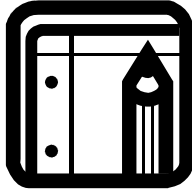


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Dear New Student:

On behalf of our DeVry University community of faculty, staff and students, we are pleased to welcome you to our college.

We know that you want to be a success; likewise, we want you to be successful. If you are like most of our students, you probably have a busy schedule that combines your classes, work and family obligations. Naturally, you are interested in balancing these things and being a successful student. Our most successful students share a common set of habits. These habits include regular attendance at all classes, completing homework and laboratory work on time, studying for examinations, and getting help when they need it. That's right! Even top students encounter problems, and they are successful because they seek help when they need it! The office of Student Services is a good starting point in obtaining information on where to get help or assistance.

This handbook should be kept handy. We would recommend at least a quick reading and general familiarization with its different sections; then, when specific needs arise, you will be able to reference appropriate detailed information.

Several famous people have said in different ways, that education is the best investment that a person can make for himself or herself. Now, if you apply yourself and take advantage of this outstanding educational opportunity, success will be yours!

With sincere best wishes for your success at DeVry University.

Sincerely,

DeVry University Colorado Metro Management Team

MISSION STATEMENT

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

PHILOSOPHY OF GENERAL EDUCATION

General education is an integral part of the DeVry curriculum, and yet it addresses distinct purposes and objectives. General education offerings provide students opportunities to explore fields of knowledge and common human experiences. A coherent sequence of general education courses helps students acquire the skills to think independently and evaluatively, to express ideas clearly, to make ethical, informed decisions and to respect divergent perspectives. General education courses help students discover how to learn.

Consisting of humanities, sciences, communications and personal development courses, general education at DeVry offers contexts for students to connect how we live and think to the technologies and cultures we create. Complementing the study of business and technology, general education develops the “whole” individual. Fundamental to all general education courses is the belief that learning to ask the right questions and listening with an open mind leads to thoughtful actions and shared understanding.

The following competencies and attributes are the desired outcomes of general education at DeVry.

Self-Awareness: Students will be able to reflect on their learning to gain insight into individual purposes, motives, abilities and priorities.

Curiosity: Students will be able to demonstrate a willingness to expand professional and civic interests.

Aesthetic Sense: Students will be able to assimilate artistic awareness into various aspects of professional and public life.

Ethical Judgment: Students will be able to integrate the ethical dimension into professional and public decision-making.

Social Responsibility: Students will be able to contribute to the community as willing and informed citizens and members of the work force.

Respect for Diversity: Students will be able to exhibit respect for different and dissenting viewpoints.

Critical Thinking: Students will be able to analyze complex information, create alternative solution models and scrutinize messages for sense and clarity.

Oral and Written Communication: Students will be able to convey information and ideas effectively to an intended audience.

Group and Interpersonal Effectiveness: Students will be able to identify and respond to differences in human behavior by exhibiting flexibility as leaders or members of a team.

Accessing Information: Students will be able to utilize research strategies necessary to access information in both traditional and contemporary media.

Quantitative Reasoning: Students will be able to reason logically and solve problems using appropriate computational techniques.



ACADEMIC CALENDAR 2006-2007

2006 SPRING SEMESTER: March 6 - June 25, 2006

Session A Starts	March 6
Spring Semester Starts	March 13
Good Friday—Spring Holiday*	April 14
Session B Starts	May 1
Memorial Day*	May 29
Spring Semester Ends	June 25

2006 SUMMER SEMESTER: July 10 - October 29, 2006

Session A Starts	July 10
Summer Semester Starts	July 17
Session B Starts—Labor Day*	September 4
Summer Semester Ends	October 29

2006 FALL SEMESTER: October 30 - March 4, 2007

Session A Starts	October 30
Fall Session Starts	November 6
Thanksgiving Break*	November 23 & 24
Winter Break*	December 25- January 7
Session B Starts	January 8
Martin Luther King Jr. Day*	January 15
Fall Semester Ends	March 4

2007 SPRING SEMESTER: March 5 - June 24, 2007

Session A Starts	March 5
Spring Semester Starts	March 12
Good Friday—Spring Holiday*	April 6
Session B Starts	April 30
Memorial Day*	May 28
Spring Semester Ends	June 24

2007 SUMMER SEMESTER : July 9—October 28, 2007

Session A Starts	July 9
Summer Semester Starts	July 16
Session B Starts—Labor Day*	September 3
Summer Semester Ends	October 28

*** HOLIDAYS – Campus Closed**

**If you have a question about...
See this Department !**

Academic Advising.....	Academic Advisor, Academics
Academic History/Information.....	Degree Navigator
Academic Dismissal Appeals.....	Academic Advisor
Attendance Appeals.....	Attendance Coordinator
Academics Records.....	Registrar
Account Information.....	Student Finance
Add/Drop a Course.....	Academic Advisor, Academics
Address/Name Change.....	OSS/Registrar
Alumni Information.....	Career Services
Attendance Information.....	Attendance Coordinator
Billing Information (Educard)	Student Finance
Bulletin Board posting approval.....	Student Services
Bus Schedules.....	Student Services
Carpool Information.....	Student Services
Catalog.....	Admissions
Copy machine/Printer.....	Library
Counseling—Referrals.....	Student Services
Disabilities- Accommodation and Info.....	Student Services
Educard Issues.....	Student Finance
Email/Internet Access issues.....	IT Help Desk
Emergency Message.....	Student Services
Employer Tuition Disbursement.....	Student Finance
Employment/Career Information.....	Career Services
Federal Work Study.....	Student Finance
Financial Assistance.....	Student Finance
First Aid.....	Student Services
GI Bill/Veteran’s Affairs benefits.....	Registrar

Grade Appeals.....	Program Dean
Grades.....	OSS/Degree Navigator/Registrar
Graduate Employment Info.....	Career Services
Graduation Information.....	Academic Administrative Assistant (COS see Registrar)
Guest Passes	Student Services
Health Insurance	Student Services
Housing Information/Issues.....	Student Services
Job Search.....	Career Services
International Student Information.....	Student Services
Interrupting from School for a Semester.....	Student Services
Lab Equipment.....	IT Help Desk
Login/Network access issues.....	IT Help Desk
Lost and Found.....	Facilities
Medical Directory/Info.....	Student Services
Parking Permits.....	Student Services
Proficiency Exams.....	Testing and Tutoring Center (COS see Registrar)
Registration for Continuing Students.....	Academic Advisor/OSS
Return to DeVry.....	Returning/Transfer Student Coordinator, Student Services
Schedule Viewing.....	OSS
Scholarship Information.....	Student Finance/Library
Student Activities.....	Student Services/SAA
Student ID.....	Academics/Academic Advisor
Transcript.....	Transcript Coordinator, Registrar
Transcript Evaluation.....	Transcript Coordinator, Registrar
Transfer to Another DeVry.....	Returning/Transfer Student Coordinator, Student Services
Transfer to Another School.....	Registrar
Tutoring.....	Testing and Tutoring Center (COS see Registrar)

Vehicle Assistance.....Facilities
Vending Machine Refunds.....Facilities
Verification of Enrollment.....Registrar
Veteran’s Assistance.....Registrar
Vocational Rehab Benefits.....Student Finance
Withdrawal from DeVryReturning/Transfer Coordinator,
Student Services
Work Study Job Postings.....Career Services



Emergency Response Procedures

In case of a *fire*:



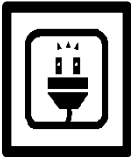
Activate the nearest fire alarm pull station; evacuate the building according to the procedures that follow this section.

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



You will be notified to take cover in a designated area. Stay away from any exterior glass windows.

In the event of a *power failure*:



If you are in a classroom, remain seated until instructed to do otherwise. You will be notified to evacuate the building if it becomes necessary to do so. If an emergency arises during the power failure, report the emergency to faculty or staff.

In the event of a *health emergency*:



If it is a life-threatening situation, dial “911” immediately, then notify faculty or staff.

DeVry Colorado has a number of staff certified in CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator). There is an AED machine at Westminster, Denver and Colorado Springs and through this new technology we are now able to render immediate aid for a potential life-threatening situation.

EVACUATION PROCEDURES

- When the building alarm sounds, you should immediately evacuate the building by going to the nearest exit.
- Faculty will direct students to the nearest exit out of a classroom or lab.
- DO NOT USE elevators (Denver campus only) in any emergency requiring general evacuation.

General College Policies

In addition to the Student Code of Conduct and resume/transfer policies, DeVry University Colorado has established a catalog of policies and procedures to ensure that order and consistency are maintained and that the rights of students are protected. Each student is expected to become familiar with and follow the policies and procedures described below. All questions regarding these policies and procedures should be directed to the Dean of Student Affairs/designee.

VISITORS

Throughout the year, DeVry University is host to many organizations, community activities, recruiters and guest speakers. Many visitors come here to view our classes and buildings. As representatives of the DeVry community, students are expected to greet visitors in a helpful, courteous and pleasant manner.

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

Campus visitors are not permitted to use our lab equipment or computers under any circumstances. Finally, visitors are permitted to be on campus for a maximum timeframe of two (2) hours unless otherwise approved by the Dean of Student Affairs.

Before bringing a visitor on campus, you must do the following:

- 1) Obtain a Visitor Request Form from the Information Booth or Student Services.
- 2) Complete the Visitor Request Form and get signature approval from the instructor and Academic Dean if the visitor will be visiting a classroom or lab. In all other cases, signature approval must be obtained from the Dean of Student Affairs or his/her designee.
- 3) Return approved form to Student Services for processing.
- 4) On the day of the visit, check in at the Information Booth (if closed, see Student Services). Visitors will need to sign a release form and will pick up a campus pass.
- 5) The campus pass must be returned to the Information Booth (or Student Services) when the visitor exits the premises for the day.

CHILDREN ON CAMPUS

To protect children from possible accidents or harm, and to minimize disruptions to the educational environment, DeVry University does not allow children in the classrooms, laboratories, Academic Support Center, or Library under any circumstance. All children under the age of seventeen must be under the constant supervision of a parent/guardian responsible for the child while on campus and are permitted on campus per these guidelines for a maximum timeframe of one hour unless otherwise approved by the Dean of Student Affairs. If a child is disruptive while under supervision, the administrator may ask the parent to remove the child from the building. Children who are not at school due to illness, school closings or any other reasons, may not be brought to campus. Failure to comply with this policy will result in disciplinary action. Any student(s) found in violation of this policy should be sent directly to Student Services.

If a student is in need of childcare, a list of referrals is available in Student Services.

CAMPUS SAFETY AND SECURITY

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of DeVry University, it is each individual's responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official. Should an individual become a witness to or victim of a crime, he or she should immediately report the incident to local law enforcement and:

1. The Dean of Student Affairs/designee
2. Director of Administration
3. The Collegiate Housing Representative/Housing Advisor and the apartment manager if the incident takes place in student plan housing.

Anyone reporting an incident will be asked to provide the following information:

- a. Description of the incident.
- b. Date, time and location of the incident.
- c. Description of the persons or vehicles involved in the incident.
- d. Who else was notified about this incident?

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

FIRST AID KITS

First Aid kits may be found in Student Services, Career Services, Facilities (Denver/Westminster), or with the Receptionist (Colorado Springs). DeVry Colorado has a number of staff certified in CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator). There is an AED machine at Westminster, Denver and Colorado Springs and through this new technology we are now able to render immediate aid for a potential life-threatening situation.

HAZING POLICY

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

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

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

FOOD AND DRINK POLICY

Food and drink are not allowed in the classrooms, labs, or corridors at any time. Food and drink should be confined to the Student Commons/snack area.

SMOKING POLICY

DeVry University Colorado promotes a smoke-free and healthy environment. Smoking is NOT permitted anywhere in the building. The designated smoking areas are the west patio for the WES Campus and outside the west doors across the main sidewalk for the COS Center. All cigarette butts must be disposed of in the proper receptacle. Any student that does not adhere to the smoking policy may be subject to fines and/or disciplinary action.

