

/Academic Policy: Academic Records Retention, Continued

Compliance with Legal Regulations

The following acts regarding student academic records must be carried out in strict compliance with applicable regulations as described in the table:

- Accessing
- Copying
- Transferring
- Destroying

Compliance Area	Information
FERPA Regulations	There are specific federal requirements pertaining to access and distribution of documents according to the Family Educational Rights and Privacy Act (FERPA) which all locations must follow (see the Family Educational Rights and Privacy Act policy).
DVU Retention Policy	<p>Many of the student records covered by the records retention schedules contain confidential information protected by federal and state law. Emphasis is placed on the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) which mandates that colleges and universities maintain the confidentiality of students' education records. By establishing and maintaining a records retention schedule, DVU is in compliance with FERPA.</p> <ul style="list-style-type: none"> • Staff is required to handle and dispose of these confidential records appropriately to protect student privacy • The DVU Academic Records Retention policy is designed to ensure that DVU is in compliance with all applicable federal, state, and provincial regulations while retaining only pertinent and necessary records

Primary Maintenance Responsibility for Student Records

The following table delineates the official repository of student records as well as the responsibility for maintaining official grades.

Category	Description
Official Repository	The Registrar's Office at the metro campuses is considered to be the official repository for DVU undergraduate and graduate students' academic records although several different departments at the various campus and center locations play important roles in the course of a student's enrollment, coursework and graduation.
Maintenance of Official Grades	The Registrar's Office has primary responsibility to maintain the official grades for all coursework undertaken at DVU as part of a student's academic record.

Maintenance of Unique Records

Because the Registrar's Office at the metro campuses is the official repository of DVU undergraduate and graduate student academic records, other units on campus are released from the responsibility to maintain student academic records for extended periods. Copies of student academic records accumulated by other departments need not be retained beyond the period of their administrative use in those offices. By following the student records retention schedule, campus departments dispose of student academic records and copies of said records when their retention is no longer necessary. The exception to this policy is the group of records that are unique to various departments and/or faculty offices associated with the instruction of students. The term unique indicates that the document type does not currently exist in the Student Records Retention Schedule. Refer to the [Faculty Held Student Academic-Related Records Retention Schedule](#) for the guidelines regarding this group of records.

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Academic Administrator Responsibilities

Academic administrators, faculty and staff at each location are responsible for:

- Maintaining the integrity and confidentiality of these documents
- Retaining the academic records identified in both retention schedules for the appropriate length of time
- Disposing of student academic records appropriately to protect student privacy
- Assuring record validity, i.e., official transcripts are stamped as “original” and initialed before scanning
- Providing for record security

Confidentiality of Records

Unless otherwise classified, institutional data is considered private/confidential data. University officials (academic administrators, faculty and staff) may access the information only on a strict need-to-know basis as it relates to the performance of their job duties. University officials may not disclose this information to other employees or third parties unless they also have a job-related or legal need-to-know as set forth by DVU or in state or federal laws. Misuse of this data can lead to disciplinary action, including fines, suspension or dismissal.

Retain Only Necessary and Pertinent Information

Underlying this policy is the need to properly retain only necessary records. It is incumbent on every employee with records maintenance responsibilities to be aware of the desire to maintain only pertinent information.

If questions regarding the need or value of materials arise, individuals should address these questions to their immediate supervisors or to the appropriate Home Office department.

Maintaining Records Electronically

The records retention schedules focus on supporting the fact that if a document is electronically generated, then the electronic system in which it was created stores said documents.

The retention schedules apply to all formats of information, including but not limited to:

- Hard copy paper records
- Electronic media
- Microfilms

Departments are encouraged to use electronic formats to manage and store their information, thus document imaging is supported for hard copy paper records. Electronic records generated in electronic systems, e.g., admission applications electronically generated and residing in SFDC, must be maintained and accessible according to the retention period defined for each document type.

A variety of DVU departments have responsibility for records created in the progress of a student’s career other than the student’s official academic record. All DVU colleges and departments that maintain student records in their offices should follow the instructions of the student records retention schedule to determine how long those records must be maintained.

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Records Maintenance Timelines

During a student's enrollment, DeVry maintains records that include admission and attendance information, academic transcripts and other relevant data.

The table below defines the minimum retention periods for certain categories of records.

