



DeVry University Seattle Metro

Student Handbook
2007-2008

Volume 8, Issue 3



On Your Way, Today!

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DeVry University Mission & Purposes

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

Purposes:

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

ACADEMIC CALENDAR

DeVry University Seattle Metro offers courses in a session format, with two eight-week sessions offered each semester.

2007 Summer Semester: July 9, 2007 – October 28, 2007

Monday	July 9	Session A begins
Monday	July 16	Semester-length courses begin
Sunday	September 2	Session A ends
Monday	September 3	Session B begins (no classes)
Sunday	October 28	Session B and semester-length courses end

2007 Fall Semester: October 29, 2007 - March 2, 2008

Monday	October 29	Session A begins
Thursday-Friday	November 22-23	Thanksgiving break
Sunday	December 23	Session A ends
Monday-Sunday	December 24-January 6	Winter break
Monday	January 7	Session B begins
Monday	January 21	Martin Luther King Jr. Day
Sunday	March 2	Session B ends

2008 Spring Semester: March 3, 2008 – June 22, 2008

Monday	March 3	Session A begins
Friday	March 21	Good Friday
Sunday	April 27	Session A ends
Monday	April 28	Session B begins
Monday	May 26	Memorial Day
Sunday	June 22	Session B ends

2008 Summer Semester: July 7, 2008 – October 26, 2008

Monday	July 7	Session A begins
Sunday	August 31	Session A ends
Monday	September 1	Session B begins (no classes)
Sunday	October 26	Session B ends

DEPARTMENT TELEPHONE DIRECTORY

<u>Department</u>	<u>Phone</u>	<u>Fax</u>
Academics	(253) 943-3110	(253) 943-3296
Academic Success Center (<u>Tutoring</u>)	(253) 943-3040	
Admissions	(253) 943-2810	(253) 943-3291
Bellevue Center (<u>Undergraduate</u>)	(425) 455-2242	(425) 455-2322
Bookstore	(253) 815-6853	(253) 815-6915
Career Services	(253) 943-3089	(253) 943-3295
Cashier	(253) 943-3060	(253) 943-3297
DeVry Online	(630) 571-7700	
Electronics Lab	(253) 943-2971	
Emergency Closures	(253) 835-2190	...www.schoolreport.org
Facilities	(253) 943-2800	
Faculty Offices	(253) 943-3110	
Help Desk	(253) 943-3003	
Keller Graduate School		
Federal Way	(253) 943-2840	(253) 943-3293
Bellevue	(425) 455-2242	(425) 455-2322
Portland	(503) 296-6144	(503) 296-6144
Library	(253) 943-3032	
New Student Coordinator	(253) 943-2830	(253) 943-3292
Outreach Services	(253) 943-3056	
Portland Center (<u>Undergraduate</u>)	(503) 296-7468	(503) 296-6114
President's Office	(253) 943-3083	(253) 943-3295
Program Coordinators	(253) 943-3110	(253) 943-3296
Reception Desk	(253) 943-2800	
Registrar	(253) 943-3110	(253) 943-3296
Student Finance	(866) 533-3879	(253) 943-3297
Student Government (ASB)	(253) 943-3074	
Student Services	(253) 943-3060	(253) 943-3297
Transfer Coordinator	(253) 943-3110	(253) 943-3296

IF YOU WANT VISIT

Academic Advisement	Program Coordinators
Apartment Rental	Student Services
Attendance Information	Program Coordinators
Bellevue Center.....	Bellevue Center Director
Billing Information	Cashier
Online Assistance	http://my.devry.edu
7am to 8pm Monday through Friday	1-866-533-3879
8am to 2pm Saturday.....	1-866-533-3879
Internships.....	Career Services
Graduation	Career Services
Full-Time, Industry-Related Jobs	Career Services
Emergency Closures.....	www.schoolreport.org
Car Pools	Facilities
Course or Program Changes	Program Coordinators, Registrar
Financial Aid.....	Student Finance
24 hour Assistance.....	http://help.devry.edu
7am to 8pm Monday through Friday	1-866-533-3879
8am to 2pm Saturday.....	1-866-533-3879
Part-Time Employment.	Student Services
Parking Information.....	Student Services
Personal Counseling.....	Student Services
Something Not On List	Student Services
Student Activities/Clubs	Student Services
Transcript.....	Registrar
Transfer Information	
(To another DeVry University)	Transfer Coordinator, Registrar
(To a non-DeVry University)	Student Services, Academics
Tutorial Services	Academic Success Center
Veterans Information	Student Finance
Withdrawal from a Course.....	Program Coordinators, Registrar
Withdrawal from School	Student Services, Academics

ACADEMIC DEANS AND CHAIRS

The following Deans are responsible for all academic aspects of their respective programs. If you have problems that cannot be resolved with your instructor, you should contact the Dean or Chair of your program to discuss the problem.

Academic Affairs	Dean Chow Lee
Accounting Technology.....	Dean Julie Barbadillo
Biomedical Engineering Technology	Dean Jimmie Russell
Business Administration	Dean Julie Barbadillo
Computer Information Systems	Dean Rich Thomas
Computer Engineering Technology	Dean Jimmie Russell
Electronics and Computer Technology	Dean Jimmie Russell
Electronics Engineering Technology	Dean Jimmie Russell
Game and Simulation Programming	Dean Rich Thomas
General Education	Dean Julie Barbadillo
Network and Communications Management	Dean Rich Thomas
Network Systems Administration.....	Dean Rich Thomas
Technical Management	Dean Julie Barbadillo
Bellevue Academic Operations	Center Dean Lee McConaghy
Keller Graduate School	Center Dean Lee McConaghy
Portland Academic Operations.....	TBD
Evening, Weekend and International Programs	Chair Donn Callaway
General Education.....	Chair Sherry Mitchell
Electronics.....	Chair Lawrence Lam

REGISTRAR AND PROGRAM COORDINATORS

The Registrar is responsible for student records, transcripts, certification of enrollments, transfer credit, evaluation of prior college credit, graduation conferral and changes of names, addresses, and phone numbers. The Registrar also prepares copies of curriculum records (degree plans) listing all required courses. Program Coordinators are responsible for monitoring attendance, academic advising, processing adds, drops, and withdrawals and scheduling.

CHANGE OF NAME

To ensure that DeVry maintains accurate records, students who change their name must notify the Registrar's Office and the Student Finance Office. The student must provide legal documentation (court papers, marriage license, etc) to verify the name change. Failure to do so may result in inaccurate notification of grades or University policy changes as well as other possible delays and interruptions.

CHANGE OF ADDRESS

To ensure accuracy, students are encouraged to change their mailing address, e-mail and phone number by contacting Academics, Student Finance, or Student Services. It is not recommended that students change their personal information on OSS.

PROFICIENCY EXAMS

Proficiency exams allow students who feel they have already mastered course material to demonstrate comprehensive knowledge in a particular course. Students who pass proficiency exams will receive credit for the appropriate course(s). Students cannot complete proficiency exams for courses in which they have previously been enrolled at DeVry. New students who wish to proficiency out of a first semester course, must take their proficiency exam at the scheduled times during the first week of classes. Proficiency exams are then offered week 13 for continuing students to take. Courses for which proficiency credit is allowed are not included in the GPA. Proficiency exams cost \$5 per credit hour with a maximum fee of \$20 per exam. Proficiency exam applications are located in Academics. The application must be turned in to academics with the receipt showing the student has paid the fee.

CONTINUING STUDENT REGISTRATION

The Registrar's Office coordinates continuing student registration. Students must register on-line through their Oracle Student Portal located at <https://my.devry.edu>. Once in the portal, the student clicks on the "DVU OSS Student Self Service HOME" located under Applications Navigator to schedule their courses. Registration for the subsequent term occurs during weeks 11-15 of the standard session or weeks 3-7 of Session B courses. Session based students are encouraged to register for both session A and session B courses during the weeks specified.

Before a student may schedule, they must remove all deficiencies (holds) placed on their accounts from the Student Finance or Academics department. It is recommended that every student check in with student finance and academics to verify that they are in good standing before they schedule for classes.

Once a student schedules and submits their courses on OSS, they must print out a copy of their schedule and take it to the bookstore so they may buy their books. Students are not eligible to attend class until they are officially registered. Should any academic or financial deficiency arise, a student's registration may become invalid.

Before attending the first day of class, students should print off their schedule again, in case of a change to a classroom or class time assignment.

Any of the departments listed below may report a deficiency causing cancellation of early continuing student registration:

- Student Finance..... Incomplete financial aid paperwork, overdue payment, full cash, or student has multiple repeats of a course. Students may not enroll in a course more than twice unless approved by the Dean of Academic Affairs.
- Academics A final grade of F, W, an incomplete, failure to maintain satisfactory academic progress, or registering for a course which the student is not eligible to take, incomplete enrollment paperwork for the student's permanent file or failure to provide an official transcript.

SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate satisfactory academic progress toward completion of their program of study. Satisfactory academic progress is movement from one academic level to the next within a prescribed time frame. Satisfactory academic progress is supported by academic policies and may affect financial aid eligibility. For details on the provisions of this policy, contact your Program Dean. For information concerning academic year progress status, refer to the DeVry Academic Catalog. Students failing to meet satisfactory academic progress requirements must file a written appeal with the Registrar's Office before additional enrollment will be allowed.

COURSE AUDIT

Students may audit courses by declaring their intentions to the Registrar before the end of the second week of instruction. Tuition is charged and financial aid cannot be applied to the course. Audited courses do not fulfill degree requirements. Evaluation and class participation are optional; however, regular attendance is required.

REQUESTING AN ONLINE COURSE

Students may take any course required for their program online starting in their first term, as long as they enroll into a minimum of 1 course onsite in their first term.

eCollege for Students in Standard/Compressed Courses

eCollege is used as a supplemental resource in all Standard and Compressed Daytime courses. To access and get assistance with this tool, use the following information.

1. URL: <http://www.devryu.net/>
2. Students who have their correct email addresses in our systems will have already received a message regarding logins and passwords. The login protocol for students is as follows:
 - a. User ID: Student ID Number
 - b. Password: Birthdate (yyyymm)
3. To update your email address in eCollege, select the My Profile link from the page where your courses are listed and make necessary changes.
4. For local Help Desk support: Either e-mail helpdesk@sea.devry.edu or call 253-943-3003. The help desk is staffed Monday-Thursday from 8am – 8 pm, Friday from 8 am - 5 pm and Saturday 8 am - 5 pm.
5. Major issues, such as not having an account or losing access, should be referred to Sherry Mitchell (smitchell@sea.devry.edu).

eCollege for Students in Accelerated Courses

1. Login and password information is the same as for Standard Daytime courses.
2. To get Help Desk support contact helpdesk@devry.edu
3. If you are unable to resolve issues by contacting the address above, contact Sherry Mitchell (smitchell@sea.devry.edu) or Donn Callaway (dcallaway@sea.devry.edu).

ADDING/DROPPING A COURSE

Once classes start for online and accelerated students, students cannot make changes to their schedule on OSS (this includes standard students). Instead, students must come to the Academics department to request any changes to their schedules and fill out the Add/Drop form.

- Adding a course:
 - Standard students may add a standard course to their schedule within the first 2 weeks of school. (Financial aid must be consulted when a course is added.)
 - Accelerated students may add an accelerated course up until the first day of class for that course. (Session B classes may be added throughout session A, as long as the course is still open for enrollment, and the student has financial aid to cover the course.)
- Dropping a course
 - Standard students may drop a standard course without any financial penalty as long as it is done within the first 2 weeks of classes.
 - Accelerated and Online courses may be dropped during the first week of class.

Students who do not initiate a course drop within the time periods listed above, will not be dropped from their course, instead they will receive a W and will be charged for the course. (Please read “Withdrawal from a Course” for more information.)

WITHDRAWAL FROM A COURSE

Satisfactory academic progress is supported by the structure of DeVry curricula and limitations are placed on withdrawing from a course. Withdrawals are administered by the Registrar’s Office. For the Standard 15-week student, the last day a student may withdraw from a course and receive a W is the Friday of the 11th week of classes. Withdrawals initiated after this day will result in a final grade of F.

For the Accelerated Student, the last day a student may withdraw from a course and receive a W is Friday of week 7. The withdrawal must be initiated the week before final exam week. Withdrawals initiated during the week of finals will result in a final grade of F.

Before you decide to withdraw from a course, please consider:

- You may change your student enrollment status from full-time to part-time. This will change your financial aid status.
- You may lose your eligibility for Financial Aid.
- Students may not enroll in a course more than twice unless approved by the Dean of Academic Affairs.
- You will not be guaranteed admission in the course in the subsequent term.
- The course may not be offered in the immediate next term.

INTERRUPTION OF STUDIES

If you wish to withdraw completely from DeVry, you must begin the process in the Academic or Student Services Department.

TRANSFER CREDIT

The Academic Department assists in the smooth transition from other post secondary schools to DeVry. So that we may better serve you, please read the instructions below and be familiar with the transcript evaluation process prior to applying for transfer credit. If you have questions, please feel free to contact your Program Dean.

