



2021 - 2022 STUDENT HANDBOOK

VOLUME XII

Original publication date: September 2021

Current publication date: September 2021



DeVry University

Keller Graduate School
of Management

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Publication date: September 2021

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Greenwich, CT 06830, 630.799.0400. DeVry University operates as DeVry College of New York in New York.

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MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome – or welcome back – to DeVry University! DeVry’s mission calls on us to help students thrive in a world of continuous technological change. We are so excited that you have chosen us to be a partner in your learning journey, and we are deeply committed to your success.

DeVry is, first and foremost, a community of learners – a community that includes students, faculty, and administrators, like myself. This handbook attempts to sum up those procedures and practices that help individual students thrive, and allow us as a community to move forward in service to all.

This handbook applies to all undergraduate and graduate students.

The information provided in this handbook presents DeVry University and its Keller Graduate School of Management (“DeVry University”, “DeVry”, “Keller” or the “University”) policies or procedures on general issues. This information serves as a basic guideline for treatment/resolution of these issues. Routine matters will be handled according to DeVry policy as set forth in this handbook and will be reviewed on an individual basis as needed. DeVry is committed to a policy of non-discrimination.

Taken together, the applicable academic catalog (devry.edu/catalogs) and this student handbook explain policies and procedures on a variety of matters arising throughout the student experience for both undergraduate and graduate students.

If you have any questions about this handbook or any other University-related matters, please contact Student Central.

Once again, welcome to DeVry University!

Sincerely,

Thomas L. Monahan III
President & CEO
DeVry University

MISSION AND ACCOUNTABILITY PRINCIPLES

DEVRY UNIVERSITY MISSION AND ACCOUNTABILITY PRINCIPLES

DeVry University strives to close our society's opportunity gap by preparing learners to thrive in careers shaped by continuous technological change. Through innovative programs, relevant partnerships and exceptional care, we empower students to meaningfully improve their lives, communities, and workplaces.

In addition, DeVry's Accountability Principles support the mission and hold the University publicly accountable for doing what's best for students. DeVry's Accountability Principles are currently focused on four areas:

- Academic and Student Support
- Accountability and Transparency
- Financial Literacy and Responsible Borrowing
- Responsible Recruiting and Enrollment

More information about DeVry's Accountability Principles can be found on the DeVry website at <https://www.devry.edu/about/accountability-principles.html>.

ACCREDITATION & STATE AUTHORIZATION

ACCREDITATION & STATE AUTHORIZATION

In the United States, current or prospective students may review information regarding accreditation, state authorization and licensing by contacting the chief location administrator.

DeVry University is accredited by The Higher Learning Commission (HLC), www.hlcommission.org. The University's Keller Graduate School of Management is included in this accreditation.

HLC is a regional agency that accredits U.S. colleges and universities at the institutional level; and is recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation. Accreditation provides assurance to the public and to prospective students that standards of quality have been met.

Contact information for the HLC is:

The Higher Learning Commission
230 S. LaSalle St., Ste. 7-500, Chicago, IL 60604
800.621.7440
www.hlcommission.org

DeVry University is a member of the Council for Higher Education Accreditation (chea.org/), a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA, an association of 3,000 degree-granting colleges and universities, recognizes 60 institutional and programmatic accrediting organizations.

The most recent information on the status of programmatic accreditation, as well as state authorization to operate, is available in the current editions of the applicable academic catalog via devry.edu/catalogs.

STATE RELOCATION NOTICE TO STUDENTS

Students who relocate while enrolled at DeVry University may be unable to complete their program if relocating to a state where DeVry is not authorized to offer a particular program. Prospective students should contact their Admissions Advisor to discuss how relocation could

affect their ability to complete their program; current students should contact Student Central if they are considering relocating during their course of study.

There may be consequences, such as ineligibility for financial aid, for applicants and students who relocate to a state where DeVry is not authorized. There may also be program limitations, even in states where DeVry is authorized; applicants/students may not be able to apply, continue, or transfer to a particular program, as not all programs may be approved by a state authorization agency.

ACADEMIC POLICIES & SERVICES

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 (SSAs) who are available to students

Student Support Advisors will inform 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 SSAs, as they provide support that can lead to steady improvement of their academic performance and satisfaction.

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

ACADEMIC CALENDAR

DeVry delivers courses in a session format, with two eight-week sessions offered each semester. Months corresponding to DeVry's summer, fall and spring semesters are designated in two overlapping calendar cycles. At the time a student matriculates, he/she is assigned to either a Cycle 1 or a Cycle 2 calendar schedule. Additional information including holidays and break periods is available in the academic catalog, accessible via devry.edu/catalogs.

RELIGIOUS HOLIDAY OBSERVANCE

In support of students' observance of their religious holidays, DeVry University has developed the Religious Holiday Observance policy, which can be found in the academic catalogs and on the website at devry.edu.

ACADEMIC FREEDOM

DeVry University supports development of autonomous thought and respect for others' ideas. As such, members of the DeVry community, including students and colleagues, including full-time and part-time faculty, are free to discuss their questions and express their opinions both publicly and privately within the boundaries of the Code of Conduct and the Colleague Handbook and other reasonable behavioral expectations, noting in their expressions or demonstrations that they speak for themselves only.

ACADEMIC INTEGRITY POLICY

DeVry University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. DeVry University reserves the right to suspend or permanently expel 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 University are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

VIOLATION OF ACADEMIC INTEGRITY

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including threaded discussions, exams, quizzes, essays, assignments, proficiency exams and

any other assigned work.

A. Plagiarism

Examples of plagiarism include, but are not limited to:

- Any act of copying information from another student or alumni by any means to obtain an advantage for one's self.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- 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, examinations, laboratory assignments, published works, graphics, images, software, etc.
- Purchasing or using any academic papers, discussion threads, final exams, quizzes, etc. from an internet site or commercial service whether it is a prewritten paper or having a paper written for you.
- Submitting a paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
- The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.
- Self-plagiarism; Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.

B. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers, threaded discussions, assignments, laboratory exercises or reports, and examinations.
- The actions of any individual representing another student or being represented by another person for the purpose of taking the course; an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work

C. Proprietary Material

This includes, but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.

D. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for one's self or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.
- Paying others or hiring a service to complete your course or any specific course assignments, discussion threads, final exam, quizzes, etc.

E. Lying

The following are examples of 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 the completion of any assignment, quiz, examination, or other duties in a course, internship, or cooperative education assignment or program.

F. Other Violations

The following are examples of other types of violations:

- Misrepresenting the 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.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, any DeVry University content.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records.
- Posting DeVry University content from your course on the Internet (e.g., Course Hero, Chegg) or giving content such as papers, discussion posts, answer keys, etc. to Internet sites and others constitutes a violation of copyright infringement.

PROCEDURES

COMPLAINT

Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place.

RESPONSIBILITIES

Upon report of a violation to the professor, the **professor** then notifies the student of the violation and requests to discuss the incident with the student. If the student does not respond within 5 days, the professor then proceeds with processing the potential violation. The student is notified in writing regarding the violation and sanctions applied.

APPEAL PROCESS

The outcome of the violation may be appealed by the student. The student must notify the Academic Integrity Support team of their intent to appeal and then complete and submit an **Academic Integrity Appeal** form to IntegrityMatters@devry.edu within 3 days of receiving the sanction notification.

Once the appeal is received, a member of the Academic Integrity Support Team will inform the professor that the student is appealing and form a Hearing Panel, set a time and date for the hearing and notify the student in writing of the appeal hearing date, time and location. If the student does not appear at the hearing, the hearing will proceed without the student's further input.

HEARINGS

The student at their own expense, has 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 of the University and *not* a legal proceeding. The student is responsible for presenting their own case, and advisors are *not* permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or the hearing Chairperson.
- Pertinent records, exhibits, and written statements may be accepted as evidence for

consideration at the discretion of the hearing Chairperson.

- All procedural questions are subject to the final decision of the hearing Chairperson.
- After the hearing, the Hearing Panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The Hearing Panel's determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.
- The student will be notified regarding the decision made by the Hearing Panel. If the Hearing Panel determines that sanctions are to be revoked, no indication of the incident is placed in the student's permanent academic record. If the Hearing Panel determines that sanctions are to be upheld, the decision is noted on the Academic Integrity Incident Report form, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

APPEAL OF HEARING PANEL DECISION

A student can appeal a Hearing Panel's decision or imposed sanctions based on one of the criteria listed below by completing, signing and submitting an **Academic Integrity Appeal** form within three business days of the decision.

The criteria for appeal of a hearing panel decision are limited to the following:

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- 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 Academic Integrity Policy had occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation.
- 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.

The decision on the appeal is final.