Type of Academic Records	Minimum Retention Period for Records
All students' academic records (except New Jersey and California students)	See Records Retention Schedule for each document type
Academic records for New Jersey and California students who have enrolled	Except for the academic records that must be permanently maintained, all other academic records are maintained for five years after the last date of enrollment activity
Veterans Affairs academic records	Except for the academic records that must be permanently maintained, all other academic records are maintained for three years after the last date of enrollment activity
Academic records for applicants who do NOT enroll	See Records Retention Schedule for each document type

Disposal of Sensitive Documents

Records management diminishes nuisance litigation by reducing the quantity of records that attorneys may subpoena through the legal process of discovery. Following records retention schedules assures courts, litigants, and auditors that records are being disposed of properly and in a routine manner, not maliciously or in a capricious way.

Original source documents and imaged copies are subject to the approved retention policy documented on the retention schedule. Typically, the source document is retained until it is imaged and the electronic image is verified, i.e., it is clearly readable, indexed, and copied. The imaged copy becomes the official record and the source documents are shredded.

Documents which are no longer needed must be disposed of in a manner which renders the information indecipherable. Each location is also responsible for complying with state, federal, provincial, and agency document disposal regulations.

Records Retention Schedules

The records retention schedules provide the lists of documents that must be retained and for what period of time for both undergraduate and graduate students.

Documents NOT on the Retention Schedule

If a document is discovered that should be retained and is **NOT** identified on either of the retention schedules corresponding to the Academic Records Retention policy, please contact the Dean of Academic Policy.

Related Policies

Family Education Rights and Privacy Act (FERPA)—maintained by Compliance

Support Contact

For questions or support on this policy, please e-mail academic support at ars@devry.edu.

Support Resources

Resource	Title
Records Retention Schedules	Student Records Retention Schedule Faculty Held Student Academic-Related Records Retention Schedule

DeVry University
 Student Records Retention Schedule--Dean of Academic Policy
 DATE Initially finalized on May 15, 2008; Revised releases September 18, 2008; November 18, 2008; April 28, 2009; August 6, 2009;
 October 15, 2010; November 15, 2010; January 18, 2011; February 15, 2011; April 15, 2011; July 1, 2011; September 15, 2011;
 October 24, 2011; July 9, 2012; October 29, 2012; January 7, 2013; July 8, 2013

Student Academic Records Schedule A: Admissions Data/Documents for Students Who Do Not Enroll (whether accepted or rejected)
 Student Academic Records Schedule B: Admissions Data/Documents for Students Who Enroll
 Student Academic Records Schedule C: Registration and Attendance/Academic Progress Records (Data/Documents) for Students
 Institutional Data Records Schedule D: Publications, Statistical Data/Documents and Institutional Reports

Please note: Nonacademic disciplinary actions must be filed separately from a student's academic record.
 Legend: #Data Types, LEA=Last Enrollment Activity

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A Retention Period	Schedule B Retention Period	Schedule C Retention Period	Schedule D Retention Period
U/G	Academic Dismissal Appeal	D	Standard Academic Dismissal Appeal Form; if supporting documents are confidential or sensitive in nature, documentation may be noted on form and not imaged. Otherwise, documentation should be imaged as part of the Dismissal Appeal Form doc type. (May include Dismissal Letter.)			5 yrs. after graduation or LEA	
U/G	Academic Hearing	D	Form used to summarize outcome of Code of Conduct, Integrity or Grade Appeal Hearing			Permanent	
U/G	Academic Integrity Report	D	Form used to document a student's violation of the standards of conduct. Precipitates the need for an Academic Hearing. NOTE: Any sanction resulting in Academic Expulsion must be documented in the student's file accompanied by the DISCP-DISM hold placed on the student's record in OSS.			Permanent	