1. DeVry must receive official transcripts from all post-secondary schools that you have previously attended. Transcripts must be received as you apply for admission.
2. Course work must be similar in content and have been completed with a grade of "C" or better.
3. DeVry will only accept official sealed transcripts from your former school(s).
4. An Academic Catalog from the school(s) (preferably from the term in which you completed the course work) should accompany your transcripts.
5. After enrolling at DeVry, be sure to check with your Program Dean before taking any courses at a different college.

To apply for transfer credit at another school, request your transcript from the Registrar's Office. The accepting institution has full discretion of which credits are transferable.

TRANSFER PROCEDURES

DeVry University will advise and assist students desiring to transfer to another DeVry University or DeVry Online. This ensures that those students are prepared and qualified to begin studies at a new school so as not to jeopardize their personal and academic success.

To apply for a transfer, a Transfer Request Form must be filed with the Transfer Coordinator located in the Academic office area no later than the end of the 10th week of the semester preceding the term for which the student wishes to transfer.

A student's financial obligation to the current DeVry University must be fulfilled before the transfer will be permitted. Such transfers are granted at the conclusion of the semester and at no other time. It will be necessary for the transferring student to sign a new enrollment agreement before the commencement of classes at the new DeVry location. A student on academic or disciplinary probation is eligible to transfer. A student not eligible to continue at his/her present institution due to academic, financial, or disciplinary suspension may not be eligible for transfer. Students who transfer to other DeVry University locations must take a minimum of at least 12 semester credits required for graduation as a resident at the DeVry University that will award the degree.

PROGRAM CHANGES

Program changes should be considered very seriously before requests are made. When you are certain that you want to change programs, you should see your Program Coordinator or Program Dean. Bellevue or Portland students should see the Center Dean or designee. The Student Finance Office is also involved to discuss any financial implications.

Some issues that you should discuss with your Program Coordinator or Program Dean are:

1. Which of your credits will transfer from program to program?
2. Will your GPA transfer from program to program?
3. Will you have to meet any additional entrance requirements of the new program?
4. Will your program transfer require additional semesters to complete your degree?
5. Can you change programs while on academic probation?

Program changes will only be made at the end of each term. However, the program change paperwork may be completed at anytime. The program change form will be filled out once the student meets all of the requirements of the desired new program. Please contact Academics for more information.

RESUMPTION OF STUDIES

DeVry University will assist students who wish to resume their studies after having withdrawn from DeVry for a period of time. The intent of this policy is to ensure that students are prepared and qualified for re-admission.

Application to Resume

Students who have withdrawn from school may make an application for resumption of studies within three semesters. If withdrawal occurs during a semester, then that semester is not counted as the first of the three permitted. Students who reapply must meet all academic and financial requirements.

Students who do not return within three semesters must reapply with the Director of Admissions.

Academic Requirements

It is beneficial for a student to be in good academic standing at the time he/she resumes. A student who has been academically dismissed from school and denied an appeal for immediate readmission for scholastic reasons may not apply for readmission until the start of the semester following the period of dismissal (1 semester). The application for readmission will be reviewed and decided by the Registrar and the Program Dean. A student may not be readmitted, if it is necessary to repeat a failed course the second time or if a student fails to explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome and present a realistic plan for meeting the requirements to return to good standing (see Standards of Academic Progress in DeVry Academic Catalog).

Financial Requirements

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

- Any EDUCARD delinquent balance must be paid in full prior to registration. A student must be current with his/her EDUCARD repayment schedule.
- All necessary aid applications must be completed by the student and received by the Student Finance office before or at resume registration.
- Students must pay cash or be placed on monthly billing if they were academically suspended from their previous semester at DeVry.

Disciplinary Requirements

Students who are on disciplinary probation for longer than the remainder of their prior semester will resume on disciplinary probation until the pre-established end of probation.

Students who have been suspended from DeVry for disciplinary reasons will not be allowed to resume unless that period of suspension has elapsed.

GRADE CHANGES

Occasionally a student may receive a final grade, which is in error. If this happens, the student should discuss the error with the instructor. The deadline for grade changes is Friday of the first week of the subsequent semester. The Program Dean or Center Dean must approve each change. A new grade report will be available in the Registrar's Office when grade processing is complete. For a complete explanation of grading, please refer to the DeVry Academic Catalog.

TRANSCRIPTS, CERTIFICATION OF ENROLLMENT AND MISCELLANEOUS REQUESTS

Individual academic transcripts are available from the Registrar's Office. Transcript request forms can be found online at <http://www.sea.devry.edu>. Please return the form either by fax, mail, or person to the Academic department. Graduates receive one complete validated transcript at no charge. All other transcript requests will be \$5.00 per copy. Please allow 4-6 business days to process your transcripts request. Transcripts will not be issued until all obligations to DeVry have been met.

The Registrar's Office also prepares letters of verification of enrollment. These verifications may be used for loan deferments and "good student" auto insurance discounts. Certificate of enrollments or miscellaneous request forms can be found online at <http://www.sea.devry.edu>. Please return the form either by fax, mail, or person to the Academic department. For a certification of enrollment, please allow 3-5 days for your request to be processed

GRADUATION REQUIREMENTS

Your curriculum record or Academic Progress Report tracks your degree plan as you advance in your studies. If you desire a copy of your progress report, log onto Degree Navigator—a link found on your DeVry Portal (<https://my.devry.edu>).

To assist you during your graduation, please familiarize yourself with these procedures.

- You must apply to graduate with the Registrar's Office by the Friday of the third week of classes. If you do not apply, the receipt of your diploma may be delayed.
- The \$50.00 graduation fee will be added to your EDUCARD account. If you fail to graduate, you will not be charged again for the same degree.
- You will not be eligible for graduation if the best-recorded grade for any course used to fulfill a graduation requirement is F or W or "incomplete". A student cannot omit any course except through transfer credit or proficiency examination.
- You must attain a cumulative grade point average of no less than 2.0 in all of your required course work.

DEVELOPMENTAL AND PREREQUISITE COURSEWORK

Students who test into prerequisite courses such as MATH032, MATH092 and ENGL032 must complete and pass the course with a specific grade to continue on with their program work. Students are advised to review the syllabus for the grade requirements of these courses. If the student withdraws from their developmental or prerequisite course or is dismissed from their developmental or prerequisite course, they will be automatically interrupted from school completely.

ACADEMIC SUPPORT SERVICES

BOOKSTORE - CAMPUS

Required course materials, such as textbooks and lab supplies, are available in the Follett Bookstore located on the 1st floor of the building or on-line at www.devrysea.bkstr.com. The bookstore is wholly owned and operated by Follett Higher Education Group, the nation's largest academic bookseller.

Software, hardware, school supplies, novelty items and DeVry imprinted merchandise can also be purchased. Bookstore purchases may be paid by cash, check or charged to any major credit card. Books, lab kits and lab manuals and required course materials may be charged to the student's account.

The original receipt must be presented to the bookstore for any returns, exchanges or adjustments. Restrictions do apply on refunds and book buy-backs. Please see the bookstore staff for details.

BOOKSTORE – ONLINE, BELLEVUE DVUC AND PORTLAND DVUC

Books are available on-line at www.devrysea.bkstr.com. Books should be ordered at least 7-10 days before the beginning of classes to ensure timely delivery. The bookstore sends bulk shipments up to the Bellevue DVUC weekly and monthly shipments to the Portland DVUC. Students do not pay freight charges when their order is included in bulk shipments; in addition students can have textbooks rush shipped or shipped to their home for an additional expense.

Books are available on the website about three weeks before classes begin and can be charged to the EDUCARD account before each session.

For online classes students have two choices: they can place their orders with eFollett at www.devry.efollett.com or they can contact the bookstore directly to order their books at (253) 815-6853. When ordering from the bookstore directly, the students will not pay shipping charges as long as the books are picked up from the store.

The bookstore can also provide hard textbook copies to most ebooks being used; this is an additional expense to the student, as DeVry bills students directly for ebooks.

COMPUTER LAB

Students with a need for extra lab time may utilize the computer labs upon signing in and presenting a valid ID card. Computers available will be assigned on a first come first serve basis. Lab facilities may be used for authorized purposes only. Lab time may be restricted during scheduled lab classes. It is the student's responsibility to read and abide by the rules and regulations posted in all laboratory areas.

ELECTRONICS LAB

Students may be assigned specific laboratory work positions at the start of the semester. All damage and operational problems must immediately be reported to the lab manager. Some components, tools and test equipment may be checked out of the Lab Stock Room upon

presentation of a valid ID card and checkout slip. This equipment is the sole responsibility of the student checking it out. The ID card will be returned when the item(s) are returned at the end of the session. Failure to follow this procedure will result in a fine, as well as the cost of the item(s) not returned. No lab equipment may be checked out overnight.

Use of the lab outside of scheduled lab class requires signing in and checking in with lab personnel upon entry. A lab position may then be designated provided there is no conflict with scheduled classes. Faculty Assistant help may not be available during this time and there is no guarantee that equipment or a lab position will be available at all times. It is the student's responsibility to read and abide by the rules and regulations posted in the lab.

ACADEMIC SUCCESS CENTER

The Academic Success Center provides services to enhance students' academic achievement. Free tutoring support and information are available. For more information call the ASC directly at 253-943-3040, or call the ASC Coordinator at 253-943-3034.

LIBRARY

DeVry University's Library supports the curriculum with books, technical journals and databases that provide access to information concerning social sciences and humanities, electronics, business, telecommunications management and computer science. The collection includes a variety of general education materials, as well as videos (some are classroom use only), audio books, some popular fiction and popular magazines and newspapers.

Books may be checked out for two weeks and may be renewed, and older issues of magazines may be checked out for one week. If you keep materials past their due date, you will be charged overdue fines. When you check anything out from the library, you are responsible for all materials taken out. The library will charge you the replacement cost of any materials you lose.

The Library is growing rapidly, adding journals, books, and databases. Please check with library staff for information on new offerings. If you have a book title to suggest, the Library will be happy to buy any suitable materials.

Other resources available in the Library include a copy machine, and three conference rooms for group study. The Library's printer will print on both sides of a page (duplex).

If you need help with finding information or doing research, call or email the librarian or library assistant. They are eager to help. Library Director Mary MacKintosh can be reached at 253-943-3035 or mmackintosh@devry.edu. Library Assistant Renise Jones can be reached at 253-943-3034 or rjones3@devry.edu. By calling 253-943-3032 you can talk to anyone staffing the circulation desk.

DVUC students are free to check out library materials and use library research support. Library materials can be delivered to the DVUC for DVUC students to use and then returned to the DVUC.

Student services are important components of any student's educational experience. These services support the student's academics and, ultimately, pave the way to a rewarding future.

APARTMENT REFERRAL

DeVry University-Federal Way refers students to RNR Real Estate Marketing, LLC, a national student housing program. RNR Real Estate Marketing, LLC is an independent real estate property management company specializing in student housing. Their Reserved Student Housing Program is ideal for single students. It combines the convenience and affordability of Dormitory Style Living and the independence and privacy of Apartment Living.

Normally, the total cost for an apartment, deposits, utilities and furnishings is quite expensive and prohibitive to students. In this program, costs are minimized by housing three or four students in two-bedroom apartments. Students have the option of sharing a room or having a private room for an increased cost. RNR takes care of the apartment deposits and the utility hook-ups.

The apartments are pre-leased by RNR and are contracted to students on an individual lease basis. Each student is only responsible for his or her own lease payments and will not face additional charges for vacancy or non-payment by roommates.

The Dormitory Style Housing units are located in apartment communities within a convenient and accessible distance from the school. The apartments are two-bedroom units in complexes with many convenient amenities, such as on-site laundry facilities. Swimming pools, weight rooms and clubhouses may be available at select sites.

Furniture and utilities are included in the price of the rental. Each apartment is furnished with a standard furniture package which includes: couch, sofa chair or love seat, and tables, lamps, a dinette set, twin beds (one per student), dressers, and night stands. Telephone and cable installation and service are not included and are the responsibility of the residents.

By having amenity-rich apartments to move in, with utilities on and furniture in place, each student is assured that quality housing is available upon his/her arrival.

To reserve housing, an application and deposit are required and must be forwarded to RNR at least four weeks prior to class start. Those who do not meet the reservation deadline will be housed on an as-available basis.

For students who do not wish to live in student housing, or those seeking independent family housing, RNR will assist you—free of charge—in finding a suitable rental. RNR will start the process before you arrive at school. They will help students with the qualifying process and act as your agent to get the best possible apartment within your range. They will furnish the student with information and timelines so that utilities can be turned on prior to arrival.

To begin the process for the Independent Housing Program, go to RNR's website at www.rnrrealestate.com and select Option B for the pre-application.

Students whose start date is prior to the Fall 2006 term should see Student Services staff for referrals to local apartments and roommate matching.

PART-TIME EMPLOYMENT

Student Services staff are available to assist you in obtaining part-time employment. These staff members are available to assist students in assessing their skills, identifying jobs and industries where their skills will be most valuable, creating or revising their resumes, improving their interviewing skills, and evaluating offers.

Student Services regularly calls local businesses and brings in new job leads daily. In addition, job fairs are held each term. Job leads are generated to help finance the student's education, not to establish a permanent career. Beginning students should not expect jobs to be related to their major, however, many of the skills developed through this experience, such as time management, team work, customer service, problem solving and communication skills, prove to be extremely valuable when pursuing career related positions upon graduation.

