



Student Handbook

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STATEMENT OF PURPOSE

DeVry University is a technically oriented institution of higher education whose specialized mission is to prepare traditional and non-traditional students for meaningful careers and/or advanced undergraduate study in technology and business. At the heart of DeVry's educational philosophy is a firm belief that education should be relevant to students' lives, to their chosen careers and to a changing world.

To this end, DeVry involves representatives from industry and business, its own faculty, and other academic consultants in the development of curricula that respond to a diverse student population and a dynamic employment marketplace. Experiential learning is emphasized across all curricula to forge a strong link between theory and practice. Rigorous, sharply defined technical sequences are complemented by a broad-based program of general education to provide the coherence, depth and practicality that distinguish a DeVry education.

DeVry seeks to graduate students who can contribute immediately to their professions and advance steadily in their careers. For this reason, all programs of study provide for extensive practice with real-world problem solving techniques and encourage the development of oral and written communication skills.

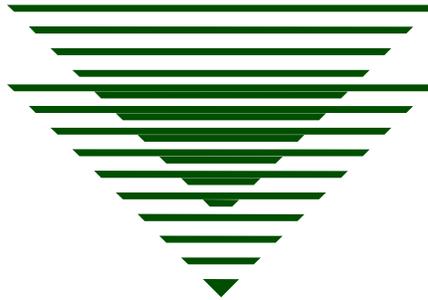
As a member of the academic community, DeVry acknowledges its responsibility to extend and disseminate knowledge by working in partnership with other educational Universities and by promoting educational opportunity through active participation in civic affairs.

Above all, DeVry is a teaching institution, where the educational and personal development of each student is a central priority. The University strives to address the special needs of its multicultural, largely commuter-based student population by means of numerous support services, convenient access to learning resources and a personalized approach toward instruction. This nurturing environment facilitates student achievement, the realization of career goals, and the capacity for lifelong learning.

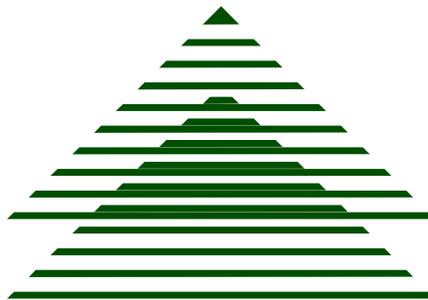
OPERATIONAL GOALS

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

- ❖ To offer an applications-oriented undergraduate education with a balance of general education and specialized coursework to help students gain the knowledge, skills, and credentials needed to meet the present and future challenges of a global economy.
- ❖ To offer practitioner-oriented graduate management education that focuses on the applied management concepts and skills required for success in a global economy.
- ❖ To provide a curriculum developed, tested, and updated through regular outcomes assessment and consultation with other educators and business leaders, and to continually seek to improve educational programs and services.
- ❖ To promote teaching excellence through comprehensive faculty training and professional development activities.
- ❖ To provide an interactive and collaborative educational environment that fosters learning and contributes to life-long educational growth.
- ❖ To provide student services that contributes to academic success, personal development, and career potential.
- ❖ To offer career development services appropriate to the needs of students, graduates, and employers.



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 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, to evaluate and 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 for careers. 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 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

Fall 2006	Oct 30	Mon	Session A begins	<i>Sess. A</i>
	Nov 6	Mon	Semester-length courses begin	<i>Standard</i>
	Nov 23	Thu	Thanksgiving (U.S.)	
	Nov 24	Fri	Thanksgiving (U.S.)	

<i>Note (not for catalog)</i>	Dec 23	Sat	End Final Exam Schedule
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2007	Dec 24	Sun	Session A ends (no exams)		
	Dec 25	Mon	Start Winter Break		
	Jan 7	Sun	End Winter Break		
	Jan 8	Mon	Session B begins	<i>Sess. B</i>	
	Jan 15	Mon	Martin Luther King Jr. Day (U.S.)		
	Mar 4	Sun	Session B and semester-length courses end		
	Spring 2007	Mar 5	Mon	Session A begins	<i>Sess. A</i>
		Mar 12	Mon	Semester-length courses begin	<i>Standard</i>
		Apr 6	Fri	Good Friday (both)	
		Apr 29	Sun	Session A ends	
Apr 30		Mon	Session B begins	<i>Sess. B</i>	
May 21		Mon	Victoria Day (Can.)		
May 28		Mon	Memorial Day (U.S.)		
Jun 24		Sun	Session B and semester-length courses end		

Summer 2007	Jul 9	Mon	Session A begins	<i>Sess. A</i>
	Jul 16	Mon	Semester-length courses begin	<i>Standard</i>
	Aug 6	Mon	Civic Holiday (Can.)	
	Sep 2	Sun	Session A ends	
	Sep 3	Mon	Session B begins (no classes)	<i>Sess. B</i>
	Oct 8	Mon	Thanksgiving (Can.)	
	Oct 28	Sun	Session B and semester-length courses end	

Fall 2007	Oct 29	Mon	Session A begins	<i>Sess. A</i>	
	Nov 5	Mon	Semester-length courses begin	<i>Standard</i>	
	Nov 22	Thu	Thanksgiving (U.S.)		
	Nov 23	Fri	Thanksgiving (U.S.)		
	Dec 23	Sun	Session A ends		
	Dec 24	Mon	Start Winter Break		
	2008 (Leap Yr)	Jan 6	Sun	End Winter Break	
		Jan 7	Mon	Session B begins	<i>Sess. B</i>

Spring 2008	Jan 21	Mon	Martin Luther King Jr. Day (U.S.)	
	Mar 2	Sun	Session B and semester-length courses end	
	Mar 3	Mon	Session A begins	<i>Sess. A</i>
	Mar 10	Mon	Semester-length courses begin	<i>Standard</i>
	Mar 21	Fri	Good Friday (both)	
	Apr 27	Sun	Session A ends	
	Apr 28	Mon	Session B begins	<i>Sess. B</i>
	May 19	Mon	Victoria Day (Can.)	
	May 26	Mon	Memorial Day (U.S.)	
	Jun 22	Sun	Session B and semester-length courses end	

Summer 2008	Jul 7	Mon	Session A begins	<i>Sess. A</i>
	Jul 14	Mon	Semester-length courses begin	<i>Standard</i>
	Aug 4	Mon	Civic Holiday (Can.)	
	Aug 31	Sun	Session A ends	
	Sep 1	Mon	Session B begins (no classes)	<i>Sess. B</i>
	Oct 13	Mon	Thanksgiving (Can.)	
	Oct 26	Sun	Session B and semester-length courses end	
Fall 2008	Oct 27	Mon	Session A begins	<i>Sess. A</i>
	Nov 3	Mon	Semester-length courses begin	<i>Standard</i>
	Nov 27	Thu	Thanksgiving (U.S.)	
	Nov 28	Fri	Thanksgiving (U.S.)	
	Dec 21	Sun	Session A ends	
	Dec 22	Mon	Start Winter Break	
	2009 Jan 4	Sun	End Winter Break	
	Jan 5	Mon	Session B begins	<i>Sess. B</i>
	Jan 19	Mon	Martin Luther King Jr. Day (U.S.)	
	Mar 1	Sun	Session B and semester-length courses end	
Spring 2009	Mar 2	Mon	Session A begins	<i>Sess. A</i>
	Mar 9	Mon	Semester-length courses begin	<i>Standard</i>
	Apr 10	Fri	Good Friday (both)	
	Apr 26	Sun	Session A ends	
	Apr 27	Mon	Session B begins	<i>Sess. B</i>
	May 18	Mon	Victoria Day (Can.)	
	May 25	Mon	Memorial Day (U.S.)	
	Jun 21	Sun	Session B and semester-length courses end	
Summer 2009	Jul 6	Mon	Session A begins	<i>Sess. A</i>
	Jul 13	Mon	Semester-length courses begin	<i>Standard</i>
	Aug 3	Mon	Civic Holiday (Can.)	
	Aug 30	Sun	Session A ends	
	Aug 31	Mon	Session B begins	<i>Sess. B</i>
	Sep 7	Mon	Labor Day (both)	
	Oct 12	Mon	Thanksgiving (Can.)	
	Oct 25	Sun	Session B and semester-length courses end	
Fall 2009	Oct 26	Mon	Session A begins	<i>Sess. A</i>
	Nov 2	Mon	Semester-length courses begin	<i>Standard</i>
	Nov 26	Thu	Thanksgiving (U.S.)	
	Nov 27	Fri	Thanksgiving (U.S.)	
	Dec 20	Sun	Session A ends	
	Dec 21	Mon	Start Winter Break	
	2010 Jan 3	Sun	End Winter Break	
	Jan 4	Mon	Session B begins	<i>Sess. B</i>
	Jan 18	Mon	Martin Luther King Jr. Day (U.S.)	
	Feb 28	Sun	Session B and semester-length courses end	
Spring 2010	Mar 1	Mon	Session A begins	<i>Sess. A</i>
	Mar 8	Mon	Semester-length courses begin	<i>Standard</i>
	Apr 2	Fri	Good Friday (both)	
	Apr 25	Sun	Session A ends	
	Apr 26	Mon	Session B begins	<i>Sess. B</i>
	May	Mon	Victoria Day (Can.)	

