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Dear Student,

This handbook applies to all undergraduate and graduate students.

The information provided in this handbook presents DeVry University (“DeVry” or the “University”) policies 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.

Please also see the DeVry University Academic Catalog, which can be found online at devry.edu/catalogs. Taken together, the applicable academic catalog and this student handbook explain DeVry’s policies and procedures on a variety of matters arising throughout the student experience at DeVry.

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

Welcome to DeVry University!

Sincerely,

Eric Dirst
President, DeVry Online
Mission and Purpose

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

DeVry University seeks to consistently achieve the following purposes:

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

Accreditation and Approvals

DeVry University is accredited by The Higher Learning Commission (HLC), www.hlcommission.org. HLC is recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation.

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

Academic Calendar

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

Academic Policies and Services

STUDENT PORTAL

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

TEXTBOOKS AND ELECTRONIC COURSE MATERIALS

Most courses require electronic course materials. Students enrolled in such courses are assessed a standard charge for each course requiring electronic materials. If electronic versions of textbooks are included, hard-copy textbooks are not required.

Students in courses requiring hard-copy textbooks may purchase the designated textbooks from the university’s online bookstore or from an outside source. Instructions for purchasing textbooks from the online bookstore are available at my.devry.edu.

For students who want printed textbooks as well as eBooks, black and white soft-cover printed versions of certain course eBooks may be available for $10 each. Students may order print-on-demand textbooks by accessing their eCollege course. Once ordered, the book is printed and shipped; most students receive their books in 5 to 10 business days from the date of ordering. More information regarding print-on-demand textbooks, including the list of courses that offer such books, is available at hub2.devry.edu/pod.

See the academic catalog at devry.edu/catalogs for additional information.
TRANSITIONAL STUDIES COURSES
Transitional studies coursework provides individualized intensive support and skill development for students who require additional instruction in English composition and/or beginning algebra. Transitional studies courses may be offered in various formats, and may be taken separately or in conjunction with other coursework, provided prerequisites are met. Students requiring transitional studies must begin this coursework no later than their second session of enrollment and must continue to enroll in at least one transitional studies course each session of attendance until all transitional studies requirements have been satisfied.

Those who have not met these requirements may not be able to self-register for courses until all transitional studies requirements have been satisfied. Permission to enroll in many standard-level courses is dependent on successful completion of transitional studies coursework.

Students who cannot self-register should contact their student support advisor or academic advisor to complete the registration process.

Transitional studies courses may not be applied to elective course requirements.

DeVry reserves the right to limit enrollment of applicants requiring transitional studies coursework; limitations may vary by location.

See the academic catalog for additional information at devry.edu/degree-programs/catalogs.html.

ATTENDANCE POLICY

Undergraduate Students
Regular class attendance is vital to our students’ academic success in classroom-based coursework, and students are expected to attend all scheduled class meetings. Students in online coursework are expected to attend by participating in academic events at the required level and frequency. DeVry has established an attendance policy that:

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

Student Responsibilities
Students are expected to attend all classes regularly, whether onsite or online. They are responsible for notifying their professors of planned absences and for fulfilling course requirements missed during an absence. Students should notify appropriate academic administrators, as well as individual professors, of any absence especially those likely to last more than seven consecutive calendar days. (See Extenuating Circumstances).

Standards of Attendance—Attendance is directly tied to academic performance; therefore, regular attendance is required, and attendance is recorded for each class meeting/academic event. Students’ grades are dependent on the weight assigned to completion of each required academic event. Professors may choose to include class attendance and/or participation as criteria for computing student grades. Thus, students who do not attend class regularly risk earning lower or failing grades. Absenteeism may result in any of the following:

- Warning
- Advising
- Withdrawal
- Lower grade or failing grade

Students may be withdrawn from DeVry University or from individual courses for attendance violations. Students notified of a Pending Attendance Withdrawal may submit an Attendance Withdrawal Appeal form to the professor via the student portal within five calendar days from the date of the notification. (See Consequences of Violating Standards of Attendance.)
Students should contact their student support advisor or student finance consultant to determine how their financial assistance may be affected.

Students enrolled in onsite courses who do not attend any onsite class meetings during the first seven consecutive calendar days of the session are sent a Warning notification indicating they will be dropped from the course if they do not attend during the next seven consecutive calendar days.

Students enrolled in blended courses who do not attend any onsite class meetings or complete an online academic event during the first seven consecutive calendar days of the session are sent a Warning notification indicating they will be dropped from the course if they do not attend or complete an online academic event during the next seven consecutive calendar days.

Students enrolled in online courses who never complete an academic event during the first seven consecutive calendar days of the session are sent a Warning notification indicating they will be dropped from the course if they do not complete an academic event during the next seven consecutive calendar days. Examples of academic events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial or participating in computer-assisted instruction.

Students enrolled in onsite courses who do not attend any onsite class meetings during the first two weeks of a course are dropped for non-participation.

Students enrolled in blended courses who do not attend onsite or complete an online academic event during the first two weeks of a course are dropped for non-participation.

Students enrolled in online courses who never complete an academic event during the first two weeks of a course are dropped for non-participation.

Students dropped from all courses because of non-attendance should note that they are also dropped from courses in which they are registered for future sessions. Additionally, students dropped from a course or courses for non-attendance during the first two weeks are precluded from appealing.

Beginning with the second week of the session, students who do not demonstrate attendance/participation by taking part in academic events at the required level and frequency during any seven-consecutive-calendar-day period are sent a Pending Attendance Withdrawal Notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course.

Attendance is taken for all eight weeks of the session. Attendance is recorded daily based on each academic event to ensure the last date of attendance is available for the purpose of determining the timeframe of attendance as well as the amounts of earned and unearned financial aid.

For online courses, academic events (including the examples listed previously in this policy) are tracked for the purpose of determining the last date of attendance.

For blended courses, each scheduled class meeting or completion of an online academic event is considered an academic event for the purpose of determining the last date of attendance.

For onsite courses, each scheduled class meeting is considered an academic event for the purpose of determining the last date of attendance. Courses offered in blended and onsite formats meet for fewer hours or class sessions than courses in a traditional 16-week-semester schedule; therefore, students enrolled in such courses are expected to attend each scheduled class meeting. If a holiday occurs when a class is normally scheduled, it may be necessary for the class to meet on the holiday or to be rescheduled on another day or evening. Professors may include class meetings and online academic events as criteria for determining class attendance and/or participation when computing student grades.

Consequences of Violating Standards of Attendance—Beginning with the second week of the session, students who do not complete an academic event at least once in any seven-consecutive-calendar-day period are sent, via email, a Pending Attendance Withdrawal Notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course.
Notification of Pending Attendance Withdrawal from DeVry—Students are sent official written notification informing them of a Pending Attendance Withdrawal. The notice includes the last date of attendance (LDA) DeVry has established and the consequences for the student, as well as the opportunity for the student to present evidence that attendance withdrawal should not occur. Students may submit an appeal to their professor using the Attendance Withdrawal Appeal form via the student portal. The deadline for students to submit an appeal is five calendar days from the date of notification.

Students are limited to one appeal for each course during the session.

Students who have no attendance activity in a course during a period of 14 consecutive calendar days are notified via email that they have been automatically withdrawn from the course. Students withdrawn from all courses because of attendance violations are dropped from courses in which they are registered for future sessions.

Reinstatement—Students withdrawn after 14 consecutive calendar days of no attendance activity who have extraordinary and documented circumstances may request reinstatement by providing a written request to an appropriate academic administrator.

End-of-Session Absences—Students with no attendance activity in a course for 14 or more consecutive calendar days immediately prior to the last day of the session are withdrawn from the course. Students who are withdrawn may request a grade change if they wish to receive the grade they earned in the course rather than receiving a W (Withdrawal). Students requesting a grade change must provide supporting documentation and receive approval from the appropriate academic administrator.

Note: Students receiving veteran's benefits who receive a grade of F or a designator of U may not request a grade change unless they have documentation substantiating their presence in the class throughout the eight-week session.

Make-Up Work—A student is responsible for all work missed during an approved absence and must contact the professor for make-up work.

Graduate Students

Class interaction is an integral part of graduate-level practitioner-based programs. DeVry University's graduate student attendance policy is operational in nature and consists of tracking attendance during the first two weeks of the session only, for the purpose of identifying an official enrollment count.

Students who never participate during the first two weeks of a course are dropped from that course for non-participation. Students dropped from all courses because of non-participation should note that they are also dropped from courses in which they are registered for future sessions.

Though attendance is not tracked after the first two weeks of the session, professors may choose to incorporate a participation element when calculating student grades. Grading criteria include requirements for class participation in academic events and the extent to which work missed due to non-participation can be made up.

Site-based classes require both classroom and online participation. Students who anticipate missing one or more onsite class meetings should contact their professor as soon as possible. In addition, they should seek academic advising from their student support advisor or academic advisor.

Students in an online course who anticipate missing more than a seven-consecutive-calendar-day period of class participation should contact the professor as soon as possible. In addition, they should seek academic advising from their student support advisor or academic advisor. Online class participation includes submitting class assignments, participating in threaded discussions, completing quizzes and exams, completing tutorials and participating in computer-assisted instruction.

During the session, students may withdraw from a course, or from all courses, by requesting a course withdrawal from their student support advisor or academic advisor, or from an appropriate academic administrator verbally, by email or by submitting a request through the interactive student communication system. Students who inquire about a withdrawal are contacted to confirm their intention to withdraw. Students are withdrawn from their course(s) if they cannot be reached or do not respond regarding their inquiry.
Students who do not formally withdraw from class and subsequently receive a grade of F or a designator of U due to lack of participation may be administratively withdrawn, resulting in a W for each affected course.

Final grades of F and designators of U are evaluated at the end of the session for students who receive one of the following:
- All grades of F
- All designators of U
- All grades of F and designators of W
- All designators of U and designators of W
- All grades of F and designators of U
- All grades of F, designators of U and designators of W

DeVry considers students who receive a passing grade, or who earn a grade of F or a designator of U, in one or more courses taken during the session to have completed the course(s) and thus earned the grade(s)/designator(s).

Students not receiving veterans education benefits who are assigned F grades or U designators because of lack of participation are administratively withdrawn from the course, and the midpoint of the session is assigned as the withdrawal date. Withdrawals may affect financial aid eligibility and/or awards. Students receiving veterans education benefits should see Additional Attendance Information for Students Receiving Veterans Education Benefits below.

**Additional Attendance Information for Students Receiving Veterans Education Benefits**

Students who do not formally withdraw from class and subsequently receive a grade of F or a designator of U due to lack of participation are administratively withdrawn, resulting in a W for each affected course. A student's last login date for the course is considered the effective withdrawal date recorded in VA-ONCE. Withdrawals may affect financial aid eligibility and/or awards.

**WITHDRAWAL POLICY**

After the add/drop period (end of week 1 of the session), students may withdraw from a course or from the university by submitting a formal withdrawal request on or before the withdrawal deadline, which is 11:59 pm MT on Friday of Week 7. Withdrawal is not allowed after this time.

Students who wish to withdraw from a course or courses after the add/drop period deadline must comply with any additional university procedures by communicating their request to a student support advisor or academic advisor, or to an appropriate academic administrator verbally, by email or by submitting a request through the interactive student communication system. Students who drop or withdraw from their last enrolled course for the semester are considered withdrawn from the university.

Students who inquire about a withdrawal are contacted to confirm their intention to withdraw. Students inquiring about withdrawing who cannot be reached, or who do not respond, regarding their inquiry are administratively withdrawn from their course. An administrative withdrawal is a university-initiated withdrawal of a student from the course and/or university. In addition, withdrawal requests for undergraduate students who attend an onsite course or who participate in an online course after submitting and/or confirming a withdrawal request are considered to have revoked their withdrawal request.

The withdrawal is considered official when all procedures have been completed and all financial obligations have been met. Official transcripts of work completed are not issued until all obligations to DeVry have been met. Please refer to the enrollment agreement or academic catalog for information regarding the refund policy. Undergraduate students should refer to the Withdrawal from a Course and Cancellations and Refunds sections in the academic catalog. Graduate students can find additional information in the Withdrawals-Financial and Refunds sections of the academic catalog. In addition, students should contact their student support advisor or student finance consultant for more information about the financial impact of withdrawal.