Current students, and new students with active applications, are eligible for this service. Student Services will assist you in any way possible to obtain a job, however we cannot guarantee placement. Since new leads arrive frequently, students should visit the office often. Anyone looking for a job should also expect to create their own leads to ensure more employment more rapidly.

ADVISING

Sometime in a student's first term of study, s/he should be contacted by a Student Services Advisor. This first contact normally occurs in the third or fourth week of classes and offers students an opportunity to resolve issues which interfere with their classes. Students are encouraged to meet with the advisor in person to create a working relationship which can span their academic career.

During these and subsequent meetings, students may consult the advisors about any problems affecting course work, career plans, or their personal lives.

In addition, informative literature concerning counseling services in the Federal Way area is available for student use. Students in need of information concerning alcoholism, drug counseling, health services, family counseling, or consumer problems may speak with a Student Services Advisor for assistance. This file may be requested without explanation from the Student Services Department. All requests for such information are kept confidential.

The advisor can also help the student arrange meetings with Career Services, Faculty or Program Deans to discuss career options, course selection or the selection of major concentrations.

DISABLED STUDENT SERVICES

Students with disabilities are encouraged to meet with a member of the Student Services Department to discuss the disability and any accommodations that the student may need. Accommodations are learning aids that are intended to ensure that the student has the same opportunity to succeed as other students.

Common examples of disabilities may be:

Physical: limited vision or hearing, back problems or mobility issues

Psychiatric: Bipolar Disorder, Schizophrenia, ADD/ADHD or Depression

Psychological: PTSD, Compulsive Disorders or Depression

Learning: Dyslexia, Dysgraphia and Dyscalculia

INTERNATIONAL STUDENT SERVICES

DeVry University offers assistance to students attending college in the United States on an F-1 Visa. International students experiencing problems, or needing additional services, should contact Student Services for special assistance.

STUDENT GOVERNMENT

The Associated Student Body (ASB) at DeVry is a non-profit association funded, sponsored, and operated by students. Under the supervision of a DeVry staff advisor, the ASB is governed by five programming chairs and three work-study students. All students are welcome to participate on ASB committees. This Executive Board communicates student views and suggestions to school administrators and plans and implements student activities. The constitution of the Associated Student Body contains complete rules on student eligibility and the responsibilities of each position.

The ASB income is derived from three sources:

1. Activity Fees – Each full time student must pay a one time fee which, when paid, entitles the student to full membership, rights and privileges in the ASB as long as the student is enrolled.
2. Admission fees – Admission fees may be used to offset the costs of an event sponsored by the ASB.

Students who withdraw from all classes in the first week of their 1st term are eligible to receive a refund of their ASB fee.

STUDENT ACTIVITIES

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

A student must have registered and paid their ASB fee in order to participate in activities. Some student groups may establish their own eligibility criteria for membership, all such criteria must be approved by the ASB before it can function as a recognized student organization. Any newly formed club becomes eligible for ASB funding after two months of activity. Activities which may be sponsored by the ASB include speakers, trips, sporting events, blood drives, and lunchtime entertainment. Information concerning student activities can be found in the Student Calendar, bulletin boards, and newsletters.

The ASB and all student organizations do not discriminate on the basis of sex, age, race, color, religion, national origin or handicap.

GROUP HEALTH INSURANCE

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

Contact Student Services regarding any questions concerning health insurance coverage. To enroll or submit your waiver request, visit www.srstudentcenter.com/devry.

ID CARDS

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

1. Identifies the bearer as a DeVry student.
2. Logs student's attendance to each class when regularly swiped into attendance machine by the student.
3. Enables the student to check out lab equipment.
4. Enables the student to purchase books and supplies through the DeVry/Follett Bookstore.
5. Serves as a library card.
6. Admits the holder to student activities.
7. Allows purchase of tickets for off-campus activities sponsored by the Student Government.
8. Allows the student to sign for a Perkins loan.
9. Allows students after hours access to the Bellevue DVUC when presented to building security.

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

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

Students transferring from another DeVry University will be issued a local ID card when they present the ID card from the previous school. Students who leave DeVry for more than one year (3 semesters) must repay the activity fee to acquire a new ID card.

LOST AND FOUND

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

PHONE MESSAGES

Students will be pulled from class only on an emergency basis.

BULLETIN BOARDS

Two “DeVry Classified” bulletin boards are available for students to post notices. Typical postings may include for sale notices, advertisements, and roommate wanted signs. DeVry staff members do not patrol this board and are not responsible for its contents.

EMERGENCY CLOSING ANNOUNCEMENTS

Local radio stations will announce the closure of the University whenever inclement weather or other emergency situations necessitate. Students may also look at www.schoolreport.org.

FOOD SERVICE

The cafeteria is run by an independent company, e-Mocha. A variety of items are available through the cafeteria.

The goal of the Student Finance Department is to assist students to effectively plan the financing of their education. They seek to empower students to understand and appropriately deal with their expenses and credit decisions.

Students needing assistance with questions about financial aid and completion of applications to determine financial aid eligibility should visit the Student Finance office. Individual counseling and financial planning are available. DeVry University administers many types of financial aid programs combined with monthly payments to help students and parents meet the cost of education. For a complete explanation of the Financial Aid programs available at DeVry, refer to the Academic Catalog, see a Student Finance Advisor or visit the Student Finance website, <http://help.devry.edu>.

FINANCIAL AID ELIGIBILITY

Eligibility for all financial aid programs is determined from the data submitted on the Free Application for Federal Student Aid (FAFSA) which must be completed annually. To receive aid from federal student aid programs, a student must:

- file a Free Application for Federal Student Aid - FAFSA -(must be filed annually) electronically via at <http://www.fafsa.ed.gov>.
- have a high school diploma or GED
- be enrolled as a regular student in an eligible program – in a minimum of 6 semester hours
- be a U.S. citizen or an eligible non-citizen
- have a valid Social Security Number
- make satisfactory academic progress
- not be in default on a Federal Perkins, Federal Stafford, Federal PLUS, or Federal SLS/unsubsidized
- not owe a refund or an overpayment of a Federal Pell Grant or Federal SEOG and
- register with Selective Service (males born after December 31, 1959 who have reached 18)

STUDENT AID PROGRAMS

There are three types of Federal Student Aid:

1. **GRANTS** are monies you do not pay back;
2. **WORK-STUDY** lets you work and earn money to help pay for school; and
3. **LOANS** are borrowed money that you repay with interest.

DeVry students are eligible to participate in the following major U.S. Department of Education financial aid programs:

- Federal Pell Grants
- Federal Family Education Loans (FFEL): Stafford and Plus Loans
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Perkins Loans
- Federal Work Study (FWS)

Seattle Students may also apply for alternative loan financing to help with expenses. Contact the Student Finance office for information.

NOTIFICATION OF FINANCIAL AID AWARDS

Students who submit their completed FAFSA will be notified of their aid awards through financial aid award letters. These letters list the program and the amount of aid the student can expect to receive. Through this letter, the student is also advised of any further documentation or paperwork that may be needed to finalize their awards. Changes in enrollment (number of hours and/or terms of enrollment) have a direct effect on aid eligibility. All changes need to be reported to your Student Finance Advisor as soon as possible.

Students may view missing documents and check their aid status by visiting <http://my.devry.edu> and visit "my financial aid."

CASHIER - STUDENT ACCOUNTS

The Student Accounts Office also monitors each student's account and disburses grants and financial aid. Detailed billing and EDUCARD information may be obtained by visiting your DeVry Portal at <http://my.devry.edu> and accessing "my bill pay." Company billing statements may be requested with one week processing time required. You should pay bills on-line through this system.

Students can make payments on their tuition:

Electronically.....<http://my.devry.edu>
By Mail.....3600 S 344th Way
Federal Way, WA 98001

Tuition payments may be made in person by cash, check, American Express, Discover, MasterCard and Visa at the Student Finance office. Failure to make the monthly EDUCARD payment on time can result in a financial dismissal from DeVry or prevent the student from registering for the following semester.

ON-LINE ASSISTANCE

More information is available online at <http://finance.devry.edu>. You can access a guided tour of the student loan process, fill out financial aid paperwork on <http://fafsa.ed.gov> and learn about your rights and responsibilities.

COMPANY OR OTHER THIRD-PARTY SPONSORSHIP

Many students receive tuition assistance from employers, the Department of Defense, Tribal Agencies, or other private funding sources. Students should give company vouchers to their Student Finance Advisor. This person will help to ensure that the funds are collected in a timely manner and that your federal financial aid is adjusted in accordance to financial aid law. Most companies require that the official drop/add week is over prior to billing and many companies take over 2 months to forward payment. Students will continue to see billing statements showing a balance owed until such a time as the company makes payment. DeVry University does not refund federal aid to the student until the sponsoring agency has made payment.

VETERANS EDUCATIONAL BENEFITS

Veterans discharged from active duty, students in the National Guard or Reserves and dependents of deceased or totally disabled veterans may be eligible to receive educational benefits. Active Duty Military are also eligible in some circumstances. The Department of Veterans Affairs determines eligibility for benefits as well as makes monthly payments to eligible

students.

After a student is accepted at DeVry he/she must complete an application for veteran's educational benefits with the Student Accounts Manager. It normally takes eight to ten weeks after the start of classes to receive benefits; subsequent checks should arrive monthly.

Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code

The University is licensed under chapter 28C.10. Inquiries or complaints regarding this or any other vocational school may be made to the Workforce Training and Education Coordinating Board, 128 Tenth Ave SW, Olympia WA 98504-3105, (360) 753-5673.

RESERVE OFFICERS' TRAINING CORPS (ROTC)

DeVry University Students may apply for admission to the University of Washington ROTC program. The student is enrolled in classes at each institution simultaneously. In addition to taking required courses for their degree at DeVry University, students enroll at the University of Washington in Military Science courses. Students will also participate in physical training exercises at the University of Washington campus. Additional information about ROTC and possible scholarships is obtainable at the Student Finance office.

The Career Services Office works diligently to prepare graduates for successful careers in their respective fields of study. These efforts begin as early as the student's first term with classroom presentations designed to introduce students to the current job market, employer needs, and potential career paths. In addition, continuous employment updates are provided via newsletters, bulletin boards, Career Fairs, alumni days, guest speakers, field trips, and workshops. Company literature, job search guides, and business directories are also available. Students are encouraged to take advantage of these opportunities throughout their stay at DeVry.

Lists of specific careers, employers, and current salary and employment rates are available on the DeVry University website at www.devry.edu.

COOPERATIVE EDUCATION

To supplement the classroom experience, a Cooperative Education program is available to those students who meet eligibility requirements. Co-op is an educational process in which schools and industry form a partnership to provide part-time, relevant work experience for students and an excellent source of personnel for employers. Registration for the co-op program begins in the student's second term of study. Students interested in pursuing such employment should visit Career Services for further details.

GRADUATE EMPLOYMENT ASSISTANCE

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

After graduation, students not yet employed are expected to continue an active employment pursuit while continuing to receive employment assistance from DeVry. Because employment opportunities depend on local business conditions, DeVry cannot guarantee jobs. However, the Career Services staff works aggressively to secure job leads and establish relationships with business and industry to provide our graduates with the best possible opportunity for success.

Attendance Policy

PURPOSE

To maximize the students' chances for success in school and in the business and industrial arena, maintain the integrity of the academic process and satisfy the requirements of governments for the continuance of student financial support.

DeVry believes that regular class attendance is vital to a student's academic success in classroom-based coursework, and a student is expected to attend all scheduled class sessions. Similarly, a student enrolled in online coursework is expected to "attend" by participating in class activities at the required level and frequency. In order to encourage regular class attendance, to comply with external regulations and to provide the desired level of student service, DeVry has established an attendance policy requiring regular attendance recording, frequent monitoring, and corrective action.

PROCEDURE

Attendance and Absences

- Students must swipe their ID card or key in their ID number into the attendance machines before every lecture AND lab. If a student does not swipe or key their ID number in the machine, they will be counted as absent by the institution.
- Attendance for students is recorded by the attendance system and tracked on a weekly basis by Academic Coordinators. Likewise, all notices or warnings and administrative withdrawals will be sent out weekly. Any documentation regarding extenuating circumstances, appeals, probations, administrative withdrawals and reinstatement is kept in the student's attendance file.
- Written official documentation must be presented to support extenuating circumstances (reasons for excused absences):
 - Doctor's note for illness
 - Hospitalization
 - Court appearance
 - Military obligations
 - Funeral of a family member
 - Dean's discretion

Consequences of Attendance Violation

- Absences may result in warning or administrative withdrawal.
 - A notification of warning is issued to students who have missed 5 consecutive days of all enrolled courses. If a warning letter is received, no response is required; however, the student is encouraged to meet with an Academic Coordinator to plan a way to improve attendance.
 - A notification of impending administrative withdrawal is issued to students who have excessive consecutive absences (missing two consecutive Monday through Sunday calendar weeks).
 - From the date of notification issuance, the student has 7 days to respond in writing to appeal this impending action. The written appeal must state why the student did not attend and what corrective action will be taken.
 - Failure to appeal will result in an administrative withdrawal. If this occurs during the first half of the semester (Session A), *the student will be dropped from all Session B courses unless the student specifically states in writing an intent to attend Session B courses.*

- If the Academic Coordinator or Academic Administrator (i.e. Program Dean, Center Dean, Program Chair, or Registrar) approves the submitted written appeal, the student will be placed on Attendance Probation for the remainder of the semester.
 - The student must attend every scheduled class meeting during the probation period.
 - If the student violates the terms of probation, an administrative withdrawal will be automatic.
- If the Academic Coordinator or Academic Administrator denies the submitted written appeal, the student will be administratively withdrawn.
- If the student fails to respond to the administrative withdrawal letter within 7 days from the issue date of the notification, the student will be administratively withdrawn from DeVry University and/or specified courses.
- If the student must be absent from all classes as the result of extenuating circumstances, the student must contact an Academic Coordinator or Academic Administrator as soon as the circumstances arise to request a documented excused absence.
 - The request must include documentation of the extenuating circumstance and the anticipated date of return.
 - Acceptance of the request does not alleviate the need for the student to fulfill courses requirements missed during the absences, but does prevent the student from being administratively withdrawn for this period of absence.
 - If the student fails to return by the anticipated date stated in the request, the standard attendance policy applies.
- If the student is administratively withdrawn from a course, financial aid may be affected.

