Dear Student,

Welcome to our campus! By now you are beginning to think of this as your campus as well. We, the faculty and staff of the Tinley Park campus, are confident that this is where your educational aspirations can be achieved.

The road to a college degree is always long and often difficult. If it were a short and easy road, everyone would have such a degree. However, less than 25% of our nation holds a bachelor’s degree. It is only through preparation, determination, and persistence that success is possible in the long run. Let me suggest that you divide your goal of a degree into smaller segments, such as semesters. Then take each semester and divide it into months and each month into weeks. If needed divide the weeks into days. But remember the success of each week will lead to a successful month, and four successful months will lead to a successful term. Suddenly it will be graduation and you will have accumulated a wealth of knowledge and will have many, many opportunities for a great career and rewarding life.

Our faculty and staff are ready and eager to be part of your success. Our faculty will offer you knowledge and insights, and our staff will offer their expertise in a number of areas. We can answer your questions, offer advice when requested, and always provide encouragement for your endeavors. However, it is your determination, preparation, and persistence that will create your destiny.

If you have a clearly envisioned goal – whether it is graduation or a successful first term – and are willing to work hard at that goal, you can only succeed. As soon as your goal fades or your commitment wanes, the chances of success are lessened. If you keep your goal alive in your heart and show your determination through your actions, you will enjoy the rewards known to few people.

Again, let me welcome you to the Tinley Park campus – the first step on your way to a successful future.

Sincerely,

William G. Edwards
Campus Dean
DeVry University
Tinley Park Campus
Dear Student,

We at DeVry have many goals for ourselves and for you. Our primary goal is to provide you with a complete education, so that you will have the skills and knowledge to enjoy a fruitful career after graduation. We expect that your goals include becoming a success at whatever you do.

Success, which everyone wants, is a product of many factors. We want you to achieve all the success you can, but we feel we should remind you of some common courtesies and ethics that we expect you to abide by:

1. Success requires commitment – commitment to complete each assignment and lab on time and to the best of your ability; commitment to participate fully in every class and lab; and commitment to your education.
2. Success requires active participation – you must actively listen and actively participate in each hour of your education.
3. Success requires integrity – every assignment you submit must be your own work, and your work should not be allowed to be compromised by other students.
4. Success requires attendance and punctuality – professors expect to start class on the hour with all students in the classroom. It is your responsibility to allow this to happen.
5. Success requires courtesy - everyone expects the common rules of courtesy you come in contact with every day of your life and we at DeVry expect it as well.
6. Success requires respect – and so we ask that each of you respect everyone on campus. Please observe the quiet study areas on campus and the property of others. Remember the environment on campus is a product of your behavior every day.

We expect each of you to adopt these behaviors in order to optimize your chances of success. The faculty and staff are also committed to these principles and hold to the administration of the rules as they are outlined in the Student Code of Conduct and the Academic Integrity System described in this Student Handbook.

Sincerely,

The Faculty and Staff of the Tinley Park Campus
DeVry University
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FACILITIES
ROOM 1128
Automobile Assistance
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FACULTY ASSISTANTS OFFICE
708-342-3376     ROOM 2212A
The Academic Office, Room 2210, is open Monday thru Friday, 7:30 am – 10 pm and Saturday 7:30 am – 5 pm. Academic Deans are available in this office by appointment.

The Academic Receptionist will inform you of instructor’s office hours.

**Academic Advising**

An Academics Advisor is available to assist students with the following issues:

1. Information about campus resources and policies;
2. Discuss and track academic progress;
3. Assist with academic planning: selecting of courses, changing of programs, adding and dropping courses, or withdrawing from school;
4. Help with goal setting and problem resolution;
5. Understand more about college success strategies: time management, study skills, test taking and motivation.

The Faculty, Academic Advisors, Associate Deans and Academic Deans are available to advise students experiencing academic difficulty or having personal concerns interfering with their academic achievement.

All faculty members encourage students to take time to discuss individual problems in their courses. Conferences can be scheduled after school, during lunch hours, faculty office hours or breaks between classes. A student should discuss the problem with a faculty member first whenever difficulties in a course are encountered and then, if necessary, consult the Academic Associate Dean.

All 1st term students are required to meet with the Advisor during their first term on campus.

**Course Add/Drop/Withdrawal**

A student may add a standard 15-week course to a schedule until Friday of the 1st week of the term. A student may add an accelerated/compressed course in Session A only if the course has not yet met.

A student may add an accelerated/compressed course for Session B only if the course has not yet met. All such courses are considered attempted and are included in tuition charges.

Withdrawal from a standard 15-week course must occur until Friday of the 11th week of the term and will result in a grade of W. Course withdrawals requests are not accepted after this deadline. Withdrawal from an accelerated course may occur at any time prior to the final examination. Students in Session A compressed courses must withdraw prior to the third class meeting. Students enrolled in Session B compressed courses must withdraw by Friday of the 11th week of the semester. Course withdraws are considered attempts, and tuition is charged.

Students who wish to drop or withdraw from courses must fill out a Request to Drop Classes form in the Academics Office. Withdrawal is not official until it has been approved. Notifying an instructor of the intent to drop does not constitute withdrawal. Students are asked to have the instructor sign off on the Request to Drop Classes form.

A student may drop (delete) a standard 15-week course until Friday of the 2nd week of the term. A student may drop (delete) accelerated/compressed courses prior to the first class of the second week of the session. Such courses do not appear on the transcript and are not considered attempts. No tuition is charged.
Withdrawal From School

If you find yourself contemplating withdrawal from school, you should visit the Attendance Coordinator and an Academic Advisor (night and weekend students should visit the Evening and Weekend Dean or the Evening and Weekend Coordinator) who will assist you in understanding the alternatives and discuss the withdrawal process.

Students who withdraw from school in good standing may resume their studies at the beginning of any semester. For details about resuming your education, please read the Resuming Student Program section of this Handbook.

Program Changes

Students who decide to change to a different program should see the Associate Dean or Evening and Weekend Coordinator of the program that they wish to enter. Changes are implemented after grades have been posted.

Examination Make Up Policy

Please refer to the syllabus for the course.

Transfer Credit

DeVry will award transfer credit to students for courses taken at other accredited post-secondary institutions as long as the courses meet certain criteria:

1. The credit hours must be equivalent to the number of credit hours of the DeVry course for which credit is sought.
2. Course content must be substantially the same.
3. A grade of “C” or better must have been received in the course.
4. A time limit may be imposed by the Academic Dean for courses whose content may have undergone significant change.
5. Credits earned at foreign institutions must be evaluated by a NACES-recognized organization (all fees are paid by the student).

To request transfer credit, submit an official transcript and catalog from the school attended to the Registrar’s office. The transcript will be evaluated in its entirety and the evaluation returned to you. Transcripts submitted for evaluation become property of DeVry and cannot be duplicated for student use. Once approved, the transfer credit will be applied to your student file and academic history.

Concurrent Enrollment

Students at the Tinley Park campus may enroll in courses at the DuPage campus, Chicago campus, DVUC’s or online concurrently. If you seek to take a limited number of courses at a non-DeVry school you must inform the Registrar and Financial Aid of the courses, credits and location you choose. Consult the Registrar for pre-approval of transfer credit.

Developmental Courses

DeVry has courses designed to prepare students to succeed in our programs of study. These developmental courses are mandatory for students whose entrance tests indicate the need for extra support in the areas of communications and mathematics. If a student withdraws from a developmental course or if a failing grade is received in any developmental studies intervention, the student will be dismissed. Some students may be required to take more than one developmental course, however, all developmental coursework (including repeated courses) must be completed within three semesters or one calendar year. Students who do not complete all required developmental coursework in this timeframe will be dismissed.
Requirements for Graduation and Degrees Awarded

All potential graduating students must complete the graduation application when they register for their final term. Graduation Applications are available in the Registrar’s Office Room 2212. For a complete explanation of graduation requirements, please refer to the DeVry Academic Catalog.

Academic Honors

Students achieving a term grade point average (TGPA) greater than or equal to 3.5 are recognized by being named to the Dean’s List. To be eligible for this honor, the student must have carried at least 6 credits of coursework applicable toward graduation. Grades of “F” “I” or “U” or Academic Probation or Dismissal make the student ineligible for any honors for the term in which they appear on the transcript.

Honor graduates from a baccalaureate program are eligible for one of the following recognitions (honor graduate recognition is based upon the student’s final cumulative grade point average (CGPA).

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<tr>
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A graduate from a non-baccalaureate program who has a CGPA of 3.50 will graduate “with honors.”