The designator of W appears on the transcript for a withdrawal. Students can access information on the University’s policy on withdrawals in their academic catalog, available via devry.edu/catalogs.
**Undergraduate Students**
An administrative withdrawal may be initiated by the university whenever students violate the attendance policy resulting in a course or university withdrawal.

**Graduate Students**
Students wishing to withdraw from CPA and CFA Exam Preparation courses should follow the same withdrawal procedures as for any other course.

Students who do not officially withdraw from class and subsequently receive an F or U due to lack of participation may be administratively withdrawn (see Attendance Policy).

**ADDING/DROPPING COURSES**
Information regarding adding and dropping courses for undergraduate students is found in the Withdrawal from a Course and Cancellations and Refunds sections in the academic catalog, available via devry.edu/catalogs. Graduate students can find additional information in the Withdrawal - Financial and Refunds sections of the academic catalog, also available via devry.edu/catalogs.

Before deciding to add or drop a course, students should consider the following:
A. You may change your student enrollment status from full-time to half-time or less than half-time. This will change your financial aid status and you may gain or lose eligibility for financial aid.
B. You will not be guaranteed a place in the course(s) you dropped when registering for subsequent sessions or semesters.
C. The course may not be offered in the next session/semester.
D. Students must enroll/withdraw from both the lecture and lab if the course has a lab. Tuition may be reduced for students withdrawing from a course or courses. Course additions may increase tuition for the session/semester. Students should contact their student support advisor or student finance consultant for more information regarding withdrawals.
E. Withdrawals may also impact academic standing (see Standards of Academic Progress).

Students who wish to add or drop a course should contact their student support advisor or academic advisor immediately for guidance and maintain a copy of the withdrawal for their records.

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

Students must demonstrate satisfactory academic progress towards completing their programs by meeting standards of academic progress (SOAP) in each of five specific measurable areas:
A. Grade point averages
B. Successful completion of required skills development, English as a Second Language (ESL) and other non-GPA coursework
C. Course repeats
D. Maximum coursework allowed
E. Pace of progress toward graduation, including withdrawal from all courses

Grade point averages and pace calculations used to determine academic standing are based on all courses students complete at DeVry at their level (undergraduate or graduate). The calculation for maximum coursework allowed is based on the required credit hours of the student’s primary program. All areas of academic progress are evaluated at the end of each student’s semester/student-centric period, and academic standing is assigned...
according to the evaluation. Students should consult their student support advisor or academic advisor and academic catalogs for policy details.

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

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

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

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

A summary of academic progress standards for undergraduate and graduate students as well as special requirements for students receiving veterans benefits is available via devry.edu/catalogs.

**ACADEMIC STANDING**

Academic standing is determined for each student at the end of each semester/student-centric period of enrollment. Students starting the semester in good standing who do not meet all requirements are placed on financial aid warning (academic warning) or dismissed. Students placed on financial aid warning (academic warning) may continue their studies for one semester without an appeal. However, these students should immediately seek academic advising and review all academic requirements carefully. Students are dismissed if they do not attain good standing at the end of the semester for which they were placed on financial aid warning (academic warning).

Students who are dismissed for failing to meet standards of academic progress must go through the appeal process to be considered for reinstatement or readmission and may not continue their studies unless the appeal is approved. Students who are dismissed for failure to pass the third attempt of a course may not appeal to request a fourth or subsequent course attempt.

Students with approved appeals are placed on financial aid probation (academic probation) and are required to follow a predetermined academic plan.

**ACADEMIC APPEAL**

Students who have been dismissed for failing to meet standards of academic progress may appeal the dismissal by submitting an Academic Dismissal Appeal form to the appropriate academic administrator. Students may appeal their academic standing a total of four times unless they return to good academic standing. Students who are dismissed for failure to pass the third attempt of a course may not appeal to request a fourth or subsequent course attempt. Those who return to good academic standing in the current program have their total number of appeals reset to zero. Those with approval to change programs also have their total number of appeals reset to zero.

Appeals must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide required documentation and present a realistic plan for meeting requirements to return to good standing. Appeals without supporting documentation are denied.

Students must submit an academic appeal no later than Tuesday of Week 2 of the session following their semester/student-centric period for which the student is being evaluated for academic progress. However, students who do not submit an appeal within four days of the date of the notification of dismissal will be dropped from courses in the session following the semester being evaluated for academic progress as well as any future sessions for which the student is registered. Therefore, students are strongly encouraged to submit an appeal within four days of the date of dismissal notification. Students who submit an appeal after being dropped from courses may not be able to reregister and therefore may have at least a one-session interruption of studies.

Students informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed by the appropriate academic administrator as long as they submit the appeal within four days of the date of dismissal notification. Students continuing in a course(s) while the appeal is processed who subsequently receive a denial of the appeal may not continue and are administratively
dropped from class(es). Students should contact their student support advisor or student finance consultant for more information regarding the financial impact of an academic dismissal.

Students not currently enrolled whose appeal is approved may enroll for the current semester provided the registration deadline has not passed and are subject to the financial aid probation (academic probation) conditions outlined in the academic catalogs under the Requirements for Students Starting the Semester on Financial Aid Warning (Academic Warning) or Financial Aid Probation (Academic Probation). Failure to meet the specified conditions results in a second dismissal. Additional appeals are denied unless students have new verifiable mitigating circumstances. Fourth appeals must be submitted to a national college dean or designee. Students who fail to return to good standing after submitting a fourth appeal are dismissed and precluded from registering; however, they may reapply for admission after one year.

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

Academic administrators’ and national college deans’/designees’ decisions to deny appeals are final and cannot be appealed.

INCOMPLETES
Students can access information on the University’s policy on incompletes – designators of I – in their academic catalog, available via devry.edu/catalogs.

GRADE APPEALS
Students who wish to appeal their final grade from a specific course must contact their professor by Sunday of Week 2 of the eight-week session immediately following the session in which they took the course. The professor will review the student’s concern and respond to the student, in writing, within five days of the student’s initial request to the professor to review the grade. If the student is not satisfied with the professor’s response, the student may request further review by completing the Student Grade Appeal form and submitting it to the appropriate academic administrator by Week 8 of the following session. The student support advisor/academic advisor leads the student through the process of furthering the grade appeal. One form per grade appeal request is required. A grade can be appealed only if it meets the following criteria:

• The student contacted the professor by Sunday of Week 2 of the session immediately following the session in which the course was taken.
• The professor has denied the grade appeal request.
• The student has supporting documentation to show he/she was graded unfairly, including documentation proving the professor has been contacted regarding the grade.
• The student has determined that if the grade appeal is approved, his/her final course grade will change by a minimum of one established grade increment (e.g., C to B for undergraduate students or C to C+ for graduate students).

Students should understand that their entire body of work for the class may be reviewed, and that the final grade could potentially raise, lower or have no effect upon their grade as the result of an appeal.

Note: Grade changes beyond the time allotted for the grade appeal process must be of an unusual nature and are considered exceptional. Any exception must be approved by the appropriate academic administrator. Grade changes are not permitted after the award of a degree or certificate except for legitimate grade changes within the allotted grade appeal time period (see Retroactive Grade Changes for information about grade appeals submitted after the deadline). Additionally, students must have all graduation requirements, including the resolution of any outstanding grade issues, fulfilled by Tuesday of Week 2 of the session immediately following the session in which they completed their final course requirements. Students who fail to meet the graduation requirements deadline are awarded their degrees in the session in which any outstanding requirements are met.

RETROACTIVE GRADE CHANGES
Under certain circumstances, a grade may be changed retroactively. A retroactive grade change affects:
• The TGPA, SGPA and CGPA for the session and semester in which the course was taken.
• The CGPA for each session and semester after the course was taken.
• Academic standing for the most recently completed semester only.
• A student’s eligibility for financial aid for the current semester at the point the official academic record is changed.

A retroactive grade change does not affect financial aid awards for semesters that concluded prior to the change to the academic record.

REPEATED COURSES
A course can be repeated only two times. In other words, a given course can be taken at most only three times; i.e., the first attempt of the course and two repeats of the same course. Students may repeat a course once without permission. The third attempt must be approved by the appropriate academic administrator; subsequent attempts are not permitted (see Standards of Academic Progress).

The highest grade earned for a repeated course is used for computing the CGPA. Withdrawal from a course being repeated does not affect CGPA.

Undergraduate Students
If the repeated course has previously been completed with a D or higher, the course can only be taken one additional time and be counted toward the student’s enrollment status for federal financial aid purposes. Subsequent attempts will not be counted towards the student’s enrollment status and may result in a reduction of financial aid awards.

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

For those already enrolled when a fraudulent document is discovered, the misconduct is adjudicated using procedures specified in the Code of Conduct and may result in sanctions such as rescission of/eligibility for admission, permanent expulsion from all University locations, and/or ineligibility for admission to other DeVry Education Group institutions.

Students whose admission is rescinded remain responsible for fulfilling financial obligations to DeVry, to federal, state and local governments, and to private loan providers. Financial aid eligibility may be affected by rescission of admission.

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

Students or alumni who submit Fraudulent Documents or misuse DVU academic documents are afforded rights to a hearing under the Code of Conduct. The misconduct is adjudicated using the procedures specified in the Code of Conduct and may result in University Expulsion.

Students whose degree award conferrals are rescinded remain responsible for fulfilling financial obligations to DeVry, to federal, state and local governments, and to private loan providers.

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 dismiss students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry 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.

The following are the guiding principles of the Academic Integrity Policy:

**Consistent Beliefs and Actions**—Academic integrity is not simply a set of rules, but rather a consistency of belief and action that creates a supportive environment for teaching and learning and shapes the community's attitude toward its members, potential members, and the general public.

**Clear and Accurate Representation**—Providing a clear and accurate representation to potential students of what DeVry University offers and expects academically is an important step in the process. This stance must also guide the assessment, placement, and evaluation of incoming students, as well as the ongoing application of academic standards, whose goal is the equitable treatment of all constituents, consistent with the values of the higher education community at large. Neither prejudicial nor preferential treatment nor the relaxation of standards, regardless of how well-intentioned, ultimately serves this goal.

**Maintaining Academic Integrity**—The ongoing activities of teaching and learning must also reflect the principle of proactive support for maintaining academic integrity. A proactive stance includes clear guidelines concerning prohibited practices, arrangements for testing and evaluation that discourage cheating, use of plagiarism detection tools, and other such methods.

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

**PREVENTION TECHNIQUES FOR STUDENTS**

All DeVry University students have a responsibility to adhere to this Academic Integrity Policy, as do all members of the University community. The following is a list of some ways students can prevent and confront academic integrity violations:

A. If you observe or have first-hand knowledge of a violation of the Academic Integrity Policy, report it to one of the following:
   - The professor teaching the course
   - The dean of academic affairs or academic administrator (assistant dean of academic affairs, dean, faculty chair or academic advising team lead)
   - The conduct administrator or his/her designee
   - The center dean, campus director, metro president or national college dean
   - The Academic Integrity Violation mailbox at IntegrityMatters@devry.edu

B. Make it difficult and unacceptable for other students to cheat by:
   - Not sharing your written work with other class members unless it is required as a part of a team assignment
   - Refusing to give away or share written assignments, homework, and term papers
   - Refusing to provide current and old quizzes and exams to other students without the consent of the professor
   - Keeping your computer password a secret
   - Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
   - Denying others access to your computer programs
   - Covering your work during exams
   - Reporting suspicious test-taking behavior during a quiz or exam
   - Completing take-home, non-proctored quizzes and exams alone and in a secluded environment
C. Avoid violations of the Academic Integrity Policy by:

- Appropriate use of communications technology, such as a cell phone, PDA, other electronic media or social media
- Understanding that the technology of the Internet can also be used by your professor. For example, Google searches and plagiarism checkers, such as Turnitin.com, can detect plagiarism on your papers and exams in a matter of minutes.
- Using the American Psychological Association (APA) method for documenting your sources. These guidelines can be found in your English textbooks or at www.apa.org. DeVry University provides tutorials in proper citation format on the Library website. The library and/or tutoring staff can also help you with proper citation format.
- Clarifying assignments with your professor. Your professor may encourage you to work collaboratively with your classmates on assignments but will expect that the work you turn in has been done individually. If you are in doubt about the professor’s requirements for an assignment, make sure you seek clarification.