ONLINE COURSES

Because online courses do not have defined class meeting schedules, DeVry Online's attendance tracking is done on a course-by-course basis, using activity within each Monday-to-Sunday calendar week. Any participation during a Monday-to-Sunday week constitutes attendance for that week. A student who does not participate in a course for one week receives a warning notice for the course, and a student who does not participate in a course for two consecutive weeks receives an administrative withdrawal notice for the course.

GLOSSARY

Absence—	<u>Federal Way Campus</u> : Not swiping or keying in the student ID number within the allotted 10 minutes before the hour and 20 minutes after the hour of every scheduled lecture and lab. (If a student forgets to swipe their card the first hour of class, they may swipe their card on the next hour.) <u>Metro Centers</u> : Not signing the attendance sheet at the beginning of every scheduled class meeting.
Extenuating Circumstances—	Documented reasons for excused absences. Extenuating circumstances does not alleviate the need for the student to fulfill course requirements missed during the absences.
Excessive Consecutive Absence—	Being absent from all scheduled classes in any two consecutive Monday through Sunday calendar weeks. Excessive consecutive absences will result in an administrative withdrawal from DeVry University and/or specified courses.
Notification— Warning Letter—	Letter or note sent to class, e-mail, or courier mail. A letter stating that the student has missed 5 consecutive days of all courses and that they are close to violating the attendance policy. Students are not required to respond to this warning. This letter is to encourage students to meet with a Academic Coordinator to discuss attendance problems and solutions.
Administrative	A letter stating that the student has violated the attendance policy by having

Withdrawal Letter—	excessive consecutive absences. Students are required to respond within 7 days of the issue date of the notification with a written statement including correction of facts and/or proof of extenuating circumstances.
Administrative Withdrawal—	Being withdrawn from DeVry University and/or specified courses as a result of excessive consecutive absences.
Probation—	If the appeal is approved, the student will be put on Attendance Probation. Attendance will be monitored for the remainder of the term. The student is to attend EVERY class during probation. Violating probation will result in administrative withdrawal.

STUDENT RESPONSIBILITIES WHEN ABSENCES OCCUR

Students are expected to exercise mature responsibility in notifying DeVry of their absences. In particular, students should follow these guidelines:

- Contact an Academic Coordinator or Academic Administrator AND all instructors at the time of an absence. It is the responsibility of the student to find out about any class announcements and acquire any handouts given to the class.
- Provide official documentation of extenuating circumstances to an Academic Coordinator. *(See Procedure for list of extenuating circumstances requiring documentation.)*
- When returning from a lengthy absence, seek an appointment with an Academic Coordinator and Instructor(s) to make certain that all course requirements continue to be satisfied.
- Realize that excused absence or not, the student must be able to demonstrate competencies demanded by the objectives of the course.
- Continue participation in the online portion of your courses.

ACTS OF DISHONESTY

According to Article III of the DeVry Student Handbook, any student found to have committed the following misconduct is subject to disciplinary actions outlined in Article IV.

- Acts of dishonesty include, but are not limited to, the following:
 - Furnishing false information to any Institute official or faculty member;
 - Forgery, alteration, or misuse of any Institute document, record, or instrument of identification;
- Examples of acts of dishonesty include, but are not limited to, the following:
 - Swiping the card of a student who is not in attendance;
 - Allowing or requesting that another student swipes your card while you are not in attendance; or
 - Entering class long enough to swipe your card and then immediately leaving class.

REINSTATEMENT AFTER ADMINISTRATIVE WITHDRAWAL

- A student may request reinstatement for the current term and/or a term subsequent to the term in which they were administratively withdrawn.
- To be considered for reinstatement, letters of appeal must clearly and accurately state the changed circumstances in the student's life and/or environment, which will ensure that successful attendance will follow if the student's appeal is accepted.
- A student readmitted after a dismissal for attendance violation will be placed on academic probation for at least one semester.

THE AUTOMATED TRACKING SYSTEM (ATS) – CAMPUS STUDENTS

The Automated Tracking System (ATS) uses the card readers located near the entrance of each classroom/lab to record attendance electronically. *Students must swipe their ID card or key in their DeVry Student Identification number to be recorded as attending.*

To Operate the System:

- Swipe the ID card downward with the barcode facing in toward the reader.
- A *beep* and a brief “accepted” read out indicates the card was properly swiped.
- **Students must swipe their card anytime between 10 minutes before the hour and 20 minutes after the hour to be marked present for the entire class period.**
- A late student should swipe in at the beginning of the next hour—within the 30-minute range.
- Students may enter their Student ID number or Social Security number manually if they forget or lose their cards. *If you enter the number incorrectly, you will be marked absent.*
 - Student ID number – Press “F2” (in replace of the “D”), type in the number with the number pad, then press “enter”.
 - Social Security number – Type in the number using the number pad and press “enter”.
 - The ATS will NOT show the “accepted” readout when you manually enter your number.
- If the card reader is not working, please notify the Help Desk and fill out the Attendance Sign-in/Revision Form and turn in to Academics.
- Defective cards should be brought to Student Services and a new card may be issued. (There is a \$5.00 fee to replace lost cards.)
- **It is your responsibility to bring your ID card each day.**

NETWORK ACCOUNT POLICY

Computers and network systems offer powerful tools for communication among members of the DeVry community and of communities outside of DeVry. 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 expects all members of its community to use electronic communications in a responsible manner. The use of available network services, including applications software and Internet access is for educational purposes in support of curriculum requirements.

DeVry does not condone censorship, nor endorses the inspection of electronic files other than on an exceptional basis (i.e., if required to ensure the integrity, security, or effective operations of the network); however, DeVry does reserve the right to place restrictions on the use of its computers and network systems. Restrictions may be in response to complaints presenting evidence of violation of DeVry policies or codes, or state or federal laws. Once evidence is established, DeVry authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific restrictions. Restrictions could include the removal of material posted on a computer and/or limiting access to the DeVry network.

DEVRY NETWORK ACCOUNTS

Getting and keeping a DeVry Network 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 revocation of your account and/or disciplinary action, as outlined in the Student Handbook.

1. You agree to NOT use your account for commercial venture or for person profit. You understand that you may be required to forfeit any gain you accrue in violation of this rule to the University at its discretion.
2. So that others may not use your account, you agree to keep your password confidential and to use only your account for your own work. You agree to report the use of your account by others to DeVry faculty or management.
3. You understand the ethical and legal use of software, recognize that unauthorized use or copying of software is illegal, and agree to refrain from any illegal and unethical actions involving software as a DeVry user.
4. You agree to limit printer use and the resultant volume of output to reasonable quantities. If several copies of a document are required, do reproductions on a copier.
5. You agree to not intentionally hinder other use's abilities to do work on this or any other networks you access form this account.
6. You understand and agree to abide by the computing policies and rules of the computing resources of DeVry and abide by the computing policies of any facilities you access from DeVry.
7. You understand and consent that for purposes of preserving the integrity or operation of the network or for the purposes of academic integrity or investigation of any violation of law or rule of DeVry, DeVry may review or copy any of you data files that exist on the network.
8. You understand that while DeVry 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.

9. 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's network, including but not limited to any loss of your data stored on the network.
10. You understand and agree that each time you access the DeVry 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 policies that are in effect at the time you access the system.

Acceptable uses of the campus computers include the following:

- Class assignments
- Academic research
- Personal computing to gain computer literacy
- Staff use associated with a demonstrative or instructional support

Unacceptable uses of the campus computers include the following:

- Misrepresenting your identity or affiliation in e-mail communications
- Displaying material that may be offensive to others
- Sending harassing, intimidating, abusive, or offensive material to or about others
- Intercepting, disrupting, or altering electronic communications packets
- Using someone else's identity and password
- Causing congestion on the network by such things as the propagation of inappropriate messages to lists or individuals
- Producing and/or distributing chain letters
- Engaging in commercial advertising
- Transferring pirated software or documents
- Playing games or other non-academic pursuits (i.e., IRC chat) at DeVry computer workstations unless instructed to do so or if part of a pre-approved club activity
- Participating in any malicious attempt to harm or destroy data of another user on DeVry's networks, the 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.

REPRODUCTION OF COMPUTER SOFTWARE

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

COMPUTER VIRUS POLICY

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

For the purposes of this policy, a computer virus is defined as any computer program (software) which causes or influences either hardware or software to operate in a manner contrary to the

intentions of, or a manner unapproved by the original owner/user of said software or hardware. Viruses may be intentionally or inadvertently introduced to a computer and then spread to other systems as well, causing malfunctions, loss of data, etc. DeVry reserves the right to analyze all student software that is brought into the labs against diagnostic "checker" programs to determine if the software contains any viruses and/or bugs.

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

- Not bringing public domain software (i.e., bulletin board programs, etc.) into the University for use on any school computer system.
- Not exchanging software (copies, etc.) with other students.

Always keeping back-ups of software and other data that is to be protected.

COMPUTER LAB POLICY

All students are required to have a User ID and password to access the computer labs. Students will log in to the lab computers using their DSI number as the User ID and the password is the student birth date in the format YYYYMM. All students will have computer lab accounts created in advance just before the term starts. If it happens that you are not in the system and do not have a student account, please drop by the Help Desk so that we create a User ID for you immediately.

BANDWIDTH POLICY

CIS laptop students and students using personal laptops frequently download large files that are academically unrelated. Example of these sites includes Kazaa, games and other download sites.

Students are not allowed to use the laptop for downloading games and software that are not related to your class, as your laptop will register on our network for heavy bandwidth consumption. In the event that your laptop is identified with bandwidth consumptions that exceed 10 % of the entire Academic campus bandwidth, we will identify your user Id, discontinue your Internet connection and immediately inform your dean. Repeated violators will have their student ID's revoked and referred to student services for disciplinary actions. This policy also applies to students abusing the bandwidth consumption through desktop computers using any of our labs.

ACADEMIC INTEGRITY POLICY

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry University are based on a pursuit of knowledge and assume a high level of integrity in 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 Student Academic Integrity Policy.

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

Prevention Techniques for Students

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

- A. If you observe, or have first-hand knowledge of, a violation of the Student Academic Integrity Policy, report it to one of the following:
 - The faculty member teaching the course
 - The Dean of Students or his/her designee
 - The Center Dean
 - The Director of DeVry University Online

- B. Make it difficult and unacceptable for other students to cheat by:
 - Not sharing your written work with other class members unless it is required as a part of a team assignment
 - Refusing to give away or share written assignments, homework, and term papers
 - Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member
 - Keeping your computer password a secret
 - Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
 - Denying others access to your computer programs

 - Covering your work during exams
 - Giving discouraging glances to students trying to cheat
 - Reporting suspicious test-taking behavior during the quiz or exam so that it can be documented
 - Taking take-home, non-proctored quizzes and exams alone and in a secluded environment

- C. As a student, you can avoid violations of the academic integrity policy by:
 - Avoiding the temptation to cheat through communication technology – leaving your

- cell phone or PDA at home during exams
- ❑ Understanding that the technology of the Internet also works for your instructor. Google searches and plagiarism checkers can detect plagiarism on your papers and exams in a manner of minutes
- ❑ Becoming familiar with Modern Language Association (MLA) and American Psychological Association (APA) methods of documenting your sources. These can be found in your English class handbooks or at www.mla.org or www.apa.org. Your university librarian can also help you to find resources on citation principles
- ❑ Clarifying assignments with your instructor. Your instructor may encourage you to work collaboratively with your classmates on assignments but expect that the work that you turn in has been done individually. If you are in doubt about your instructor's requirements for an assignment, it is important that you seek clarification.

Violations of Academic Integrity

Violations of academic integrity, for the purposes of this policy, are those which permit a student to gain an unfair advantage over other students. The following violations, though not an all-inclusive list, are violations of academic integrity.

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 another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.