	24			
	May			
	31	Mon	Memorial Day (U.S.)	
	Jun 20	Sun	Session B and semester-length courses end	
Summer	Jul 5	Mon	Session A begins (no classes in U.S.)	<i>Sess. A</i>
2010	Jul 12	Mon	Semester-length courses begin	<i>Standard</i>
	Aug 2	Mon	Civic Holiday (Can.)	
	Aug 29	Sun	Session A ends	
	Aug			
	30	Mon	Session B begins	<i>Sess. B</i>
	Sep 6	Mon	Labor Day (both)	
	Oct 11	Mon	Thanksgiving (Can.)	
	Oct 24	Sun	Session B and semester-length courses end	

TELEPHONE AND DIRECTORY GUIDE

DEPARTMENT TELEPHONE DIRECTORY

Academics	(407) 226-6444
Academic Support Center	(407) 226-6446
Admissions	(407) 370-3131
Bookstore	(407) 226-6434
Career Services	(407) 226-6400
DVUC Orlando North	(407) 659-0900
DVUC Tampa Bay	(813) 288-8994
Keller Graduate School of Management North	(407) 659-0900
Keller Graduate School of Management South	(407) 903-5900
Keller Graduate School of Management Tampa Bay	(813) 288-8994
Library	(407) 355-4807
New Student Enrollment Support	(407) 355-4833
Registrar	(407) 226-6439
Student Finance	(407) 345-2802
Student Services	(407) 355-4852
Testing Center	(407) 226-6489

IF YOU WANT...

VISIT...

Academic Advisement	Academic Deans, Instructors, Faculty Mentors
Attendance Information	Instructors, Academic Deans
Billing Information	Student Finance
Career Counseling	Career Services, Dean of Student Affairs
Car Pools	Student Services
Counseling Services	Student Services
Course or Program Changes	Academic Deans, Registrar
Disability Student Services	Student Services
Financial Aid Assistance	Student Finance
Housing	Student Services
International Student Services	Student Services
Notary Public	Student Finance, Student Services
Part-Time Employment	Student Services
Parking Information	Student Services
Information	Student Services
Student Activities/Clubs	Student Services
Transcript	Registrar
Transfer Information	
(To a DeVry University)	Registrar
(To a non-DeVry University)	Academic Deans
Tutorial Services	Instructor, Academic Support Center
Veterans Information	Student Services
Withdrawal from a Course	Academic Deans
Withdrawal from School	Student Services

ACADEMIC AFFAIRS

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center provides services to enhance students' academic achievement. Support and information in the following areas are available:

Tutoring	Seminars and Workshops
Help Desk	Hands-on Lab Support
Computer-Aided Study	

ID CARDS

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

1. Identifies the bearer as a DeVry student.
2. Enables the student to check out lab parts.
3. Enables the student to purchase books and supplies through the DeVry/Follett Bookstore.
4. Serves as a library card.
5. Admits the holder to student activities.
6. Allows purchase of tickets for off-campus activities sponsored by the DSAO.
7. Allows the student to sign for a Perkins loan.

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

The condition and retention of this card is the student's responsibility. The student is responsible for all lab materials and library books taken out on the ID card. This is true if the card is lost, stolen, borrowed or lent to another student. Any defacing of the card shall invalidate it as a means of identification. In the event of invalidation or loss, an additional card can be secured with proof of identity, social security number and payment of a replacement charge of \$5.00.

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

COMPUTER LAB

Students with a need for extra lab time may utilize the computer labs upon signing in and presenting a valid ID card. Computers available will be assigned on a first come first serve basis.

Lab facilities may be used for authorized purposes only. Lab time may be restricted during scheduled lab classes upon the request of the professor.

All software is the property of DeVry. Any attempt to copy and remove software from the lab is

considered theft of DeVry property and an infringement of Federal copyright laws. Any altering or misuse of DeVry software or hardware is considered academic misconduct and will be treated accordingly.

It is the student's responsibility to read and abide by the rules and regulations posted in all laboratory areas.

ELECTRONICS LAB

Students are assigned specific laboratory work positions at the start of the semester. The care of all equipment permanently affixed to these lab stations is the responsibility of the assigned students. All damage and operational problems must immediately be reported to the lab manager.

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

Use of the lab outside of scheduled lab class requires signing in and checking in with lab personnel upon entry. A lab position may then be designated provided there is no conflict with scheduled classes. Faculty Assistant help may not be available during this time and there is no guarantee that equipment or a lab position will be available at all times.

It is the student's responsibility to read and abide by the rules and regulations posted in the lab.

LIBRARY

The Library supports the curriculum with books, technical journals and access to information concerning electronics, business, telecommunications, and management and computer science. The librarians teach all new students skills in bibliographic instructions through their English or COLL classes. There are additional materials on a variety of general education topics, as well as videos, audiocassettes and popular magazines and newspapers.

The Library has several full-text on-line reference databases to aid in research, which are available through networked computer stations and from home. New passwords are provided each semester.

The Library provides a copy machine, individual study carrels and conference rooms for group study. There are also a pencil sharpener, stapler, 3-hole puncher and other office supplies for students to use.

Students are responsible for all materials taken out. Books may be checked out for two weeks, and videos may be borrowed for two days. Renewal of materials may be done on-line, in person, or by calling the librarian. New books and materials are being ordered constantly. There is a charge for all overdue items.

Please check with library staff for information on new offerings or check the "New Book"

display.

The Library is open Monday-Friday from 8am-8pm, and Saturday from 10am-2pm. Hours are subject to change during semester breaks and holidays.

CAREER SERVICES

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

COOPERATIVE EDUCATION

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

GRADUATE EMPLOYMENT ASSISTANCE

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

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

STUDENT SERVICES

The mission of Student Services is to support the academic mission of the institution. This is accomplished by providing quality student services and programs to a diversified student body and enhancing students' out of the classroom experiences as part of their college experience.

The Office of Student Services is located in Room 143. The following are the programs and services that are offered:

Student Activities	Clubs & Organizations	Parking Hangtags
Counseling Services	Standard Housing Program	International Student Services
Campus Security	Judicial System	Housing Referral Information
Disability Student Services	Graduation	Vending Refunds
Referral for Car Pools	Part Time Job Assistance Program	Veterans Services

BULLETIN BOARD

Student Services maintains the Hallway Bulletin Boards. If a student is interested in posting a flyer, the student would need to come to Student Service, Room 143. Student Services would then deem if it were appropriate literature to post. The flyer would then be approved. Literature would be allowed to remain posted (on this particular Bulletin Board) for a 2 week period on a semesterly basis. After this period the literature will be discarded.

FAXING

Faxing is available to students in Student Services, providing the fax is school related. There is a maximum of five (5) faxes per day per student. A 24-hour notice is needed for faxing. The student needs to come to Student Services and fill out a fax form, which requires a fax number, student name, where it is being sent and date. The student will be responsible for picking up his/her document confirmation from Student Services.

COUNSELING SERVICES

Counseling services are available to DeVry students for encouragement and support toward personal growth and life skills development. Services are geared to help students achieve their full potential. Counseling Services is located in the Office of Student Services, Room 143.