SANCTIONS

First Recorded Offense

MANDATORY

Students are assigned a grade of zero for the entire paper, exam, quiz, threaded discussion assignment, homework, lab, or other work in which the incident of academic dishonesty occurred, and the students' grade in the course is adjusted accordingly. No partial grade will be given. Participation in the Academic Integrity Course is required.

Second Recorded Offense

MANDATORY

Students receive a failing grade for the course, lab course, etc., in which the second offense occurred and are precluded from withdrawing from the course.

Third Recorded Offense

MANDATORY

Students receive a failing grade for the course and are dismissed from DeVry University for a minimum of one academic year (six consecutive sessions). Students are precluded from withdrawing from the course(s) or the University to avoid dismissal. In order to return to the University, the student will need to appeal to the Academic Dean. If a student violates the

academic integrity policy after being readmitted, then they are permanently expelled from the University.

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

RETROACTIVE SANCTIONS

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

If the incident results in a course failure or if the retroactive zero grade for an assignment leads to a failure in the course, the student's GPAs are recalculated and the student is required to make up the failed course as a condition of award conferral and recognition.

If a violation leading to a failed course is discovered after a student's degree, diploma or certificate is conferred, the student is contacted and given one chance to make up the course at their own expense. If the student refuses to do so, their degree, diploma or certificate is subject to revocation.

The decision on revocation of a degree, diploma or certificate is adjudicated using procedures specified in the Code of Conduct. The decision to revoke a student's degree, diploma or certificate is made by the provost/chief academic officer. The process for rescinding conferrals as defined in academic policy will be implemented.

If a degree, diploma or certificate is revoked, the student may not return to or attend DeVry University.

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

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. DeVry makes no assumptions concerning any individual's abilities or disabilities and makes an individual assessment to determine whether 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 contact the Office of Student Disability Services to begin the accommodation request process. The Office of Student Disability Services can be reached by email at adaofficer@devry.edu or adaofficer@keller.edu. The applicant/student will be given an accommodation request form to complete and submit to the Office of Student Disability Services along with supporting medical, psychological or educational documentation.

Once an accommodation has been approved, the student will be notified by the Office of Student Disability Services. Campus, center and online instructions for obtaining approved accommodations may vary. Refer to the individual approval letter for instructions. Should a student need additional accommodations, requests must be submitted in writing to the Office of Student Disability Services. Should a student experience difficulty in obtaining accommodations, the student should notify the Office of Student Disability Services 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 Student Complaint Procedure outlined in this handbook should be followed.

NEW JERSEY STATEWIDE REVERSE TRANSFER AGREEMENT

DeVry University participates in the New Jersey Statewide Reverse Transfer Agreement. For more information, see devry.edu/catalogs and the [New Jersey Reverse Transfer Guide \(https://www.devry.edu/admissions/transfer-applicants/new-jersey.html\)](https://www.devry.edu/admissions/transfer-applicants/new-jersey.html).

STUDENT BEHAVIOR POLICIES & PROCEDURES

ALCOHOL AND SUBSTANCE ABUSE POLICY

ALCOHOL

DeVry forbids unauthorized possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University premises or at University-sponsored activities. The University expects all students to comply with federal, state and local laws regarding use of alcohol. Infraction of the alcohol policy on University premises may result in disciplinary action. A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions, whether on or off University premises.

DRUGS

The University considers possession, distribution, sale and unauthorized use of drugs, including but not limited to hallucinogens, narcotics, stimulants and depressants, contrary to the welfare of the University community. (Prescription medications taken according to doctors' instructions are considered authorized substances.) DeVry specifically prohibits the use, possession, distribution or sale of marijuana (for any purpose) on its premises or at any DeVry-sponsored event. Students in violation of state, federal or other local laws or regulations with respect to unauthorized substances may be subject to both criminal prosecution and DeVry disciplinary action.

CAMPUS SAFETY AND SECURITY

Unless otherwise posted, use of tobacco products and e-cigarettes on DeVry premises or at DeVry events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the appropriate University official (e.g. Campus Security, Student Services or the chief location administrator). Students who witness or are victims of a crime affecting the DeVry community should immediately report the incident to local law enforcement in the community, in which the campus is located, and to the student services office, or to the chief location administrator. DeVry will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other University officials such as the Title IX Coordinator.

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

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

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

DeVry takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct, and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the University may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. The University may also work with the person to determine available resources and appropriate next steps.

SIREN REGISTRATION

DeVry's SIREN emergency alert system provides alerts and updates on emergency situations and location closings to students via recorded voice, text or e-mail messages. SIREN is a centralized system that allows for localized messages. SIREN is accessible through learn.devry.edu or learn.keller.edu, where students can enter and update their contact information whenever it changes. Only those who register receive alerts. SIREN-related questions can be submitted via email to siren@devry.edu.

STUDENT IDs

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

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

Replacements for lost ID cards can be obtained by contacting Student Central. A replacement fee may be charged

CODE OF CONDUCT

The Code of Conduct applies to any covered person as that term is defined in the Code.

ARTICLE I: TERMINOLOGY

1. The terms **University** or **DeVry** mean DeVry University and its Keller Graduate School of Management.
2. The term covered person includes any person taking courses (either full-time or part-time, either onsite or online, and including but not limited to students who take time off between terms), receiving or seeking to receive services from the University, or otherwise pursuing undergraduate, graduate or professional studies at the University.
3. The term faculty member means any person hired by or contracted with the University to conduct instructional activities.
4. The term DeVry staff means any person employed by the University.
5. The term member of the DeVry community includes students, faculty members or DeVry staff, and any other individuals associated with the University. The conduct administrator (listed in the [DeVry Locations & Contacts](#) section) 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 University (including parking lots, adjacent streets and sidewalks).
7. The term conduct panel means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.

8. The term conduct administrator means a DeVry official authorized by the University to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent the University from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
9. The term policy is defined as the policies, rules and procedures of the University including, but not limited to, those found in this student handbook and academic catalogs.
10. The term organization means any number of persons who have complied with the formal requirements for University recognition/registration as an organization.

ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the DeVry community. Parties to a conduct case must be notified in advance of the names of people charged with making a finding of facts before contact is initiated. Subsequently the parties may make a request for a substitution where a conflict of interest is identified. The conduct administrator will facilitate these substitutions.
2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct and related policy.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.
4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction

The Code of Conduct applies to behavior that affects the DeVry community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations (including but not limited to events hosted by DeVry that occur off-campus, conduct commencing on campus that is relocated off-campus, any harassment or assault on a member of the DeVry community, illegal activity, and online activity) when the actions in question adversely affect the DeVry community and/ or pursuit of its objectives.

Conduct – Rules and Regulations

Any respondent found to have violated conduct guidelines or committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty and fraudulence including, but not limited to, the following:
 - a. Furnishing false information to any University official, faculty member or office.
 - b. Forgery, alteration or misuse of any University document, record or instrument of identification.

- c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on DeVry premises.
3. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off DeVry premises or at any University-sponsored activity.
4. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of the University or property of a member of the DeVry community or other personal or public property.
6. DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of hazing, defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to University rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.
7. Gambling on DeVry premises, at University functions or through the use of University equipment.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published University policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and the University, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on University premises, at University events, or that adversely affects the DeVry community, is prohibited.

13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
15. Participation in a demonstration that disrupts normal operations of the University or infringes on rights of other members of the DeVry community; leading or inciting others to disrupt the scheduled and/or normal activities within any University building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
17. Aiding, abetting or inducing another to engage in behavior prohibited by the 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 University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University computing system.
 - g. Introduction, reproduction and/or promulgation of any computer virus.
19. Abuse of the disciplinary system, including, but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a conduct panel.
 - b. Disruption or interference with orderly conduct of a conduct proceeding.
 - c. Knowingly instituting complaint or conduct proceedings without good cause.
 - d. Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.
 - e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
 - f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
 - g. Failure to comply with sanction(s) imposed under the Code of Conduct.
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.

Involvement of Law Enforcement

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the University, local law enforcement and/or other community resources concurrently. The conduct administrator can provide information about how to contact local law enforcement or other local community resources.

The University is committed to maintaining an environment that is safe for all members of the DeVry community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the campus incident commander and the conduct administrator for evaluation of any appropriate measures to be taken by the University to promote security. Complainants may also seek protective, restraining, or no-contact orders from an external law enforcement or judicial authority; complainants who do so should notify the

conduct administrator and campus incident commander so that the University can cooperate as appropriate in the observation of the order.