B. Plagiarism

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

1. A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
2. The paraphrasing of others' work which contains specific information or ideas and which is not properly acknowledged.
3. Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence.
4. A submitted 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 the instructor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom hours, in-class assignments, laboratory exercises or reports, and take-home examinations.
2. Any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

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

E. Aids

Any use of aids which have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, files stored on your hard drive, cell phones, the Internet, PDAs, 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. Offering of Money or Other Incentives

1. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
2. Offering, giving, receiving, or soliciting 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. 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. 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. Entering online discussion threads under false pretenses or not complying with instructor or DeVry University authorship rules.
4. Using any work previously submitted for credit unless the use of such previously completed work is expressly authorized.
5. Stealing, as theft of grade books, from faculty offices or elsewhere.
6. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.
7. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
8. Inappropriately accessing, or attempting to access, students' academic records.

Procedures

- A. Any member of the University community may report a violation of the standards of conduct as described in this policy. Any violation should be reported as the violation is observed or immediately after the event has taken 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 deny the alleged violation, provide an explanation of the incident in question, 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 the Dean of Students/designee, the Center Dean, or the DVUO Support Services Coordinator for action. The instructor will complete the Academic Integrity Violation Incident Report, attach copies of supporting documents, and forward copies of all documents to the appropriate above-listed individual.

Upon receipt of the Incident Report, the Dean of Students/designee, Center dean, or DVUO Support Services Coordinator will review the student's electronic record to determine whether the incident is the student's first, second, or third offense.

1. If the incident is the student's first offense, the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator will review the case and send an appropriate notice to the student within five calendar days. The notice will include date of incident, charges, action taken, appeal rights, and deadlines. A copy of the Student Academic Integrity Policy, or the URL, 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 no credit or a grade of zero (see Sanctions).
2. If the incident is the student's second or third offense, a Hearing Panel will be convened and all procedures used for a Hearing Panel will be followed. If the student is found in violation of the Academic Integrity Policy, the Dean of Students/designee or DVUO Support Services Coordinator will then impose appropriate sanctions based upon the results of the hearing.

The Dean of Students/designee or DVUO Support Services Coordinator will record all offenses in the student's electronic record. A student's record of violations of academic integrity is carried forward and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

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, Center Dean, or DVUO Support Services Coordinator for the first recorded offense and by the Dean of Students/designee or DVUO Support Services Coordinator for the second and third recorded offenses.

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 that would be one that the student could request be "dropped" for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will be based upon the inclusion of the zero for the voided assignment.

B. Second recorded offense

Mandatory

- Undergraduate Student: Student receives a failing grade for the class, lab, etc., in which the second offense occurs.
- Graduate Student: Dismissal for a minimum of one academic year.
- The second offense need not be in the same location, class, program, or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the

failing grade.

- ❑ A student's record of violations of academic integrity is carried forward, and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Discretionary

- ❑ Undergraduate Student: Suspension for up to one academic year
- ❑ Graduate or Undergraduate Student: Permanent expulsion from DeVry University

C. Third recorded offense

Mandatory

- ❑ Permanent expulsion: Student is permanently expelled from DeVry University.
- ❑ The third offense need not be in the same location, class, program, or term as either the first or second offense to invoke this sanction.

Appeals/First Offenses

- A. The action of the instructor may be appealed by the accused student to the Dean of Students/designee or the DVUO Support Services Coordinator within seven calendar days of receipt of notice of the action. Such appeals will be in writing.
- B. The Dean of Students/designee or DVUO Support Services Coordinator will contact the student and offer the opportunity to select either a hearing by a Hearing Panel or a hearing by the Dean of Students/designee or the DVUO Support Services Coordinator. The Dean of Students/designee or DVUO Support Services Coordinator may require a hearing by a Hearing Panel when he/she feels that such a procedure is in the best interest of the University or student.
- C. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not fewer than two nor more than ten calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students/designee or the DVUO Support Services Coordinator.
- D. Hearings shall be conducted according to the following guidelines:
 - 1. The Dean of Students/designee or DVUO Support Services Coordinator may serve (in a non-voting capacity) as Chairperson of the Hearing Panel.
 - 2. Hearings normally shall be conducted in private.
 - 3. Admission of any person to the hearing shall be at the discretion of the Hearing Panel and/or the Dean of Students/designee or DVUO Support Services Coordinator.
 - 4. In hearings involving more than one accused student, the Dean of Students/designee or DVUO Support Services Coordinator, at his or her discretion, may permit the hearings concerning the students to be conducted together.

5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.
 6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Dean of Students/designee or DVUO Support Services Coordinator.
 7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Students/designee or DVUO Support Services Coordinator.
 8. All procedural questions are subject to the final decision of the Dean of Students/designee or the DVUO Support Services Coordinator.
 9. After the hearing, the Hearing Panel shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.
 10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.
- E. 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

- A. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Students/designee or the DVUO Support Services Coordinator may be appealed by the accused student or complainant to the Dean of Students or DVUO Support Services Coordinator within seven calendar days of the decision. Such appeals shall be in writing. In cases where the Dean of Students or DVUO Support Services Coordinator has personally chaired the Hearing Panel or has imposed sanctions, the appeal shall be directed to the next administrative level.
- B. 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:
 1. 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.
 2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.

3. To determine whether the sanction(s) imposed were appropriate for the violation.
 4. 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.
- C. If an appeal is upheld by the Dean of Students or DVUO Support Services Coordinator, the matter shall be remanded to the original Hearing Panel and Dean of Students/designee or DVUO Support Services Coordinator for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

STUDENT CODE OF CONDUCT

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

ARTICLE I: DEFINITIONS

1. The term "University" means DeVry University.
2. The term "Student" includes all persons taking courses at the University, both full time and part time, pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "Students", with the exception of University Officials.
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" means any person employed by the University, with the exception of student employees.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Student Services.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalks).
7. The term "judicial body" means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
8. The term "Judicial Advisor" means an University official authorized on a case-by case basis by the Dean of Student Services to impose sanction upon students found to have violated the Student Code. The Dean of Student Services 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 Student Services 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 Student Services" is that person designated by the University President to be responsible for the administration of the Student Code.
12. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Housing Handbook and Undergraduate Catalog.
13. The term "organization" means any number of persons who have complied with the formal requirements for University recognition/registration.

ARTICLE II: JUDICIAL AUTHORITY

1. The Judicial Advisor shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case. The judicial body shall contain, at minimum, one student, one faculty member and one staff member.
2. The Judicial Advisor shall develop policies and procedures for the administration of the judicial program and for the conduct of hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or Judicial Advisor shall be final, subject to 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 duplication of computer software, copyright infringement, and unauthorized computer entry.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, either on University premises or at any University sponsored activity.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Violation of housing conduct guidelines or student lease provisions applicable to University referred housing.
7. Gambling on University Premises or at University functions.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to or use of University premises.
10. Violation of published University policies, rules or regulations.
11. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication, on University premises.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or at any University sponsored activity.
15. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of 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 reasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at an University sponsored or supervised activity.

16. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University.
17. Aiding, abetting or inducing another to commit a violation of the Student Code.
18. Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of the University computing system.
 - g) The introduction, reproduction, and/or promulgation of any computer virus.
19. Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of a judicial body or University official.
 - b) Falsification, distortion, or misrepresentation of information before a judicial body.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) 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 pending civil litigation or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
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 the event takes place.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on terms acceptable to the Judicial Advisor (such as mediation). Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or as Chairperson of the judicial body.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than one, nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion the Judicial Advisor.
4. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the Judicial Advisor. The Judicial Advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a) The Judicial Advisor may serve, in a non-voting capacity, as the Chairperson of the judicial body.
 - b) Hearings normally shall be conducted in private.
 - c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
 - d) In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted together.
 - e) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The Advisor may be an attorney. The complainant and/or the accused are 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 University.
7. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a) Warning - A written notice to the student that the student is violating or has violated Institutional regulations.
 - b) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d) Fines - Previously established and published fines may be imposed.
 - e) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f) Discretionary Sanctions - Work assignments, service to the University or other related discretionary assignments.
 - g) Housing Suspension - Separation of the student from his or her University referred housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h) Housing Expulsion - Permanent separation of the student from University referred housing.
 - i) University Suspension - Separation of the student from the University for a definite period 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 Campuses.

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

2. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
3. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than housing expulsion, University suspension or University expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than housing expulsion, University suspension or University expulsion shall be expunged from the student's confidential record 3 years after final disposition of the case.

C. INTERIM SUSPENSION

In certain circumstances, the Dean of Student Services, or a designee, may impose an 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 clear 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 Student Services 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 Student Services within five (5) school days of the decision. Such appeals shall be in writing. In cases where the Dean of Student Services is the Judicial Advisor, the appeal shall be directed to the next administrative level.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b) To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed. (Refer to Article IV (5) (j) for standard of proof.)
 - d) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Dean of Student Services, the matter shall be remanded to the original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

ARTICLE V: PROCEDURES FOR STUDENT GRIEVANCES (see Grievance Procedures, page 53)

ARTICLE VI: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Services or his/her other designee for final determination.
2. The Student Code shall be reviewed every 3 years under the direction of Judicial Advisor and the home office legal department.

OTHER POLICIES AND PROCEDURES

DELINQUENT STUDENT POLICY

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

DEVRY TRADEMARK

DeVry is a registered trademark of DeVry, Inc. Students or student organizations wishing to use the mark of DeVry on any materials must request permission from the Dean of Student Services.

DISSENT AND DEMONSTRATION

Free discussion and inquiry are essential to any academic community. Demonstrations of dissent in many parts of the country have often been highly destructive. Such demonstrations too often deny the free interchange of ideas as well as prevent the academic community from performing its function.

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

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

Every consideration will be given to handling any demonstrations to the end that they may be kept orderly and not disruptive. Such occurrences will remain in the internal realm of the University so long as they are kept within legal bounds. Should they go beyond this, the University would have to take other measures.

EMERGENCY EVACUATION

DeVry University has developed an emergency evacuation plan. Evacuation plans have been posted throughout the building. Familiarize yourself with these procedures. Your safety and the safety of others may depend upon it. If you hear the sounding of the fire alarms:

- Walk, do not run, to the nearest exit in accordance with the diagram posted in each room or as directed by DeVry emergency personnel.
- Maintain a distance of fifty feet away from the evacuated building to allow fire equipment easy access to the building.

DVUC students will follow established procedures of the City Center building security policies.

HAZING

DeVry specifically prohibits any organization, chartered or otherwise, officially or in fact, from participation in the activity of hazing. Hazing is defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity which is unlawful and/or contrary to the rules, policies and regulations of the school; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus.

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

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

HYGIENE AND PERSONAL DRESS

While it is not our intention to dictate how to dress, there are a few basic courtesies that we expect all DeVry students to follow

- Shirts and shoes are required at all times.
- Apparel should not be revealing as to cause disruption of normal school and classroom operations.
- Both the individual and his/her clothes should be clean, so as not to offend others.

PARKING

On-campus parking regulations are designed to ensure convenient and safe parking for the students, faculty, staff and guests of DeVry-Federal Way. It is important that all individuals abide by the following regulations. Use of a "Club", a security device for trucks and cars, is highly recommended for all vehicles.

Neither DeVry-Federal Way, DeVry, Inc., nor the DeVry Seattle Associated Student Body is responsible for any personal property, including vehicles, that may be lost, damaged, or stolen while on University property. The responsibility for personal property and for a vehicle while on campus shall reside with the owner and/or operator of such. The owner or operator of a vehicle in Washington State should be aware that Washington State law requires vehicles to have liability insurance coverage. This information can be obtained through the Washington State Department of Motor Vehicles, or your local auto insurance agent.

Parking at the DVUC Bellevue location is in accordance with the policies of the City Center Building. Regular parking is \$2.00 a night with a stamped validation. Validation stamp is near the roll door in the student lounge. Without the validation parking is as much as \$ 3.00/ one half hour.

Reserved Parking Areas

Because most visitors are unfamiliar with the DeVry facility and because University employees may need to come and go several times throughout the business day, DeVry has provided convenient parking areas to accommodate these needs. Students are not allowed to park in these areas. Students are responsible for becoming familiar with the reserved parking areas and observing this restriction, whether or not signs are posted. The management groups for the surrounding buildings have informed DeVry University that students are not allowed to park in their lots. As a result, students may be towed or ticketed for parking in these lots.

Handicapped or Disabled Parking Spaces

Parking spaces have been designated for persons with disabilities. These spaces are marked and controlled. A vehicle parked in this area must display a handicapped vehicle license plate or State of Washington issued temporary permit. DeVry cannot give permission to park in the handicapped parking spaces. Students must get a handicapped permit or license plate from the Washington State Department of Motor Vehicles, first by obtaining a physician's form from the Department, then having a physician complete this application and finally returning the completed application to the Department. Students parking in Disabled Parking Spaces are subject to a fine of \$35.00.

Rules and Regulations

1. Vehicles must be parked within the boundaries of one outlined space.
2. No vehicle may be left standing or parked in such a manner as to impede the free flow of traffic.
3. Vehicles must not be parked in designated loading zone or in front of building entrances.
4. Lack of parking space or inclement weather is not valid reason for violation of parking policies and regulations.
5. No vehicle may be parked overnight without prior authorization. If a vehicle becomes disabled, the student responsible for the vehicle is responsible for contacting Security and notifying them of the problem. Disabled vehicles must be removed from the lot within 24 hours.
6. The maximum speed limit is 10 MPH. Reckless driving or speeding will not be tolerated and will be treated as a violation of Regulation #3 of the Student Code of Conduct.
7. DeVry reserves the right to restrict parking for special events.