Standards of Academic Progress

DeVry expects students to demonstrate satisfactory academic progress toward completion of their programs and measures this progress by using both qualitative and quantitative standards. Students who meet these standards are in good standing. Students who do not meet these standards are subject to probation or dismissal.

Grade Point Averages

A first term student whose CGPA is below 1.00 at the end of the semester and the student has completed at least one course required for graduation, will be dismissed.

A student whose CGPA falls below 2.00 at the end of any term of enrollment is placed on academic probation (unless the student was dismissed in accordance with the first term of enrollment requirement mentioned in the first statement.) The probationary period is usually one semester long. At the end of the semester of probation:

- If the student has withdrawn from all courses, the student will be dismissed.
- If the student's TGPA is below 2.00, the student will be dismissed.
- If the student's TGPA is above 2.00 but the CGPA is below 2.00, the student will remain on probation for one more semester.
- If the student was enrolled entirely in non-GPA courses and passed them, the student will remain on probation for one more semester.
- If the CGPA is raised to at least 2.00, the student returns to good standing.
GPA and Interrupts

Any student who, in two consecutive terms of enrollment, either earns a TGPA less than 2.00 or interrupts studies during the term is placed on probation. If, at the end of the next semester, the TGPA is still less than 2.00 or if the student has interrupted during the term, the student will be dismissed.

Maximum Time Frame

If a student does not become eligible for graduation by the time the sum of the credit hours for all attempts of necessary courses reaches 150% of the program length, the student will be dismissed.

Rate of Progress

Credits must be earned at a rate that will allow the student to complete within the 150% timeframe. Thus the student must ultimately earn 67% of all attempted necessary course credit hours in an academic year (two consecutive terms). If at the end of an academic year the student has not met the minimum rate requirement, the student will be dismissed.

Academic Dismissal Appeal

Students who have been academically dismissed for any of the conditions listed above may appeal to the Academic Dean of their program prior to the end of registration. The written appeal must include an explanation of the circumstances that led to the dismissal and a plan that includes the specific steps the student will take to get back into good standing. The Dean will accept or deny the appeal in writing by the end of registration. Denied appeals may be presented to the Dean of Academic Affairs for an additional review.

A student who is reinstated as the result of an accepted appeal will continue on probation for an additional semester. If a second dismissal occurs, another appeal will not usually be accepted.

Writing Competency Exam

A Writing Competency Exam is given at the end of the ENGL 112 course. Passing the exam is necessary before enrolling in further English courses or humanities courses. Since most students take Speech the semester after ENGL 112, students who fail the exam will have an entire semester to work to improve their skills in the Academic Support Center before re-testing, so that they will be ready to pass the exam and begin further coursework on time.

Students who wish to transfer in credit for an equivalent course may do so, but they must also pass the Writing Competency Exam before beginning further English courses or humanities classes. Since students may no longer transfer credit for HUMN 432, all students must pass the Writing Competency Exam before they take HUMN 432 and graduate from DeVry.

The reasons for this exam are as follows:

1. To make sure students possess the writing competencies necessary to be successful in future DeVry courses, and
2. To make sure students have the basic writing competencies necessary to succeed in the job market.

If you have any questions, please ask at the Academic Support Center.
Review of a Final Grade

Faculty have the academic authority and responsibility to set criteria for grading and other class policies that may affect grades and to make judgments to determine grades in concert with DeVry’s policies and curriculum guides. A student may request a review of his/her final grade based on objective reasons only. For example, a student may think a grade has been miscalculated; completed assignments have not been recorded; or grades have been incorrectly transcribed.

Procedure:

1. **The student must complete a “Request for Instructor to Review a Final Grade” form by the end of the second week of the semester immediately following the issuance of the grade in question.** The form will be delivered to the instructor’s mail bin or the instructor will be contacted as soon as possible. The faculty member may discuss the request with the student (or contact the student) within two weeks from the date of request. The faculty member must provide his/her response on the submitted form by the end of the fifth week of the semester. If the faculty member finds that the grade change is warranted, a new report card will automatically be sent to the student by US mail.

2. If, after reviewing the student’s grade, the faculty member does not find that a grade change is warranted, the student can ask the appropriate dean to review the final grade **only if the faculty member did not follow the guidelines stated in the introductory paragraph above**. The student must complete a “Request to Review a Final Grade” form by the end of week 6 of the semester immediately following the issuance of the grade. The student must attach copies of the original request with the instructor’s explanation of why the grade change was not warranted. The student must also attach copies of all documentation intended to support the request for review of the final grade.

3. The dean has two weeks to respond to the student’s request. Copies of the dean’s response will be sent to the faculty member and the Dean of Academic Affairs. In considering the student’s request, the dean will review the instructor’s syllabus, other written policies, the grade roster, the instructor’s comments, and the materials presented by the student.

4. If the dean does not find that the grade change is warranted, the student has the option to request that the Dean of Academic Affairs (DAA) review the final grade. **The student has one week from the written date of the dean’s refusal to request that the DAA review the final grade.** The student must present all supporting materials to the DAA along with the Dean and instructor’s responses.

The DAA will consider all evidence mentioned in #3 above to determine his/her decision. The DAA may or may not choose to meet with the student but will respond to the student within two weeks of the date of the student’s request to him/her. Copies of the DAA response will be sent to the student, the faculty member and the dean.

As the Chief Academic Officer, the DAA has the final authority to consider a student’s request for a review of a final grade. Any request that does not meet the stated deadline or follow the stated procedures will be denied without further consideration.
If you are having difficulty in your classes, discuss the problem with your instructor immediately. Your instructor will help you and direct you to get additional assistance as necessary.

Tutoring is available to all students and is scheduled at the Academic Support Center. There is no charge for this service. The Academic Support Center (ASC) provides a variety of support services, including computer, video and CD-ROM tutorial programs in content area courses. The ASC is located in Room 1122.

**Proficiency Exams**

Proficiency exams are available for some courses offered at DeVry. Proficiency exams are comprehensive examinations equivalent to the course final exam. For continuing students, proficiency exams will be given the eleventh week of the term for courses to be taken during the next term. New, resuming, and transfer students will take proficiency exams during the first week of the term.

There is a $5.00 per credit hour nonrefundable fee for each exam.

Laboratory courses may require a lab practical exam following the successful completion of the written exam. Request for proficiency exams will be denied to students who have previously enrolled in the DeVry course for which the exam is requested or who have already failed a proficiency exam for that course.
CAREER SERVICES

The Career Services Office is located in Room 2204. Career assistance is available to all students by appointment. These services include individual career advising, resume review and assistance, aid in focusing on career goals, interviewing skills/mock interviews, information on education-related job leads, and phone/fax service. Additional assistance is available to any student in the final semester of study prior to graduation. This includes career fairs, on-campus recruiting, and distribution of resumes to available job leads.

Office hours are 8 am to 5 pm Monday, Thursday, and Friday, and 8 am to 7:30 pm Tuesday and Wednesday.

**Employment services include** part-time jobs (on and off campus), Co-op services and full-time career employment services for graduates.

**Additional services include:**
- Individual career advising
- Resume review
- Interviewing tips and mock interviews
- Identification of potential career options
- Assistance in planning a career and focusing on career goals
- Resources on local employers, salary guides and how to conduct a job search
- Information on employment statistics

**Part-Time Employment**

Assistance in finding part-time jobs, both on and off campus is available in Career Services. In addition to hosting a part-time job fair every semester, bulletin boards (located outside of Room 2204) are updated weekly with current job openings.

Career Services is committed to helping students find part-time employment while attending school. DeVry students have an excellent reputation in the working community. Although DeVry cannot guarantee job placement, the majority of students work part-time and are able to meet living expenses through their earnings.

New students are eligible to utilize Career Services. The only restriction on part-time employment is that it not be detrimental to the student’s health and scholastic progress. Ordinarily, work schedules in excess of 25 hours per week for full-time students are not advisable.

**On-Campus Student Employment Opportunities**

DeVry employs a number of students as both Faculty Assistants and Student Assistants. FA’s assist in laboratories, grade for faculty, tutor students and must be in at least their second semester and have a minimum CGPA of 3.0. SA’s assist with clerical work in the different departments must be in their second semester and have a minimum CGPA of 2.0.

**Cooperative Education (Co-op)**

This program is designed to allow upper-term students the opportunity to gain part-time education-related work experience while enrolled at DeVry. To be eligible for Co-op, students enrolled in Associate Degree programs must be in the 3rd term or above, students in the Bachelor Degree programs need to be in the 4th term or higher. Students on an irregular schedule, evening and weekend students, and transfer students must see their Advisor to check for eligibility. All students interested in participating in Co-op must attend a Co-op Workshop, have a professional resume, and maintain a 2.0 GPA or above.

