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DeVry University

Keller Graduate School
of Management

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MESSAGE FROM THE PRESIDENT

Dear Student,

This handbook applies to all undergraduate and graduate students.

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

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

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

Welcome to DeVry University!

Sincerely,

Thomas L. Monahan III
President & CEO
DeVry University

MISSION AND PURPOSE

DEVRY UNIVERSITY MISSION AND PURPOSE

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

DeVry University seeks to consistently achieve the following purposes:

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

KELLER GRADUATE SCHOOL OF MANAGEMENT MISSION

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

The following objectives reflect our mission in terms of desired overall student outcomes.

These objectives evolve over time as they are shaped by students, faculty, staff, employers, other constituencies and the changing environment.

- Developing students' understanding of the language and information specific to business
- Enabling students to integrate concepts and skills across functional areas
- Strengthening students' ability to communicate effectively both orally and in writing
- Instilling in students an appreciation of differences in cultures and values
- Providing students with the concepts and tools they need to contribute to their organizations' ongoing efforts to improve quality and productivity
- Broadening and deepening students' ability to effectively use technology to meet organizational goals
- Enabling students to effectively conduct applied business research
- Strengthening students' leadership and team-building skills
- Enhancing students' managerial decision-making skills while maintaining keen awareness of ethical considerations
- Instilling in students the value of lifelong learning

ACCREDITATION & STATE AUTHORIZATION

ACCREDITATION & STATE AUTHORIZATION

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

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

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

Contact information for the HLC is:

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

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

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

STATE RELOCATION NOTICE TO STUDENTS

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

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

ACADEMIC POLICIES & SERVICES

ACADEMIC ADVISING

Academic advising provides academic support for students in pursuit of their educational goals, while ensuring that DeVry's academic standards are upheld. DeVry provides Student Support Advisors (SSAs) who are available to students

Student Support Advisors will inform students as they make academic decisions, assist in preventing academic problems, help resolve academic issues, and administer the academic appeal process. Students should become well acquainted with their SSAs, as they provide support that can lead to steady improvement of their academic performance and satisfaction.

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

ACADEMIC CALENDAR

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

RELIGIOUS HOLIDAY OBSERVANCE

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

ACADEMIC FREEDOM

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

ACADEMIC INTEGRITY POLICY

DeVry University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. DeVry University reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

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

VIOLATION OF ACADEMIC INTEGRITY

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework

including threaded discussions, exams, quizzes, essays, assignments, and any other assigned work.

A. Plagiarism

Examples of plagiarism include, but are not limited to:

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

B. Collaboration

The following are examples of collaboration violations:

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

C. Proprietary Material

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

D. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

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

E. Lying

The following are examples of lying: lying is the deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, quiz, examination, or other duties in a course,

internship, or cooperative education assignment or program.

F. Other Violations

The following are examples of other types of violations:

- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, any DeVry University content.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records.
- Posting DeVry University content from your course on the Internet or giving content such as papers, discussion posts, answer keys, etc. to Internet sites and others constitutes a violation of copyright infringement.

PROCEDURES

COMPLAINT

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

RESPONSIBILITIES

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

APPEAL PROCESS

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

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

HEARINGS

The student at their own expense, has the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and *not* a legal proceeding. The student is responsible for presenting their own case, and advisors are *not* permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or the hearing Chairperson.

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

APPEAL OF HEARING PANEL DECISION

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

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

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

The decision on the appeal is final.

SANCTIONS

First Recorded Offense

MANDATORY

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

Second Recorded Offense

MANDATORY

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

Third Recorded Offense

MANDATORY

Students receive a failing grade for the course and are dismissed from DeVry University for a minimum of one academic year (six consecutive sessions). Students are precluded from withdrawing from the course(s) or the University to avoid dismissal.

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

RETROACTIVE SANCTIONS

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

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

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

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

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

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

DeVry is committed to maintaining an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DeVry will make reasonable accommodations to afford students with disabilities full and equal enjoyment of DeVry's programs and services. DeVry makes no assumptions concerning any individual's abilities or disabilities and makes an individual assessment to determine whether each student's needs can be met at DeVry.

Any student or applicant with a disability who requests academic adjustments, auxiliary aids or accommodations under Section 504 should contact the Office of Student Disability Services to begin the accommodation request process. The Office of Student Disability Services can be reached by email at adaofficer@devry.edu or adaofficer@keller.edu. The applicant/student will be given an accommodation request form to complete and submit to the Office of Student Disability Services along with supporting medical, psychological or educational documentation.

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

When a student alleges that he/she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on his/her qualifying disability, the Student Complaint Procedure outlined in this handbook should be followed.

NEW JERSEY STATEWIDE REVERSE TRANSFER AGREEMENT

DeVry University participates in the New Jersey Statewide Reverse Transfer Agreement. For more information, see the [Undergraduate Academic Catalog](#) and the [New Jersey Reverse Transfer Guide](#).

STUDENT BEHAVIOR POLICIES & PROCEDURES

ALCOHOL AND SUBSTANCE ABUSE POLICY

ALCOHOL

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

DRUGS

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

CAMPUS SAFETY AND SECURITY

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

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

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

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

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

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

SIREN REGISTRATION

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

STUDENT IDs

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

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

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

CODE OF CONDUCT

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

ARTICLE I: TERMINOLOGY

1. The terms **University** or **DeVry** mean DeVry University and its Keller Graduate School of Management.
2. The term covered person includes any person taking courses (either full-time or part-time, either onsite or online, and including but not limited to students who take time off between terms), receiving or seeking to receive services from the University, or otherwise pursuing undergraduate, graduate or professional studies at the University.
3. The term faculty member means any person hired by or contracted with the University to conduct instructional activities.
4. The term DeVry staff means any person employed by the University.
5. The term member of the DeVry community includes students, faculty members or DeVry staff, and any other individuals associated with the University. The conduct administrator (listed in the [DeVry Locations & Contacts](#) section) shall determine a person's status in a particular situation.
6. The term DeVry premises includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).
7. The term conduct panel means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term conduct administrator means a DeVry official authorized by the University to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously

as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent the University from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.