- ❖ Counseling Services helps students with a wide range of personal difficulties: self-esteem, stress, family, relationships, interpersonal conflicts, parenting, time management, anxiety, depression, and grief. Counseling can help students learn how to manage their lives in a constructive and supportive way; it eliminates barriers and facilitates academic and personal success.
- ❖ Counseling Services include, but are not limited to, one-on-one and group counseling, personal advising and coaching, personal development workshops, literature and media resources, and referral outreach. All counseling services are free and confidential.
- ❖ Appointments may be scheduled in person, by phone, or by email. Appointments are recommended, and can be scheduled as phone appointments as well as face-to-face sessions. Please give 24-hour notice if an appointment must be canceled.

- ❖ Drop-in services are designed for those who have quick questions and/or immediate concerns. Individuals are seen on a first-come, first-serve basis and the time of the session is usually limited to 10-15 minutes.
- ❖ Students can request to be added to a mailing list for resources and information about upcoming workshops by contacting Counseling Services.

In case of emergency, please refer to the local resources list at the end of this handbook.

HOUSING

DeVry University is committed to a policy of non-discrimination in housing and all housing to which students are referred must comply with this policy.

- ❖ **Student Plan Housing:** Furnished apartments are available for occupancy by single DeVry students. Four students share a two-bedroom apartment. Financial and leasing agreements are made between the student and DeVry.

Students who require housing and choose to reserve space in DeVry housing are required to forward a housing reservation prior to the established deadline. The housing deposit is non-refundable and non-transferable and becomes a damage deposit upon occupancy. Rent includes all utilities with the exception of excessive electric and gas bills and may be paid in full or in installments.

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

- ❖ **Private Apartments:** The Student Housing Program maintains a list of available apartments located in the school's vicinity. A security deposit equal to the first month's rent is generally required in advance to reserve these apartments. A rental or credit history may also be required. Leasing terms are established between apartment complexes/owners and students.

INTERNATIONAL STUDENT SERVICES

The Office of Student Services can assist students who are non-resident aliens. I-20 (Certificate of Eligibility for Non-Immigrant Student Status) forms are issued to accepted DeVry students after they have submitted all appropriate paperwork.

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

LOST AND FOUND

DeVry is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. All valuables should be labeled with the student's name and/or phone number and should be kept in the student's possession at all times. The Office of Student Services serves as the school's "Lost and Found" area. The student is responsible for reporting all

lost items immediately. The responsibility for checking to see if lost items have been returned rests with the student. DeVry is not responsible for holding lost items beyond one semester.

PART TIME EMPLOYMENT

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

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

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

Guidelines for the program are available in Student Services.

STUDENT AMBASSADOR

The mission of our Student Ambassador program is to represent DeVry University, Orlando campus, at both on and off campus events in a professional manner. The Student Ambassador Program is a leadership experience where selected students represent DeVry/Orlando as "Ambassadors". The purpose of such a program is to allow students to have yet another avenue to become involved leaders, both on and off campus.

Student Ambassador activities may include such items as: a) acting as greeters for events and activities, b) facilitating walking tours of the building, and c) participating and assisting at high school and community college recruitment days, etc.

The qualifications to apply to be a Student Ambassador include:

1. Be in good academic standing and have no disciplinary record.
2. Have good public speaking skills.
3. Enjoy working with people, from middle school students to chief executive officers.
4. Have the desire to increase one's knowledge about DeVry.
5. Be open-minded to new and creative ideas.
6. Be leaders, both on and off campus.

TELEPHONE MESSAGES

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

VETERANS EDUCATIONAL BENEFITS

The Orlando campus of DeVry University is approved by the State of Florida's Department of Veterans' Affairs, Division of Veterans' Benefits and Assistance, Bureau of State Approving for Veterans Training. Monthly educational allowances are paid by the U.S. Department of Veterans' Affairs directly to the veteran or other eligible person. Disabled veterans may be

eligible for complete rehabilitation training. Eligibility is determined by the U.S. Department of Veterans' Affairs. The Student Services Office will assist the veteran in applying for and receiving benefits. Application forms are available in the Student Services Office. The Registrar's Office certifies student enrollment, class attendance and the receipt of transfer or proficiency credit.

OTHER SERVICES

BOOKSTORE

Required course material, such as textbooks and lab supplies, are available in the Follett Bookstore. Software, school supplies, novelty items and DeVry imprinted merchandise can also be purchased. All Bookstore purchases require a validated student ID card. Bookstore purchases may be paid by cash, check or charged to Visa or MasterCard. Books, lab kits and lab manuals may also be charged to the student's account. The original receipt must be presented to the Bookstore for any returns, exchanges or adjustments.

EMERGENCY CLOSING ANNOUNCEMENTS

Local area radio stations make facility-closing announcements whenever inclement weather or other emergency situations necessitate closing of the University.

FOOD SERVICE

A variety of vending machines are provided for students' convenience in the Commons.

STUDENT FINANCE

FINANCIAL AID

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

FINANCIAL AID ELIGIBILITY

Eligibility for all financial aid programs is determined from the data submitted on the Free Application for Federal Student Aid (FAFSA) which must be completed annually (hard copy or Internet format). To receive aid from this major student aid program a student must:

1. file a Free Application for Federal Aid (must be filed annually) electronically via the Internet
2. have a high school diploma or GED
3. be enrolled as a regular student in an eligible program
4. be a U.S. citizen or an eligible non-citizen
5. have a valid Social Security Number
6. make satisfactory academic progress

7. not be in default on a Federal Perkins, Federal Stafford, Federal PLUS, or Federal SLS/unsubsidized
8. not owe a refund or an overpayment of a Federal Pell Grant or Federal SEOG and
9. register with Selective Service if required (males born after December 31, 1959 who have reached 18)

GROUP HEALTH INSURANCE

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

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 office. Company billing statements may be requested with one week processing time required.

Students can make their tuition or Educard payments in person at the Office of Student Finance front desk, by mail, or via 'View/Pay Your Bill' online at <http://my.devry.edu>. Acceptable forms of payment are cash, check, money order, American Express, Discover, MasterCard or Visa. Failure to make the monthly Educard payment on time can result in a financial dismissal from DeVry or prevent the student from registering for the following semester.

STUDENT AID PROGRAMS

There are three types of Federal Student Aid:

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

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

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)

FLORIDA STATE AID

DeVry, Orlando participates in the Florida Student Assistance Grant (FSAG) program which is administered by the State of Florida in conjunction with the Student Finance Office.

In addition to the federal eligibility requirements previously mentioned, FSAG recipients must:

1. Be Florida residents for at least 12 months (residency requirements also apply to parents of dependent students)
2. Attend school full time (12 or more credits)
3. Not have earned a previous bachelor's degree
4. Not have already received the maximum number of FSAG disbursements allowed

FSAG awards are determined on a need-based formula by the State of Florida. Students can receive FSAG disbursements only in the Fall and Spring semesters at DeVry.

BRIGHT FUTURES SCHOLARSHIPS

A lottery-funded scholarship to reward Florida high school graduates who demonstrate high academic achievement and enroll in eligible Florida postsecondary institutions. This scholarship has three award levels: the Florida Academic Scholars Award, the Florida Merit Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Each award has different academic criteria for eligibility and receives a different award amount. The top-ranked scholar from each county will receive an additional award of up to \$1500. Contact your high school guidance counselor for information on eligibility criteria for each award level or visit the Florida Bright Futures Program website at <http://www.firn.edu/doe/brfutures>.

DeVry/Orlando is eligible to participate in the Bright Futures Scholarship Program.

NOTICE OF FINANCIAL AID AWARDS

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

STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS

DeVry students participate in campus activities through involvement with clubs and organizations. Currently the following clubs are active on campus:

- ❖ Alpha Sigma Lambda Honor Society
- ❖ Association of Information Technology Professionals
- ❖ Delta Epsilon Iota Honor Society
- ❖ DeVry Chess Club
- ❖ DeVry Intramural Sports Club
- ❖ DeVry Student Activities Organization
- ❖ Institute of Electrical and Electronics Engineers
- ❖ Multicultural Student Union
- ❖ National Society of Black Engineers
- ❖ Phi Beta Lambda Business Fraternity
- ❖ Student Journal
- ❖ Women in Technology

Other Clubs/Organizations are in the organizational phase and should be active soon. Further information can be obtained from the Office of Student Services in Room 143.

