MAIN CAMPUS - FORT WASHINGTON
1140 Virginia Drive
Ft. Washington, PA 19034
Main: 215-591-5700 or 866-808-8879
Fax: 215-591-5745

CENTER CITY PHILADELPHIA DVUC
1800 JFK Boulevard, Suite 1200
Philadelphia, PA 19103
Main: 215-568-2911 or 866-863-3879
Fax: 215-568-1255

CHESTERBROOK/VALLEY FORGE DVUC
701 Lee Road, Suite 103
Chesterbrook, PA 19087
Main: 610-889-9980 or 866-693-3879
Fax: 610-889-9918

PITTSBURGH DVUC
210 Sixth Avenue, Suite 200
Pittsburgh, PA 15222
Main: 412-642-9072 or 866-773-3879
Fax: 412-642-9201

CRANBERRY REGIONAL LEARNING ALLIANCE (RLA)
850 Cranberry Woods Drive, Suite 2239
Cranberry Township, PA 16066
Main: 724-741-1039
Fax: 724-741-1041
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The mission of DeVry University is to foster student learning through high-quality, career-oriented...
DeVry MISSION AND STATEMENT OF PURPOSE

undergraduate and graduate programs in technology, business and management. The university delivers its programs at campuses, centers and online to meet the needs of a diverse and geographically dispersed student population.

Building on the foundations established by DeVry Institutes and Keller Graduate School of Management, DeVry University seeks to consistently achieve the following purposes:

- To offer an applications-oriented undergraduate education with a balance of general education and specialized coursework to help students gain the knowledge, skills and credentials needed to meet the current and future challenges of a global economy.

- To offer practitioner-oriented graduate management education that focuses on the applied management concepts and skills required for success in a global economy.

- To provide a curriculum developed, tested and continually improved through regular outcomes assessment and consultation by our faculty and administrators 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 activities.

- To provide an interactive and collaborative educational environment that strengthens learning and contributes to lifelong educational growth.

- To provide student services that contributes to academic success, personal development and career potential.

- To offer career development services appropriate to the needs of students, graduates and employers.
NOTE: DeVry offers many courses in a session format, with two eight-week sessions offered each semester. Traditional course offerings are delivered in a 15-week format and are referenced below as semester-length.

<table>
<thead>
<tr>
<th>2005 Fall Semester</th>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>October 24</td>
<td>Session A courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>October 31</td>
<td>Semester-length courses begin</td>
</tr>
<tr>
<td>Thursday–Friday</td>
<td>November 24-25</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>Sunday</td>
<td>December 18</td>
<td>Session A ends</td>
</tr>
<tr>
<td>Monday–Sunday</td>
<td>December 19 – January 1</td>
<td>Winter break</td>
</tr>
<tr>
<td>Monday</td>
<td>January 2</td>
<td>Session B courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January 16</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>Sunday</td>
<td>February 26</td>
<td>Session B and semester-length courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006 Spring Semester</th>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>March 6</td>
<td>Session A courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>March 13</td>
<td>Semester-length courses begin</td>
</tr>
<tr>
<td>Friday</td>
<td>April 14</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 30</td>
<td>Session A courses end</td>
</tr>
<tr>
<td>Monday</td>
<td>May 1</td>
<td>Classes resume and Session B courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>May 29</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Sunday</td>
<td>June 25</td>
<td>Session B and semester-length courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006 Summer Semester</th>
<th>Date Range</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Monday</td>
<td>July 10</td>
<td>Session A courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>July 17</td>
<td>Semester-length courses begin</td>
</tr>
<tr>
<td>Sunday</td>
<td>September 3</td>
<td>Session A courses end</td>
</tr>
<tr>
<td>Monday</td>
<td>September 4</td>
<td>Labor Day and Session B courses begin</td>
</tr>
<tr>
<td>Sunday</td>
<td>October 29</td>
<td>Session B and semester-length courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006 Fall Semester</th>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>October 30</td>
<td>Session A courses begin</td>
</tr>
<tr>
<td>Monday</td>
<td>November 6</td>
<td>Semester-length courses begin</td>
</tr>
<tr>
<td>Thursday–Friday</td>
<td>November 23-24</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>Sunday</td>
<td>December 24</td>
<td>Session A ends</td>
</tr>
<tr>
<td>Monday–Sunday</td>
<td>December 25 – January 7</td>
<td>Winter break</td>
</tr>
<tr>
<td>Monday</td>
<td>January 8</td>
<td>Session B begins and courses resume</td>
</tr>
<tr>
<td>Monday</td>
<td>January 15</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>Sunday</td>
<td>March 4</td>
<td>Session B and semester-length courses end</td>
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## DEPARTMENT TELEPHONE AND ROOM DIRECTORY

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Academics</td>
<td>(215) 591-5800</td>
<td>147</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>(215) 591-5720</td>
<td>129</td>
</tr>
<tr>
<td>Admissions</td>
<td>(215) 591-5700</td>
<td>101</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(215) 591-5775</td>
<td>106</td>
</tr>
<tr>
<td>Career Services</td>
<td>(215) 591-5740</td>
<td>144</td>
</tr>
<tr>
<td>Commons</td>
<td>- - -</td>
<td>112</td>
</tr>
<tr>
<td>Co-Op Office</td>
<td>(215) 591-5739</td>
<td>144</td>
</tr>
<tr>
<td>Faculty Offices</td>
<td>- - -</td>
<td>147</td>
</tr>
<tr>
<td>Human Resources</td>
<td>(215)591-5726</td>
<td></td>
</tr>
<tr>
<td>IT Office/Help Desk</td>
<td>(215) 591-5770</td>
<td>107</td>
</tr>
<tr>
<td>Keller Graduate School</td>
<td>(215) 591-5900</td>
<td>152</td>
</tr>
<tr>
<td>Library</td>
<td>(215) 591-5786</td>
<td>103</td>
</tr>
<tr>
<td>New Student Coordinator</td>
<td>(215) 591-5705</td>
<td>148</td>
</tr>
<tr>
<td>Office of the President</td>
<td>(215) 591-5758</td>
<td>157</td>
</tr>
<tr>
<td>Registrar</td>
<td>(215) 591-5721</td>
<td>142</td>
</tr>
<tr>
<td>Security</td>
<td>(215) 591-5768</td>
<td>117</td>
</tr>
<tr>
<td>Student Finance</td>
<td>(215) 591-5724</td>
<td>138</td>
</tr>
<tr>
<td>Student Activities Organization</td>
<td>(215) 591-5860</td>
<td>118</td>
</tr>
<tr>
<td>Student Lounge</td>
<td>(215) 591-5860</td>
<td>114</td>
</tr>
<tr>
<td>Student Services</td>
<td>(215) 591-5794</td>
<td>138</td>
</tr>
</tbody>
</table>

### IF YOU WANT... VISIT...

- **Academic Advisement**
  - Academic Deans, Department Chairs, Faculty, Academic Support Ctr.

- **Attendance Information**
  - Faculty, Academic Deans

- **Billing Information**
  - Student Accounts

- **Career Advising**
  - Student Services, Career Services, Faculty

- **Car Pools**
  - Student Services

- **Course or Program Changes**
  - Academic Deans, Registrar

- **Financial Aid Assistance**
  - Student Finance Advisor

- **Housing**
  - Director of Student Housing

- **International Student Information**
  - Student Services

- **Keller Graduate School of Management**
  - Graduate School Office

- **Part-Time Employment**
  - Student Services

- **Parking Information**
  - Student Services

- **Student Activities/Clubs**
  - Student Services

- **Transcript**
  - Registrar

- **Transfer Information**
  - To a DeVry University - Registrar
  - To a non-DeVry University - Deans

- **Tutorial Services**
  - Instructor, Academic Support Services

- **Veterans Information**
  - Student Services

- **Withdrawal from a Course**
  - Academic Deans

- **Withdrawal from School**
  - Student Services
GRADES AND DESIGNATORS

Grades are issued within four weeks after the end of each semester. Designators indicate academic action, not grades, and are not included when computing academic averages. Grades and designators are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Equivalent</th>
<th>Grade Index Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60**</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designator</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory (noncredit courses only)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (noncredit courses only)</td>
</tr>
<tr>
<td>V</td>
<td>Course Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (prior to official withdrawal deadline)</td>
</tr>
</tbody>
</table>

*not assigned in developmental courses  **below 70 percent for developmental courses

GRADE OF ‘F’ --- FAILING: A student who receives an F in a required course must repeat and pass the course or receive transfer credit for the course prior to graduation. A course for which an ‘F’ is awarded is included in the cumulative grade point average (CGPA). When the student passes the course or receives transfer credit the CGPA is adjusted accordingly.

GRADE OF ‘I’ --- INCOMPLETE: An ‘I’ signifies some of the required coursework was not completed during the semester of enrollment and is rarely given. All required work must be completed and submitted to the instructor by Friday of the first week of the next semester. The ‘I’ must be converted to an ‘A’, ‘B’, ‘C’, ‘D’ or ‘F’ by Wednesday of the second week. If course requirements are not satisfied by the deadline, the ‘I’ is converted to an ‘F’. An ‘I’ may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the faculty member
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. These circumstances must be presented by the student in writing and deemed acceptable by the instructor prior to the grade roster deadline.

DESIGNATOR OF ‘V’ --- COURSE AUDIT: A student must declare the intention to audit a course by the end of the second week of instruction and must inform the faculty member. Tuition is charged for audited courses; however, financial aid is not applicable. Evaluation and class participation are optional, though class attendance is required.

DESIGNATOR OF ‘W’ --- COURSE WITHDRAWAL: A student who remains enrolled in courses after the course drop deadline and wishes to withdraw from a course must apply to do so through an academic administrator. In all but accelerated courses, if withdrawal occurs by Friday of week 11, the course remains on the transcript and is designated with a ‘W’. A course withdrawal after week 11 receives a designator of ‘U’ or a grade of ‘F’. In accelerated courses, a student may withdraw at any time prior to the course final examination. The designator of ‘W’ will appear on the transcript.
OTHER CREDIT

TRANSFER CREDIT: An applicant wishing to transfer credit from another institution must request a credit evaluation prior to the first semester at DeVry and provide an official transcript and catalog from the institution where the credit was earned. DeVry may request additional material or a credit evaluation by an approved external evaluation service (if credits were earned at a foreign institution). Students who have enrolled at DeVry and who seek to earn credit at another institution for transfer to DeVry must receive permission to do so in advance from the DeVry academic administrator. DeVry does not grant academic credit for life experience.

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

INSTITUTIONAL CREDIT: Courses taken for enrichment or developmental purposes are awarded institutional credit, which is not included in GPAs.

MAKE-UP WORK

Students should expect that assignments are due as stated on the syllabus regardless of whether the student was absent on or before the due date. Students are responsible for material and announcements covered in their absence and should use office hours and other resources to help them catch up in the course. Students should not assume that they will be given a chance to reschedule class time events such as oral presentations, exams, tests, quizzes and classroom exercises. Students with compelling and documented situations may petition professors for extensions and/or waiving late penalties and other special accommodations.

GRADE POINT SYSTEM

The GPA is computed by dividing the total grade points earned by the number of credit hours for which grades A, B, C, D, F or I are received. Grade points are calculated for each course by multiplying the course credit hours by the grade index points corresponding to the grade earned in the course. The term GPA (TGPA) is a GPA for the work in a given semester only. A student's overall academic standing is stated in terms of a CGPA, which is based on all grades and credit hours earned to date. All GPAs include only courses that are required for graduation from the program of enrollment. Institutional credit is not computed in the TGPA nor CGPA. The CGPA becomes fixed at graduation. In addition:

- If a DeVry course is repeated, the highest grade earned is used for the CGPA.
- Withdrawal from a course being repeated does not affect the CGPA.
- DeVry courses may be taken for credit after external transfer credit has been granted, and the grade earned at DeVry will be used for both the TGPA and CGPA.
- External transfer credit may be granted for a course previously taken at DeVry. Hours and grade index points previously earned for the course will be removed from the CGPA.
- In all cases TGPAs reflect actual term performance.
ACADEMIC AFFAIRS

ACCREDITATION

DeVry University is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Chicago, Illinois 60602, www.ncahigherlearningcommission.org.

ACADEMIC HONORS

A matriculated student achieving a TGPA of 3.50 or higher is named to the Dean's List. The TGPA calculation must include at least six credits of completed coursework in order for the student to be eligible for Dean's List status. A grade of F or I, a designator of U or an academic dismissal or probation status in any term makes a student ineligible for honors in that term.

A graduate from a nonbaccalaureate program who has a CGPA of at least 3.50 will graduate "with honors".

STANDARDS OF ACADEMIC PROGRESS

DeVry expects students to demonstrate satisfactory academic progress toward completing their respective programs. Four specific measurable areas for determining student progress are:

- Grade point averages and interruptions of studies
- Maximum coursework allowed
- Rate of progress toward graduation
- Successful completion of developmental or English as a Second Language (ESL) requirements

Students who do not meet all requirements will be dismissed. Students dismissed for failure to meet standards of academic progress may submit a formal petition for reinstatement consideration. A summary follows.

GRADE POINT AVERAGES AND INTERRUPTIONS OF STUDIES

To be in good academic standing, a student must maintain a CGPA of 2.00 or higher. If at the end of an academic term the CGPA is less than 2.00, the student is placed on academic probation, typically for one term. If the student has two consecutive terms that result in any combination of a TGPA less than 2.00 or the student's interruption of studies (withdrawal from all required courses) during the term, the student is placed on academic probation. If at the end of a student's probationary semester:

- The student has interrupted studies during the term, the student is dismissed.
- The TGPA is below 2.00, the student is dismissed.
- The TGPA is greater than or equal to 2.00 but the CGPA is below 2.00, the student remains on probation for one additional semester. A student whose CGPA has not been raised to at least 2.00 by the end of this additional probationary semester is dismissed.
- The student has attempted and passed only developmental or ESL courses, the student remains on probation for one additional semester. A student whose CGPA has not been raised to at least 2.00 by the end of this additional probationary semester is dismissed.
- The CGPA has been raised to at least to at least 2.00, and all other standards have been met, the student returns to good academic standing.
MAXIMUM PROGRAM COMPLETION TIME ALLOWED

Students may only attempt 1.5 times the number of credit hours in their current program. Those who do not graduate within this parameter are dismissed.

RATE OF PROGRESS TOWARD GRADUATION

Credits toward graduation must be earned at a rate that ensures successful program completion within established parameters. The rate of progress is the ratio of credit hours passed to credit hours attempted and is assessed after every second semester in the current program. Students who fail to maintain the minimum rate of progress are dismissed.

SUCCESSFUL COMPLETION OF DEVELOPMENTAL AND ESL REQUIREMENTS

Students who receive a failing grade in or withdraw from developmental studies or ESL courses are dismissed.

EFFECT OF INCOMPLETES

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

MULTIPLE ATTEMPTS

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

ACADEMIC APPEAL/PETITION

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

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

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

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

Coursework is delivered in three formats. Standard format coursework is delivered over a 15-week semester. Compressed coursework is delivered over an eight-week session usually meeting two times a week depending on the number of credits assigned to the course. Accelerated coursework is delivered in a 16-week format, with coursework delivered in two eight-week sessions. Accelerated coursework contains a mandatory online instructor-mediated component whereby each week students meet for classroom instruction and then must complete a mandatory online component.

CURRICULUM TRANSFER DURING PROBATION/DISMISSAL

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

A student dismissed from one curriculum who wishes to transfer to another curriculum must appeal to the academic administrator of the intended program. If reinstated, the student must meet specific reinstatement conditions.

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

ACADEMIC SERVICES

Academic Services provides services to assist students in achieving their academic goals. Support and information are available in the following areas:

- Professional and Peer Advising
- Individual and Group Tutorial Assistance
- Hands-on Lab Support
- Computer-Aided Study
- Seminars and Workshops
- Multi-Media Resources
- Writing Assistance
- Academic Support Hotline (toll-free)
- Classroom support
- Technical Demonstrations
- Academic Coaching
- Academic Resource Lending Library

LABORATORIES

Lab facilities may be used for authorized purposes only. Unscheduled lab use is permitted; however, scheduled classes have priority at all times.

All software is the property of DeVry Inc. Any attempts to copy and remove software from the lab are considered theft of DeVry Inc. property and an infringement of Federal copyright laws. Any altering or misuse of DeVry Inc. software or hardware is considered academic misconduct and will be treated accordingly.

Some components, tools and test equipment may be checked out of the Lab Stock Room upon presentation of a valid ID card and checkout slip. This equipment is the sole responsibility of the student checking it out. The ID card will be returned when the item(s) are returned at the end of the session. Failure to follow this procedure will result in a fine, as well as, the cost of the item(s) not returned. No lab equipment may be checked out overnight.
It is the students' responsibility to read and abide by the rules and regulations posted in the lab. Failure to abide by these policies will result in disciplinary action.

LABORATORY RULES

To provide the best lab experience for everyone, students are asked to observe the following lab rules:

1. BE PROFESSIONAL AT ALL TIMES.
2. Report any hardware or software problems to lab personnel or your instructor immediately.
3. Lost diskettes will be held for two weeks. After two weeks they will be formatted and become lab property.
4. A maximum of 20 pages can be printed at one time. Printouts must be class related.
5. No food or drink is allowed in the lab. Food particles and liquids easily damage computer equipment making systems unavailable and raising costs to users. Soda and coffee will eat the printed electrical traces of a keyboard on contact. Food crumbs clog mice and keyboards.
6. No software is to be copied/downloaded to or from any of DeVry's computers.
7. Do not alter any files on the workstation's hard drive.
8. All student files should be saved to a floppy disk, or the student's home directory.
9. No computer games or chat lines.
10. No viewing, printing, or downloading of inappropriate material. (Inappropriate is determined solely by DeVry's staff and administration.)
11. Keep the lab clean.
12. Only registered students are allowed in lab areas.
13. No communications equipment use allowed in the labs. (i.e. - Cell phones, pagers, PDA's, Two-way radios, etc.)
14. Use of this machine may be monitored.
15. You are responsible for all material in your home directory.
16. Only equipment owned and approved by DeVry may be attached to the network. (i.e. - PC's, Laptops, PDA's etc.)

Students are responsible for knowing and following these rules. Failure to comply with these rules may result in loss of lab privileges, and/or disciplinary action.
DEVRY LAB VIOLATION NOTICE

Please note the following guidelines for students who violate existing lab rules:

1. Day and Weekend Students who violate the college's rules and regulations on lab usage will be subject to the following sanctions in accordance with the DeVry Student Conduct Code.

   A. First Offense:
      Students who are discovered violating lab rules for the first time will have their lab privileges automatically revoked for a minimum of three days and may receive minimum sanction probation and a zero on their class lab assignment depending on the severity of the lab violation offense. Revocation of lab privileges for weekend students will occur on Fridays and Saturdays.

   B. Second Offense:
      Second time violators may be suspended or expelled.

   C. Three or More Violations:
      Students may be permanently expelled from the DeVry system.

   D. A fine of $25.00 may be imposed on all second and third offense violations. Fines will be used to support maintenance and repair services to affected computers. Unpaid fines will prevent student violators from registering for their next semester or from receiving their degree.

   E. Appeal: Students may appeal their sanctions to the Director of Student Services or his/her designee within three days of receipt.

LIBRARY

The Library supports the educational goals and instructional needs of the university by providing students with resources to supplement classroom and laboratory learning and by providing guidance and instruction to help develop student research and independent learning skills.

The Library houses a diverse collection of books, periodicals, videos, audiotapes and software covering telecommunications, electronics, business, computer science, social sciences, arts and humanities.

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

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

The Library is an active member of Pennsylvania Library Network (PaliNet). Reference service is available remotely by emailing ref@phi.devry.edu. Users have access to materials not owned by our library by requesting interlibrary loan services.
The Career Services Office (CSO) at the Fort Washington campus works diligently to prepare graduates for successful careers in their respective fields of study. These efforts begin as early as the student’s first term with presentations and workshops designed to introduce students to the current job market, employer needs, and potential career paths. In addition, continuous employment updates are provided via newsletters, bulletin boards, Career Fairs, alumni days, guest speakers, field trips, and workshops. Company literature, job search guides, and business directories are also available. Students are encouraged to take advantage of these opportunities throughout their stay at DeVry. Comprehensive information may be found at http://www.devry.edu/whydevry/career-services.jsp.

COOPERATIVE EDUCATION

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

GRADUATE EMPLOYMENT ASSISTANCE

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

The Career Services staff works aggressively to secure job leads and establish relationships with business and industry to provide our graduates with the best possible opportunity for success. After graduation, students not yet employed are expected to continue an active employment pursuit while continuing to receive employment assistance from DeVry. Because employment opportunities depend on local business conditions, DeVry cannot guarantee jobs.
DeVry’s educational package. These services help to facilitate the student’s educational experience and ultimately, pave the way to a rewarding future.