9. The term policy is defined as the policies, rules and procedures of the University including, but not limited to, those found in this student handbook and academic catalogs.
10. The term organization means any number of persons who have complied with the formal requirements for University recognition/registration as an organization.

ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL

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

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction

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

Conduct – Rules and Regulations

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

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

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

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

Involvement of Law Enforcement

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

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

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

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

ARTICLE IV: CONDUCT PROCEDURES

Charges and Hearings

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

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

Sanctions

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.
 - a. Warning—A verbal or written notice that the respondent has not met the University's conduct expectations.
 - b. Probation—A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with University policies or otherwise does not meet the University's conduct expectations during the probationary period.

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

Interim Suspension

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

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

Appeals

1. A decision of a violation of the Code of Conduct and the sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party’s receipt of the determination letter. Appeals must be processed by an individual with no prior involvement in initial determination or hearing. Appeals of procedures, findings or sanctions can be raised based on procedural error,

new information that would substantially change outcome, or sanctions being disproportionate to the allegations that were substantiated. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.

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

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

ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION

Confidentiality

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

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

Retaliation

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

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

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. DeVry will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

NETWORK AND RESPONSIBLE COMPUTING POLICY

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

A. Network and Workstation Security is Strictly Enforced

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

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

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

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

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

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

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources.
3. Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:
 - a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.

- b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner. Exercise caution with respect to works/materials found on the Internet, because though they are available on the Internet, for the most part they are copyrighted. Therefore, you should seek and obtain permission to copy or distribute those materials/works. Attributing the source is not a substitute for permission.
 - c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.
 - d) Gaining unauthorized access to other computers or databases.
4. Users of the University's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other University or business environment. Users are forbidden from using the University's technology resources in any way that may be reasonably including its non-discrimination and non-harassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.
 5. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.
 6. Users must minimize the possibility of transmitting viruses or programs harmful to other users' data or equipment by using an appropriate virus checker.
 7. Users may not install, store or download software programs including freeware and shareware or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
 8. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited circumstances. Students should seek permission to do so by contacting the IT Service Desk. Determination of appropriate use is at the sole discretion of University faculty and IT staff. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.
 9. Off-campus web sites and email accounts created or accessed over the University network or with the help of University resources are subject to these policies and regulations.
Students are not allowed to install or utilize peer-to-peer file, music, video applications, or other digital media services on University computers, nor utilize peer-to-peer software on student-owned computers while connected to the University's wireless network. These peer-to-peer services have inadequate controls to prevent the illegal spread of copyrighted material, viruses, malware and other malicious software. In addition, these sites heavily utilize network bandwidth, which may negatively impact other students' ability to access legitimate University-related web content.

C. User accounts are available for academic purposes only

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

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

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

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

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

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

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

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

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

- F. Use of Third-Party Intellectual Property

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

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

DeVry maintains a campus network to support and enhance the academic and administrative needs of its students, faculty and staff. DeVry is required by federal law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. DeVry takes steps to detect and punish users who illegally distribute copyrighted materials. DeVry reserves the right to suspend or terminate network access to any user who violates this policy, and network access may be

suspended if any use impacts network operations. Violations may be reported to external entities for criminal or civil prosecution. The existence and imposition of University sanctions do not protect members of the DeVry community from legal action by external entities.

ALTERNATIVES TO ILLEGAL DOWNLOADING

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

Free and Legal

Clipart:

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

Fonts:

www.blambot.com, www.fonts.com

Photos:

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

Music:

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

DEVELOPING COMMUNITY AND SOCIAL NETWORKING

With the rise of new media and next-generation communications tools, the way in which DeVry University communicates internally and externally continues to evolve. While this creates new opportunities for communications and collaboration, it also creates new responsibilities for everyone, including students. The University recognizes its student population is very diverse and that students may take classes in a number of different locations, including onsite and online. Staying connected with one's peers can be beneficial both academically and socially, and can greatly contribute to student success. That connection may be in person, by email, phone, or instant messaging, or through social networks on the internet that include, but are not limited to, Facebook, Instagram and Twitter.

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

STUDENT WEB PAGES

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

DeVry University's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of DeVry University. It is not to appear on individual or student group web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval. When referring to DeVry you may use our name, but it must be in the same font size and color as the rest of the text. Our name should not be bolded. It should not be used in banners, sidebars, headings, etc.

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

STUDENT RESPONSIBILITIES

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

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

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

GENERAL RULES OF SOCIAL MEDIA ENGAGEMENT

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

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

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

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

Write what you know. Make sure you write and post about your areas of expertise, especially as related to DeVry University and its degree programs. If you are writing about a topic with which DeVry University is involved but about which you are not an authorized DeVry University expert or spokesperson, and that the opinions you are expressing are your own and not those of DeVry University – you should make this clear to your readers. Also, always write in the first person. If you publish information about DeVry University to a web site or blog outside the control of

DeVry University, you must use the following disclaimer: “The postings I make on this site reflect my own opinions and don’t necessarily represent DeVry University’s positions, strategies, or opinions.”