DRESS AND PERSONAL HYGIENE CODE

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

1. Shirts and shoes are required at all times.
2. Apparel should not be so revealing so as to cause disruption of normal school and classroom operations.
3. Both the individual and his or her clothes should be clean, so as not to offend others.
4. Clothes should not obtain obscene graphics or wording as to offend others or incite violence.

5. No bathrobes, pajamas, or other such attire is allowed in the classroom.
6. Costumes are not allowed in the classroom.

Students working on campus must adhere to the dress code outlined in the Student Employee Handbook.

DELINQUENT STUDENT POLICY

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

THE DEVRY UNIVERSITY TRADEMARK

DeVry is a registered trademark of DeVry University. Students or student organizations wishing to use the mark of DeVry University on any materials must request permission to do so. Permission to use the DeVry University name must be granted by the Dean of Student Affairs prior to its utilization.

DISSENT AND DEMONSTRATION

Free discussion and inquiry are essential to any academic community. Demonstration and dissent in many parts of the country have often been highly disruptive if not destructive. Such demonstrations too often deny the free interchange of ideas as well as prevent the academic community from performing its function.

In order to express the position of DeVry University in the manner of dissent and demonstration in the academic community, the following are given:

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

SOLICITATION

Solicitation is illegal on the grounds of DeVry University. Individuals who encounter soliciting should report it to the Dean of Student Affairs or the Director of Administration. If a recognized DeVry University organization wishes to raise funds, they must submit all requests through the Student Services Office for routing. Permission must be obtained from the President or Campus Dean/Designee prior to soliciting.

STUDENT IDENTIFICATION

Student ID cards contain the student's photograph and signature and must be carried at all times. Cards are issued during the registration process and must be validated each semester in the Academic Advising Center. Students are required to show their student ID upon request to University officials; failure to do so may result in disciplinary action. The condition and retention of the card is the student's responsibility. The student is responsible for all lab materials and library books taken out on the ID Card. This is true even if the card is lost, stolen, borrowed or loaned to another student. Any defacing of the card shall invalidate it as a means of identification. In the event of invalidation or loss, an additional card can be secured with proof of age, identity and payment of a \$10.00 replacement fee. Students transferring from another DeVry University will be issued a local ID card when they present the ID card from the previous school.

AMERICANS WITH DISABILITIES ACT

It is DeVry University's policy to comply with Section 504 of the Rehabilitation Act of 1973, which governs special accommodation for the physically challenged. DeVry University does not discriminate on the basis of disability. Any current or prospective student who wishes to receive accommodations must submit a request with authorized documentation to the Dean of Student Affairs/designee.

DeVry's Policy for Responsible Computing

Policy Coverage

DeVry University must maintain technological means for communicating, handling, storing and transmitting data, information and messages. This can be accomplished by the use of telephones, facsimile machines, email, computer hardware and software, Internet access or other means. These information facilities are vital to both DeVry's corporate and educational activities. This policy covers use of information facilities by all users at all locations, whether by students, staff or faculty and whether on DeVry premises or operating remotely.

Protection of Assets

Information facilities are valuable assets of DeVry and must be preserved and protected. Users are not to abuse the information facilities or allow them to be damaged by negligence. Malfunctioning or nonfunctioning information facilities should be promptly reported to the appropriate DeVry support personnel. No software is to be loaded on DeVry computers without the approval of the IT department. No software is to be used without a valid license and users must comply with all terms and provisions of the licenses.

Access and Use

Because information facilities are corporate assets, they are to be used for corporate and educational purposes and not for personal reasons. DeVry does not guarantee that information facilities will always be available or functioning. Access to information facilities may be limited or denied by DeVry at its discretion.

Any use of the information facilities must be consistent with DeVry's goals, purposes and objectives. Any unlawful, malicious, disruptive or otherwise improper use of the information facilities is prohibited. DeVry reserves the right to block access to any information, whether in the form of text, video or audio, which is considered inconsistent with DeVry's objectives and to take appropriate disciplinary action against any user who violates this policy. However, users are cautioned that DeVry cannot, in every instance, prevent users from coming into contact with objectionable information.

No Privacy Rights

Since the information facilities are DeVry's assets, individual users will have no privacy rights to information accessed, stored or transmitted by these facilities. DeVry reserves the right to monitor and review all information accessed, stored, created or transmitted by DeVry's information facilities. The decision to monitor the content of communications will be based on furthering DeVry's business interests and the objectives of this policy. The results of such monitoring will be confidential information of DeVry.

Security and Copyright

Also, users are cautioned that unauthorized access to information cannot be prevented in every instance. Users are advised to take appropriate precautions when handling confidential or proprietary information. All users must comply with security procedures instituted by the DeVry to protect its information. Users are also cautioned that copyright and similar laws can restrict the reproduction, transmission and use of information by electronic means. Such laws can carry serious penalties and users should take requisite care when handling information not authored by them.

Backup of Personal Local Data

Users are responsible for backing up their own local data. The University backs up shared data according to standard industry practice, but makes no guarantee of the ability to restore personal or locally stored data that may have been lost or damaged.

Reproduction of Software

Reproduction of software in violation of DeVry University's license agreement with the software owner, or

applicable copyright laws, is prohibited (and in violation of certain laws). Students who make, acquire or use unauthorized software copies will be disciplined according to University policy and procedures. If students have any questions regarding this issue, they should contact their Academic Dean or the Dean of Student Affairs (or designee).

Tampering with DeVry University Computer and Network Systems

The unauthorized entry into or intent to enter any DeVry University corporate, administrative, or academic computer system or related network by a student is strictly prohibited. Students who make or attempt any unauthorized entry, for any reason, into any DeVry University corporate, administrative, or academic computer system or related network will be subject to potentially severe disciplinary actions under the DeVry University Code of Conduct in addition to any civil and/or criminal prosecution and penalties that may apply.

The Use of Personal Laptops on DeVry Networks

All personal laptops must be registered before they are used on any DeVry University network. Registration forms are available at the IT Help Desk. Turn-around time is usually 24 hours. Personal laptops used on DeVry University networks are subject to all DeVry University computer and network policies.

The user is personally responsible for configuring his/her computer network card before attaching to a DeVry University network. Instructions and information will be provided to the user by the IT department at the time of registration.

The user assumes full responsibility for the safe-keeping of his/her laptop computer and all related components, software, peripherals, attachments and accessories while on DeVry University premises. The user also assumes full responsibility for his/her laptop (or other technology device) whether used locally or remotely related to any damage (e.g. to hardware, software, or related to virus infections, unwanted software programs) that may occur while connected to any DeVry network.

Computer Viruses and any Related Unauthorized Programs

For the purpose of this policy, a computer virus or related unauthorized program is defined as any program (software) which causes or influences either hardware or software to operate in a manner contrary to the intentions of DeVry University. Such a computer virus or related unauthorized program may be intentionally or inadvertently introduced into a system component and then either remain localized or self-replicate to other systems.

The intentional or conscious introduction, reproduction or promulgation of any computer virus or any related unauthorized program is strictly prohibited (and a violation of various laws). Any student who knowingly utilizes DeVry University hardware or software in connection with a computer virus or any related unauthorized program will be subject to disciplinary sanctions under the DeVry University Student Code of Conduct, in addition to applicable civil or criminal penalty.

The unintentional or unknown introduction or transmission of a computer virus or any related unauthorized program because of careless or unauthorized use of software on DeVry University hardware, may result in a school disciplinary sanction under the DeVry University Code of Conduct. DeVry University reserves the right to analyze all student software against diagnostic "checker" programs to determine if the software contains any viruses, bugs or any unauthorized code.

The IT department recommends the following steps be taken by students to limit the possibility of unintentionally obtaining corrupt, dangerous, or unauthorized software:

- Do not bring public domain software (i.e., bulletin board programs, etc.) into the University for use on any school computer system.
- Do not exchange software (copies, etc.) with other students.
- Always keep back-ups of software and other data that you wish to protect.

Student Clubs/Organizations and Related Technology on DeVry Premises

Clubs or student organizations that utilize their own computers, technology and equipment, must adhere to the following:

- Equipment used by clubs may only be connected to DeVry network facilities upon approval from the IT department. IT will also specify where the equipment will be located.
- All technical detail and specifications pertaining to equipment and technology used by a club at DeVry premises or connected remotely to DeVry facilities must be approved in advance by the IT department.
- Clubs must enable the IT department to have access to all supervisory/administrative/security functions of equipment and technology (including root name and passwords).
- Clubs will be solely responsible for all equipment maintenance and security



Academics

The Academics Department handles procedures and policies related to students' academic progress, registration, records, advising, tutoring and graduation.

ACADEMIC ADVISING

Every student will, at some time, have questions about his or her education. When a student needs an explanation or advice about his or her academic requirements, there is always someone who can help. The Academic Advisors, as well as the Faculty, Associate Deans and Academic Deans, provide advice to students experiencing academic difficulty or having personal concerns that interfere with their academic success.

TUTORING

On campus and online tutoring are available to all students at no charge. Tutoring is provided by both faculty and CRLA trained tutors under supervision of the manager of the Academic Support Center. All students are encouraged to use this service as a preventative to academic struggle.

REGISTRAR SERVICES

The Registrar's Office processes requests for transcripts, loan deferments, letters of verification of enrollment, and tuition reduction forms (active military and family).

For the Westminster and Denver South campuses, all requests for copies of an academic transcript must be submitted in writing and addressed to:

Westminster Campus

DeVry University, Registrar's Office
1870 W. 122nd Avenue, Westminster, CO, 80234
or fax to: (303) 280-7497

Colorado Springs Center

DeVry University, Registrar's Office,
1175 Kelly Johnson Blvd., Colorado Springs, CO, 80920

Requests should include the student's full name, social security number, current mailing address and telephone number. Each copy is \$5.00, payable by cash, check, credit card or money order. Official transcripts will not be issued if a student is delinquent in payments to the school. Allow 5 business days to process.

The Registrar's Office prepares letters verifying enrollment. These verification letters may be used for loan deferments and "good student" auto insurance discounts, among others. Allow 5 days for preparation.

Important: Students must report a change in address, telephone or email address by either using the Student Self Service on their DeVry portal or by reporting the change immediately to the Registrar's Office as well as to the Student Finance Office. Updated contact information ensures that DeVry can efficiently communicate necessary information to students.

VETERAN'S INFORMATION

DeVry University is approved by the State Approval Agency for Veteran's Benefits. Monthly educational allowances are paid by the Veteran's Administration (VA) directly to the veteran students or other eligible persons to help defray the costs of tuition and living expenses. The VA determines eligibility, but all proper documents must be filed with the VA Certifying Official at the campus in order to be processed. Please contact the Registrar's Office or Student Finance Office for additional information.

CONTINUING STUDENT REGISTRATION

Continuing students register prior to the start of every term. Instructions and other materials are made available prior to the registration period. Requests for class section changes and transfer credits must be submitted to the academic department during late-registration. *A fee of \$50 will be assessed to any student who does not register by the end of the designated registration period.* Registration deadlines are clearly posted.

PROGRAM CHANGES

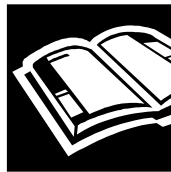
Program changes should be considered very seriously before a request is made. When a student is ready to make a program change, he or she should consult with the appropriate Academic Advisor.

LIBRARY

The library offers research assistance and access to electronic resources as well as books, periodicals and DVD's. Students can login to databases and retrieve full-text journal and newspaper articles, images, and other types of information to support academic research. The Library also provides the ideal environment for individual study.

The library collection contains technical books, business books, periodicals, audiovisuals, and a variety of reference resources to support classroom and laboratory learning. The library also has 18 computers with Internet access and three private study rooms for individual or group study. Interlibrary loan services and links with regional library networks expand the ranges of resources available. All DeVry University students have access to the services offered by the Library.

A scholarship center is located in the library of the Westminster Campus for students to have easy access to a wide range of scholarship information. The center offers a large selection of books focusing on different types of scholarships available for Asian Americans, Women, Hispanic Americans, etc. Telephone numbers, e-mail addresses, and websites, along with complete contact information to apply for a scholarship or grant are also available.