**HOUSING PROGRAM** (for more information refer to the Housing Handbook Section)

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

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

**Housing Reservation Fee/ Deposit Guidelines**

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

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

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

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

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

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

CAR POOLS
The Student Affairs Department will assist students in organizing car pools where possible, however it is the responsibility of the individual student to make arrangements for transportation. It is also customary for students needing a ride to pay an agreed upon amount to reimburse the driver for gas and tolls. Car pool availability is not guaranteed.

FOOD SERVICE
Food service is located in the Commons area and is available throughout the day and with coin operated machines available into the evenings. The menu changes frequently and the food services operators take recommendations from students. A variety of vending machines are also provided in the cafeteria for students’ convenience. In addition, some local restaurants and eateries are listed below. Maps of the local area may be found in the Student Services Department.

<table>
<thead>
<tr>
<th>Restaurants</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly’s Restaurant</td>
<td>325 Pennsylvania Ave, Fort Washington</td>
</tr>
<tr>
<td>Knicker’s</td>
<td>1650 Limekiln Pike, Dresher</td>
</tr>
<tr>
<td>Mama’s Pizza IV</td>
<td>1704 Susquehanna Rd, Dresher</td>
</tr>
<tr>
<td>Marita’s Cantina</td>
<td>424 S Bethlehem Pike, Fort Washington</td>
</tr>
<tr>
<td>Mc Donald’s</td>
<td>1650 Limekiln Pike # 1, Dresher</td>
</tr>
<tr>
<td>Nick’s Pizzeria</td>
<td>1650 Limekiln Pike, Dresher</td>
</tr>
<tr>
<td>Palace of Asia</td>
<td>285 Commerce Dr, Fort Washington</td>
</tr>
<tr>
<td>Rocky’s Pizza 2</td>
<td>1825 Limekiln Pike, Dresher</td>
</tr>
<tr>
<td>SaladWorks</td>
<td>Limekiln Pike (Dreshertown Plaza)</td>
</tr>
<tr>
<td>Subway Sandwiches &amp; Salads</td>
<td>285 Commerce Dr, Fort Washington</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Markets</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Market</td>
<td>Limekiln Pike &amp; Twining Rd, Dresher</td>
</tr>
<tr>
<td>Shop ‘n Bag</td>
<td>1650 Limekiln Pike, Dresher</td>
</tr>
<tr>
<td>Twining Deli II</td>
<td>501 Office Center Drive, Ft. Washington</td>
</tr>
</tbody>
</table>

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

- Serious illnesses, injuries and emergencies are referred to one of two local hospitals, located approximately five miles from the campus.

- First aid kits are available in various departments and the electronics labs for treatment of minor cuts, burns, etc. Lists of students and staff certified in first aid and CPR are posted in all departments. In case of an emergency a student should contact security, the Student Services Department (Room 138), or any school official for assistance.

- Annual CPR training is provided to staff to help ensure that trained personnel are in the facility in the event of emergencies.

- Informative literature on a variety of physical and emotional health care facilities is maintained and made available to students. Students in need of alcohol or drug counseling, health services, or family counseling are directed to appropriate outside agencies by the student services staff. All referrals are confidential.

**GROUP HEALTH INSURANCE**

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

**ID CARDS**

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

The student ID card

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

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

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

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

LOST AND FOUND

DeVry is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. All valuables should be labeled with the student’s name and/or phone number and should be kept in the student’s possession at all times. The Student Services office serves as the school’s lost and found area. The student is responsible for reporting all lost items immediately. The responsibility for checking to see if lost items have been returned rests with the student. The University is not responsible for maintaining lost items beyond one month.

MAIL

Mail received for students is handled in the Student Services Department. Messages will be posted on the Student Services bulletin board when mail arrives. It is the student's responsibility to periodically check the listing.

PART TIME EMPLOYMENT

Part time employment assistance is available for students through the Student Services Department. New students are eligible for this employment service after registration.

The primary purpose of a part time job is to help finance the student’s education, not to establish a permanent career. New students should not expect part time jobs to be related to their academic field, however, many of the skills developed through this experience, such as time management, team work, customer service, problem solving and communication skills, prove to be extremely valuable when pursuing career related positions upon graduation.

Since employment depends upon local business conditions and individual circumstances, we cannot guarantee jobs. A part time job may also take several weeks to secure. As a result, students are encouraged to begin their search as soon as possible. The only restriction on part time employment is that it not be detrimental to the student’s health and scholastic progress. Ordinarily, work schedules beyond 25 hours per week are not advisable. Guidelines for the program are available in the Student Services office.

PHONE MESSAGES

Student phone messages are posted on the bulletin board outside the Student Services Department. All students should check the board regularly. Students will not be excused from class to receive a phone call. Calls from family and/or friends to call students out of class are discouraged except for emergencies of accident, loss of life, natural disasters, etc.

VETERANS EDUCATIONAL BENEFITS

DeVry University’s programs are approved by the State Approving Agency for receipt of veterans’ benefits. Veterans discharged from active duty, students in the National Guard or Reserves and
deponents of deceased or totally disabled veterans may be eligible to receive educational benefits. The Department of Veterans Affairs determines eligibility for benefits as well as makes monthly payments to eligible students.

After a student is accepted at DeVry he/she must complete an application for veterans educational benefits with the Veterans Advisor (visit the Student Services Department). It normally takes eight to ten weeks after the start of classes to receive benefits; subsequent checks should arrive monthly.

See the Dean of Student Affairs about advanced payment options.

**INTERNATIONAL STUDENTS**

The International Student Advisor coordinates services for international students and is located in Student Services.

Services Include:
- Individual counseling on immigration, cross cultural, financial, and other personal matters.
- Admission coordination and processing of various paperwork such as; transfers, reinstatements, optional practical training, and on-campus employment.

This School is authorized under federal Law to enroll nonimmigrant students.

**ADVISE/COUNSELING SERVICES**

**Counseling Services**

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

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

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

**Special Accommodations**

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

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

Special Accommodation Procedures
1. A student makes an application for admission with Representative, either RSF or Admissions. If the student has a visible disability or if the student voluntarily provides information regarding a disabling condition, then the Representative will:
   a. assure the prospective student that we (DeVry University) will comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 199; and
   b. inform the student that after passing the placement test DeVry will initiate the Special Accommodations Request (S.A.R.) process for classes (see #4-8).

2. If a student (or agency) requests that the S.A.R. be evaluated prior to testing, we will accommodate the request.

3. If a student requests a special accommodation for the placement test because of a disabling condition, we will comply if the request is reasonable, does not place undue hardship on the University and is substantiated with documentation.

4. Upon successful completion of the placement test, the Representative will provide the student with a Special Accommodations Request form, as well as supplemental information regarding academic support service, and instruct the student to complete the form and seek assistance within the Academic Support Center (ASC).

5. In the case of an RSF student, the Special Accommodation Request (S.A.R) form is to be completed by the student, parents, and physician/psychologist/audiologist/ or psychiatrist. The S.A.R and supporting documentation is then to be forwarded to the DeVry University, Fort Washington, PA campus to the attention of the Director of Housing & Counseling Services within the Office of Student Services.

6. In case of an Admissions student, the student should complete the S.A.R form and gather his or her supporting documentation. The representative will then contact the Director of Housing & Counseling Services to schedule an appointment for the student to discuss the S.A.R.

7. If the student has a learning disability. A statement from a physician or other qualified professional describing the disability is required. This documentation must be current (no less than five years to date). The documentation will then be reviewed so that DeVry may better evaluate the student’s needs and our ability to meet them. This medical documentation will be kept confidential and will remain in the Office of Student Services confidential student file.

8. Upon receipt of the S.A.R and accompanying medical documentation the Director of Housing & Counseling Services will consult with the Dean of Student Affairs and the Dean of Academic Affairs to prepare a position statement regarding any academic accommodations requested.

9. Upon the completion of the position statement. The Director of Housing & Counseling Services will recommend appropriate special accommodations on the S.A.R and submit the form to the appropriate departments for their signatures indicating approval.

10. Upon receipt of this approval, the Director of Housing & Counseling Services will submit all
documents to the home office (OBT) Legal Dept. for review and approval.

11. Upon Receipt of Home office approval of accommodations(s), the Director of Housing & Counseling Services will forward a DeVry University Accommodation Notification to the student with a cover letter indicating the student is to show the notification to the professors as special accommodations are needed as well as be place the Accommodation Notification in the student’s permanent confidential file.

12. Due to the amount of time required for evaluation and home office’s response, all S.A.R’s must be received by the Director of Housing & Counseling Services no later than four (4) weeks before term begins. The evaluation process can take anywhere between 4-6 weeks for approval; depending on if all documentation and forms have been submitted correctly.
OTHER SERVICES

BOOKSTORE

Required course material, such as textbooks and lab supplies, are available in the Bookstore operated by Follett Higher Education Group. Software, school supplies, novelty items and DeVry imprinted merchandise can also be purchased. All book purchases require a validated student identification card. Bookstore purchases may be paid by cash, check or charged to all major credit cards. Books, lab kits and lab manuals may also be charged to the student’s account. The original receipt must be presented to the Bookstore for any returns, exchanges or adjustments. In addition, students may visit the online bookstore at http://www.devry.eFollett.com for additional information.

BULLETIN BOARDS

A student bulletin board, located in the Commons (cafeteria), is available for students to post notices. All postings must contain the student’s name, phone number and date of posting, and must be approved in Student Services prior to posting. Postings on walls are prohibited.

EMERGENCY CLOSING ANNOUNCEMENTS

Whenever inclement weather or other emergency situations necessitate closing of the University, facility closing announcements are made. Students may turn to the following outlets for this information:

- KYW 1060 AM (our school number is 265)
- KYW Channel 3
- Call the Inclement weather hotline at 215-591-5999.

PUBLIC TRANSPORTATION TO DEVRY

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

By Bus

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

By Train

- From Philadelphia: Market East, 30th Street Station, or Fernrock Transportation Center take the Regional Rail (RR) R5 to Ft. Washington train station, then Rt. 201 bus to DeVry University, 1140 Virginia Dr.
- From New Jersey: Trenton train station, take the SEPTA (RR) “W. Trenton- R3” to 30th
OTHER SERVICES

Street Station in Philadelphia, change to the R5 (RR) Lansdale/Doylestown line to Ft. Washington station. Then take the Rt. 201 bus to DeVry University, 1140 Virginia Dr.

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

DEVRY UNIVERSITY CENTERS

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

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

Valley Forge/Chesterbrook
The Valley Forge Center is approximately 24 miles from Center City Philadelphia in Chesterbrook. The site is conveniently situated between King of Prussia and Great Valley, at the Chesterbrook Boulevard exit of US 202. The center is easily accessed from the Valley Forge exit of the Pennsylvania Turnpike, I-76 (Schuylkill Expressway) and US 422. All administrative, academic and admissions functions can be handled at the center, which is staffed full time. The Valley Forge DVUC is easily accessible by car and ample parking is available. Directions may be picked up in the Student Services office.

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

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

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

Classes are also offered in Cranberry, at the Regional Learning Alliance of Southwestern Pennsylvania's center at Cranberry Woods. The site, providing added convenience for students in metropolitan Pittsburgh, is located just off State Routes 19 and 228, which are accessible from I-79 (north and south) and I-76 (Pennsylvania Turnpike). All administrative details can be handled at the center, which is staffed full time. Location: 850 Cranberry Woods Drive, Cranberry, Pennsylvania 16066; phone: 724/741-1039; center dean: Tiffany Evans, MBA, Keller Graduate School of Management.
DeVry helps students develop plans for financing their education through a combination of financial aid (if eligible), family contributions, employer tuition reimbursement (when available) and the DeVry University EDUCARD® Plan.

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

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

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

**Federal Student Aid Programs**

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

1. **Grants**: aid that does not need to be repaid
   a. **Federal Pell Grants**
      Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned bachelor’s degrees. For many students these grants provide a foundation of financial aid to which aid from other sources may be added.
   b. **Federal Supplemental Educational Opportunity Grants (FSEOGs)**
      FSEOGs provide supplemental funds to undergraduate students with exceptional need, with priority given to Federal Pell Grant recipients. Exceptional need is defined as the lowest EFC per federal need analysis methodology. Because FSEOG funds are limited,
students should apply for these grants as early as possible.

2. **LOANS**: aid that must be repaid, but generally not until students have graduated or stopped attending school
   a. **Federal Perkins Loans**
      Students who demonstrate financial need may apply for Federal Perkins Loans. Loan amounts are determined according to a student’s need and cumulative borrowing, and institutional allocation. The interest rate on these loans is 5 percent, and repayment begins nine months after borrowers cease to be enrolled at least half time. The minimum monthly payment is $40; total debt must be repaid within 10 years. Federal Perkins funds are awarded according to institutional need-based criteria.
   
   b. **Federal Family Educational Loans (FFELs)**
      Loans obtained through the FFEL program are obtained from a private lender such as a bank, credit union or student loan company.
   
   c. **Federal Stafford Loans**
      Students who demonstrate financial need qualify for a subsidized-interest provision while in school, and for the first six months after leaving school or dropping below half-time status, on the lesser of their demonstrated need or the academic year maximum. Students who demonstrate financial need below the academic year maximum may also borrow through this program; however, they must pay interest on the amount borrowed in excess of demonstrated need beginning when the loan is received. Full-time undergraduate students may borrow a maximum of $2,625 for the first complete academic year (two semesters), $3,500 for the second complete academic year and $5,500 per academic year after they have completed their second year of study. The amount borrowed for undergraduate study may not exceed $23,000.
      
      Students begin repaying the loan six months after ceasing to be enrolled at least half time. The interest rate for new borrowers is variable, determined annually and capped at 8.25 percent. Students who previously borrowed under this program retain the interest rate in effect when they first borrowed. Monthly payments are based on aggregate borrowing, though the minimum monthly payment is $50. Repayment is usually completed within 10 years. Students who leave school or drop below half-time status are contacted by their lenders to establish repayment schedules.
      
      Under another provision of the unsubsidized Federal Stafford Loan or Federal Direct Stafford/Ford Loan, students who are independent by federal definition may borrow a maximum of $4,000 per academic year for each of the first two completed academic years and a maximum of $5,000 per academic year after completing the second academic year. Students must notify DeVry’s Student Finance Office and their lender of a change in local or permanent address.
   
   d. **Federal PLUS Loans**
      These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate is variable, determined annually and capped at 9 percent. Repayment begins within 60 days after the loan is fully disbursed.
3. **Federal Work Study**: a program that allows students to earn money to help pay education expenses. FWS enables students who demonstrate financial need to earn a portion of their educational expenses. Students must complete the FAFSA to be considered for FWS funds. Students earn at least the current hourly minimum wage by working at the school.

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

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

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

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

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

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

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

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

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

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

DEVRy SchOLARSHIPS

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

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

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

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

Presidential Scholarships

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

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

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

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

- Girl Scout Gold Award
- SkillsUSA
- First Scholar Award
- CISCO
- Phi Theta Kappa Honors
- LBLS of NYC
DeVry Student Activities (DSA)

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

Requirements for executive officials are:

1. Completion of the first semester.
2. CGPA of 2.0 or better.

Class representatives must also possess a 2.0 CGPA or better.

The DSA income is derived from three primary sources:

1. Activity Fees – Each student must pay a one time fee which, when paid, entitles the student to full membership, rights and privileges in the DSA as long as the student is enrolled at DeVry.
2. Admissions – Any admission charged to attend an event or purchase tickets to an event sponsored by the DSA becomes part of the DSA income. However, since most of the activity costs are discounted, the admissions received only offset the total activity cost.
3. Fund Raising – Clubs and organizations may organize fundraising activities that contribute to the DSA income.

STUDENT ACTIVITIES

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

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

Information can be found in the DSA office or Student Services.
GENERAL POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry are based on a pursuit of knowledge and assume a high level of integrity in every one of its members. When this trust is violated, the academic community suffers injury and must act to ensure that its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

This Academic Integrity Policy is designed to foster a fair and impartial set of standards by which academic dishonesty will be judged. All students are required to adhere to these standards. The policy defines dishonest acts as those that are cited in the following paragraphs. This list is not all-inclusive, and instructors may establish certain other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following, however, does constitute the minimum basis upon which academic integrity will be measured.

Faculty and administrators reserve the right to submit student work through a plagiarism prevention services and professors may require students to submit work through such a service as part of the assignment.

PREVENTION TECHNIQUES

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

A. If you observe a violation of the Academic Integrity Policy, report it to either of the following:
   1. The faculty member teaching the course, or
   2. The Dean of Students or his/her designee.

B. Make it difficult and unacceptable for other students to cheat by:
   1. Covering your work during exams
   2. Giving discouraging glances to students trying to cheat
   3. Refusing to give away old term papers
   4. Refusing to provide old exams to other students without the consent of the faculty member
   5. Denying others access to your computer programs

DEFINITIONS OF ACADEMIC DISHONESTY

Dishonest acts for the purposes of this policy are those which permit a student to gain an unfair advantage over other students by any of the means enumerated as follows.

A. Copying

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

1. Any act of copying information from another student by any means to obtain an advantage for one’s
self.
2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.

3. Any act of representing others’ work, whether copyrighted or not, as one’s own. Others’ work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.

B. Plagiarism

In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else’s work as one’s own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one’s own. If there is any doubt, the student should consult his/her instructor or use a “when in doubt, document” philosophy. Also, any statement made without documentation is claimed as your own and therefore subjects you to this plagiarism policy. Examples of plagiarism include

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

C. Collaboration

1. Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom hours, in-class assignments, laboratory exercises or reports and take-home examinations.
2. Any individual representing another student or being represented by another person for the purpose of taking an examination, authoring a paper for another student, or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

D. Alteration of Records

1. Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the instructor or his/her authorized agent.
2. Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.

3. The alteration of any previously completed examination, record of an examination or any other assignment which has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

Any use of aids which have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, etc.

F. Proprietary Material

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

G. Bribery

1. Bribing another person to obtain an unadministered test or information about an unadministered test.

2. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.

3. The offering, giving, receiving, or soliciting of any unauthorized information in exchange for anything of value.

H. Lying

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

I. Other

1. Any act of 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.

2. Any act of using the material of others, however obtained, for the purpose of gaining advantage or credit unless the use of such material is expressly authorized.

3. The use of any work previously submitted for credit unless the use of such previously completed work is expressly authorized.

4. Stealing, as theft of grade books from faculty offices or elsewhere.

5. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.
6. Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty.
PROCEDURES

A. Any member of the University community may report a violation of the standards of conduct as described in this policy. Any violation should be reported as soon as possible after the event takes place. If a violation is reported, observed, or suspected, the instructor will discuss the incident with the student. The student will be given the opportunity to provide an explanation or admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will inform the student that the case is being referred to Student Services for action. The instructor will complete the Academic Dishonesty Incident Report, attach copies of supporting documents, and forward copies of all documents to the Student Services Department.

B. Upon receipt of the Incident Report, the Dean of Students/designee will review the record to determine whether the incident is the student’s first, second, or third offense.

1. If the incident is the student’s first offense, the Dean of Students/designee will review the case and send an appropriate notice to the student within five school days. The notice will include date of incident, charges, action taken, appeal rights, and deadlines. A copy of the Student Academic Integrity Policy will be included with the notice. A copy of the notice will be sent to the instructor for his/her records, and the instructor will record a grade of zero (see Sanctions).

2. If the incident is the student’s second or third offense, a Hearing Panel will be convened and all procedures used for a Hearing Panel will be followed. The Dean of Students/designee will then impose appropriate sanctions based upon the results of the hearing.

SANCTIONS

The mandatory sanctions are the minimum required. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Dean of Students/designee.

A. First Recorded Offense:

Mandatory:

- Student receives a zero credit for the entire paper, exam, quiz, homework, lab, etc. in which the incident of academic dishonesty occurred. No partial credit may be given.
- Where the incident involves a graded assignment normally subject to a “drop” option, the student may not exercise that option.
- Where the incident involves a graded assignment which has been so compromised that it must be voided for the class, the offending individual’s grade for the class will be based upon the inclusion of the zero for the voided assignment.

B. Second recorded offense:

Mandatory:

- Student receives a failing grade for the class, lab, etc. in which the second offense occurs. The second offense need not be in the same class, program or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.

Discretionary:

- Suspension for up to one academic year
- Permanent expulsion
C. Third recorded offense:
   Mandatory:
   • Student is permanently expelled from the DeVry system. Again, the third offense need not be
     in the same class, program or term as either the first or second offense to invoke this sanction.

Appeals / First Offenses

1. The action of the instructor may be appealed by the accused student to the Dean of Students or
designee within five (5) school days of receipt of notice of the action. Such appeals will be in
writing.

2. The student will be afforded the opportunity to select either a hearing by a Hearing Panel or a
hearing by the Dean of Students/designee. The Dean of Students/designee may require a hearing
by a Hearing Panel when he/she feels that such a procedure is in the best interest of the College.

3. All charges shall be presented to the accused student in written form. A time shall be set for a
hearing, not less than two, nor more than fifteen calendar days after the student has been notified.
Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of
Students/designee.