**Career Related Employment**

These services are available to students in their last semester. Services include a Career Planning Session, access to full-time education-related job leads, invitations to career fairs, and registration to web-based career management software.
A truly safe campus can only be achieved through the commitment and cooperation of students, faculty and staff. As a member of the DeVry community, it is your responsibility to immediately report any incident of observed or suspected criminal activity, and any emergencies, to local law enforcement/emergency services by calling 911, and to the appropriate campus office according to the following schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am – 5pm</td>
<td>Student Services</td>
<td>Room 2204 (ext. 3221)</td>
</tr>
<tr>
<td>Weekdays</td>
<td>Academics</td>
<td>Room 2210 (ext. 3310)</td>
</tr>
<tr>
<td>5pm – 10pm</td>
<td>Facilities</td>
<td>Room 1128 (ext. 3771)</td>
</tr>
<tr>
<td>Mon – Fri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other time</td>
<td>Facilities</td>
<td></td>
</tr>
</tbody>
</table>

When calling from off-campus, call the main number, 708-342-3300 and dial the extension listed above.

When making a report of an incident, please be prepared to provide the following information:

1. Your name and your involvement in the incident
2. Full description of the incident
3. Date, time, exact location of the incident
4. Descriptions of all persons/vehicles involved
5. Actions taken, including persons/agencies notified

Upon receipt of the report, the University will determine the appropriate response (if any is necessary), which may include disciplinary action, involvement of law enforcement or emergency personnel, notification of members of the campus community and/or other public safety action.

Disclosure of campus crime statistics is made on an annual basis. Incident reports from security personnel and campus disciplinary records are reviewed monthly in preparing monthly reports, and monthly report statistics are tallied for the annual report. Information for inclusion in the annual report, and information needed to provide timely warnings of crimes which represent a continuing threat to the Institute community, should be directed to the Associate Dean of Students. This information may be submitted on a voluntary confidential basis directly to the Associate Dean of Students.

**Campus Facilities**

Access to the campus building is unrestricted during open hours.

Facilities Department, Student Services, and Security respond as appropriate to any specific safety/security concern or problem identified.

On-campus non-emergency safety/security concerns should be reported directly to the Student Services Office. Student Services will work on resolution of the problem with the Facilities Department, which has the responsibility for physical safety and general security issues.

**Car Trouble**

The Facilities Department can provide limited assistance with battery charging (only to vehicles parked in the DeVry lot). Be prepared to present your Student I.D. and evidence of vehicle ownership. The Facilities Department is NOT able to provide repairs or other assistance.
Theft and Vandalism

Do NOT leave car stereos, cell phones, laptops or any valuable property in your car. If you must leave something in your car, lock it in the trunk. If something is stolen from your car, report the theft to the Security Officer or to Student Services.

There is a reward for information leading to the arrest and conviction of anyone guilty of theft or vandalism in the parking lot. Any suspicious behavior, and any incident of theft or vandalism, should be reported immediately to the Security Officer or to Student Services. Neither the Tinley Park Campus nor DeVry University is responsible for any personal property, including cars that may be lost, damaged or stolen while located on the Institute’s property.

Campus Law Enforcement

Campus security personnel patrol the building and the parking areas on a regular basis and are alert to any suspicious activity. Security personnel report any possible criminal activity to local law enforcement personnel, and any possible code of conduct violations to the campus judicial officer. Security personnel do not possess arrest authority.

DeVry maintains a strong relationship with local law enforcement agencies, which keep school officials informed of area criminal activity and of campus incidents, which might otherwise go unreported to the institution.

Security Program and Practices

Informational brochures on campus safety and personal safety are available with other educational brochures in Student Services. Safety procedures are distributed yearly.

Sexual Offense

For purpose of these policies and procedures, the following definitions apply:

Forcible sexual offenses are defined as “Any act directed against another person forcibly 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 sexual offenses are defined as “Unlawful, non-forcible sexual intercourse,” and include incest and statutory rape.

In case of an alleged sexual offense, the procedures outlined in the Student Code of Conduct are followed.

In addition, both the accused and accuser are entitled to the same opportunities to have others present during disciplinary proceedings; and both the accused and accuser will be informed of the outcome of the disciplinary proceeding. Possible sanctions in a case of an alleged sexual offense include the full range of sanctions described in the Student Code of Conduct.

DeVry encourages victims of a sexual offense to report the incident in order to deter these offenses and to insure that victims receive the services they need. Report of a sexual offense on campus should be made immediately to the Associate Dean of Students in the Student Services Office.

Staff and Faculty should report any on-campus sexual offenses to the Human Resources Office and the proper authorities.

With the student’s concurrence, the University will assist with the notification of proper authorities and transportation to a hospital if necessary. The victim should be aware of the importance of preserving evidence as may be necessary to the proof of criminal sexual offense. The student may also wish to contact Y Cares, (24 hour rape hotline 708-748-5672) which will provide advice and assistance to victims of a sexual offense; and the student should certainly feel free to contact local law enforcement authorities on their own should they choose to do so.

Student Services will assist any victim of a sexual offense in the process of changing an academic or living situation after an alleged incident, if such changes are reasonably available. All reports regarding alleged sexual offenses filed with the University remain confidential. As noted previously, DeVry maintains informational materials on campus safety, personal safety and prevention of sexual offenses in the Student Services Office.
**Emergency Response Procedures**

**In case of a fire:**

Activate the nearest fire alarm pull station.

Evacuate the building according to the procedures, which follow this section.

**In the event of a tornado warning (a condition where a tornado has been sighted):**

You will be notified by a member of the Emergency Response Team to take cover in designated areas.

Stay away from any exterior glass windows.

**In the event of a power failure:**

If you are in a classroom, students should stay seated until instructed to do otherwise.

You will be notified by a member of the Emergency Response Team to evacuate the building if it becomes necessary to do so.

If an emergency arises during the power failure, go to the switchboard and report the emergency.

**In the event of a health emergency:**

If it is a life-threatening situation, dial “911” immediately, then notify the switchboard.

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**Evacuation Procedures**

**Building Evacuation Signal – Continued ringing of alarm.**

When the building alarm sounds, you should immediately walk, not run to evacuate the building by going to the nearest exit.

Faculty will direct students to the nearest exit out of a classroom or lab.

There are three interior stairwells that you can use to exit to the first floor. Choose the nearest one.

**DO NOT USE** the elevator to exit from the second floor of the building.

Maintain a distance from the evacuated building to allow safety equipment easy access to the building.

Building re-entry will be announced by University staff.

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**EMERGENCY AND EVACUATION PROCEDURES ARE POSTED IN ALL CLASSROOMS AND LABS.**
The Student Finance Office is responsible for both the financial aid and student account activities of the University. The Student Finance Office is located in Room 2202.

**Financial Aid**

The Student Finance Office assesses all applicants’ eligibility and awards financial aid. Financial Aid is disbursed directly to students’ EDUCARD accounts. It is the goal for all eligible aid to be disbursed within the first three weeks of each term. Aid in excess of tuition and fees will be disbursed (by check) to students after the add/drop period. These disbursements will be made within two weeks of the creation of the credit balance. One exception to these disbursement time frames is for New students. Federal requirements delay the first loan disbursement until after a student has completed a debt counseling session and 30 days of attendance.

The Tinley Park Campus of DeVry University participates in the following Federal Title IV Student Aid Programs: Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grant, Federal Perkins Loan, Federal SEOG Grant, Federal Work-Study, as well as the Illinois Monetary Award (MAP) and Illinois Incentive for Access state grant programs.

With the exception of the PLUS program, the Free Application for Federal Student Aid (FAFSA) must be completed and submitted in order to determine a student’s eligibility. The PLUS Loan may be applied for on a separate combined application/promissory note. Both of these applications can be requested from the Student Finance Office. More detailed information on the DeVry EDUCARD plan and the Federal Student Aid programs is available in the Student Finance Office.

The Student Finance Office is responsible for the billing and collection of all student tuition and fees. In order to assist students with the financing of their education at DeVry, the Student Finance Office offers a number of services:

- Tuition Payment Plan (EDUCARD)
- Veterans’ Benefits Administration
- Scholarship Search Assistance
- Employer/Agency Billing Assistance
- Federal Work-Study Employment

**EDUCARD**

The DeVry EDUCARD plan is an interest-bearing installment account that helps students finance their education through monthly payments. Students selecting the EDUCARD payment plan may choose to make several equal payments during the course of each semester (referred to as the percentage plan) or make monthly minimum payments. Students choosing the monthly minimum payment plan must submit financial aid applications and required supporting documentation by published deadlines. Students failing to submit applications by the published deadlines are automatically converted to the Full Cash payment plan.