Academic Policies & Procedures

eBOOKS

The trend in various arenas including education, the publishing industry and the military, among others, is moving toward a digital content delivery format. Consequently, DeVry University uses eBooks for all online classes in order to: avoid the cost and delay of shipping for students located all over the world; ease the customizing and updating of materials; and potentially reduce costs for students. eBooks also offer new capabilities, such as searching, linking to outside resources, and providing animations and simulations, all of which enhance the student learning experience.

An eBook is an Adobe Portable Document File (PDF) that contains an electronic copy of a chapter from a printed textbook and can easily be accessed while logged in to the online class. The \$80 charge per book is automatically charged to students' billing statements. While students may choose to buy the physical book as well for an additional cost, they are not required to do so, as the eBook is the only required text for the class.

For problems with an eBook contact the On-line Help Desk at helpdesk@devryonline.net or 1-800-594-2402.

For errors in the automatic billing, contact the Financial Aid Department at 303-280-7525.
For any other questions about eBooks, contact Student Services at 303-280-7573.

TRANSFER CREDITS

Courses for ACCSCT- and ACICS-accredited colleges will be transferred only when completed as part of a DeVry-compatible degree. If the student has already taken such courses, the student must ask that college to send an official transcript to DeVry University and have it evaluated before the student registers.

To be eligible for transfer credits, the course taken must meet the following criteria:

- The credit hours must be equal to or greater than the number of DeVry credit hours in the course for which credit is sought.
- The course content must be substantially similar to the DeVry University course.
- The course must have been completed with a grade of "C" or better.

Any student transferring credits to satisfy course work needed for graduation from DeVry University must have those credits transferred prior to the beginning of that student's last semester at DeVry. Transfer credits will not be accepted after the beginning of the student's last term.

A student planning to take courses at another college should petition the Academic Department for pre-approval of transfer credit. The student must use the pre-approval process to ensure that the courses he or she is planning to take will transfer to DeVry University.

PROFICIENCY TESTS

It is our goal to offer a proficiency exam for all classes taught on campus except for English135, Humanities432, and Senior Project. While not all exams are guaranteed to be currently available, if you have sufficient knowledge in a particular subject area, testing out of the course may be an option. The following guidelines apply:

- A student may not test out of a class if they have previously attempted either the course or the test-out at DeVry.
- Proficiency applications are available at the testing center office in the Academic Support Center. Signature of approval from the Program Dean is required for all but the COMP100 test-out.
- The fee for all test-outs except COMP100 is \$5 per course credit hour. The COMP100 test is free.
- Proficiency credit requires a minimum test score of 80%.
- Test-outs must be taken and graded before the end of the first week of actually sitting in the class. In other words, a student cannot take a test-out after sitting a second week in class. Allow up to 3 business days for grading.

DROP/ADD PROCEDURES

A student may add a standard 15-week course to his or her class schedule prior to the first class meeting of the second week of the term only. A student may add an accelerated/compressed course only if the course has not yet met.

A student may drop a standard 15-week course up until the first class meeting of the third week of the term only. A student may drop an accelerated Session A class only prior to the second class meeting of the second week of the session. A continuing student may drop an accelerated B/compressed course only prior to the first class meeting. New students starting in Session B may drop an accelerated/compressed course prior to the second class meeting of the second week of the session. (Successfully dropped courses do not appear on the student's transcript.) After drop period, a student who wishes to stop attending a class should initiate a course withdrawal (see below). All course drops and withdrawals require the approval of the Academic Program Dean.

COURSE WITHDRAWAL

A student who wishes to withdraw from a course (but not all courses) after the deadline to drop (see above) must fill out the Course Withdrawal Form located in the Registrar's office, and submit it to the Academic Program Dean for approval. Withdrawal from a lecture course with a required lab constitutes withdrawal from both the lecture and the lab simultaneously.

The last date a student can withdraw from a standard 15-week class and receive a "W" instead of an "F" is Friday of week 11. Withdrawals during week 12 and later will result in a grade of "F." (Note: a student enrolled in an accelerated course may withdraw from the course and receive a "W" at any time prior to the course final examination.)

Faculty or staff, with the approval of the Academic Program Dean, may initiate a course withdrawal if the student has excessive or unapproved absences.

INTERRUPTION OF STUDIES (WITHDRAW FROM SCHOOL)

Interruption of studies includes withdrawing from all classes in the middle of a term, and taking a break before continuing into a future term. Although at DeVry taking a break from class is not recommended, we know that situations arise that sometimes necessitate withdrawal for a term. If a student chooses to take a break at the end of a term, he or she is still considered to be withdrawing and an official withdrawal procedure must be followed.

A student who wishes to withdraw from school should first discuss the options with his or her teacher, Program Dean, or Academic Advisor. If the student still chooses to interrupt studies, the student then meets with the Returning/Transfer Student Coordinator in Student Services and is given an exit worksheet to start the withdrawal process.

If the student is unable to come to the campus, the process should be initiated by phone as soon as possible, until the student is able to complete the process in person. The official withdrawal date is defined as the last date the student attended any class. If a student withdraws from all courses by Friday of Week 11, all grades will be "W's", and the standing will be Withdrawal. (For session-length classes the deadline to withdraw is Friday of Week 7). Students are charged a pro-rated weekly amount for all courses taken until withdrawing.

RETURNING STUDENT POLICY

A returning student is any student who has been out of school for at least one session. If a student wishes to start classes after a withdrawal and the time out of school is in the correct timeframe, he or she must see the Returning/Transfer Student Coordinator in Student Services. If a student has been out of school for more than one year and wants to resume studies, he or she will reenroll through Admissions, completing the application process a second time. During an appointment with the Returning/Transfer Student Coordinator, the student may apply to be readmitted into DeVry, meet with a student Finance Representative, and meet with the appropriate Academic Advisor to work on scheduling for the next term. Any student wishing to resume should notify the Returning/Transfer Student Coordinator as soon as possible to allow for processing of Financial Aid. A student is considered officially resumed when he or

she attends his or her first class. If the student does not attend, he or she returns to potential resume status and should contact the Returning/Transfer Student Coordinator to explain changes.

TRANSFER STUDENT POLICY

A student desiring to transfer from one DeVry University to another must file a request no later than Friday of the 10th week of the prior semester with the Returning/Transfer Student Coordinator at the University the student is currently attending. This does not pertain to students who transfer within the Colorado DeVry University system. Exceptions to the deadline will be made to those students with special circumstances. All grades and credits earned at one DeVry University will be transferable to the new University.

A student's financial obligation to the current DeVry University must be fulfilled before the transfer will be permitted. Fulfillment of financial obligations means that a student must be current on Educard payments and non-delinquent in any other University areas that assesses charges. Such transfers are granted at the conclusion of the term and at no other time. It will be necessary for the transferring student to sign a new enrollment agreement before the commencement of classes at the new University. A student on academic or disciplinary probation is eligible to transfer, but will continue on probation at the new school. A student who is not eligible to continue at his or her present University due to academic, financial or disciplinary suspension, will **not** be eligible for transfer.

GRADE POINT SYSTEM

The grade point average (GPA) is the measure of academic success. It is computed by dividing the total number of grade points earned by the number of credit hours for which grades of "A", "B", "C", "D", "F", or "I" are awarded. Grade points are calculated for each course by multiplying the course credit hours by the points corresponding to the grade earned in the course.

- An "A" is worth four points
- a "B" three
- a "C" two
- a "D" one
- and an "F" or an "I" zero points

Course withdrawals or audits (grades of W or V) do not count in determining the GPA.

The term GPA (TGPA) is for course work in a given semester only.

The cumulative GPA (CGPA) is the overall academic standing based on all grades and credit hours attempted. Grades are sent to each student's address at the end of each term. It is the student's responsibility to inform the Registrar of any address or telephone number changes.

ACADEMIC HONORS

Students with a term GPA of 4.0 for a minimum of two courses will be named to the Dean's List. A grade of "F", "I", or "U" in any term makes a student ineligible for honors that term.

An honors graduate from a baccalaureate program is eligible for the following recognition:

<u>TITLE</u>	<u>CGPA</u>
Cum Laude	3.50-3.69
Magna Cum Laude	3.70-3.89
Summa Cum Laude	3.90-4.00

An Associate Degree graduate with a CGPA of at least 3.50 will graduate with "Honors."

STANDARDS OF ACADEMIC PROGRESS

Academic standing is based on the GPA and the number of courses completed each semester. The most common categories are Good Standing, Withdrawal, Probation and Dismissal.

Good Standing - Good academic standing means that the CGPA is at least 2.00 and the student is completing courses quickly enough to graduate in the maximum time allowed for the major. The maximum time is 150% of the program length.

For full-time students, it is 7 terms for:

- Electronics and Computer Technology

- Computer Information Systems
 - Network Systems Administration
- 12 terms for:
- Business Administration
 - Technical Management
- 13 terms for:
- Computer Engineering Technology
 - Computer Information Systems
 - Electronics Engineering Technology
 - Network and Communications Management
 - Biomedical Informatics
 - Biomedical Engineering Technology

Probation - Probation is a warning to students that they have one semester to resolve their academic problems. Courses with an “F” should be repeated immediately to raise the GPA. The following are common situations that result in probation:

1. A Course Grade Point Average below 2.00 in any one term.
2. Withdrawing from school in two consecutive semesters.
3. Two consecutive terms with a TGPA below 2.00.
4. A combination of two consecutive terms; one term with a TGPA below 2.00 and the other with a withdrawal from school.
5. A withdrawal from school and a TGPA below 2.00 in the next term.

Dismissal - Students who have been dismissed once must appeal for permission to return to school. Students who have been dismissed twice must also appeal, but such appeals are not typically granted except in unusual circumstances. These are common situations that result in Dismissal:

1. A CGPA below 2.00 in two consecutive terms. (After the first term below 2.00, the status will be Probation.)
2. A TGPA below 1.00 in the first term of enrollment at DeVry.
3. A grade of “W” or “F” in any developmental course or lab.
4. Withdrawing from school while on Probation.
5. Not earning passing grades at a rate that will ensure graduation by 150% of the program length.

REPEATING COURSES

Students are generally permitted to enroll only twice in a course or lab. If a grade of “A”, “B”, “C”, or “D” is not earned in the second enrollment, the student must appeal for special permission to enroll in the course or lab for a third time. If the appeal is granted but a passing grade is not earned in the third enrollment, an appeal to enroll for a fourth time is typically not granted, and the student must take the course at another college.

DEVELOPMENTAL COURSES

Developmental courses are offered in English and Math. If the student is required to take either or both of these courses, the student is strongly encouraged to take them in the first term or session offered. If a skills development (basic skills/developmental or prerequisite skills) or ESL course is being attempted for the first time, and is not passed, the student is placed on academic probation (provided the student is not dismissed under another provision of this policy). These students are subject to the Standards of Performance for Students on Academic Probation or Reinstatement as listed on the prior page of this Handbook. If a skills development or ESL course is being retaken and has not been passed, the student is dismissed.

ACADEMIC APPEALS

Academic appeals may be considered for the following: GPA dismissal, multiple course repeats, course overload, failure to make satisfactory academic progress, waiving of pre-requisites/co-requisites, transfer of credits pre-approval, and attendance dismissal. The student must state why the appeal should be granted and submit it to the appropriate Academic Dean. Further information on academic policies is available from an academic administrator or in the catalog in the section "Academic Information."

GRADE APPEALS

A student may petition in writing for a course grade change. All course grade changes must be validated and approved by the appropriate academic dean. Questions regarding grades should first be directed to the faculty member. If the question is not resolved with the faculty member, the academic administrator will review the appeal and determine the result. Course grade appeals should be completed by the third week of the following term. Changes beyond one term require the approval of the Dean of Academic Affairs.