The University may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, the University may advise external authorities of the existence and status of the Code of Conduct proceedings. The University cooperates fully with law enforcement and other agencies in enforcing law on University property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

ARTICLE IV: CONDUCT PROCEDURES

Charges and Hearings

1. Any member of the DeVry community or the University itself may file charges against any covered person for misconduct. In instances where community safety is a concern, notice of a possible violation may result in charges being filed by the University whether or not the impacted community member wishes to proceed. Charges shall be prepared in writing or provided orally to the conduct administrator at the appropriate University location. In instances where charges are provided orally, the conduct administrator puts them in writing. Any charge should be submitted as soon as possible after the event takes place.
2. Once charges have been filed, the conduct administrator will investigate to determine if charges have merit and/or if they can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as mediation). The conduct administrator may also issue a conduct warning to a respondent or complainant where a charge is resolved by mutual consent. If charges cannot be disposed of by mutual consent, the conduct administrator may later hold the hearing, either individually or as a member of the conduct panel. Mediation will not be used for charges involving alleged sexual misconduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances, usually not less than two or more than 15 calendar days after the respondent has been notified of the charges. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing him/herself, or may require a hearing by the full conduct panel when he/she believes that such a procedure is in the best interest of the University. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator to the attention of the location's complaint administrator (as identified in the Student Complaint Procedure published in this handbook).
5. Hearings shall be held by a conduct panel according to the following guidelines:
 - a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
 - b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson. All related meetings and proceedings, up to and including the hearing, shall protect the privacy of participating parties and witnesses. The identities of parties should only be disclosed as needed to resolve the complaint or implement necessary interim measures.

- c. In advance of the hearing, both the complainant and respondent will have the opportunity to provide and be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
 - d. The complainant and respondent have the right to be assisted throughout the process by any advisor or support person they choose, including an attorney. All advisor-related expenses are the responsibility of the complainant or respondent. The complainant and respondent 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 conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
 - e. The University, the complainant, the respondent and the conduct panel shall be allowed to present witnesses and evidence, subject to the right of cross-examination by the conduct panel. The complainant's right to present evidence and witnesses is not contingent on level of participation in the resolution.
 - f. Parties should not ask each other questions directly but may propose questions at the discretion of the conduct panel chair. Neither party should be compelled to testify in front of the other. As necessary or requested, there should be a procedure in place so they can hear the other's testimony without direct contact.
 - g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator/chairperson. This evidence may be retained as part of the permanent conduct record.
 - h. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
 - i. After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
 - j. The conduct panel's determination shall be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.
6. There shall be a single record of all hearings, such as a tape or audio recording, before a conduct panel or conduct administrator. The record shall be the property of the University. Suspensions and expulsions will be noted in the respondent's academic file.
 7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the evidence in support of the charges shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
 8. The complaint administrator shall notify the respondent of the outcome and appeal rights and procedures in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed of the outcome within seven days. Notice must be simultaneous and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

Sanctions

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.
 - a. Warning—A verbal or written notice that the respondent has not met the University's conduct expectations.

- b. Probation—A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with University policies or otherwise does not meet the University’s conduct expectations during the probationary period.
 - c. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - d. DeVry Suspension—Separation of the respondent from the University for a defined period of time, after which the respondent may be eligible to return. Conditions for readmission may be specified.
 - e. DeVry Expulsion—Permanent separation of the respondent from all University locations.
 - f. Suspension of Services—Ineligibility to receive specified services or all DeVry services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
 - g. Ineligibility for Services—Permanent ineligibility to receive specified or all DeVry University services.
 - h. Limiting Order—Restriction on a respondent’s permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by the University (e.g., for use with allegations of sexual or other misconduct).
2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g., allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.
 3. Other than DeVry suspension and DeVry expulsion, disciplinary sanctions shall not be made part of the respondent’s permanent academic record, but shall become part of the respondent’s disciplinary record. Upon graduation or permanent separation from the University, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at the University’s discretion.

Interim Suspension

In certain circumstances, the University may impose an interim suspension prior to the hearing before a conduct panel.

1. Interim suspension may be imposed:
 - a. to ensure the safety and well-being of members of the DeVry community or preservation of University property; or
 - b. if the University deems that the respondent poses a threat of disruption of or interference with the normal operation of the University
2. During the interim suspension, the respondent may be denied access to DeVry premises (including online and onsite classes) and/or all other University activities or privileges for which the respondent might otherwise be eligible, as the University may determine to be appropriate. In appropriate cases, the University may notify the complainant of a respondent’s interim suspension status.

Appeals

1. A decision of a violation of the Code of Conduct and the sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or

complainant to the person identified in the determination letter within seven days of the date of the appealing party's receipt of the determination letter. Appeals must be processed by an individual with no prior involvement in initial determination or hearing. Appeals of procedures, findings or sanctions can be raised based on procedural error, new information that would substantially change outcome, or sanctions being disproportionate to the allegations that were substantiated. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.

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 documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
 - a. To determine whether the original hearing was administered fairly in light of the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Code of Conduct occurred.
 - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed. (Refer to Article IV (5) (i) for standard of proof.)
 - d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. Notice must be simultaneous and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and is final.

ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION

Confidentiality

DeVry wishes to foster an environment in which individuals feel free to raise and discuss concerns. DeVry understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, DeVry may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with DeVry's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. In particular, when possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in the University's publicly available record-keeping.

Retaliation

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

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedure available in this student handbook. If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely 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, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

NETWORK AND RESPONSIBLE COMPUTING POLICY

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

A. Network and Workstation Security is Strictly Enforced

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

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

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

Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

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

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

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources.

3. Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:
 - a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.
 - b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner. Exercise caution with respect to works/materials found on the Internet, because though they are available on the Internet, for the most part they are copyrighted. Therefore, you should seek and obtain permission to copy or distribute those materials/works. Attributing the source is not a substitute for permission.
 - c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.
 - d) Gaining unauthorized access to other computers or databases.
 4. Users of the University's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other University or business environment. Users are forbidden from using the University's technology resources in any way that may be reasonably including its non-discrimination and non-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 other users' data or equipment by using an appropriate virus checker.
 7. Users may not install, store or download software programs including freeware and shareware or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
 8. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited circumstances. Students should seek permission to do so by contacting the IT Service Desk. Determination of appropriate use is at the sole discretion of University faculty and IT staff. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.
 9. Off-campus web sites and email accounts created or accessed over the University network or with the help of University resources are subject to these policies and regulations.
 Students are not allowed to install or utilize peer-to-peer file, music, video applications, or other digital media services on University computers, nor utilize peer-to-peer software on student-owned computers while connected to the University's wireless network. These peer-to-peer services have inadequate controls to prevent the illegal spread of copyrighted material, viruses, malware and other malicious software. In addition, these sites heavily utilize network bandwidth, which may negatively impact other students' ability to access legitimate University-related web content.
- C. User accounts are available for academic purposes only

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

Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be shared with anyone.

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

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

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

- D. Food and beverages are not permitted in computer labs or near computers in classrooms and common areas.
- E. Violations of these policies may result in accounts being disabled and further disciplinary action deemed appropriate.

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

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

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

F. Use of Third-Party Intellectual Property

DeVry strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement or violation of any law relating to intellectual property, including federal copyright law. Transmitting, downloading, copying, using in any manner any material that users do not have the right or authorization/permission to make available and that may infringe any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Code of Conduct proceedings and civil and/or criminal liabilities. Students who violate federal copyright law, and any other laws covering intellectual property, do so at their own risk. In addition, submitting work/material in which another person owns the copyrights, may constitute plagiarism and subject a student to disciplinary proceedings and sanctions.

Exercise caution with respect to works/materials found on the Internet. Although they may be readily found there, with respect to most, someone is claiming copyrights. Therefore, you should obtain permission to copy/distribute those materials/works. Attributing the source is not a substitute for permission.

DeVry maintains a campus network to support and enhance the academic and administrative needs of its students, faculty and staff. DeVry is required by federal law to

make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. DeVry takes steps to detect and punish users who illegally distribute copyrighted materials. DeVry reserves the right to suspend or terminate network access to any user who violates this policy, and network access may be suspended if any use impacts network operations. Violations may be reported to external entities for criminal or civil prosecution. The existence and imposition of University sanctions do not protect members of the DeVry community from legal action by external entities.

ALTERNATIVES TO ILLEGAL DOWNLOADING

Illegal downloads hurt copyright owners and artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below is a suggested list of sites that offer free or inexpensive access to material that students can use without violating copyright law subject to any conditions, restrictions, limitations placed on the use.