DEVRY STUDENT ACTIVITIES ORGANIZATION (DSAO)

Student Activities Council Mission:

- ❖ Act as the umbrella organization for all DeVry/Orlando student clubs and organizations.
- ❖ Act as the student financial decision-maker for allocated monies to recognized on campus clubs.
- ❖ Assist Student Services in the recognition process for new club formation; as well as, with the Club Leadership Retreat each fall.
- ❖ Partner with Student Services and Career Services in bringing quality and diversified programming efforts to our campus.
- ❖ Act as a resource and referral to the student body.
- ❖ Participate in leadership and involvement efforts both on and off campus.

The DSAO and Student Services sponsor a varied program of student activities. Student support and creativity determine the diversity and number of activities. Through sponsorship, the DSAO provides students with the opportunity to participate in activities that are of interest to them. The Student Services Advisor is prepared to assist students in initiating new organizations, creating constitutions or planning events.

There are no overall criteria to be met before participating in activities, i.e., no social status or minimum grade level. However, each group establishes its own eligibility criteria for membership, and must be approved by the DSAO before it can function as a recognized student organization. Any newly formed club becomes eligible for DSAO funding.

Information concerning student activities can be found throughout the building and through various media forms.

The DSAO income is derived from two primary sources:

1. Activity Fees – Each full time student must pay a one time fee which, when paid, entitles the student to full membership, rights and privileges in the DSAO as long as the student is enrolled at DeVry.
2. Commissions – DSAO receives a percentage of the vending machine revenues.

POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

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

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

Prevention Techniques for Students

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

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

- B. Make it difficult and unacceptable for other students to cheat by:
 - Not sharing your written work with other class members unless it is required as a part

- of a team assignment
- ❑ Refusing to give away or share written assignments, homework, and term papers
- ❑ Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member
- ❑ Keeping your computer password a secret
- ❑ Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
- ❑ Denying others access to your computer programs

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

C. As a student, you can avoid violations of the academic integrity policy by:

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

Violations of Academic Integrity

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

A. Copying

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

1. Any act of copying information from another student by any means to obtain an advantage for one's self.

2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.

B. Plagiarism

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

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

C. Collaboration

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

D. Alteration of Records

1. Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the instructor or his/her authorized agent.
2. Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
3. Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

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

F. Proprietary Material

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

G. Offering of Money or Other Incentives

1. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
2. Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

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

I. Other

1. Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
2. Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
3. Entering online discussion threads under false pretenses or not complying with instructor or DeVry University authorship rules.
4. Using any work previously submitted for credit unless the use of such previously completed work is expressly authorized.
5. Stealing, as theft of grade books, from faculty offices or elsewhere.
6. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.
7. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
8. Inappropriately accessing, or attempting to access, students' academic records.

Procedures

- A. Any member of the University community may report a violation of the standards of conduct as described in this policy. Any violation should be reported as the violation is observed or immediately after the event has taken place. If a violation is reported, observed or suspected, the instructor will discuss the incident with the student. The student will be given the opportunity to deny the alleged violation, provide an explanation of the incident in question, or admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will inform the student that the case is being referred to the Dean of Students/designee, the Center Dean, or the DVUO Support Services Coordinator for action. The instructor will complete the Academic Integrity Violation Incident Report, attach copies of supporting documents, and forward copies of all documents to the appropriate above-listed individual.

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

1. If the incident is the student's first offense, the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator will review the case and send an appropriate notice to the student within five calendar days. The notice will include date of incident, charges, action taken, appeal rights, and deadlines. A copy of the Student Academic Integrity Policy, or the URL, will be included with the notice. A

copy of the notice will be sent to the instructor for his/her records, and the instructor will record no credit or a grade of zero (see Sanctions).

2. If the incident is the student's second or third offense, a Hearing Panel will be convened and all procedures used for a Hearing Panel will be followed. If the student is found in violation of the Academic Integrity Policy, the Dean of Students/designee or DVUO Support Services Coordinator will then impose appropriate sanctions based upon the results of the hearing.

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

Sanctions

The mandatory sanctions are the minimum required. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator for the first recorded offense and by the Dean of Students/designee or DVUO Support Services Coordinator for the second and third recorded offenses.

A. First recorded offense

Mandatory

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

B. Second recorded offense

Mandatory

- Undergraduate Student: Student receives a failing grade for the class, lab, etc., in which the second offense occurs.

- ❑ Graduate Student: Dismissal for a minimum of one academic year.
- ❑ The second offense need not be in the same location, class, program, or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.
- ❑ A student's record of violations of academic integrity is carried forward, and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Discretionary

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

C. Third recorded offense

Mandatory

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

Appeals/First Offenses

- A. The action of the instructor may be appealed by the accused student to the Dean of Students/designee or the DVUO Support Services Coordinator within seven calendar days of receipt of notice of the action. Such appeals will be in writing.
- B. The Dean of Students/designee or DVUO Support Services Coordinator will contact the student and offer the opportunity to select either a hearing by a Hearing Panel or a hearing by the Dean of Students/designee or the DVUO Support Services Coordinator. The Dean of Students/designee or DVUO Support Services Coordinator may require a hearing by a Hearing Panel when he/she feels that such a procedure is in the best interest of the University or student.
- C. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not fewer than two nor more than ten calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students/designee or the DVUO Support Services Coordinator.
- D. Hearings shall be conducted according to the following guidelines:

1. The Dean of Students/designee or DVUO Support Services Coordinator may serve (in a non-voting capacity) as Chairperson of the Hearing Panel.
 2. Hearings normally shall be conducted in private.
 3. Admission of any person to the hearing shall be at the discretion of the Hearing Panel and/or the Dean of Students/designee or DVUO Support Services Coordinator.
 4. In hearings involving more than one accused student, the Dean of Students/designee or DVUO Support Services Coordinator, at his or her discretion, may permit the hearings concerning the students to be conducted together.
 5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.
 6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Dean of Students/designee or DVUO Support Services Coordinator.
 7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Students/designee or DVUO Support Services Coordinator.
 8. All procedural questions are subject to the final decision of the Dean of Students/designee or the DVUO Support Services Coordinator.
 9. After the hearing, the Hearing Panel shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.
 10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.
- E. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.

Appeals/Second or Third Offenses

- A. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Students/designee or the DVUO Support Services Coordinator may be appealed by the

accused student or complainant to the Dean of Students or DVUO Support Services Coordinator within seven calendar days of the decision. Such appeals shall be in writing. In cases where the Dean of Students or DVUO Support Services Coordinator has personally chaired the Hearing Panel or has imposed sanctions, the appeal shall be directed to the next administrative level.

- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.
 3. To determine whether the sanction(s) imposed were appropriate for the violation.
 4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.
- C. If an appeal is upheld by the Dean of Students or DVUO Support Services Coordinator, the matter shall be remanded to the original Hearing Panel and Dean of Students/designee or DVUO Support Services Coordinator for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.

ACCEPTABLE USE POLICY

Computers and network systems offer powerful tools for communications among members of the DeVry community and of communities outside of DeVry. When used appropriately, these tools can enhance dialogue, education and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others. DeVry expects all members of its community to use electronic communications in a responsible manner, exercising that responsibility in the use of hardware, software, and computer-based communications. The use of the available network services, including applications software and Internet access, is for educational purposes in support of curriculum requirements.