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

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

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

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

STUDENT COMPLAINT PROCEDURE

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

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

INFORMAL COMPLAINT PROCESS

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

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

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

Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation; for example, allegations of sexual misconduct are not appropriate for mediation.

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

FORMAL COMPLAINT PROCESS

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

I. When to File a Complaint

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

II. What to File

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

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

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

III. Where to File Complaint

The complaint should be filed with the complaint administrator at the location the student is attending. Online students should file with their online Student Central Leader. If the person holding one of these positions is the subject of the student's complaint, the student can submit the complaint to a location leader, who will determine the appropriate person to investigate. The written complaint can be submitted electronically, in person, or by mail.

IV. Notice of Receipt

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

V. Investigation

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

- Reviewing the complainant's written complaint
- Gathering additional information or statements from the complainant

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

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

VI. Findings and Notification

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

VII. Appeal

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

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

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

CONFIDENTIALITY

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

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

RETALIATION

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

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

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. DeVry will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.

NON-DISCRIMINATION STATEMENT

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

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

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

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

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

Sex and Gender-Based

Title IX Coordinator
TitleIX@devry.edu

Disability

ADA/504 Coordinator
ADA@devry.edu

All Other Classifications

Complaint Coordinator
Complaint.Coordinator@devry.edu

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

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

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

Email: OCR@ed.gov

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

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

WHAT IS DISCRIMINATION?

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

WHAT IS HARASSMENT?

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

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

WHAT IS SEXUAL HARASSMENT?

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

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

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

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

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

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

Generally speaking, an education record is a record which contains information that is personally identifiable to a student and which is maintained by DeVry. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and

records kept by school officials for their own personal reference) are exempted from the definition of an education record and are not made available to students.

FERPA affords students the following rights with respect to their education records:

The right to inspect and review one's own education records

Students have the right to review their education records within 45 days of the day that DeVry receives their request. Students should submit written requests to the registrar that identify the record(s) they wish to inspect. DeVry will make arrangements for access and notify the student of the time and place where the records can be inspected. If the person to whom the student submits the request does not maintain the requested records, that person will either reroute the request or advise the student of the correct DeVry official to whom the request should be addressed.

The right to seek an amendment of inaccurate or misleading information

Students may ask DeVry to amend a record they believe is inaccurate or misleading. They should write to the DeVry official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If DeVry decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if DeVry still decides not to amend the record, the student has a right to place a clarifying statement in the record. DeVry is not required to consider requests for amendment to grades or disciplinary decisions.

The right to limit disclosure of personally identifiable information

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

The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements

Complaints should be directed to: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

SEX AND GENDER-BASED MISCONDUCT RESPONSE AND PREVENTION POLICY

Students in California, Illinois and New York: State-specific addenda to this policy can found be in [State Addendum](#) section of this document.

PURPOSE

This policy applies to complaints or reports of alleged sex and/or gender-based misconduct.

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

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

SCOPE

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

DEFINITIONS

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

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

"Colleague Code of Conduct" refers to the "DVU Code of Conduct" (UltiPro Chiclet on the DVU OKTA > Menu > Myself > My Company Info > HR & Ethics Policies) which is applicable to colleagues at all DVU locations and offices and outlines colleagues' rights and responsibilities.

"Colleague complaint procedure" is the vehicle by which colleagues can bring to the administration's attention any complaint relating to their experience with DVU or a member of the DVU community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the UltiPro Chiclet on the DVU OKTA > Menu > Myself > My Company Info > HR & Ethics Policies.

"Complaint administrator" is a DVU colleague responsible for conducting an investigation when a complaint of sex and/or gender-based misconduct is raised. To find the complaint administrator at any given location or for a particular complaint, consult the student handbook, Student Services, or Title IX Coordinator.

"Conduct administrator" is an official authorized to administer disciplinary proceedings for respondents who may have violated the Code of Conduct applicable to students. A conduct administrator may serve as the sole member or as a participant in the conduct panel. Nothing shall prevent DVU from authorizing the same conduct administrator to impose sanctions in all cases at a single or multiple locations.

"Conduct panel" means any person or persons authorized by the conduct administrator to determine whether a respondent has violated the Code of Conduct applicable to students and to determine appropriate sanctions.

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

- Consent can never be assumed.
- Consent cannot be implied from either the lack of explicit consent or the lack of explicit dissent.
- Where there is use of threat, force or restraint by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.
- Past consent to sexual contact and/or a shared sexual history does not imply consent to future sexual contact.
- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact including penetration may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age; or the person is incapacitated due to a mental disability.
- Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g. the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).

“Coordinator” refers to the Title IX Coordinator. Paul Herbst, Title IX Coordinator (TitleIX@devry.edu or 630-960-8019) is responsible for overseeing compliance with all aspects of this policy and designated to receive and monitor resolution for all Title IX reports.

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

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

“DVU” means DeVry University and its Keller Graduate School of Management.

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

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

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

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

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

“Policy” is defined as a general administrative or operational direction with broad application throughout DVU.

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

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

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

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

“Sexual harassment” refers to unwelcomed sex or gender-based advances, requests for favors or other verbal, written, online and/or physical conduct. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education

or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct is sufficiently severe or persistently pervasive and objectively offensive thereby having the purpose or effect of unreasonably interfering with a person's ability to participate in or benefit from DVU's educational, employment, social or other related programs.