4. Hearings shall be conducted according to the following guidelines:
   a) The Dean of Students/designee may serve (in a non-voting capacity) as Chairperson of the
      Hearing Panel.
   b) Hearings normally shall be conducted in private.
   c) Admission of any person to the hearing shall be at the discretion of the Hearing Panel and / or
      the Dean of Students/designee.
   d) In hearings involving more than one accused student, the Dean of Students/designee, in his or
      her discretion, may permit the hearings concerning each student to be conducted together.
   e) The complainant and the accused have the right to be assisted by any advisor they choose, at
      their own expense. The advisor may be an attorney. The complainant and / or the accused are
      responsible for presenting his or her own case and, therefore, advisors are not permitted to
      speak or to participate directly in any hearing.
   f) The complainant, the accused and the University shall have the privilege of presenting
      witnesses, subject to the right of cross-examination by the Hearing Panel or Dean of
      Students/designee.
   g) Pertinent records, exhibits and written statements may be accepted as evidence for
      consideration at the discretion of the Dean of Students/designee.
   h) All procedural questions are subject to the final decision of the Dean of Students/designee.
GENERAL POLICIES AND PROCEDURES

i) After the hearing, the Hearing Panel shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the Academic Integrity Policy.

j) The Hearing Panel’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Policy.

5. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the College.

APPEALS / SECOND OR THIRD OFFENSE

1. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Student/designee may be appealed by the accused student to the Dean of Students within five (5) school days of the decision. Such appeals shall be in writing. In cases where the Dean of Students is the Dean of Students/designee, the appeal shall be directed to the next administrative level.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

   a) To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity Policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

   b) To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy occurred.

   c) To determine whether the sanction(s) imposed was appropriate for the violation.

   d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

3. If an appeal is upheld by the Dean of Students, the matter shall be remanded to the original Hearing Panel and Dean of Students/designee for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

ACCEPTABLE USE POLICY

Computers and network systems offer powerful tools for communications among members of the DeVry community and of communities outside of DeVry. When used appropriately, these tools can enhance dialogue, education and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others. DeVry expects all members of its community to use electronic communications in a responsible manner, exercising that responsibility in the use of hardware, software, and computer-based communications. The use of the available network services, including applications software and Internet access, is for educational purposes in support of curriculum requirements.
DeVry does not condone censorship, nor endorses the inspection of electronic files other than on an exceptional basis (i.e., if required to ensure the integrity, security, or effective operation of the network); however, DeVry does reserve the right to place restrictions on the use of its computers and network systems. Restrictions may be in response to complaints presenting evidence of violation of DeVry policies or codes, or state or federal laws. Once evidence is established, DeVry authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific restrictions. Restrictions could include the removal of material posted on a computer and/or limiting access to the DeVry network.

**NETWORK POLICIES**

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

**User Accounts**

Student DSI# is also the Student ID# (Example: DSI# D00000002). The student Email address is DSI#@stu.phi.devry.edu; student email accounts can be accessed from anywhere via the Internet; directions for accessing Student Email Account:

URL: mail.stu.phi.devry.edu
User Name: DSI#
Password: devry (To change the password, click on settings. Then click on Account Settings located at the bottom of the screen).

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

**USER ACCOUNTS ARE AVAILABLE FOR ACADEMIC PURPOSES ONLY**

All information services are intended for educational use, and may not be used for commercial or other unauthorized purposes. The use of DeVry computers, network facilities, application software, network disk space, email and the Internet, is available for the purpose of course work and support only. Communication via the Internet or networks is only available for authorized users.

Students will be issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be “loaned” to other users. All users will be given their own space on the network for storing course-related material and assignments.

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

DeVry does not guarantee that the functioning of the system will be error free or uninterrupted. The University cannot take ANY responsibility for files not protected through normal backup procedures.

**Network and workstation security is strictly enforced.**

The IT department and Helpdesk staff may periodically review files and communications to maintain...
GENERAL POLICIES AND PROCEDURES

system integrity and insure that users are using the system responsibly. The IT staff may also implement workstation management software allowing them to monitor users’ activity for attempts to change settings or circumvent workstation security. All user activity including but not limited to printouts, files, etc. may be monitored at any time for security purposes.

Users may not attempt to alter workstation settings including but not limited to network configuration, Windows registry, Antivirus settings, or any other setting which might compromise the security or performance of the computer system. The IT department may implement workstation security software to monitor for and/or prevent users from making inappropriate changes to their workstations. Users are not permitted to store downloaded or commercial programs on the network, or to install them on any DeVry computer.

Any attempt by a user to breech workstation or network security, or tamper with a DeVry computer, its software, or the network will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breech network security. Any unauthorized software or hardware modifications found on the computer system will be removed. Further disciplinary action may be pursued as described below in section E.

Internet chat rooms, online games and sites with offensive material are not permitted

1. The privacy of other users must be respected.
2. Abusive or offensive language should not be used in any communications.
3. Students will not use the Internet or networks for illegal activities, or to transmit unwanted or unsolicited advertising.
4. The Internet or networks should not be used for the transmission of chain or threatening letters.
5. Attacking or threatening messages are a direct violation of this policy. Users of the Internet or networks should abide by the same principles of fairness, decency, and respect that would be expected in any other business environment.
6. Users will take ownership for all irresponsible activity/behavior that is exercised on the Internet or networks under their user login.
7. Material that may be considered offensive to others must not be displayed, stored, or printed on the DeVry computer system.
8. Users of the Internet or networks should minimize the possibility of the transmission of viruses or programs which are harmful to another user's data or equipment by using an appropriate virus checker.
9. Interactive games, chat rooms, and other activities that create congestion on the network are not permitted.
10. It is illegal to use the Internet or networks to gain unauthorized access to other computers or databases, which you are not expressly authorized to access.

*Off-Campus web sites and e-mail accounts created or accessed over the DeVry computer network are subject to DeVry policies and regulations.
GENERAL POLICIES AND PROCEDURES

STUDENT USE OF LAB COMPUTERS

Within the DeVry Telecom and Network lab facilities, there are two distinct and separate networks. There is a Production network and an Experimental network.

- The production network is connected to the campus network.
- The experimental network is totally separate from the production network and exists totally within the lab facilities.

The distinction from the user perspective as to which network the user PC is connected to is subtle. This distinction between the Production Network and Experimental Network in some labs is merely which Ethernet port the PC is connected to.

Labs associated with courses can and will use either or both the production and the experimental networks. Since the production network is part of the overall campus network, it is imperative that certain guidelines be observed to ensure the safety and continuity of service to the entire campus community. These Guidelines must be observed by all students using these lab facilities. These guidelines are not all inclusive and additional restrictions on lab use may be imposed by faculty and lab managers as required.

Guidelines

On production network:

- Users are not permitted to install software or make any changes to the configuration.
- Users are prohibited from booting Knoppix or other Operating Systems (OSs) from a CDROM or from other media on the production network.
- No drives created on the Experimental network are allowed on the Production Network. This is per our licensing for Academic software with Microsoft.
- The introduction of spyware is prohibited.

Violations of these policies may result in having your account disabled and further disciplinary action as deemed appropriate.

Users who have their accounts disabled should contact the DeVry Help Desk to regain their computer access.

Violations will be referred to the Student Services Department for further action under the DeVry Code of Conduct as described below (Other portions of the Student Code of Conduct may also apply depending on the nature of the violation.):

**Article III, B.18**

Threat or abuse of computer time including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
GENERAL POLICIES AND PROCEDURES

- Unauthorized use of another individual’s identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member, or University official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with the normal operation of the University computing system.
- The introduction, reproduction and/or promulgation of any computer virus.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

The following policy statements are derived from the best currently available medical facts about AIDS. The recommendations apply to all students who are known to be infected with the virus thought to cause AIDS, Human T-Lymphotropic Virus, type III (HTLV-III). This includes those who have a condition meeting the surveillance definition of AIDS itself, those who have one of the lesser manifestations of infection (AIDS-related Complex, or ARC) and those who are currently healthy but have evidence, by the presence of a serum antibody to HTLV-III, of exposure to and infection by the virus.

1. Most students who have AIDS, ARC, or a positive HTLV-III antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically and psychologically able to attend classes.

2. Students with AIDS, ARC, or a positive HTLV-III antibody test will not be restricted from classrooms, labs, cafeteria, recreational facilities, other common areas, or student activities in general.

3. For students with AIDS, ARC, or a positive HTLV-III antibody test, participation in intramural or other contact sports will be evaluated on a case-by-case basis, taking into account the most current research.

4. Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody test will not be part of the initial admission decision for those applying to attend the college.

5. The University does not endorse requirements that students be asked to respond to questions about the existence of AIDS, ARC, or a positive HTLV-III antibody test. The University will, however, encourage new students to inform campus officials if they have AIDS, ARC, or a positive HTLV-III antibody test in order that the University can provide them proper medical referral. This, like all other information, will be handled in a strictly confidential manner in accordance with the procedures and requirements in effect at the college.

6. University officials will not undertake programs of screening newly admitted or current students for antibody to HTLV-III. Especially the University will not attempt to identify those in high risk groups and require screening only of them.

7. Decisions about residential housing of students with AIDS, ARC, or a positive HTLV-III antibody test will be made on a case-by-case basis. The best currently available medical information does not support the existence of a risk to those sharing apartments with infected individuals; there may, however, be in some circumstances reasonable concern for the health of those with AIDS or ARC who might be exposed to certain contagious diseases (e.g.,
measles or chicken pox) in a close living situation.

8. Guidelines concerning the handling of confidential medical information about students with AIDS, ARC, or a positive HTLV-III antibody test follow the general standards included in the American College Health Associations Recommended Standards and Practices for a College Health Program, Fourth Edition, 1984:

   In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written permission of the affected individual in each case. This position with respect to the records is supported by amendment to the Family Education Rights and Privacy Act of 1974.

9. Students living in student housing will not be advised of the presence of other students in the complex who have AIDS, ARC, or a positive HTLV-III antibody test.

10. Similarly, school officials will make no attempt in any other setting to identify those students who have AIDS, ARC, or a positive HTLV-III antibody test.

11. Regular medical follow-up is encouraged for those who have AIDS, ARC, or a positive HTLV-III antibody test.

**ALCOHOL POLICY**

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

**ATTENDANCE POLICY**

DeVry University is an attendance taking institution. As such students are expected to attend every class meeting for which they are registered. The University values student attendance because it is vital to students' academic success. Students that violate the Attendance Policy are subject to dismissal from the University. Please also note that violation of the attendance policy and subsequent withdrawal or dismissal may require repayment of financial aid previously disbursed.

- Students are required to obtain a valid and functioning ID card and to have that with them at all times.

- Students are responsible for all work missed during any absence and it is their responsibility to refer to the make-up work policy in this Handbook and contact the appropriate faculty member(s) concerning any possible make-up work.

- Make-up work is not guaranteed and is arranged and provided at the discretion of the individual faculty member.
Students who are absent for three or more consecutive days should contact the Dean of their program to avoid dismissal.

Absences include, but are not limited to, non-attendance due to illness, funeral leave, personal problems, cutting class, transportation problems or inclement weather.

Students who miss five or more consecutive days of their course schedule are subject to dismissal from the university and may receive an attendance dismissal notice.

Students who miss 20% or more of an individual course are subject to being administratively withdrawn from the course at the discretion of the faculty member and the appropriate Academic administrator.

Students who receive an attendance dismissal notice have 7 calendar days from the date of issue to appeal.

In the event a student “forgets” their ID card, it is the student's responsibility to obtain an Attendance Revision form from Academics, have their faculty member(s) sign and date the form, then turn the completed form in to the Academic Attendance Coordinator.

There are only two grounds for an appeal of an attendance dismissal; an error in the attendance records or proof of satisfactory academic performance.

All students are expected to be on time for classes. Excessive tardiness will be handled as a disciplinary problem and could result in dismissal from the University.

Enrollment in school constitutes acknowledgement of the attendance policy. Notification of an attendance policy violation is a courtesy and is not required to dismiss for policy violations. Students are expected to know the policy and abide by the regulations. It is the student's responsibility to check for revisions of the policy each semester.

CHANGE OF NAME/ADDRESS

To ensure that DeVry maintains accurate records, students who change their personal status (name, marital status, or home address) must notify the Student Finance Office and the Registrar. If the students is a FWS employee then the Human Resource Office must be notified as well. Failure to do so may result in inaccurate notification of grades or university policy changes as well as other possible delays and interruptions.

CHILDREN AND VISITORS ON CAMPUS

Children and visitors are not permitted on campus, in classes or labs during normal school hours. Certain activities on campus may allow family and friend participation from time to time but these occasions will be publicized as such and during these occasions children must be supervised at all times. In the event that a problem arises that requires a family member or friend on campus, students must contact Student Services in advance for permission.
GENERAL POLICIES AND PROCEDURES

COMPUTER VIRUS POLICY

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

For the purposes of this policy, a computer virus is defined as any computer program (software) which causes or influences either hardware or software to operate in a manner contrary to the intentions of, or a manner unapproved by the original owner/user of said software or hardware. Viruses may be intentionally or inadvertently introduced to a computer and then spread to other systems as well, causing malfunctions, loss of data, etc. DeVry reserves the right to analyze all student software that is brought into the labs against diagnostic "checker" programs to determine if the software contains any viruses and/or bugs.

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

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

CONTROLLED SUBSTANCES POLICY

DeVry considers the use, possession, distribution or sale of drugs (Hallucinogens, Narcotics, Stimulants, Depressants) that are illegal, except when taken under a doctor's prescription, as contrary to the welfare of the university community. Students in violation of state, federal or other local regulations with respect to illegal drugs may be subject to both criminal prosecution and campus disciplinary action.

DELINQUENT STUDENT POLICY

Delinquent students are those who fail to return university materials on loan or assignment to them; fail to make payment on fees or fines; or fail to complete required financial aid paperwork. Such students will be placed on a delinquency list and will not receive transcripts and will not be permitted to register for the next semester until such debts are settled. In the case of those academically eligible to graduate, conferment of the diploma will be withheld. If materials cannot be returned because of loss or damage resulting from negligence, the student is liable for the full retail price of a replacement.

DEVRY TRADEMARK

DeVry is a registered trademark of DeVry Educational Development Corp. Students or student organizations wishing to use the mark of DeVry on any materials must request permission from the Dean of Students.

DISSENT AND DEMONSTRATION

Free discussion and inquiry are essential to any academic community. Demonstrations of dissent in many parts of the country have often been highly destructive. Such demonstrations too often deny the
free interchange of ideas as well as prevent the academic community from performing its function.
In order to express the position of DeVry regarding dissent and demonstration in the academic community, the following are given:

1. The academic program of the University must be kept unhampered and open to all.
2. Free discussion and inquiry are invited at all times in matters affecting the welfare of any part of the University.
3. Dissent on the part of any person or group is to be expected, for it is unlikely that everyone will be in agreement at any one time.
4. Any method of dissent that is disruptive to the free enterprise of academic freedom on the part of any segment of the University would be an infringement of the rights of all. Such disruption will be treated as a very serious matter.

It is assumed that any dissent or demonstration will not obstruct, bar, or interfere with the orderly operation of the University as a community dedicated to academic freedom wherein the rights of all are paramount. Anyone not a member of our campus who takes part in any demonstration on our campus may be treated as a trespasser.

Every consideration will be given to handling any demonstrations to the end that they may be kept orderly and not disruptive. Such occurrences will remain in the internal realm of the University so long as they are kept within legal bounds. Should they go beyond this, the University would have no recourse but to take other measures.

**EMERGENCY EVACUATION**

DeVry University has developed an emergency evacuation plan. Familiarize yourself with these procedures. Your safety and the safety of others may depend upon it.

**CONTINUED SOUNDING OF FIRE HORNS**

1. Walk, do not run, to the nearest exit in accordance with the diagram posted in each room.
2. Maintain a distance from the evacuated building to allow fire equipment easy access to the building.
3. **Do not re-enter the building unless directed by a University official.**

**GRIEVANCE PROCEDURES**

**PROCEDURES FOR STUDENT GRIEVANCES INVOLVING CHARGES OF DISCRIMINATION AND SEXUAL HARASSMENT**

DeVry is committed to maintaining an academic environment free of discrimination and complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Please refer to the published statements regarding discrimination in the Regulations section of the DeVry Academic Catalogue.

Sexual harassment, a form of discrimination based on sex, is a violation of Title IX of the 1972 Education Amendments. Sexual harassment can take many forms. It is commonly defined as an
unsolicited, behavior over another. It can be, but is not limited to, the following: verbal harassment consisting of suggestive comments, innuendo, insults, humor or jokes, propositions, threats; non-verbal harassment consisting of obscene gestures, leering or ogling; physical harassment consisting of touching, patting, pinching, brushing the body, coerced sexual intercourse, assault.

The University President and/or Human Resources Manager will have the responsibility to review charges of sex, race and other prohibited forms of discrimination or harassment, including charges of discrimination towards a handicapped person. The University President and/or Human Resources Manager has the dual function of safeguarding the rights of integrity and safety for all members of the University community. In order to ensure that fairness and due process prevails, a procedure similar to one used in disciplinary matters will be followed.

**GRIEVANCE INITIATION**
Grievance procedures are started by making an appointment to see the Human Resources Manager or the University President within 10 days of the occurrence of the alleged discrimination or harassment. If the complainant prefers to talk to someone of their same sex, an appropriate person will be designated by either the Human Resources Manager or the University President. The person will be asked to verbally present the alleged charge of discrimination or sexual harassment. At the end of this meeting, the person may be asked to prepare and file written charges.

**INVESTIGATION**
The Human Resources Manager, under the direction of the University President, will discreetly commence an investigation to consider each charge within five (5) working days. Part of the investigation may include meeting with both parties in a private setting. The President will make a final determination as to the validity of the grievance and take appropriate action after reviewing the matter with the National Director of Employee Relations and the Regional Vice President. The President may or may not present his final decision in writing.

**APPEALS**
The student alleging discrimination or harassment will have the right to appeal the decision(s) of the President to the Director of Employee Relations at the Corporate Office at One Tower Lane, Oakbrook Terrace, IL 60181-4624, (630) 571-7700 within 5 class days after notification of the decision.

**RIGHT TO COUNSEL**
Students alleging discrimination or harassment will have the right to be advised by legal counsel at any meeting concerning the grievance.

**INFORMATION AND DATA COLLECTION**
Any charge(s) of discrimination or harassment and written documentation of the investigation will be treated as confidential and will be maintained in the University Human Resources Office, unless the decision is appealed to the Corporate Office. Then the documentation will be maintained at the Corporate Office. For charges of discrimination and/or sexual harassment of one student against another student, please refer to the student disciplinary code procedures.

**RECOUERCE - COMPLAINTS**
The first recourse that every student must undertake in an attempt to resolve any complaint about an instructor or a grade is to arrange an appointment with the instructor directly. An appointment should ensure an appropriate atmosphere for discussion free from unnecessary distractions. All grade reviews must be completed by the 3rd week of the semester and any requests for grade reviews after that time must be supported by documentation to show that the grade may be in error. If, for some valid reason,
the issue is not resolved, the student may utilize the following sequential appeal process: a) Program Dean b) Dean of Academic Affairs.

Any complaint against an employee of DeVry, other than an instructor, should be directed to that individual's department manager. If the issue is not resolved, the complaint should be stated, in writing, to the Dean of Student Affairs.

HAZING

DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participation in the activity of hazing. Hazing is 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 which is unlawful and/or contrary to the rules, policies and regulations of the school; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus.

Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for, continued membership in a group or organization.

Such activities and/or actions prohibited include but are not limited to the following: tests of endurance; Submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so profound that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session which interferes with scholastic activities or deprive persons of the opportunity for sufficient sleep (six hours per day), decent edible meals, and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or unusual substances such as unprepared food, in any amount; any requirement which compels an individual to participate in an activity which is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

PARKING

VEHICLE REGISTRATION

- All vehicles parked on the property of DeVry University must be registered with Student Services and display a vehicle registration hang tag prominently in their vehicle. One hang tag may be used for an unlimited number of vehicles for one fee. All vehicle information (license plate, make, model, year of vehicle) must be supplied when the vehicle is registered.
- The hang tag must be displayed on the rear view mirror with the permit number facing out.
- A lost hang tag must be reported to Student Services.
- Any change of vehicle type, license plate, name or address must be reported to Student Services.

PARKING CLASSIFICATION

- **Student parking** is located in designated areas to the left and in front of the main entrance – White spaces.
- **Employee parking** is located to the left and in front of the main entrance – Yellow spaces.
- **Visitor parking** is located in front of the main entrance and is reserved for **visitors only**.
students and their companions are not considered visitors.

- **Handicapped parking** is located directly in the front and to the side of the building. A valid handicapped parking permit or license plate must be displayed to park in these Blue spaces.
- **Fire zones** are off limits for parking – Yellow striped spaces.