DeVry does not condone censorship, nor endorses the inspection of electronic files other than on an exceptional basis (i.e., if required to ensure the integrity, security, or effective operation of the network); however, DeVry does reserve the right to place restrictions on the use of its computers and network systems. Restrictions may be in response to complaints presenting evidence of violation of DeVry policies or codes, or state or federal laws. Once evidence is established,

DeVry authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific restrictions. Restrictions could include the removal of material posted on a computer and/or limiting access to the DeVry network.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

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

1. Most students who have AIDS, ARC, or a positive HTLV-III antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically and psychologically able to attend classes.
2. Students with AIDS, ARC, or a positive HTLV-III antibody test will not be restricted from classrooms, labs, cafeteria, recreational facilities, other common areas, or student activities in general.
3. For students with AIDS, ARC, or a positive HTLV-III antibody test, participation in intramural or other contact sports will be evaluated on a case-by-case basis, taking into account the most current research.
4. Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody test will not be part of the initial admission decision for those applying to attend the University.
5. The University does not endorse requirements that students be asked to respond to questions about the existence of AIDS, ARC, or a positive HTLV-III antibody test. The University will, however, encourage new students to inform campus officials if they have AIDS, ARC, or a positive HTLV-III antibody test in order that the University can provide them proper medical referral. This, like all other information, will be handled in a strictly confidential manner in accordance with the procedures and requirements in effect at the University.
6. University officials will not undertake programs of screening newly admitted or current students for antibody to HTLV-III. Especially the University will not attempt to identify those in high-risk groups and require screening only of them.
7. Decisions about residential housing of students with AIDS, ARC, or a positive HTLV-III anti-body test will be made on a case-by-case basis. The best currently available medical information does not support the existence of a risk to those sharing apartments with infected individuals; there may, however, be in some circumstances reasonable concern for the health of those with AIDS or ARC who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation.

8. Guidelines concerning the handling of confidential medical information about students with AIDS, ARC, or a positive HTLV-III antibody test follow the general standards included in the American College Health Associations Recommended Standards and Practices for a College Health Program, Fourth Edition, 1984:
In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written permission of the affected individual in each case. This position with respect to the records is supported by amendment to the Family Education Rights and Privacy Act of 1974.
9. Students living in student housing will not be advised of the presence of other students in the complex who have AIDS, ARC, or a positive HTLV-III antibody test.
10. Similarly, school officials will make no attempt in any other setting to identify those students who have AIDS, ARC, or a positive HTLV-III antibody test.
11. Regular medical follow-up is encouraged for those who have AIDS, ARC, or a positive HTLV-III antibody test.

ALCOHOL POLICY

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

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

ATTENDANCE POLICY

1. Students are expected to attend every meeting of every class in which they are registered.
2. Students are responsible for all work missed during any absence and it is their responsibility to contact the appropriate faculty member(s) concerning any possible make-up work.
3. Make-up work is not guaranteed.
4. Students who are absent for three or more consecutive class days should contact the Academic Department to avoid dismissal. Enrollment in school constitutes acknowledgment of the attendance policy. It is the student's responsibility to check for revisions of the policy each semester.
5. Students are responsible for assuring that their attendance in class is properly noted, especially if they are late for class.
6. Students who miss more than 30% of the total hours for which they are scheduled in a given

semester will be subject to dismissal from the University.

7. Students have three days from the dismissal date to appeal in writing an attendance dismissal. The dismissal date is specified on the dismissal notice.
8. There are only two bases for an appeal of an attendance dismissal, an error in the attendance records or proof of satisfactory academic performance.
9. All students are expected to be on time for classes. Lateness, as defined by the instructor, will be noted as absence after the deadline. Excessive tardiness will be handled as a disciplinary problem and could result in dismissal from the University.
10. Notification of an attendance policy violation is a courtesy and not required to dismiss for policy violations. Students are expected to know the policy and abide by the regulations.
11. Absences include, but are not limited to, non-attendance due to illness, funeral leave, personal problems, class cuts, transportation problems or inclement weather.

In compliance with DeVry's Attendance Policy, the Orlando campus has initiated the following campus-specific Attendance Policy:

1. All students are responsible for their knowledge of the Attendance Policy as stated in the Student Handbook. Enrollment in school constitutes acknowledgment of the Attendance Policy.
2. All students that have a developmental class will be required to sign a form that states additional attendance requirements.
3. Any student missing five (5) consecutive attendance days will be sent an Attendance Dismissal letter. The student will have five (5) business days to make a written appeal to their program dean in the Academic Department. Approval or denial of the appeal will be at the discretion of the student's program dean and is considered final.
4. Beginning week 3 of classes, any student that has missed over 30% of their classes will be sent a warning letter stating that their attendance needs significant improvement over the next two weeks or they will be dismissed for violation of the 30% attendance policy. If attendance does not improve within the two-week period, the student will be sent a letter stating that they have been dismissed. The student will then have five (5) business days to make a written appeal to their program dean in the Academic Department. The approval or denial of the appeal is at the discretion of the student's program dean and is considered final.
5. Faculty initiated individual student course withdrawals. Beginning week 3 of classes, a faculty member may initiate individual course withdrawals to any student that has missed over 30% of their class. The instructor must discuss the student's attendance with the student prior to issuing a written warning. After the instructor has discussed the attendance problem with the student the faculty member may elect to send a warning letter. If attendance does

not improve within the next two weeks, the student will be sent a letter stating that they have been dismissed. The student will then have five (5) business days to make a written appeal to the instructor. If the instructor denies the appeal the student may appeal to their program dean in the Academic Department. The approval or denial of the appeal is at the discretion of the student's program dean and is considered final.

CHANGE OF NAME/ADDRESS

To ensure that DeVry maintains accurate records, students who change their personal status (name, marital status, or home address) must notify the Registrar's Office and the Student Finance Office. Failure to do so may result in inaccurate notification of grades or University policy changes as well as other possible delays and interruptions.

CLASSROOM AND LAB EXCLUSIONS

- ❖ Food and/or Drink are not allowed in the classrooms and labs.
- ❖ Hats are not to be worn by students while in class and lab. Approved exceptions include: medical and religious reasons. Documentation must be provided to Student Services for the above exceptions.
- ❖ Pagers and cell phones must be turned off while students are in the classroom or lab.
- ❖ Headphones, video, and music devices are not allowed to be used in the classrooms.
- ❖ Children are not allowed in classrooms and/or labs.

COMPUTER VIRUS POLICY

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

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

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

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

- ❖ Not exchanging software (copies, etc.) with other students.
- ❖ Always keeping back-ups of software and other data that is to be protected.

CONTROLLED SUBSTANCES POLICY

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

DELINQUENT STUDENT POLICY

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

DEVRY TRADEMARK

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

DISSENT AND DEMONSTRATION

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

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

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

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

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

EMERGENCY EVACUATION

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

CONTINUED SOUNDING OF FIRE HORNS

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

EMERGENCY & NON-EMERGENCY NOTIFICATION OF STUDENT

Anyone needing to contact a DeVry/Orlando student for an emergency would need to contact Student Services, Room 143, at 407-355-4852. Student Services will then send an employee to see if the student is in class. If the student is not in class, Student Services will attempt to call the student. The classroom number will not be given out to the person needing to notify the student.

FINAL GRADE APPEAL PROCEDURE

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

PROCEDURE:

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

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

also attach copies of all documentation intended to support the request for review of the final grade.

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

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

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

As the Chief Academic Officer, the DAA has the final authority to consider a student's request for review of a final grade. Any request that does not meet the stated deadlines or follow the stated procedures will be denied without further consideration.

GRIEVANCE PROCEDURES

PROCEDURES FOR STUDENT GRIEVANCES INVOLVING CHARGES OF DISCRIMINATION AND SEXUAL HARASSMENT

DeVry University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. DeVry is committed to the maintenance of an academic environment free of discrimination and complies with the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please refer to published statements regarding discrimination in the Regulations section of the DeVry Academic Catalog.

Sexual harassment, a form of discrimination based on sex, is a violation of Title IX of the 1972 Education Amendments. Sexual harassment can take many forms. It is commonly defined as an unsolicited, offensive behavior over another. It can be, but is not limited to, the following: verbal, written, or computer-transmitted harassment consisting of suggestive comments, innuendo, insults, humor or jokes; propositions; threats; nonverbal harassment consisting of obscene gestures, leering or ogling; physical harassment consisting of touching, patting pinching, brushing the body; coerced sexual intercourse; assault. To further that commitment, the university has developed procedures to allow individuals to pursue grievances within the University community.

Disability harassment, a form of discrimination based on disability, is a violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability harassment can take many forms. It is commonly defined as "intimidation or abusive behavior

toward a student based on disability," and includes "verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating."

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

INFORMAL GRIEVANCE PROCEDURES

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

FORMAL GRIEVANCE PROCEDURES

1. A student who feels that he or she has been subjected to illegal discrimination may file a written grievance to the local HRM or the campus President. The grievance should normally be filed within 90 calendar days of the incident or incidents.
2. An investigation will occur and will attempt to resolve the complaint using the following steps:
 - a. Review the grievance report from the student.
 - b. Gather any additional information from the student that is needed.
 - c. Gather a response and any additional information from the accused.
 - d. Document and assess the finding of facts, including those agreed upon and those disputed.