ATTENDANCE POLICY

Student Responsibilities DeVry University believes that regular class attendance is vital to a student's academic success in classroom-based coursework. Students are expected to attend all scheduled class sessions. Failure to attend classes can affect not only a student's grade, but also his or her financial aid disbursement. The Attendance Coordinator in at the Westminster Campus Registrar's Office uses the dismissal process to identify and appropriately refer students who are at risk.

Students are responsible for notifying their instructors of planned absences in advance and unplanned absences as soon as possible, and for fulfilling course requirements missed during an absence. Student Services, as well as individual instructors, and the Attendance Coordinator must be notified of any absence likely to last more than three consecutive days.

Faculty members may recommend a student be dismissed from an individual course for excessive absence in a 15-week course if the student misses 20% of the scheduled class or lab sessions for the course or five (5) consecutive hours of class or lab sessions. The professor may initiate dismissal from his/her course by notifying the Registrar's Office. For an accelerated or compressed class, a student may be dismissed for missing the first class, or any two classes or lab sessions. The Registrar's Office will follow through with the dismissal process. If no extenuating circumstances are identified, the student will be dismissed from the course.

Standards of Acceptable Attendance Students are expected to attend all classes regularly. Absences are carefully monitored. Excessive absence is defined as displaying any of the following patterns:

1. The student is scheduled to attend standard 15-week classes and misses ALL classes in ALL courses for fourteen (14) consecutive days during which school is in session, or the equivalent of two consecutive weeks. In this case, the student will be withdrawn from school and subject to withdrawal fees.
2. The student is scheduled to attend standard 15-week classes and misses five (5) consecutive scheduled hours in any ONE course during which school is in session. In this case, unless the instructor has been notified that the student plans to return immediately, he or she will be withdrawn from the course. Students should see Student Finance for any adjustments to their account.
3. The student is scheduled to attend an accelerated/compressed format course and the student misses the first day of class, or any two classes for which school is in session. In this case, the student will be dropped from the course.

When a student's attendance replicates any of these scenarios (1 – 3), the Instructor or Registrar's Office may initiate dismissal from the course(s) by filling out the course withdrawal form. The Registrar's office will process all course withdrawals. If all courses are withdrawn, the student will be dismissed from the University.

Attendance Grade Policy, and Extenuating Circumstances

Course assignments build progressively; therefore, students cannot miss a step in the process or they will fall behind. If a student misses 20% of the total course hours, the instructor should assign the student an F for the course. Exceptions should be made only when the student is unable to complete some coursework because of unusual circumstances beyond the student's personal control, that are deemed acceptable by the instructor. These arrangements must be documented by the student and the instructor by completing a "Student Absence Academic Plan." The student and the instructor should each keep a copy of the form and a copy will be forwarded to the appropriate Academic Dean. Even if the student is forwarding work to the instructor but not attending class, the student will be marked as absent. These special arrangements do not override DeVry's standard attendance requirements. Students attending standard 15-week offerings will be dismissed if absent from all classes for two consecutive weeks (a 14-day period). Students attending accelerated courses will be

dismissed if absent for more than one week. This course policy supplements the DeVry attendance policy that is explained in the Student Handbook.

If a student arrives late or leaves a class meeting early, the actual time in class will be recorded, i.e. student attended 1 of 3 hours, 2 of 3 hours, etc. Individual instructors may impose separate guidelines on what they consider "attendance" for purposes of a student's performance evaluation in their course.

It is **THE STUDENT'S RESPONSIBILITY** to find out what topics were covered, homework that was assigned, and/or tests that were given during the absence. If a test was given during the absence, **THE STUDENT** must arrange time to make up the test, if the instructor allows make-up tests. The instructor is not required to bring handouts or any other materials to class a second time.

Class Rosters – Students who are not listed on the Instructor's official class roster must notify the Registrar immediately to be added to the course.

Appeal of Attendance Dismissal - A student notified of dismissal has the right to make an appeal to be reinstated in school. However, the appeal process should in no way be viewed as a guarantee of permission to be reinstated. A student may not sit in class until the following appeal process has begun:

1. Acquire an Appeal form from Academic Affairs.
2. Take the form to all appropriate professors for signatures. The student should use this as an opportunity to make arrangements for make up work.
3. Go to Student Finance for a signature that proves his or her account is current.
4. Return the Appeal to the Registrar's office in the Academics Affairs Department.

On the day that a student completes an appeal for reinstatement and gains approval from Academics, the process is completed and attendance is resumed. The student may attend classes and take examinations during the appeal process.

EXAMINATION MAKE-UP POLICY

DeVry University expects responsible behavior on the part of its students, which includes attendance at all scheduled class sessions. DeVry does recognize that personal problems or illness may lead to an occasional absence from class; the attendance policy is flexible enough to deal with these situations.

However, absence from an examination is an extremely serious matter. For this reason, it is school policy that no faculty member shall be required to schedule a make-up examination unless the student presents a statement from a licensed physician stating that he or she was physically unable to attend school on the day of the exam. The faculty member may schedule a make-up examination for other equally serious reasons, provided arrangements are made prior to the date of the exam. An individual faculty member may also schedule a make-up exam if, in his or her opinion, a situation exists which does not fall under the provisions of this policy, yet merits special considerations. Any problems with interpretation of this policy shall be referred to the appropriate Academic Dean.

DISRUPTIVE DEVICES OR BEHAVIORS

Devices such as cell phones and pagers can be disruptive to the teaching and learning environment. All cell phones, pagers and headphones must be turned off while in the classroom, labs, or library. It is at the Instructor's discretion whether lap tops can be used in a class for note taking. Failure to comply with this policy may result in disciplinary action.

EDUCATIONAL RECORDS

Review of Educational Records The Dean of Student Affairs at DeVry University has been designated to coordinate the inspection and review procedures for student educational records. Students wishing to review their educational records covered by the Family Educational Rights and Privacy Act (FERPA) of 1974 must make written request to the Dean of Student Affairs, listing the item or items of interest. The request will then be forwarded to the custodian of student educational records in the appropriate office, who shall notify the student of the time and place at which the record may be viewed, no later than 45 days after receipt of the request.

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

Educational Records Subject to Review The educational records of students maintained by DeVry University that are subject to inspection and review by a student include the following:

1. Educational records of student maintained by the Registrar.
2. Financial records of student maintained by the Student Finance Office and Housing Office.
3. Personal records of student maintained by the Student Services Office.
4. Placement records of student maintained by Career Services.

Educational Records NOT Subject to Review

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

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

DIRECTORY INFORMATION

Release of Directory Information DeVry University may disclose as "directory information" the following information, unless requested in writing by the student to the Dean of Student Affairs **not** to do so within two (2) weeks after the first day of class for each term.

1. Student name, address and phone number.
2. Date and place of birth.
3. Major field of study.
4. Dates of enrollment, degrees and awards received.
5. Most recent previous educational agency institution attended.
6. Participation in officially recognized activities.
7. Name and address of employer (for graduates) but no salary information.

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

1. To all DeVry University employees who have a legitimate interest. A "legitimate interest" shall be deemed to mean having a direct academic, business, or counseling involvement in establishing or reviewing a student's written record or performance.
2. To officials of another school in which the student seeks or intends to enroll, provided that a documented record is made by DeVry University as to whom received what information prior to submission of such information.
3. To financial aid award agencies in connection with the student's application for, or receipt of, financial aid that he/she has applied for.
4. To organizations conducting studies for, or on behalf of, educational agencies or institutions, if such studies are conducted in such a manner as will not permit the personal identification of students and such information will be destroyed when no longer needed for the purposes for which it is conducted.

5. To accrediting organizations in order to carry out their accrediting functions.
6. To comply with a judicial order or lawfully issued subpoena.
7. To appropriate parties in health or safety emergencies.
8. To parents of dependent DeVry University students, as defined in Section 152 of the Internal Revenue Code of 1954.

GRADUATION POLICIES AND PROCRDURES

Note: These policies apply whether or not a student plans to attend the graduation ceremonies.

Petition for Graduation All potential graduates must petition to graduate by the end of the eighth week of his or her last semester. After the “Petition to Graduate” form is completed, the student must submit it to the Academic Affairs office and then pay the graduation fee of \$50 to the Cashier. The Academic Affairs office will distribute the petition for graduation forms to students during week two.

Graduation Checklist All potential graduates must successfully complete the “Undergraduate Clearance Form” within 30 days of the graduation date. This procedure requires obtaining signatures clearing the student for graduation from: the Cashier, Program Dean, Admissions, Student Finance, the Library, and Career Services.

Students who have satisfied all program requirements and completed all courses are considered graduated by academic standards and may participate in Commencement activities. Students who do not satisfactorily complete all courses and submit all work **by the last day of classes** will not be officially graduated until the end of the following term.

Diplomas – are mailed within twelve (12) to fourteen (14) weeks of the Commencement ceremony and upon clearance of financial accounts.

Official Transcripts – are available three weeks following graduation. Official transcripts are acceptable as proof of graduation in lieu of the diploma.



Academic Integrity Policy

INTRODUCTION

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

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

PREVENT AND CONFRONT VIOLATIONS OF ACADEMIC POLICY

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

If the student observes a violation of the Academic Policy, he or she should report it to any of the following:

- The Professor teaching the course
- The Program Dean
- The Dean of Academic Affairs

Students should make it difficult and unacceptable for other students to cheat by:

- Covering their work during exams.
- Giving discouraging glances to students trying to cheat.
- Refusing to give away old term papers.
- Refusing to provide old exams to other students without the consent of the faculty member.
- Keeping their computer password a secret.
- Denying others access to their computer programs.

DEFINITION OF VIOLATIONS OF ACADEMIC INTEGRITY POLICY

For the purpose of this policy, dishonest acts are those which permit a student to gain an unfair advantage over other students by any of the means enumerated below:

1. **Copying** - The act of copying is not limited by the method of conveyance: visual, oral, notes, printed matter or electronic means all constitute methods by which copying can occur.
 - a. Any act of copying information from another student by any means to obtain an advantage for one's self.
 - b. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
 - c. Any act of representing others' work, whether copyrighted or not, as one's own. Others' work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.
2. **Plagiarism** - In speaking or writing, plagiarism is the act of representing someone else's work as your own. In addition, plagiarism is defined as using the essential style and manner of expression, of a source as if it were your own. If there is any doubt, the student should consult the Professor or use a "when in doubt, document" philosophy. Also, any statement made without documentation is claimed as the student's own work and therefore subjects the student to this plagiarism policy. Examples of plagiarism include:
 - a. Student submission of word-for-word passages of others' work without proper acknowledgment.
 - b. Paraphrasing of others' work which contains specific information or ideas and which is not shown within quotation marks or is not properly acknowledged.

- c. Two or more submitted papers, lab assignments, computer programs, etc., which contain a resemblance decidedly beyond the bounds of reasonable coincidence.
 - d. A paper, examination or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support or demonstrate direct knowledge of.
 - e. Computer piracy which includes any act of copyright infringement (protected by Federal, State or Local law); the use of software which has otherwise been expressly prohibited; copying or duplicating software code and copying of notes, specifications, technical descriptions of any software code whether copyrighted or not.
- 3. Collaboration**
- a. Any act of two or more students actively collaborating on any assignment when the Professor has not expressly permitted such collaboration. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom scheduled hours, in-class assignments, laboratory exercises or reports, and take-home examinations.
 - b. Any individual representing another student or being represented by another person for the purpose of taking an examination, authoring a paper for another student, or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the non-participating student.
- 4. Alteration of Records**
- a. Any act by which the signature of a Professor or any authorized agent of the Professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the Professor or his/her authorized agent.
 - b. Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
 - c. The alteration of any previously completed and graded examination, record, or assignment that has been returned to the student, in an attempt to claim Professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.
- 5. Unauthorized Use of Aids** - Any use of aids which have not been expressly permitted. Aids include, but are not limited to, calculators, crib notes, notes, books, electronic recording devices, photocopied materials, etc.
- 6. Proprietary Material** - Any unauthorized use of or giving to others proprietary materials obtained by any means. This includes, but is not limited to, examinations, problem solutions, copyright or patent infringement, computer piracy, or unauthorized use of any other material regulated by federal, state or local law.
- 7. Bribery** - Bribing another person to obtain an un-administered test or information about an un-administered test.
- a. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
 - b. The offering, giving, receiving or soliciting of any unauthorized information in exchange for anything of value.
- 8. Lying** - The deliberate misrepresentation by words, actions, or deeds, of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing; or for the purpose of avoiding or postponing the completion of any assignment, duties, test or examination in a course, internship, or cooperative education assignment or program.
- 9. Other** - An act of misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- a. Any act of using the material of others, however obtained, for the purpose of gaining advantage or credit unless the use of such material is expressly authorized.
 - b. The use of any work previously submitted for credit unless the use of such previously completed work is expressly authorized.
 - c. Stealing, as theft of grade books from faculty offices or elsewhere.