**Veterans’ Educational Benefit**

The Tinley Park Campus of DeVry University is approved by the State Approval Agency for Veterans’ Benefits. Monthly educational allowances are paid by the Veterans’ Administration directly to the veteran or other eligible person. Disabled veterans may be eligible for complete rehabilitation training. Eligibility is determined by the Department of Veterans’ Affairs. The Student Finance Office will assist the veteran in applying for and receiving benefits. Application forms are available in the office. The Student Finance Office certifies student enrollment, class attendance, and the receipt of transfer or proficiency credit.
Scholarship Search Assistance

The Student Finance Office suggests two free services for students seeking scholarship assistance.

Fast WEB is the largest and most complete scholarship search on the Internet. It provides access to a searchable database of more than 400,000 private sector scholarships, fellowships, grants and student loans available to students. Their website address is http://www.FastWeb.com.

The Illinois Student Assistance Commission’s (ISAC’s) Higher EdNet is also an Internet Scholarship database search. This site holds over 200,000 sources of financial assistance for students. You can access the website at: http://www.isac-online.org

Employer/Agency Billing Assistance

A number of students receive tuition benefits from public agencies and employers. The Student Finance Office will process invoices and vouchers and bill agencies and employers subject to receipt of proper authorization. This typically occurs after the add/drop period. Students must submit billing authorizations or vouchers prior to completing registration for each semester.

Federal Work-Study Employment

The Federal Work-Study Program (FWS) provides part-time jobs for students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community services work and work related to the student’s course of study.

The DeVry Tinley Park Campus offers FWS positions both on and off campus. On campus, students are employed as faculty assistants, tutors, lab assistants and clerical aides. Students are paid an hourly wage and will typically work up to 20 hours per week.
The IT Department is located in Room 1120. Hours for the IT Department are Monday – Friday 7 am – 6 pm.

Frequently Asked Questions (FAQ)

What can I do with my account? Your DeVry University Internet account provides you with an e-mail account, 20 Megabytes of disk space, access to the Usenet Newsgroups, and all other services available on the World Wide Web.

What are my responsibilities as a participant in a networked community? As stated in the DeVry University Acceptable Use Policy, your responsibility is to show respect and consideration for those you work with through your use of the Internet. This includes adhering to local, state, and federal laws regarding such activities, as well as abiding by the computing policies and rules of DeVry University and any other network that you access.

Where can I go for HELP? The Internet provides a wealth of information, but it can be difficult to use. If you find yourself needing assistance with your Internet account, such as how to use e-mail, newsgroups, Telnet, or FTP, you should read the on-line help and try to follow any instructions provided. You can call or e-mail the labs during business hours:

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Lab</td>
<td>(708) 342-3767</td>
</tr>
<tr>
<td>Electronics Lab</td>
<td>M-F 6:45 am – 10:00 pm</td>
</tr>
<tr>
<td>Network Lab</td>
<td>(708) 342-3767</td>
</tr>
<tr>
<td>Telecommunications Lab</td>
<td>(708) 342-3767</td>
</tr>
</tbody>
</table>

Is my account free? No, your account is not free. However, Internet access in being provided as part of your total educational experience and is paid for by DeVry University. Currently, there are no additional fees to you and there is not a specific Internet cost per student.

Where can I access my e-mail? You may access your e-mail account in any lab using the Internet. Instructions for using your account are located in the Computer Lab (1136).

Do I have access to the computers in the lab at any time? The priority in the labs goes to the classes scheduled. When you have a class scheduled in one of the labs you have first priority to use the computers. You may use computers that are not being used for class purposes, however, understand that you may be asked to leave by a lab assistant or instructor if your workstation is needed for a class.

Are instructors requiring Internet usage? Most instructors require Internet-based assignments. We strongly suggest you activate your account by using it within the first 15 days of receiving it. Internet assignments should be no trouble to complete because you have been assigned an e-mail account and web browsing is available in all labs.

What about IRC and MUD’s? IRC, MIRC, MUD’s and the like will not be permitted on lab machines, and are not an acceptable use of lab equipment. You are free, however, to use it from home.

What happens if I forget or lose my password? If you should forget or lose your password, it can be reset by a member of the lab staff.

How do I setup my personal home page? When your account is created, a generic page named “index.html” is put into place for you. It is located in a subdirectory named “public_html”. Any files that you wish to be displayed on the WWW must be placed in the “public_html” directory. The file named “index.html” is the page that will automatically be loaded when someone visits your web page. This file must always exist and should be the first file you edit or replace.
What are the restrictions on my home page? Personal web pages are a privilege given to the students, and may be revoked at any time. Material considered offensive or illegal might not be displayed or linked to from any student web site. This includes but is not limited to vulgar language, pornography, hacking, illegal mp3s, or any other content or information considered a violation of the Acceptable Use Policy (AUP). The personal web space may not be used for commercial venture or personal profit. Copy Righted software or pages containing links to sites that hold such software may not be distributed or displayed. Students may not use copyrighted images, such as DeVry University created graphics, without written permission from the responsible parties. Any complaints received will be investigated immediately, with disciplinary actions enforced by DeVry University administration. Periodic spot checks will occur without notice to ensure compliance with these rules. DeVry University administration holds the right of final judgment on what is acceptable or unacceptable content.

Can I use FTP to transfer files to the Internet server? Yes. The lab workstations have FTP client software installed.

Can I get additional disk space? Every student is given the same amount of space, and due to disk limitations, additional space will not be allocated, unless requested by course instructor.

May I install software on lab machines? No. If you need a particular package, please request that it be installed.

Computer Viruses and Bugs

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 spread to other systems as well, causing malfunctions, loss of data, etc. Other names or phrases associated with computer viruses are "pests," "logic bombs," and "Trojan Horses."

To protect your hardware, software and databases, we suggest you take the following steps:

1. Restrict access to your hardware.
2. Do not allow new software, which is not copyrighted or still in the original form, to be introduced into your systems.
3. Do not allow people to copy your software or databases.
4. Do not copy the software or databases of others.
5. Keep your software in a safe place and backup your work. Keep backup discs in a separate place.
Lab Policies

Devry University labs are to be used for educational purposes in a manner consistent with public trust.

LAPTOPS - Non-Devry issued laptops/Unregistered laptops are prohibited in the labs and laptop ready classrooms. Disconnecting lab systems to connect laptop computers is prohibited. Connecting laptops to unused jacks is also prohibited. There are, designated ports for use with personal laptops. They are located in the Library, and the Commons, ONLY.

In addition, wireless internet access is provided for users with registered laptops. Please go to tp.devry.edu to retrieve the registration form.

FOOD/DRINKS - Please help keep the lab a neat and clean facility for all users. No food or drinks are allowed in labs. Please put all food and drinks away before entering the lab. Lab staff may ask you to leave the lab if you enter with food or drink.

NOISE - Please be courteous, and work without disturbing others. Please keep conversation and other noise to a minimum. No disruptive or destructive behavior will be tolerated.

CELL PHONES - The use of cell phones within the labs is prohibited. Please turn off your cell phone before entering the lab.

GAMES - Playing games within the labs for purpose other than academic instruction is prohibited, and will result in your being asked to leave the lab.

MUSIC - Playing a radio within the lab is prohibited. Please use headphones to listen to music. You must bring your own, there are none for checkout usage.

HOLDING SPACE - When you leave, take your belongings with you. “Holding” a computer by leaving personal articles at the computer is prohibited.

SOFTWARE - No illegally copied software may be used on lab equipment. Students may not install programs, uninstall programs, or download software to the hard drives. This includes software and shareware downloaded from the Internet. (i.e. AOL Instant Messenger, Yahoo!, or any other instant messenger client, as well as _HYPERLINK "mailto:SETI@HOME" _SETI@HOME_, or any other software not approved or licensed by the university. Installing any server software such as file sharing, and game servers is also prohibited. This specifically prohibits “Peer to Peer” file sharing software such as KaZaa, Gnutella, WinMx, or similar programs.

EXTERNAL DEVICES/DISCONNECTING CABLES - No connecting external devices to lab computers (other than headphone). Tampering with or removing cables connected to equipment or relocating computer equipment is prohibited.