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

Determine final decision regarding the complaint.

3. The local Human Resources Manager or President should complete the investigation and produce a written report within 30 calendar days. A copy of the report should be provided to the complainant, also within 30 calendar days.

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

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

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

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

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

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

Any student or applicant with a disability who requests academic adjustments or auxiliary aids under section 504 should visit the Director of Student Services DSS (or designee) located in the student services department to begin the accommodation process. The applicant/student will be given an special accommodation request form to fill out and submit back to the DSS along with supporting medical, psychological, or educational assessments. DSS and the student will work together to identify an effective adjustment and/or aid.

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

Challenging and Determining Appropriate Accommodations for Students With Disabilities

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

will be informed of it specifically if a DSS approved accommodation is changed based on a faculty challenge to a previously approved DSS accommodation.

SEXUAL HARASSMENT STANDARDS AND PROCEDURES

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

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

3. Information and Consultation
 - a. Sexual Harassment Resource Persons - The Manager of Human Resources is available to serve as a resource to any student, non-faculty employee, or faculty member who has a sexual harassment inquiry or complaint. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member of a preferred gender in the Dean of Student Office or the Human Resources Office.

These resource persons have information about applicable laws, university rules and procedures, options available for resolution of complaints, and confidentiality requirements.

4. Confidentiality -Persons gathering general information, seeking guidance, or filing a complaint may be concerned about the confidentiality of the information they are sharing. While the university wishes to create an environment in which individuals feel free to discuss concerns and make complaints, the university may be legally obligated to take action when its officials are informed that sexual harassment may be occurring. If the individual does not disclose any identifying information about him/herself or any other party involved (e.g., names, department or unit) during the inquiry, no action can be taken in the matter.
5. Filing a Complaint - Once an individual discloses identifying information to the official contact of the university, he/she will be considered to have filed a complaint with the university. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the university cannot be guaranteed, they will be protected to as great a degree as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the charged party to be informed about charges against him/her.
6. Protection of Complainant and Others
 - a. The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. This action may come at any time during or following an investigation of a sexual harassment complaint. Persons who retaliate will be subject to disciplinary action.
 - b. Protection of the Alleged Offender - At the time a formal complaint is filed, the alleged offender will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations. In the event the allegations are not substantiated, reasonable steps will be taken to restore the reputation of the alleged offender if damaged by the proceedings. A complainant, who intentionally makes dishonest or malicious allegations, is subject to university discipline.
 - c. Protecting Involved Parties - To the extent possible, university proceedings will be conducted in a manner that protects the confidentiality of all parties involved.
7. Complaint Procedures - Informal or formal notification to an official contact of the university constitutes official notification. Names, department, and other information necessary to conduct an investigation of the allegation(s) are required. Further action by the complainant will determine whether the filing is formal or informal.

INFORMAL COMPLAINT PROCEDURES

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

FORMAL COMPLAINT PROCEDURES

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

Complaint Investigation

1. Students
 - a. A formal complaint against a student shall be directed to the Judicial Advisor in charge of violations occurring under the Student Code of Conduct. The case will be investigated and a determination will be made within 12 working days as to whether or not further investigation or a hearing is warranted. If it is warranted a hearing will be held under the Student Code of Conduct Policy.
2. Student Employee/Staff/Faculty

- a. A formal complaint filed against a Student Employee/Staff/Faculty shall be directed to the HRM. The HRM will investigate the case and determine, within 12 working days, whether to recommend sanctions at that time, to dismiss the case or to investigate the complaint further. Once a decision for further investigation is made, it normally should be completed within 30 working days. The determinations of the HRM may be appealed to the campus President. The determination of the President regarding investigation and resolution of the complaint, including recommended sanctions, is considered final and shall be reported to the alleged offender, the complainant, and the HRM.

Appeals from Sanctions

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

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

HAZING

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

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

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

individual to participate in an activity which is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

PARKING

VEHICLE REGISTRATION

- ❖ All vehicles parked on the property of DeVry University must be registered with Student Services and display a vehicle registration hangtag. One hangtag may be used for up to two vehicles for one fee. All vehicle information (license plate, make, model, year of each vehicle) must be supplied when the vehicle is registered.
- ❖ The hangtag must be displayed on the rear view mirror with the permit number facing out.
- ❖ A lost hangtag must be reported to Student Services. There is a \$10.00 replacement fee.
- ❖ Any change of vehicle type, license plate, name or address must be reported to Student Services.

PARKING CLASSIFICATION

- ❖ **Student parking** is permitted in white lined parking spaces only.
- ❖ **Employee parking** is permitted in the blue lined parking spaces.
- ❖ **Visitor parking** is permitted in the parking spaces marked “VISITOR” only.
- ❖ **Disabled parking** is permitted in the parking spaced marked “HANDICAP.” A valid handicapped parking permit or license plate must be displayed to park in these spaces.

SPECIAL REGULATIONS AND POLICIES

1. Vehicles must be parked within the boundaries of one outlined space.
2. No vehicle may be left standing or parked in such a manner so as to obstruct or impede the free flow of vehicular or pedestrian traffic.
3. Vehicles must not be parked in designated loading zones or in front of primary entrances/exits of the building.
4. Lack of parking space or inclement weather conditions are not valid reasons for violation of parking policies and regulations.
5. No vehicle may be parked overnight without authorization. If a vehicle becomes disabled, the student responsible for the vehicle must immediately contact Student Services and make every possible effort to remove the vehicle from the parking lot within 24 hours.
6. The maximum speed limit is 10mph. Reckless driving or speeding will not be tolerated.
7. DeVry reserves the right to restrict parking for special purposes and events.

VIOLATIONS

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

- ❖ Parking in reserved, handicapped or visitor's space.
- ❖ Parking in an undesignated area.
- ❖ Parking in a fire or loading zone.
- ❖ Parking in two spaces.
- ❖ Unregistered vehicles – if an unregistered vehicle must be traced, the cost of locating that information will be added to the fine.
- ❖ Improperly displayed hangtag.

PENALTIES AND FINES

A summons issued for violation of regulations must be paid within five (5) school days or the fine will increase by \$5.00. Fines are payable to Student Finance. Students will not be permitted to enter the following semester until the levied fine is paid.

STATEMENT OF WAIVER OF RESPONSIBILITY

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

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

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

PROGRAM TRANSFERS

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

RECOURSE - COMPLAINTS

The first recourse that every student must undertake in an attempt to resolve any complaint about an instructor or a grade is to arrange an appointment with the instructor directly. An appointment should ensure an appropriate atmosphere for discussion free from unnecessary distractions. All grade reviews must be completed by the 3rd week of the semester and any requests for grade reviews after that time must be supported by documentation to show that the grade may be in

error. If, for some valid reason, the issue is not resolved, the student may utilize the following sequential appeal process: a) Student Services b) Academic Dean c) Dean of Academic Affairs.

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

REPRODUCTION OF COMPUTER SOFTWARE

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

RESUMPTION OF STUDIES

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

APPLICATION TO RESUME

A student who has withdrawn from school may make application for resumption of studies within three semesters. If withdrawal occurred during a semester, then that term is not counted as the first of the three permitted. Students who do not make application within three semesters must reapply with the Dean of Admissions. A formal Application for Readmission must be filed with the Registrar's Office in order to be considered for re-entry.

ACADEMIC REQUIREMENTS

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

FINANCIAL REQUIREMENTS

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

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

suspended from their previous term at DeVry.

DISCIPLINARY REQUIREMENTS

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

SOLICITATION

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

SMOKING

DeVry University maintains a smoke-free environment. Smoking is therefore prohibited within the confines of the University. Students wishing to smoke may do so in designated areas outside of the building (student entrance, which is the east side, the Commons Patio area)

TRANSFER PROCEDURES

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

FILING A REQUEST

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

REQUIREMENTS

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

COURSE WITHDRAWALS

Course withdrawals may be made anytime during the session prior to the final exam. The student's academic records will show "W". To remove a course from your schedule, you must complete an official withdrawal form before the course starts.