- d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an un-administered test.
- e. Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty.

PROCEDURES FOR REPORTING AND RESPONDING TO ALLEGATIONS OF A VIOLATION OF ACADEMIC INTEGRITY POLICY

Any member of the University community may report a violation of the standards of conduct as described in the Academic Integrity Policy. Any violation should be reported as soon as possible after the event takes place.

If a violation is reported, observed or suspected, the Professor will discuss the incident with the student. The student will be given the opportunity to provide an explanation or admit fault. If the student admits fault or presents an unsatisfactory explanation, the Professor will inform the student that the case is being referred to Student Services for action. The Professor will complete the Academic Dishonesty Incident Report, attach copies of supporting documents, and forward copies of all documents to the Student Services office.

1. Upon receipt of the Incident Report, the Dean of Student Affairs/designee will review the record and contact the student within 5 school days. A meeting will be set up with the Associate Director of Student Services. At this time, the student will be given the opportunity to provide an explanation or submit evidence to his or her innocence. The case will then be reviewed by the Associate Director of Student Services/designee and adjudicated.
 - a. If the student is found innocent, the appropriate notice will be sent to the student within five (5) school days. A copy of the notice will be sent to the instructor for his or her records.
 - b. If the student is found guilty, the appropriate notice will be sent to the student within five (5) school days and will include date of incident, charges, action taken, appeal rights and deadlines. The Professor will also be notified of the findings, and will record a grade of zero (see Sanctions).

SANCTIONS

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

First Recorded Offense –

Mandatory:

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

Second Recorded Offense –

Mandatory:

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

Discretionary:

- a. Suspension for up to one academic year.
- b. Permanent expulsion.

Third Recorded Offense –

Mandatory:

- a. Student is permanently expelled from the DeVry University system. Again, the third offense need not be in the same class, program or term as either the first or second offense to invoke this sanction.

APPEALS (FIRST OFFENSE)

The accused student has the right to appeal any decision/sanction within five (5) school days of receipt of notice of the action. Such appeals must be in writing.

1. The student will be afforded the opportunity to select either a hearing by a Hearing Panel, or a hearing by the Associate Director of Student Services/designee. The Associate Director of Student Services/designee may require a hearing by an Appeal Board when he/she feels that such a procedure is in the best interest of the University.
2. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than two (2) nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Associate Director of Student Services/designee.
3. Hearings shall be conducted according to the following guidelines:
 - a. The Associate Director of Student Services/designee may serve (in a non-voting capacity) as Chairperson of the Appeal Board.
 - b. Hearings shall normally be conducted in private.
 - c. Admission of any person to the hearing shall be at the discretion of the Appeal Board and/or the Associate Director of Student Services/designee.
 - d. In hearings involving more than one accused student, the Associate Director of Student Services/designee, at his or her discretion, may permit the hearings concerning each student to be conducted together.
 - e. The complainant and the accused have the right to be assisted by any advisor they choose, at his or her own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing.
 - f. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to the right of cross examination by the Appeal Board or Associate Director of Student Services /designee.
 - g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Associate Director of Student Services/designee.
 - h. All procedural questions are subject to the final decision of the Associate Director of Student Services/designee.
 - i. After the hearing, the Appeal Board shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the Academic Integrity Policy.
 - j. The Appeal Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Policy.
 - k. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.

APPEALS (SECOND OR THIRD OFFENSE)

The accused student or complainant to the Dean of Student Affairs may appeal a sanction imposed by the Associate Director of Student Services/designee/Hearing Panel within five (5) school days of the decision. Such appeals shall be in writing. In cases where the Associate Director of Student Services is the Judicial Advisor, the appeal shall be directed to the next administrative level.

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

1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity Policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation.
4. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in

the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

5. If the Dean of Student Affairs upholds an appeal, the matter shall be remanded to the original Hearing Panel and the Dean of Student Affairs/designee shall re-open the hearing to allow reconsideration of the original determination and/or sanctions.

Student Affairs

Student Affairs includes both Student Services and Career Services.

STUDENT SERVICES

Student Services works with students, staff and faculty. Student Services personnel attempt to enhance the quality of student life by involving students in activities both on and off campus, and challenging students to experience new ventures. Student Services also serves as an information center. If a student has a question or concern and is not sure where to go, Student Services is the place to start.

Housing

DeVry University Colorado works with an outside referral source to provide information to students with housing needs. Housing options may include private apartments, shared apartments, or private rooms.

DeVry in Westminster works in conjunction with Collegiate Housing Services (CHS) to provide student-planned housing. These shared apartments are ideal for students who are new to the area, students moving away from home for the first time, and students who are looking for easy, convenient housing close to campus. Call 1-800-U-MOVE-IN or visit Student Services to get in touch with the CHS representative on campus.

DeVry University is committed to a policy of nondiscrimination in housing, and all housing to which students are referred complies with this policy.

Student Activities

The Student Activities Association (SAA) is located in the Student Commons and its staff is responsible for planning and supervising all student activities and organizations. The SAA offers a wide range of activities and organizations in which students can participate.

Professional organizations may include the following:

- IEEE (Institute of Electrical and Electronics Engineers)
 - ◊ The leading national organization for electronics technology professionals and students

Social Clubs

Based on student interest, DeVry continually develops various social clubs on the campus. The possibilities and choices are yours. Let us know your interest and we'll give you the tools to get started. Some examples could be a Recreational Sports (Hiking Club, Running Club, Ski Club, Volleyball Club, Intramural Sports, Outdoor Adventure Club, etc.), Music Club, Cultural Club, Hispanic Student Alliance, Black Student Alliance, Intervarsity Christian Fellowship, or Young Life.

SAA Activities (not all-inclusive)*

- Amusement Park Trips
- Movie Nights
- Stress Relieving Activities (*during Finals week*)
- Open Space Clean Up (a community service opportunity)
- Table game tournaments
- Holiday Events
- Food Events

*See an SAA representative if you have questions. For a two-month preview of activities, see the student activity board in the hall outside the Student Commons.

Honor Societies

A number of honor societies are active on designated DeVry University campuses. Students are encouraged to seek information on requirements for honor society membership.

Carpools

As a service to students, the Student Services Office assists students in organizing carpools. Students who wish to be involved as a rider or a driver should contact Student Services for more information.

Referrals—Counseling and Guidance

Student Services maintains a listing of counselors and hotlines. For referral to professional counseling, please stop by Student Services.

Bulletin Boards

Student Services maintains several campus bulletin boards. A student interested in posting a flyer should come to Student Services for approval. Approved literature may remain posted on the bulletin board for a two-week period.

International Student Services

The Dean of Student Affairs can assist non-resident international students. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) forms are issued to accepted DeVry University students after they have submitted all appropriate paperwork.

To maintain F-1 status, a student must:

- Pursue a full course of study during every academic semester. This means that the student must register for a minimum of 12 credit hours per semester. Any changes to a student's course schedule must be approved in advance by the Designated School Official (DSO).
- Maintain his/her status. This means that the student can not withdraw from school or otherwise terminate or interrupt his/her course of studies without first obtaining approval from the DSO. If the student does not seek prior approval, he/she will not be eligible for any grace period, and would be considered under the regulations to be out of status.

Other services provided include advice on maintenance of status, change of status, out-of-country travel authorization, program extension and general advice on immigration laws and regulations.

Student Phone Calls and Incoming Mail

DeVry University accepts no responsibility for relaying phone messages to students, with the exception of emergencies and work-related messages. The student is responsible for informing the U.S. Postal Service (USPS.com), relatives, friends and associates of a proper Colorado mailing address. No department will accept mail addressed to the student in care of the school.

Health Insurance

Health insurance coverage is required of all students at every campus. Enrollment/re-enrollment in the insurance plan every November provides coverage until the following November. All students must complete an enrollment form or waiver form. This can be done online at www.SRStudentCenter.com/Devry. This is an annual responsibility of every student, whether there is a change in insurance needs or not. Any student not completing one of these two steps will be enrolled and charged the basic student coverage premium. Once the premium is charged it is non-refundable.

Part-time DeVry University students taking six (6) or more credits may enroll in the health insurance plan on a voluntary basis. Part-time students must indicate their choice by completing an enrollment or waiver form. Part-time students taking fewer than six (6) credit hours are not eligible for this insurance coverage and they must complete a waiver.

To file a claim, download and print the claim form from www.student-resources.net. Mail the original receipt and, for prescriptions, a copy of the medication label (get a second copy from the pharmacy if necessary). The

mailing address is listed on the claim form. The address and telephone number are on the insurance card or call 800-767-0700. Remember: file a claim within 30 days of sickness. To be considered for payment, the company must receive the bill within 90 days after receiving a service. Keep copies of all documentation for your records.

CAREER SERVICES

A variety of resources is available to assist students in realizing their career goals through the Career Services office. Career Services has a professional staff of advisors to assist the student in discussing a wide range of career related questions. They also provide listings of job leads and company names for those students currently seeking employment. The Career Services Office encourages all students to take an active role in their job searches. DeVry University cannot guarantee employment, but an active involvement with Career Services is essential to success. Students who wish to relocate to another city after graduation may use the Career Services office of the DeVry campus in that region.

Services Provided By Career Services

1. Part-time job assistance
2. Co-Op postings
3. Federal Work Study job postings
4. On-Campus Job/Career Fairs
5. Interfase – online job search resource
6. Confidential, individualized career advising services
7. Resumé consultation
8. Job search correspondence consultation (cover letter, follow-up, references)
9. Interviewing information and practice sessions
10. Access to job leads and company information
11. Availability of career development reference materials
12. Alumni Assistance

Part-Time Job Assistance

The DeVry University Career Services Office assists students with finding part-time jobs while they attend school. The majority of students work part-time to help meet living expenses. Please take note that part-time jobs will be available in a wide range of areas, and are typically not in the student's field of study.

Career Services will assist students in every possible way, although we cannot guarantee every student a job. DeVry University students enjoy an excellent reputation in the community, resulting in consistent placement of students who genuinely want to work.

Co-Op Program

Cooperative Education (Co-Op) is a unique form of experience-based education, which integrates classroom study with paid and supervised work experience. It allows students to acquire essential practical skills by exposing them to the working world beyond campus boundaries. Field experiences improve the overall educational program, broaden students' appreciation of subject matter, and enhance students' confidence and career direction.

Federal Work Study

Students may be eligible for employment through Federal Work Study (FWS) on campus as well as with outside employers. Students can work up to 20 hours per week in the FWS Program. See a Career Advisor or Student Finance for more information and eligibility requirements.

Career Fairs

Career fairs are held periodically and enable students to meet and talk with diverse recruiters of DeVry University graduates. Visit the Career Services office for details on upcoming career fairs.

Interfase

DeVry University Career Services provides an excellent on-line job search resource called Interfase. This is available to students once they register with Career Services during the last term of their program. Interfase allows individuals to post their resumes and search job opportunities. Employers have the ability to post job openings directly on-line for candidates to review and apply. This benefit is provided to alumni as well.

Student Code of Conduct

DeVry University expects and assumes mature behavior of its students and strives to create and maintain an environment of social, moral and intellectual excellence. In order to maintain the highest possible educational standards, the University reserves the right to initiate formal disciplinary action and to impose disciplinary sanctions upon any student whose work or conduct is deemed unsatisfactory.