PORNOGRAPHY – Activities such as viewing pornography that creates a hostile and/or intimidating environment for others is prohibited. YOU WILL BE ASKED TO LEAVE IMMEDIATELY

CHILDREN – Are not allowed in the lab under any circumstances

LAB STAFF – Student assistants can give students basic help in use of common software packages, and assist in resolving hardware issues with lab computers. They DO NOT act as tutors in assisting students with homework, and they ARE NOT expected to know how to run specific courseware assigned by an instructor. For these questions, see your instructor, dean, or visit ASC. Lab staff has the right to monitor logon sessions using remote control software, when they suspect that violations to the policy have occurred.

Alert Lab Attendants to any problems you are experiencing with computers or printers.
The Library is located in Room 1142. Library hours are Monday thru Friday 7 am – 9 pm and Saturday 8 am – 3 pm. The Library includes magazines, newspapers, books, CD ROMs, on-line databases, videos, and Internet access to support the individual program curricula. Students are encouraged to use the Library and to consult with the Library staff if they have questions regarding access to the available resources. Interlibrary loan is available for books and articles. Conference rooms are available for student groups. Reserve them at the circulation desk.

The overdue fine is $.10 per book per day when classes are in session. Reserve items are loaned for two-hour intervals and carry a $1.00 per hour late fine. Circulating videocassettes are loaned for seven days and carry a $1.00 per day late fine. Students are notified of overdue materials via normal contact routines or, if necessary, in writing by mail. All materials should be returned to a circulation desk attendant. Stolen, defaced, damaged or destroyed materials will be billed to the person who checked them out. Damage or replacement costs will include a processing charge. Willful offenders will also be referred to the Dean of Students' office for appropriate disciplinary action.
The Registrar’s Office is located in Room 2212. Office hours are 8 am – 5 pm Monday, Thursday and Friday and 8 am – 7:30 pm on Tuesday and Wednesday.

The Registrar provides students with transcripts and letters of verification of enrollments for insurance or other purposes. The Registrar can also complete forms for Good Student Auto Insurance Discounts, Loan Deferrals and Social Security benefits.

Students should bring request to the Registrar’s Office and should allow several days for a request to be completed. Completed forms will be mailed on request or can be picked up at the office.

The first transcript is free; subsequent copies are $5.00 and should be paid for in the Student Finance Office. Transcripts will not be issued if a student is delinquent in payments to the school.

All student address and name changes should be reported to the Registrar. Address changes may also be made online using the My DeVry Student Portal at http://my.devry.edu.

**Continuing Student Registration**

Priority registration for continuing students begins during the 12th week of every semester. Financial holds are posted online and must be cleared prior to online academic scheduling. Students will be considered registered once a schedule is submitted and accepted. All problems relating to online scheduling should be reported using the online HELP function. Students who do not complete registration by the end of week 14 will be charged a late fee if they register late.

Should any problem or deficiency arise regarding a student’s academic or financial status between the end of the semester and the beginning of the new one, the student will be asked to re-register during the Late Continuing Student Registration period (Thursday before the next semester begins). Any of the departments listed below may report a deficiency causing cancellation of registration:

1. Financial Aid – Incomplete paperwork
2. Student Accounts – Payment due
3. Registrar – Immunization verification and high school transcript
4. Academics – Grades of W or F, probation or dismissal
5. Student Services – Health insurance, parking or ID issues
6. Registrar – Graduation application

Students may also use this late registration period to add or drop classes or to set up schedules for the next semester.

**Resuming Student Policies**

**Application to Resume**

Students who have withdrawn from school may apply to resume their studies within three semesters under the Resuming Student Program. If withdrawal occurred during a semester, that term is not counted as the first of the three permitted. Students who do not resume within the three semesters must reapply with the Admissions Office. To begin the resume student process, contact Student Services in Room 2204.

**Academic Requirements**

Students seeking resumption of their studies should be aware that not all courses are offered each term, and that curriculum changes may have occurred in their absence. Although a student who has withdrawn may return at the beginning of any term, a review with the Academic Dean must be made to determine the schedule modifications necessary at the time of the return.
A student who has twice withdrawn from school before completion of the term, failed to begin a subsequent term without making formal application for withdrawal, or who has been suspended, may only be readmitted upon the specific recommendation of the Dean of Academic Affairs. Further, students who have been dismissed twice will not normally be readmitted. The reasons for the dismissals may include CGPA below 2.0, a term grade point average below 2.0 for two consecutive terms, double withdrawal, and credit hour progression or maximum timeframe. Questions regarding such dismissals should be directed to the Academic Dean.

A student who was on probation when studies were interrupted will remain on probation if readmitted. The student must return to good standing within one semester in order to prevent an academic dismissal.

Financial Requirements

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

1. Any EDUCARD delinquent balance (at the time of interrupt) and/or at the DeVry Student Account Center must be paid in full prior to registration.

2. If a student intends to utilize financial aid, all necessary aid documents must be completed by the student and reviewed by the Student Finance Office prior to registration.

Intra-System Transfers

General Procedures

A student wishing to transfer from the Tinley Park campus to another DeVry University must file a request by Friday of the 10th week of the semester. This process is initiated in the Registrar’s Office. Exceptions to the deadline may be granted by the Transfer Coordinator.

Financial Requirements

A student’s account balance must be current before the transfer will be permitted. As long as the balance does not consist of delinquent amounts and the student has applied for all other avenues of student financial assistance (including, if eligible, both grants and loans), the student’s account will be considered current. If a student lost aid through no fault of their own (e.g. University error/delay) then DeVry will not prohibit an intra-system transfer.

Other Requirements

1. Transfer students are required to sign a Contract/Enrollment Agreement Addendum before the start of classes at the new University.

2. A student on academic or disciplinary probation will continue on probation at the new University but is still eligible to transfer.

3. A student ineligible to continue at his/her present University due to academic, financial or disciplinary suspension will not be eligible for transfer.

4. Transfers are only granted at the end of a semester.

Attendance Policy

Students are expected to attend every meeting of every class in which they are registered. An auto attendance system records attendance for each class session. Excessive absences may result in a warning, counseling, probation or dismissal. Attendance dismissals will generally be from the Institute but may be on a course-by-course basis.

Students are responsible for all work missed during any absence, and have the responsibility of contacting the appropriate faculty member(s) concerning possible makeup. Students who anticipate being absent from classes or who are absent for three or more consecutive class days should contact the Attendance Coordinator located in Room 2212. Notification does not constitute excused absence. Students who must be absent for one to two calendar weeks due to extraordinary
circumstances such as hospitalization or military service may request a documented absence from the Attendance Coordinator. Acceptance of this absence means that the student will not be dismissed during the period; it does not mean that a student will be excused from assignments, tests, or due dates. Written requests including documentation are required prior to the dates of absence.

Attendance is recorded by students using their ID cards and the card readers that are mounted in each classroom.

**30% Absence Policy**

DeVry's attendance policy allows a professor to drop a student from the class roster when the student has been absent 30% of the class hours in that course. If the student is dropped from the class as well as the lab, if one exists, he or she must appeal to the professor to be reinstated. The paperwork for reinstatement can be obtained from the Registrar’s Office (Room 2212). The professor can set policy about the student continuing in the class. If the student is not reinstated, this can affect eligibility for financial aid and will result in a "W" grade for the course.

**Attendance Dismissal**

Students who miss ten or more consecutive business days or five or more consecutive days on which they were scheduled to attend class will be notified in writing that they will be dismissed from school unless they resolve the attendance problem and appeal the dismissal within three days. Attendance dismissal appeals must be given to the Attendance Coordinator and may be discussed with the Academic Dean who will accept or deny them. If denied, the student may appeal to the Dean of Academic Affairs.

Part-time students may be dismissed for being absent from one week of classes. Student with questions should contact the Attendance Coordinator.

**Tardiness Policy**

Students are expected to be present at the beginning of each class meeting. Professors, at their discretion, may impose penalties for tardiness. Students who arrive after a class begins may be recorded as absent.

**Privacy Rights and Access to Personal Records**

DeVry respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act of 1974, as amended (the "ACT"), is a Federal law which allows students to review certain educational records maintained by DeVry. This law also provides that the institution will maintain the confidentiality of the student’s education records. DeVry University reserves the right to revise this policy, in accordance with the ACT, at any time.

Following is DeVry's procedure for this policy.

**Definitions**

For the purpose of this policy, DeVry has used the following definitions of terms:

- **Student** – any person who attends or has attended DeVry.