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A		Schedule B		Schedule C		Schedule D	
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U/G	#Academic Record	D	<p>Note: Continue to scroll through definition field to read entire definition. Academic record includes: Name (current, former, maiden); Gender; Name and Gender changes; Birth date; Ethnicity; Student Identifier; SSN/DSI/Person ID Number (and changes thereof); Courses (by each period of attendance); Grades for all course attempts; Grade changes; Term GPA, Semester GPA, CUM GPA, Attempted Hours, Earned Hours, GPA Hours and Quality Points for each session/semester/student-centric period; All academic programs (specific names of specializations) in which student was enrolled; Academic status [financial aid warning (academic warning), dismissal, financial aid probation (academic probation), disciplinary dismissal]; Award(s) earned (all degrees, including certificates which are identified in winKEDS in a notation field but do not print out on the transcript); Graduation date(s) conferred; Honors information for each session/semester/student-centric period and graduation (Dean's List, Graduation Honors, etc.); Beginning and ending dates of enrollment; DeVry location attended; Transfer Credit awarded and Name of Institution at which credit was earned; Official proof of graduation, e.g., GED, high school or postsecondary diploma; Student's address; Transcript (student finance) hold; FERPA nondisclosure hold; Deceased designation; Entrance examination test scores (ACT, SAT, GMAT, GRE); Credit by examination reports/scores (AP, CLEP, DANTES, DSST, DeVry proficiency exams); Placement test scores (TOEFL, IELTS, ITEP, CPT, DeVry administered tests); SAP results (probation, dismissals, warning, readmission after 2nd dismissal); Extensions (granted when program exceeds 5 years); Course narrative evaluations.</p> <p>NOTE: The Final DeVry Transcript is extracted from a student's record to serve as the official record of student's academic history at DeVry. This transcript does NOT constitute the entire permanent academic record.</p>					Permanent			

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A		Schedule B		Schedule C		Schedule D	
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U/G	Acceptance Letter	D	Notification of acceptance to DeVry University; undergrad letters are maintained by an external vendor; effective March 28, 2011, it is no longer necessary to produce program letters for graduate students since acceptance letters are produced by an external vendor. Effective December 27, 2010, grad acceptance letters are maintained by an external vendor. Prior to that date, grad students' acceptance and/or program letters were created manually and therefore, must be scanned into the students' ImageNow files.	1 yr. after application term	5 yrs. after graduation or LEA						
U/G	Add/Drop Forms (See Withdrawal Form)	D	Documentation of student course status changes, e.g., add/drop/withdrawal; student intent declaration may be included on old forms to document student's intent to enroll in subsequent session/semester.		5 yrs. after graduation or LEA						
U/G	Advising Notes	D	Academic advisement notes. NOTE: These are not considered an academic record.	1 yr. after application term	1 yr. after submission						
U	Applicant Update Form (New Student Change of Information form)	D	Applicant Update Form may be used to request/document changes to the application for admission prior to matriculation of student. Users may request changes to an applicant's address, telephone number, location, start date, program, specialization, cancel reason and reason code, and cancel date. Identifies who made the request and who entered the changes into SIS.	1 yr. after application term	5 yrs. After graduation or LEA						

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A Retention Period	Schedule B Retention Period	Schedule C Retention Period	Schedule D Retention Period
U/G	Application (for admission/readmission)	D	Effective May 17, 2010, applications for admission are electronically generated and reside in SFDC. Therefore, there is no physical paper document to image, and as such, the applications will be maintained in SFDC. Prior to May 17, 2010 and effective July 6, 2009 the first page is the only page that needs to be retained. Form used to collect biographical data, start date, location, program, prior secondary and postsecondary educational experiences and general financial needs for persons applying for admission. Ethnic status and gender is optional at the time of initial application but must be obtained when possible as data is needed for state and federal reporting (IPEDS). Also used to readmit student who has not attended for six consecutive sessions and wishes to reenroll.	1 yr. after application term	5 yrs. After graduation or LEA		

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U	Attendance Dismissal/Appeal	D	Form used to appeal attendance/dismissal; corresponding administrative withdrawals should also be imaged under this document type, attendance dismissal letters and Appeal of an Attendance Violation Form					5 yrs. after graduation or LEA							
U/G	#Catalogs/Calendar	D	Publication describing academic programs, courses offered, academic calendar, location, accreditation, etc.											Permanent	
U/G	#Census Report	D	Census Report – List of students enrolled as of a specific date which must be verified and signed off by the Registrar and Director/Senior Director of Finance & Administration for each metro. Registrars follow procedure to support the campus tuition reconciliation requirement to identify and verify which students have attended class for a given teaching period at each location. Registrars complete a Summary Certification Enrollment Report by taking the OSS headcount enrollment report and adding the number of pending registrations (students attending class yet not listed on the headcount report) and subtracting the High School Scholars/Faculty Fellowships, Foundations Participants, and non attending students (students who have not attended class yet are listed on the headcount report.)											5 yrs. after graduation or generation date of report	