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

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

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

"Speak Up" refers to the Speak Up! Program, a reporting system managed by a third party vendor (NAVEX), which encourages members of the DVU community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously or reporters can provide their name and contact information. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize Speak Up by contacting the third party contractor NAVEX by phone at (844) 703-9374 or online at www.devry.ethicspoint.com.

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

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

POLICY STATEMENT

PREVENTION AND AWARENESS

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

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this policy. Themes will include situational awareness and prevention strategies such as bystander intervention and other forms of risk reduction. While *bystander*

intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable.

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

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

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

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

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

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

REPORTING

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

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

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

Reports can also be made by victims, third parties or bystanders with the option to remain anonymous through Speak Up at (844)-703-9374 or online at www.devry.ethicspoint.com. Initial response to electronic reports will occur within 12 hours of initial receipt.

If a victim wishes to access local community agencies and/or law enforcement for support or to make a report, DVU will assist the victim in making these contacts. Direct assistance, though limited, remains available when reports are made anonymously through Speak Up. Anyone may make a report regarding any information pertaining to violations of this policy.

All DVU colleagues (faculty, staff, administrators, and student workers) who are not otherwise identified in this policy or through institutional addenda as confidential resources are required to immediately provide any information received about any actual or suspected sex and/or gender-based misconduct impacting the DVU community to appropriate officials with some very narrow exceptions discussed elsewhere in this policy (see “Confidentiality”). Regardless of how notice is received, reports may prompt a need for DVU to investigate.

Any individual wishing to discuss a situation within the scope of this policy without triggering an immediate investigation should seek referral to mental health counseling services. Students may seek support through ASPIRE at (888) 470-1531 or via info@myASPIREonline.com and colleagues may seek support 24 hours a day, seven days a week through United Health Care’s Colleague Assistance Program at (866) 248-4096 or www.liveandworkwell.com. General hotline and other resource information can be found at the end of this policy and focused support services can be obtained through consultation with Student Services, Human Resources, or the Title IX Coordinator.

Individuals experiencing misconduct in violation of this policy are also always free to notify the U.S. Department of Education:

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

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

Email: OCR@ed.gov

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

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

SUPPORT AND RESOURCES

The DVU official who receives notification of alleged sexual and/or gender-based misconduct will offer appropriate support or refer the victim directly to immediate assistance. Assistance may initially require supported access to local medical, mental health, legal or law enforcement resources and could include academic accommodations, changes in housing for the victim or a respondent student, visa and immigration services, student financial aid, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance, or targeted interventions). Students and employees will receive written notification to the availability of supportive measures and community resources, regardless if the incident was reported to campus security or local law enforcement. No victim is required to take advantage of these services and resources, but DVU provides them in the hope of offering help and supporting minimal disruption to access to academic programming or the workplace. If circumstances related to an incident change over time, these and other supportive accommodation options may be revisited. DVU may also provide referrals to counseling services, at the victim’s option, including but not limited to the confidential

colleague and student support services outlined above (See [“Reporting”](#)). Local resource lists can also be found through Student Central and/or Student Services. A brief list of national and international referral sites can be found at the end of this policy.

DISCIPLINARY REVIEW AND ACTION

Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary action is not intended to determine criminal responsibility. Rather it is intended to identify and respond to violations of DVU policy and community standards. Separate and distinct disciplinary action may also be considered in instances of retaliation against those who, in good faith, report or disclose an alleged violation of the comprehensive policy, file complaint, or otherwise participate in the complaint resolution procedure. Failure by a respondent to adhere to interim protective measures will be considered a form of retaliation or an extension of the initial allegations.

When the victim chooses, or DVU believes it is necessary, a prompt, fair and impartial investigation will be initiated. In the event that a victim requests that an investigation not occur, their request will be honored when possible and unless DVU determines in good faith that failure to investigate creates a potential risk of harm to the reporting individual or other members of the community. Factors used to determine whether to adhere to such a request include, but are not limited to whether: the accused has a history of violent behavior or is a repeat offender; the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior; there is an increased risk that the accused will commit additional acts of violence; the accused is alleged to have used a weapon or force; the reporting individual is a minor; DVU possesses other means to obtain evidence; and/or available information reveals a pattern of perpetration by a specific person, at a given location, or by a particular group.

If allegations of colleague misconduct are substantiated to the preponderance of evidence standard through the investigation, colleague discipline may be imposed. The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be accessed through the UltiPro Chiclet on the DVU OKTA > Menu > Myself > My Company Info > HR & Ethics Policies.

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

Privacy of the records specific to sex and/or gender-based misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of misconduct will be disclosed to the alleged victim and/or complainant. Confidentiality will be maintained whenever possible, however DVU reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

It is DVU's policy to hold perpetrators of sex and/or gender-based misconduct accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. DVU's internal review processes shall run concurrently with any criminal justice investigation and proceeding, except for temporary delays as requested by external entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

Internal mediation between the alleged victim and respondent will not be used to resolve an allegation of sexual misconduct.

Prior sexual history with persons other than the other party in a judicial or conduct process, as well as any mental health diagnosis and/or treatment will be excluded from student conduct hearings at the student's preference. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of a review process that determines sanction.

Investigation and response to allegations of sex or gender-based misconduct will include the following, without limitation: trauma informed assistance to the victim/survivor as appropriate; an interview with the victim/survivor; identifying and locating witnesses; contacting and interviewing the respondent; cooperating with law enforcement. In any complaint of sex or gender-based misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for notice of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, as well as a support person or advisor of their choice throughout the process, consistent with any guidelines set forth applicable to students or colleagues. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include a written statement detailing the factual findings supporting the determination and the rationale for the sanction/discipline (if any) to the degree possible and always when the sanction/ discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party, and should occur in the same form and format and as near to simultaneously as possible.