As part of our commitment to academic integrity, DeVry University subscribes to an online plagiarism prevention system. Student work may be submitted to this system. Student privacy is protected by assigning code numbers, not names, to all student work stored in its database.

VIOLATIONS 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, and any other assigned work.

A. Copying

The act of copying is not limited by the method of execution or conveyance. Visual, oral, or electronic means applied to notes, printed matter, graphics, or images constitute methods by which copying can occur. Examples of copying include, but are not limited to:

- Any act of copying unattributed information from another student or alumni (of any of DeVry Education Group's institutions or elsewhere) by any means to obtain an advantage for oneself.
- 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.

B. Plagiarism

In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style, and manner of expression, of a source as if it were one's own. If there is any doubt, the student should consult with his/her professor or adopt a “when in doubt, document” philosophy and reference the information source. Any statement made without documentation is, de facto, claimed as one's own and may be subject to a charge of plagiarism. Examples of plagiarism include:

- A submitted 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.
- Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance beyond the bounds of reasonable coincidence.
- A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
• Computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code whether copyrighted or not.

C. 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 to be completed outside of the normal class hours, threaded discussions, in-class assignments, laboratory exercises or reports, and take-home examinations.
• The actions of any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.
• 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.

D. Alteration of Records
The following are examples of alterations:
• Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.
• Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
• Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

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

F. Proprietary Material
Any unauthorized use of or providing to others of proprietary materials, obtained by any means. 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.

G. 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 oneself or another.
• Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying
The following are examples of lying:
• 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.
• The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for purpose of avoiding or postponing the completion of any assignment, quiz or examination.
The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for purpose of avoiding or postponing duties in a course, internship, or cooperative education assignment or program.

I. 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.
- Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized and attributed.
- 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 or 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, the contents of a test.
- 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

PROCEDURES
Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place. Where applicable, an alleged violation may be reported directly to the conduct administrator. The conduct administrator for this location is Jillian Owens (jowens@devry.edu). In those cases, the conduct administrator may notify the student of the violation and request to discuss the incident with the student without the involvement of the professor. 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. The student is given the opportunity to deny the alleged violation, provide an explanation of the incident in question or admit fault. If the professor and the student resolve the issue and agree that the academic integrity violation did not occur, the professor sends a corroborating email to the student and does not proceed with the violation process. If the student admits fault or presents an unsatisfactory explanation, the professor informs the student that the case is being referred to the appropriate academic administrator for action. The professor completes the Academic Integrity Incident Report, attaches copies of supporting documents and forwards this information to the appropriate academic administrator.

The academic administrator reviews the case prior to a sanction being imposed and determines if more information is needed and if the professor should move forward with the case. This may include discussions with the professor and the involved student(s) to corroborate the information. If the decision is to proceed with the violation process, then the professor submits all documentation to the conduct administrator and informs the student that the case is being referred to the conduct administrator. The student is expected to continue in his/her classes until the academic integrity violation is adjudicated. Otherwise, the professor informs the student why the decision was made not to proceed with the violation process.

INCIDENT REPORTS
Upon receipt of an Academic Integrity Incident Report, the conduct administrator or his/her designee reviews the student’s record, identifies if the incident is the student’s first, second, or third offense and notes the mandatory and/or discretionary sanction(s) on the form (see Sanctions).

The conduct administrator or his/her designee will review the case and send an appropriate notice to the student within five calendar days indicating whether sanctions have been imposed and, if so, which ones. The notice will include the date of incident, charges, action taken, appeal rights and deadlines. A copy of the Academic Integrity Policy, or a URL to the policy, will be included with the notice. The conduct administrator
will send a copy of the notice to the professor and notify the appropriate academic administrator at the student's home location of the offense. If the student does not appeal, the violation is recorded in the student's permanent academic record, and the sanctions are imposed (see Sanctions).

APPEAL PROCESS
The outcome of the violation may be appealed by the student by completing, signing and submitting an Academic Integrity Appeal form to the conduct administrator or designee within three business days of receipt of the sanction notification.

Once the appeal is received, the conduct administrator 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 may proceed without the student’s further input.

HEARINGS
The conduct administrator or designee serves in a non-voting capacity as chairperson of the Hearing Panel. Hearings are conducted in private. Admission of any person to the hearing is at the discretion of the Hearing Panel and/or the conduct administrator/designee. In hearings involving more than one student, the conduct administrator/designee at his/her discretion, may permit the hearings concerning several students to be conducted together. The student, at his or her own expense, has the right to be assisted by any advisor he or she chooses. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and not a legal proceeding. The student is responsible for presenting his or her 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 conduct administrator/designee. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the conduct administrator/designee. All procedural questions are subject to the final decision of the conduct administrator/designee. After the hearing, the Hearing Panel deliberates in private and determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, which sanctions are appropriate. The Hearing Panel's determination is made on the basis of whether it is more likely than not that the 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 respondent student’s permanent academic record, and the sanctions are imposed.

The conduct administrator is responsible for creating and ensuring that there is a single verbatim record of the hearings (not to include the Hearing Panel's deliberations). The record is the property of the University.

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 to the metro president, the location leader (for onsite students) or the national college dean (for online students) within seven 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 accused 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 of the metro president, the location leader (for onsite students) or the national college dean (for online students) on the appeal is final.

SANCTIONS
The mandatory sanctions listed below are the minimum required. Discretionary sanctions may be imposed if deemed appropriate by the University. The sanctions are provided below.

Note that students who have been suspended from DeVry University as a result of an academic integrity violation must reapply for admission and submit a personal statement describing evidence of successfully resolving the conditions that caused the academic integrity violation. The local appropriate academic administrator reviews the student’s application for readmission and personal statement, and informs the student in writing of the decision regarding the student’s academic eligibility for admission. The academic administrator’s decision is final.

First Recorded Offense

MANDATORY

Undergraduate Students
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.

Graduate Students
Students are assigned a failing grade for the course and are precluded from withdrawing from the course.

If the incident involves a graded assignment that would be one the student could request be “dropped” for grading purposes, the student may not exercise that option.

If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of a grade of zero for the voided assignment for undergraduate students and a failing grade for the course for graduate students, even though the assignment has been voided for the rest of the class.

DISCRETIONARY

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

Graduate Students
Students receive a failing grade for the course in which the first offense occurred and are suspended from DeVry University and all DeVry Education Group institutions for a minimum of one academic year (six consecutive sessions). Such students are precluded from withdrawing from the course(s) or the University in order to avoid suspension.

Second Recorded Offense

MANDATORY

Undergraduate Students
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.

Graduate Students
Students receive a failing grade for the course and are suspended from DeVry University and all DeVry Education Group institutions for a minimum of one academic year (six consecutive sessions). Such students are precluded from withdrawing from the course(s) or the University in order to avoid suspension.
The second offense need not be in the same location, course, program, session or semester as the first offense to invoke these sanctions.

Students’ records of violations of academic integrity are carried forward, and violations are cumulative per level (undergraduate or graduate), even if the student is dismissed or withdraws and returns.

**DISCRETIONARY**

*Undergraduate Students*

Students are suspended for up to one academic year (six consecutive sessions) from DeVry University and all DeVry Education Group institutions or permanently expelled from DeVry University and all DeVry Education Group institutions. Such students are precluded from withdrawing from the course(s) or the University in order to avoid suspension.

*Graduate Students*

Students are permanently expelled from DeVry University and all DeVry Education Group institutions and are precluded from withdrawing from the course(s) or the University in order to avoid expulsion.

*Third Recorded Offense*

**MANDATORY**

*Undergraduate Students*

Students are permanently expelled from DeVry University and all DeVry Education Group institutions. Such students are precluded from withdrawing from the course(s) or the University in order to avoid expulsion.

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.

**RETOACTIVE 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.

*First Offense*

*Undergraduate Students*

A grade of zero is assigned for a past assignment, and the student’s grade in the course is adjusted accordingly. In addition, such students are precluded from withdrawing from the course.

*Graduate Students*

A failing grade for the previously graded course is assigned and such students are precluded from withdrawing from the course.

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 his/her own expense. If the student refuses to do so, his/her degree, diploma or certificate is subject to revocation. The student is precluded from withdrawing from the course(s) or the University in order to avoid revocation.

If the student is currently enrolled and a failing or altered grade is assigned for the course(s), students remain responsible for the tuition charges and are precluded from withdrawing from the course.

*Second Offense*

*Undergraduate students*

A failing grade is assigned for the course in which the offense occurred and students are precluded from withdrawing from the course. The failing grade must then be made up as a condition of retaining the degree,
diploma or certificate, at his/her expense. If the student refuses to do so, his/her degree, diploma or certificate is subject to revocation and he/she is precluded from withdrawing from the course(s) or the University in order to avoid revocation.

**Graduate Students**
Degree, diploma or certificate is subject to revocation. The student is precluded from withdrawing from the course(s) or the University in order to avoid 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 or any of DeVry Education Group's institutions.

**Third Offense**

**Undergraduate Students**
Degree, diploma or certificate is subject to revocation and students are precluded from withdrawing from the course(s) or the University in order to avoid revocation.

The decision on revocation of the 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.

Student employees are held to this policy. Any Academic Integrity or Code of Conduct violation may be subject to further disciplinary action (up to and including termination) relating to the student’s employment status.

**INTRA-SYSTEM TRANSFER POLICY**
A transfer is a change of the home location on the student record. Students may take a class at another location within the metro area or online without transferring their home location. Students should contact their academic advisor regarding these options.

Students seeking to transfer from one DeVry location to another must request to transfer from one location to another before Tuesday of Week 1 for the transfer to become effective that session. If the request is received after Tuesday of Week 1, the change becomes effective the subsequent session. Transfers are permitted between sessions and semesters. Exceptions to the deadline may be made for students with special circumstances. All grades and credits earned at any DeVry location carry forward to the new site and are evaluated for applicability at that location. Students should note that credit transferability may vary based on programmatic accreditation and/or state requirements.

Students transferring locations must fulfill their financial obligations to the location from which they are transferring before transfers are granted. Fulfillment of financial obligations means students are current on payments and non-delinquent in any other assessed financial charges. Students who transfer may be required to sign transfer paperwork before beginning classes at the new location. Students on financial aid warning (academic warning) or financial aid probation (academic probation) or disciplinary probation continue in this status after the transfer. The receiving location has the right to refuse the transfer request of students who are not in good academic or disciplinary standing. Those ineligible to continue at the current location because of academic or financial dismissal, or disciplinary suspension or expulsion, may not transfer.

Students considering a transfer within the DeVry system should be aware that hardware, software and other differences exist among DeVry courses and labs systemwide. Specific transfer requirements are available from transfer coordinators. Students should contact their student support advisor or academic advisor for more information.

*Note: Internal transfers from any DeVry program into the Game & Simulation Programming program at the same or a different location are not permitted.*
ACADEMIC PROGRAM TRANSFER DURING FINANCIAL AID WARNING (ACADEMIC WARNING) / FINANCIAL AID PROBATION (ACADEMIC PROBATION) / DISMISSAL

Students transferring to a different academic program maintain their current academic standing. Students on financial aid warning (academic warning) or financial aid probation (academic probation) who transfer to a different academic program enter the new program and remain on financial aid warning (academic warning) or financial aid probation (academic probation).

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

Academic standing for students who transfer to a different academic program but then return to the original academic program is based on performance in all enrolled semesters and on all DeVry coursework at the student’s level (undergraduate or graduate).

TUTORING SERVICES

Tutoring assistance is available for students who request it. In addition, Smarthinking is an online tutoring service available to students. With Smarthinking, students can chat with a live tutor, submit their writing for review, or submit a question for a tutor. To get started, students should select the Tutor Source page in their online course shell, and then select the Go to Smarthinking button. Additional information about tutoring can be found on THE|HUB at hub2.devry.edu/pod.

ACADEMIC ADVISING

Academic advising provides academic support for students in pursuit of their educational goals, while ensuring that DeVry’s academic standards are upheld. DeVry provides academic advisors, who are available to students by telephone at (877) 496-9050.

