

### **Time Limitations**

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

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

### **Readmission**

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

- complete and submit an application for admission.
- complete an interview with an admissions advisor.
- meet all admission requirements in effect at the time of readmission.

### **Review of Administrative/Academic Rulings**

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

### **Registration**

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

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

Online students may not register after a session begins.

### **Course Schedules**

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

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

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

### **Class Hours**

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

### **Course Cancellation**

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

### **Graduation Requirements by Program**

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

To graduate:

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

### **General Graduation Requirements – All Students**

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

- achieve a cumulative grade point average of 3.00 or higher.
- successfully complete all required prerequisite skills courses with grades of B (3.00) or better.
- ensure that the registrar receives an official transcript validating completion of a baccalaureate

degree from a DeVry-recognized post-secondary institution.

- fulfill all financial obligations to the University.

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

#### **Graduation Notification and Ceremonies**

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

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

#### **Graduation Requirements – Students Pursuing Multiple Degree Programs**

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

*The following amends the Financial Information section on page 25:*

#### **Tuition Effective July 2008**

Tuition for students enrolled in the MSET program or the graduate certificate offering in Education Technology is \$2100 per three-semester-credit hour course. Tuition for students enrolled in the MSEE program is \$1950 per three-semester-credit hour course.

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

#### **Alumni Tuition Benefit**

Recognizing the value of lifelong learning, DeVry University offers alumni who already hold a DeVry University graduate degree the opportunity to pursue an additional graduate-level credential (degree, graduate certificate or concentration) at 85 percent of the prevailing tuition cost. Alumni who wish to take advantage of this benefit should review requirements in *Multiple Degree Programs*. More information is available from an online student services advisor.

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