**SPECIAL REGULATIONS AND POLICIES**

1. Vehicles must be parked within the boundaries of one outlined space.

2. No vehicle may be left standing or parked in such a manner so as to obstruct or impede the free flow of vehicular or pedestrian traffic.

3. Vehicles must not be parked in designated loading zones or in front of primary entrances/exits of the building.

4. Lack of parking space or inclement weather conditions are not valid reasons for violation of parking policies and regulations.

5. No vehicle may be parked overnight without authorization. If a vehicle becomes disabled, the student responsible for the vehicle must immediately contact Student Services and make every possible effort to remove the vehicle from the parking lot within 24 hours.

6. The maximum speed limit is 10mph. Reckless driving or speeding will not be tolerated and may result in disciplinary action.

7. DeVry reserves the right to restrict parking for special purposes and events.

**VIOLATIONS**

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

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

**PENALTIES AND FINES**

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

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

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

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

PROGRAM TRANSFERS

Applications for transfers must be filled out and submitted to the Academic Department prior to the start of the semester. Approved transfers will be completed and become effective the first week of the semester. Transfers are subject to room availability, class group size and balance and regulatory policies.

REPRODUCTION OF COMPUTER SOFTWARE

Reproduction of copyrighted software in violation of DeVry's license agreement with the software owner, or the copyright laws, is illegal and is prohibited. Students who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. If there are any questions about this policy, contact your program dean or the Dean of Students.

WITHDRAWAL/INTERRUPTION OF STUDIES

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

RESUMPTION OF STUDIES

DeVry University will assist students who wish to resume their studies after having withdrawn from DeVry for a period of time. To efficiently meet this objective, the following policy and procedures have been established. The intent of this policy is to ensure that students are prepared and qualified for re-admission.

APPLICATION TO RESUME

A student who has withdrawn from school may make application for resumption of studies within three semesters. If withdrawal occurred during a semester, then that term is not counted as the first of the three permitted. Students who do not make application within three semesters must reapply with the Director of Admissions. A formal Application for Readmission must be filed with the Director of
GENERAL POLICIES AND PROCEDURES

Student Services in order to be considered for re-entry.

ACADEMIC REQUIREMENTS

It is beneficial for a student to be in good academic standing at the time he/she resumes. A student who has been academically suspended from school and denied an appeal for immediate readmission for scholastic reasons may not apply for readmission until the start of the term following the period of suspension (1 semester). The application for readmission will be reviewed and a decision will be made by the Academic Appeals Committee. A student may not be readmitted if it is necessary to repeat a failed course the second time. The student must demonstrate receipt of equivalent credit for the course from another college.

An official transcript with the high school or college grade point average and graduation date is required for all students. Those students who earned a GED must have official documentation sent from the state to DeVry. This documentation must be in the student’s file prior to resume registration.

FINANCIAL REQUIREMENTS

A student's financial obligation to DeVry must be up to date before he/she will be permitted to resume. This includes the following:

- Any EDUCARD delinquent balance must be paid in full prior to registration. A student must be current with his/her EDUCARD repayment schedule.
- If a student intends to utilize financial aid, all necessary aid applications must be completed by the student and received by the financial aid office before or at resume registration.
- Students must pay cash or be placed on percentage billing if they were academically suspended from their previous term at DeVry.

DISCIPLINARY REQUIREMENTS

- Students who are on disciplinary probation for longer than the remainder of their prior term will resume on disciplinary probation until the pre-established end of probation.
- Students who have been suspended from DeVry for disciplinary reasons will not be allowed to resume unless that period of suspension has elapsed.

SOLICITATION

Solicitation is illegal on the grounds of DeVry University. Individuals who are encountered soliciting should be reported to the Director of Student Services. If an organization wishes to raise funds as part of a service project, permission must be obtained from the Student Life Coordinator prior to soliciting.

SMOKING

DeVry University maintains a smoke-free environment. Smoking is therefore prohibited within the confines of the University. Students wishing to smoke may do so in designated areas outside of the building, which are located at the North (Patio/Commons) end of the building, only.

ELECTRONIC DEVICES

It is encouraged that all cell phones, beepers and other electronic devices be shut off or put on vibration
mode while in classes.

**TRANSFER PROCEDURES**

DeVry University will advise and assist students desiring to transfer to another DeVry University campus. To effectively meet this objective, the following policy and procedures have been established. The intent of this policy is to see that students are prepared and qualified to begin studies at a new school so as not to jeopardize their personal and academic success.

**FILING A REQUEST**

To apply for a transfer, a Transfer Request Form must be filed with the Registrar’s Office no later than the end of the 10th week of the semester preceding the term for which the student wishes to transfer.

**REQUIREMENTS**

A student's financial obligation to the current DeVry University must be fulfilled before the transfer will be permitted. Such transfers are granted at the conclusion of the term and at no other time. It will be necessary for the transferring student to sign a new enrollment agreement before the commencement of classes at the new learning institution. A student on academic or disciplinary probation is eligible to transfer. A student not eligible to continue at his/her present learning institution due to academic, financial, or disciplinary suspension will not be eligible for transfer. Students who transfer to other DeVry University campuses must take at least 25% of the credits required for graduation as a resident at the DeVry University that will award the degree.
STUDENT CODE OF CONDUCT

All DeVry students are expected to familiarize themselves with the following Student Code of Conduct.

ARTICLE I: DEFINITIONS

1. The term "University" means DeVry University.
2. The term "student" includes all persons taking courses at the University, both full time and part time, pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students", with the exception of University officials.
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" means any person employed by the University, with the exception of student employees.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Students.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalks).
7. The term "judicial body" means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
8. The term "Judicial Advisor" means a University official authorized on a case-by-case basis by the Dean of Students to impose sanction upon students found to have violated the Student Code. The Dean of Students may authorize a judicial advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of a judicial body. Nothing shall prevent the Dean of Students from authorizing the same judicial advisor to impose sanctions in all cases.
9. The term "shall" is used in the imperative sense.
10. The term "may" is used in the permissive sense.
11. The "Dean of Students" is that person designated by the University President to be responsible for the administration of the Student Code.
12. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Housing Handbook and Undergraduate Catalog.
13. The term "organization" means any number of persons who have complied with the formal requirements for university recognition/registration.

ARTICLE II: JUDICIAL AUTHORITY

1. The Judicial Advisor shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case. The judicial body shall contain, at minimum, one student, one faculty member and one staff member.
2. The Judicial Advisor shall develop policies and procedures for the administration of the judicial program and for the conduct of hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
ARTICLE III: PROSCRIBED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

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

B. CONDUCT - RULES AND REGULATIONS

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

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 University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, either on University premises or at any University sponsored activity.

4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

6. Violation of housing conduct guidelines or student lease provisions applicable to University referred housing.

7. Gambling on University premises or at University functions.

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

9. Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to or use of University premises.

10. Violation of published University policies, rules or regulations.

11. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.

12. Use, possession or distribution of narcotic or other controlled substances or paraphernalia except as expressly permitted by law.

13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication, on University premises.

14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or at any University sponsored activity.

15. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of members of the University community; leading or inciting others
to disrupt the scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at a University sponsored or supervised activity.

16. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University.

17. Aiding, abetting or inducing another to commit a violation of the Student Code.

18. Theft or other abuse of computer time, including but not limited to:
   a) Unauthorized entry into a file, to use, read or change the 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 the 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) The introduction, reproduction, and/or promulgation of any computer virus.

19. Abuse of the Judicial System, including but not limited to:
   a) Failure to obey the summons of a judicial body or University official.
   b) Falsification, distortion, or misrepresentation of information before a judicial body.
   c) Disruption or interference with the orderly conduct of a judicial proceeding.
   d) University of a judicial proceeding knowingly without cause.
   e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
   f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
   g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
   h) Failure to comply with the sanction(s) imposed under the Student Code.
   i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community.

2. University disciplinary proceedings may be University against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus
STUDENT CODE OF CONDUCT

authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with a governmental representative as they deem appropriate.

ARTICLE IV: JUDICIAL POLICIES

A. CHARGES AND HEARINGS

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.

2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor (such as mediation.) Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or as Chairperson of the judicial body.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than one, nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.

4. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the Judicial Advisor. The Judicial Advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.

5. Hearings shall be conducted by a judicial body according to the following guidelines:

   a) The Judicial Advisor may serve, in a non-voting capacity, as the Chairperson of the judicial body.
   b) Hearings normally shall be conducted in private.
   c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
   d) In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted together.
   e) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The Advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
   f) The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
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STUDENT CODE OF CONDUCT

6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body; the record shall be the property of the University.

7. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

   a) Warning - A notice in writing to the student that the student is violating or has violated University regulations.

   b) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period.

   c) Loss of Privileges - Denial of specified privileges for a designated period of time.

   d) Fines - Previously established and published fines may be imposed.

   e) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

   f) Discretionary Sanctions - Work assignments, service to the University or other related discretionary assignments.

   g) Housing Suspension - Separation of the student from his or her University referred housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   h) Housing Expulsion - Permanent separation of the student from University referred housing.

   i) University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   j) University Expulsion - Permanent separation of the student from all DeVry Universities.

   More than one of the sanctions listed above may be imposed for any single violation.

2. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which
persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

3. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than housing expulsion, University suspension or University expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than housing expulsion, University suspension or University expulsion shall be expunged from the student's confidential record 3 years after final disposition of the case.

C. INTERIM SUSPENSION

In certain circumstances, the Dean of Students, or a designee, may impose a University or housing interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
   a) to ensure the safety and well-being of members of the University community or preservation of University property;
   b) to ensure the student's own physical or emotional safety and well being; or
   c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.

2. During the interim suspension, students shall be denied access to University referred housing and/or to the University premises (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Judicial Advisor may determine to be appropriate.

D. APPEALS

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by the accused student to the Dean of Students within two (2) school days of the decision. Such appeals shall be in writing. In cases where the Dean of Students is the Judicial Advisor, the appeal shall be directed to the next administrative level.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b) To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
   c) To determine whether the sanction(s) imposed were appropriate for the violation of
the Student Code that the student was found to have committed. (Refer to Article IV (5) (j) for standard of proof.)

d) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

2. If an appeal is upheld by the Dean of Students, the matter shall be remanded to the original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

ARTICLE V: PROCEDURES FOR STUDENT GRIEVANCES (see Grievance Procedures, page 37)

ARTICLE VI: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or his/her other designee for final determination.

2. The Student Code shall be reviewed every 3 years under the direction of Judicial Advisor and the home office legal department.
REVIEW OF EDUCATIONAL RECORDS

The Dean of Students at DeVry has been designated to coordinate the inspection and review procedures for student education records. Students wishing to review their education records that are covered by the ACT must make written request to the Dean of Students Office listing the item or items of interest. The request will then be forwarded to the custodian of student educational records in the appropriate office, who shall notify the student of the time and place at which the record may be viewed, but no later than 45 days after receipt of the request.

CONTESTING OF EDUCATIONAL RECORDS

In the event a student challenges the content of his/her education record on the basis that an item(s) is inaccurate, misleading, or otherwise inappropriate, the custodian of the educational record will discuss the challenge with the student in an attempt to resolve the challenge within the framework of maintaining the integrity, accuracy, and usefulness of the record. If the student wishes to insert a written explanation respecting the content of the record, such written explanation is to be accepted and included in the record. If the custodian of the educational record and the student are unable to resolve the challenge, the student may initiate a grievance by filing charges with the Dean of Students.

EDUCATIONAL RECORDS SUBJECT TO REVIEW

The educational records of a student maintained by DeVry that are subject to inspection and review by a student include the following:

- Educational records of the student maintained by the Registrar.
- Financial records of the student maintained by the Student Finance Office and Housing Office.
- Personal records of the student maintained by the Student Services Department.
- Placement records of the student maintained by the DeVry Career Services Office.

EDUCATIONAL RECORDS NOT SUBJECT TO REVIEW

- Financial information submitted by the student's parent.
- All confidential letters and recommendations placed in a record prior to January 1, 1975.
- Confidential letters and recommendations received by the University after January 1, 1975 relative only to admission, placement, and receipt of honors.

DIRECTORY INFORMATION
RELEASE OF INFORMATION

DeVry may disclose as "directory information" the following information regarding students unless requested in writing by the student to the Dean of Students not to do so within two weeks after the first day of class for each term.

- Student name, address, and phone number
- Date and place of birth
- Major field of study
- Dates of enrollment, degrees, and awards received
- Most recent previous educational agency or University attended
- Participation in officially recognized activities
- Name and address of employer (for graduates) but no salary information

DISCLOSURES WITHOUT PRIOR CONSENT REQUIRED

DeVry has adopted a policy of not disclosing personally identifiable information, other than directory information, from the educational records of a student without his or her prior written consent, except in the following instances:

- To all DeVry, Inc. employees who have a legitimate interest. A "legitimate interest" shall be deemed to mean having a direct academic, business, or counseling involvement in establishing or reviewing a student's written record or performance.
- To officials in another school in which the student seeks or intends to enroll.
- To financial aid award agencies in connection with the student's application for, or receipt of, financial aid that he/she applied for.
- To organizations conducting studies for, or on behalf of, educational facilities or universities, if such studies are conducted in such a manner as will not permit the personal identification of students and such information will be destroyed when no longer needed for the purposes for which it is conducted.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully ordered subpoena.
- To appropriate parties in health or safety emergencies.
- To parents of dependent DeVry students, as defined in section 152 of the Internal Revenue Code of 1954.
- To any authorized representative of the Comptroller General of the United States, the Secretary of the United States Department of Education and State educational authorities for audits and evaluation of Federal and State supported programs.

RIGHT TO FILE A COMPLAINT

Students may file a complaint with the US Department of Education concerning alleged failures by DeVry University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC, 20202-4605

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

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DeVry University hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the University for any purpose, at its discretion.

**CATEGORY I**
Name, address, telephone number, dates of attendance, class

**CATEGORY II**
Previous college (s) attended (including name of high school), major field of study, awards, honors (including Dean’s list), degree(s) conferred (including dates)

**CATEGORY III**
Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Student Services Department within two weeks after the first day of class of the current term, at DeVry University, 1140 Virginia Drive, Ft. Washington, PA 19034. Forms requesting the withholding of “Directory Information” are available in the Student Services Department.

Failure on the part of any student to specifically request the withholding of categories of “Directory Information” within the time specified above indicates individual approval for disclosure of “Directory Information” for the current term.
DeVry understands the concern that students have for their safety on campus. In compliance with the Crime Awareness and Campus Security Act of 1990 DeVry will annually distribute to all students its security policies and procedures and the previous year's crime statistics.

**REPORTING A CRIME**

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the DeVry community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official.

Should you become a witness to or victim of a crime, immediately report the incident to the local Police Department and the Dean of Students, during the day, or Dean of the Evening and Weekend Programs, during the evening and weekends. When making your report of the incident you should provide the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident
4. Who else was notified about this incident

Upon receipt of the report, the University will determine the appropriate response which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances.

**CAMPUS ACCESS AND SECURITY**

The Facilities department maintains the building and grounds with a concern for safety and security. They inspect the facility regularly, promptly make repairs affecting safety, security and hazards and respond to reports of potential safety and security hazards such as broken windows, locks, etc.

Additionally, safety surveys are routinely conducted, inspecting the grounds and facilities to review lighting and other environmental concerns for safety. Students and staff can assist the Facilities staff by reporting problems to the Facilities Office.

There are fire alarms and pull stations throughout the facility for use in the event of a fire or other general life threatening situations. If a situation requires evacuation, each classroom, lab and office has a sign clearly posted indicating the best evacuation route.

The building is open from 7:30a until 11:00p Monday thru Thursday and 7:30a until 6pm Friday and Saturday.

Classrooms and laboratory access is limited to those enrolled in the class meeting there. Access to on and off campus activities is limited to those actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times. DeVry reserves the right to require valid student identification cards be presented for admittance to certain locations and events. DeVry may also require students to register their guests with Student Services prior to attendance.

An escort is available for the safety of anyone walking alone to their vehicle. The on campus security officer may be contacted for assistance.
Students living in off campus student plan housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individual and restricted access to apartments, the level of additional security varies from complex to complex.

**Law Enforcement**

A security officer serves as an escort and campus guard from 9:00a until 11pm Monday thru Thursday and 9:00a until 6pm on Friday and Saturday. The officer is uniformed and must be called to respond to emergencies.

Students and staff are encouraged to report all on campus crimes to the Student Services Department during the day and to the Administrator in Charge during evening and weekend hours. Crimes committed at off campus housing should be immediately reported to the Police Department with jurisdiction over the complex and as reasonably possible to the Student Services Department.

**Safety and Security Programs**

Campus safety and security is the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibilities for their own safety the following may be provided throughout the year.

- Pamphlets on personal safety will be distributed.
- School calendars will include emergency phone numbers for housing and a section for commuter students to place their emergency phone numbers.
- A lecture by a professional security consultant/police officer will be presented.
- Housing students will be made aware of their option to purchase renters insurance.
- Displays of safety/security will be set up in the Library, Student Services Department and/or the DSAO office.
- School publications will be used as a forum for topics on the necessity of taking control of personal safety.
- Inspections of school housing will consider security precaution.
- Escort service to parked vehicles will be provided.

**Safety Tips**

1. Personal
   - Wherever you are stay alert and tuned into your surroundings.
   - Communicate the message that you are calm, confident and know where you're going.
   - Stay away from isolated areas.
   - Stay at the part of the sidewalk that is farthest away from shrubs, dark doorways and alleys.
   - Walk with a companion whenever possible.
   - Check the back seat before getting into the car. Keep doors locked while driving.
   - Don't overload yourself with packages and don't wear shoes or clothing that restrict your movements.
   - Avoid displaying large amounts of cash or jewelry.
   - Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
   - If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
   - Don't hitchhike. Don't pick up hitchhikers.
CRIME AWARENESS & CAMPUS SAFETY

- Park in well lighted areas.
- Avoid isolated bus or train stops and times when few other people are around.
- Do not reveal your name, phone number or address to unknown persons. Never admit to them that you are alone or when you will be away.
- Keep an eye on your neighbor's home while they are away. Have them do the same for you.
- Keep your local police department's telephone number next to your phone.

2. Residence
- Keep doors locked at all times.
- Draw shades and curtains at night whether you are home or not.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away or use a timer.
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- Don’t hide spare keys in mailboxes, planters or under doormats.
- Make a record of your valuables and keep it in a safe spot.
- Don’t leave a note that says you’re not in.
- Never prop doors open.
- Keep ladders and tools in a locked area.
- Have someone cut your lawn when on vacation.

3. Vehicle
- Always lock your vehicle and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk.
- Never leave an ID tag on your key ring.
- Leave only the ignition key with parking attendants.
- Park in well lighted areas.

4. Office
- Keep your purse, wallet or other valuable items with you at all times or locked in a drawer or closet.
- Never leave keys lying out.
- Never leave change or cash on the desk or in a top drawer.
- Notify security personnel of any suspicious persons or vehicles.
- When working after normal hours be sure doors are locked.
- Report any broken or flickering lights, doors that don't lock properly or broken windows to facilities.
DEFINITIONS

FORCIBLE SEXUAL OFFENSES

Any act directed against another person, forcible and/or against the person’s will: or not forcibly or against the person’s will where the victim is incapable of giving consent, and include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

NON-FORCIBLE SEX OFFENSES

Unlawful, non-forcible sexual intercourse and include incest and statutory rape.

PROCEDURES TO FOLLOW AFTER AN ASSAULT

DeVry encourages victims of a sexual offense to report the incident to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to get emotional support.
2. Report a sexual assault on campus to the Dean of Students during the day or the Dean of the Evening and Weekend Programs during the evening and weekends.
3. If the assault takes place in Student Plan Housing report the crime to the police/and or DeVry’s Resident Advisor.
4. Report the assault to the police. If requested, the University will assist with notification.
5. Preserve all physical evidence. Do not shower, bathe or douche and save the clothing worn.
6. Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The University will assist with transportation if necessary.
7. Seek counseling. Professional counseling can help in the recovery from the psychological effects of the assault. One of the Rape Care Centers listed will provide immediate advice and assistance to victims of sexual offense.

Victims of a sexual offense may request a change in their academic and/or on campus housing arrangements by contacting their Academic Dean and Director of Student Housing respectively. Changes will be made if reasonably available.

DISCIPLINARY ACTION

Disciplinary procedures and sanctions as outlined in the Student Code of Conduct will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Both shall also be informed of the outcome of the proceedings.
SEXUAL OFFENSE AWARENESS

SEXUAL OFFENSE AWARENESS

Throughout the year programs are offered to promote the awareness of rape, acquaintance rape and other sex offenses. These include, but are not limited to, presentations by rape crisis center counselors, lectures by police and security officials and displays of sexual assault awareness literature. Reference materials, articles and information resources are also available in the Student Services Department.