Academic Advising Hours of Operation (CST)
Monday–Thursday 7:00 am – 8:00 pm
      Friday  7:00 am – 7:00 pm

Advisors can 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 academic advisors, 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 academic catalog, available via devry.edu/catalogs.

LIBRARY

Students can access information about library services in the academic catalog, available via devry.edu/catalogs. DeVry offers a combination of onsite and online library services for both undergraduate and graduate students. All students, including those attending DeVry Online, are invited to use library facilities at all University locations.

Onsite library services
DeVry has more than two dozen onsite (or ‘campus’) libraries, staffed by librarians (the vast majority of whom hold a Master’s degree in Library and Information Science) who are available to provide instruction in the use of library resources, in support of students’ academic programs and for lifelong learning. An up-to-date list of campus libraries (and hours of operation) can be found at: library.devry.edu/library-locations.html. Additional services offered at each campus library include access to print and electronic resources, computers/printers, individual, group and lounge seating, and quiet places for studying. Most campus libraries also have one or more group study rooms, for students working on group projects.
Online library services
The library provides access to a variety of periodical and research databases and eBooks, which are available 24/7 from the library website: library.devry.edu. Assistance in the use of these resources is also available at that site, and students can chat live with our professional library staff for additional help seven days a week. Students can also request books from the library’s print collection and have them shipped to them at no charge.

CHALLENGE EXAMS
Undergraduate Students
Students who believe course material has been mastered, either through coursework completed outside DeVry for which transfer credit cannot be given or through self-study, may request a challenge exam for the course by submitting an Application for Challenge Exam.

Students seeking to demonstrate proficiency in a course or courses must apply to do so with their academic advisor. Students receive proficiency credit for a course when they score 80 percent or higher on a challenge exam. Proficiency credit is not included in grade point averages. Requests for challenge exams are denied for students:

• Currently enrolled in the course
• Previously enrolled in the course for which the exam is requested
• Who previously failed the challenge exam for the course

Challenge exams cost $5 per credit hour per exam. Students must complete the exam prior to the end of the course add/drop period (see Registration for Continuing Students). Graduating seniors must complete any/all challenge exams before the end of the add/drop period in their final semester. Challenge exams may not be available for all courses.

Note: Once payments have been processed, there is no refund. Students can only attempt the test once. No study material will be provided. Students can reschedule the exam if their test date has not already passed. If students cannot make their test date for any reason, they will need to begin the process from the beginning, including submission of all forms and payments (no refunds).

PRIOR LEARNING ASSESSMENT
Undergraduate Students
Through Prior Learning Assessment (PLA) eligible undergraduate students can earn college credit for what they have already learned on the job or through life experiences. Eligible students can enroll in a self-paced online portfolio development class and then submit a detailed learning portfolio that relates what they know to the objectives of a specific DeVry University course. Credit is awarded for demonstrated knowledge and application of that knowledge (not for experience alone). Submission, evaluation and documentation is administered by the Council for Adult and Experiential Learning (CAEL) as part of its LearningCounts program. All PLA portfolios must be submitted through the LearningCounts program. Students should contact their student support advisor or academic advisor for more information.

RESUMPTION OF STUDIES
Undergraduate Students
Students can access information on the University’s policy on resumption of studies in their academic catalog, available via devry.edu/catalogs.

Students who have withdrawn from the university can resume their studies without applying for readmission as long as they have not yet exceeded six consecutive sessions of no enrollment activity. Students should contact Student Services at (877) 496-9050 for assistance in resuming courses. Students who have no enrollment activity for six consecutive sessions must apply for readmission with Admissions. Students should reapply at least six weeks prior to the intended class start date. Students who have been academically dismissed from the University and denied an appeal for immediate reenrollment may reapply for admission and submit a new academic appeal one year after the denial. These students must present evidence of how the conditions that caused the academic dismissal have been resolved. The academic appeal and the application for readmission will be reviewed, and a final decision will be made by the appropriate academic administrator regarding the
student’s academic eligibility for admission. The total number of appeals is reset to zero for students whose
appeals associated with readmission are approved. Students must be current on all financial obligations to
the University prior to resuming studies. Students with Stafford, Perkins or SLS Loans in repayment status
before reenrollment should contact their student support advisor or student finance consultant regarding the
students’ potential to apply for deferment of these loans when resuming collegiate study.

**Graduate Students**

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

Students are allowed up to five years from the date of initial enrollment to complete their degree requirements.
Under certain circumstances, the time limit may be extended upon petition to the academic advisor for online
students and the student support advisor or academic advisor for onsite students.

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

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

Students who have been academically dismissed from the University and denied an appeal for immediate
reenrollment may reapply for admission and submit a new academic appeal one year after the denial. These
students must present evidence of how the conditions that caused the academic dismissal have been resolved.
The academic appeal and the application for readmission will be reviewed, and a final decision will be made
by the appropriate academic administrator regarding the student’s academic eligibility for admission. The total
number of appeals is reset to zero for students whose appeals associated with readmission are approved.
Students must be up to date on all financial obligations to the university prior to resuming studies.

Students with Stafford, Perkins or SLS Loans in repayment status before reenrollment should contact their
student support advisor or student finance consultant regarding the students’ potential to apply for deferment
of these loans when resuming collegiate study. Deferment forms are available at the Registrar’s Office.

**CHANGE IN PROGRAM OF STUDY**

A student’s first program of study is considered the primary program unless the student submits a program
transfer request to the appropriate academic administrator. Students who wish to transfer programs may
request to do so at any time; however, they are encouraged to submit a program transfer request as soon as
possible. In general, transfers requested by Sunday of the first week of the session are effective that session.
Program transfers are not applicable to sessions already completed. Transfers are permitted between sessions
and semesters. Students should contact their student support advisor or academic advisor before transferring
programs, as changes in programs may affect several aspects of students’ course of study, including length
of program, cost, and number of required credit hours.

Financial aid eligibility for coursework not applicable to the current program of study may be limited. Students
should contact their student support advisor or student finance consultant for more information before
changing programs.

Program transfers may result in students having to take additional coursework to fulfill graduation requirements
of the new program. Students transferring programs may be required to sign an enrollment agreement
addendum before beginning classes in the new program and are evaluated for admission and placement
under the new program’s admission requirements.

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

Students can access information on the University’s policy on transferring to a different program of study
within the DeVry system in their academic catalog, available via devry.edu/catalogs.
PURSUIT OF A SECOND DEGREE

Undergraduate Students
Degrees are conferred at the end of the session in which students satisfactorily met all graduation requirements. Those who wish to pursue a second DeVry degree may do so upon conferral of their first degree. However, they must apply to the new program and contact a student support advisor or academic advisor, who will work with the appropriate academic administrator to determine an approved course of study that meets the combined requirements of both degrees.

In addition, if both degrees are at the baccalaureate level, the course of study must contain at least 30 semester-credit hours beyond the length of the longer of the two programs. If both degrees are at the associate level, the course of study must contain at least 20 semester-credit hours beyond the length of the longer of the two programs.

PURSUIT OF MULTIPLE DEGREES

Graduate Students
Students wishing to pursue additional degrees in any of the University’s master’s degree programs must inform their academic advisor, in writing, of their intent. They must also seek academic advising from him/her regarding a course of study that supports each degree. While students may enroll in courses applicable to a second degree prior to completing the primary degree, they should focus on completing their primary degree.

GRADUATION REQUIREMENTS
Students can access information on the University’s graduation requirements in their academic catalog, available via devry.edu/catalogs.

Commencement Participation
Commencement is conducted in the Spring and Fall semesters at DeVry University. The graduation coordinator at each location can assist students with their questions. Students should contact their student support advisor or academic advisor for details. DeVry does not hold separate graduation ceremonies for online students. Graduating online students can attend a DeVry graduation ceremony held at a campus location. The DeVry Online graduation coordinator can help graduating students who wish to participate in a graduation ceremony find a ceremony in which the graduate is eligible to participate.

The difference between commencement and graduation is as follows:
• Commencement refers to the ceremony that recognizes students’ academic achievement.
• Graduation is the process consisting of students submitting their application for graduation; completing all academic requirements for their degree, diploma or certificate; completing exit loan counseling, and clearing all outstanding financial obligations.

Important: Participation in the commencement ceremony is NOT a guarantee or an indication of degree completion. To officially graduate from DeVry University, students must satisfy all academic requirements for their specific degree.

REGISTRATION FOR CONTINUING STUDENTS
Registration is the process of enrolling in and paying for a course. Students are encouraged to register online at my.devry.edu. They can also contact their student support advisor or academic advisor to complete the registration process.

Students must select all courses and have all financial and academic obligations to the University resolved by Sunday of the first week of class. Students whose DeVry University accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

Undergraduate students must submit an official high school transcript (or equivalent documentation) with the high school graduation date, an official General Educational Development (GED) transcript that includes the content scores and a statement indicating the student passed the GED test or an official college transcript (or equivalent documentation) with the grade point average (GPA) and, if applicable, the graduation date by the end of the second session of enrollment. Students who do not meet this deadline are dropped from all
courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Graduate students must submit complete official academic transcripts from the college or university where the baccalaureate or advanced degree was earned by the end of the second session of enrollment. Students who do not meet this deadline are dropped from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Students seeking to add or drop courses from their schedules after a session begins must obtain permission to do so from an academic administrator by Sunday of the first week of the session (see Adding/Dropping Courses and Withdrawal Policy).

Students can access information on the University's policies (academic and financial) on registration in their academic catalog, available via devry.edu/catalogs.

SELF-REGISTRATION
Students may self-register for a session prior to the beginning of that session. Self-registration is the process of accessing the student information system and registering for a course or courses and/or dropping a course or courses. Students can self-register via my.devry.edu.

Students may access self-registration beginning the first day of registration until one day prior to the session start. Students may not drop all courses for the session via self-registration. Students who need registration assistance should contact a student support advisor or academic advisor.

Career Services
With Career Service professionals nationwide, our team is dedicated to your ongoing career success, from individual career coaching for recent graduates, to lifelong access to online career management tools and job listings.

Career Coaching
Our career services professionals guide DeVry University and Keller Graduate School of Management graduates along the path to gaining employment in their field of study. Through individual advising our career advisors coach graduates through preparing and acting on their career goals. Onsite or phone appointments can be scheduled year-round on a wide range of subjects that include:

• Creating resumés and cover letters
• Preparing for interviews
• Networking
• Job-seeking strategies

Career Services hosts career preparation workshops and industry presentations—on campus and online. Combined with streaming video tutorials and recorded webinars there are many ways to access our expertise.

My Compass to My Career
Accessible 24/7, My Compass to My Career is an interactive, web-based and mobile accessible portal that guides students through the various stages of planning and acting on their career goals, featuring:

• Personalized content related to each student’s field of study
• Job leads from the HireDevry job database and across the web
• Interactive tools for generating a resumé and practicing for interviews
• Multimedia, articles, news, and links to a wide range of career resources
• Event information for upcoming career fairs, on-campus interviews, and workshops

Visit the student portal at my.devry.edu or my.keller.edu, go to the Career Services tab, and select My Compass to My Career.
Employer Connections
Career Services connects actively recruiting employers with our qualified graduates. Inside My Compass to My Career, job seekers have access to featured employer partners and tens of thousands of job listings through HireDeVry, a national job lead database. Hundreds of hiring events take place year-round at DeVry University campuses. Career Services also hosts online hiring events so job seekers can connect with actively recruiting employers regardless of their location.

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, counseling, student housing and/or referral housing, and student activities and events depending on location and size of student population. Our mission is to foster student advancement through learning, mentoring and developing student leadership skills.

ASPIRE 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.

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 center director or Student Central for additional information.

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

DeVry is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age (40 or older), disability, veteran status, sexual orientation, political affiliation (and any other legally protected classes in the relevant jurisdiction) that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws. DeVry will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty colleagues. Refer to published statements regarding discrimination in the academic catalogs, available via devry.edu/catalogs.

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 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.