WITHDRAWALS FROM SCHOOL

To withdraw from the school after classes have begun, a student must formally withdraw through

the Registrar's Office. Withdrawal is considered official when all forms have been completed and returned and all financial obligations have been met. If no written notice is furnished within seven (7) days of the last day of attendance, a charge of \$25.00 will be added to the student's account. Official transcripts of work completed will not be issued until all obligations to DeVry have been met.

VISITORS

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

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

STUDENT CODE OF CONDUCT

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

ARTICLE I: DEFINITIONS

1. The term "University" means DeVry University.
2. The term "student" includes all persons taking courses at the University, both full time and part time, pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students", with the exception of University Officials.
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" means any person employed by the University, with the exception of student employees.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. The Dean of Student Services shall determine a person's status in a particular situation.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including parking lots, housing, adjacent streets and sidewalks).
7. The term "judicial body" means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
8. The term "Judicial Advisor" means a University official authorized on a case-by-case basis by the Dean of Student Services to impose sanction upon students found to have violated the Student Code. The Dean of Student Services may authorize a judicial advisor to serve simultaneously as a judicial advisor, and as the sole member or one of the members of a

judicial body. Nothing shall prevent the Dean of Student Services from authorizing the same judicial advisor to impose sanctions in all cases.

9. The term "shall" is used in the imperative sense.
10. The term "may" is used in the permissive sense.
11. The "Dean of Student Services" is that person designated by the University President to be responsible for the administration of the Student Code.
12. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Housing Handbook and Undergraduate Catalog.
13. The term "organization" means any number of persons who have complied with the formal requirements for University recognition/registration.

ARTICLE II: JUDICIAL AUTHORITY

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

ARTICLE III: PROSCRIBED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

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

B. CONDUCT - RULES AND REGULATIONS

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

1. Acts of dishonesty, including but not limited to the following:
 - a) Furnishing false information to any University official, faculty member or office.
 - b) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - c) Computer piracy, including duplication of computer software, copyright infringement, and unauthorized computer entry.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, either on University premises or at any University sponsored activity.
4. Attempted or actual theft of and / or damage to property of the University or property of a member of the University community or other personal or public property.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Violation of housing conduct guidelines or student lease provisions applicable to University referred housing.
7. Gambling on University Premises or at University functions.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to or use of University premises.
10. Violation of published University policies, rules or regulations.
11. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication, on University premises.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or at any University sponsored activity.
15. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement and/or the free flow of pedestrian or vehicular traffic on University premises or at a University sponsored or supervised activity.
16. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University.
17. Aiding, abetting or inducing another to commit a violation of the Student Code
18. Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of the University computing system.
 - g) The introduction, reproduction, and/or promulgation of any computer virus.
19. Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of a judicial body or University official.
 - b) Falsification, distortion, or misrepresentation of information before a judicial body.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Institution of a judicial proceeding knowingly without cause.

- e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- h) Failure to comply with the sanction(s) imposed under the Student Code.
- i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the University community.
2. University disciplinary proceedings may be University against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with a governmental representative as they deem appropriate.

ARTICLE IV: JUDICIAL POLICIES

A. CHARGES AND HEARINGS

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor (such as mediation.) Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or as Chairperson of the judicial body.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than one, nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion the Judicial Advisor.
4. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the Judicial Advisor. The Judicial Advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the University.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a) The Judicial Advisor may serve, in a non-voting capacity, as the Chairperson of the judicial body.
 - b) Hearings normally shall be conducted in private.
 - c) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
 - d) In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted together.
 - e) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The Advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - f) The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
 - g) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - h) All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - i) After the hearing, the judicial body shall determine (by majority vote, if the judicial body consists of more than one person) whether the student has violated the specific section(s) of the Student Code which the student is charged with violating.
 - j) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body; the record shall be the property of the University.
7. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. SANCTIONS

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

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

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

C. INTERIM SUSPENSION

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

1. Interim suspension may be imposed only:
 - a) To ensure the safety and well-being of members of the University community or preservation of University property;
 - b) to ensure the student's own physical or emotional safety and well being; or
 - c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to University referred housing and/or to the University premises (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Student Services or the Judicial Advisor may determine to be appropriate.

D. APPEALS

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

ARTICLE V: PROCEDURES FOR STUDENT GRIEVANCES FOR CHARGES OF DISCRIMINATION AND SEXUAL HARASSMENT (see Grievance Procedures, page 38)

ARTICLE VI: INTERPRETATION AND REVISION

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

RELEASE OF INFORMATION FROM EDUCATIONAL RECORDS/GUIDELINES

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

REVIEW OF EDUCATIONAL RECORDS

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

CONTESTING OF EDUCATIONAL RECORDS

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

If the custodian of the educational record and the student are unable to resolve the challenge, the student may initiate a grievance by filing charges with the Dean of Student Services.

EDUCATIONAL RECORDS SUBJECT TO REVIEW

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

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

EDUCATIONAL RECORDS NOT SUBJECT TO REVIEW

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

DIRECTORY INFORMATION

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

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

DISCLOSURES WITHOUT PRIOR CONSENT REQUIRED

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

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

Revenue Code of 1954.

- ❖ To any authorized representative of the Comptroller General of the United States, the Secretary of the United States Department of Education and State educational authorities for audits and evaluation of Federal and State supported programs.

RIGHT TO FILE A COMPLAINT

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

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

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

DeVry University hereby designates the following categories of student information as public or “Directory Information.” The University may disclose such information for any purpose, at its discretion.

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

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

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

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Dean of Student Services Office within two weeks after the first day of class of the current term, at DeVry University, 4000 Millenia Blvd., Orlando, FL 32839. Forms requesting the withholding of “Directory Information” are available in the Dean of Student Services Office.

Failure on the part of any student to specifically request the withholding of categories of “Directory Information” within the time specified above indicates individual approval for disclosure of “Directory Information” for the current term.

CRIME AWARENESS AND CAMPUS SAFETY

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

REPORTING A CRIME

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

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

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

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

CAMPUS ACCESS AND SECURITY

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

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

There are fire alarms and pull stations throughout the facility for use in the event of a fire or other general life threatening situations.

The building is open from 6:30am to 10:30pm Monday through Friday and 7:00am to 5:30pm Saturday. When DeVry is officially closed, the building is generally locked and is monitored by the Orlando Police Department as off duty officers. During those times, there is an emergency response procedure in place. Members of the University Management Committee have been

trained on securing the facility and are available in the event of an emergency at the facility. Keys are issued only to those with specific access needs.

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

An escort is available for the safety of anyone walking alone to their vehicle. The on campus police officer may be contacted for assistance.

Students living in off campus student plan housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individual and restricted access to apartments, the level of additional security varies from complex to complex.

LAW ENFORCEMENT

An off duty Orlando police officer serves as an escort and an on campus security guard Monday through Saturday. See Student Services for the hours the Orlando police officers are on duty. He/she is uniformed, armed and must be called to respond to emergencies. As an officer of the law he/she has the authority to search vehicles, and question and arrest suspects following a criminal act on campus.

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

SAFETY AND SECURITY PROGRAMS

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

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

SAFETY TIPS

1. Personal

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

2. Residence

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

3. Vehicle

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

4. Office

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

SEXUAL OFFENSE AWARENESS

Programs will be offered to promote the awareness of rape, acquaintance rape and other sex offenses. These include, but are not limited to, presentations by rape crisis center counselors, lectures by police and security officials and displays of sexual assault awareness literature.

DEFINITIONS

FORCIBLE SEXUAL OFFENSES

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

NON-FORCIBLE SEX OFFENSES

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

PROCEDURES TO FOLLOW AFTER AN ASSAULT

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

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

psychological effects of the assault. See the back of this handbook for local agencies that will provide immediate advice and assistance to victims of sexual offense.