Free and Legal

Clipart:

www.coolarchive.com/, www.barrysclipart.com

Fonts:

www.blambot.com, www.fonts.com

Photos:

www.freefoto.com/, www.istockphoto.com/, www.photospin.com

Music:

music.download.com/, www.epitonic.com/, betterpropaganda.com

DEVELOPING COMMUNITY AND SOCIAL NETWORKING

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

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

STUDENT WEB PAGES

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

DeVry University's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of DeVry University. It is not to appear on individual or student group web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval. When referring to DeVry you may use our name, but it must be in the

same font size and color as the rest of the text. Our name should not be bolded. It should not be used in banners, sidebars, headings, etc.

Student groups who utilize any DeVry University intellectual property on their social media pages without prior written approval will be required to remove them immediately, because to do so not only violated DeVry University policy, but the policies of social media platforms.

STUDENT RESPONSIBILITIES

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

Inappropriate online behavior which adversely affects the DeVry community and/or pursuit of its objectives may violate the Code of Conduct regardless of whether it occurs on- or off-campus, or is entered, sent, or posted using DeVry University resources.

Responsible behavior is expected of all DeVry students when they participate in or partake of social media or blogging. Students' communications, regardless of format, must conform to the Code of Conduct. It is not the goal of the University to actively monitor all student communications; however, should the University become aware of inappropriate behavior that may violate the Code of Conduct, the behavior may be investigated and addressed per the University's student complaint and the disciplinary procedures outlined in the Code. Such behavior includes, but is not limited to, posting or communication of content that is harassing, obscene, defamatory, invasive of privacy, threatening, infringing of intellectual property rights, or otherwise illegal, inappropriate, or injurious. DeVry University will not remove or censor posts or comments on social media platforms it controls, even if those posts or comments are negative to DeVry University, however, if DeVry University ascertains, solely within its own discretion, that a post or comment constitutes any inappropriate behavior, including, but not limited to that above, DeVry University may remove that post or comment.

GENERAL RULES OF SOCIAL MEDIA ENGAGEMENT

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

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

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

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

Write what you know. Make sure you write and post about your areas of expertise, especially as related to DeVry University and its degree programs. If you are writing about a topic with which DeVry University is involved but about which you are not an authorized DeVry University expert

or spokesperson, and that the opinions you are expressing are your own and not those of DeVry University – you should make this clear to your readers. Also, always write in the first person. If you publish information about DeVry University to a web site or blog outside the control of DeVry University, you must use the following disclaimer: “The postings I make on this site reflect my own opinions and don’t necessarily represent DeVry University’s positions, strategies, or opinions.”

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

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

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

Always use privacy settings on social networking web sites and in instant messaging, and only add people you know personally. Remember, anybody with access to your information, timeline, etc., can use that information to impersonate you or otherwise do harm to you.

STUDENT COMPLAINT PROCEDURE

This policy outlines the pathways for investigating and addressing any and all complaints to DeVry University from students about any component of their experience at DeVry, including (by way of illustration only) such diverse topics as dissatisfaction with services provided at a campus, or discrimination or harassment in violation of DeVry’s policies.

The procedure is designed to be flexible so as to accommodate the wide range of complaints that students may lodge with a university. Because no policy is one-size-fits-all, though, DeVry reserves the right to deviate from this policy if the circumstances of a particular complaint or investigation call for additional flexibility.

INFORMAL COMPLAINT PROCESS

In most cases, students should first attempt to resolve their concerns with the individual(s) most directly connected to the student’s complaint.

If the student is not comfortable discussing the matter with the individual(s) most directly involved, the student may take his/her informal complaint to a liaison not directly involved, such as the Complaint Administrator.

Unlike in formal procedures, a complainant pursuing informal resolution of his/her complaint usually is not required to submit a written complaint to initiate the process. Under these informal procedures, the student may, at any time, elect to stop further action by withdrawing the complaint, subject to the confidentiality provisions noted below and with the understanding that, depending on the nature of the allegations, DeVry may be obligated to investigate the complaint with or without the complainant’s involvement.

Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not

all complaints are appropriate for mediation; for example, allegations of sexual misconduct are not appropriate for mediation.

Adopting informal procedures for addressing complaints does not mean that the institution does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints. The complainant can also decide to file a formal complaint as described below at any time.

FORMAL COMPLAINT PROCESS

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

I. When to File a Complaint

Any and all complaints should be filed by the student as soon as possible so that they can be addressed contemporaneously by DeVry. In most cases, DeVry will expect the student to come forward within 15 days of the student becoming aware of the concern or the student's last conversation in the informal process.

II. What to File

A formal complaint form (provided by the Complaint Administrator) should be submitted in writing and should include the following:

- The complainant's name, D number, address, email address, and phone number
- A complete description of the concern/issue – including date, location, and all individuals involved, either in the conduct complained of or as witnesses
- A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted by the student in the resolution attempt
- A statement of the resolution requested

If a student is hesitant or unwilling to put a complaint alleging discrimination, harassment (including sexual misconduct) or other unlawful conduct in writing, he or she is encouraged to discuss his/her concerns with the Complaint Administrator. Similarly, if a student feels that changes to academic or other situations are appropriate or necessary to preserve the student's safety or well-being as a result of the circumstances involved in a complaint, he or she is encouraged to request assistance from the Complaint Administrator.

III. Where to File Complaint

The complaint should be filed with the Complaint Administrator at the location the student is attending. A student attending online should file their complaint with Student Central. Online students can contact their student support advisor by calling 877-496-9050 and selecting the option for Student Central. If the person holding one of these positions is the subject of the student's complaint, the student can submit the complaint to a location leader, who will determine the appropriate person to investigate. The written complaint can be submitted electronically, in person, or by mail.

IV. Notice of Receipt

Upon receipt of the formal complaint, the Complaint Administrator should provide the complainant with a written notice acknowledging its receipt (via email and/or mail) and should review the complaint.

V. Investigation

The Complaint Administrator or his/her designee will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the complainant's written complaint
- Gathering additional information or statements from the complainant
- Gathering information from any witnesses or other people (for example faculty, staff or other students) with potentially relevant information
- Reviewing relevant documentation and policies
- Obtaining a response or written statement and other information from the individual(s) who is/are the subject of the complainant's complaint
- Attempting a resolution of the complaint between the student and the individual, if appropriate
- Assessing the information gathered and determining findings and proposed resolution for the complainant

Complaints initiated through the formal process may be withdrawn in writing by the complainant, subject to the confidentiality provisions noted below and with the understanding that, depending on the nature of the allegations, DeVry may be obligated to investigate the complaint with or without the complainant's involvement.

VI. Findings and Notification

Upon completion of the investigation, the Complaint Administrator will report the findings of the investigation and any proposed resolution to the complainant. It is DeVry's goal to conduct an appropriate investigation and report back to the complainant in a timely manner, usually within 45 days of receipt of the complaint. The circumstances in particular cases may make a shorter or longer investigation necessary or appropriate.

VII. Appeal

Within 10 calendar days of the issuance of the final report, the complainant may appeal to the Dean of Campuses or designee. The appeal form must be completed and submitted, and it must state a basis for the appeal. Bases on which a student may appeal are:

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

A copy of the Dean of Campuses or designee's written decision on the appeal shall be sent to the complainant in a timely manner. If the appeal decision requires further action, that action should be described in the appeal decision letter. The decision of the campus leader or designee on the appeal is final.

CONFIDENTIALITY

DeVry wishes to foster an environment in which individuals feel free to discuss concerns and make complaints. DeVry understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. In some cases, however, DeVry may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with DeVry's obligations in investigating complaints.

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

RETALIATION

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

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the complaint procedures outlined above. If the procedures outlined above would result in the student being required to submit his/her complaint to the person whom he or she believes is retaliating against him or her, the student may submit the retaliation complaint to the location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely 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, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.

NON-DISCRIMINATION STATEMENT

DeVry University is committed to providing an academic and professional environment free of discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, military or veteran status, religion, political affiliation, genetic information or any classification protected by law. Harassment that is based on any of these characteristics is a form of discrimination. This policy on non-discrimination applies to admission, enrollment, employment, access to, and participation in, all University programs and activities.

In addition, DeVry complies with federal and state laws prohibiting discrimination and harassment based on the above characteristics and will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty colleagues.

WHOM TO CONTACT IF YOU THINK YOU HAVE BEEN DISCRIMINATED AGAINST OR HARASSED

In general, the Complaint Administrator for your [location](#) is available to serve as a resource to any student or other member of the DeVry community who has a discrimination or harassment inquiry or complaint. These resource persons have information about the University's non-discrimination policy, rules and procedures (including information about confidentiality), as well as options available for the investigation and resolution of complaints.

Additionally, individuals who wish to file a discrimination or harassment complaint may contact the below individuals.