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

The local manager of Student Central, the academic affairs specialist, and/or academic advising team lead (for Online) are 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. Individuals with a discrimination or harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and the resource persons listed can assist in finding help of the preferred gender.
Students who wish to file discrimination or harassment complaints should follow the Student Complaint Procedure policy published in this handbook. For complaints involving sex or gender discrimination, please contact DeVry’s Associate Title IX Coordinator, Ms. Mikhel Kushner at mkushner@devrygroup.com or (630) 515-5440.

Policy on Sex and Gender-Based Misconduct Response and Prevention

I. PURPOSE
This policy applies to complaints or reports of alleged sex and/or gender-based misconduct. DeVry University (DVU) expressly prohibits sex and/or gender-based misconduct which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation, and gender-based harassment. Any acts that meet this policy's definitions of sex and/or gender-based misconduct are a violation of DVU's policy, and potentially applicable state and federal law. DVU is committed to fostering an environment where any alleged violation of this policy is promptly reported and complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the community. Regardless of the definitions provided below, anyone who believes they are a victim of sex and/or gender-based misconduct should report the incident as soon as possible to the Title IX Coordinator (see Coordinator under Definitions below for contact information) or the campus complaint administrator in addition to seeking immediate medical and/or safety assistance.

II. SCOPE
This policy applies to all members of the DVU community, and includes, but is not exclusive to faculty, staff, students, DVU visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services, or otherwise pursuing studies with the organization. It also applies, as appropriate, to any alleged act of sex and/or gender-based misconduct that adversely impacts the DVU community, whether those acts occur on or off campus.

III. DEFINITIONS
- **Clery Act** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires that institutions annually disclose certain crimes which have occurred within a geography that includes campus buildings and adjacent locations. Annual disclosures are released on or by the 1st day of October each year.

- **Code of Conduct applicable to students** refers to the policy titled Code of Conduct, which is accessible in the student handbook. It outlines students’ rights and responsibilities, as well as the process by which action may be taken against a student for Code violations.

- **Colleague Code of Conduct** refers to the DeVry Code of Conduct and Ethics, which can be found at devryeducationgroup.com/resources/pdfs/code_of_conduct.pdf. Applicable to colleagues at all DeVry Education Group institutions and offices, it outlines colleagues’ rights and responsibilities.

- **Colleague complaint procedure** is the vehicle by which colleagues can bring to the administration’s attention any complaint relating to their experience with DVU or a member of the DVU community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the DeVry Commons (www.thedevrycommons.com > My Self-Serve > Resources).

- **Complaint administrator** is a DVU colleague or DeVry Education Group representative responsible for conducting an investigation when a complaint of sex and/or gender-based misconduct is raised. To find the complaint administrator at any given location or for a particular complaint, consult the location’s student handbook, student services/student affairs department, or the Title IX Coordinator.

- **Conduct administrator** is an official authorized to administer disciplinary proceedings for respondents who may have violated the Code of Conduct applicable to students. A conduct administrator may serve as the sole member or as a participant in the conduct panel. Nothing shall prevent DVU from authorizing the same conduct administrator to impose sanctions in all cases at a single or multiple locations.
Conduct panel means any person or persons authorized by the conduct administrator to determine whether a respondent has violated the Code of Conduct applicable to students and to determine appropriate sanctions.

Consent is a voluntary, conscious, affirmative agreement to engage in a specific sexual act. Consent can only exist free from force, threat of force or coercion. Under this policy, No always means No, and Yes may not always mean Yes. Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to No for purposes of this policy. While the legal definition of consent varies by jurisdiction (see Related Information for link to consent statutes by state), the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed. Consent cannot be implied from either the lack of explicit consent or the lack of explicit dissent.
- Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.
- Past consent to sexual contact and/or a shared sexual history does not imply consent to future sexual contact.
- A person who initially consents to sexual contact including penetration may withdraw continued consent at any time during the course of that interaction.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g., the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).

Coordinator refers to the Title IX Coordinator. Ms. Mikhail Kushner, Associate Title IX Coordinator (mkushner@devrygroup.com or (630) 515-5440) and Mr. Mark Ewald, Senior Director for Ethics and Compliance Services (mewald@devrygroup.com or (630) 353-1437) are responsible for overseeing compliance with all aspects of this policy and designated to receive and monitor resolution for all Title IX reports.

CRC refers to the Coaching Resource Center which is available to managers to assist in addressing colleague relations concerns including complaints about colleague or vendor conduct.

Dating violence means sex or gender-based violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a dating relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a dating partner.

Domestic violence refers to sex or gender-based violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabited with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws. Based on jurisdictional definitions, domestic violence may constitute a felony or misdemeanor crime. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a domestic relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a domestic partner.

DVU means DeVry University and its Keller Graduate School of Management.
FERPA means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99. FERPA sets certain limits on the disclosure of student records. This policy is designed to work in tandem with FERPA, and nothing in this policy is intended to require or encourage non-compliance with FERPA.

Gender-based misconduct refers to unwelcome conduct, including harassment, of an unacceptable nature based on actual or perceived biological sex including behaviors based on gender identity, expression and nonconformity with gender stereotypes.

Member of the DVU community includes students, faculty members or staff, and any other individuals associated with DVU. The conduct administrator or complaint administrator shall determine a person’s status in a particular situation.

Notice refers to any information regardless of whether it is direct, indirect, partial or complete received by a colleague that indicates possible sex or gender-based misconduct. When notice is received, colleagues are required to inform the Title IX Coordinator or their supervisor who in turn must make a report to the Title IX Coordinator.

One-up manager is a colleague’s manager’s manager. It is the person responsible for receiving a colleague’s complaint when his/her direct manager is implicated in that complaint.

Policy is defined as a general administrative or operational direction with broad application throughout DeVry Education Group and/or one or more of its institutions.

Rape is any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim and/or by force. Rape may involve strangers or people who know one another (e.g., friend, classmate, relative, spouse or co-worker). In these instances, rape is often referred to as acquaintance rape. Rape is a crime regardless of a relationship or lack thereof between individuals.

Sex and gender-based misconduct is a broad term used to refer to all conduct prohibited by this policy. This encompasses sexual harassment, gender-based harassment, dating violence, domestic violence, rape, sexual assault, sexual exploitation and stalking. Sex and gender-based misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sex and gender-based misconduct can be committed by any person regardless of sex, gender or sexual orientation of the victim or perpetrator.

Sexual assault is non-consensual sexual contact defined as physical contact of a sexual nature against the victim’s will or without the victim’s consent. It includes any intentional sexual touching, however slight, by direct physical contact or by use of any object, by a person upon another person, without consent and/or by force. Rape is a severe form of sexual assault.

Sexual contact means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause self-touching by another person of intimate body parts.

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors. Examples include but are not limited to: invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances; and sex-based stalking or bullying.

Sexual harassment refers to unwelcomed sex or gender-based advances, requests for favors or other verbal, written, online and/or physical conduct. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education or colleague’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct is sufficiently severe or persistently pervasive and objectively offensive thereby having the purpose or effect of unreasonably
interfering with a person’s ability to participate in or benefit from DVU’s educational, employment, social or other related programs.

**Stalking** is a course of behavior directed at a specific person that would cause a reasonable person to feel fear for personal safety, or repetitive, menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

**Student complaint procedure** is the vehicle by which students can bring to DVU’s attention any complaint relating to their experience with DVU or a member of the DVU community. It is the mechanism for investigating and attempting to resolve complaints raised by students. The student complaint procedure can be found in the student handbook ([devry.edu/current-students/current-students-student-handbooks.html](http://devry.edu/current-students/current-students-student-handbooks.html)).

**Speak Up** refers to SpeakUpDeVryGroup, a reporting system managed by a third party vendor (EthicsPoint), which encourages members of the DVU community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously or reporters can provide their name and contact information. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the SpeakUp program by contacting the third party contractor EthicsPoint by phone at (866) 421-0617 or online at speakupdevrygroup.ethicspoint.com.

**Title IX** is a federal law that prohibits sex and gender discrimination in U.S. education. Under Title IX, sex and gender-based misconduct are forms of discrimination that require investigation and appropriate remediation when students, colleagues, or other members of the educational institution’s community are impacted. Title IX is enforced by the U.S. Department of Education.

**VAWA** refers to the Violence Against Women Act, 34 CFR Part 668. VAWA supports community resources for victims of rape, sexual assault, stalking, dating violence and domestic violence and articulates expectations regarding the management of related concerns when a report is made to representatives of U.S. colleges and universities.

### IV. POLICY STATEMENT

**Prevention and Awareness**

Acts that are deemed to fall within the scope of this policy are violations of the Codes of Conduct as well as of the expectations of members of the DVU community. These acts may also be crimes. In an effort to increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, DVU is committed to providing primary and ongoing awareness and prevention programming.

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this policy. Themes will include situational awareness and prevention strategies such as **bystander intervention** and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, **risk reduction** also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable.

**Awareness programs** are events that occur online or in person that request active engagement of community members. It is the expectation and responsibility of each member of the DVU community to participate in programming that will assist with ongoing prevention efforts, as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.

**Primary prevention and awareness programming** will include a comprehensive online education platform intended for viewing by all colleagues and students, as well as student-facing vendors if necessary and appropriate. The program will be completed by:

- New students and transfer students: within three weeks of formal enrollment
- Returning and continuing students who did not take the training as a new or transfer student: no later than the first day of classes for the semester when they are scheduled to return or continue
• Colleagues: by the date stated in email notification and/or within 30 days of hire.
• Specific vendors: by the date stated in email notification

Access to the primary prevention program and its contents will be ongoing throughout the participant’s relationship with DVU. Members of the DVU community are encouraged to visit this resource regularly for personal, professional and academic purposes.

Ongoing prevention and awareness campaigns are public service announcements and campaigns, as well as messages and activities integrated into the day-to-day fabric of the academic community. These initiatives are intended to reinforce increased awareness regarding sex and/or gender-based misconduct and prevention strategies throughout the year. DVU will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity, or effort to the Title IX Coordinator for recordkeeping and quality-assurance purposes. Toolkits including ideas and resources that support ongoing efforts and are related to the primary prevention and awareness programming will be made available to any campus upon request.

Additional training will be delivered to colleagues responsible for responding to reports of sex and/or gender-based misconduct including, but not limited to, complaint administrators, conduct administrators, conduct panelists and appeal reviewers. These colleagues should complete the primary prevention and awareness programming described above, as well as remote or live training and/or consultation with the Title IX Coordinator before and during management of an allegation within the scope of this policy.

**Reporting**
Victims may file a formal complaint with a designated local campus administrator or through the Title IX Coordinator.

Mr. Mark Ewald  
Title IX Coordinator  
Director, Ethics and Compliance Services  
DeVry Education Group  
3005 Highland Pkwy  
Downers Grove, IL 60515  
(630) 353-1437  
mewald@devrygroup.com

Ms. Mikhail Kushner  
Associate Title IX Coordinator  
DeVry Education Group  
3005 Highland Pkwy  
Downers Grove, IL 60515  
(630) 515-5440  
mkushner@devrygroup.com

Reports can also be made anonymously through the SpeakUp program at (866) 421-0617.

If a victim wishes to access local community agencies and/or law enforcement for support, DVU will assist the victim in making these contacts.

Anyone can make a report regarding any information pertaining to violations of this policy. All DVU colleagues (faculty, staff, administrators, and student workers) are required to immediately provide any information received about any actual or suspected sex and/or gender-based misconduct impacting the DVU community to appropriate officials with some very narrow exceptions discussed elsewhere in this policy (see Confidentiality). Regardless of how notice is received, reports may prompt a need for DVU to investigate.

Any individual wishing to discuss a situation within the scope of this policy without triggering an immediate investigation should seek referral to mental health counseling services. Students may seek support through ASPIRE at (888) 470-1531 or via info@myASPIREonline.com, and colleagues may seek support 24 hours a day, seven days a week through GuidanceResources at (877) 623-3879. General hotline and other resource information can be found at the end of this policy, and focused support services can be obtained through consultation with student services/student affairs, the CRC, local human resources, or the Title IX Coordinator.