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

DISCIPLINARY ACTION

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

ALCOHOL AND SUBSTANCE ABUSE POLICY AND EDUCATIONAL GUIDELINES PERTAINING TO THE DRUG FREE SCHOOLS AND COMMUNITIES ACT

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

SUBSTANCE	EFFECTS OF OCCASIONAL AND EXTENDED USE
<i>ALCOHOL (AT .08 BLOOD ALCOHOL AND ABOVE)</i>	Impaired motor abilities; reduces judgment; sleepiness; increased sexual desire but reduces ability to perform; nausea, vomiting; liver disorders: Alcoholic Hepatitis, Alcoholic Cirrhosis; cancer of the mouth, tongue, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation)
<i>CANNABIS MARIJUANA, HASH, HASH OIL, THC</i>	Diminished: short term memory, motivation, cognition, coordination, oral communication and reaction time; anxiety and panic reactions; damaged lungs and respiratory system; carcinogenic elements in smoke
<i>COCAINE (INCLUDES CRACK)</i>	Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure even in young users; cocaine psychosis (paranoia and hallucinations); ulceration of mucous membranes in nose; sexual dysfunction; during pregnancy: severe physical and emotional problems in babies
<i>DEPRESSANTS, TRANQUILIZERS, BARBITURATES, METHAQUALONE</i>	Dangerous effects when mixed with alcohol; calmness and relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; tolerance develops severe withdrawal symptoms; physical and psychological dependence; during pregnancy: birth defects and brain tumors in children
<i>STIMULANTS (EXCLUDING COCAINE), AMPHETAMINES, METHAMPHETAMINES</i>	Increased heart and respiratory rates; elevated blood pressure; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis, violent behavior, hallucinations, delusions and paranoia; drug tolerance and dependence; mood swings; ulcers; mental confusion

HALLUCINOGENS, 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, panic, depression, anxiety; greater suggestibility and feelings of invulnerability; unpredictable reactions if drugs are “cut” with impurities; tolerance after 3-4 daily doses (higher doses are required to produce same effects)

NARCOTICS, 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 and Endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complication: spontaneous abortions, still births, anemia and diabetes

FLORIDA STATE CRIMINAL SANCTIONS*

ALCOHOL

Under age consumption and/or possession – misdemeanor: 60 days maximum and/or \$500 minimum.

Driving under the influence – misdemeanor: fine of \$250 to \$400 and possible confinement of 30 days to 3 months (varies).

MARIJUANA

Amount possessed will determine the penalty: 2 months to 5 years; \$500 to \$5,000

ALL OTHER NARCOTICS

Felony – amount possessed will determine penalty: 1 to 15 years and fine of \$1,000 to \$250,000

*Information is given for the first offense only. Repeat offenders 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 above information is presented as guidelines for educational purposes but are not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual.

UNIVERSITY SANCTIONS**

(SANCTIONS APPLY TO ALL CATEGORIES OF SUBSTANCES)

STUDENTS

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

STUDENT DISCIPLINARY SANCTIONS DEFINED

1. Disciplinary probation – A specified period of time, during which the student’s activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.
2. Suspension – Temporary exclusion from any extracurricular activities for a specified period 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.

FACULTY AND STAFF (WHILE PERFORMING UNIVERSITY BUSINESS)

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

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

LOCAL TREATMENT RESOURCES

The following is a sampling of local area information and treatment resources. Additional agency listings are available in back of this handbook. For additional information, go to Counseling Services in the Office of Student Services, Room 143.

DRUG/ALCOHOL TREATMENT

Central Florida Addictions Counseling Services
 1812 W. Colonial Drive
 Orlando, FL 407-843-5300

Florida Hospital Center For Behavioral Health
 601 E. Rollins Street
 Orlando, FL 407-897-1800

Addiction Treatment Program
 407-299-6375 1-800-711-6375

AREA INFORMATION

EMERGENCY NUMBERS

Orlando	407-246-2414
Orange County Sheriff	407-836-8680
Florida Highway Patrol	407-897-5959

NON-EMERGENCY NUMBER

Orange County Police	407-246-2414
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MEDICAL ASSISTANCE

HOSPITALS

Florida Hospital Celebration Health	407-764-4000
Florida Hospital Altamonte.....	407-830-4321
Florida Hospital Apopka.....	407-889-1000
Florida Hospital East Orlando	407-303-8110
Florida Hospital Orlando	407-303-5600
Orlando Regional Medical Center	407-841-5111
Orlando Regional Sand Lake	407-351-8500

TRANSPORTATION

LYNX (Metro Orlando Only)	407-841-2279
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TAXI SERVICE

A-1 Taxi and Transportation.....	407-328-4555
Checker Cab Co.	407-699-9999
RB Star.....	407-299-2711
Star Taxi.....	407-857-9999

AGENCIES ASSISTANCE

COUNSELING

Arise Counseling.....	407-438-4994
A Center for Dynamic Psychotherapy	407-352-1155
Lakeside Alternatives.....	407-875-3700

DISABILITIES PROGRAM

Health & Family Services Department.....	407-836-8900
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DISABLED VETERANS

Disabled American Veterans	407-843-3722
Veterans Services Program	407-836-8990

DOMESTIC ABUSE

Florida Abuse (State)	800-962-2873
Spouse Abuse.....	407-886-2244
24 hour line	407-886-2856

DRUG/ALCOHOL TREATMENT

Central Florida Addictions Counseling Services.....407-843-5300
Florida Hospital Center for Behavioral Health.....407-897-1800

DRUG ABUSE

Cocaine/Crack-Center for Drug-Free Living.....407-245-0010
Drug Tips/Anonymous-Sheriff’s Office.....407-423-3784
Drug Free Community Office.....407-836-7335
State of Florida Health Department.....407-836-2600
General Health Services.....407-836-2660
Health Department Clinics.....407-836-7170
Lila Mitchell Center Clinic.....407-296-5177

Housing Assistance.....407-648-6000
(Provides rent subsidies to low income families and individuals)

DRIVER’S LICENSE OFFICES

South Orange Blossom Trail.....407-856-6501
South Semoran.....407-275-4057

HEALTH AND SOCIAL AGENCIES

Alcoholics Anonymous.....407-521-0012
American Cancer Society.....800-227-2345
American Heart Association.....800-929-2033
American Diabetes Association.....407-660-1926
American Red Cross of Central Florida.....407-894-4141
American Lung Association of Central Florida.....407-425-5864
Goodwill Industries.....407-857-0659
Mental Health Association of Central Florida.....407-843-1563
Salvation Army Day Care Center.....407-423-8581
Salvation Army.....407-897-0844

LABORATORIES

Laboratory Corporation of America.....407-281-4500
Marketplace Medical Center.....407-977-7460
Orlando Regional Healthcare System Clinical Lab.....407-351-8555

SCHOOLS, PUBLIC

Orange County School Board.....407-317-3200
www.ocps.112.fl.us

SUICIDE PREVENTION

Business Line.....407-425-5201
Children’s Mental Health Hotline.....407-447-3240
Community Crisis Center.....407-425-2624
Teen Hotline.....407-841-7413
Lifeline of Central Florida.....407-425-2624

TAG AGENCIES

Orlando Tag Agency407-836-4145
South Semoran Tag Agency407-836-4145

CHILDCARE

ABC Stepping Stones407-251-1596
Galaxy of Learning Oakridge, Inc.407-857-6864
Grow'in Preschool407-235-4900
Jimmy Cricket Child Care Center407-851-6181
Michelle's Academy407-843-0301
Oakridge Children's Academy & Day Care407-855-0080
Rosemary's Learning Center407-649-7741
Royal Academy Preschool.....407-857-0390
Russell Home/Atypic Child, Inc.....407-855-8063
South Orlando Christian Academy & Day Care.....407-859-9511
St. Mary's Preschool.....407-851-4723

LIBRARIES

Orlando Public Library407-425-4694
South Orange Library407-438-6590
Southeast Library407-282-2011
Washington Park Library407-293-8562
Windermere Library407-876-3939

PARKS AND RECREATION

4801 West Colonial Drive407-836-6200

PARK LOCATIONS

Cypress Grove Park407-858-2295
Fort Christmas407-568-3484

PLACES OF WORSHIP

Galatian Baptist Church, 6501 Randolph Avenue.....407-855-1774
Church of Christ, 21 W. Lancaster Road.....407-855-5651
St. Mary of the Angels Church, 6316 Matchett Road.....407-855-1930
Pine Castle United Methodist, 731 Fairlane Avenue.....407-438-2700
Resurrection Lutheran, 200 W. Lancaster Road.....407-855-1393
Jehovah's Witness407-275-8207
St. John Vianney Catholic Church, 6200 S. Orange Blossom Trail407-859-1158