SANCTIONS FOR STUDENT MISCONDUCT

This policy statement is not intended to replace or substitute the Code of Conduct applicable to students. This policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. Appropriate disciplinary sanctions for substantiated violations of this policy by students may include a written warning, training, probation, suspension, expulsion, suspension of services, ineligibility of services, limiting order, or a ban from DeVry property and events. Sanctions will be imposed in accordance with the Code of Conduct applicable to students found in the Student Handbook (<http://www.devry.edu/current-students/current-students-student-handbooks.html>). Alleged violations of this policy will be referred to the applicable complaint administrator and/or conduct administrator for appropriate review. All parties in a student conduct proceeding will be informed at the same time and in the same manner of any final determinations, as well as DVU's appeal process, and their rights to request an appeal. Should any change in outcome occur prior to finalization (e.g., a re-hearing ordered upon appeal), all parties will be informed at the same time and in the same manner, and will be notified when the results of the conduct process is finalized. In addition, violations of this policy may trigger application of sanctions to a student imposed under local, state, or federal law.

SANCTIONS FOR COLLEAGUE MISCONDUCT

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

REPORTING BY COLLEAGUES TO EXTERNAL AUTHORITIES

Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and also the Title IX Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the DVU Speak Up hotline at (844) 703-9374 or the website, www.devry.ethicspoint.com. Colleagues should contact the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

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

VICTIM/SURVIVOR'S RIGHTS

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

Victim/Survivor's rights include:

1. The right to notify or not notify law enforcement, and to request and receive assistance from DVU in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from DVU to pursue or not pursue any course of action.
4. The right to be informed of the institution's role regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court (when applicable).
5. The right to request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit DVU to investigate and respond (when the incident has not yet been reported to a colleague required to notify the Title IX Coordinator).
6. The right to contact information for the Title IX Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the accused to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims

- have the right to appeal the outcome.
10. The right to request interim protective measures and accommodations including a change in academic, employment, on-campus living, transportation or other arrangements after the alleged sex or gender-based misconduct and to be informed of the reasonably available options for those changes.
 11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
 12. The right to be informed about DVU's ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
 13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
 14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
 15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

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

AMNESTY FOR VICTIMS AND WITNESSES

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

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

RETALIATION

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

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

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

CONFIDENTIALITY

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

Confidentiality in cases of sex and/or gender-based misconduct will be maintained to the extent permissible by law and consistent with DVU's obligations in investigating complaints. Once an individual discloses identifying information to DVU through the processes described above and in the applicable complaint procedures, that person will be considered to have filed a complaint with DVU. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

CONFIDENTIAL RESOURCES

The availability of confidential resources permits discussion of an incident without triggering an immediate report to the Title IX Coordinator and institutional or organizational response, both of which may result in or require that the reporter or impacted party being identified. Confidential resources also permit exploration of reporting options and possible consequences before filing a formal report. State or profession specific mandatory reporting laws related to certain types of concerns (i.e. child sexual abuse), may still trigger a requirement for a confidential resource to report an incident to identified enforcement agencies.

If students or colleagues wish to speak with someone who can assure confidentiality, they are encouraged to access counseling services available by referral through DVU's third party provider, ASPIRE, at (888) 470-1531 or info@myASPIREonline.com (for students) or UHC at (866) 248-4096 or www.liveandworkwell.com (for colleagues). Additional confidential resources may be available on or off campus and vary by location. (See your institution's student handbook or your campus-specific website).

RESOURCES & TOOLS

RISK REDUCTION TIPS

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

- Communicate limits/ boundaries and respect the limits/ boundaries of others.
- Clearly and firmly say "No" to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/ drug use. Acknowledge that alcohol/drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
- Do not take advantage of someone's intoxication or altered state even if alcohol or drugs were consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even

those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.

- Take care of friends and ask that they take care of you.
- As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.
- Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go, or about physical and/or mental ability to consent.
- Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
- Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
- Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power.

BYSTANDER INTERVENTION STRATEGIES

Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and colleagues who are already experiencing victimization to seek assistance sooner than they may have without encouragement, support, or acknowledgement.

Community members are encouraged to recognize warning signs and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual misconduct or offer paths to eliminate ongoing victimization.

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

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

PROCEDURES TO FOLLOW AFTER A SEXUAL MISCONDUCT INCIDENT

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

Whenever possible, victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault, or stalking occurred, or to obtain a protection order. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this policy to deter future assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

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

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

Please refer to the “[Related Information](#)” section of this document for a link to local resources for advice and assistance to victims.

RELATED INFORMATION

RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

Local Resources can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Information page of DVU’s web site. The

reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually.