Individuals experiencing misconduct in violation of this policy are also always are free to notify the U.S. Department of Education:
Support and Resources
The DVU official who receives notification of alleged sexual and/or gender-based misconduct will offer appropriate support or refer the victim directly to immediate assistance. Assistance may initially require supported access to local medical, mental health, legal or law enforcement resources and could include academic accommodations, changes in housing for the victim or a respondent student, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance, or targeted interventions). No victim is required to take advantage of these services and resources, but DVU provides them in the hope of offering help and supporting minimal disruption to access to academic programming or the workplace. If circumstances related to an incident change over time, these and other supportive accommodation options may be revisited. DVU may also provide referrals to counseling services, at the victim’s option, including but not limited to the confidential colleague and student support services outlined above (see Reporting). Local resource lists can also be found through Student Central and/or Student Services. A brief list of national and international referral sites can be found at the end of this policy.

Disciplinary Review and Action
Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary action is not intended to determine criminal responsibility. Rather it is intended to identify and respond to violations of DVU policy and community standards.

When the victim chooses, or DVU believes it is necessary, a prompt, fair and impartial investigation will be initiated. If allegations appear to be substantiated based on the totality of the circumstances, a respondent student may be subject to the Code of Conduct process, which will determine any violation of this policy based upon a preponderance of evidence (what is more likely than not). The student complaint procedure, which details the investigation and resolution processes, and the Code of Conduct applicable to students, which details the student disciplinary hearing process, can be found in the student handbook or online at devry.edu/current-students/current-students-student-handbooks.html.

If allegations of colleague misconduct are substantiated to the preponderance of evidence standard through the investigation, colleague discipline may be imposed. The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be found on the Commons (www.thedevrycommons.com > My Self-Serve > Resources).

The Title IX Coordinator will monitor the investigation and resolution of reports of sex and/or gender-based misconduct and facilitate compliance with this policy. Furthermore, the Title IX Coordinator will work with campus administration to identify and initiate strategies intended to remedy the effects on the victim and the DVU community to the extent practicable and reasonable to prevent the recurrence of similar misconduct.

Privacy of the records specific to sex and/or gender-based misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim’s identification. In appropriate instances, pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of misconduct will be disclosed to the alleged victim and/or complainant. Confidentiality will be maintained whenever possible, however DVU reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.
It is DVU's policy to hold perpetrators of sex and/or gender-based misconduct accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. Internal mediation between the alleged victim and respondent will not be used to resolve an allegation of sexual misconduct.

In any complaint of sex or gender-based misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for a support person or advisor of their choice throughout the process, consistent with any guidelines set forth applicable to students or colleagues. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party, and should occur in the same form and format and as near to simultaneously as possible.

**Sanctions for student misconduct**

Appropriate disciplinary sanctions for substantiated violations of this policy by students, up to and including expulsion, will be imposed in accordance with the Code of Conduct applicable to students found in the Student Handbook (devry.edu/current-students/current-students-student-handbooks.html). The full list of available sanctions is provided in the Code of Conduct applicable to students. This policy statement is not intended to replace or substitute for the Code of Conduct applicable to students. This policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. Alleged violations of this policy will be referred to the applicable complaint administrator and/or conduct administrator for appropriate review. All parties in a student conduct proceeding will be informed at the same time and in the same manner of any final determinations, as well as DVU's appeal process, and their rights to request an appeal. Should any change in outcome occur prior to finalization (e.g., a re-hearing ordered upon appeal), all parties will be informed at the same time and in the same manner, and will be notified when the results of the conduct process are finalized. In addition, violations of this policy may trigger application of sanctions to a student imposed under local, state, or federal law.

**Sanctions for colleague misconduct**

Alleged violations of this policy by colleagues will be referred to the CRC for appropriate review. Disciplinary sanctions for a colleague's violation of this policy may include written reprimand, warning, probation, suspension, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan, or termination of employment or contract, and will be imposed in accordance with applicable DVU policies and procedures. DVU reserves the right to impose further and/or different sanctions appropriate to an individual situation. In addition, violations of this policy may trigger application of sanctions to a colleague imposed under local, state, or federal law.

**Reporting by colleagues to external authorities**

Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and also the Title IX Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the DVG Speak Up hotline at www.speakupdevrygroup.ethicspoint.com. Colleagues should contact the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

Disciplinary procedures are independent of any and all procedures and proceedings under local, state, or federal criminal or civil law. In all cases, DVU reserves the right to refer cases for parallel criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, vendor, agents, or other third parties affiliated with DVU may also result in the termination of pre-existing or future relationships.

**Victim Rights**

DVU will take interim steps to protect victims of sex and gender-based misconduct and maintain a positive learning and working environment by minimizing or eliminating contact between a complainant and a respondent.
and providing reasonable academic, employment, and administrative accommodations in accordance with the Clery Act and Title IX. Students who are victims of sex and/or gender-based misconduct may request a change in their academic arrangements by contacting student services, the Title IX Coordinator or local leadership. Colleagues who are victims of sex and/or gender-based misconduct may request a change in their employment arrangements by contacting their one-up manager, the CRC, the Title IX Coordinator or local leadership.

Victim’s rights include:

1. Upon notifying DVU of alleged incidents of sex or gender-based misconduct, victims will be informed of available options including the necessary steps and potential consequences of each option.
2. Where applicable, victims will be informed of the institution’s role regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court.
3. Victims have the right to be free from undue coercion from DVU to pursue or not pursue any course of action.
4. Victims have the right to be advised of their option to notify appropriate law enforcement authorities, and be informed about how to receive assistance from DVU in notifying these authorities, if requested.
5. Victims who have not yet reported to a colleague required to notify the Title IX Coordinator may request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit DVU to investigate and respond.
6. Victims have the right to be fully informed of any applicable disciplinary conduct process and procedures.
7. Victims have the same right as the accused to attend and have a support person of their choice and/or witnesses present at student conduct hearings.
8. Victims have the right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct. In the case of student conduct proceedings, victims have the right to appeal the outcome.
9. Victims have the right to request a change in academic, on-campus employment or on-campus living arrangements after the alleged sex or gender-based misconduct and to be informed of the reasonably available options for those changes.
10. Victims will be informed about campus and/or community resources for counseling, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.

For all colleagues

In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options and a copy of this policy. For more specific instructions on how to properly comply with this policy, please consult the Title IX Coordinator.

Amnesty for Victims and Witnesses

DVU encourages the reporting of sex and gender-based misconduct by victims and witnesses who are sometimes hesitant to report to DVU officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that victims and witnesses come forward to share what they know regarding violations of this policy. To encourage reporting, victims and witnesses may be provided with educational options, rather than punitive sanctions, for minor policy violations.

Similarly, DVU encourages direct assistance to those in need as a result of sex or Self-Serve misconduct. In instances where minor policy violations are revealed as a result of a person providing assistance to a victim, policy violations should not be overlooked, however the DVU may provide educational options, rather than punitive sanctions, to those who offer their assistance.

Retaliation

DVU prohibits retaliation against anyone who reports an incident of sex and gender-based misconduct or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Any allegation of retaliation related to the investigation or resolution of a sex or gender-based misconduct
allegation will be treated as an independent Title IX complaint requiring consideration of appropriate reparative interim action, as well as investigation and resolution as described in this policy.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with DVU’s complaint procedures. If DVU’s procedures would result in students or colleagues being required to submit a complaint to the person whom they believe is retaliating, students or colleagues may submit the retaliation complaint directly to the Title IX Coordinator, or to the campus or location leader or one-up manager, who should also inform the Title IX Coordinator.

Submission of a good-faith complaint or report of sexual or gender-based misconduct will not adversely affect the complainant’s future academic or work environment. DVU will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged sexual or gender-based misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

Confidentiality
DVU wishes to create an environment in which individuals feel free to discuss concerns and make complaints. DVU understands that complainants, witnesses and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, DVU may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of sex and/or gender-based misconduct will be maintained to the extent permissible by law and consistent with DVU’s obligations in investigating complaints. Once an individual discloses identifying information to DVU through the processes described above and in the applicable complaint procedures, that person will be considered to have filed a complaint with DVU. 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.

If students or colleagues wish to speak with someone who can assure confidentiality, they are encouraged to access counseling services available by referral through DVU’s third party provider, ASPIRE, at 888 470 1531 or myaspireonline.com (for students) or GuidanceResources at 877 623 3879 (for colleagues).

Students in New Jersey should note that mental health counseling is available on campus. The staff counselor can be considered a confidential resource if a counseling relationship has been established prior to or at the time of disclosure. General reporting will be required only for purposes of crime statistic disclosure.

V. RESOURCES & TOOLS

Risk Reduction Tips
Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended to blame the victim. The following are precautions we all can take that may limit our exposure to situations that may result in non-consensual sexual acts.

- Communicate limits/boundaries and respect the limits/boundaries of others.
- Clearly and firmly say No to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/ drug use. Acknowledge that alcohol/ drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
- Do not take advantage of someone’s intoxication or altered state even if alcohol or drugs were consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.
- Take care of friends and ask that they take care of you.
• As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.
• Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go, or about physical and/or mental ability to consent.
• Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
• Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
• Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power.

Bystander Intervention Strategies
Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and colleagues who are already experiencing victimization to seek assistance sooner than they may have without encouragement, support, or acknowledgement. Community members are encouraged to recognize warning signs and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual misconduct or offer paths to eliminate ongoing victimization.

When a member of the DVU community observes threatening, coercive, forceful, aggressive or harassing behavior, it is important to assess the situation to determine the best possible course of action for all concerned. Some forms of intervention are direct, while others will be less apparent to the perpetrator or others within range of the interaction. Examples include but are not limited to:

• Making up an excuse to get someone out of a dangerous situation.
• Stepping in to change the course of an interaction.
• Warning potential or perceived perpetrators that their actions may lead to severe consequences.
• Refusing to leave the company of a potential victim despite efforts by an aggressor or pursuer to get the potential victim alone.
• Remaining on the scene of observed misconduct and offering to make a statement or act as a witness subsequent to intervention by security, administration or the police.
• Taking steps to reduce alcohol or drug consumption within a potentially dangerous social situation.
• Calling and cooperating with security, administration, the police or others to assist with intervention and accountability.
• Expressing concern or offering resources when you notice someone with unexplained or frequent injuries.
• Refusing to consider sex and/or gender-based misconduct a personal or private matter between the victim and the perpetrator.

Procedures to Follow After a Sexual Misconduct Incident
Victims of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking, and rape (including acquaintance rape) that impacts the DVU community have the option and are encouraged to contact local law enforcement authorities.

Whenever possible, victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault, or stalking occurred, or to obtain a protection order. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this policy to deter future assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:
1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. If requested, DVU will assist with notification.
3. Report the misconduct to the student central manager, academic advising team lead (for online), conduct administrator, complaint administrator, one-up manager, campus incident commander, local DVU leadership, Title IX Coordinator, or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unwashed clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.
5. Even after the immediate crisis has passed, consider seeking professional counseling and the support of local and specialized support agencies such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from psychological effects and provide a safe environment for recovery.
6. Contact the student central manager, academic advising team lead (for online), conduct administrator, complaint administrator, one-up manager, Title IX coordinator, or the CRC if you need assistance with DVU related concerns, such as implementing no-contact orders or other protective measures. DVU may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.

Victims are not required to report an incident to law enforcement authorities, but campus authorities will assist victims who wish to do so. Anyone with knowledge about a sexual assault or other sex or gender-based misconduct is encouraged to report it immediately to the Title IX Coordinator in order to permit a coordinated report to the applicable law enforcement authorities when appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

Please refer to the Related Information section of this document for a link to local resources for advice and assistance to victims.

VI. RELATED INFORMATION

Resources for Victims
Local Resources can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Information page of DVU's web site. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually. To access this information, go to: devry.edu/studentconsumerinfo.html#disclose.