- **Education records** – any record (in handwriting, print, tape, film, or other medium) maintained by DeVry or an agent of DeVry which is directly related to a student, except:

  1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.
  2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
3. Records maintained by the personnel furnishing security services to DeVry if the records are maintained solely for law enforcement purposes, are revealed only to law enforcement agencies of the same jurisdiction, and the security personnel do not have access to education records maintained by DeVry.

4. Records (if any) maintained by the Student Services Office that relate to health matters if the records are used only for the treatment of a student and made available only to those persons providing the treatment. Alumni records, which contain information about a student after he or she is no longer in attendance at DeVry, and the records do not relate to the person as a student.

Annual Notification

DeVry will annually notify all students currently in attendance at DeVry of their rights under the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”). Students will be notified of their FERPA rights annually by publication in the student handbook and/or students will be notified of their FERPA rights annually by publication in the student newspaper and/or students will be notified of their FERPA rights annually by posting on student bulletin boards and/or students will be provided with a statement of their FERPA rights in their registration packets.

Procedure to Inspect Educational Records

The Registrar has been chosen to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make a written request to the Registrar’s Office identifying as precisely as possible the records he or she wishes to inspect. 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 records may be inspected. In no event will this be later than 45 days after receipt of the request. When a record contains information about more than one student, the student may inspect and review only that part of the record, which relates to him or her.

Refusal to Provide Copies

DeVry reserves the right to deny transcripts or copies or records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of DeVry.
2. The student has an unpaid financial obligation to DeVry.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be no more that $1.00 per page. This fee covers only the cost of copying time and postage; it does not cover DeVry’s cost for search and retrieval of the records.

Types, Locations, and Custodians of Education Records

The following is a list of the types of records that DeVry maintains, their locations, and their custodians:

<table>
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<th>Types</th>
<th>Location</th>
<th>Custodian</th>
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<td>Financial Records</td>
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<tr>
<td>Personal, Health and</td>
<td>Student Services Office</td>
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<tr>
<td></td>
<td>Room 2204</td>
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</tbody>
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Disclosure of Educational Records

DeVry will disclose information from a student’s education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
   A school official is:
   - A person employed by DeVry in an administrative, supervisory, academic, research or support staff position.
   - A person elected to the Board of Directors.
   - A person employed by or under contract to DeVry to perform a special task, such as the attorney or auditor.
   A school official has a legitimate educational interest if the official is:
   - Performing a task that is specified in his or her position description or by a contract agreement.
   - Performing a task related to a student’s education.
   - Performing a task related to the discipline of a student.
   - Providing a service or benefit relating to the student or student’s family, such as advising, job placement, financial aid, or housing assistance.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organization conducting certain studies for or on behalf of DeVry.
7. To accrediting organization to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure of Records

DeVry will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student. DeVry will not include in this record requests for and/or disclosure of information to a school official, to a party with written consent from a student, to a party seeking directory information, or a student seeking to review his or her own records.

Directory Information

DeVry designates the following items as Directory Information:

1. Student name, home/local/billing address and telephone number
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities
5. Dates of attendance, degrees and awards received
6. Most recent previous school attended
7. E-mail address
8. Class schedule
9. Photograph

DEVRY MAY DISCLOSE AS DIRECTORY INFORMATION THE ABOVE INFORMATION REGARDING STUDENTS UNLESS A REQUEST NOT TO DO SO IS MADE, IN WRITING, TO THE REGISTRAR’S OFFICE WITHIN TWO (2) WEEKS AFTER THE FIRST DAY OF CLASSES FOR EACH TERM. A SEPARATE REQUEST MUST BE SUBMITTED EACH TERM.
Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. In so doing, the student should identify the part of the record that he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his or her privacy or other rights.

2. DeVry may comply with the request or it may decide not to comply. If it decides not to comply, DeVry will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request DeVry will arrange for a hearing, and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of DeVry. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. At the hearing officer’s discretion, the student may be assisted by one or more individuals, including an attorney.

4. DeVry will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

5. If DeVry decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

6. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If DeVry discloses the contested portion of the record, it must also disclose the statement.

7. If DeVry decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Immunization Policy Against Contagious Diseases

DeVry conforms to the State of Illinois law requiring all students entering a post secondary school to show proof of immunization against contagious diseases. New students will be required to show proof of immunization at registration. Any student failing to do so will have their first academic term to provide the required proof. Exceptions to the law are:

1. Permanent medical exemption signed by a doctor.
2. Temporary medical exemption signed by a doctor which indicates temporary exemption ending date.
3. Religious exemption signed by clergy member.
4. Born prior to January 1, 1957 (proof by State I.D., Driver’s License or birth certificate).

Please visit the Registrar’s Office for more details.
STUDENT SERVICES

Student Services is located in Room 2204. Office hours are 8 am – 5 pm, Monday, Thursday and Friday and 8 am – 7:30 pm on Tuesday and Wednesday. Information about counseling, health insurance, parking, ID cards and student activities is available in Student Services. Working with students, staff and faculty, Student Services personnel attempt to enhance the quality of student life by involving students in activities and challenging students to experience new ventures. Student Services also serves as an information center. The staff in the office is ready and willing to help students. If you have a question or concern and are not sure where to go, Student Services is the place to visit. Please feel free to stop by anytime you have a question or problem.

Counseling Referral Services

Student Services and First Year Academic Advisors maintain a list of several local and area agencies that offer counseling services. For more information visit Student Services or Academics.

Students are encouraged to consult with Student Services (or any office) about issues which may affect attendance, course work, career plans or even for suggestions about student activities.

Disabilities Assistance

DeVry provides accommodations for students with disabilities. In order to access these services contact the Associate Dean of Students. The office is in Room 2204 and the telephone number is (708) 342-3235.

Documentation of the disability must be on file and a short form must be filled out before accommodations can be provided. A period of sixty days is necessary to arrange for the accommodation. Please make your appointment with the Associate Dean of Students as soon as possible to ensure your academic success.

Grievances may be filed with the Campus Dean. The Student Accessibility Services Council (SASC) will hear grievances.

Group Health Program

All full-time students must demonstrate health insurance coverage or enroll in a mandatory group health insurance plan provided through DeVry. Students registered for 6 through 11 credit hours are also eligible to participate in the plan, at comparable rates, on a voluntary basis. Eligible dependents of students enrolled in the plan may also participate at designated rates on a voluntary basis.

For complete details on the group health program and fees you may pick up a brochure in the Student Services Office. Insurance rates are subject to change and benefits vary with the level of coverage.

Student Identification

Student I.D. cards contain your photograph and your student number. Among the functions the I.D. card serves are:

1. Identifies bearer as a DeVry student.
2. Enables student to check out lab parts.
3. Admits holder to student activities.
4. Serves as a library card.
5. Enables students to purchase tickets for off-campus activities sponsored by the Student Activities Association.

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 I.D. 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, a replacement card can be secured in the Student Services Office with proof of identity, and payment of a $10.00 charge. Students transferring from another DeVry University campus will be issued a local ID card when they present the ID card from the previous school.

IF REQUESTED, YOUR STUDENT I.D. CARD MUST BE SURRENDERED TO ANY STAFF/FACULTY MEMBER OF DeVry UNIVERSITY OR DeVry, INC.
Vehicle Registration

All motor vehicles must be registered and display a Tinley Park Campus permanent parking sticker. If a second vehicle is regularly driven to campus, a second sticker must be purchased for $1.00. Registration for a third vehicle must be arranged through Student Services.

The parking sticker must be securely and permanently attached on the inside of the driver’s side of the rear window. Parking stickers MAY NOT be transferred from one vehicle to another - any new vehicle must be registered and the old registration canceled. The replacement sticker will be issued for $1.00 upon proof of vehicle registration. Motorcycles must also be registered and display a special parking sticker; there is no charge for it.

One-week temporary parking registration is available at the Building Receptionist’s desk (at the North entrance) when an unregistered vehicle must be driven to campus. Temporary permits for longer periods must be obtained in the Student Services Office.

DESIGNATED AREAS

Student Parking: Any vehicle with a Tinley Park Campus student sticker may park anywhere in the lot that is not otherwise reserved/designated.

Staff/Student Worker Parking: Vehicles must display the appropriate faculty, staff or student worker permit to park in these areas.

Visitor Parking: Visitors to campus must register their vehicle with the Building Receptionist at the North entrance. Students, faculty and staff MAY NOT park in visitor spaces under ANY circumstances.

Handicapped Spaces: Persons with a state or local Handicapped Permit or license plate are the only individuals permitted to park in these spaces. Others with a permanent or temporary disability can arrange for Special Needs parking through the Student Services Office.