ARTICLE I: Definitions

The term "Student" includes all persons taking courses at the University, both full-time and part-time, attending the campus or taking courses on-line, or pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students," with the exception of University Officials.

The term "Professor" or "Instructor" means any person hired by the University to conduct classroom activities.

The term "University Official" means any person employed by the University, with the exception of student employees.

The term "Member of the University community" includes any person who is a student, professor, university official or any other person employed by the University. The Dean of Student Affairs shall determine a person's status in a particular situation.

The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalks).

The term "Judicial body" means any person or persons authorized by the Dean of Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.

The term "Judicial Advisor" means a University official authorized, on a case-by-case basis by the Dean of Student Affairs, to impose sanctions upon students found to have violated the Student Code of Conduct. The Dean of Student Affairs may authorize a Judicial Advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of a judicial body. Nothing shall prevent the Dean of Student Affairs from authorizing the same Judicial Advisor to impose sanctions in all cases.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The term "Dean of Student Affairs" is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.

The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Housing Handbook and Undergraduate Catalog.

The term "organization" means any number of persons who have complied with the formal regulations for university recognition/registration.

ARTICLE II: Judicial Authority

1. The Judicial Advisor shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case.
2. The judicial body shall contain, at minimum, one student, one faculty member and one staff member.
3. The Judicial Advisor shall develop policies and procedures for the administration of the judicial program.
4. Decisions made by a judicial body and/or Judicial Advisor shall be final, with the exception of the normal appeal process.

ARTICLE III: Proscribed Conduct

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

Conduct - Rules and Regulations Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in judicial policies. This misconduct includes, but is not limited to, acts of dishonesty, including the following:

1. Furnishing false information to any University official, faculty member or office.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Computer piracy, including duplicating computer software, copyright infringement, and unauthorized computer entry.
4. Cheating, including plagiarism and the willful presentation of another's work.
5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
6. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, either on University premises or at any University sponsored activity.
7. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
9. Violation of housing conduct guidelines or student lease provisions applicable to University referred housing.
10. Gambling on University premises or at University functions.
11. 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.
12. Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to or use of University premises.
13. Violation of published University policies, rules or regulations.
14. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
15. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
16. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication on University premises.
17. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or at any University sponsored activity.
18. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at a University sponsored or supervised activity.
19. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University.
20. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
21. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.

- e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University computing system.
 - g. The introduction, reproduction and/or promulgation of any computer virus.
22. Abuse of the judicial system, including but not limited to:
- a. Failure to obey the summons of a judicial body or University official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding, or interruption of a judicial proceeding knowingly without cause.
 - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - e. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - f. Harassment (verbal and physical) and/or intimidation of a member of the judicial body prior to, during, and/or after a judicial proceeding.
 - g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct or Academic Integrity Policy.
 - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

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

1. University disciplinary proceedings may be initiated against a student charged with violation of a federal, state or local law which is also a violation of this Student Code of Conduct, (for example, if both violations result from the same factual situation), without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student.
3. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. An individual student and faculty member, acting in his or her personal capacity, remains free to interact with a governmental representative, as that individual deems appropriate.
4. Employees of DeVry University have a legal obligation to report alleged or suspected illegal or criminal activity to appropriate law enforcement agencies. Examples of such activities include but are not limited to: possession or distribution of illegal drugs, possession of firearms, viewing or transmitting child pornography, or assault.

ARTICLE IV: Judicial Policies

Charges and Hearing

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. The Judicial Advisor will conduct an investigation to determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor (such as mediation). Such disposition shall be final and there shall be no subsequent proceedings. If the charge cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or as chairperson of the judicial body.
3. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the Judicial Advisor. The Judicial Advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.
4. All charges shall be presented to the accused student in written form. A time shall be set for a hearing,

- not less than two nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.
5. A judicial body shall conduct hearings according to the following guidelines:
 - The Judicial Advisor may serve, in a non-voting capacity, as the chairperson of the judicial body.
 - Hearings normally shall be conducted in private.
 - Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
 - In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted together. The complainant and the accused have the right to be assigned by any outside advisor they choose, at his or her own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code which the student is charged with violating.
 - The judicial body's determination shall be made on the basis of **whether it is more likely than not** that the accused student violated the Student Code of Conduct.
 - There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
 - Except in the case of a student charged with failing to obey the summons of a judicial body or University Official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charged shall be presented and considered.

Sanctions - The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. **Warning** - A notice in writing to the student that the student is violating or has violated University regulations.
2. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any university regulation(s) during the probationary period.
3. **Loss of Privileges** - Denial of specified privileges for a designated period of time.
4. **Fines** - Previously established and published fines may be imposed.
5. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Discretionary Sanctions** - Work assignments, service to the University or other related discretionary assignments.
7. **Housing Suspension** - Separation of the student from his or her University referred housing for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
8. **Housing Expulsion** - Permanent separation of the student from the University housing program.
9. **University Suspension** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
10. **University Expulsion** - Permanent separation of the student from all DeVry Universities.

(Unique to violations involving University computers, networks and related data) When a student is alleged to have abused computing and/or networking resources, all of his/her computing and networking privileges will be suspended immediately to protect the University's technology resources and to ensure reliable service to the rest of

the community.

(Normal steps related to all student situations), also Computing and networking privileges remain suspended during this process.

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

In each case in which a judicial body determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the Judicial Advisor shall consider the recommendation of all members of the judicial body in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing the Judicial Advisor shall advise the accused in writing (within 48 hours) of its determination and of the sanction(s) imposed, if any.

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

Interim Suspension - In certain circumstances, the Dean of Student Affairs/designee may impose a University or housing interim suspension prior to the hearing before a judicial body. Interim suspension may be imposed only:

1. To insure the safety and well-being of members of the University community or preservation of University property;
2. To ensure the student's own physical or emotional safety and well being;
3. If the student poses a definite threat of disruption of or interference with the normal operation of the University.

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

Appeals

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

original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

Alcohol and Substance Abuse Policy

DeVry University forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on University property. Students in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

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

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

SUBSTANCE REACTIONS

1. **Alcohol (at .10 Blood Alcohol Concentration and Above)** -Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).
2. **Cannabis, Marijuana, Hash, Hash Oil** – Diminished short-term memory, motivation and cognition, coordination and concentration, oral communication, reaction time; anxiety and panic reactions; carcinogenic elements in smoke; damaged lungs and respiratory system.
3. **Cocaine (includes Crack Cocaine)** - Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia and hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy-severe physical and emotional problems in babies.
4. **Depressants, Tranquilizers, Barbiturates, Methaqualone** -Dangerous effects when mixed with alcohol; calmness and relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical and psychological dependence.
5. **Other Stimulants (excluding cocaine), Amphetamine, Methamphetamines** - Increased heart and respiratory rates; elevated blood pressure; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance and dependency; mood swings; ulcers; mental confusion.
6. **Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA** - Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting and diarrhea; severe mood disorders, manic depression, anxiety; greater suggestibility and feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after 3-4 daily doses--higher doses are required to produce same effects.
7. **Narcotic Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol** - Feeling of euphoria followed by drowsiness; nausea and vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, stillbirths, anemia, diabetes.

COLORADO STATE SANCTIONS

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

ALCOHOL

- 1. Underage consumption and/or possession:** misdemeanor-30 days (min)-6 months (max)-and/or fine.
- 2. Open container in motor vehicle:** misdemeanor-fine \$100
- 3. Driving under the influence:** misdemeanor-fine \$175 (min)-\$500 (max) - possible confinement 48 hours (min)-6 months (max).

MARIJUANA

Amount possessed will determine the penalty: 6 months (min)-10 years (max)-plus fine

ALL OTHER NARCOTICS

Felony: amount possessed will determine the penalty-2 years (min)-10 years (max)-plus fine

UNIVERSITY SANCTIONS

(Applied to all categories of substances)

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

Possession, use, and/or sale of any illegal product on University property, at school contracted housing, or as part of any University activity will lead to specific sanctions for this violation and could lead to expulsion.

Student Disciplinary Sanctions are defined as:

- 1. Disciplinary Probation** - A specified period of time, during which the student's activity may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.
- 2. Suspension** - Temporary exclusion from any extra-curricular activities for a specified period of time with the student advised in writing of probable expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.
- 3. Expulsion** - Termination of student status for an indefinite period; usually a permanent dismissal from the University. Conditions of expulsion and appeal will be stated in the written order of expulsion.

Grievances Involving Discrimination and Harassment

CHARGES OF DISCRIMINATION AND SEXUAL HARASSMENT

Title VI of the Civil Rights ACT of 1964, Title IX of the Educational Amendments.

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

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

If any member of the DeVry Community feels the victim of harassment or discrimination *by a DeVry employee*, s/he notifies the Human Resources Manager and the following grievance procedure is followed. If the charges of discrimination or harassment are against *a student*, the accuser should contact Student Services. Please refer to the Student Code of Conduct for that procedure. Once the Human Resources Manager has been made aware of a complaint against a DeVry employee, s/he has the responsibility to review charges of sex, race and other prohibited forms of discrimination or harassment, including charges of discrimination towards a disabled person. The Human Resources Manager has the role of safeguarding the rights of integrity and safety for all members of the University community. In order to ensure that fairness and due process prevail, a procedure similar to one used in disciplinary matters will be followed.

Grievance Initiation

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

Hearing/Investigation

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

Appeals

The student alleging discrimination or harassment will have the right to appeal the decision(s) of the President to the Director of Employee Relations at the Corporate Office at One Tower Lane, Oakbrook Terrace, IL 60181-4624, (708) 571-7700 within five (5) class days after notification of the decision.

Right to Counsel

The student alleging discrimination or harassment will have the right to be advised by legal counsel at any meeting concerning the grievance.

Information and Data Collection

Any charge(s) of discrimination or harassment and written documentation of the investigation will be treated as confidential and will be maintained in the University Human Resources Office; then the documentation will be maintained at the Corporate Office. For charges of discrimination and/or sexual harassment of one student against another student, please refer to the student disciplinary code procedures.

Grievances Involving Non-Sexual Harassment

GRIEVANCE PROCEDURES FOR OTHER CLASSROOM ISSUES

DeVry University is committed to promoting a professional campus/appropriate classroom learning environment and fair treatment of students by all staff, faculty and classmates.

If you directly experience any non-sexual harassment or disruption to your learning environment that is inflicted by a classmate, you may report the incident to the Associate Director of Student Services or other designated Student Services representative.

If you experience any form of non-sexual harassment, unfair grading, unsatisfactory service, etc. from a staff/faculty member:

- Discuss your concerns directly with your staff/faculty member and attempt to resolve the situation immediately. Any special agreements should be documented in writing.
- If you are unable to resolve the situation with the staff/faculty member, you may then discuss your concerns with the appropriate Department Director/Program Dean. The issue should be resolvable at this level.
- If you are unable to resolve the situation with the Department Director/Program Dean, you may then discuss the situation with the appropriate Department Dean/ Dean of Academic Affairs or DVUC Dean.
- If you are unable to resolve the situation with the appropriate Department Dean/ Dean of Academic Affairs or DVUC Dean, then a written grievance should be submitted to Associate Director of Student Services or other designated Student Services representative. Your submission should detail your grievance and your request for resolution.

Student Finance

The Student Finance office assists students with the Financial Aid process, health insurance, and monitoring of students' DeVry University EDUCARD accounts.