RAPE CARE CENTERS

Victim Services Center of Montgomery Co.
18 W. Airy St.
Norristown PA 19401
(215) 277-5200

Delaware Co. Women Against Rape
PO Box 211
Media, PA 19063
(215) 566-4342

Women Organized Against Rape
Rape Crisis Center 1233 Locust St
Philadelphia, PA 19107
(215) 985-3333

CAMPUS SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS

INTRODUCTION

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and university rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of Pennsylvania recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in Pennsylvania create and maintain communities that support human dignity.

BILL OF RIGHTS
SEXUAL OFFENSE AWARENESS

The following Rights shall be accorded to victims of sexual assault that occur:

• On the campus of any public or independent university of higher education in the state of Pennsylvania, and
• Where the victim or alleged perpetrator is a student at that university, and/or
• When the victim is a student involved in an off-campus sexual assault.

**HUMAN DIGNITY RIGHTS:**

• To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
• To have any allegations of sexual assault treated seriously; the right to be treated with dignity
• To be free from any suggestion that victims are responsible for the commission of crimes against them
• To be free from any pressure from campus personnel to:
  ▪ Report crimes if the victim does not wish to do so
  ▪ Report crimes as lesser offenses than the victim perceives the crime to be
  ▪ Refrain from reporting crimes
  ▪ Refrain from reporting crimes to avoid unwanted personal publicity.

**RIGHTS TO RESOURCES ON AND OFF CAMPUS:**

• To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
• To have access to campus counseling under the same terms and conditions as apply to other students in their university seeking such counseling
• To be informed of and assisted in exercising:
  ▪ Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy
  ▪ Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

**CAMPUS JUDICIAL RIGHTS:**

• To be afforded the same access to legal assistance as the accused
• To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
• To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

**LEGAL RIGHTS:**

• To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
• To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
• To receive full, prompt and victim sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is
necessary to preserve evidence of the assault.

**CAMPUS INTERVENTION RIGHTS:**

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact or victims by their alleged assailants
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

**STATUTORY MANDATES:**

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation
- Each campus shall make every reasonable effort to ensure that every student at that university receives a copy of this document
- Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent university of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.
DeVry forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere in university property. Students in violation of state, federal or other local regulations with respect to illegal drug or alcohol may be subject to both criminal prosecution and campus disciplinary action.

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>EFFECTS OF OCCASIONAL AND EXTENDED USE</th>
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<tbody>
<tr>
<td>Alcohol (at .10 blood alcohol and above)</td>
<td>Impaired motor abilities; reduces judgement; sleepiness; increased sexual desire but reduces ability to perform; nausea, vomiting; liver disorders: Alcoholic Hepatitis, Alcoholic Cirrhosis; cancer of the mouth, tongue, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation)</td>
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<tr>
<td>Cannabis Marijuana, Hash, Hash Oil, THC</td>
<td>Diminished: short term memory, motivation, cognition, coordination, oral communication and reaction time; anxiety and panic reactions; damaged lungs and respiratory system; carcinogenic elements in smoke</td>
</tr>
<tr>
<td>COCAINE (includes CRACK)</td>
<td>Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure even in young users; cocaine psychosis (paranoia and hallucinations); ulceration of mucous membranes in nose; sexual dysfunction; during pregnancy: severe physical and emotional problems in babies</td>
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<tr>
<td>DEPRESSANTS, TRANQUILIZERS, BARBITURATES, METHAQUALONE</td>
<td>Dangerous effects when mixed with alcohol: calmness and relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; tolerance develops severe withdrawal symptoms; physical and psychological dependence; during pregnancy: birth defects and brain tumors in children</td>
</tr>
<tr>
<td>STIMULANTS (excluding COCAINE), AMPHETAMINES, METHAMPHETAMINES</td>
<td>Increased heart and respiratory rates; elevated blood pressure; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis, violent behavior, hallucinations, delusions and paranoia; drug tolerance and dependence; mood swings; ulcers; mental confusion</td>
</tr>
<tr>
<td>HALLUCINOGENS, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA</td>
<td>Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting and diarrhea; severe mood disorders, panic, depression, anxiety; greater suggestibility and feelings of invulnerability; unpredictable reactions if drugs are “cut” with impurities; tolerance after 3-4 daily doses (higher doses are required to produce same effects)</td>
</tr>
<tr>
<td>NARCOTICS, OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE, DARVON, DEMEROL</td>
<td>Feeling of euphoria followed by drowsiness; nausea and vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes: AIDS, Hepatitis B and Endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complication: spontaneous abortions, still births, anemia and diabetes</td>
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KELLER GRADUATE SCHOOL OF MANAGEMENT

Mission Statement
The mission of Keller Graduate School of Management is to provide high-quality, practitioner-oriented graduate management degree programs with an emphasis on excellence in teaching and service to adult learners.

Historical Perspective
Keller Graduate School of Management was founded in Chicago in 1973 on the idea that the most important components of management education are effective teaching and student mastery of practical management skills. The first class had seven full-time students. By the late seventies, some 900 Keller students were pursuing their MBAs in an evening program introduced in 1974. Today, as DeVry University’s Keller Graduate School of Management, we provide nearly 12,500 course takers with the benefits of a highly respected, nationwide system of educational sites and a broad range of program offerings and learning formats.

In 1991 and 1993, we introduced the Project Management and Human Resource Management programs, respectively. In 1997, we began offering our Telecommunications Management curriculum (since renamed Network and Communications Management), followed the next year by the introduction of the Accounting and Financial Management, and Information Systems programs. And in 2001, we introduced our Public Administration curriculum as well as an educational management focus within the MBA program.

Recognizing that today’s most valuable employees are those who stay at the forefront of business and technology, we expanded our presence in the continuing and professional education arena.

Through our Center for Corporate Education, launched in 1994, we help client companies achieve superior work force development by providing high-quality customized education and training programs in business and technology.

Additionally, in 1996 Becker CPA Review was acquired and subsequently joined forces with Conviser Duffy CPA Review. Today, Becker Professional Review complements our growing range of educational services and is the world’s leading provider of preparatory coursework for a variety of professional certification exams.

Since its inception, Keller Graduate School of Management has offered an innovative approach to management education, while closely monitoring and responding to adult students’ growing education needs. We will continue to draw strength from our practitioner faculty, who bring a real-world perspective to students and are committed to excellence in teaching.

Accreditation
DeVry University is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Chicago, Illinois 60602, www.neahigherlearningcommission.org. The University's Keller Graduate School of Management is included in this accreditation.
Academic Policies

NOTE: All program information pertaining to scheduling, course selection, major and concentration selection and other academic items not covered in this handbook may be found in the most recent Course Bulletin or by speaking directly to your Center Dean.

Enrollment Status
Initial enrollment is the first day of class attendance (first class session for online students). Initial enrollment is not affected by the date of application, interview or deposit. Enrollment status is determined on a session-by-session basis. Students taking two or more courses per session are full-time students. Those taking one course per session are half-time students.

No benefit or penalty is ascribed to a particular status; however, students planning to interrupt their studies should refer to the policy on continuous enrollment in Governing Rules.

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

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

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

Attendance
Class interaction is an integral part of our practitioner-based programs. Students attending class onsite, who anticipate missing more than two classes, should seek academic advising from the Center Dean as soon as possible, as should online learning students who anticipate missing more than seven consecutive days of class participation.

Students should note that site-based classes require both classroom attendance and participation in online activities.

Excessive absence, tardiness or partial attendance of class sessions, which in the instructor’s judgment deprives students of a course’s essential interactive component, may be cause for course failure.

Retention and Review of Final Exams
Final exams are not returned to students; however, they are retained one session for student review. Those who wish to review their final exams should contact their center dean. Online students who wish to review their exams should request that a copy of the test be mailed to them during the session following the session in which they took the course.

Transfer Credit
For students in degree programs, credit for up to three courses (nine semester–credit hours) may be transferred from other regionally accredited graduate schools. Students in California may receive transfer credit for up to two courses (6 semester credit hours). To receive transfer credit, the following criteria must be met:
• The course or courses taken were for graduate credit while the student was enrolled as a graduate student
• The course or courses taken were equivalent to a Keller course in content, level, length, and practitioner focus
• The grade or grades earned were “B” or higher
• The course or courses were completed within the five years preceding initial enrollment at Keller
• Courses taken on a pass/fail basis may not be transferred.

Transferred courses reduce the number of courses required for graduation, and correspondingly reduce total program length and cost; however, they do not affect grade point average calculations. Students pursuing graduate certificates may apply a maximum of three semester-credit hours of transfer credit to their certificate requirements. Please refer to your Academic Catalog for a full listing of all requirements.

Students must complete a “Request for Transfer Credit” form and submit it to the center dean with all required materials when applying to receive transfer credit.

Students completing courses at other institutions because they moved to an area not served by a site-based DeVry University location, or because they were unable to enroll in a DeVry University course after exhausting all scheduling opportunities, may transfer credit for up to three courses. Students who know they will need to complete a course at another institution should receive approval to do so before taking the course. However, all 600-level courses must be taken through DeVry University.

Students and graduates should note that when transferring credits to another educational institution, that school has full discretion as to which credits are transferable. For students already holding advanced degrees, credit hours for up to six courses (two courses for students in California) may be transferred from other regionally accredited graduate schools. Students should check with their center dean for more detailed information.

**Waivers**

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

Waivers do not reduce the number of courses required for graduation; therefore, a waived course must be replaced with an additional elective. Once a waiver is approved for a specific course, that course may not be taken for credit. No 600-level course may be waived.

Waived courses are indicated on the transcript with the notation “WAV” and become part of the student’s permanent academic record.
Grades and Designators
Academic progress is reported using the grades below*:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>1.70</td>
</tr>
<tr>
<td>F</td>
<td>.0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>EX</td>
<td>Course Exemption</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>TRN</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WAV</td>
<td>Waived Course Requirement</td>
</tr>
</tbody>
</table>

*Grades “A+”, “F+” and “F-” are not used.

Graduation with Distinction
Graduation with distinction is awarded to students completing their programs with overall GPA of 3.70 or higher. For the purpose of awarding degrees with distinction, separate GPA calculations are made considering only the grades from the first taking of all coursework.

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

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

Withdrawals
Students may withdraw from a course prior to the regularly scheduled distribution of the final examination and receive a designator of “W.” Withdrawal is not allowed after this time. All withdrawal notices must be communicated to the center dean in writing. Simply ceasing to attend classes, notifying the instructor, or notifying a staff member other than the center dean does not constitute a withdrawal of record. Students who do not officially withdraw, or who do not receive approval for an Incomplete, receive a grade of “F.”

Students who withdraw after the beginning of a session or who are dismissed for disciplinary or academic conduct reasons receive refunds on a pro rata basis during the first four weeks of the session, less an administrative fee. Students currently enrolled in a course and whose academic status, given the results of the prior session, would have precluded their enrollment, must drop the course, and all payments are refunded.

The official date of withdrawal is the date the University receives written notification of withdrawal, not the last date of class attendance. Students should note that they are responsible for officially withdrawing from a course and that failing to officially withdraw from a course may result in a grade of “F.”
Students who withdraw from a course in accordance with the School’s policy are entitled to a tuition refund, to be paid within 30 days of notification of the withdrawal. The amount of refund is related to the date of withdrawal as indicated in the chart below.

<table>
<thead>
<tr>
<th>Withdrawal Prior to Week</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100% *</td>
</tr>
<tr>
<td>2</td>
<td>87.5 **</td>
</tr>
<tr>
<td>3</td>
<td>75.0 ***</td>
</tr>
<tr>
<td>4</td>
<td>62.5 ***</td>
</tr>
<tr>
<td>5</td>
<td>0 ***</td>
</tr>
<tr>
<td>6</td>
<td>0 ***</td>
</tr>
<tr>
<td>7</td>
<td>0 ***</td>
</tr>
<tr>
<td>8</td>
<td>0</td>
</tr>
</tbody>
</table>

* New Students who deposit and/or register but withdraw prior to the first week of class are charged a $25 administrative fee.

** less a $25 administrative fee

*** First-session students receiving federal financial aid receive a 50 percent or 40 percent refund if withdrawing prior to week 6 or 7, respectively, less a $25 administrative fee.

Repeated Courses
Students are permitted to repeat courses in order to improve their GPAs or to enhance their understanding of course material. Only the most recent grades for repeated courses are used in determining GPAs; however, when computing GPAs for the purpose of determining whether students will graduate with distinction, only the grade from the first taking of the course is used.

Instead of repeating elective courses, students may substitute grades from additional electives. All grades from all courses taken are listed on transcripts. All grades of “F” are considered in determining probation and dismissal.

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

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course or being dismissed.

Academic misconduct includes, but is not limited to:
• Exams – using unauthorized notes, looking at classmates’ test papers or providing others with answers during exams (including online exams/quizzes)
• Course assignments/projects – collaborating with others on assignments intended to be completed independently or submitting another student’s work as one’s own
• Research reports – plagiarizing
• Online—submitting work or threaded discussions under false pretenses or not conforming to DeVry University Online authorship policies.

Professional misconduct includes, but is not limited to:
• Displaying disruptive behavior;
• Using offensive language in the classroom or to faculty, staff and/or other students;
• Bribing or threatening faculty, staff and/or other students;
• Falsifying student records;
• Attempting to improperly influence instructors or University officials; and
• Willfully or recklessly transferring computer viruses.
**Satisfactory Academic Progress**

Students are not making satisfactory academic progress if one or more of the following apply:

- they have received a second grade of “F”
- they have received a third probation
- they have committed an act of substantial academic and/or professional misconduct
- five years have elapsed since the date of initial enrollment, unless they have received written approval for a time extension

Good standing is achieved by meeting academic standards set by an appointed academic advisor. These standards generally include achieving a grade of “B” or better in the required coursework until a GPA of 3.0 or better is reached after eight courses.

**Academic Probation**

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

Students are placed on probation:

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

**Dismissal**

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

**Time Limitations**

Students are allowed up to five years from the date of initial enrollment to complete their degree requirements. Under certain circumstances, the time limit may be extended upon petition to the center dean. Students resuming their studies after an extended interruption are strongly encouraged to obtain academic advising from the center dean.

**Readmission**

Students whose five-year time limit has expired and who were not enrolled within the previous six consecutive sessions must apply for readmission. A person seeking readmission must:

- Complete and submit an application for admission
- Interview with their center dean
- Meet all the admission requirements in effect at the time of readmission
**Review of Academic/Administrative Rulings**

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

In general, student grievances should first be directed to the center dean. Any concern not adequately resolved should then be directed to the Academic Review Committee.

**Nondiscrimination Policy and Privacy Act**

DeVry University is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, or disability and affords them all rights, privileges, programs, employment services, and opportunities generally available to students at the School.

DeVry University complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

DeVry University complies with the Family Education Rights and Privacy Act of 1974 as amended. This Act protects the privacy of students’ educational records, establishes students’ rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings.

DeVry’s policy on releasing student-related information explains school procedures for complying with the Act’s provisions. Copies of the policy are available at the school.

Additional information about these policies or about assistance to accommodate individual needs is available from: General Counsel, DeVry University, One Tower Lane, Oakbrook Terrace, IL 60181-4624

**Security**

**Reporting a Crime**

As a member of Keller Graduate School of Management of DeVry University community, it is your responsibility to report a crime, suspicious activity or other emergencies that may occur at the Center, to the appropriate center official.

Should you become a witness to or a victim of a crime, immediately report the incident to the center dean or the emergency building number. Emergency numbers are located on each center’s bulletin board.

When making your report of the incident you are asked to provide the following information:

- Description of the incident
- Date, time, and location of the incident
- Description of the persons or vehicles involved in the incident
- Who else was notified about this incident

**The Center Dean will complete the incident report.** Upon receipt of the report, the School will determine the appropriate response which could include disciplinary action against the offender(s),
notification to local law enforcement, notification to the center community or other public safety alternatives deemed appropriate given the circumstances.

Security Program and Practices
Information programs at DeVry University include:
- Informational brochures on center safety and personal safety are available with other educational brochures in the student area.
- Safety periodical distributed yearly and posted on student bulletin boards.

Law Enforcement
Keller Graduate School of Management of DeVry University checks with building management as well as local law enforcement to see what crimes are occurring on the premises and in the area. This information is made available to its students directly and also via the annual crime statistics worksheet.

General Graduate School Policies

Intellectual Property Rights
In accordance with the law of copyright, faculty-assigned student writings, including answer material for tests, projects, research papers and business plans prepared in connection with any course, are the property of DeVry University and may be used by the School for educational purposes.

Student Conduct
Mature behavior and conduct consistent with the highest business standards are expected of every student. DeVry University reserves the right to place on probation or dismiss students who engage in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on School premises. In any case of probation or dismissal, students may appeal.

Registration Procedures
Registration is the process of enrolling in and paying for a course. Students may register in person at site-based locations prior to the first class meeting of each session; however, students are strongly encouraged to register earlier, online, in person, by mail or via e-mail.

Online students must pay appropriate fees prior to the start of the session or they are denied access to their online course materials. Online students must register early and pay their appropriate fees online. Approval to take an online course does not constitute registration.

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.

Tuition is due by the first day of class. Students may elect to use a deferred payment plan. Please note that the cost of course materials may not be deferred.

Tuition Payment Options
Payment plans are available to graduate students who wish to defer tuition payment(s). Those wishing to do so must submit a completed payment plan agreement. A new agreement is necessary should students wish to change plans. Students may choose one of the following options:
Installment Plan
Students must pay at least half their tuition charges for the session on or before registration day. At that time, they must provide a completed and signed payment plan agreement. The remaining tuition payment is expected no later than Thursday of week four of the session. Any unpaid balance is subject to finance charges (see Finance Charges); any late payments are subject to late-payment fees (see Late-Payment Fee).

Tuition Reimbursement
A substantial number of students receive tuition reimbursement from their employers. For those students whose companies finance their education, a direct billing arrangement between the employer and DeVry University may be possible. Students should contact their supervisor or employee benefits office to determine if tuition reimbursement or direct billing is available.

Tuition reimbursement does not eliminate students’ responsibility to pay tuition by the due date. Students whose tuition payment is submitted after the due date may be assessed a late-payment fee. Students who have been assessed multiple late fees may be prohibited available multiple late fees may be prohibited from participating in certain payment plan options. Finance charges accrue on any unpaid balance.

Delayed Billing
Students who receive tuition reimbursement may take advantage of the Delayed Deferral plan, under this plan, tuition payment is due four weeks after the session in which students complete a course, (payment is due immediately if a student withdraws from a course during the session). Student electing this option pay a $20 nonrefundable per-credit-hour deferral fee at registration. No finance charges are assessed on accounts that remain current, Finance charges accrue when accounts become past due.

Financial Aid
Federal Stafford Loan money is available to graduate students through the Federal Family Education Loan Program (FFELP). These loans are made by the Keller Graduate School Trust; lenders such as banks, credit unions, or savings and loans. Federal Stafford Loans are insured by the federal government and have a variable interest rate capped at 8.25 percent. A guarantee fee of up to 1 percent and an origination fee of up to 3 percent may be deducted from the loan proceeds by the guarantor.

Eligibility for the subsidized and Stafford Loans is based on need. Eligibility for the unsubsidized Stafford loan is not based on need. The combined maximum subsidized and unsubsidized Stafford Loans for graduate students may not exceed $18,500 or the cost of attendance minus other aid, whichever is less, for each academic year.

For financial aid purposes, the academic award year comprises four consecutive eight-week sessions of study. A loan period matches a student’s expected attendance within the scheduled academic year. One course per session is considered half-time enrollment; two or more courses per session are considered full-time.

Note: Students who obtain a student loan of any type have a legal obligation to repay the loan. Their degree of success at Keller Graduate School of Management of DeVry University does not change this obligation.

Federal financial aid regulations require financial aid recipients to make incremental progress towards
their degrees. Failing to progress results in the loss of financial aid eligibility. In compliance with this regulation, Keller students receiving financial aid must earn a passing grade in at least 67 percent of all their attempted courses. For purposes of calculating incremental progress, a course for which a student received a designator of W (Withdrawal) constitutes an attempt. Incremental progress is measured each session. Assessment of incremental progress begins after three courses have been attempted. Students who withdraw from a course(s) have their awards reduced based on the date of withdrawal, creating balances due.

Students who do not complete coursework (i.e., withdraw during the session), may have their financial aid award reduced, based on federal financial aid regulations.

Students not meeting satisfactory academic progress requirements and/or not maintaining incremental progress requirements according to the chart to the right are not eligible for federal student aid. Students wishing to appeal may submit a letter of appeal to:

Incremental Progress Committee, Keller Graduate School of Management of DeVry University, One Tower Lane, Oakbrook Terrace, IL 60181.4624

**Applying for Financial Aid**

To apply for Stafford Loans, the U.S. Department of Education requires completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA provides an independent and consistent collecting information to determine student eligibility.

Applicants may complete the FAFSA and FFELP Stafford Loan request on the School’s Web site – http://www.keller.edu/fininfo/finaid.stm or FAFSA on the web at www.fafsa.ed.gov.