Special Needs Parking: These spaces are utilized for special situations (such as temporary disabilities or other special circumstances requiring close-in parking) and are allocated by the Student Services Office.

Violations

All vehicles must be parked in the designated area appropriate to their sticker, and in no other area. All vehicles must be parked within one parking space, with all wheels inside the space (not on or over yellow lines, curb, etc.). There are NO circumstances (including weather\snow conditions, improper parking by others, etc.) in which any vehicle may park otherwise. Each person is responsible for all violations incurred on his/her parking sticker or registered vehicle, or by any vehicle driven to campus by him/her. Specific violations and fines are as follows:

1. Parking outside designated space $10.00
2. Parking in non-designated area $10.00
   (visitor, staff, reserved, etc.)
3. Parking in handicapped space $25.00
4. No parking sticker $25.00
5. Others (including but not limited to):
   Unsafe parking
   Reckless driving
   Failure to stop at stop sign
   Failure to yield to pedestrians
   Exceeding speed limit
   Transfer of sticker to unregistered vehicle

Fines are payable in Student Finance. If a ticket is paid or appealed within 24 hours of the violation, the fine is reduced by 50%. Appeals are made in writing in the Student Services Office, and any appeal must be made within five (5) business days of the violation to be considered.

Students with outstanding unpaid violations will NOT be permitted to register for classes or obtain transcripts until the fine has been paid.
ADDITIONAL POLICIES

ACADEMIC INTEGRITY POLICY
ACCEPTABLE USE POLICY
ALCOHOL AND SUBSTANCE ABUSE POLICY
CODE OF CONDUCT
DISCRIMINATION AND SEXUAL HARASSMENT POLICY
DIVERSITY POLICY
HAZING POLICY
STUDENT/STAFF CONTACT POLICY
SUBSTANCE ABUSE AND ALCOHOL POLICY
ACADEMIC INTEGRITY POLICY

Introduction

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, and 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.

The Academic Integrity Policy is designed to foster a fair and impartial set of standards upon which academic dishonesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those that are cited in the following paragraphs. This list is not all-inclusive, as 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.

Prevention Techniques

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

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

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

Definitions

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 below:

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 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 acknowledgment.
   2. Paraphrasing of others' work which contains specific information or ideas and which is not shown within quotation marks or 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 scheduled 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, crib notes, 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

1. Any member of the University may report a violation of the standards of conduct as described in the Academic Integrity 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 office.

2. 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.

   a. 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 student notice will include date of incident, charges, action taken, appeal rights and deadlines. A copy of the 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).

   b. 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 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 Institute.

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 is 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.
   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 University.

Appeals/Second or Third Offenses

1. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Students/designee may be appealed by the accused student or complainant 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 were 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.
Computers and network systems offer powerful tools for communication among members of the DeVry University community and communities outside of DeVry University. When used appropriately, these tools can enhance dialog, education, and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others. DeVry University expects all members of its community to use electronic communications in a responsible manner. The use of the available network services, including applications software and Internet access is a privilege provided for educational purposes in support of curriculum requirements.

DeVry University 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 University 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 University policies or codes, or state or federal laws. Once evidence is established, DeVry University 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 University network.

**DeVry University Internet Accounts**

Getting and keeping a DeVry University Internet account is based upon your acceptance of and continuing compliance with the following conditions regarding use of the network. Users have a responsibility to be familiar with these conditions. Violation of these provisions is grounds for forfeiture of your account and/or disciplinary action, as outlined in The Student Handbook, by DeVry University.

1. You agree not to use your account for commercial venture or for personal profit. You agree that you may forfeit any gain you accrue in violation of this rule to the Institute at its discretion.

2. So that others may not use your account, you agree to use your account for your own work and to keep your password confidential. You agree to report the use of your account by others to DeVry University system management.

3. You understand the ethical and legal use of software, recognize that the unauthorized use or copying of software is illegal, and agree to refrain from any illegal and unethical actions involving software as a DeVry University user.

4. You agree not to intentionally hinder other user’s ability to do work on this or any other networks you access from this account.

5. You understand and agree to abide by the computing policies and rules of the Student Computer Lab, ET Lab of DeVry University, or any other computer you access at DeVry University and to abide by the computing policies of any facilities that you access from DeVry University.

6. You understand that while DeVry University makes every attempt to preserve the integrity of your data and files stored on the system, if a conflict arises between keeping the system operational and maintaining the integrity of your data, keeping the system operational will take precedence.

7. You understand and consent that for purposes of preserving the integrity or operation of the network, or for purposes of academic integrity or investigation of any violation of law or rule of DeVry University, DeVry University may review or copy any data or files of yours that exist on the network.

8. You agree to indemnify and hold harmless DeVry University, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of your use of DeVry University’s network, including, but not limited to, any loss of your data stored on the network.

9. You understand and agree that each time your access the DeVry University network, you are bound by the terms of this agreement along with any changes or additions to this agreement as well as the terms of all DeVry University policies that are in effect at the time you access the system.
Acceptable uses include the following:

1. Class assignments
2. Academic research
3. Personal computing to gain computer literacy
4. Staff use associated with administrative or instructional support

Unacceptable uses include the following:

1. Misrepresenting your identity or affiliation in e-mail communications
2. Displaying material that may be considered offensive or vulgar to others
3. Sending harassing, intimidating, abusive, or offensive material to or about others
4. Intercepting, disrupting, or altering electronic communications packets
5. Using someone else’s identity and password
6. Causing congestion on the network by such things as the propagation of inappropriate messages to lists or individuals
7. Producing and/or distributing chain letters
8. Display or possession of data or information, which is illegal
9. Display or possession of data or information that could aid in illegal activities
10. Engaging in commercial advertising
11. Transferring pirated software or documents
12. Playing games or other non-academic pursuits (i.e. irc chat) at DeVry University computer workstations
13. Participating in any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses; denial of service attacks, and attempts to bypass system security

Policy violations

Violations of this policy may involve the following uses of electronic communications:

1. To harass, threaten, or otherwise cause harm to a specific individual(s), whether by direct or indirect reference
2. To impede, interfere with, impair, or otherwise cause damage to the activities of others or equipment
3. To download or post to DeVry University computers, or transport across DeVry University networks, material that is illegal, proprietary, in violation of DeVry University contractual agreements, or otherwise is damaging to the institution
4. To harass or threaten classes of individuals
5. Workstation display of graphics or text that may be considered offensive to others
6. Propagation of unsolicited (“Spam”) bulk e-mail
7. Abuse of personal Web pages (see FAQ)

Consequences may include but are not limited to:

1. Suspension/Removal of account
2. Loss of lab privileges or other actions as seen fit by
3. Deletion of files
Drugs

DeVry considers the use, possession, distribution, or sale of drugs (Hallucinogens, Narcotics, Stimulants, Depressants, etc.) 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 criminal prosecution, campus disciplinary action and loss of Title IV Financial Aid.

Alcohol

DeVry forbids the possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University property.

The University expects all students to comply with Federal, State and local laws regarding the use of alcohol. Infractions of the no-alcohol policy on campus 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.

No Smoking Policy

Smoking on the DeVry campus is restricted to designate areas. Smoking is not permitted anywhere inside the building, or in the entry foyers.
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, building, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalk).
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 sanctions 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 Institute 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 which are not inconsistent with provisions of the Student Code.
3. Decisions made by the 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 University.)
   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 duplicating 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 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 which disrupts the normal operations of the University and infringes on the rights of other 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 unreasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at an Institute 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 Institute premises or at functions sponsored by the Institute.

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. Institution 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 instituted 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 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 an 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 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 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 nonvoting 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, at 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.
   g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chairperson.
   h. All procedural questions are subject to the final decision of the Chairperson of the judicial body.
   i. After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code which the student is charged with violating.
   j. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
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 Institute.

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 Institute or other related discretionary assignments.
   g. Housing Suspension - Separation of the student from his or her Institute 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 Institute 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 University.

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

3. 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.

4. 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 three (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 or complainant 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 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 once 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 which the student was found to have committed. (Refer to Article IV (5)(j) for the standard of proof.
   d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

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

ARTICLE V: INTERPRETATION AND REVISION:

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

B. The Student Code shall be reviewed every three (3) years under the direction of Judicial Advisor and the home office legal department.
DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Devry is committed to the maintenance of an academic environment free of discrimination and complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Please refer to the published statements regarding discrimination in the Regulations section of the DeVry Academic Catalog. 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, offensive behavior over another. It can be, but is not limited to, the following: verbal, written, or computer-transmitted harassment consisting of suggestive comments, innuendo, insults, humor or jokes; propositions; threats; nonverbal harassment consisting of obscene gestures, leering or ogling; physical harassment consisting of touching, patting, pinching, brushing the body; coerced sexual intercourse; assault.