FINANCIAL AID

The basic philosophy of financial aid is that no student shall be denied access to higher education due to limited financial resources. With this in mind, DeVry University promotes scholarships, grants, loans and part-time employment opportunities for students who must find funds to attend the University. A variety of options for meeting school expenses are available to DeVry University students. Advisors will assist students in developing financial plans to pay for their education through a combination of financial aid (if eligible), family contributions and access to the DeVry University EDUCARD plan (see next section). Students who wish to apply for financial aid will need to submit the following documents:

1. Free Application for Federal Student Aid (FAFSA) - www.fafsa.ed.gov
2. Title IV Information and Authorization form
3. DeVry University Educard Agreement
4. Verification Worksheet (if selected for verification)
5. Student and Parent (if dependent) Federal Tax Return forms or summaries (if selected for verification)
6. Federal Stafford Loan application
7. Any other verification items (if selected for verification)

EDUCARD

The DeVry University EDUCARD plan enables students to pay tuition and book costs not covered by other financial aid in monthly installments. Each student will receive a monthly EDUCARD statement. This statement will include information regarding an account balance, aid disbursements and payment status. The first monthly EDUCARD payment is due at registration. Failure to submit required financial aid paperwork and/or EDUCARD payments on time may result in termination of the EDUCARD agreement and prevent a student from registering for subsequent semesters. In addition, any balance owed on EDUCARD when a student leaves DeVry University must be repaid within 12 months of the date attendance ceased. You can access your DeVry EDUCARD account on www.my.DeVry.edu, view your account, make payments, and set up payment options.

STUDENT ACCOUNTS

The Office of Student Finance also monitors each student's account, negotiates student loans and disburses grants and financial aid. Detailed billing and EDUCARD information may be obtained by calling or visiting the Student Finance office. Company billing statements may be requested with one-week processing time required.

Failure to make the monthly EDUCARD payment on time may result in a financial dismissal from DeVry or prevent the student from registering for the following semester. A balance of \$500 or more will also prevent a student from registering for the next term.

All Students are encouraged to check in with a Student Finance Advisor to ensure that their Student Finance Award matches their enrollment plans.

STUDENT AID PROGRAMS

There are three types of Federal Student Aid:

1. **GRANTS** are monies the student does not pay back;
2. **WORK-STUDY** lets the student work 20 hours/week and earn money to help pay for school;
3. **LOANS** are borrowed money that the student repays with interest.

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

1. Federal Pell Grants
2. Federal Family Education Loans (FFEL)
3. Federal Supplemental Educational Opportunity Grants (FSEOG)
4. Federal Perkins Loans
5. Federal Work Study (FWS)

NOTICE OF FINANCIAL AID AWARDS

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

WITHDRAWAL FROM SCHOOL AND RETURN OF TITLE IV FEDERAL FINANCIAL AID

The Education Amendments of 1998 (HEA98) presented a major shift in the requirements for returning Title IV Federal Financial Aid when a student withdraws from the University. This change in policy was effective at DeVry University with the beginning of the Fall 2000 semester. This policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins, and PLUS loans), but does not include the Federal Work Study programs. Because this is a much more complicated process and may leave the student with an immediate obligation to the U.S. Department of Education, and to DeVry, all students are advised to consult the Student Finance Office before withdrawing.

In general, the new law assumes that a student "earns" federal financial aid awards in proportion to the number of days completed in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, DeVry must calculate, according to a specific formula, the portion of the scheduled Title IV financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or DeVry receives on the student's behalf) more assistance than he or she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loan lenders. This calculation could leave the student with a balance due to DeVry. The student is responsible for paying any remaining charges on his or her DeVry EDUCARD account.



Living in Colorado

Home to one of the highest educated populations in America and located at the base of the Rocky Mountains, Denver and Colorado Springs are beautiful cities with a blend of cowboy heritage, modern sophistication, and outdoor adventure. With over 300 annual days of sunshine, it is possible to golf in the city one day, and ski an hour away the next. Denver boasts the nation's largest city park system and an incredible 650 miles of paved bike trails. Downtown Denver is also home to three new sports stadiums, 300 restaurants, a restored historic district filled with 90 bars and brewpubs, a collection of museums, a variety of galleries and shopping, the second largest performing arts center in the nation, and even a unique downtown amusement park, Six Flags Elitch Gardens.

Denver is one of only a few cities to offer *seven* professional sports teams as well as horse racing, dog racing, a Grand Prix and one of the world's largest rodeos - the National Western.

Denver has a growing music scene and some of the best concert venues on earth, including the famous Red Rocks Amphitheatre, a 9,000-seat arena carved out of gigantic red rock boulders.

If you're new to the area, welcome to Colorado and continue reading for information and highlights of your new home!



~ Must See's ! ~

Pikes Peak – Encounter some of the most beautiful views in the world as you wind your way past mountain reservoirs, panoramic vistas and treasured wildlife habitat. You will enjoy hiking, boating (rentals available), fishing, picnic areas and more. Open year round, weather permitting. Call 1(800) 318-9505 or visit the website at www.pikespeakcolorado.com



Estes Park/Rocky Mountain National Park – Whether your interests are serious shopping and fine dining, or trout fishing and mountain climbing, hiking, biking, snowshoeing, or cross country skiing, you'll find it all in and around Estes Park. Call the visitors center at 1-800-44-ESTES or at www.estesparkresort.com

Whitewater Rafting Trips – Numerous companies offer thrilling whitewater rides for all ages and abilities through Colorado's rivers. Here's just a few: American Adventure Expeditions 1-(800) 288-0675, or www.americanadventure.com; Performance Tours Rafting at 1-(800) 328-7238 or www.performancetours.com; or Raft Masters at 1-(800) 568-7238 or www.raftmasters.com

Skiing and Snowboarding – Colorado's dry climate creates perfect powder for skiing and snowboarding in the nearby Rocky Mountains. Some of the best skiing in the world can be found 1-2 hours outside the city at Copper Mountain, Vail, Beaver Creek, Winter Park, Keystone, Breckenridge, and Arapahoe Basin. World-famous Aspen and Snowmass Mountains are another hour past these resorts.

Denver Botanic Gardens – Explore 23 acres of colorful flowers and exotic plants in a myriad of gardens showcasing plants and gardening styles from around the world. Ticket costs vary by time of year so call (720) 865-3500 or visit the website at www.botanicgardens.org

Red Rocks Amphitheatre – Red Rocks Amphitheatre is a geologically formed, open-air Amphitheatre that is not duplicated anywhere in the world and provides acoustic perfection for any performance. (303) 295-4444 or www.redrocksonline.com/index.tml

Roxborough State Park – More than 1.2 billion years of geologic time are represented by the spectacular red-rock formations found within Roxborough State Park. The park is known for its spectacular sightseeing, tranquil surroundings, fascinating trails and Visitor Center. It offers hiking, cross-country skiing and excellent educational programs on Colorado history, geology and wildlife viewing. (303) 973-3959

Garden of the Gods – Imagine towering sandstone rock formations against a backdrop of snow-capped Pikes Peak and brilliant blue skies. That's the view from the beautiful Garden of the Gods Visitor & Nature Center terrace. This free center is the gateway to Garden of the Gods City Park. Here, the geology, ecology and cultural history of the area spring to life through hands-on exhibits. 719-634-6666 or <http://gardenofgods.com>

Six Flags Elitch Gardens – Six Flags Elitch Gardens is full of world-class thrills and Adventure all in the heart of downtown Denver! The park features more than 50 rides, shows and attractions with something for everyone: thrilling coasters for the daring, like Tea Cups and the Big Wheel for the whole family to enjoy, and pint-sized attractions for the little ones in Loony Tunes Movietown. Call (303) 595-4386 or visit www.sixflags.com/parks/elitchgardens/index.asp

Water World – Over 40 of the most exciting, world-class aquatic attractions anywhere, all on a hillside of 64 delightful acres of grass, flowers, and trees—a veritable paradise for fun-lovers and sun-seekers of all ages. Rides include Voyage To The Center Of The Earth, River Of The Pharaohs, Lazy River, and many more. For more information call 303-427-SURF (7873) or visit the website at www.waterworldcolorado.com.



Royal Gorge Bridge – Royal Gorge Bridge and Park in Colorado is the most visited theme park and wildlife park in the Pikes Peak Region. This historical landmark features scenic beauty and natural attractions as well as the world's highest Suspension Bridge, world's longest single-span Aerial Tram, world's steepest Incline Railway and the newest thrill ride, the world's highest Skycoaster®. 1-888-333-5597 or www.royalgorgebridge.com

Cave of the Winds - Wearing a miner's helmet and accompanied by an experienced caver, you'll discover subterranean chambers and passageways that remain in their natural, rustic beauty. (719) 685-5444 or www.caveofthewinds.com

~ Cultural Interests ~

Denver actively supports the arts and is home to a full-range of cultural attractions.

Denver Center for the Performing Arts – The Denver Performing Arts Complex is the second largest in the nation with ten theatres seating 10,000 people for theatre, symphony, opera and ballet. Tickets: 303.893.4100 or www.denvercenter.org/home.cfm

Denver Museum of Nature and Science – Celebrating 100 years of Adventures in Science. Featuring IMAX Theater, Hall of Life, Prehistoric Journey, Coors Gem and Mineral Hall, and world-renowned wildlife dioramas. Call 1-(800) 925-2250 or visit the website at www.dmns.org



Denver Art Museum – Offers special exhibits in addition to the thousands of contemporary and traditional art pieces on display. Located at 100 West 14th Avenue, Denver CO 80204. Call (720) 865-5000 or www.denverartmuseum.org

Buffalo Bill's Museum & Grave - The Buffalo Bill Museum's exhibits include memorabilia from Buffalo Bill's life and Wild West shows, Indian artifacts, antique firearms and other Old West artifacts. There is also a children's activity area. The historical complex on Lookout Mountain includes the Museum, Buffalo Bill's grave, and the Pahaska Tepee gift shop and snack bar. 303-526-0744, www.buffalobill.org

Butterfly Pavilion and Insect Center - The Butterfly Pavilion has more adventures than you can imagine. Explore the tropical rainforest where over 1,200 butterflies flutter around you, or hold a friendly tarantula in the palm of your hand. Discover what lurks in your very own backyard on a colossal scale. It's where science, fun and education come together. 303-469-5441 www.butterflies.org

Black American West Museum & Heritage Center tells the forgotten story of the African American pioneers who helped to shape the West. This small museum is housed in the former home of Dr. Justina Ford, Colorado's first African American female doctor. (303) 292-2566 or www.blackamericanwest.org

Colorado History Museum - The spectacular mural on the front of the museum represents just a small sampling of the treasures housed inside: the sagas of Native Americans, buffalo hunters, gold panners, gunfighters, wagon trains, hard rock mining, railroads, explorers, Spanish conquistadors and more, dramatically portrayed through exhibits, dioramas and artifacts. 303-866-3670, www.coloradohistory.org

Manitou Cliff Dwellings Museum - Preserved under a protective red sandstone overhang, authentic Anasazi cliff dwellings built more than 700 years ago await you here. You are free to touch and even go inside these fascinating architectural remnants of an American Indian culture that roamed the Four Corners area of the Southwest from 1200 B.C. to A.D. 1300. 719-685-5242, www.cliffdwellingsmuseum.com

Molly Brown House Museum - Home of the "Unsinkable" Molly Brown, Titanic heroine, restored to its original Victorian splendor. 303-832-4092 or mollybrown.org



Wings Over The Rockies Air and Space Museum - A massive B-52 Stratofortress greets you at the front door of the 1930's-era former Air Force hangar - home to over three dozen historic airplanes and space vehicles. 303-360-5360 or www.wingsmuseum.org

~ The Sports Scene ~

Denver Broncos Football	(303) 649-9000	www.denverbroncos.com
Colorado Avalanche Hockey	(303) 575-1904	www.coloradoavalanche.com/index.asp
Colorado Rockies Baseball	(303) 292-0200	colorado.rockies.mlb.com
Denver Nuggets Basketball	(303) 405-1100	www.nba.com/nuggets
Colorado Rapids Soccer	(303) 299-1588	www.coloradorapids.com/index.asp
Colorado Crush Arena Football	(303) 405-1100	www.coloradocrush.com
Colorado Mammoth Lacrosse	(303) 405-1100	www.coloradomammoth.com
Colo. Springs Sky Sox Baseball	(719) 591-SOXX (7699)	www.skysox.com
Pikes Peak Internt'l Raceway	(719) 382-7223	www.nascar.com/races/tracks/pik
Grand Prix of Denver	(303) 825-0300	www.gpdenver.com

Colorado Special Olympics – “Let me win, but if I cannot win, let me be brave in the attempt”. Call (303) 592-1361 or visit the website at www.specialolympicsco.org.