The paper application process also remains available. Students can obtain a financial aid packet containing the FAFSA at any DeVry University center. Stafford Loan applications can be obtained from any lender.

**Returned-Check & Declined-Credit-Card Fee**

Returned checks and declined credit card payments create administrative cost, therefore a $25 fee is added to students’ balances for each returned check or declined credit card. Students with three or more such occurrences must pay their tuition with either a money order or cashier’s check and are not eligible for subsequent tuition deferrals.

**Late-Payment Fee**

Students whose payments are received after their due dates are assessed a $15 late-payment fee for each month their balance remains past due. Students who have been assessed multiple late fees may be prohibited from participating in certain payment plan options and from registering for future sessions.

**Registration Cancellation Fee**

Students who register for a course and subsequently choose not to take the course must, on or before Saturday of week 8 of the session prior to the session they are to begin the course, cancel their pre-registration. Students who fail to cancel before this deadline have their course reservation canceled and are charged $25 per course.

**Late Registration Fee**

Students who register for a course after Saturday of week one are charged a late registration fee of $25.
Withdrawal Fee
Students are charged a $50 administrative fee for each course from which they withdraw prior to class session 6. After class session 5, the withdrawal fee is waived.

Finance Charges
All unpaid balances are subject to fiancé charges, which are computed on the average daily balance. The daily periodic rate is 0.03287%, which is equivalent to a monthly rate of 1% and an annual rate of 12%.

- You can apply for financial aid on the internet. Go to www.keller.edu and link over to the FAFSA Webpage. Applying on-line saves time and money.
- You must re-apply for financial aid at the beginning of each academic year (complete the FAFSA) in order to qualify to receive financial assistance for that year.

Transcripts
Transcripts are available to students and graduates. A $5 fee per transcript is charged to cover handling and mailing cost. Request for transcripts must be in writing. Students should submit their request to the address listed below.

Registrar’s Office, Keller Graduate School of Management of DeVry University, One Tower Lane, Suite 1000, Oakbrook Terrace, IL 60181-4624
Phone: (630) 574-1960 ext.1138
Fax: (630) 382-2944
AREA INFORMATION

LOCAL TREATMENT RESOURCES

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

HOT LINES/SELF HELP GROUPS

| Statewide | | Pittsburgh Vicinity |
|-----------|-----------------|
| AA (Alcoholics Anonymous) - (800) 245-1377 | | Cocaine Hot Line (NIDA) - (800) 662-4357 |
| Ala-Call (24 hours) - (800) 322-5525 | | NA (Narcotics Anonymous) - 1 (800) 992-0401 |

RESIDENTIAL TREATMENT CENTER

<table>
<thead>
<tr>
<th>Philadelphia and Vicinity</th>
<th>Pittsburgh Vicinity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livengrin Foundation - Bensalem, PA (215) 638-5200</td>
<td></td>
</tr>
<tr>
<td>Malvern Institute, Malvern, PA (215) 647-0330 or (800) 486-0017</td>
<td></td>
</tr>
<tr>
<td>Fairmount Institute, Philadelphia, PA (215) 487-4000</td>
<td></td>
</tr>
<tr>
<td>Eugenia Hospital, Lafayette Hill, PA (215) 836-7700</td>
<td></td>
</tr>
<tr>
<td>Helene Fuld Medical Center, Trenton, NJ (609) 394-6190</td>
<td></td>
</tr>
<tr>
<td>Strecker Program for Substance Abuse (Penn) Philadelphia, PA (215) 471-2021</td>
<td></td>
</tr>
</tbody>
</table>

EMERGENCY NUMBERS - CALL 911

- Police .......................................................... 911
- Fire ............................................................ 911
- First Aid........................................................ 911
- Campus Security ........................................... 215-591-5768 or 215-591-5777

Additional Services
### AREA INFORMATION

#### HOSPITALS

**Philadelphia Vicinity**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chestnut Hill Hospital</td>
<td>8835 Germantown Ave., Philadelphia PA 19118</td>
<td>215-248-8200</td>
</tr>
<tr>
<td>Abington Memorial Hospital</td>
<td>1200 Old York Road, Abington, PA 19001</td>
<td>215-481-2000</td>
</tr>
<tr>
<td>Mercy Health System</td>
<td>1 West Elm Street, Conshohocken, PA 19428</td>
<td>610-567-6000</td>
</tr>
<tr>
<td>Holy Redeemer Hospital</td>
<td>677 Welsh Road, Huntingdon Valley, PA 19006</td>
<td>215-938-0180</td>
</tr>
</tbody>
</table>

**Pittsburgh Area**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPMC Health System, General Medical and Surgical Hospitals</td>
<td>5230 Centre Avenue, Pittsburgh, PA 15232</td>
<td>412-623-2121</td>
</tr>
<tr>
<td>St. Clair Hospital</td>
<td>1000 Bower Hill Road, Pittsburgh, PA 15233</td>
<td>866-248-4500</td>
</tr>
<tr>
<td>High Field Open MRI</td>
<td>995 Greentree Road, Pittsburgh, PA 15220</td>
<td>412-920-0100</td>
</tr>
</tbody>
</table>

#### AGENCIES ASSISTANCE

**Philadelphia Vicinity**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol &amp; Drug Dependence Center</td>
<td>65 E. Elizabeth Ave., Bethlehem, PA 18018</td>
<td>610-867-3986</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Abuse Helpline/Referrals</td>
<td></td>
<td>800-234-0420</td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>Office of Emergency Shelter and Services-Philadelphia</td>
<td>215-686-7180</td>
</tr>
<tr>
<td>All other times:</td>
<td></td>
<td></td>
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<tr>
<td>Families and single women</td>
<td></td>
<td>215-568-5113</td>
</tr>
<tr>
<td>Single men</td>
<td></td>
<td>215-236-0909</td>
</tr>
<tr>
<td>Montgomery County (Salvation Army)</td>
<td></td>
<td>610-275-4183</td>
</tr>
<tr>
<td>Interfaith Hospitality Network-Ambler</td>
<td></td>
<td>215-628-4009</td>
</tr>
<tr>
<td>Employment &amp; Training Foundation, Inc.</td>
<td></td>
<td>(610) 275-4576</td>
</tr>
<tr>
<td>Food Program-Montgomery County</td>
<td>(800) 367-6347</td>
<td></td>
</tr>
<tr>
<td>WIC (Women, Infants, Children) – Montgomery County</td>
<td>(800) 367-6347</td>
<td></td>
</tr>
<tr>
<td>Housing and Urban Development</td>
<td>Haddonfield, NJ</td>
<td>(856) 722-9968</td>
</tr>
<tr>
<td>Immigration &amp; Naturalization Services</td>
<td>970 Broad St., Newark, NJ 07102</td>
<td>(800) 375-5283</td>
</tr>
<tr>
<td>Legal Aid Services – Montgomery County</td>
<td>(610) 275-5400</td>
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</tr>
<tr>
<td>Lawyer Reference Service</td>
<td>(610) 275-5291</td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td>(610) 278-3642</td>
<td></td>
</tr>
<tr>
<td>Mental Health EMERGENCY</td>
<td>(610) 279-6100</td>
<td></td>
</tr>
<tr>
<td>Montgomery County Department of Consumer Affairs</td>
<td>(610) 278-3565</td>
<td></td>
</tr>
<tr>
<td>Montgomery County Welfare Department</td>
<td>1931 New Hope Street, Norristown, PA 19041</td>
<td>(610) 270-3500</td>
</tr>
<tr>
<td>Montgomery County Geriatric and Rehabilitation Center</td>
<td>(215) 948-8000</td>
<td></td>
</tr>
<tr>
<td>Montgomery County Board of Alcohol and Drug Abuse</td>
<td>(610) 867-3986</td>
<td></td>
</tr>
<tr>
<td>PA State Division of Consumer Affairs</td>
<td>Strawberry Sq. 14th floor, Harrisburg, PA 17120</td>
<td>(717) 787-9707</td>
</tr>
</tbody>
</table>
### AREA INFORMATION

**Planned Parenthood of Southeastern PA**
19 Lindenwold Ave., Ambler, PA 19002 .................................................. (215) 542-8370
1220 Powell St., Norristown, PA 19041 ............................................. (610) 279-6095

**Poison Control Centers – Montgomery County**
............................................................................. (800) 722-7112

**Salvation Army**
............................................................................................................................... .. (610) 275-9225

**Social Security**
............................................................................................................................... .... (800) 772-1213

**Suicide & Crisis Intervention Hotline**
............................................................................................. (610) 279-6100

**Veterans Administration Regional Office**
1430 DeKalb Street, Norristown, PA 19404 ....................................... (610) 278-3285

**Victim Services Center**
..................................................................................................................... (610) 278-3144

**Victims Assistance Unit-District Attorney’s Office**
..................................................................................................................... (610) 278-3144

**Women’s Health Resource Line**
...................................................................................................... (610) 278-5117

### Pittsburgh Area

**Addiction Recovery Services**
239 4th Avenue, Pittsburgh, PA 15222 .................................................. (412) 391-1321

**Alleghany CTY Department of Human Services Office of Behavioral Health**
Grant Street, Pittsburgh, PA 15233 .................................................. (412) 350-4457

**Family Links**
250 Shady Ave, Pittsburgh, PA 15233 .................................................. (412) 661-1800

**Gateway to Recovery Inc.** Detoxification, Partial Hospitalization, Residential and Outpatient Programs
.............................................................................................................. (561) 265-4031 or (800) 960-5041

**Angelus Psychological Services** ................................................................. (724) 654-9555

**The Salvation Army**
424 3rd Ave, Pittsburgh, PA 15219 .................................................. (412) 394-4800

**Women’s Center & Shelter of Greater Pittsburgh**
PO Box 9024 Pittsburgh, PA 15224 .................................................. (412) 687-8005 or (877) 338-8255
24-Hour hot line- (412) 687-8005

**Allegheny County - Employment and Training**
.............................................................................................................................. (412) 350-6611

**Allegheny County - WIC Program**
.............................................................................................................................. (412) 350-5801

**Immigration & Naturalization Service**
.............................................................................................................................. (412) 395-4456

**Counseling Center of Pittsburgh**
.............................................................................................................................. (412) 255-3763

**Department Of Human Services Allegheny County**
.............................................................................................................................. (412) 350-3467

**Suicide & Crisis Hotline**
.............................................................................................................................. (800) 454-8966

**Veteran Services** .............................................................................................................................. (888) GIBILL-1

### TRANSPORTATION

**Philadelphia Vicinity**
# AREA INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Amtrak</strong></td>
<td>800-872-7245</td>
</tr>
<tr>
<td><strong>SEPTA</strong> (Southeastern PA Transportation Authority) Travel Information Center</td>
<td>215-580-7800</td>
</tr>
<tr>
<td><strong>NJ Transit</strong></td>
<td>800-772-2222</td>
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<tr>
<td><strong>Taxi Service</strong></td>
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<tr>
<td>Montco Suburban Taxicab Co</td>
<td>215-572-6100</td>
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<tr>
<td>Reliable Dispatch Svc</td>
<td>215-884-0322</td>
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<tr>
<td>Guardian Transportation</td>
<td>215-576-0400</td>
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<tr>
<td>Willow Grove Yellow Cab</td>
<td>215-659-0245</td>
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## AUTOMOBILE ASSISTANCE

### Towing Services

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<tr>
<th>Company</th>
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<tbody>
<tr>
<td>Jim’s Towing Services (Abington, PA)</td>
<td>215-572-5467</td>
</tr>
<tr>
<td>Brian’s Towing Service (Ambler, PA)</td>
<td>215-680-8010</td>
</tr>
<tr>
<td>Sunoco Gas Station (Dresher, PA)</td>
<td>215-646-9681</td>
</tr>
<tr>
<td>Mobile Oil Corp (Ft. Washington, PA)</td>
<td>215-540-9068</td>
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<tr>
<td>Brad’s Auto Body (Glenside, PA)</td>
<td>215-572-8444</td>
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### Locksmith

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<tbody>
<tr>
<td>Houdini Lock &amp; Safe Co (Abington, PA)</td>
<td>215-884-2500</td>
</tr>
<tr>
<td>Stan’s Lock Shop (Ambler, PA)</td>
<td>215-646-5625</td>
</tr>
<tr>
<td>Abes Locksmith (Ft. Washington, PA)</td>
<td>215-848-5397</td>
</tr>
<tr>
<td>Allstar Locksmith (Willow Grove, PA)</td>
<td>215-659-8068</td>
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### Pittsburgh Area

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<tbody>
<tr>
<td>Amtrak</td>
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<tr>
<td>Access Transportation Systems</td>
<td>412-562-5353</td>
</tr>
<tr>
<td>Penndot</td>
<td>412-395-6935</td>
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<tr>
<td>Classy Cab Service</td>
<td>412-322-5080</td>
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<tr>
<td>G&amp;G Bus Company</td>
<td>724-222-2320</td>
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## AUTOMOBILE ASSISTANCE

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<tbody>
<tr>
<td>Frank’s Tire and Auto</td>
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<tr>
<td>Howard’s Towing and Recovery</td>
<td>412-235-7700</td>
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<tr>
<td>Tony’s Towing</td>
<td>412-434-6670</td>
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<tr>
<td>Wolbert Auto Body</td>
<td>412-922-8898</td>
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### Locksmith

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<tbody>
<tr>
<td>Locksmith</td>
<td>412-594-4099</td>
</tr>
<tr>
<td>Barrier Protection Systems, Inc</td>
<td>412-594-4099</td>
</tr>
</tbody>
</table>
Housing Mission

The mission of the DeVry University, Fort Washington Housing Program is to advance the goals and objectives of the University by creating quality residential communities which empower students to value academic achievement, integrity, leadership, and respect for individual differences.

Vision

The DeVry sponsored Housing Program will be recognized for its quality of services, community builders, and programs that engage students in the development of their potential through housing and support in a context that enables and motivates students to gain the true college experience of living on their own and achieving a sense of independence.

Statement of Student Responsibility

DeVry University, Fort Washington Housing policies and procedures published by office of Student Affairs are considered supplemental to the University Student Code of Conduct Standards outlined in the Student Handbook. It is the obligation of all students to familiarize themselves with these regulations and follow all University policies. All policies and procedures are available in the Department of Student Services, Room 138, (215) 591-5794. Violations may be handled by the appropriate administrative officer(s) and/or as described in the University Student Code of Conduct Review Process.

Who’s who in the Residence Life Community?

Residence Life at DeVry University is committed to creating an environment in which each member of the community can achieve his/her highest potential. Here at DeVry we strive to develop a community that recognizes the values of every individual. Our Residence Life staff is dedicated to creating a supportive atmosphere that is stimulating, dynamic and energetic. In each endeavor, we are committed to providing learning experiences that will enhance each student’s social, cultural, physical and moral development.

- Director of Housing & Counseling Services
  The Director of Housing & Counseling Services resides within the student housing complex and supervises the Resident Assistants and oversees the housing students of DeVry. The Director oversees the community standards and maintenance concerns of the complex(s) and ensures the effective operation of the complex(s) and ensures that the rules and regulations are followed. The Director facilitates group advising, apartment assignments and billing, counseling, staff selection and supervision, fiscal and facilities management (in collaboration with the on-site property management teams), discipline and crisis intervention.

  The Director is always available for student and staff support when needed. The Director helps the RA’s to facilitate and advocate an active residence community within the complex and in the general DeVry University community.
• Resident Assistants (RAs)
Each complex has at least two RA’s living within the student life community. An RA is there to listen, mediate roommate or floor concerns, facilitate programming, and refer students to the appropriate offices when they have special concerns and/or to report violations of housing rules and regulations. RA’s are students who have received training in: advising, emergency and administrative procedures, mediation, community development, campus and community resources, communication skills, and programming. One additional responsibility of each RA is to conduct weekly rounds throughout the term. RA’s will also hold one mandatory meeting for each term and possibly more throughout the term. It is each student’s responsibility to attend, as pertinent information will be addressed at this mandatory meeting. RAs serve as a very important resource and provide leadership and guidance in establishing a community. Do not hesitate to go to an RA with any questions, problems or concerns.

HOUSING POLICIES & PROCEDURES - SECTION 1

Housing Lease / Rules & Regulations Agreement

In signing the lease agreement for DeVry University sponsored housing, students accept responsibility to comply with the housing policies and procedures. DeVry tries to balance satisfaction of personal needs with the needs of the university community. Students must be prepared to conduct themselves, at all times, in a way that will not infringe the rights and privileges of others. Students must agree to act as responsible citizens in the use of their rooms/ apartments and common areas while respecting the rights of others at all times. Non-compliance may result in disciplinary action as deemed necessary by the Director of Housing & Counseling Services and/or the Assistant Dean of Student Affairs. A serious and/or repeat violator may be required to vacate his/her room and/or may lose the privilege of living in DeVry campus sponsored housing. Security deposits may not be issued as per guidelines outlined in the lease agreement.

“SAMPLE”

STUDENT HOUSING AGREEMENT

THIS STUDENT HOUSING AGREEMENT ("Student Housing Agreement") made this ___ day of ____ by and between DE VRY UNIVERSITY, INC., One Tower Lane, Suite 1000, Oakbrook Terrace, Illinois, d/b/a De Vry University, 1140 Virginia Drive, Fort Washington, PA ("DeVry"), and enrolled student of DeVry ("Student") with name and home/permanent address ("Domicile") as

   First Name Last Name
   Address1, Address 2
   City, State  Zip

As an incidental service to its students in connection with its provision of educational services, DeVry has entered into a lease with the owner of the premises commonly known as “Trilogy Apartments” and “Chestnut Hill Tower Apartments” ("Premises"). Said lease provides that DeVry may utilize the Premises to house currently enrolled students at DeVry for the semester(s) beginning __Date__ to __Date__. Student agrees to the following terms and conditions of student housing provided at said Premises by De Vry to Student:

1. **PREMISES.**  DeVry does hereby provide to the Student a limited, non-exclusive and non-
transferable license to occupy the Premises consisting of _2_ Bedroom(s) and _2_bath(s) in common with _3_(two bedroom unit), other students of DeVry.

2. **TERM.** The term of this Student Housing Agreement shall be for _1_ academic term(s) from 8:00 A.M. on _Date_ to 11:59 P.M. on _Date_. The term may be extended by written agreement of DeVry and Student with the housing renewal form available the third month of each academic term.

3. **USAGE.** The Premises are to be used and occupied solely as temporary housing _4_(two bedroom unit), students currently enrolled at DeVry.

4. **HOUSING FEE.** The Housing Fee ("Housing Fee") for the term of this Student Housing Agreement is _One Thousand Nine Hundred_ dollars ($1,900.00), which DeVry hereby acknowledges is paid in full or in part. DeVry, at its option, may allow Student to make installment payments pursuant to DeVry's housing installment plan, if any, as established by DeVry, from time to time, provided that it is understood that DeVry may, at its discretion, upon notification to Student require that Student pay immediately the entire Housing Fee or any outstanding balance. All Student Housing Agreement payments are non-refundable and must be paid in full regardless of whether Student voluntarily or involuntarily relinquishes this Student Housing Agreement, Student's occupancy is terminated because of a violation of any of the terms of this Student Housing Agreement, Student ceases to be enrolled as a student at DeVry, or Student's occupancy is terminated for any other reason. Student agrees that DeVry may, at its option, deduct and retain from any financial aid amounts to be refunded to Student in respect of a semester any or all-housing fees payable by students under this Student Housing Agreement with respect to that semester. Such right of deduction is solely for the benefit of DeVry, and does not relieve Student of any obligations to make payments when due hereunder.

5. **INITIAL RESERVATION FEE.** Student has this day deposited with DeVry the sum of _Two Hundred and Fifty Dollars_ ($250.00) as an Initial Reservation Fee ("Initial Reservation Fee") to secure a place in student housing and to secure the full and faithful performance by Student of all terms and conditions to be performed by Student hereunder. The Initial Reservation Fee shall be returned within thirty (30) days after the Student vacates housing voluntarily, by mail at the Domicile address listed above, less any charges expended by DeVry to rectify any breach of this Student Housing Agreement. DeVry shall inform Student in writing of the basis for any such charges. It is specifically understood and agreed that said application of the Initial Reservation Fee shall in no way limit DeVry's right to recover additional damages against the Student for damages to the provided housing or costs incurred by DeVry as a result of the Student and/or Student's guest.

6. **INSPECTION.** DeVry and the Student agree that DeVry and its representatives have the right to enter and inspect the Premises at any time during the term of this Student Housing Agreement. DeVry and its representatives reserve the right to enter the premises at any time in the event of reasonable belief that an emergency exists, which shall include, but not be limited to, fire, storm or other acts of nature, unlawful conduct, need for medical treatment, or serious threat to the safety of Student occupants or guests. DeVry shall retain a key to the Premises for such purposes. Student acknowledges and agrees that DeVry may deny or suspend student-housing privileges based upon such inspections.