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period											
U	#Class Attendance Records	D	Data stored in AS400 and DSAMS and reports generated from such data used to monitor the attendance policy. Financial aid distribution and federal regulations obligate DeVry to establish the last date of attendance promptly for students who have not completed a semester, or who have failed to start a subsequent semester, regardless of whether they have officially withdrawn. In order to encourage regular class attendance, as well as comply with external regulations, DeVry established an attendance policy requiring daily monitoring. Effective Nov. 16, 2009, students are dismissed if absent from any 2 weeks of classes. Prior to Nov. 16, 2009, students who are absent for 14 calendar days or more without notifying the appropriate administrative office in writing will be administratively withdrawn if they do not complete a successful appeal.												5 yrs. After graduation or LEA
U/G	#Class Schedule (students)	D	List of classes student is taking for any given session												1 yr. after graduation or LEA
U/G	#Commencement Programs	D	Publication made available during commencement; includes graduates' names												Permanent
U/G	Course Substitution		Documentation including form for approved and denied course substitution requests												Permanent
U/G	Crs Approval w/o Prereq (also known as Out of Sequence form; includes Capstone Req. w/o Prereq-grad form)	D	Crs Approval form no longer used as of July 9, 2012. Exception Request form is for external credit, concurrent enrollment, prerequisite override and request for credit overload/session overload. Graduate form is submitted by student requesting permission to take Capstone course prior to completing all pre-req. courses												5 yrs. after graduation or LEA
U/G	Death Certificate	E	Official document certifying deceased student.												Permanent

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A	Schedule B	Schedule C	Schedule D
				Retention Period	Retention Period	Retention Period	Retention Period
U/G	#Degree Statistics	D	Reports/system data that includes graduate data for any given academic year				Permanent
U/G	Demographic Update (includes Verification of Student Demographic Information Form)	D	Form used to update demographical data for statistical purposes, e.g., gender, ethnicity that was not collected at the time the application was submitted	1 yr. after application term	5 yrs. after graduation or LEA		
G	DeVry Exemption Req Form (Request for Course Exemptions form)	D	Form used by KGSM students who are DeVry grads to select course exemptions based on their undergrad transcripts and in accordance with articulation agreement and chart of course equivalencies.			5 yrs. after graduation or LEA	
U/G	Enrollment Agreement/Addendum (undergrad-combined EA Addendum and Enrollment Agreements together into one doc type) (grad form- Registration Form and Payment Plan Agreement/ Authorization)	D	Forms used to advise applicants of educational services, academic requirements, financial obligations and other relevant terms and conditions of enrollment. Includes standard, non-matriculating, and other "special" agreements, e.g., special high school programs. Includes graduate registration/payment options forms. Includes required addenda/State Disclosure documents, e.g., Texas/NY Enrollment Agreement Addendum (Mix and Match Coursework Disclosure) specific to individual states, programs or policies to notify students of specific regulations or requirements (documents supplement or amend the terms of enrollment agreement)	1 yr. after submission	Permanent		
U	Enrollment Checklist	D	Form retained per Legal and Compliance's request indicating that required pre-enrollment info was provided to student at time of application	1 yr. after application term	Permanent		
U/G	#Enrollment Statistics	D	Reports/system data containing data regarding enrollment numbers, etc. for any given academic year				Permanent

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U/G	Enrollment Verification Request	D/E	Form students submit to request enrollment status verification, i.e., F-T, P-T, for insurance purposes, obtaining car loans, etc.							These are not scanned but are kept in file cabinet; 1 yr. after submission date					
U	Entrance Form	D	Used exclusively by Chamberlain.												
U/G	Exam/Proficiency Test	D/E	Includes Application for Proficiency Exam form completed by the student and graded DeVry proficiency exams, etc. Failed exams scores are not recorded in OSS and are therefore not retained.	1 yr. after application term						5 yrs. after graduation or LEA					
U/G	FERPA Release or Withhold Info (Student Authorization for Release of Information form; FERPA Request to Withhold Directory Information form; Student Request for Withhold Info	D	FERPA Release Info: Form used to document student's written authorization to release confidential info to specific 3rd party. Form students who have previously requested nondisclosure provide to give consent to release confidential and directory information to third party, e.g., parent, spouse, etc. FERPA Withhold Info: Form used by students to indicate their desire to withhold disclosure of directory info											Permanent until revoked	
U	File Checklist (Applicant File Checklist Form, Undergraduate New Student Enrollment Tracking Form)	D	Checklist used to verify that all required documents are in new student file prior to registration. Student finance uses form to clear student as well. Sometimes used to verify Proof of English	1 yr. after application term						5 yrs. After graduation or LEA					