To access this information, go to: <http://www.devry.edu/studentconsumerinfo.html#disclose>

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

National Domestic Violence Hotline

1-800-799-7233

(TTY) 1-800-787-3224

<https://www.thehotline.org>

<https://suicidepreventionlifeline.org>

National Center for Victims of Crime

<https://victimsofcrime.org>

National Sexual Assault Hotline

1-800-656-HOPE (4673)

<https://www.rainn.org>

Organization for Prevention Educators

[https://atixa.org/resources/free-](https://atixa.org/resources/free-resources/consent-statutes/)

[resources/consent-statutes/](https://atixa.org/resources/consent-statutes/)

State definitions of consent, domestic violence, dating violence, sexual assault, and stalking

National Network to End Domestic Violence

<https://nnedv.org>

National Teen Dating Abuse Helpline

1-866-331-9474

(TTY) 1-866-331-8453

<https://www.loveisrespect.org>

U.S. Embassy

<https://www.usembassy.gov>

National Suicide Prevention Hotline

1-800-273-TALK (8255)

WomensLaw

<https://www.womenslaw.org>

Legal information and resources, regardless of sex and gender

TITLE IX COMPLIANCE

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

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

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

Individuals experiencing misconduct in violation of Title IX may also notify the U.S. Department of Education:

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

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

Email: OCR@ed.gov

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

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

VISITORS AND CHILDREN AT LOCATIONS

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

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

STUDENT RESOURCES & SERVICES

ASPIRE STUDENT ASSISTANCE PROGRAM

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

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

CAREER SERVICES

Our national team of Career Services professionals provides students with career advising and access to resources. And those resources don't end when your classes do. DeVry provides its students and alumni with the resource tools needed to set and strive for their career goals. You can connect with Career Services in a variety of ways including one on one appointments, webinars, and virtual career events.

CAREER COACHING

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

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

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

HIREDEVRY 2.0

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

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

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

EMPLOYER CONNECTIONS

Career Services connects actively recruiting employers with our qualified graduates. Inside HireDeVry 2.0, job seekers have access to featured employer partners and job listings through a, a national job lead database. Career Services hosts online hiring events so job seekers can connect with actively recruiting employers regardless of their location.

CHANGE OF PERSONAL INFORMATION

CONTACT INFORMATION (PHONE AND ADDRESS) UPDATES

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

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

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

NAME, ETHNICITY AND GENDER UPDATES

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

COURSE RESOURCES AND ELECTRONIC BOOKS (e-books)

A course resource fee of \$50 is applied to all courses, and an electronic book (e-book) fee (\$30) is applied to courses that utilize an electronic book. Students have the option to decline the e-book and receive a credit of the e-book fee for each course. Students who choose to decline an e-book are responsible for acquiring the required textbooks in another format. Students can decline the eBook only during the first week of a course and the week prior.

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

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

INTERNATIONAL STUDENTS

MAINTAINING STATUS

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

FORM I-20

F-1 students should always be aware of the Form I-20 program completion date found on page 1, item 5. F-1 students should not let their Form I-20 expire. F-1 students must apply for a Form I-20 extension for additional time to complete their program prior to the completion date listed on their Form I-20.

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

PASSPORT

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

ENROLLMENT

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

Undergraduate Students

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

Graduate Students

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

EMPLOYMENT

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

Working off-campus is not permitted unless students have been authorized for curricular practical training, optional practical training or employment based on economic hardship.

TRAVEL AND VACATION

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

SPECIAL ADMISSION – J-1 VISA PROGRAM

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

DeVry University has been approved by the U.S. State Department to serve as visa sponsor for students from DeVry Brasil – an affiliated university-level educational institution in Brazil – who want to attend DeVry University as J-1 exchange visitors. Through a partnership facilitated by the universities, Brazilian students can study at DeVry College of New York – Midtown Manhattan Campus, DeVry University's Newark Campus or DeVry University's Chicago – Loop Campus for one semester.

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

LIBRARY SERVICES

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

Students can access library materials digitally via their personal devices, 24/7, from the Student

Portal, the Canvas course shell or the library website at library.devry.edu. Resources include periodical and research databases, as well as e-books, a vast collection of full-text journal articles, academic videos and information from academic and trade publications. LibGuides that were created by the librarians and faculty are available and contain resources to assist you with your research.

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

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

STUDENT FINANCE

Student Support Advisors are available to assist with questions regarding tuition charges, fees, payments, credit balances and student account inquiries. Onsite students can reach their Student Support Advisor by contacting their local Student Central office. Online students can reach their Student Support Advisor at (877) 496-9050.

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

STUDENT ACCOUNT INFORMATION

- All enrolled students' financial records are maintained in the Student Central Office. Students can obtain information on their student accounts from their Student Support Advisor.
- Financial aid funds are disbursed to students' accounts when all required documents needed to finalize the awards are received. In general, disbursements occur Monday through Friday each week. Disbursements occur throughout the session, generally beginning on Saturday of Week 1 of classes or when tuition posts to a student's account, whichever is later.
- Tuition payments can be mailed, or made via the online bill payment feature in the student portal, in person or over the phone through Student Central.
- Students unable to make their monthly tuition payment should contact their Student Support Advisor.
- Failure to make the monthly tuition payment on time may result in financial dismissal from the University or prevent the student from registering for subsequent semesters.
- For assistance with any required financial aid documentation, students should contact their Student Support Advisor.
- Withdrawal from the University:

FEDERAL RETURN OF FUNDS POLICY

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

Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

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

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

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

Graduate Students

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

FINANCIAL AID INFORMATION

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

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

LOCAL AND STATE GRANT PROGRAMS

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

NOTICE OF FINANCIAL AID ELIGIBILITY

Students who submit their completed FAFSA® are notified of their aid eligibility through the **My Financial Aid** link on the Student Portal (learn.devry.edu or learn.keller.edu). This link lists the program and amount of aid students can expect to receive according to their current enrollment status and earned credits. Through this web site, students are also advised of any further documentation or paperwork that may be needed to finalize their awards. Changes in enrollment (number of hours and/or terms of enrollment) directly affect aid eligibility. Students who wish to discuss the financial impact of changes in their enrollment should see their Student Support Advisor.