Additionally, the following resources exist to provide information and links to local assistance:

National Sexual Assault Hotline
(800) 656-HOPE (4673)
rainn.org

National Domestic Violence Hotline
(800) 799-7233
(800) 787-3224 (TTY)
thehotline.org

National Network to End Domestic Violence
nnedv.org
womenslaw.org/ (Legal information and resources)

National Stalking Resource Center
victimsofcrime.org/our-programs/stalking-resource-center
National Teen Dating Abuse Helpline
(866) 331-9474
(866) 331-8453 (TTY)
loveisrespect.org

National Suicide Prevention Hotline
(800) 273-TALK (8255)
suicidepreventionlifeline.org

The White House Task Force to Protect Students from Sexual Assault
NotAlone.Gov

Americans Overseas Domestic Violence Crisis Center
(866) USWOMEN (International Toll-Free)
crisis@866uswomen.org

U.S. Embassy
USEmbassy.gov

School and College Organization for Prevention Educators
Consent Statutes Listed by State
wearescope.org/resources/consent-statutes/#list

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 shall determine a person’s status in a particular situation.
6. The term DeVry premises includes all land, buildings, facilities, student housing and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).
7. The term 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. The conduct administrator for this location is Jillian Owens (jowens@devry.edu).
9. The term policy is defined as the policies, rules and procedures of the University including, but not limited to, those found in the student handbook, housing 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.

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.

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 off-campus activities, events, and housing) 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 committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty including, but not limited to, the following:
   a) Furnishing false information to any University official, faculty member or office.
   b) Forgery, alteration or misuse of any University document, record or instrument of identification.
   c) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.

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. Violation of conduct guidelines, including those in student leases and housing handbooks, applicable to University-controlled housing.

8. Gambling on DeVry premises, at University functions or through the use of University equipment.

9. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.

11. Violation of published University policies, procedures, rules or regulations.

12. Violation of any applicable federal, state or local law.

13. 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.

14. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication.

15. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

16. 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.

17. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.

18. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.

19. Theft or other abuse of computer time, including but not limited to:
   a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
   b) Unauthorized transfer of a file.
   c) Unauthorized use of another individual's identification and password.
   d) Use of computing facilities to interfere with work of another student, faculty member or University official.
   e) Use of computing facilities to send obscene or abusive messages.
   f) Use of computing facilities to interfere with normal operation of the University computing system.
   g) Introduction, reproduction and/or promulgation of any computer virus.

20. Abuse of the 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 or 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 or 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 and directed to the conduct administrator at the appropriate University location. The conduct administrator for this location is Jillian Owens (jowens@devry.edu). 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.
   c) In advance of the hearing, both the complainant and respondent will 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 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, subject to the right of cross-examination by the conduct panel.
   f) 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.
   g) All procedural questions are subject to the final decision of the conduct administrator/chairperson.
   h) 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.
   i) 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, such as a tape recording, of all hearings 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 in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously 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) **Housing Suspension**—Separation of the respondent from his/her University-controlled housing for a defined period of time. Conditions for returning to housing may be specified.

e) **Housing Expulsion**—Permanent separation of the respondent from University-controlled housing.

f) **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.

g) **DeVry Expulsion**—Permanent separation of the respondent from all University locations and DeVry Education Group institutions and locations.

h) **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.

i) **Ineligibility for Services**—Permanent ineligibility to receive specified or all DeVry services, and services from other DeVry Education Group institutions.

j) **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 a DeVry and/or housing 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. 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. 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 finalized.

**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 the 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.

**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 my.devry.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.

Visitors and Children at a Campus or Center
Students are encouraged to bring prospective students to onsite classes as guests; however, they must check with the chief student services administrator or 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.

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 local student central manager or academic affairs specialist. Online students should contact their academic advising team lead.

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:

A. When to File a Complaint
   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.
B. What to File

A formal complaint should be in writing and 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 student central manager or academic affairs specialist or academic advising team lead (for online students). 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 student central manager, academic affairs specialist, or academic advising team lead (for online students).

C. Where to File Complaint

The complaint should be filed with the complaint administrator at the location the student is attending. The complaint administrator for this location is Jillian Owens (jowens@devry.edu). Online students should file with their academic advising team lead. If the person holding one of these positions is the subject of the student's complaint, the student can submit the complaint to the location leader, who will determine the appropriate person to investigate. The written complaint can be submitted electronically, in person, or by mail.

D. Notice of Receipt

Upon receipt of the formal complaint, the student central manager or academic affairs specialist or academic advising team lead (for online students) should provide the complainant with a written notice acknowledging its receipt (via email and/or mail) and should review the complaint.

E. Investigation

The student central manager or academic affairs specialist or academic advising team lead (for online students) 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 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.
F. Findings and Notification

Upon completion of the investigation, the student central manager or academic affairs specialist (for Online, the academic advising team lead) 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.

G. Appeal

Within 10 calendar days of the issuance of the final report, the complainant may appeal to the location leader or his/her designee. Appeals must be submitted in writing and must state a basis for the appeal. Bases on which a student may appeal are:

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

A copy of the campus leader's 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.

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, or by phone at (877) 496-9050, option 3. 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 earlier in this handbook should be followed.

Federal 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 Compliance

DeVry University’s Title IX coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the student handbook.

Mr. Mark Ewald
Title IX Coordinator
Director, Ethics and Compliance Services
DeVry Education Group
3005 Highland Pkwy
Downers Grove, IL 60515
(630) 353-1437
mewald@devrygroup.com

Ms. Mikhel Kushner
Associate Title IX Coordinator
DeVry Education Group
3005 Highland Pkwy
Downers Grove, IL 60515
(630) 515-5440
mkushner@devrygroup.com

Academic Freedom

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

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.

Change of Personal Information

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

ALCOHOL
DeVry forbids unauthorized possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University premises, at University-sponsored activities, or in University-controlled housing. 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.

Student Finance
Student support advisors and student finance consultants are available to assist with questions regarding tuition charges, fees, payments, credit balances and student account inquiries. Onsite students can reach their student support advisor or student finance consultant by contacting their local Student Central office. Online students can reach their student support advisor at (877) 496-9050.

Students who have received any federal student loans (Perkins/Stafford) are required to complete an exit interview prior to leaving the University. Students can inquire about exit counseling through their student support advisor or student finance consultant.

STUDENT ACCOUNT INFORMATION

Student Central Hours of Operation

Student Finance Hours of Operation
Monday–Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 5:00 pm

• 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 or student finance consultant.
• 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 or student finance consultant immediately.
• 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 or student finance consultant.
• Withdrawal from the University:
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 may use either the last date of academic attendance or the midpoint of the enrollment period 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. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants, private or other institutional aid
9. Student

Graduate Students

Information pertaining to student finance matters is available in the academic catalogs, available via devry.edu/catalogs. Additional information may be available from University staff members.

FINANCIAL AID INFORMATION

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

More information regarding federal financial aid, including types of financial aid programs, and applying for and eligibility for aid, is available in the academic catalogs at 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 through the My Financial Aid link on the student portal. This link lists the program and amount of aid students can expect to receive according to their current enrollment status and earned credits. Through this web site, students are also advised of any further documentation or paperwork that may be needed to finalize their awards. Changes in enrollment (number of hours and/or terms of enrollment) directly affect aid eligibility. Students who wish to discuss the financial impact of changes in their enrollment should see their student support advisor or student finance consultant.
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. The veterans benefit coordinator helps students apply for these benefits. To identify the veterans benefit coordinator students should contact the Student Central office. Veterans' educational allowances are paid monthly and directly to eligible students with the exception of Chapter 33 tuition benefits. For Chapter 33 benefits, funding for tuition and fees is sent directly to the University from the U.S. Department of Veterans Affairs. If eligible for Chapter 33 housing and book stipends, the U.S. Department of Veterans Affairs will send those funds to the student.

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. Educational programs that are not approved by the state approving agency cannot be certified to the U.S. Department of Veterans Affairs. 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). DeVry notifies the Department of Veterans Affairs (VA) of students receiving benefits whose status is financial aid warning (academic warning), which is considered the first probationary period by the VA. 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 benefits terminated 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 veterans benefits during that financial aid probation (academic probation) semester.

After the second probationary period, veteran students must meet the minimum CGPA required for graduation or their veterans' benefits will be terminated. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress has been made. Veterans benefits may later resume if the student meets the minimum CGPA required for graduation at the end of the third probationary 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.

ADDITIONAL INFORMATION ON FINANCIAL ASSISTANCE

For specific financial assistance information, students should refer to the catalog at devry.edu/catalogs. Additional information may also be available via the Student Finance site at finance.devry.edu.

International Students

MAINTAINING STATUS

F-1 international students are required by the 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 status while completing their studies at DeVry University.
FORM I-20
Students should always be aware of the I-20 program completion date found on page 1, item 5. Students should not let their I-20 expire. International students must apply, through their International student advisor, for an extension of the time needed to complete their program prior to the completion date listed on their I-20. Any changes to the I-20 such as name, program of study, education level, etc., must be reported to their International student advisor immediately.

PASSPORT
International students must maintain a valid passport for themselves and their dependents. Passport must be valid at least six months into the future. To renew a passport, students should contact their home country's embassy 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 International student advisor prior to a change in enrollment. A full course of study is defined as follows.

Undergraduate Students
Undergraduate F-1 visa students must maintain at least 12 credit hours per semester and must enroll in no more than three credit hours in an online course and no less than nine credit hours in onsite courses each semester. Additionally, undergraduate F-1 visa students must also enroll in at least one onsite course each eight-week session.

Graduate Students
Graduate F-1 visa students must maintain at least six credit hours per semester and must also enroll in at least one onsite course each eight-week session.

EMPLOYMENT
Working on-campus for 20 hours a week while in school is permitted with permission from students’ International student advisor. Working off-campus is not permitted unless students have been authorized for curricular practical training, optional practical training or employment based on economic hardship.

TRAVEL AND VACATION
F-1 visa students must have approval from their International student advisors prior to vacation, leave or early withdrawal from courses and should inform their International student advisors of all travel plans. Students should note that unapproved breaks in study can affect international students’ F-1 visa status. Students must obtain a travel signature from their International student advisor on the I-20 prior to departure from the United States. In addition, passports, visas, and I-20s must also be valid.

SPECIAL ADMISSION – FREMONT J-1 VISA PROGRAM
The J-1 Exchange Visitor Program provides exchange visitors with the opportunity to participate in educational and cultural programs in the United States and encourages Americans to participate in educational and cultural programs in other countries. 22 CFR § 62.1(b).

DeVry University has been approved by the U.S. State Department to serve as visa sponsor for students from DeVry Brasil—an affiliated university-level educational institution in Brazil—who want to attend DeVry University as J-1 exchange visitors. Through a partnership facilitated by the universities, Brazilian students study at DeVry University's Fremont, California, campus for one semester.

Applicants admitted to this program are admitted as non-matriculating students and must meet all other DeVry University admission requirements. Certain financial and academic documentation may also be required for admittance. Program participants enter the United States with a J-1 Visa and are identified as exchange visitors.
Student Software

Student Software Options
In order to support student home use of the software taught in the undergraduate and graduate curricula, DeVry University provides the following options 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 is acceptable use, and to adhere to those terms. Students are also expected to review and adhere to the terms of service for devry.edu and devryu.net.

iLabs
iLabs provide anytime access to most of the software packages used in the curriculum. Students will need to install a small client application to use iLabs. To log in, students should go to lab.devry.edu using their DSI number as their user name. The default password is the student’s date of birth in the Mmm-YYYY format, (e.g. Mar-1980).

Eligibility requirements and instructions for obtaining the student software bundle are found in eCollege (www.devryu.net).

Additional information on accessing and using DeVry University’s iLabs is available in the course materials available through devryu.net.

Students needing additional assistance or help logging in should contact the Home Office Help Desk at (877) 496-9050 (option 2).

DreamSpark
(Previously known as Microsoft Developer Network Academic Alliance–MSDNAA)
Students may be eligible for software through DeVry University’s membership in the DreamSpark/MSDNAA. Student software is available only when classes are in session.

To access the DreamSpark/MSDNAA options, students should use the Software Store link in their course in devryu.net. A substantial number of Microsoft products are available for download. The process is as follows: students should download the software, burn it to a disk, and install the software using the provided license key. Students are permitted to download up to two copies of each application available, so care should be taken to reserve second downloads in case of a system failure or the purchase of a new computer.

Student Software Store
Through DeVry’s licensing agreements, students may be eligible for significantly discounted versions of applications. Some of these items will be available for immediate download and installation on students’ personal computers.

Students can access the Student Software Store through their course shell in devryu.net. Click on the Software Store link while classes are in session to see what items are available to you. Student software is available only when classes are in session (beginning on Monday of the first week of a session and ending Saturday of the last week of a session). These programs are available only to students currently enrolled in classes.