Sex and Gender-Based

Title IX Coordinator
TitleIX@devry.edu

Disability

ADA/504 Coordinator
ADA@devry.edu

All Other Classifications

Complaint Coordinator
Complaint.Coordinator@devry.edu

Individuals are also always free to notify the U.S. Department of Education:

Office of Civil Rights (OCR) - Headquarters
400 Maryland Avenue, SW
Washington DC 20202-1100

Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <https://www.ed.gov/ocr>

Regional Offices: <https://www2.ed.gov/about/offices/list/ocr/addresses.html>

WHAT IS DISCRIMINATION?

For purposes of this policy, impermissible discrimination occurs when a person is treated less favorably based solely on the person's membership in one of the legally protected groups listed above. Impermissible discrimination involves taking detrimental action against a person that is not based on the person's individual abilities or merit, but rather on the collective group to which the person belongs.

WHAT IS HARASSMENT?

Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this policy are:

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

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is a form of sexual discrimination in which the harassment (as described above) is based on a person's sex (including gender and sexual orientation). Sexual harassment is encompassed in the broader term **sexual misconduct**.

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

Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education;

Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student; or

Such conduct has the purpose or effect of unreasonably interfering with the student's welfare or academic performance, or creates an intimidating, hostile, offensive or demeaning academic environment.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

Generally speaking, an education record is a record which contains information that is personally identifiable to a student and which is maintained by DeVry. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and records kept by school officials for their own personal reference) are exempted from the definition of an education record and are not made available to students.

FERPA 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 that DeVry receives their request. Students should submit written requests to the registrar that identify the record(s) they wish to inspect. DeVry will make arrangements for access and notify the student of the time and place where the records can be inspected. If the person to whom the student submits the request does not maintain the requested records, that person will either reroute the request or advise the student of the correct DeVry official to whom the request should be addressed.

The right to seek an amendment of inaccurate or misleading information

Students may ask DeVry to amend a record they believe is inaccurate or misleading. They should write to the DeVry 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 DeVry 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 DeVry still decides not to amend the record, the student has a right to place a clarifying statement in the record. DeVry 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 limit disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. For example, exceptions that permit disclosure without a student's consent are disclosure to University officials who have legitimate educational interests in the records, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. FERPA generally considers directory information to be public information which can be disclosed without a student's consent. However, if a student requests to have his or her directory information withheld, the information will be maintained in accordance with a student's other education records. Students' requests to withhold directory information should be directed to the local registrar, who will ask the student to complete a non-consent form to allow for recording this in DeVry's student information system. Directory information includes: name, address, telephone number, email address, date and place of birth, dates of attendance, student ID numbers, previous institution(s) attended, major field of study (program), current enrollment status, degrees and awards, past and present participation in officially recognized activities, and photographs or video taken of DeVry students, including security footage and official student pictures for identification purposes. Other exceptions apply that allow DeVry to disclose a student's information without their consent. For questions about DeVry's FERPA policy, contact the local registrar.

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

TITLE IX AND SEXUAL MISCONDUCT POLICY

DeVry University's (University) community, guests and visitors have the right to be free from all forms of sex and gender-based misconduct, discrimination and retaliation, examples of which can include acts of sexual harassment, sexual assault, dating violence, domestic violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe on the rights of others.

As a recipient of Federal financial assistance, the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex and gender. Sex includes sex stereotypes, gender identity and

expression, sexual orientation, and pregnancy or parenting status. The University's policies and procedures were created to comply with federal and state laws, and to ensure a fair, prompt, and impartial process for all parties involved in a sexual misconduct allegation.

The University's [Title IX Web Page](http://devry.edu/compliance/title-ix-information.html) (devry.edu/compliance/title-ix-information.html) provides general information on how to report incidents, available resources, the investigation process, policies, and information for parent/pregnant students. Detailed information on the steps the University will take to address sexual misconduct allegations can be found in the University's Title IX and Sexual Misconduct Policy located at <https://www.devry.edu/d/title-ix-and-sexual-misconduct-policy.pdf>.

TITLE IX COMPLIANCE

DeVry University's Title IX Coordinator is responsible for the management of sex and gender-based discrimination reports including, but not limited, sexual misconduct affecting the campus community. Questions regarding the application of Title IX and compliance should be directed to the Title IX Coordinator. The Senior Director of Regulatory Affairs may also be contacted as secondary resource, if needed. Students who wish to make a report of sexual misconduct affecting the campus community should follow the procedure published in the Title IX and Sexual Misconduct Policy.

Paul Herbst
Title IX Coordinator
ADA/504 Coordinator
(630) 960-8019
TitleIX@devry.edu

Barbara Bickett
Senior Director, Regulatory Affairs
DeVry University
(630) 515-5852
TitleIX@devry.edu

Individuals may also submit external inquiries to the U.S. Department of Education:

U.S. Department of Education
Office of Civil Rights (OCR)
Lyndon Baines Johnson Building
400 Maryland Avenue, SW
Washington DC 20202-1100

Telephone: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web Page: <https://www.ed.gov/ocr>

Office of Civil Rights Local Offices (<https://www2.ed.gov/about/offices/list/ocr/addresses.html>)

VISITORS AND CHILDREN AT LOCATIONS

Students are encouraged to bring prospective students to onsite classes as guests; however, they must check with Student Central for details on guest-approval requirements.

Students may not bring minors or unauthorized guests to classes, laboratories, libraries or educational activities, nor may minors be left unattended on DeVry premises. DeVry is not liable for the safety of guests left unattended while at a DeVry facility or sponsored event. Students are directly responsible for the actions of their guests.

STUDENT RESOURCES & SERVICES

ASPIRE STUDENT ASSISTANCE PROGRAM

Designed to help students overcome obstacles and achieve success both in and outside the classroom, ASPIRE is a student assistance program that supplements the University's other student services. Offered at no additional charge, ASPIRE includes a wide range of support services such as counseling, legal, and financial consultation, as well as referrals to housing, childcare and other resources for meeting daily life needs.

ASPIRE professionals can be reached at (888) 470-1531 or via info@myASPIREonline.com.

CAREER SERVICES

Our national team of Career Services professionals provides students with career advising and access to resources. Career resources don't end when you graduate. DeVry University provides its students and alumni with the resources and tools needed to tackle their career goals. You can connect with Career Services in a variety of ways including one-on-one appointments, webinars, and virtual career events.

CAREER COACHING

Our Career Services professionals guide DeVry University and Keller Graduate School of Management students and alumni along their path to gaining confidence in their job search. Through individual advising, our career advisors coach students and alumni on how to be prepared and take action on their career goals. Appointments can be scheduled year-round on a wide range of subjects that include:

- Developing your personal brand
- Creating professional documents including résumés, cover letters, thank you notes, etc.
- Job search strategy
- Networking
- Preparing for interviews

Career Services hosts career development workshops and industry presentations virtually. Combined with streaming video tutorials and recorded webinars, there are many ways to access our library of resources.

HIREDEVRY 2.0

Accessible 24/7, HireDeVry 2.0 is an interactive platform that guides students through the various stages of planning and acting on their career goals, featuring:

- Career development content and resources
- Job leads from our featured employer partners
- Multimedia, articles, news and links to a wide range of career resources
- Event information for upcoming virtual career fairs, webinars and workshops

Visit the Student Portal at learn.devry.edu or learn.keller.edu, go to the Resources tab then click Career Services for all Career Service resources.

EMPLOYER CONNECTIONS

The Career Services Employer Relations Team is dedicated to developing and cultivating relationships with employers throughout the U.S. The team connects actively recruiting employers with our qualified students and graduates for internship and FT employment opportunities. Inside HireDeVry 2.0, job seekers have access to featured employer partners and job listings through, a national job lead database. The team hosts online hiring events and employer information sessions so job seekers can connect with actively recruiting employers regardless of their location.

CHANGE OF PERSONAL INFORMATION CONTACT INFORMATION (PHONE AND ADDRESS) UPDATES

Students can make updates to their contact information via their Student Portal at learn.devry.edu or learn.keller.edu.

Note: Students who relocate while enrolled at DeVry University may be unable to complete their program if relocating to a state where DeVry is not authorized to offer a particular program. Prospective students should contact their Admissions Advisor to discuss how relocation could affect their ability to complete their program; current students should contact Student Central if they are considering relocating during their course of study.

There may be consequences, such as ineligibility for financial aid, for applicants and students who relocate to a state where DeVry is not authorized. There may also be program limitations, even in states where DeVry is authorized; applicants/students may not be able to apply, continue, or transfer to a particular program, as not all programs may be approved by a state authorization agency. See [State Authorization](#) for additional information.

NAME, ETHNICITY AND GENDER UPDATES

Students must submit a signed and dated Change of Personal Information form with supporting documentation to change their name or gender on their academic record. Contact your Student Support Advisor or the Student Central department for additional information.