The Campus Dean and/or the 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 Campus Dean and/or Human Resources Manager have the dual function of safeguarding the rights of integrity and safety for all members of the Institute community.

In order to ensure that fairness and due process prevail, a procedure similar to the one used in disciplinary matters will be followed.

Grievance Initiation

Grievance procedures are started by making and appointment to see the Human Resources Manager or the Campus Dean within 10 days of the occurrence of the alleged discrimination or harassment. If the complainant prefers to talk to someone of his or her same sex, an appropriate person will be designated by either the Human Resources Manager or the Campus Dean. 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 Campus Dean, 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 Campus Dean 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 Campus Dean 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 Campus Dean to the Director of Employee Relations at the Corporate Office at One Tower Lane, Suite 1000, Oakbrook Terrace, IL 60181, (630) 571-7700 within five 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's 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.
DIVERSITY POLICY

In accordance with DeVry University’s Mission Statement, we are a diverse college community of lifelong learners committed to promoting the acceptance and respect of individual differences that are inherent in our university. Through standards of conduct and diversity training, we seek an environment that will insure the success, well being and safety of our entire DeVry community.

MISSION STATEMENT

The mission of DeVry University is to foster student learning through high-quality, career-oriented 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.

HAZING POLICY

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 which 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 which 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 deprivers 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. Incidents of hazing should be reported to the Associate Dean of Students.

STUDENT/STAFF CONTACT POLICY

DeVry encourages open communications between students and staff members. We consider the ideas, concerns and thought of student and staff paramount to the success of our school.

Faculty members maintain office hours each week for student contacts. Often appointments can be made to meet with faculty outside of posted hours. All other offices have posted hours when staff is generally available. Remember prearranged meetings, illness or other situations may mean that not every staff member is available at all times. Some staff members may ask students to make an appointment in order to assure that sufficient time is allotted for the meeting.

Adjunct faculty are generally available only by appointment. Each faculty member’s syllabus will contain information regarding office hours.

CHILDREN ON CAMPUS

Children are not allowed in classes or labs. Attended children are allowed in public areas such as the Commons and campus offices.
DeVry forbids the use, possession, distribution, or sale of drugs or alcohol by a student anywhere on university property. Students in violation of state, Federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

### Substance Abuse and Alcohol Policy

**Educational Guidelines Pertaining to Drug Free Schools And Communities Act**

<table>
<thead>
<tr>
<th>Substance</th>
<th>Effects of Occasional &amp; Extended Use</th>
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| Alcohol (at .10 Blood Alcohol Concentration and above) | Impaired motor abilities  
Reduced judgment  
Sleepiness  
Increased sexual desire but reduced ability to perform  
Nausea, vomiting  
Liver disorders: Alcoholic Hepatitis, Alcoholic Cirrhosis  
Cancer of the: tongue, mouth, throat, esophagus, liver, breast  
Fetal Alcohol Syndrome (most common symptom is mental retardation) |
| Cannabis: Marijuana Hash/Hash Oil THC | Diminished short-term memory, motivation, cognition, coordination, concentration, oral communication, and reaction time  
Anxiety and panic reactions  
Carcinogenic elements in smoke  
Damaged lungs and respiratory system |
| Cocaine (includes Crack Cocaine) | 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 the nose  
Sexual dysfunction  
During pregnancy: severe physical and emotional problems in babies |
| Depressants: Tranquilizers, Barbiturates, Methaqualone | 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  
During pregnancy: Birth defects, and brain tumors in children  
Tolerance develops, severe withdrawal symptoms  
Physical and psychological dependence |
OTHER STIMULANTS (excluding cocaine): AMPHETAMINE, METHAMPHETAMINES

Increased heart and respiratory rate
Elevated blood pressure
Decreased appetite
Headaches
Blurred vision
Dizziness
Sleeplessness
Anxiety
Amphetamine Psychosis: violent behavior, delusions, hallucinations, and paranoia
Drug tolerance and dependency
Mood swings
Ulcers
Mental confusion

PSYCHEDELICS: LSD, MESCALINE, PSILOCYBIN, PHENCYCLIDINE (PCP), MDMA (Ecstasy), MDA

Distorted sense of distance, time, and space
Blockage of pain sensations
Nausea, vomiting, and diarrhea
Severe mood disorders: panic, depression, and anxiety
Greater suggestibility and feeling of invulnerability
Unpredictable reactions if drugs are “cut” with impurities
Tolerance after 3 – 4 daily doses – (higher doses are required to produce same effects)

NARCOTIC: OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE

Feeling of euphoria followed by drowsiness
Nausea and vomiting
Respiratory depression
Central Nervous System depression
Use of non-sterile needles which promotes: AIDS, and Hepatitis B
Endocarditis (infection in the heart)
Women dependent on opiates have multiple pregnancy complications: spontaneous abortions, stillbirths, anemia, and diabetes

STATE OF ILLINOIS CRIMINAL SANCTIONS

ALCOHOL
Underage consumption and/or possession:
Misdemeanor: 30 days – 1 year and/or - $1,000.00
Driving Under the Influence: fine $100.00 – $1,000.00, possible confinement 48 hours – 1 year

MARIJUANA
2.5 grams or less: 30 days (maximum)/ $500.00
2.5 grams – 10 grams: 6 months (maximum)/ $500.00 $500.00
10 – 30 grams: 1 year (maximum)/ $1,000.00
30 – 500 grams: 1 – 3 years/$1,000.00
500 grams or more: 2 – 5 years/$150,000.00

ALL OTHER NARCOTICS
Felony – amount possessed will determine the penalty: 1 – 30 years, fine $1,000.00 – $200,000.00
UNIVERSITY SANCTIONS
SANCTIONS APPLY TO ALL CATEGORIES OF SUBSTANCES

STUDENTS
Possession, distribution, use, sale, furnishing to a minor or any amount on university property, at university contract housing, or as part of any university activity – up to dismissal

FACULTY AND STAFF (while performing university business)
Under the influence, possession, distribution, use, sale, furnishing to a minor – up to dismissal

STUDENT DISCIPLINARY SANCTIONS DEFINED
1. Probation – A specified period of time, during which the student’s enrollment may be curtailed, for which an active student is advised in writing of probable dismissal for future misconduct.
2. Suspension – Temporary exclusion from extra curricula activities for a specified period of time with the student advised in writing of probable expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.
3. Dismissal – Termination of student status for an indefinite period. A student dismissed from the program may petition the Dean for readmission. Readmission will not be granted with strong evidence of material change in the student’s ability to satisfactorily fulfill the requirements of the program. Students seeking readmission must prepare a written petition setting forth their analysis of the situation leading to their dismissal, concrete evidence that the problems have been resolved, and a detailed plan for successfully completed the balance of their program. Conditions of dismissal and appeal will be stated in the written order of dismissal.

LOCAL TREATMENT RESOURCES
The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained from the Student Services office.

LOCAL HOTLINES

COMMUNITY COUNSELING/HEALTH SERVICES

STEPS TO RECOVERY
(708) 403-0433
Orland Park, IL 60462

OAK FOREST HOSPITAL OF COOK COUNTY
(708) 687-7200
15900 S. Cicero Ave.
Oak Forest, IL 60452

COCAINE ABUSE – 24 HOUR HELPLINE AND TREATMENT
1-800-888-9383

MIDWEST RESOURCES FOR COUNSELING AND PSYCHOTHERAPY
9955 144TH St.
Orland Park, IL 60462
(708) 425-0310

Y CARES HOTLINE – 24 HOURS
(708) 748-5672

COUNTY/STATE ALCOHOL & PROGRAM DETOX

SOUTH SUBURBAN COUNCIL ILLINOIS DEPARTMENT OF HUMAN SERVICES ON ALCOHOLISM*
1909 Checker Square
East Hazel Crest, IL 60429
(708) 957-2854

OFFICE OF ALCOHOLISM & SUBSTANCE ABUSE
100 Randolph St.
Chicago, IL 60601
(312) 814-3840

*Also has in-patient & outpatient drug rehabilitation & detox program.

* Information is given for first offense only. Repeat offenses carry progressively greater sanctions. Trafficking (selling) any of the above, excluding alcohol, are all felonies. Amount and type of drug possessed for sale will determine penalty. The above information is presented as guidelines for education purposes but is not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual.

** These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.