US Olympic Training Center – Tours include the new US Olympic Visitor Center, US Olympic Hall of Fame, and Olympic Pathway featuring all 45 Olympic/Pan American Games sports. Call (719) 578-4644 or visit www.usoc.org

~ Shopping ~

Cherry Creek Shopping Center 3000 3 rd Avenue, Denver, CO	www.shopcherrycreek.com 303-388-3900
Flatiron Crossing Shopping Center 1 West Flatiron Circle, Broomfield, CO	www.flatironcrossing.com 720-887-7467
Colorado Mills Shopping Center 14500 West Colfax, Lakewood, CO	303-384-3000
Chapel Hills Mall 1710 Briargate Blvd, Colo. Springs, CO	www.chapelhillsmall.com 719-594-0111
The Citadel Mall 750 Citadel Dr. East, Colo. Springs, CO	www.shopthecitadel.com 719-591-5515
Prime Outlets Castle Rock I-25, Exit 184, Castle Rock, CO	www.outletsatcastlerock.com 303-688-4494
16th Street Mall - Pedestrian Mall 16th & California, Denver, CO	303-534-6161
Denver Pavilions 500 16th St., Denver, CO	303-260-6001
Larimer Square 1430 Larimer St., Denver, CO	303-534-2367

~ Local Deals ~

****Be prepared to show DeVry student ID or name badge for all discounts****

Entertainment

AMC Theaters (Student Discount)

Westminster Promenade & Flatiron Crossing

(303) 790-4AMC

Tickets for \$6.50 each after 6:00pm.

Hotels/Motels

Radisson Graystone (Student, Staff & Faculty Discount)

(303) 451-1002

83 E. 120th Ave., Thornton, CO 80233

Flat rate of \$60 + tax per night for 1 person. Each additional person pays \$10. Offer extended to family members as well. Call (888) 201-1718 and ask for the DeVry University rate

Comfort Suites (Student, Staff & Faculty Discount)

(303) 429-5500

12085 Delaware St. (Delaware St. & 121st Ave.)

Flat rate of \$59 per night for a suite (normally \$74 to \$79). Call the number listed above and request the DeVry rate (not available through nationwide 800 number). Comfort Suites will gladly extend this discount to family members, as well. Manager is Michael Hansen

Super 8 Motels (Student, Staff & Faculty Discount)

12055 Melody Dr. (120th Ave. & Melody Dr.)

(303) 451-7200

Flat rate of \$45 + tax for a single *or* double (normally \$67). Weekly rate of \$310 (tax included). Call the number listed above to request the DeVry rate (not available through nationwide 800 number). Discount extends to family members, as well.

Ramada Inn (Student, Staff & Faculty Discount)

10 East 120th Ave. (120th & I25)

(303) 452-4100

Flat rate of \$69 + tax single or double, or \$79 + tax for the Executive Club Floor. Both rates include a free continental breakfast. Call the number listed above to request the DeVry rate (not available through the nationwide 800 number)

Restaurants

Quizno's Sub (Student, Staff & Faculty Discount)

303-254-4770

12003 Pecos (120th Ave. & Pecos)

10% discount (15% discount for large group orders—call for details)

Delectable Egg (Student, Staff & Faculty Discount)

(303) 451-7227

1005 W. 120th Ave. (120th Ave. & Huron)

15% discount. Open for breakfast and lunch only

Fazoli's (Student, Staff & Faculty Discount)

(303) 452-9221

460 E. 120th Ave. (120th Ave. & Grant)

10% discount with an order for 40 or more people

Perkins (Student, Staff & Faculty Discount)
(303) 452-6200
120th Ave. & Melody Drive
10% discount

Tokyo Joe's (Student Discount)
(303) 255-4828
1005 W. 120th Ave. (120th & Huron)
Free drink with the purchase of a rice or noodle bowl

Chipotle (Student, Staff & Faculty Discount)
720-929-0499
120th & Washington
Free drink with purchase of a burrito, tacos or a salad.

Jade City Chinese Café (Student, Staff & Faculty Discount)
(303) 252-1212
12010 Melody Drive (120th & Melody Dr.)
20% discount on the first visit. Must have a coupon, which is available in Student Services

Friday's (Staff & Faculty Discount)
(303) 920-9128
1251 E. 120th Ave. (120th Ave. & Washington Center Pkwy.)
10% discount, Monday through Friday, from 11:00am to 3:00pm. Does not apply toward alcoholic beverages

Services

Econo Lube & Tune (Student, Staff & Faculty Discount)
(303) 450-7756
651 120th Ave. (120th & Washington)
\$5 off oil change (discount from \$19.98 to \$14.98)

Brakes Plus (Student, Staff & Faculty Discount)
(303) 255-9600
405 E. 120th Ave. (near 120th & Grant)
10% discount off all services.

~ Getting Around Town ~

New residents from out of state must register vehicles in Colorado within 30 days. Take the most recently issued registration, emissions certificate and purchase information to the nearest DMV office. The fee is based on the value of the vehicle.

Colorado residents who drive motor vehicles on public highways must have a valid Colorado driver's license. When the student makes his or her home in the state, he or she must get a Colorado driver's license within 30 days. Students should contact one of the offices listed for further information or to schedule an appointment.

Local DMV Full Service Offices

Aurora, 14391 E 4th Avenue (303) 344-8400

Brighton, 1527 E Bridge (303) 659-5055

Colorado Springs, 200 S Cascade Avenue (719) 520-6239

Colorado Springs, 3650 Austin Bluffs Pkwy (719) 594-8701

Denver, 1865 W Mississippi (303) 937-9507

Northglenn, 500 Malley Drive (720) 929-8636

Other modes of transportation:

RTD bus system and Light Rail train (303) 299-6000

or www.rtd-denver.com

Taxi

(303) 333-3333 or (303) 777-7777

~ Getting Out of Town ~

By Airplane

Denver International Airport (DIA)

8500 Pena Boulevard

General Information Line: (303) 342-2000

There are over 16 airline companies, including United, Delta, American, Frontier and several others.



Colorado Springs Airport

7770 Drennan Road. For information: (719) 550-1900 or (800) 462-6774; parking (719) 591-1293.

This is Colorado's second largest airport, with eight airlines.

By Bus

Greyhound Bus Lines - 1055 19th Street, Denver (303) 293-6555

Greyhound Bus Lines – TNO Terminal

120 S. Weber, Colorado Springs (719) 635-1505

By Train

Amtrak Ticket Office

1701 Wynkoop Drive, Denver

1(800) 872-7245

~ Local Emergency Numbers ~

Denver

Police	911 or (720) 913-2000
Fire	911 or (720) 913-2407
Ambulance	911 or (303) 428-5551
Poison Center of Rocky Mountain	911 or 1 (800) 332-3073
Crime Stoppers	(720) 913-7867

Westminster

Police	(303) 428-5225
Fire	(303) 430-2400

Colorado Springs

Police	911 or (719) 444-7000
Fire	911 or (719) 385-5950
Ambulance	911 or (719) 636-2333
Crime Stoppers	(719) 634-STOP

Colorado Highway Patrol	(303) 239-4500
Accident Alert Denver, CO	(303) 239-4501

~ Other Useful Numbers ~

Public Libraries

Denver Branch Libraries:

Byers, 675 Santa Fe Drive	(303) 571-1665
Decker, 1501 S. Logan	(303) 733-7584
Eugene Field, 810 S. University Blvd	(303) 777-2301
Five Points, 2855 Tremont Place	(303) 297-0106
Ford Warren, 2825 High	(303) 294-0907
Hadley, 1890 S. Grove	(303) 935-4267

Colorado Springs Branch Libraries:

Sand Creek, 1821 S Academy Blvd.	(719) 597-7070
Palmer Lake, 66 Lower Glenway	(719) 481-2587
Ruth Holley, 923 N. Murray Blvd.	(719) 597-5377
Cheyenne Mountain, 1791 .S. 8 th Street	(719) 633-6278
2418 W. Pikes Peak Avenue	(719) 634-1698

Denver North Branch Libraries:

Northglenn, 10530 N. Huron	(303) 452-7534
Thornton, 8992 N. Washington	(303) 287-2514
Boulder Main, 1000 Canyon Blvd.	(303) 441-3100
Broomfield, 3 Community Park Rd.	(720) 887-2300
College Hill, Westminster, 3705 W 112 th Ave.	(303) 404-5555

Highway Conditions (303) 639-1111

Weather Conditions

(9News Weather Information) (303) 871-1492

Chambers of Commerce:

Arvada , 7305 Grandview Ave	(303) 424-0313
Aurora , 562 Sable Blvd	(303) 344-1500
Denver , 1445 Market	(303) 534-8500
South Metro Denver 7901 Southpark Plaza	(303) 795-0142
Westminster , 7305 Grandview Avenue	(303) 424-0313
Colorado Springs , 2 N. Cascade, Ste 110	(719) 635-1551
Castle Rock , 420 Jerry Street	(303) 688-4597

Public Assistance/ Legal Services:

Denver Food Assistance Program	(303) 436-2800
Low Income Energy Assistance (LIEAP)	(303) 297-0057
Medicare Information, Part A	1-(800) 813-8868
Medicare Information, Part B	(303) 831-2661
Denver Legal Services	(720) 944-2980
Colorado Legal Services, Colorado Springs	(719) 471-0380

Veterans Services:

U.S. Department of Veterans Affairs	(303) 399-8020 Ext2299
VA Online Electronic Bulletin Board	1-(800) 871-8387

~ Local Treatment Resources ~

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Services Office.

LOCAL HOTLINES

Alcoholics Anonymous (Nationwide)	(800) 282-6222
Alcoholics Anonymous (Colorado Springs)	(719) 573-5020
Narcotics Anonymous (Denver)	(303) 832-3784
Narcotics Anonymous (Colorado Springs)	(719) 637-1580

COMMUNITY COUNSELING/HEALTH SERVICES

Center for Prevention of Domestic Violence Hotline

(719) 633-3819

Community Health Resources

(303) 839-6690

1850 Williams, Denver, Colorado 80218

(Drug and Alcohol Addiction Treatment fees depend on income)

Pikes Peak Mental Health

220 Ruskin Drive, Colorado Springs, Colorado 80910

Crisis (719) 635-7000

Initial Appointment (719) 572-6330

ADDICTION Services 24 Hour Help line and Treatment

1-(800) 234-0420

RAPE CRISIS HOTLINES

Rape Crisis Hotline Denver (303) 322-7273

Rape Crisis Hotline Colorado Springs (719) 633-3819

SUICIDE HOTLINE NUMBERS:

National Hopeline Network 1-(800) 784-2433

Boulder Mental Health Center of Boulder Co. (303) 447-1665

Denver Lis'n Crisis Hotline (303) 860-1200

Pikes Peak Mental Health (Colo. Springs) (719) 635-7000

Hospitals and Medical Centers:

Lutheran Medical Center

8300 W. 38th Avenue, Wheat Ridge, Colorado (303) 425-4500

Memorial Hospital

1400 E. Boulder, Colorado Springs, Colorado (719) 365-5000

Penrose Community Hospital (719) 776-3000

3205 N. Academy Blvd., Colorado Springs, Colorado

Penrose Hospital (719) 776-5000

2215 N. Cascade Avenue, Colorado Springs, Colorado

Presbyterian Saint Lukes Medical Center

1719 E. 19th Avenue, Denver, Colorado (303) 839-6000

St Anthony Central Hospital

4231 W. 16th Avenue, Denver, Colorado (303) 629-3511

St Anthony North Hospital

2551 W 84th Avenue, Westminster, Colorado (303) 426-2151

Saint Joseph Hospital

1835 Franklin Street, Denver, Colorado (303) 837-7111

University of Colorado Hospital

4200 E. 9th Avenue, Denver, Colorado (303) 372-0000