COURSE RESOURCES AND ELECTRONIC BOOKS (e-books)

A course resource fee of \$60 is applied to all courses, and an electronic book (e-book) fee of \$40 is applied to courses that utilize an electronic book. Students have the option to decline the e-book and receive a credit of the e-book fee for each course. Students who choose to decline an e-book are responsible for acquiring the required textbooks in another format. Students can decline the e-book only during the first week of a course and the week prior.

Students who accept the e-book may be able to order printed e-books as early as four week prior to the start of the session at <https://bookstore.devry.edu>. The cost of the printed e-book may vary depending on the size of the book. Once ordered, printed e-books are shipped directly to the student and are high quality soft cover, black and white versions of the e-book. Most students receive their books within one to six business days from the date of ordering.

For additional information about e-books, see <https://bookstore.devry.edu>.

INTERNATIONAL STUDENTS MAINTAINING STATUS

F-1 international students are required by the U.S. Department of Homeland Security to abide by the conditions of their non-immigrant status. The following guidelines will help international students maintain legal F-1 student status while completing their studies at DeVry University.

FORM I-20

F-1 students should always be aware of the Form I-20 program ~~completion~~ end date found on page 1. F-1 students should not let their Form I-20 expire. F-1 students must apply for a Form I-20 program completion end date extension for additional time to complete their program prior to the ~~completion~~ program end date listed on their Form I-20.

Any changes to the Form I-20, such as name, program of study, education level, etc., must be immediately reported to their ~~Group~~ Designated School Official within 10 days of the change.

PASSPORT

F-1 students must maintain a valid passport for themselves and their dependents present in the United States. The passport must be valid at least six months into the future. To renew a passport, students should contact their home country's embassy/consulate in the United States.

ENROLLMENT

F-1 visa students are required to maintain a full course of study in their program. Any exception to this requirement must be approved by the student's Designated School Official (DSO) prior to a change in enrollment. A full course of study is defined as follows.

Undergraduate Students

A full course of study is defined as enrollment in at least 12 credit hours per semester with enrollment in no fewer than 9 credit hours of onsite coursework each semester. F-1 Students must also enroll in at least one onsite course each 8 week session. A student may enroll in additional online coursework during a semester; however, the student must maintain the minimum onsite coursework requirements noted above.

Graduate Students

A full course of study is defined as enrollment in at least 6 credit hours per semester. F-1 Students must enroll in at least one onsite course each 8 week session. A student may enroll in additional online coursework during a semester; however, the student must maintain the minimum onsite coursework requirements noted above.

F-1 students must remain in contact with their Designated School Official throughout their enrollment period. Before making a decision that may affect your F-1 status, seek guidance from your DSO.

F-1 students must report any changes to their name or contact information (address, phone number, email, etc.) to their Designated School Official within 10 days of the change in order for their SEVIS record to be updated appropriately. Additionally, those changes must be updated in the Student Portal.

EMPLOYMENT

F-1 students who are maintaining valid status can work on-campus for 20 hours a week while in school is in session. The student must obtain authorization from his or her Designated School Official and the student's SEVIS record must be updated to reflect the employment.

Working off-campus is not permitted unless students have been authorized by the Designated School Official for Curricular Practical Training (CPT), which is a limited opportunity only available upon request, eligibility and availability. Optional Practical Training and employment based on Economic Hardship must be authorized by the U.S. Citizenship and Immigration Services (USCIS). Contact your Designated School Official for guidance.

TRAVEL AND VACATION

F-1 students must inform their Designated School Official of all travel plans. The F-1 student's SEVIS record must be appropriately updated prior to vacation, leave or early withdrawal from courses. Unapproved breaks in study can affect an F-1 student's status. Students must ensure that they have a valid Form I-20 travel signature prior to departure from the United States (e.g., dated within 365 days of return to the United States). Additionally, passports, visas, and I-20s must also be valid for re-entry into the United States.

LIBRARY SERVICES

DeVry University's library supports the educational goals and instructional needs of our students. Our librarians are focused on developing quality digital collections that align with DeVry's programs and providing reference services and informative resources in support of student learning.

Students can access library materials digitally via their personal devices, 24/7, from the Student Portal, the Canvas course shell or the library website at library.devry.edu. Resources include periodical and research databases, as well as e-books, a vast collection of full-text journal articles, academic videos and information from academic and trade publications. LibGuides that

were created by the librarians and faculty are available and contain resources to assist you with your course research, APA Style and writing assistance.

Students also have the option of visiting one of our on-site Learning Commons, at select locations. The Learning Commons are open spaces where students can collaborate, study or visit the library website via a workstation.

Our professional librarians help students with their research skills and provide instruction in information literacy. The librarians can assist students in conducting research by texting their question to 630-448-4633, -by telephone (800) 293-3044; and are available via live chat seven days a week during regular business hours via Ask a Librarian.

STUDENT FINANCE

Student Support Advisors are available to assist with questions regarding tuition charges, fees, payments, credit balances and student account inquiries. Students can reach their Student Support Advisor at 877.496.9050.

Students who have received any Federal Direct Subsidized, Federal Direct Unsubsidized or Federal Perkins Loans are required to complete an exit interview prior to leaving the University. Students can inquire about exit counseling through their Student Support Advisors.

STUDENT ACCOUNT INFORMATION

- All enrolled students' financial records are maintained in the Student Central Office. Students can obtain information on their student accounts from their Student Support Advisor.
- Financial aid funds are disbursed to students' accounts when all required documents needed to finalize the awards are received. In general, disbursements occur Monday through Friday each week. Disbursements occur throughout the session, generally beginning on Saturday of Week 1 of classes or when tuition posts to a student's account, whichever is later.
- Tuition payments can be mailed, or made via the online bill payment feature in the student portal, in person or over the phone through Student Central.
- Students unable to make their monthly tuition payment should contact their Student Support Advisor.
- Failure to make the monthly tuition payment on time may result in financial dismissal from the University or prevent the student from registering for subsequent semesters.
- For assistance with any required financial aid documentation, students should contact their Student Support Advisor.
- Withdrawal from the University: After classes begin, students may withdraw from a course by formally requesting a course withdrawal prior to Friday of week seven at 11:59 pm MT. Students who withdraw are responsible for all outstanding financial obligations. For students who participate in the Title IV funds program, also review the Federal Return of Funds policy for additional detail.

FEDERAL RETURN OF FUNDS POLICY

According to federal regulations, a federal refund calculation must be performed if a student who is receiving financial aid withdraws completely from all classes after the start of the enrollment period. Length of enrollment is equal to the number of calendar days in the periods in which the student was registered, excluding breaks of five days or more. All days, including weekends and holidays, are counted. The withdrawal date is the date the student begins the official withdrawal process or otherwise officially notifies the institution of his/her intent to withdraw (electronically, in writing, in person or by telephone, whichever is earlier). For students who withdraw without notification, the school will use the last date of attendance as the withdrawal date. Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

- If the percentage of the enrollment period completed is 60 percent or more, the student has earned and must repay 100 percent of the federal aid.
- If the percentage of the enrollment period is 60 percent or less, the calculated percentage will be used to determine the amount of aid returned.

Example: 20 percent of the enrollment period completed earns the student 20 percent of the entitled federal aid. The return of federal funds is processed in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants, private or other institutional aid
9. Student

FINANCIAL AID INFORMATION

Students with questions about financial aid and completion of applications to determine financial aid eligibility should see their Student Support Advisor. Individual counseling and financial planning are available to assist students with understanding their options to pay for the cost of education. DeVry University also offers types of financial assistance, including scholarships and grants, that you may be eligible for to help you pay for your educational expenses. For more information, students should see their Student Support Advisor.

More information regarding federal financial aid, including types of financial aid programs, and applying for and eligibility for aid, is available via <https://www.devry.edu/tuition-financial-aid/financial-aid/apply.html> and is also available in the academic catalogs at devry.edu/catalogs.

LOCAL AND STATE GRANT PROGRAMS

Information about local and/or state grant programs (if available) can be obtained in Student Central.

NOTICE OF FINANCIAL AID ELIGIBILITY

Students who submit their completed FAFSA® are notified of their aid eligibility and can access their financial aid information on the Finance tab of the Student Portal (learn.devry.edu or learn.keller.edu). Here, students can find 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 Support Advisor.

VETERANS EDUCATIONAL BENEFITS

Students who are veterans of the armed forces and who qualify may apply for veterans educational benefits. Students may also be eligible to receive benefits as dependents of deceased or disabled veterans. Your Student Support Advisor can help you understand steps needed to apply for benefits you may be eligible to receive. Depending on your chapter of benefit, Veterans Education benefits may be paid monthly directly to eligible students or to the institution.