VETERANS EDUCATIONAL BENEFITS

Students who are veterans of the armed forces and who qualify may apply for veterans educational benefits. Students may also be eligible to receive benefits as dependents of deceased or disabled veterans. The veterans benefit coordinator helps students apply for these benefits. To identify the veterans benefit coordinator students should contact the Student Central office. Veterans' educational allowances are paid monthly and directly to eligible students with the exception of Chapter 33 tuition benefits. For Chapter 33 benefits, funding for tuition and fees is sent directly to the University from the U.S. Department of Veterans Affairs. If eligible for Chapter 33 housing and book stipends, the U.S. Department of Veterans Affairs will send those funds to the student.

Eligibility for all Veterans' educational benefits is determined by the U.S. Department of Veterans Affairs. The state approving agency approves the local DeVry University site(s) for Veterans' educational benefits administration. Educational programs that are not approved by the state approving agency cannot administer veteran benefits to the U.S. Department of Veterans Affairs. Students are required to meet minimum CGPA increments based on the number of credit hours attempted. If at the end of a semester the CGPA is less than the required progress increment, the student is placed on financial aid warning (academic warning). Students on financial aid warning (academic warning) are eligible to receive VA benefits for their financial aid warning (academic warning) semester. If at the end of the financial aid warning (academic warning) semester the student does not return to good standing, the student will be dismissed. Students who are dismissed may appeal the dismissal. Students who do not successfully appeal the dismissal will have their veterans benefit enrollment certification eliminated for unsatisfactory progress. The VA will be notified of the dismissal. If the appeal is successful, students may continue on financial aid probation (academic probation) for another semester and remain eligible for veteran's benefits during that financial aid probation (academic probation) semester.

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

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

MILITARY STUDENT EDUCATIONAL BENEFITS

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

STUDENT ORGANIZATIONS

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

Extracurricular activities and events that correspond with the academic mission and provide student leadership opportunities promote holistic student development.

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

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

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

STUDENT PORTAL

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

Features include access to:

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

STUDENT SERVICES

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

STUDENT SOFTWARE

Student Software Options

In order to support student home use of the software taught in the undergraduate and graduate curricula, DeVry University provides the following options for accessing software from personal computers or laptops. When accessing this software, students are expected to review the respective terms of service/use for the software to learn what acceptable use is, and to adhere to those terms. Students are also expected to review and adhere to the terms of service for www.devry.edu and learn.devry.edu

Virtual Labs

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

Additional information on accessing and using DeVry University's Virtual Labs is available in the Course Resources section in your course.

Students needing additional assistance or help logging in should contact the IT Service Desk at 877-306-4283

Microsoft Imagine Premium (Previously known as DreamSpark)

Students may be eligible for software through DeVry University's membership in the Microsoft Imagine program. Student software is available only when classes are in session.

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

Student Software Store

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

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

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

TUTORING SERVICES

ON-DEMAND, ONLINE

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

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

STATE ADDENDUMS

CALIFORNIA

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

[California Addendum](#)

ILLINOIS

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

[Illinois Addendum](#)

NEW YORK

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

[New York Addendum](#)

[Student Bill of Rights](#)

[Student Response Card](#)

DEVRY LOCATIONS & CONTACTS

ARIZONA

GLENDALE

6751 N. Sunset Blvd., Ste. 330, Glendale, AZ 85305
623.872.3240

Conduct Administrator: Rick Bird
Complaint Administrator: Erin Woods

MESA

1201 S. Alma School Rd., Ste. 5450, Mesa, AZ 8521
480.827.1511

Conduct Administrator: Rick Bird
Complaint Administrator: Erin Woods

PHOENIX

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

Conduct Administrator: Rick Bird
Complaint Administrator: Erin Woods

CALIFORNIA

COLTON

1090 E. Washington St., Ste. H, Colton, CA 92324
909.514.1808

Conduct Administrator: Michael Milford
Complaint Administrator: Laura Knapp

FOLSOM

950 Iron Point Rd., Folsom, CA 95630
855.577.1494

Conduct Administrator: Bob Biswas
Complaint Administrator: Emily McShane

FRESNO

7575 N. Fresno St., Fresno, CA 93720
559.439.8595

Conduct Administrator: Sharon Starcher
Complaint Administrator: Julian Lozano

LONG BEACH

3880 Kilroy Airport Way, Long Beach, CA 90806
562.427.0861

Conduct Administrator: James Powell
Complaint Administrator: Laura Knapp

NEWARK

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

Conduct Administrator: Mostafa Mortezaie
Complaint Administrator: Dina Soliman

ONTARIO

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

Conduct Administrator: Michael Milford
Complaint Administrator: Laura Knapp

SAN DIEGO

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

Conduct Administrator: Paula Herring
Complaint Administrator: Dina Soliman

SAN JOSE

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

Conduct Administrator: Paul Kohara
Complaint Administrator: Mike Park

A limited number of courses may also be offered at the Twentynine Palms Marine Air Ground Task Force Training Center, 1530 6th St., Twentynine Palms, CA 92278.