SOLICITATION

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

VISITORS

Throughout the year, DeVry is host to many organizations, community activities, recruiters and guest speakers. Many visitors come here to view our classes and building. Students are expected to meet them in a courteous, pleasant manner.

Students are not permitted to invite guests to sit in on classroom lectures or labs without first receiving permission from both the class instructor and the appropriate Academic Dean. Students are responsible for the actions of their guests, and should therefore familiarize them with University policies related to their presence on the premises. Anyone on campus without permission may be treated as a trespasser. Children must be under the constant supervision of an adult and are not permitted in the classrooms or labs.

AMERICANS WITH DISABILITIES ACT

DeVry complies with Section 504 of the Rehabilitation Act of 1973, which governs special accommodations for the physically challenged. Any current or prospective student who believes that a special accommodation is warranted must complete a Special Accommodation Request Form, which can be obtained in the Student Services Office. The request form will be reviewed by the Director of Student Services and will be forwarded to the DeVry University President for approval.

NONDISCRIMINATION POLICY

DeVry University is an educational institution that admits academically qualified students without regard to sex, age, race, national origin or handicap and affords them all the rights, privileges, programs and the opportunities generally available to students at the University. DeVry does not discriminate on the basis of sex, age, race, color, religion, national origin or handicap in admissions, employment services or access to its programs and activities.

SPORTING ACTIVITIES

Students are prohibited from exhibiting unruly behavior in the halls or parking facilities. This behavior is defined as that which has a high likelihood of causing damage or injury to others. This may include but is not limited to: throwing sport balls in the halls; riding bicycles, scooters or other non-service vehicles in the halls; rough housing; etc.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

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

1. Most students who have AIDS, ARC, or a positive HTLV-III antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically and psychologically able to attend classes.
2. Students with AIDS, ARC, or a positive HTLV-III antibody test will not be restricted from classrooms, labs, cafeteria, recreational facilities, other common areas, or student activities in general.
3. For students with AIDS, ARC, or a positive HTLV-III antibody test, participation in intramural or other contact sports will be evaluated on a case-by-case basis, taking into account the

most current research.

4. Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody test will not be part of the initial admission decision for those applying to attend the University.
5. The University does not endorse requirements that students be asked to respond to questions about the existence of AIDS, ARC, or a positive HTLV-III antibody test. The University will, however, encourage new students to inform campus officials if they have AIDS, ARC, or a positive HTLV-III antibody test in order that the University can provide them proper medical referral. This, like all other information, will be handled in a strictly confidential manner in accordance with the procedures and requirements in effect at the University.
6. University officials will not undertake programs of screening newly admitted or current students for antibody to HTLV-III. Especially the University will not attempt to identify those in high risk groups and require screening only of them.
7. Decisions about residential housing of students with AIDS, ARC, or a positive HTLV-III antibody test will be made on a case-by-case basis. The best currently available medical information does not support the existence of a risk to those sharing apartments with infected individuals; there may, however, be in some circumstances reasonable concern for the health of those with AIDS or ARC who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation.
8. Guidelines concerning the handling of confidential medical information about students with AIDS, ARC, or a positive HTLV-III antibody test follow the general standards included in the American College Health Associations Recommended Standards and Practices for a College Health Program, Fourth Edition, 1984: *In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written permission of the affected individual in each case. This position with respect to the records is supported by amendment to the Family Education Rights and Privacy Act of 1974.*
9. Students living in student housing will not be advised of the presence of other students in the complex who have AIDS, ARC, or a positive HTLV-III antibody test.
10. Similarly, school officials will make no attempt in any other setting to identify those students who have AIDS, ARC, or a positive HTLV-III antibody test.
11. Regular medical follow-up is encouraged for those who have AIDS, ARC, or a positive HTLV-III antibody test.

GREIVANCE PROCEDURES

DeVry University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. DeVry is committed to the maintenance of an academic environment free of discrimination and complies with the 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 of 1990. Please refer to 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. To further that commitment, the university has developed procedures to allow individuals to pursue grievances within the University community.

Disability harassment, a form of discrimination based on disability, is a violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability harassment can take many forms. It is commonly defined as "intimidation or abusive behavior toward a student based on disability," and includes "verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating."

Harassment of students due to race, color, and/or national origin is a violation of the Civil Rights Act of 1964. A racially hostile environment may be created by oral, written, graphic or physical conduct related to an individual's race, color, or national origin that is sufficiently severe, persistent or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the University's programs or activities.

Discrimination

Informal Grievance Procedures

The student may seek a resolution of the matter through discussions with the alleged offender or other appropriate staff. If no resolution is forthcoming or if direct confrontation is deemed inappropriate, the student may report the incident or incidents to the Dean of Students or the local Human Resources Manager (HRM). The Dean of Students or the local HRM should attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law. The Dean of Students or the local HRM may then contact the supervisor, who should attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by law. Under these informal procedures, the student may, at any time, elect to stop further administrative action by withdrawing the complaint. The student can also decide to file a formal grievance, at any time, according to the procedures outlined below.

Formal Grievance Procedures

1. A student who feels that he or she has been subjected to illegal discrimination may file a written grievance to the local HRM or the campus President. The grievance should normally be filed within 90 calendar days of the incident or incidents.

2. An investigation will occur and will attempt to resolve the complaint using the following steps:
 - a. Review the grievance report from the student.
 - b. Gather any additional information from the student that is needed.
 - c. Gather a response and any additional information from the accused.
 - d. Document and assess the finding of facts, including those agreed upon and those disputed.

Attempt a resolution of the grievance between the student and the individual, if appropriate.

Determine final decision regarding the complaint.

3. The local Human Resources Manager or President should complete the investigation and produce a written report within 30 calendar days. A copy of the report should be provided to the complainant, also within 30 calendar days.
4. The written report shall make a finding or findings and implement appropriate remedies, if needed.
5. To appeal the decision, the student must file a written request for an appeal to the Director of Employee Relations at the Corporate Office at One Tower Lane, Suite 1000, Oakbrook Terrace, IL 60181, (630) 571-770 within 30 calendar days of the receipt of the written decision from the local Human Resources Manager or President.
 - a. Within 30 calendar days after receiving a request for an appeal, the Director of Employee Relations shall conduct an initial review of the request to determine if:
 - i. The complaint alleges facts which, if true, would demonstrate a violation of an anti-discrimination statute or rule;
 - ii. The investigation was conducted in accordance with the grievance procedures;
 - iii. All relevant witnesses were interviewed and their testimony was recorded; and
 - iv. The conclusions of the investigating officer are supported by the evidence.

If the Director of Employee Relations finds that the initial investigation was not conducted properly, he or she must assign the case to a new investigating officer within 30 calendar days. This new investigating officer must not be an interested party to the allegation and must not be a subordinate of the original investigating officer.

If the Director of Employee Relations finds that the initial investigation was conducted properly and the conclusions are valid, he will provide a written response to the appeal that explains his finding. This letter must be provided to the appealing party within 30 days of the Director of Employee Relations finding.

Disability Accommodations in Academic Programs

When a student alleges that he or she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on the student's qualifying disability, the following procedures apply:

DeVry is committed to the maintenance of an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Any student or applicant with a disability who requests academic adjustments or auxiliary aids under section 504 should visit the Director of Student Services DSS (or designee) located in the

student services department to begin the accommodation process. The applicant/student will be given an special accommodation request form to fill out and submit back to the DSS along with supporting medical, psychological, or educational assessments. DSS and the student will work together to identify an effective adjustment and/or aid.

Once the academic adjustment or auxiliary aid has been approved, the DSS will notify the professors in writing specifying adjustment and/or aid to which the student is entitled. During the student's duration of studies at DeVry University, all requests for accommodation should be addressed to the DSS.

Challenging and Determining Appropriate Accommodations for Students With Disabilities

1. Students who request accommodations should be directed to the Director of Student Services (DSS), where they will be instructed to follow the policies of the DSS office, which often include working with faculty to determine the academic appropriateness of requested accommodations.
2. When accommodations are approved, the student will have a form signed by the DSS indicating the approved accommodations.
3. The faculty member should not challenge the approved accommodations directly with the student, but instead should follow this procedure for raising concerns.
4. When a faculty member feels that the approved accommodations are not appropriate for his or her class or for the program in general because they fundamentally alter the educational program or for other reasons, the faculty member should discuss his or her concerns with the DSS as soon as possible, before the start of a class if possible, and in no event, later than one week after learning of the approved accommodation and the student's enrollment in the particular class. The DSS promptly will arrange for a discussion with the faculty member, sometimes including the department chair. In some cases, further information may be required – from the student's treating physicians or from academic sources. In most cases, it will not be appropriate for the DSS to share student medical information with the faculty member. The DSS will issue a written decision to the faculty member within fourteen (14) days of learning of the faculty member's concerns or objections. An email will suffice as this written notification. If the DSS decides to change the approved accommodations, the DSS will issue a new accommodations form to the student.
5. When a faculty member wishes to further challenge the decision of the DSS, the faculty member should alert the Campus President of his or her view that the approved accommodations are not educationally or otherwise appropriate. This should be done in writing within three (3) days of the DSS written notification. The Campus President, or his or her delegate, then has fourteen (14) calendar days to make a ruling and should do so in writing. During this time, any approved accommodations must be adhered to (to the extent possible to do so), until a new decision is issued.
6. Faculty are reminded that the University is required by federal and state laws to provide educationally appropriate reasonable accommodations to enable otherwise qualified individuals with disabilities to participate in our academic programs. Failure to follow this policy may lead to legal liability for the school and to discipline for faculty members, up to and including discharge.
7. Faculty should be aware that students may file complaints under the University's Student Grievance Procedure for Internal Complaints of Harassment and Discrimination. Students are informed of this Grievance Procedure regularly, and will be informed of it specifically if a DSS approved accommodation is changed based on a faculty challenge to a previously approved DSS accommodation.

Sexual Harassment Standards and Procedures

1. Definition of Sexual Harassment: Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:
 - a. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education or work environment.

2. Examples of Prohibited Behavior
 - a. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:
 - b. Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
 - c. Stated or implied threats that a person's employment, wages, academic grade, opportunities for promotion, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
 - d. Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
 - e. Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interferes with an individual's welfare, academic or work performance.
 - f. Unwelcome and inappropriate touching, patting, pinching or unnecessary brushes.

3. Information and Consultation
 - a. Sexual Harassment Resource Persons - The Manager of Human Resources is available to serve as a resource to any student, non-faculty employee, or faculty member who has a sexual harassment inquiry or complaint. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member of a preferred gender in the Dean of Student Office or the Human Resources Office. These resource persons have information about applicable laws, university rules and procedures, options available for resolution of complaints, and confidentiality requirements.

4. Confidentiality -Persons gathering general information, seeking guidance, or filing a complaint may be concerned about the confidentiality of the information they are sharing. While the university wishes to create an environment in which individuals feel free to discuss concerns and make complaints, the university may be legally obligated to take action when its officials are informed that sexual harassment may be occurring. If the individual does not disclose any identifying information about

him/herself or any other party involved (e.g., names, department or unit) during the inquiry, no action can be taken in the matter.

5. Filing a Complaint - Once an individual discloses identifying information to the official contact of the university, he/she will be considered to have filed a complaint with the university. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the university cannot be guaranteed, they will be protected to as great a degree as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the charged party to be informed about charges against him/her.
6. Protection of Complainant and Others
 - a. The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. This action may come at any time during or following an investigation of a sexual harassment complaint. Persons who retaliate will be subject to disciplinary action.
 - b. Protection of the Alleged Offender - At the time a formal complaint is filed, the alleged offender will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations. In the event the allegations are not substantiated, reasonable steps will be taken to restore the reputation of the alleged offender if damaged by the proceedings. A complainant, who intentionally makes dishonest or malicious allegations, is subject to university discipline.
 - c. Protecting Involved Parties - To the extent possible, university proceedings will be conducted in a manner that protects the confidentiality of all parties involved.
7. Complaint Procedures - Informal or formal notification to an official contact of the university constitutes official notification. Names, department, and other information necessary to conduct an investigation of the allegation(s) are required. Further action by the complainant will determine whether the filing is formal or informal.

Informal Complaint Procedures

Informal procedures are aimed at stopping the harassing behavior rather than determining culpability or intent. In some instances the offender may agree, voluntarily, to a sanction to avoid a formal hearing. Usually, official disciplinary action for employees or students cannot be invoked without a formal hearing. Complaints that are resolved informally are generally not investigated to the same degree as formal proceedings, although the complainant and, in some cases, the alleged offender may be interviewed. Mediation may be utilized as a method for resolving the complaint informally. If a complainant decides to handle the situation her/himself, and the harassment stops, there may not be an investigation. Unlike formal procedures, the harassment recipient is not required to write an account of what happened for the informal handling of the complaint to proceed. The outcome of informal procedures can range from no action, a simple apology, a promise not to do it again, a transfer of either or both parties, a voluntary resignation, up to termination or removal from the university. Generally, under informal procedures, the complainant may, at any time, elect to stop further administrative action by withdrawing the complaint. Adopting informal procedures for resolving sexual harassment complaints does not mean that the institution does not take sexual harassment seriously. Informal procedures simply provide an alternative method for stopping sexual harassment. The complainant can also decide to file a formal grievance with the appropriate official contact of the university at any time.