Eligibility for all Veterans' educational benefits is determined by the U.S. Department of Veterans Affairs. The state approving agency approves the local DeVry University site(s) for Veterans' educational benefits administration. Educational programs that are not approved by the state approving agency cannot administer veteran benefits. Students are required to meet minimum CGPA increments based on the number of credit hours attempted. If at the end of a semester the CGPA is less than the required progress increment, the student is placed on

financial aid warning (academic warning). Students on financial aid warning (academic warning) are eligible to receive VA benefits for their financial aid warning (academic warning) semester. If at the end of the financial aid warning (academic warning) semester the student does not return to good standing, the student will be dismissed. Students who are dismissed may appeal the dismissal. Students who do not successfully appeal the dismissal will have their veterans benefit enrollment certification eliminated for unsatisfactory progress. The VA will be notified of the dismissal. If the appeal is successful, students may continue on financial aid probation (academic probation) for another semester and remain eligible for veteran's benefits during that financial aid probation (academic probation) semester.

Veteran students must also meet other eligibility requirements. For example:

- Students may attempt no more than 1.5 times the number of credit hours in the current program. The academic progress of veteran students is evaluated at the end of each semester. Students must successfully complete at least 67 percent of the credit hours attempted in order to graduate.
- At least one course must be completed during each semester.
- Veteran students are required to meet a minimum percentage of earned credit hours as established for incremental ranges of attempted credit hours.

MILITARY STUDENT EDUCATIONAL BENEFITS

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

STUDENT ORGANIZATIONS

DeVry University is committed to meeting a variety of needs and preferences for its active student body. Fostering an environment that encourages student leadership and involvement in social and cultural activities is consistent with the University's mission and purpose. Extracurricular activities and events that correspond with the academic mission and provide student leadership opportunities promote holistic student development.

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

1. Be open to all enrolled students, without unlawful discrimination and regardless of program and method of study. Depending on the nature and purpose of the organization, additional legitimate eligibility requirements may be imposed, e.g., an academic honor society that requires a minimum level of academic achievement.
2. Have a faculty/staff advisor who has formally agreed to serve in that capacity.
3. Have a minimum of five active student participants who are enrolled at DeVry University.
4. Have a clear statement of the mission or purpose of the organization that does not conflict with the mission/purpose statement of DeVry University as published in the current academic catalog.
5. Be in good standing with the national or international organization, if affiliated. If the organization is seeking such affiliation with a national or parent organization, there must be on file a statement of intention to seek and maintain that affiliation, and DeVry University must be updated seasonally upon the disposition of any such application for affiliation.
6. Be responsible for liability arising out of the existence and activities of the organization including, where appropriate, the maintenance of adequate insurance.

7. Agree to follow the local process and meet additional local requirements for recognition of student organizations, as determined by DeVry University. See Student Services, the campus or center dean or Student Central for additional information.

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

STUDENT PORTAL

DeVry's Student Portal (learn.devry.edu or learn.keller.edu) provides a single point of entry for self-directed, web-based resources and services for all current students and alumni.

Features include access to:

- General Announcements and Messages
- Classes via Canvas
- View e-books
- Library Services
- View Schedule
 - Request Enrollment Verification
 - Add/Drop Classes
 - Verify Registration Status
- View Grades
 - Request Transcripts
 - Print Grades
- Student Finance
 - Manage Account
 - Pay Bill
 - Tax Notifications
 - Itemized Statements
 - Manage Loans
- Resources
 - Programs and Courses
 - Surveys
 - Complimentary Skill Building Courses
 - Study Abroad Information
 - Student Services
 - Technical Help
 - ASPIRE
 - Tutor.com
 - Academic Success Center
 - Career Services
 - Military Students
 - JST Transcripts
 - Links to Military Branch Portals (including Veterans)
 - Additional Resources
 - Update Personal Information
 - Commencement Dates
 - Siren Emergency Alerts
 - Merchandise and More
 - View Academic Calendar
 - Contact Us
 - IT Service Desk
 - Department Specific Phone Numbers
 - Create Academic Case
 - Submit Feedback

STUDENT SERVICES

In addition to student finance, academic, and career services, the University provides other support services to students. Depending on the location and size of the student population, services may include posting of part-time work opportunities, internships, and student activities and events. Our mission is to foster student advancement through learning, mentoring and developing student leadership skills.

STUDENT SOFTWARE

In order to support student home use of the software taught in the undergraduate and graduate curricula, DeVry University provides multiple methods for accessing software from personal computers or laptops. When accessing this software, students are expected to review the

respective terms of service/use for the software to learn what acceptable use is, and to adhere to those terms. Students are also expected to review and adhere to the terms of service for devry.edu, learn.devry.edu and learn.keller.edu.

Learning Technologies

DeVry University offers a diverse collection of technologies across the curriculum areas. These market-leading technologies provide students with real world experience that support workplace marketability.

The software collections provided to enrolled students is based on specific course requirements. Information on accessing and using DeVry University's academic technologies is available in the Course Resources section in your course. To access your course, log into Canvas via the Student Portal at learn.devry.edu or learn.keller.edu and click "Go to Class".

Students should contact the IT Service Desk at 877-306-4283 for any technical assistance. The Service Desk is available 24/7/365.

Productivity and Workplace Technologies

DeVry University provides all students with a University-issued email address, in addition to professional productivity software, developer tools and supplemental learning resources. Some examples include:

- **Office 365 (O365)** - login.microsoftonline.com
- **Microsoft Azure Educational Software** - azureforeducation.microsoft.com/devtools
- **Percipio Learning Platform** – devry.percipio.com

TUTORING SERVICES

ON-DEMAND, ONLINE

DeVry University has partnered with Tutor.com to provide free online tutoring in a variety of different subjects. Tutors are available 24/7 for most subjects, so you can study on your schedule and get help whenever it's most convenient for you.

Tutoring services are available for students by logging into Canvas via the Student Portal at learn.devry.edu or learn.keller.edu and visiting your course home page. The link to Tutor.com is the "Tutoring" button on the left side menu of the course home page.

STATE ADDENDUMS

CALIFORNIA

This document constitutes an addendum to DeVry University's Student Handbook and the Sex and Gender-Based Misconduct Response and Prevention Policy. This addendum contains certain information required by California Education Code Section 67386.

[California Addendum \(devry.edu/d/devry-california-student-handbook-addendum.pdf\)](http://devry.edu/d/devry-california-student-handbook-addendum.pdf)

ILLINOIS

This following constitutes an addendum to the Student Handbook and contains certain information received from the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155/) after the publication of the Student Handbook. In addition, Code of Conduct updates are covered on the final page of this addendum.

[Illinois Addendum \(devry.edu/d/devry-illinois-student-handbook-addendum.pdf\)](http://devry.edu/d/devry-illinois-student-handbook-addendum.pdf)

NEW YORK

The following documents constitute an addendum to the Student Handbook and the DVU Sex and Gender-Based Misconduct Response and Prevention Policy and contain certain information required by NYS Education Law Article 129-B after the publication of the Student Handbook.

[New York Addendum \(devry.edu/d/devry-newyork-student-handbook-addendum.pdf\)](http://devry.edu/d/devry-newyork-student-handbook-addendum.pdf)

[Student Bill of Rights \(devry.edu/d/devry-newyork-student-handbook-bill-of-rights.pdf\)](http://devry.edu/d/devry-newyork-student-handbook-bill-of-rights.pdf)

[Student Response Card \(devry.edu/d/devry-newyork-student-handbook-campus-response-card.pdf\)](http://devry.edu/d/devry-newyork-student-handbook-campus-response-card.pdf)

DEVRY LOCATIONS & CONTACTS

ARIZONA

PHOENIX

2149 W. Dunlap Ave., Phoenix, AZ 85021
602.749.7301

Conduct Administrator: Rick Bird

Complaint Administrator: Erin Woods

CALIFORNIA

FOLSOM

950 Iron Point Rd., Folsom, CA 95630
855.577.1494

Conduct Administrator: Bill Garrison

Complaint Administrator: Emily McShane

LONG BEACH

3880 Kilroy Airport Way, Long Beach, CA 90806
562.427.0861

Conduct Administrator: Moe Saouli

Complaint Administrator: Laura Knapp

NEWARK

8000 Jarvis Avenue, Ste. 220, Newark, CA 94560
510.574.1200

Conduct Administrator: Mostafa Mortezaie

Complaint Administrator: Dina Soliman

ONTARIO

2970 E Inland Empire Blvd, Ste 100
Ontario, CA 91764
909-622-8866

Conduct Administrator: Moe Saouli

Complaint Administrator: Laura Knapp

SAN DIEGO

2655 Camino Del Rio North, Ste. 360, San Diego, CA 92108
619.683.2446

Conduct Administrator: Paula Herring

Complaint Administrator: Dina Soliman

SAN JOSE

2160 Lundy Ave., Ste. 250, San Jose, CA 95131
408.571.3760

Conduct Administrator: Paul Kohara

Complaint Administrator: Dina Soliman

A limited number of courses may also be offered at Fresno, 1060 Fulton Mall Fresno, CA 93721 and at Twentynine Palms Marine Air Ground Task Force Training Center, 1530 6th St., Twentynine Palms, CA 92278.