SHERMAN OAKS

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

Conduct Administrator: Robert Ramirez
Complaint Administrator: Keana Jarvis

COLORADO

WESTMINSTER

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

Conduct Administrator: Louis Freese
Complaint Administrator: Nate Thomas

FLORIDA

JACKSONVILLE

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

Conduct Administrator: Wayne Morgan
Complaint Administrator: Charles Harbin

MIRAMAR

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

Conduct Administrator: Wayne Morgan
Complaint Administrator: Jacqueline Christophe-Hayot

ORLANDO

7352 Greenbriar Pkwy., Orlando, FL 32819
407.345.2800

Conduct Administrator: Jacqueline Saldana
Complaint Administrator: Abel Okagbare

GEORGIA

ALPHARETTA

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

Conduct Administrator: Hank Jordon
Complaint Administrator: Teresa Page

ATLANTA COBB/GALLERIA

100 Galleria Pkwy. SE, Ste. 100, Atlanta, GA 30339
770.916.3704

Conduct Administrator: Hank Jordan
Complaint Administrator: Dawn Moore

DECATUR

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

Conduct Administrator: Claude Oakley
Complaint Administrator: Ryan Fuller/Michelle Hooper

DULUTH/GWINETT

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

Conduct Administrator: Hank Jordan
Complaint Administrator: Teresa Page

HENRY COUNTY / STOCKBRIDGE

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

Conduct Administrator: Hank Jordan
Complaint Administrator: Dawn Moore

ILLINOIS

ADDISON

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

Conduct Administrator: Bright Justus
Complaint Administrator: Mary Wahlbeck

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

CHICAGO

3300 N. Campbell Ave., Chicago, IL 60618
773.929.8500

Conduct Administrator: Nick Powers
Complaint Administrator: Ruth Pineda

CHICAGO LOOP

225 W. Washington St., Ste. 100, Chicago, IL 60606
312.372.4900

Conduct Administrator: Natalie Waksman
Complaint Administrator: Ruth Pineda

GURNEE

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

Conduct Administrator: Jim Karagiannes

Complaint Administrator: Lewis Zanon

NAPERVILLE

2056 Westings Ave., Ste. 40, Naperville, IL 60563
630.428.9086

Conduct Administrator: Mike Komos

Complaint Administrator: Mary Wahlbeck

TINLEY PARK

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

Conduct Administrator: Bert Lindstrom

Complaint Administrator: Brandon Diedrich

INDIANA

MERRILLVILLE

8488 Georgia Street, Merrillville, IN 46410
219.736.7440

Conduct Administrator: Bert Lindstrom

Complaint Administrator: Brandon Diedrich

MISSOURI

KANSAS CITY

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

Conduct Administrator: Ellen Jones

Complaint Administrator: Rohn Benbrook

DeVry's Kansas City campus is located south of downtown Kansas City and offers nine spacious standard and computer classrooms; electronics and network labs; a comfortable learning commons area for study and tutoring; and a vending area. The campus serves undergraduate and graduate students seeking degree and certificate credentials.

NEVADA

HENDERSON

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

Conduct Administrator: Rick Bird

Complaint Administrator: Wendell Myers

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

NEW JERSEY

NORTH BRUNSWICK

630 U.S. Hwy. One, North Brunswick, NJ 08902
732.729.3960

Conduct Administrator: Moustafa Ahmed

Complaint Administrator: Chad Maldonado

PARAMUS

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

Conduct Administrator: Moustafa Ahmed

Complaint Administrator: Chad Maldonado

NEW YORK

BROOKLYN EXTENSION

195 Montague St, 12th Fl
Brooklyn, NY 11201
212-312-4400

Conduct Administrator: Ewa Schmitz

Complaint Administrator: Phil Balsamo

MIDTOWN MANHATTAN

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

Conduct Administrator: Ewa Schmitz

Complaint Administrator: Danielle Calcado

QUEENS

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

Conduct Administrator: Ewa Schmitz

Complaint Administrator: Phil Balsamo

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

NORTH CAROLINA

CHARLOTTE

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

Conduct Administrator: Brent Ward

Complaint Administrator: Regina Campbell

RALEIGH

555 Fayetteville Street, Ste. 300, Raleigh, NC 27601
919.463.1380

Conduct Administrator: Brent Ward

Complaint Administrator: Regina Campbell

OHIO

CINCINNATI

8800 Governors Hill Dr., Ste. 100, Cincinnati, OH 45249
513.583.5000

Conduct Administrator: Mike Stamos

Complaint Administrator: Jeunet Davenport

COLUMBUS

1350 Alum Creek Dr., Columbus, OH 43209
614.253.1525

Conduct Administrator: Mike Stamos

Complaint Administrator: Lauren Murray

SEVEN HILLS

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

Conduct Administrator: Mike Stamos

Complaint Administrator: Caroline LeBel-Smith

PENNSYLVANIA

FT. WASHINGTON

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

Conduct Administrator: Jon Agresta

Complaint Administrator: Waleed Yousef

PHILADELPHIA

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

Conduct Administrator: Jon Agresta

Complaint Administrator: Waleed Yousef

TENNESSEE

NASHVILLE

3343 Perimeter Hill Dr., Ste. 200, Nashville, TN 37211
615.445.3456

Conduct Administrator: LaTonya Hughes

Complaint Administrator: Tonia McDermott

TEXAS

AUSTIN

11044 Research Blvd., Ste. B-100, Austin, TX 78759
512.231.2500

Conduct Administrator: Angela Garrett

Complaint Administrator: Ana Lopez Ward

IRVING

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

Conduct Administrator: LaTonya Hughes

Complaint Administrator: Christopher Myrben

SAN ANTONIO

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

Conduct Administrator: Angela Garrett

Complaint Administrator: Ana Lopez Ward

VIRGINIA

ARLINGTON

2450 Crystal Dr., Arlington, VA 22202
703.414.4000

Conduct Administrator: Regina Campbell

Complaint Administrator: Regina Campbell

SOUTH HAMPTON ROADS

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

Conduct Administrator: Andrew McLeod

Complaint Administrator: Christine Ettehad

ONLINE

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