7. **MAINTENANCE OF STUDENT STATUS.** Student specifically agrees that studies will be continued as a full-time student (12 or more credits) at DeVry throughout each semester and that
Student will cease to occupy the Premises if, for any reason, Student fails to continue as an active full-time DeVry Student.

8. **RELOCATION.** It is specifically agreed that DeVry may reassign the Student to any other apartment leased or owned by DeVry during the term of this Student Housing Agreement. It is also specifically agreed that DeVry, in its discretion, shall make student roommate assignments and Student shall accept such individual students-roommates into the Premises. Said new individual students-roommates shall be students of DeVry. In the event Student and/or students-roommates are required to relocate, DeVry shall not be required to pay any relocation expenses, for example, moving or telephone or cable television installation charges or other similar charges. Students required to relocate pursuant to the foregoing provisions shall execute a new Student Housing Agreement upon request by DeVry. However, any such new Student Housing Agreement shall be upon the same general terms and conditions as this Student Housing Agreement and the term thereof shall not extend beyond the terms of this Student Housing Agreement.

9. **UTILITIES.** The Premises shall be furnished. The Student agrees to be jointly and severally liable for loss or damage to furniture and equipment in the Premises with each other student-roommate of the Premises. All utility bills, including internet, telephone and cable television, are included in the semester's housing fee. Should, however, any four-student unit's monthly electric bill exceed $300.00 per month the amount in excess may be billed directly to the occupants of that particular unit. Student agrees to be liable for said charges.

10. **ASSIGNMENT.** The Student may not assign this Student Housing Agreement or permit any other person to occupy the Premises, except for other students at DeVry who have entered into written Student Housing Agreements with DeVry for occupancy of the Premises.

11. **PURPOSE OF STUDENT HOUSING AGREEMENT.** The sole purpose of this Student Housing Agreement is to supply temporary housing facilities to a student of DeVry in connection with, and incidental to, that student's education at DeVry. Student agrees to perform his/her duties as a student at DeVry in good faith and in such a manner as to be fully consistent with the terms of this Student Housing Agreement and permit DeVry to honor the terms of its lease with the owners of the Premises. Student shall comply with all the requirements of the owner of the Premises applicable to Student's use of the Premises; provided, however that at all times the Student's occupancy of the premises shall be temporary, shall not establish any leasehold or other property interest, and shall be incidental to the provision by DeVry of educational services to Student. Student acknowledges that the housing provided under this Student Housing Agreement is not "residential" and that Student will cease his/her occupancy voluntarily if so directed by DeVry as a result of a breach of this Student Housing Agreement.

12. **DEFAULT.** Student acknowledges and agrees that if he/she violates any of the terms or conditions of this Student Housing Agreement or DeVry's rules and regulations concerning the conduct of student housing residents or any special rules applicable to the Premises, DeVry may, following notice and hearing in accordance with the DeVry Student Code of Conduct, take disciplinary action including, but not limited to, any one or more of the following actions: give the student an official warning; process a formal probation; suspend or expel Student from DeVry or DeVry housing; withhold Student's grades and/or transcripts; refuse to allow Student to register for subsequent semester; refuse to offer career services assistance to graduating Student; require restitution from student for damages; and/or require Student to leave Premises.
13. **LIABILITY.**  Student shall be liable for and shall hold DeVry harmless on account of any theft, loss or damage to property or injury to any person, where such damage or injury is due to the act or neglect of student, or failure of Student to report needed repairs to DeVry. DeVry shall not be liable for damages to any property or person arising from acts, neglect or omission of any other tenant, occupant, or Student-roommate in said building or buildings, or from any act over which DeVry has no control. DeVry will not be liable to Student or Student's guests or occupants for any damages or losses to person or property caused by other persons, including theft, burglary, assault, vandalism or other crimes. DeVry will not be liable to Student or Student's guest or occupants for personal injury or for damage to or loss of their personal property, including but not limited to, furniture, jewelry, stereo equipment, televisions, clothing, and computer equipment, from fire, flood, leak, rain, hail, ice, snow, smoke, lightning, wind, explosion, interruption of utilities, Acts of God, or any other occurrences.

Witness: __________________________   Student: __________________________
(L.S)
Witness: __________________________   By: DeVry University, Inc.

**Rules and Regulations**
Student acknowledges receipt of a copy of DeVry's rules and regulations and any special rules applicable to the Premises, which are attached hereto, and agrees to abide by them.

**RULES AND REGULATIONS FOR ALL STUDENTS HOUSING**
**PROVIDED BY**
**DEVRY UNIVERSITY, INC.**
**BY EXECUTING THIS DOCUMENT**
Student acknowledges receipt of the Rules and Regulations contained herein and agrees to abide by said Rules and Regulations.

1. Student shall not install, affix, paint on or expose any sign, notice, advertisement, illumination or projection out of the windows or on the exterior or from the building or upon it in any place.
2. Student shall only use such shades, window treatments, ventilators or guards in the windows of said apartment as are provided or approved by DeVry. No awnings are permitted.
3. No pets shall be permitted in the apartment. The Student will be responsible for any and all damages, which may be caused by any pet in the apartment.
4. Student is prohibited to add any additional telephone, internet and/or cable TV services to the premises. Student will be responsible for any damage occasioned by the prohibited installation, use or removal of such instruments. All telephone, internet and cable connections shall be lawfully installed through the DeVry University Housing Office.
5. All paper and discarded articles shall be placed in cans, and garbage shall be wrapped in paper and/or bags and deposited in cans. All cans shall be kept covered. Garbage shall be disposed of regularly. Student shall comply with all applicable garbage recycling laws. Student shall not make or permit anyone else to make any disturbing noises in the premises, nor do or permit to be done anything, which will interfere with the rights, comforts or conveniences of other students or occupants of the same or other units. Student shall not play upon loudly or suffer to be played upon loudly any
musical instruments, nor shall Student operate loudly a radio, television or stereo system between the hours of ten o'clock p.m. and the following nine o'clock a.m. Sunday through Thursday and the hours of twelve o'clock a.m. and the following nine o'clock a.m. on Friday and Saturday.

6. The sidewalks, halls, passages or stairs shall not be obstructed by Student or his/her goods, or used by him/her for any purpose other than ingress or egress from and to his/her respective apartment. No items permitted in halls or at apartment entrance doors or on lawns or walkways.

7. Bicycles, tricycles, baby carriages, go carts, shopping carts and other vehicles of like nature, excluding mopeds and motorcycles, shall be kept in the basement or inside the premises and not left in the hall or on the sidewalk or grounds at any time.

8. The bathroom toilets and other apparatus shall not be used for any other purposes than those for which they were constructed, and no diapers, panties, sanitary napkins, sweepings, rubbish, rags, ashes, ink, chemicals, garbage, refuse matter from electric batteries or other obnoxious or hazardous substances, shall be thrown in them. The Student shall pay for any damage resulting from such actions.

9. Pianos, furniture, goods and freight shall be brought, delivered, received and subsequently removed from the premises in strict accordance with arrangements with DeVry or its agent in charge of said building. No waterbeds are allowed.

10. Students shall see that the windows and doors of his/her apartment are closed and securely fastened before leaving the premises, and will be held responsible for any damage resulting from frost, rain or other causes in violation of this rule.

11. Student shall not use or keep in this building any explosive or illuminating material, except electric light or candles.

12. Student shall not waste or unreasonably use water.

13. Student shall at all times keep the dwelling and associated fixtures in a clean and sanitary condition.

14. Student shall report to DeVry and the appropriate health authority any case of infectious or contagious disease occurring in the premises and Student shall report to DeVry the presence of insects or vermin in the premises. Student shall cooperate in the elimination or control of insects or vermin, and be responsible for any additional costs due to lack of cooperation.

15. Student shall report to DeVry, at once, any accidents or injury and all breakage or loss of any kind to water pipes, toilet, drains or fixtures, or other property of DeVry, or the property owner.

16. Students are not permitted to horseplay in public halls, on roofs, stairways, cellars, walks, grounds or common areas.

17. Student shall not place any nails, bolts, screws or tape in walls, floors or trim (use of thumbtacks shall be permitted).

18. Student shall not install any radio or television aerial wires of any description on or in the buildings, or hang them from windows.

19. Student shall, upon vacating the premises, return all keys for the apartment or pay for the same and any costs incurred in changing locks.

20. Student shall permit DeVry or its agents or employees to enter the premises at any hour for any reasonable purpose of DeVry's and to allow DeVry to take all materials into or from the premises as may be required.

21. DeVry, in all cases, shall retain the right to control and prevent access into the buildings and grounds of all persons whom DeVry considers undesirable.

22. All personal property placed in the premises or stored in trunk rooms and garages shall be at the risk of the Student or owner of such personal property and DeVry will not be
responsible for any damage or injury to or loss of such personal property from any cause.

23. DeVry shall not be responsible for articles left with any employee of DeVry.

24. No drying or hanging of clothes is permitted anywhere on the outside of the premises.

25. No parking is permitted in any fire lane. Only designated parking areas may be so used.

26. No trailers, trucks, boats, boat trailers, or disabled vehicles of any kind other than pick-up trucks, taxicabs, or motorcycle vehicles shall be stored or permitted to remain upon the parking facilities or any other part of the premises.

27. Vehicles or other items, in violation of these Rules and Regulations, may be towed at the Students expense.

28. All outside doors shall be kept locked at all times.

29. Any carpeting supplied by Student may not be installed in the kitchen and lavatory areas. Student shall not use any tacks, nails, or other fasteners, or cement in laying carpets, rugs or any other floor covering or material on the floors. Any and all damage to floors shall be the responsibility of the Student.

30. No washing machines, dishwashers, clothes dryers, air conditioners, or other major appliances, whether permanent or portable, shall be allowed in the premises; these said appliances are supplied by DeVry or the property owner.

31. There shall be no washing, cleaning, polishing or repairing of motor vehicles on the grounds, parking facilities or any other part of the premises.

32. Prior to or at the time that snowfall accumulation exceeds two inches, all automobiles shall be removed from parking lots, and until snow removal has been completed by property management.

33. Barbecue grills, brassieres, portable stoves, hibachis and all similar devices for cooking or heating of foods shall not be used, except in areas designated by DeVry or the property owner for the use of same, and subject to no use thereof whatsoever in time of drought. Storage of the foregoing shall be limited to basement area designated by DeVry or the property owner.

34. No sidewalks, lawns or parking areas shall be used for sports, games or other recreational purposes unless so authorized by DeVry. Wading pools or swimming pools are expressly prohibited.

35. Automobiles operated within parking lots and driveways shall not exceed the speed of fifteen miles per hour. There shall be no excessive sounding of horns or car stereo music and no automobile with a noisy muffler shall be operated on or about the premises.

36. If students chooses to place a lock on bedroom door the student shall at all times keep a duplicate key to the demises premises on deposit with DeVry's Housing Office. Student shall at all times keep Student's telephone number and automobile license plate number on file with DeVry Housing Office.

37. Secondary locks are expressly prohibited and none shall be allowed unless consented to in writing by DeVry.

38. Student's use of the laundry room facilities is conditioned upon compliance with DeVry's rules and regulations regarding it.

39. Use of the swimming pool, if any, is subject to separate agreement provided by property owner.

40. Smoking, possession, use or being under the influence of alcoholic beverages, illegal drugs, cigarette smoking or unauthorized controlled substances in housing is expressly prohibited.
41. Possession or use of dangerous weapons, firearms, chemicals or combustible substances in housing is expressly prohibited.

42. Guests must be pre-approved with the Housing Office or Resident Assistant (RA) prior to any overnight stay.

43. Students shall not suffer any violations of these Rules and Regulations by others. To the extent that Student is unable to prevent others from violating these Rules and Regulations, Student will contact DeVry and advise DeVry of the situation.

44. All Housing Students shall receive, review and follow the policies and procedures of the Housing Handbook within the DeVry University Student Handbook.

45. DeVry reserves the right to make such other rules and regulations from time to time as it deems necessary for the safety, care and cleanliness of the premises, for securing the comfort and convenience of all students, and to protect its relationship with the owner of the premises. Student shall be advised in writing of such additional rules.

Student Signature__________________________________________     Date_____________

Room Occupancy Policies

Check-In
When students enter (check into) a room for the first time (this includes every new room check-in at any time during the academic school year), they should inspect their room carefully with their RA and make a detailed list of damages, their location and nature/extent that were present prior to their occupying the room. Failure to check-in properly either at the beginning of the year or during a mid-term room change will result in the student forfeiting his/her right to challenge damages. It is the student’s responsibility to understand and follow a few simple procedures:

1. Prior to check-in, each room will be completely checked by the Residence Life staff and the result of each inventory will be recorded on a Room Condition Inventory (RCI) form. This happens at the beginning of each term.

2. Together with the RA, the student should carefully review the check-in inventory done by the RA and record on the Room Condition Inventory (RCI) any pre-existing damages that may not have been recorded by the Residence Life staff member completing the inventory. When this process is complete, the student must sign the Room Condition Inventory (RCI) in the appropriate space at the bottom of the document. The original of this form will be filed in the Student Services Office within the student’s housing file. Students are cautioned that signing their name to this form is an acknowledgment that the room inventory is both accurate and meets with their approval.

Check-Out
When students leave (check out of) a room (including any room change during the academic year), they should inspect their room carefully. The check-out process must be completed prior to the student leaving a room during or at the end of the academic year, or within 48 hours of checking into a new room. Improper checkout will result in a fine of not less than $250 (the student’s housing deposit) and the student forfeiting his/her right to argue damages. Proper check-out may be achieved through one of the two options below:

1. Completion of the RCI with an RA. Together, the student and RA review the room noting any changes from the original state at check-in. When the process is complete, the student returns his/her room key and signs the completed RCI form along with the Housing Room/Move-Out
form. Signing the RCI is an acknowledgment that the room inventory is accurate and meets with the student’s approval.

2. Express Check-Out. This is an option provided for convenience. The student obtains a Room/Move-Out from an RA or in the Student Services Office. The student must fill out all information completely on the form, seal the room key and form inside an envelope, and return it to 1) the office of Student Services 2) any Residential Assistant (RA) or 3) directly to the Director of Housing & Counseling Services before leaving campus. By signing the form without a room check-out inspection, the student waives his/her right to contest room damage charges.

Damages
Residents have individual and collective concern for the security, maintenance and preservation of the complex and its surrounding grounds.

1. Any negative change (damage) to a room reported on a completed and signed RCI will result in fines assessed to the responsible student(s)’ account(s).

2. The Director of Housing & Counseling Services and complex maintenance facilities personnel review and evaluate rooms and common area damage during and upon the conclusion of the academic school term. All students are advised that although a student may have no room damages assessed against him/her, damage to common areas will result in a fine that will be divided and applied to the appropriate students’ bills. If damage occurs and the individual(s) responsible can be identified, they will be solely liable for restitution. If the guest of a resident is involved, the hosting resident will be held liable. If damage occurs in common areas and cannot be attributed to a specific individual(s), the residents of the floor may be held jointly responsible for restitution.

3. Any complaints, problems or concerns regarding inventories must be brought to the attention of the Director of Housing & Counseling Services as soon as they arise. Waiting until several weeks or months after the damage has occurred will effectively eliminate any reasonable possibility of the complaint, problem or concern being resolved satisfactorily. Every attempt will be made, however, to resolve problems and concerns to the satisfaction of all parties, as long as all outlined procedures and requirements cited in this section have been reasonably followed.

Key(s) Return
Access to the apartment obtained via room key (for a resident’s room) and complex building key (for the complex outside/main doors) are to be returned upon move-out. For the safety and security of all, any lost or misplaced keys must be reported to the Director of Housing & Counseling Services and replaced immediately. All apartment keys are the property of the University and residents are not permitted to lend or duplicate keys. Unauthorized possession of keys or misuse of keys is a major offense; students with unauthorized keys will be referred to the Director of Housing & Counseling Services for disciplinary action. All keys must be returned to a Residence Life staff member on or before the day a student moves out of housing or within 48 hours after a student’s withdrawal or dismissal from school. Failure to do so will result in the forfeit of the students’ $250 housing deposit (Reservation Fee).

University Liability for Room Contents
The University shall not be liable, directly or indirectly, for any loss by theft of personal property of a student or guest(s) of a student, nor for damage or destruction of such property by fire, water or any other cause.

Resident students are advised to procure personal insurance against such eventualities, since the
University cannot purchase this protection for students.

Period of Agreement
All housing lease agreements are made for one full term (4 months). At the discretion of the Director of Housing & Counseling Services, a student may be dismissed from DeVry sponsored housing for the safety of the residential community. The student will be liable for full payment of residence fees unless dismissed, graduated, withdrawn or released from this agreement by the Director of Housing & Counseling Services. Students who withdraw from the University after the first four weeks of classes are liable for full payment of housing fee, maintenance fee, and/or any damages caused by the student during their time of stay. Students must officially check out of the complex within 48 hours of completing University withdrawal procedures and each student will be subject to these policies for the period of their residency.

Housing Requirements

Location
All students who wish to take advantage of DeVry sponsored housing must live not less than a 25 mile radius of the Fort Washington, PA campus; if student is approved for the housing program and submits their housing deposit no less than $250 by the deadline indicated on the Housing Reservation Form they are then eligible for DeVry sponsored housing. All students who wish to live in DeVry sponsored housing must be enrolled as full time students with 12 or more credits for the academic term (4 months). Students wishing to waive this requirement must receive permission from the Director of Housing & Counseling Services.

Housing Deposits
During the term, students already attending the University who wish to obtain DeVry sponsored housing for the following term must submit an advance deposit of $250 by the deadline to be applied to their account toward housing for following term. A $250 security deposit is also required for new incoming students; by the deadline specified on the Housing Reservation Form. Deposits are accepted in the form of check (payable to DeVry University Housing) or money order, cash, or credit card.

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

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

**Room Selection**

**Room Assignment**
Because the Housing Lease Agreement is a legally binding agreement which, once signed, commits the student to DeVry sponsored housing for one full term (4 months). Any special housing requests due to illness or physical limitations must be submitted on the Housing Reservation Form with supporting documentation. To complete the room assignment process, the Housing Reservation Form, Housing Lease Agreement, Rules and Regulations Form, Student Waiver, Parent Waiver, and Emergency Contact card must all be completed, signed, and returned to the Director of Housing & Counseling Services. Students who have taken a leave of absence from the University and wish to return to campus-sponsored housing should confirm that their security deposit is still on file and contact the Director of Housing & Counseling Services as soon as they have confirmed their academic status. Returning students who have been granted housing previously but do not have their housing deposit on file must submit their deposit by the deadline and will have the opportunity to find a roommate who is currently residing in housing.

Room assignments are made prior to the move-in date for following academic term. Each incoming student completes a Housing Reservation Form. Roommate requests may be granted to incoming students when both students request the other on their Housing Reservation Form and both forms are received before the Housing Deposit deadline. No single rooms will be granted during the assignment of rooms; if a student does not select a roommate on their Housing Reservation Forms, the student will be paired with someone by the Director of Housing & Counseling Services.

**Room Changes**
Current students may complete roommate/ room change selection no later than 2 weeks prior to the housing term move-in date. Roommate/ room change selection does not guarantee current students a particular room. However, every effort will be made to honor the preference established through current student roommate/ room change selection, but should circumstances arise that require a change, the Director of Housing & Counseling Services may reassign students as outlined in the Housing Lease Agreement. When a roommate conflict becomes detrimental to the parties involved, the floor community at large and/or the greater DeVry University community such that a satisfactory resolution is not possible, a room changed may be deemed necessary. No requests for room changes will be considered without a completed roommate agreement and mediation with an RA and/or Director of Housing & Counseling Services. All final room changes are managed by the Director of Housing & Counseling Services.

*Please note:* The Director of Housing & Counseling Services can reassign students at any time without their agreement if such a move would protect the rights of the individuals involved, other resident students or staff, or University property. Repeated, flagrant violation of University regulations is seen as just cause for room reassignment, temporary dismissal from a particular complex and/or suspension from all complexes.

**Room Freeze**
No room changes will be made until after the third week of the term (room freeze period weeks 1-3). Residence Life staff will receive requests for changes during this period, but no moves will be made until the announced end date is made by the Director of Housing & Counseling Services.
Single Rooms
A single room may be granted only if a student is a Residence Assistant (RA).

Double Rooms
All rooms in the DeVry sponsored housing program are designed for multi-occupancy. The overwhelming majority of housing students live in two bedroom apartments with three other roommates. If the circumstance arises in which additional housing space is required for DeVry sponsored housing residents, the University may designate some three bedroom apartments from five person occupancy to six person occupancy.