SHERMAN OAKS

15301 Ventura Blvd, Ste D100, Sherman Oaks, CA 91403
818-713-8111

Conduct Administrator: Robert Ramirez

Complaint Administrator: Keana Jarvis

COLORADO

WESTMINSTER

1870 W. 122nd Ave., Westminster, CO 80234
303.280.7400

Conduct Administrator: Louis Freese

Complaint Administrator: Nate Thomas

FLORIDA

JACKSONVILLE

5200 Belfort Rd., Ste. 175, Jacksonville, FL 32256
904.367.4942

Conduct Administrator: Jacqueline Saldana

Complaint Administrator: Charles Harbin

MIRAMAR

2300 SW 145th Ave., Miramar, FL 33027
954.499.9775

Conduct Administrator: Wayne Morgan

Complaint Administrator: Jacqueline Christophe-Hayot

ORLANDO

7352 Greenbriar Pkwy., Orlando, FL 32819
407.345.2800

Conduct Administrator: Jacqueline Saldana

Complaint Administrator: Abel Okagbare

GEORGIA

ALPHARETTA

555 North Point Center East, Ste. 175, Alpharetta, GA 30022
770.619.3600

Conduct Administrator: Virgil Mensah

Complaint Administrator: Dawn Moore

ATLANTA COBB/GALLERIA

3225 Cumberland Boulevard, Ste 100, Atlanta, GA 30339
770.916.3704

Conduct Administrator: Virgil Mensah

Complaint Administrator: Dawn Moore

DECATUR

1 West Court Square, Ste. 100, Decatur, GA 30030
404.270.2700

Conduct Administrator: Virgil Mensah

Complaint Administrator: Ryan Fuller/Michelle Hooper

DULUTH

3505 Koger Blvd., Ste. 100, Duluth, GA 30096
770.381.4400

Conduct Administrator: Virgil Mensah

Complaint Administrator: Dawn Moore

STOCKBRIDGE

675 Southcrest Pkwy., Ste. 100, Stockbridge, GA 30281
678.284.4700

Conduct Administrator: Virgil Mensah

Complaint Administrator: Dawn Moore

ILLINOIS

ADDISON

1221 N. Swift Rd., Addison, IL 60101
630.953.1300

Conduct Administrator: Bright Justus

Complaint Administrator: Mary Wahlbeck

Note: For eligible employees of the UPS Illinois District, a limited number of classes is also offered at 104 S. Lombard Rd., Addison, IL 60101

CHICAGO

1900 W. Lawrence Ave., Chicago, IL 60640
773.929.8500

Conduct Administrator: John Stewart

Complaint Administrator: Ruth Pineda

CHICAGO LOOP

200 W. Adams Street, Ste. 1950, Chicago, IL 60606
312.372.4900

Conduct Administrator: Nick Powers

Complaint Administrator: Ruth Pineda

GURNEE

1325 Tri-State Pkwy., Ste. 120, Gurnee, IL 60031
847.855.2649

Conduct Administrator: Jim Karagiannes

Complaint Administrator: Marci LoGiudice

NAPERVILLE

1200 E. Diehl Rd., Naperville, IL 60563
630.428.9086

Conduct Administrator: Mike Komos

Complaint Administrator: Mary Wahlbeck

TINLEY PARK

18624 W. Creek Dr., Tinley Park, IL 60477
708.342.3300

Conduct Administrator: Daniel Fogarty

Complaint Administrator: Brandon Diedrich

MISSOURI

KANSAS CITY

1310 E. 104th St., Ste. 120, Kansas City, MO 64131
816.943.7300

Conduct Administrator: Ellen Jones

Complaint Administrator: Rohn Benbrook

DeVry's Kansas City campus is located south of downtown Kansas City and offers nine spacious standard and computer classrooms; electronics and network labs; a comfortable learning

commons area for study and tutoring; and a vending area. The campus serves undergraduate and graduate students seeking degree and certificate credentials.

NEVADA

HENDERSON

2490 Paseo Verde Pkwy., Ste. 150, Henderson, NV 89074
702.933.9700

Conduct Administrator: Rick Bird

Complaint Administrator: Wendell Myers

DeVry's Henderson campus is located in Green Valley, a resort area just a few miles from Las Vegas. The campus offers spacious classrooms, a fully wired computer lab and a comfortable commons area.

NEW JERSEY

ISELIN

517 Route 1 S, Ste., 1000, Iselin, NJ 08830
732.729.3960

Conduct Administrator: Moustafa Ahmed

Complaint Administrator: Chad Maldonado

PARAMUS

35 Plaza, 81 E. State Rte. 4, 3rd Flr., Paramus, NJ 07652
201.556.2840

Conduct Administrator: Moustafa Ahmed

Complaint Administrator: Chad Maldonado

NEW YORK

MIDTOWN MANHATTAN

DeVry College of New York
180 Madison Ave., Ste. 900 (Entrance on 34th St.)
New York, NY 10016
212.312.4300

Conduct Administrator: Emre Ozmen

Complaint Administrator: Danielle Murphy

QUEENS

DeVry College of New York
99–21 Queens Blvd., Rego Park, NY 11374
718.575.7100

Conduct Administrator: Emre Ozmen

Complaint Administrator: Phil Balsamo

A limited number of courses may also be offered at the Brooklyn Extension DeVry College of New York, 195 Montague Street, Brooklyn, NY 11201, 877.970.3900

NORTH CAROLINA

CHARLOTTE

2015 Ayrslay Town Blvd., Ste. 109, Charlotte, NC 28273
704.697.1020

Conduct Administrator: Tonitta McNeal

Complaint Administrator: Regina Campbell

OHIO

CINCINNATI

3825 Edwards Rd., Ste. 103, Cincinnati, OH 45209
513.583.5000

Conduct Administrator: Bhupinder Sran

Complaint Administrator: Jeunet Davenport

COLUMBUS

2 Easton Oval, Ste. 210, Columbus, OH 43219
614.253.1525

Conduct Administrator: Bhupinder Sran

Complaint Administrator: Lauren Wittke

SEVEN HILLS

4141 Rockside Rd., Ste. 110, Seven Hills, OH 44131
216.328.8754

Conduct Administrator: Bhupinder Sran

Complaint Administrator: Caroline LeBel-Smith

PENNSYLVANIA

FT. WASHINGTON

1015 Virginia Dr., Ste. 110, Ft. Washington, PA 19034
215.591.5700

Conduct Administrator: Bhupinder Sran

Complaint Administrator: Waleed Yousef

PHILADELPHIA

1800 JFK Blvd., Ste. 200, Philadelphia, PA 19103
215.568.2911

Conduct Administrator: Bhupinder Sran

Complaint Administrator: Waleed Yousef

TENNESSEE

NASHVILLE

301 S. Perimeter Park Dr., Ste. 100, Nashville, TN 37211
615.445.3456

Conduct Administrator: Tonitta McNeal

Complaint Administrator: Tonia McDermott

TEXAS

IRVING

4800 Regent Blvd., Ste. 200, Irving, TX 75063
972.929.6777

Conduct Administrator: LaTonya Hughes

Complaint Administrator: Christopher Myrben

SAN ANTONIO

618 NW Loop 410, Ste. 202, San Antonio, TX 78216
210.524.5400

Conduct Administrator: Grover McDaniel

Complaint Administrator: Ana Lopez Ward

A limited number of courses may also be offered at Austin: 316 West 12th Street Austin, TX 78701, 512.231.2500.

VIRGINIA

ARLINGTON

1400 Crystal Dr., Ste. 120, Arlington, VA 22202
703.414.4000

Conduct Administrator: Tonitta McNeal

Complaint Administrator: Kenneth Rubongoya

CHESAPEAKE

1317 Executive Blvd., Ste. 100, Chesapeake, VA 23320
757.382.5680

Conduct Administrator: Tonitta McNeal

Complaint Administrator: Christine Ettehad

ONLINE

HOME OFFICE and ONLINE ADMINISTRATION

1200 E. Diehl Rd., Naperville, IL 60563
800.231.0497 – Admissions
877.496.9050 – Student Services