Formal Complaint Procedures

When informal procedures are inappropriate or have failed, formal sexual harassment grievance procedures are aimed, among other things, at determining if sexual harassment has occurred, the culpability of the alleged offender and appropriate sanctions or remedies. Formal procedures are initiated with a written request for investigation of sexual harassment charges by the complainant, the institution, the alleged offender, or any of the parties involved. The request must be sent or delivered to the official contact of the university. The Human Resources Manager (HRM) is responsible for all administrative activities required to conduct the investigation, under informal or formal complaint procedures. The HRM will conduct the investigation, and prepare a formal report detailing all relevant information. If the allegations of harassment are found to be true, a copy of the final report will be placed in the alleged offender's student conduct/personnel file. Reasonable extensions of an investigation can be made for extenuating circumstances due to continuing a complex investigation, illness, scheduled vacations, professional presentations, etc... These extensions are granted by the HRM.

Complaint Investigation

1. Students
 - a. A formal complaint against a student shall be directed to the Judicial Advisor in charge of violations occurring under the Student Code of Conduct. The case will be investigated and a determination will be made within 12 working days as to whether or not further investigation or a hearing is warranted. If it is warranted a hearing will be held under the Student Code of Conduct Policy.
2. Student Employee/Staff/Faculty
 - a. A formal complaint filed against a Student Employee/Staff/Faculty shall be directed to the HRM. The HRM will investigate the case and determine, within 12 working days, whether to recommend sanctions at that time, to dismiss the case or to investigate the complaint further. Once a decision for further investigation is made, it normally should be completed within 30 working days. The determinations of the HRM may be appealed to the campus President. The determination of the President regarding investigation and resolution of the complaint, including recommended sanctions, is considered final and shall be reported to the alleged offender, the complainant, and the HRM.

Appeals from Sanctions

The normal appeals process will be followed as outlined below. Decisions made during the appeals process may not impose a harsher penalty than the original decision.

1. Student
 - a. Appeals of sanctions assessed students shall be directed as listed in the Student Code of Conduct Policy.
2. Student Employee/Staff/Faculty
 - a. The campus President's office should handle appeals from recommended sanctions against Student Employee/Staff/Faculty.

RELEASE OF INFORMATION FROM EDUCATIONAL RECORDS/GUIDELINES

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 "FERPA", is a Federal law which allows students to review certain educational records maintained by DeVry. This law also provides that the University will maintain the confidentiality of the student's education records. DeVry Inc. reserves the right to revise this policy in accordance with FERPA, at any time.

RELEASE OF INFORMATION

Releases of information forms are maintained in the Registrar's Office. Students may, at any time, update their release forms by coming into the Registrar's Office and completing a new form.

REVIEW OF EDUCATIONAL RECORDS

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

CONTESTING OF EDUCATIONAL RECORDS

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

EDUCATIONAL RECORDS SUBJECT TO REVIEW

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

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

EDUCATIONAL RECORDS NOT SUBJECT TO REVIEW

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

DIRECTORY INFORMATION

DeVry may disclose as "directory information" the following information regarding students unless requested in writing by the student to the Registrar not to do so within two weeks after the first day of class for each term. Failure on the part of any student to specifically request the withholding of categories of "Directory Information" within the time specified above indicates individual approval for disclosure of "Directory Information" for the current term.

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

DISCLOSURES WITHOUT PRIOR CONSENT REQUIRED

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

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

RIGHT TO FILE A COMPLAINT

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

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington DC, 20202

CRIME AWARENESS AND CAMPUS SAFETY

As a member of the DeVry community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official. DeVry is located in a safe community; however, students, staff and faculty are always encouraged to travel and study with others during the evening hours. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement and the Student Services Office at 253-943-3089 or the Center Director at 425-455-2242 for the Bellevue DVUC.

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

- Description of the incident
- Date, time and location of the incident
- Description of the persons or vehicles involved in the incident.
- Identity of others notified about the incident

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

The University has taken a pro-active approach to on-campus and off-campus crime by offering the following programs:

- Crime Prevention Presentations.
- Emergency telephone numbers placed on every telephone.
- Dissemination of pamphlets and handouts on campus crime.
- Renter's insurance brochures available to all students.
- Apartment safety tips given to all housing students.

The Facilities Department maintains the building and grounds with a concern for safety and security. They inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students and staff can assist the facilities staff by calling 253-943-2800. Additionally, the Facilities Manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety.

There are fire alarms throughout the facility, which should be used in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the building indicating the best routes for evacuating the building.

The building is generally open from 7:00am to 11:00pm Monday-Thursday, 7am-8pm on Friday and 7am-6pm on Saturday. When the building is closed, it is locked and monitored by a security company. Access to classrooms and laboratories are limited to those enrolled in the courses meeting there. Access to on and off campus activities is limited to those students actively enrolled and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. DeVry reserves the right to require student identification cards be presented for admittance to certain locations and events. DeVry may also require students to register their guests with Student Services.

The DeVry University is locked when officially closed and a bonded security company monitors the building. During all times, an emergency response procedure is in place. Members of the University Executive Committee and Facilities personnel have been trained in securing the facility and are available in the event of an emergency in the facility. Keys are issued only to those with

a specific access need and only to those areas.

DeVry understands the concern that students have for their safety on campus. In compliance with the Crime Awareness and Campus Security Act of 1990 DeVry will annually distribute to all students its security policies and procedures and the previous year's crime statistics.

Bellevue and Portland Centers

The center is located in a public office building. This building has its own security and maintenance staff that must adhere to strict regulations of various city ordinances and routine inspections (i.e., Fire Department). The Center lists the hours it is accessible on the student bulletin board. Admittance to the Center during off hours must be arranged with the Center Dean in conjunction with the building manager. Access to classroom facilities and computer laboratories is limited to those enrolled in courses. As a further safeguard, these areas are accessible only through doors with combination locks that are regularly changed.

SAFETY TIPS

1. Personal

- Wherever you are stay alert and tuned into your surroundings.
- Communicate the message that you are calm, confident and know where you're going.
- Stay away from isolated areas, and walk with a companion whenever possible.
- Stay at the part of the sidewalk that is farthest away from shrubs, dark doorways and alleys.
- Check the back seat before getting into the car. Keep doors locked while driving.
- Don't overload yourself with packages and don't wear shoes or clothing that restricts your movements.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike. Don't pick up hitchhikers.
- Park in well lighted areas.
- Avoid isolated bus or train stops and times when few other people are around.
- Do not reveal your name, phone number or address to unknown persons. Never admit to them that you are alone or when you will be away.
- Keep an eye on your neighbor's home while they are away. Have them do the same for you.
- Keep your local police department's telephone number next to your phone.

2. Residence

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

3. Vehicle

- Always lock your vehicle and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk.
- Never leave an ID tag on your key ring.

- ❑ Leave only the ignition key with parking attendants.
- ❑ Park in well lighted areas.

4. Office

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

SEXUAL OFFENSE AWARENESS

DEFINITIONS

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

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse, including incest and statutory rape.

PROCEDURES TO FOLLOW AFTER AN ASSAULT

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

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

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

DISCIPLINARY ACTION

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

SEXUAL OFFENSE AWARENESS

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

Campus Sex Crimes Prevention Act

This Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carried on a vocation, or is a student. This act requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes take effect 2 years after enactment (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect 2 years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check on registered sex offenders in Washington State go to:

<http://www.publicrecordfinder.com/criminal.html>

To check on registered sex offenders in Oregon State go to:

<http://www.sexcriminals.com/regs/1043.html>

EDUCATIONAL GUIDELINES PERTAINING TO DRUG FREE SCHOOLS & COMMUNITIES ACT

ALCOHOL POLICY

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

A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions whether on or off campus.

CONTROLLED SUBSTANCES POLICY

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

SMOKING POLICY

DeVry University maintains a smoke-free environment. Smoking is therefore prohibited within the confines of the University. Washington State Law now prohibits smoking within 25 feet of all building entrances. Students wishing to smoke may do so in designated areas outside of the building and at least 25 feet away from any building entrance. The Bellevue DVUC is a smoke free building. Designated smoking areas are at the southeast corner of the building exterior.

SUBSTANCE

EFFECTS OF OCCASIONAL AND EXTENDED USE

ALCOHOL (AT .10 BLOOD ALCOHOL AND ABOVE)

Impaired motor abilities; reduces judgment; sleepiness; increased sexual desire but reduces ability to perform; nausea, vomiting; liver disorders: Alcoholic Hepatitis, Alcoholic Cirrhosis; cancer of the mouth, tongue, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation)

CANNABIS MARIJUANA, HASH, HASH OIL, THC

Diminished: short term memory, motivation, cognition, coordination, oral communication and reaction time; anxiety and panic reactions; damaged lungs and respiratory system; carcinogenic elements in smoke

<i>COCAINE (INCLUDES CRACK)</i>	Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure even in young users; cocaine psychosis (paranoia and hallucinations); ulceration of mucous membranes in nose; sexual dysfunction; during pregnancy: severe physical and emotional problems in babies
<i>DEPRESSANTS, TRANQUILIZERS, BARBITURATES, METHAQUALONE</i>	Dangerous effects when mixed with alcohol; calmness and relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; tolerance develops severe withdrawal symptoms; physical and psychological dependence; during pregnancy: birth defects and brain tumors in children
<i>STIMULANTS (EXCLUDING COCAINE), AMPHETAMINES, METHAMPHETAMINES</i>	Increased heart and respiratory rates; elevated blood pressure; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis, violent behavior, hallucinations, delusions and paranoia; drug tolerance and dependence; mood swings; ulcers; mental confusion
<i>HALLUCINOGENS, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA</i>	Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting and diarrhea; severe mood disorders, panic, depression, anxiety; greater suggestibility and feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after 3-4 daily doses (higher doses are required to produce same effects)
<i>NARCOTICS, OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE, DARVON, DEMEROL</i>	Feeling of euphoria followed by drowsiness; nausea and vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes: AIDS, Hepatitis B and Endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complication: spontaneous abortions, still births, anemia and diabetes

WASHINGTON STATE ALCOHOL LAWS**

1. *Minor purchasing or attempting to purchase liquor (RCW 66.44.290)* is a misdemeanor punishable by a minimum fine of \$250 and a minimum 25 hours of community service.
2. *Furnishing liquor to minors (RCW 66.44.270)* is a gross misdemeanor punishable by up to 1 year in county jail or by a fine not to exceed \$5,000 or both.
3. *Misrepresenting age for the purpose of purchasing liquor (RCW 66.44.310)* is a misdemeanor and is punishable by up to 60 days in county jail and/or up to a \$1,000 fine.
4. *Unlawful transfer to a minor of an identification of age (RCW 66.44.325)* is a misdemeanor and punishable by a minimum fine of \$250 and a minimum community service sentence of 25 hours.
5. *Driving while Intoxicated (RCW 46.61.5055)*
 - If BAC is less than 0.15% then, punishable by 1 day to 1 year in County Jail, a fine of \$350 to \$5,000, and suspension of driver's license for 90 days.
 - If BAC is greater than 1.15% then, punishable by 2 days to 1 year in County Jail, a fine of \$500 to \$5,000, and suspension of Driver's license for 1 year.
 - The Court may impose Electronic Home Monitoring in lieu of a Jail sentence.

WASHINGTON STATE DRUG LAWS (RCW 69.50)

The following is a partial list of illicit drugs considered to be controlled substances by the State of Washington: Narcotics (opium and cocaine, and all drugs extracted, derived, or synthesized from opium and cocaine, including crack cocaine and heroin); Marijuana; Methamphetamine; Barbiturates; and Hallucinogenic Substances (LSD, peyote, mescaline, psilocybin, PCP, THC, MDA, STP).

1. *State Penalties for Illegal Sale of Controlled Substances*

The illegal sale of any controlled substance is punishable by up to five years in prison, \$10,000 fine, or both.

2. *State Penalties for Illegal Manufacture or Delivery of Controlled Substances*

Narcotics: Up to 10 years in prison, \$25,000 to \$100,000 fine, or both.

Non-narcotics: Up to 5 years in prison, \$10,000 fine, or both.

3. *State Penalties for Possession of Controlled Substances*

Possession of any controlled substance is punishable by up to five years in prison, a \$10,000 fine, or both.

Possession of less than 40 grams of marijuana and possession of drug paraphernalia are misdemeanors in the State of Washington.

More severe penalties are provided for persons convicted of providing controlled substances to minors, repeat offenses, and on or near schools or parks. In addition, information is given for first offense only.

Trafficking (selling) any of the above drugs, excluding alcohol, are all felonies. Amount and type of drug possessed for sale will determine penalty. The above information is presented as guidelines for educational purposes but is not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual.