Consolidation
1. When a vacancy exists in an apartment, students must comply with one of the following:
   2. Find a roommate or be assigned one by Director of Housing & Counseling Services.
   3. Relocate to another room with a vacancy.
   4. The Director of Housing & Counseling Services may consolidate students to eliminate vacancies.
*Exceptions to the above can be made in unusual circumstances only by the Director of Housing & Counseling Services.*

Alcohol and Illegal Substances in Housing

Alcohol
Consumption and/or possession of alcoholic beverages by DeVry University housing residents or their guests are strictly prohibited REGARDLESS OF AGE. Be certain to carefully read the Housing Lease Agreement/ Rules and Regulations contract. The rules and regulations are enforced under a "NO TOLERANCE POLICY." A student's first violation of DeVry University's alcoholic beverage prohibition may result in a sanction not less than probation for one full term to include the completion of a 3-page essay discussing Alcohol Awareness. However, depending on the severity of the first violation and the discretion of the Director of Housing & Counseling Services, a student may also be in jeopardy of losing his or her housing privileges and may possibly be removed from the housing complex. Guideline disciplinary procedures for the violation of DeVry University's alcoholic beverage prohibition will be as follows:

1st offense- Student will be placed on housing probation for no less than one full term and will be asked to complete a 3-page essay discussing Alcohol Awareness.*

2nd offense- Student will be placed on housing probation for the remainder of his or her studies at DeVry University and must attend a minimum of 2 Alcohol Awareness meetings at a local Alcoholics Anonymous (AA) association.*

3rd offense- Student will be removed from housing for a period of no less than one full term. Depending on the severity of the case, the student may be possibly removed from housing indefinitely.*
* Depending on the severity of each offense and at the discretion of the Director of Housing & Counseling Services a student may be removed from housing indefinitely even in the possible case of a 1st offender.

Illegal substances
DeVry University adheres to a “Drug Free School Zone” found in the Controlled Substances Policy in this Student Handbook.
Smoking
All DeVry University sponsored housing is designated as non-smoking. The only common area
where students may smoke is either outside on the balcony or outside the building. Smoking
cigarettes, cigars, pipes, etc. is a sensitive issue for many. Therefore, it is incumbent upon all
members of the community to abide by the regulations regarding smoking. When smoking outside,
the Housing Department requests that smokers smoke by the designated astray receptacles so that
the smoke cannot enter the building and cigarette buds are not found littering outside the building.
Cooperation in this matter will be greatly appreciated by the entire community. Possible probation
and/or housing removal will be issued to persons violating this non-smoking regulation. Guideline
disciplinary procedures for the violation of smoking within a DeVry University sponsored
apartment will be as follows:

1st offense- Student will be given a verbal warning; with written documentation on RA weekly
log.*

2nd offense- Student will be given a written warning placed in student's housing file.*

3rd offense- Student will be placed on probation for a period of no less than one full term.*

4th offense- Student will be placed on probation for the remainder of his or her studies at DeVry
University.*

5th offense- Student will be removed from housing for a period of no less than one full term.
Depending on the severity of the case, the student may be possibly removed from housing
indefinitely.*

* Depending on the severity of each offense and at the discretion of the Director of Housing &
Counseling Services a student may be removed from housing indefinitely even in the possible case
of a 1st offender.

Guest Policy

Visitors
Students are allowed visitors at any time as long as they follow these visitation guidelines:

1. Students are not allowed to have unauthorized persons living in their DeVry sponsored
housing.

2. No guest may stay overnight in the complex for more than two consecutive evenings
unless the student has notified the Resident Assistant (RA) and obtained a guest pass for
his or her guest.

3. No roommate may have a visitor-- student or non-student-- in the room over the objection
of his/her roommate.

4. Both the hosting resident and the guest will be responsible for the actions of the guest.
This may include disciplinary violations as well as any charges resulting from damages or
other Housing policy violations.

5. It is the responsibility of each resident to make known all rules and regulations to his/her
guest(s) especially the rules and regulations pertaining to alcohol, smoking and illegal substances being strictly prohibited within DeVry sponsored housing. **ALL** rules and regulations are inclusive to both students and student’s guest; including any damage potentially caused by a guest.

6. Cohabitation is not permitted. Frequent or consistent overnight “visitation” or moving one’s possessions into another’s room can be interpreted as cohabitation.

7. The University will bill the resident student no less than $100 for each week or part of a week during which an unauthorized person is found to be cohabitating in the resident’s room. The unauthorized person will be charged with and fined for trespassing, and in some situations, may also be subject to arrest.

**Lockouts**

It is important to understand that the Housing Complex Maintenance Personnel charges $25 per lock out request. If a student is locked out of his/her room, the student may come to the Student Services Office during regularly scheduled office hours to obtain a loaner key. However, after 7 p.m., locked out students must contact an RA to be let into their room. Lockout services are provided free of charge by the RA and/or Housing Director once per term after which students are charged $5 for subsequent lockouts. Under no circumstances will a student be admitted to a room other than the one assigned to him/her. **

** Please note that apartment complex facilities personnel will charge $25 per lockout to open apartments for students for this reason we suggest students contact their RA first before seeking out complex facilities personnel. **

**Quiet Hours**

Quiet Hours for the DeVry sponsored Housing Complexes are outlined in the Rules and Regulations Agreement (Rule #6) included with the Housing Lease / Rules and Regulations Agreement. Students are reminded however, that they live in a residential community with local families. They must maintain courtesy hours at all times and comply with any requests to lower volume of (voices, TV’s, stereos, video games, computers etc.) immediately.

Common Quiet Hour Guidelines:
Sunday - Thursday 10pm - 9am and Friday - Saturday 12am - 9am
Remember that not all times is your neighbor a DeVry Housing Student. ***

*** Please remember that there is always a 24-hour common courtesy ***
HEALTH SAFETY & SECURITY - SECTION 2

Possible Security & Safety Issues

Security Issues
Apartment doors should be locked AT ALL TIMES, including when a student is in the apartment. Always check through the peephole to see who is present before unlocking a door. Propping doors creates a security issue for all residents and is taken as a serious offense that will result in appropriate disciplinary charges. Please take responsibility for the safety of the building community and close any propped doors. Students should notify Police and an RA immediately if any suspicious persons or trespassers are present or if they suspect that a theft or vandalism has taken place at the complex.

Safety Issues
To promote the safety of community members and property, DeVry University Housing Program restricts the over use of electrical appliances/devices and also encourages fire prevention practices by resident students. Students are expected to maintain their rooms so that everyday fire hazards do not exist, such as over loading sockets, storing flammable objects and materials or using open-flame devices (incense, candles, oil lamps, room heaters). Residents may subject themselves to university disciplinary action (up to possible expulsion), local civil/criminal action for violations of housing fire safety guidelines, as well as a fine of no less than $250. Regulations from the Pennsylvania Department of Consumer Affairs and Philadelphia County Fire Departments, in conjunction with University guidelines, prohibit the possession or use of a variety of electrical appliances and other open flame items in housing apartment/rooms.

Firearms/Fireworks
A person found to have possession of a firearm or any other object designed to be commonly seen or used as a weapon, regardless of whether the weapon is actually operable, may be subject to disciplinary proceedings and/or penalties, up to and including dismissal from Housing and possibly the University. (This includes, but is not limited to, possession of axes, hatchets, large knives, antique weaponry, BB guns, air guns, nunchaku sticks, and bows and arrows, among other objects). Some objects, such as decorative objects, upon approval of the Director of Housing & Counseling Services may be registered with the office of Student Services. Any student found with objects that have not been approved and registered by the Director of Housing & Counseling Services will be subject to disciplinary action. In addition, possession of operable firearms by any person while on a college campus is a misdemeanor in Pennsylvania and guilty persons will be subject to applicable state punishments as well. The possession, distribution and/or sale of fireworks or other similar explosives (including ammunition, firecrackers, roman candles, etc.) are illegal in Pennsylvania, and anyone found guilty of the above will be subject to University and State judicial proceedings.

Fire Safety

Fire Evacuation Procedures
During a fire alarm, all students are required to leave the building immediately and remain at least 50 feet from the building at anytime the fire alarm sounds regardless of whether it is a drill, fire or false alarm. Students are not allowed to return to the building until a complex official informs them that it is safe to do so. This is a mandatory State Law requirement and is for the protection of all students. Though fire alarms may be an inconvenience and a frustration, fires spread so rapidly that the few minutes required confirming the reason for an alarm could result in serious injury or death in a real fire situation. Take responsibility and evacuate the building diligently.
Fire Alarm System and Equipment
Fire safety equipment is provided for emergency use only. The State of Pennsylvania makes the intentional commission of a false alarm or the tampering with, misuse of, or vandalizing of fire safety equipment as a serious criminal offense and students found violating this policy will go through disciplinary proceedings and face dismissal from Housing and possibly the University. Fire alarm systems are installed in every apartment. There are very strict guidelines regarding the alarm system. Misuse of the alarm system can result in enormous damage, and therefore, any student found in violation of the stated guidelines will be held responsible and will face disciplinary proceedings, which may include dismissal from housing.

The following guidelines will be enforced by the Housing Staff for the safety of the community:

- No hangers, clothes, tapestries and/or any other item should be hung on the fire alarms.
- Fire alarms should not be painted by students/residents or tampered with in any way.
- No playing with fire alarms is permitted any student found in violation of this policy will be responsible for the total cost of the incurred damage.

DeVry University Housing Prohibits:

1. All space heaters that are not inspected by Housing staff or Complex Facilities Personnel
2. Air conditioners. A limited number of A/C units may be approved by the Director of Housing & Counseling Services.
3. All open flame devices and fuels
4. Any item to be hung blocking the main exit doorway
5. High wattage halogen lights
6. Any rug, carpet, furniture, or clutter that blocks or impedes full, unobstructed opening/closing of a room door or apartment door.

The only outlet/extension cords approved for use in the residence hall rooms are multi-tap devices (power strips with surge protector) that meet the following criteria:

1. Internally fused with a capacity of 15 amps or less
2. May have a cord no more than eight feet (8’) in length
3. Must carry a UL listing
4. Cord and wiring must be in good condition
5. Cannot be spliced, taped, frayed or undersized

All other cords are prohibited. Electrical/computer cords must not be placed near a room’s heating unit, hung from the ceiling, placed under carpeting or piles of clothes/papers nor on/near other flammable items. Most electrical appliances should be unplugged when not in use. Residents may not overload circuits, change overhead lighting fixtures or wire directly into outlets. Any evidence of such tampering shall be cause for disciplinary action and/or fines of no less than $100. It is the resident’s responsibility to obtain approval or clarification from Housing staff for any specific item or aspect of these guidelines about which they are unsure.
Power Outages
In the case of a power outage, residents should remain in their rooms. It is better to remain in a safe and secure place. DO NOT LIGHT CANDLES, MATCHES, OR ANY OTHER FIRE HAZARD DEVICES. We suggest that all students keep a flashlight with new batteries on hand. It is also highly recommended that you have an alarm clock with a battery back up as the Housing Staff are NOT obligated to call or wake you up in cases of power outages.

Health and Safety Checks

Room Checks
At various points throughout the term, the Housing RA’s will inspect individual student rooms for hazardous conditions and for unauthorized items. These will be unannounced inspections during Residential Assistant rounds and/or Director of Housing & Counseling Services rounds. If a room is found to be in hazardous conditions pictures may be taken by the Residential Assistant and/or Director of Housing & Counseling Services for documentation purposes; and placed in student(s) housing file. Should a student wish to be present, he/she needs to make arrangements with their RA. Any prohibited items found during these checks will be photographed and confiscated by the Housing Staff. The item(s) will be returned upon a disciplinary hearing, but must not return to the complex if found to be in violation. Guideline procedures for the violation of health and safety checks within a DeVry University sponsored apartment will be as follows:

1st offense- Student(s) will be given not more than three verbal warnings; with written documentation on RA weekly log.*

2nd offense- Student(s) will be given a written health and safety violation form warning.*

3rd offense- Student(s) will be placed on a weekly cleaning schedule for the remainder of the term.*

4th offense- Student(s) will be placed on probation for the remainder of the term.*

5th offense- Student will be removed from housing for a period of not less than one full term. Depending on the severity of the case, the student may be possibly removed from housing indefinitely.*

* Depending on the severity of each offense and at the discretion of the Director of Housing & Counseling Services a student may be removed from housing indefinitely even in the possible case of a 1st offender.

University Access to Apartments
University officials respect each student’s right to privacy. At the same time, the University reserves the right for a University official to enter and/or alter conditions in a student’s room without his or her permission under the following conditions:
To verify room occupancy.
1. Whenever there is a reasonable cause to believe that a safety/health hazard or emergency exists or is imminent.
2. In special situations of inconvenience to school officials, such as when a student forgets to turn off an abundance amount of electrical items that may cause the electric bill to run high (such as air conditioners, heaters, etc.)
3. To perform needed maintenance (Complex Facilities Personnel).
4. For periodically unannounced safety inspections.
5. To make sure residents have left the building during fire alarms.
6. To check that students have followed proper checkout procedures when students move-out.

University officials may also enter and actively search and take possession of weapons (or replicas), contraband, or other evidence found in a student’s room without his or her permission under certain conditions. If a room is entered simply to be inspected and weapons (or replicas), contraband or other evidence of violation is discovered, the item(s) may be seized and used as the basis for filing disciplinary or local criminal charges against the student. This policy shall not affect the right of the University to take legal action beyond the campus disciplinary system.

PERSONAL SAFETY- SECTION 3

Medical Emergency

In the event of a SERIOUS MEDICAL EMERGENCY CALL 9-1-1. If time and circumstance permit, call the Resident Assistant (RA) to make them aware of the emergency so that they may contact the Director of Housing & Counseling Services immediately.

Personal Safety & Security in Apartments

Resident students must share responsibility for their personal safety and security. It is each resident’s responsibility to follow these guidelines:
- Keep room doors locked at all times.
- Do not lend keys/University IDs or leave them where they may be taken.
- Do not leave valuables in a visible location.
- Identify all personal belongings.
- Do not open doors for people if they are not personally known.
- Report any suspicious person(s) or behavior to an RA or Police immediately.
- Do not carry large amounts of cash nor leave large amounts of money in your room.
- Report all damaged locks, lights, doors and other safety hazards to your RA immediately.

Harassment and Discrimination

All students at DeVry University have the right to expect an environment that allows them to enjoy the full benefits of their work and learning experiences. Harassment is any action that reasonably may be expected to threaten, coerce or intimidate an individual or a class of individuals. Discrimination is defined as any conduct that results in adverse treatment of a community member on the basis or race, place of origin, color, ethnic origin, citizenship, gender, handicap, age, marital status, sexual orientation, etc. Students found to be in violation of this policy will be subject to a review of their status in housing and will immediately be reported to the Dean of Student Affairs. All reported instances of harassment and/or discrimination will be dealt with in a manner that respects the privacy of all involved. Please see The University’s Student Handbook for more information about the University’s Harassment Policy.
Sexual Assault

Sexual assault is any unwanted sexual act imposed on one person by another. Any kind of contact without mutual consent, from unwanted touching to intercourse, is sexual assault. Residence Life staff members are trained as a first contact in sexual assault incidents and students can feel safe in approaching an RA or Director of Housing & Counseling Services if a sexual assault situation occurs. Respect for privacy will be maintained and no action, beyond anonymous reporting to the Dean of Student Affairs, will be taken unless agreed upon by the reporting student. Please see The University Student Handbook for more information.

Violence

It is the universal right of all DeVry Housing resident students to be safe from bodily harm or the threat of bodily harm. It is also the right of DeVry Housing resident students to be free of damage to personal property. Any student found to be violating these rights will be subject to disciplinary action by any or all of the following entities: Housing Staff, DeVry University and/or the police. If you feel an offense has been committed, contact your RA and/or Director of Housing & Counseling Services immediately.

Support

Resident Assistant (RA) 24/7

There is a Resident Assistant available every night. The RA’s will gladly help with anything a resident might need including lockouts and noise disturbances. In the case of a serious medical emergency, please contact the Police and an RA. Each RA’s phone numbers are listed in the Housing Orientation Package.

To access the RA:

1. Go to the RA's apartment. If the RA is not there, dial their cell phone; if no answer please leave a text or voicemail.
2. In case of medical emergency, always call 9-1-1 before calling an RA; after which call any RA as soon as possible.
3. If you are locked out and your RA can not be contacted please call any RA.

COMPLEX FACILITIES- SECTION 4

Common Areas

Respect for all common spaces and property is expected at all times. This includes areas not only within your room as well as outside but within the building and outside of the building.

Laundry Facilities

- There are laundry facilities in each complex.
- Make sure that the washing machine is empty before adding clothes for a new load.
- Check to see that the buzzer is turned off on all washing and dryer machines.
- Do not take a person's clothes out of the washer and put them in the dryer. Certain items will wear or shrink, so please leave it for the person to move and/or dry.
- Be timely in removing clothes from the washers and dryers, taking note of start and end times of the cycles. Clothes should not remain in a machine more than 10 minutes after the finish of a cycle.
- Please do not rush to take someone's clothes out of the dryer. A good rule of thumb is
to wait until the clothes are cool in the dryer. If it is obvious that the clothes have been there a while and you decide to take them out, please fold them out of consideration for the other person.

- Laundry left in the laundry rooms more than 24 hours will most likely be thrown out.
- Generally, go with the golden rule of laundry ~ Treat others' clothes the way you would like your clothes to be treated.

**Personal Refrigerators**
DeVry does not provide personal room refrigerators. These appliances are not available for rent either. Should a student choose to use the common refrigerators in the apartment, they should clearly label their items with their name and the date. The University is not responsible for any personal items in the common area refrigerators within the apartment.

**Complex Parking**
DeVry sponsored housing parking is limited. Any resident eligible for housing parking will need to obtain a complex parking pass from an RA or from the Director of Housing & Counseling Services. For visitors and those without parking permits to park overnight they are advised to park in the visitor designated parking or your vehicle may be subjected to being towed.

**Lost & Found**
Any unclaimed items found at the complex should be given to one of the RA’s or brought to the campuses lost and found in the Office of Student Services room 138.

**Storage**
There is no storage available to students on campus or off campus. Therefore it is recommended that students rent storage space throughout the year from local storage facilities.

**ADMINISTRATIVE PROCEDURES- SECTION 5**

**Breaks Between Terms**
Though the University has the inability to maintain liability coverage for students, students are still NOT required to vacate the apartments during any extended vacation period. Scheduled vacation periods include Winter break, Spring break, Summer break and holidays. During these periods, students have the privileged option of NOT having to vacate their rooms as some universities may insist; because of such we ask that all students staying between breaks continue to abide by the rules and regulations set forth by the DeVry Housing Program.

Nonetheless, when students do go home for breaks and holidays they are required to observe the following closing procedures for breaks and holidays:

- Remove all trash from the room.
- Turn off all electrical appliances.
- It is recommended that students take with them all items that are of significant value. The university is not responsible for such items in student rooms during vacation periods.
- Close and lock all room windows.
- Turn off the room light(s).
- Blinds should not be left open; they should be fully closed.
- Close and lock the apartment door.
Sometimes during weekly inspections the Director of Housing & Counseling Services will enter apartments after the apartments are empty for the breaks/vacations to ensure proper closing procedures are followed. A charge will be applied to a student's account if it is found that any of the above mentioned procedures have not been followed.

Withdrawals from University and/or Housing
A student who lives in Housing and who is withdrawing from the University and/or from Housing must complete the following:

1. A student must formally withdraw from the University by obtaining appropriate forms from the Office of Student Services and follow all procedures specified in the campus student handbook.
2. Notify, in writing (The Room/Move-Out Change Form or the Housing Renewal Form), the Director of Housing & Counseling Services of his/her intent to withdraw from the University.
3. Make an appointment with a Student Services employee to begin the University Withdrawal process.
4. Notify his/her RA.
5. Complete the appropriate room check-out procedure.
6. Once all procedures have been completed, a resident student must vacate his/her room within 48 hours or that weekend of.

General Information:
Office of Student Services Room 138:

Dean of Student Affairs
Ext. 5731 or (215) 591-5795

Director of Housing & Counseling Services
Ext. 5796 or (215) 591-5796

Student Activities Coordinator
Ext. 5847 or (215) 591-5847

Student Services Administrative Assistant
Ext. 5794 or (215) 591-5794 Fax: (215) 591-5793

Resident Assistants (RA’s)
Phone numbers are located in the Housing Orientation packages and on the DeVry Housing Phone list.

COUNSELING PROCEDURES- SECTION 6

Counseling Services

What are counseling services?
Guidance provided by professional counselors in academic, vocational, and personal matters. With counseling services you have the full attention of one of our staff members in a one-to-one atmosphere of understanding, warmth, and insight. Our school licensed counselor can help you in a variety of ways as compassionate listeners and one skillful in working with dealing with life problems as it affects you academically.
Who is eligible for counseling services?
All degree-seeking students currently enrolled at DeVry University are eligible for counseling services. Counseling services is a resource offered free of charge to ALL students currently attending DeVry University.

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

Special Accommodations

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

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

Special Accommodation Requests
Students in need of special accommodations should pick up Special Accommodation Request (S.A.R.) forms in the office of Student Services room 138. S.A.R forms and appropriate documentation should be submitted to the Director of Housing & Counseling services.*

*For more information please refer to the Counseling Policies and Procedures section within The University Student Handbook