Before purchasing software, students should read the license terms and conditions in the Software Store, as there are limitations on the number of copies and/or installations for which students are eligible, and there may be additional limitations on software usage. Students should also review the Technical Requirements for the software to ensure that it will run successfully on individual personal computers or laptops. While DeVry fully supports students’ access to software in the iLab environment, DeVry does not provide support for software installed on home computers or laptops.
STUDENT SOFTWARE STORE FAQS

Access and Offers

Q  What is my password to log in to the site?
To access the Software Store, log in to your online course(s) at devryu.net. In the Course Home tab, you will see an item called Software Store. Click on the graphical link that says Go to the Software Store. You will not need a special login for the Software Store, but you will not be able to access the store except for a link in your devryu.net courses. You will not be able to bookmark the Software Store in your browser favorites, but you may access it at any time from your devryu.net course when a class is in session. If you are currently not enrolled in an active course you are not eligible for access to the store.

Q  Why must students wait until Monday of Week 1 to access the software store?
Our license agreements allow us to make software available only to students currently enrolled in classes that are in session. Because our terms begin officially on the first Monday of each class session, we must wait until then to make software available. Students will have until the last Saturday of the session to access the offers in the Software Store.

Q  What types of downloads are available?
This varies by application: The majority of software is available in ISO, IMG or EXE file types. Most of the DreamSpark/MSDNAA software and other large software packages (such as Office) are available as ISO images. While the new Software Download Manager (SDM) will assist with installation of these products, all software should still be burned to a CD/DVD for backup purposes. Software for ISO/IMG files must be downloaded and burned to a disc in order for it to install properly if students no longer have access to the store.

An ISO image is an exact sector-by-sector image of a CD/DVD’s contents, provided as a file for copying to a blank CD/DVD. Copying an ISO image to a blank CD/DVD provides an exact image of the original CD/DVD. The following link provides information and resources to help you write your downloaded file to a CD/DVD: iso.snoekonline.com/iso.htm.

Alex Feinman’s freeware ISO Recorder Power Toy works well to burn an ISO to a CD: isorecorder.alexfeinman.com/isorecorder.htm.

If you receive an error message when you attempt to burn the file you downloaded to a CD/DVD, there may have been an error in the transmission. You should delete the file you downloaded and retry the download.

Q  Why are some products visible only to some students?
Applications available in the Software Store fall into several categories. Some software applications, such as Office (from the Microsoft tab) and Adobe products (from the Adobe tab), are available to all students enrolled in DeVry University courses. The Site License software tab includes products DeVry has made available to students under various other software agreements. This includes software such as McAfee and National Instruments offerings.

All students will see the Microsoft, Adobe, and Site License Software tabs in the Student area. They will also see the More Software tab, which has general educational software that is unrelated to specific coursework and made available by eAcademy.

Other applications are available only to students enrolled in specific courses. For example, Virtual Unknown Microbiology is used only in BIOS courses. Therefore, it is only available to students enrolled in those courses. These special offerings are shown in the Course Related Software tab.

Q  I downloaded Office for Windows but I just purchased a Mac. Can I get a copy of Office for Mac?
Yes. Current changes to our agreements have allowed students to obtain one license key/order for both the Windows and MAC OS versions of Office. In the past, users have been allowed to order only the Windows version or only the MAC version and not both. When Microsoft releases a new version, each student will be eligible for one copy of that new version for both operating systems.

Q  I am graduating. Do I need to do anything before I graduate in order to continue using my software?
After you graduate, your software will still be fully functional. However, you will no longer have access to the Student Software Store. You will not be able to obtain upgrades when a new version is released.
Before you graduate, you should ensure that you have downloaded and/or ordered all software you are interested in obtaining. Once your class has ended, access to the store is no longer available. Make sure you understand the terms and conditions for the software and any potential upgrade rights you may have by reviewing the terms and conditions provided in the Software Store. Write down your license key(s) and keep a backup copy of both your software (CDs/DVDs) and your license keys. Due to our licensing programs, we will not be able to provide access to the Software Store or these offerings when you are no longer taking classes.

Q Can I purchase software through my DeVry student account?
DeVry is not able to bill these fees through our billing process. Therefore, you must use a personal credit card or PayPal for any fees associated with the software. Students are not required to make any purchases through the Software Store in order to succeed in their coursework.

Support and Troubleshooting

Q How much help can I get from the technical support team (DeVry Home Office Help Desk)?
The Help pages within the Software Store may provide assistance for many of the issues experienced by users. Please refer to the Help pages prior to contacting support. For assistance with all software located under the Student, Course Related Software and Faculty/Staff tab, please contact eAcademy Support (877) 454-9871. The Home Office Help Desk (877) 784-1997 only provides limited technical support for course based software located under the DreamSpark/MSDNAA tab. The Home Office Help Desk will also assist with obtaining Product Keys and business related questions pertaining to access and eligibility. The DeVry and eAcademy Help Desks are unable to help students with installation, configuration, or use of these products. These types of questions are addressed in various courses within the curriculum in which you will learn to work with the various products available through the software program.

Q I am experiencing problems with my personal computer, and I cannot install the software from the Student Software Store. Is there any other option to access the software I need so I can work on my homework assignments?
While we are unable to help you with installation and configuration of software on your personal computer, most of the applications required for completing your coursework are fully supported in our platform-neutral Citrix iLab environment, availability of which ensures that you can complete your labs in a supported and stable environment. The support team would be happy to work with you on accessing and using this environment for your lab activities. The Home Office Help Desk can be reached at (877) 784-1997.

Q What can I do if I obtained an invalid product key from the product I downloaded from the Student Software Store?
Occasionally, invalid product keys are discovered. The most common issue related to an Invalid Product Key is a software conflict. Please make sure you have read the technical specifications and requirements for the software in question. You may also refer to the Help pages within the Software Store. If you are still unable to resolve the issue, contact the eAcademy support team using the Help pages from within the store or by calling (877) 454-9871. Please make sure to have your product key, DSI number and Order number readily available. eAcademy will determine if the problem can be validated and provide an explanation and any suggestions they may have to resolve the problem.

Q My computer was stolen or destroyed during a disaster. I purchased another computer. How can I get another copy and product key for MS Office?
Microsoft limits DeVry to providing one license key per Office version per student (based on the DSI number). The only exception to this very strict Microsoft policy is if you provide a copy of a police report or an insurance claim that lists the software that was destroyed. If you have this documentation, please call the Home Office Help Desk so we can work with you to obtain a replacement of the software. Please note that we cannot make any exceptions to this policy, as such exceptions are not within our legal rights under the Microsoft Campus Agreement student distribution program.

Q I lost my product key. Can it be provided to me?
Product keys acquired from the Student Software Store are available from the Your Account link in the store for a certain amount of time.
**Downloaded Software**

**Q** Where can I find the product key if I downloaded the software from the Internet?
If you downloaded the software, the product key is displayed in the order receipt.

**To view your order details and status:**
Log in to the Software Store from a link in one of your devryu.net courses.
At the top of the page, click the **Your Account** link.
In the Order History section, select the software that you ordered and click the **View Details** link. The product information, including product key, is displayed.
Access Guarantee should be reviewed for all purchases to fully understand how long your keys and downloads will be available. Please see the HELP pages within the Student Software Store for more information.

**Mail Order Products**

**Q** Where can I find the product key location if the media was shipped to me?
Key location on shipped media is as follows:

**Microsoft Products**
If you ordered a hardcopy disc of the software, the serial number is located on a yellow sticker on the back.

**Adobe Products**
A coupon code is shipped with your media kit with instructions on how to receive the product's serial number. If your software requires a serial number, check for this coupon within your media kit information.

**Alumni**

**Q** I am an alumnus. How do I access the Student Software Store?
The offers in our software store are governed by licensing agreements with various software vendors that limit DeVry's ability to distribute software. At this time, our agreements are limited to currently enrolled students. If DeVry does acquire the right to provide software discounts to alumni, those benefits will be managed through the alumni website at www.alumni.devry.edu.

**Q** I graduated from DeVry a year ago. I lost my MS Office product key. Can I get it one more time?
We may be able to help you reclaim your license key if you previously downloaded Office. Alumni contact the Home Office Help Desk to determine if we have a record of your purchase and can provide you with your lost software key. (Note that we cannot provide license keys to any student who purchased software by mail order or if they are no longer available within your account.)

**DreamSpark/MSDNAA Program**

**Q** I am a student who downloaded some products from the DreamSpark/MSDNAA tab. I wiped out my computer and I need the product key for the MSDNAA products I had in my computer. Why don't you have my product key information?
DreamSpark/MSDNAA software keys are one-time use keys. You may redownload this software and reuse it with a new one-time usage key. Students are eligible for two DreamSpark/MSDNAA downloads.

**Q** I need assistance with downloading and installing a DreamSpark/MSDNAA product onto my personal computer. How far can the Help Desk assist me in the software installation process?
The DreamSpark/MSDNAA program is intended to provide students with the opportunity to develop independent skills in using Microsoft products for their development projects. Part of this learning experience is working through any issues they may have with the installation and configuration of these products. Microsoft provides a wealth of online resources to help students troubleshoot installation and configuration problems. Our support is limited to helping students who experience difficulty with the download itself. Once the product is downloaded, the support team can only direct students to check for online resources to help with installation and configuration.

**Q** Why are some Microsoft products not available in the DreamSpark/MSDNAA tab?
Because of the close relationship between DreamSpark/MSDNAA and the curriculum, the products available to our students must be directly related to our curriculum. While some products may be made available for student experimentation, we focus our efforts on those products that are directly taught in various courses within our programs of study.
Q: Do I get help from the DeVry technical support team for issues with non Academic products like Microsoft Streets and Trips from the DreamSpark/MSDNAA tab?
DreamSpark/MSDNAA software is provided for students to deepen and enrich their understanding of these developer tools. Helpful material concerning Microsoft Streets and Trips can be found at the Microsoft Streets and Trips website at www.microsoft.com/streets/en-us/default.aspx.

Q: Do all DreamSpark/MSDNAA products have the mail order option?
This is strictly a Microsoft decision and can change over time. We always recommend that students review the options available in eAcademy to determine product availability and delivery formats.

Q: What products from DreamSpark/MSDNAA are required for academic assignments?
The only curriculum that requires students to independently download and install DreamSpark/MSDNAA products for their academic work is the Game and Simulation Program, which requires a local copy of Visual Studio that can interact with local graphics devices and drivers. Students may be advised to seek professional help from a computer support service at their own expense if they require help with their computer-specific issues.

Adobe Products

Q: I am a student who purchased Adobe products two years ago. I see that the student software store has a newer version of Creative Suite products. Can I upgrade my products to the new version?
Due to the deep discount Adobe has made available under the Student License Program, the licenses for Adobe products are not upgradable. If you wish to upgrade, you will need to purchase the more current version as a new product. Note that the commercially available upgrade price is generally higher than the cost of Creative Suite available to you under our Adobe Student License Program.

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 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.

4. Gaining unauthorized access to other computers or databases.

5. Users of the University's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other University or business environment. Users are forbidden from using the University's technology resources in any way that may be reasonably 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.

6. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.

7. Users must minimize the possibility of transmitting viruses or programs harmful to other users' data or equipment by using an appropriate virus checker.

8. Users may not install, store or download software programs including freeware and shareware or hardware on University computers. Any unauthorized software or hardware modifications will be removed.

9. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited circumstances. Students should seek permission to do so by contacting the local IT manager. Determination of appropriate use is at the sole discretion of University faculty or staff. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.

10. Off-campus web sites and email accounts created or accessed over the University 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. Other types of accounts may be requested by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user's ID and sign the form indicating the ID was confirmed. Access to network resources, such as software applications, storage space, and specialized configurations, shall be provided based on academic requirements as determined by the University.
All passwords expire every 90 days. DeVry reserves the right to withdraw access to facilities or the network from ANY user and all rights to ANY material stored in files and will remove ANY harmful, unlawful, abusive or objectionable material.

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

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

D. Food and beverages are not permitted in labs

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

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

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

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

Major violations will be referred to the Student Services Office for further action under the Code of Conduct as described above. (Other portions of the 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


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 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.

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 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.
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