OREGON STATE ALCOHOL AND DRUG LAWS (Oregon Revised Statutes)

State of Oregon Sanctions

Alcohol

Minor in Possession (MIP): The legal drinking age in Oregon is 21. If you are under 21, it is illegal for you to

1. attempt to purchase, or to acquire alcoholic beverages;
2. have personal possession of alcoholic beverages, including accepting any gift, or consuming alcohol that belongs to someone else;
3. enter or attempt to enter any portion or licensed premises posted or otherwise identified as prohibited use by minors. Penalty: Fine of up to \$250.

Minors under the age of 18 who are convicted of any crime involving the possession, use, or abuse of alcohol or controlled substances will lose their driver's license for one year for the first offense and two years for a second offense. Unlicensed minors who are convicted will lose their right to apply for a license for one year or until the age of 17, whichever is longer.

Identification: It is illegal to

1. loan your ID to someone else;
 2. attempt to use ID belonging to someone else or attempt to use falsified ID;
 3. make a written statement of age that is false when applying for ID or in trying to enter a bar.
- Penalty: Fine of up to \$2,500 and up to one year in jail.

Furnishing to a Minor: It is illegal to furnish or make alcohol available to a minor in any fashion,

including selling or collecting party donations. Parents or legal guardians may provide alcohol to their own minor children in a private residence. Penalty: First offense, fine of \$350; second offense, fine of \$1,000; third offense, fine of \$1,000 and not less than 30 days in jail. These are minimum penalties that the judge cannot reduce. Maximum penalty is a fine of up to \$2,500 and up to one year in jail.

Furnishing to an Intoxicated Person: A dispenser of alcohol, including the host or hostess of a party, may be sued if it is shown that excessive amounts were negligently served. If negligent abuse of alcohol is shown to have contributed to a criminal offense or accident, civil damages may be imposed upon the dispenser. Penalty: Maximum criminal penalty, \$2,500 fine plus one year in jail. Civil penalties determined by court.

Driving Under the Influence of Intoxicants (DUII): You may be found guilty of DUII if you drive a vehicle while you have 0.08 percent or higher blood alcohol level shown by chemical analysis of your breath, blood, or saliva, or are demonstrably impaired by alcohol and/or another intoxicating drug. If you are arrested for DUII and refuse to take a breath test or fail it, your driver's license will be immediately seized and it will be suspended for one full year. Penalty: For first offense that does not involve injury to others, violator may apply for diversion from the courts to a counseling program or traffic safety school. Drivers under 21 years of age will lose their license for 90 days if found to have consumed any alcohol while driving, for one year if a test of blood alcohol level exceeds .08%. If tried and convicted, a first offense requires a minimum penalty of either 48 hours in jail or 80 hours of community service, plus up to \$2,500 in fines, one year's suspended driver's license and mandated alcohol/drug evaluation and treatment or education. Second convictions result in loss of license for three years if committed within five years of the first DUII.

Open Container: Drinking alcohol or having an open bottle in a vehicle is prohibited. You must store any open containers of alcohol in the trunk or some other area not normally occupied by the driver or passengers. Penalty: Maximum fine of \$250.

Marijuana

Delivery for Payment: Penalty: Up to 10 years in jail and up to \$100,000 fine plus twice the value of any resulting gain of property or money.

Delivery not for Payment: Penalty: For less than one ounce, up to one year in jail and up to \$2,500 fine; for less than 5 grams, fine of \$500 to \$1,000.

Possession: Penalty: For less than one ounce, fine of \$500 to \$1,000 plus twice the value of any resulting gain of property or money.

Other Illegal Drugs

Penalties for manufacture, distribution, or unlawful possession of illicit drugs are determined by the Controlled Substance Schedule.

UNIVERSITY SANCTIONS (SANCTIONS APPLY TO ALL CATEGORIES OF SUBSTANCES)**

STUDENT POLICY

Possession, use, and/or sale of any amount on University property, at school contracted housing or as part of any University activity – up to expulsion.

STUDENT DISCIPLINARY SANCTIONS DEFINED

1. Disciplinary probation – A specified period, during which the student’s activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.
2. Suspension – Temporary exclusion from any extracurricular activities for a specified period 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. Expulsion – Termination of student status for an indefinite period: usually a permanent dismissal from the University. Conditions of expulsion and appeal will be stated in the written order of expulsion.

FACULTY AND STAFF (WHILE PERFORMING UNIVERSITY BUSINESS)

Under the influence, possession, use, sale, furnishing to a minor: up to dismissal.

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

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 in the Student Services Office.

Drug/Alcohol Treatment

Alcohol Abuse 24hr Action Hotline	800-562-1240
Alcohol and Drug Teen Help line	206-722-4222
Lakeside Milam Recovery Center, Federal Way	253-942-8686
Freevibe.com	800-788-2800
WA Asian Pacific Islanders Families Against Substance Abuse	206-223-9578

AREA INFORMATION

EMERGENCY NUMBERS

Police, Fire, Ambulance	911
Non-Emergency Federal Way Police Station	253-835-6700
Non-Emergency Auburn Police Station.....	253-931-3080
Non-Emergency Bellevue Police Station	425-452-6917
Non_Emergency Portland Station	503-823-3333
Federal Way Paramedic	253-839-6234
Auburn Paramedic	253-931-3060
Crime Stoppers of Puget Sound	206-343-2020
Crime Stoppers Tacoma/Pierce County.....	253-591-5959
WA State Poison Control Center	800-222-1222

HOSPITALS

Auburn Regional Medical Center, Auburn.....	253-833-7711
Highline Community Hospital, Seattle	253-244-9970
St Francis Hospital, Federal Way	253-838-9700
Mary Bridge Children's Hospital, Tacoma.....	253-403-1418
Group Health Cooperative, Auburn.....	253-874-7010
Good Samaritan Hospital, Puyallup	253-845-4228

TRANSPORTATION

Far west Taxi, Tacoma	253-863-2930
Redtop Taxi, Puget Sound/King County	206-789-4949
Rainbow Airport Shuttle	206-709-2003
Rainbow Taxi	253-931-0607
Yellow Taxi, Puget Sound/King County	206-622-6500
Orange Cab, Bellevue.....	425-453-0919
King County Metro Bus	www.transit.metrokc.gov
Pierce County Transit Bus	www.piercetransit.org
Sound Transit Bus	www.soundtransit.org
WA State Ferries	800-843-3779

COUNSELING

Kent Youth and Family Services.....	253-859-0300
Planned Parenthood, Kent.....	253-854-2343
Valley Cities Counseling and Consultation	253-939-4055
Catholic Community Services, South King County	253-854-0077
Jewish Family Service	206-461-3240
Seattle Counseling Service for Sexual Minorities	206-323-1768
Asian Counseling and Referral Services.....	206-292-5714

SHELTERS/TRANSITIONAL HOUSING/FOOD & CLOTHING BANKS

South King County Youth Shelter, Auburn.....	253-939-2202
YMCA Auburn Valley	253-833-2770
Federal Way Food Bank	253-838-6810
Auburn Food Bank.....	253-833-8925
FUSION, Federal Way	253-927-1904
Multi-Service Center, Federal Way	253-838-6810
Aloha Inn, Seattle	206-283-6070
United Indians Youth Home, Seattle.....	206-781-8303
Youth Haven, Bellevue	206-236-KIDS

Latino Family Support Services 425-284-2219

VETERANS AFFAIRS

Benefits and Administration 888-442-4551
VA Puget Sound Health Care System 206-762-1010
VA Puget Sound HCS American Lake Division 253-582-8440

LEGAL AIDE

Volunteer Legal Services, Seattle 206-623-0281
NW Justice Project, Tacoma 253-272-7879
NW Justice Project, Seattle 206-464-1519
ACLU of Washington 206-624-2180

LOCAL DRIVERS LICENSE

Federal Way 253-661-5001
Auburn 253-931-3940

POST OFFICE

www.usps.com 800-275-8777

ALCOHOL, DRUG AND OTHER ABUSE RESOURCES

Alcoholics Anonymous 206-587-2838
Adult Children of Alcoholics 800-562-1240
Cocaine Anonymous 800-723-1923
Eating Disorders Anonymous 206-903-9724
Gamblers Anonymous 206-361-8413
Marijuana Anonymous 206-548-9034
Narcotics Anonymous 206-626-7171
Alcohol Abuse 24hr Action Hotline 800-562-1240
Alcohol and Drug Teen Helpline 206-722-4222
Women in Recovery 206-722-6117
Seattle Indian Health Board/Thunderbird Treatment 206-324-9360
Access to Recovery, King County 866-386-3512
Access to Recovery, Pierce County 253-798-4500
SAMHSA Treatment Locator <http://findtreatment.samhsa.gov>

HEALTH DEPARTMENT CLINICS

Federal Way Public Health Center 253-838-4557
Auburn Public Health Center 253-833-8400
Seattle Gay Clinic 206-461-4540
Eastgate Public Health Center, Bellevue 425-451-1134

DENTAL CLINICS

Federal Way Community Clinic 253-874-7646
Auburn Community Dental 253-804-8713
Kent Community Dental Clinic 253-796-4071
Eastgate Public Health Center, Bellevue 206-296-9726
Indian Health Board, Seattle 206-324-9360 x2301

HEALTH AND SOCIAL AGENCIES

American Cancer Society www.cancer.org
American Heart Association www.americanheart.org
American Diabetes Association www.diabetes.org
American Lung Association of Washington www.alaw.org
American Lung Association of Oregon www.lungoregon.org
Goodwill Industries, Tacoma 253-272-5166
Salvation Army 800-736-7291
Northwest AIDS Foundation 206-329-6923
PFLAG 206-325-7724

SCHOOLS, PUBLIC

Federal Way School District	253-945-2000
Auburn School District	253-931-4900
Tacoma School District	253-571-1000
Bellevue School District	425-456-4040
Portland Public Schools	503-916-2000

CRISIS AND SUICIDE HOTLINES

Domestic Abuse Women’s Network.....	425-656-7867
Domestic Violence Hotline	800-562-6025
Emergency Crisis Line	206-461-3222
King Co. Sexual Assault Resource Center	888-99-VOICE
Sexual Assault Resource Center-Oregon	www.sarcoregon.org
HIV/STD Hotline Seattle/King County	206-205-7837
WA State AIDS/HIV Hotline	800-272-2437
Children’s Protective Network.....	253-872-2665
National Sexual Assault Hotline	800-656-HOPE

LIBRARIES

Federal Way Library, 848 S 320 th St.....	253-839-0257
Federal Way Regional Library, 34200 1 st Way S	253-838-3668
Auburn Library, 1102 Auburn Way S	253-931-3018
Bellevue Regional Library, 1111 110 th Ave NE	425-450-1765

CD Software Bundle Upgrade

Information for DeVry University Undergraduate Students

As part of our ongoing commitment to maintain a sophisticated and up-to-date learning environment, DeVry provides each campus or center student with individual software licenses for a suite of Microsoft's most popular applications. For the fall 2005 term, DeVry is upgrading the software included in the CD software bundle that is available to students. This Q&A provides you with information about who is eligible for the upgrade and how to order this new software.

Who is eligible to receive the upgraded software?

Campus/center students - DeVry University matriculating, full-time or part-time, undergraduate students attending a campus or center are eligible to obtain the new software through the CD Bundle or upgrade CD Bundle. Students must be enrolled for the current term to order their bundle. Students who ordered their software bundle after August 2005 have already received these new software versions and do not need to order the upgraded bundles.

Graduating students - Students graduating in the Summer 2005 term may receive the upgrade bundle if they order by October 23, 2005, the last day of the Summer term.

Online students - Undergraduate online students will be able to order the new software products individually, for the cost of shipping and CD media, but will not be able to order the full bundle.

What software is available?

The CD Bundle - The CD Bundle is for those who have not received a CD bundle from DeVry in the past. It will be composed of the following:

- Windows XP Professional
- Office 2003 Professional
- Visual Studio.NET Academic 2003
- FrontPage 2003
- Project 2003 Standard
- Visio 2003 Professional

The upgrade CD bundle - Students who have previously received the CD Bundle are eligible to receive the upgrade CD bundle, which is composed of the following:

- Office 2003 Professional
- Visio 2003 Professional
- Project 2003 Professional

Is there a fee for the new software?

For undergraduate students at campuses and centers, there is no fee as the cost of the software is covered by your technology fee. Online undergraduate students will be billed for the cost of shipping and CD media, approximately \$8 - \$12.

How do I order my new CD Bundle or upgraded CD Bundle?

Go to the student portal at <http://my.devry.edu>. Under "Student Resources" in the left-hand column, click on "Undergraduate Student Software Bundle," and follow the screens. Detailed instructions are available in the portal under "Quick Reference Guides" in the right-hand column. Click on "Technology Software Guide V9 for Students" for the instructions.

Note that students who are enrolled for the Fall 2005 term but not the Summer 2005 term must wait until October 24, 2005, the start of the fall term, to place their orders.

When will I receive my software?

Shipments will begin on October 17, 2005.

What if I receive defective CDs or my CDs are lost or stolen?

Students who receive defective CDs will be able to return that media within 90 days of delivery. These students should submit a Help Desk ticket to helpdesk@devry.edu and we will make arrangements for the return and replacement of the defective media. Lost or stolen CDs may be replaced ONLY with a police report documenting the theft. You should submit a Help Desk ticket for lost or stolen media.

If you have any additional questions, contact the DeVry University Help Desk at helpdesk@devry.edu.