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
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U/G	#Final DeVry Transcript (see Academic record)	D	Official system date representing record of student's academic history at DeVry. For students whose records are in legacy systems, a printed transcript was placed in the student's file and imaged with the rest of the student's academic record. For students in current student information system, a printed transcript for the file is not required as transcripts for those students can be produced at will.						Permanent						
U/G	Grade Appeal	D	Form students use to dispute final grade and request consideration of different final grade.						1 yr. after LEA						
U/G	Grade Change	D	Form used to certify a grade change; also refers to audit trail in student information system documenting change of grade.						Permanent						
U/G	#Grade Statistics	D	Report/data regarding grade info for students in any given academic year										Permanent		
U/G	#Grades	D	All student grade info in system						Permanent						
G	Graduate Cert Request Forms	D	Used for student to declare pursuit of a certificate; the student uses a similar form to identify the courses completed to earn the certificate.						5 yrs. after graduation or LEA						
U/G	Graduation Application Form (Graduation Notification form)	D	Form used by students to apply for graduation; indicates their need to satisfy all academic requirements and fulfill outstanding financial obligations. On some forms, KGSM students are allowed to select a concentration if they have not done so previously. Students also indicate how their name is to appear on diploma and if they are attending the ceremony.						1 yr. after graduation or LEA						
U/G	Graduation Degree Audit	D	Degree audits or other form of evaluation to determine if students met all graduation requirements to be awarded their degree. May include letter of intent to graduate from DVU with students' anticipated graduation date.						Permanent						

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	
U/G	#Hold or encumbrance authorizations	D	System data indicating transaction used to exclude student from certain events, such as enrolling, obtaining a transcript, etc., due to unfulfilled academic or financial obligations.						Permanent or until released						
U/G	Incomplete Course Request	D	Request for Course Incomplete Form used by student to request an incomplete in a course											1 yr. after LEA	
U/G	Intermit Testing Sample	D	Intermit-Withdrawal Testing Sample no longer needed as of July 9, 2012. Intermission-Withdrawal Testing Sample--effective Feb. 25, 2010, a random sampling is drawn every 5th week of the 1st and 2nd session for 15 undergraduate and 7 graduate students. Prior to Feb. 25, 2010, every 5th and 12th week of term, registrar or designee reviews a random sample of 15 intermits entered into system to ensure the correct Last Day of Attendance (LDA) and Date of Determination are recorded in OSS. The review sheet must be signed, dated and documentation maintained to support the LDA and verify the Date of Determination entered into system.												5 yrs after generation of report

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A Retention Period	Schedule B Retention Period	Schedule C Retention Period	Schedule D Retention Period
U/G	International Student Docs (includes Checklist for Admission/Registration, Worksheet for Academic Review of Undergraduate International Applicant File form)	D/E	Note: Observe retention period for all other doc types listed in retention schedule for international students. Otherwise, observe Retention period as indicated in this row for other documents, such as any Checklists; the Worksheet for Academic Review of Undergraduate International Applicant File (the form containing requirements for admitting international students and how these were satisfied); proof of English a copy of Employment Authorization (work permit); I-20 (certificate of eligibility for F-1 visa status); copy of Alien Registration Receipt Card (form I-551); copy of I-94 card (arrival-departure record); copy of passport; statement of educational costs; statement of financial responsibility; correspondence. NOTE: Once SEVIS II is released, the I-20 forms will be electronically generated and retained within SEVIS II.	1 yr. after application term	5 yrs. After graduation or LEA		
U/G	Letters to Student	D	Miscellaneous, relevant correspondence to students addressing attendance issues, missing OPOG			5 yrs. after graduation or LEA	
U/G	Medical records	E	Forms documenting requisite medical exams for applicable academic programs	1 yr. after application term	Permanent		
U/G	Military Documents, including VA documents	D/E	Documents regarding education of students entitled to benefits administered through the U.S. Veterans Administration—military ID card, certification, discharge papers (DD214), correspondence and other related records.	1 yr. after application term	5 yrs. After graduation or LEA		
U/G	Misc.	D	Catch all document type	1 yr. after application term		5 yrs. after graduation or LEA	

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A Retention Period	Schedule B Retention Period	Schedule C Retention Period	Schedule D Retention Period
U/G	Name/Gender Change Request (Change of Personal Information form)	D	Form student submits with documentation requesting name and/or gender change. NOTE: Supporting documents submitted with name and/or gender change request, e.g., marriage license, court order, medical papers, divorce decree, etc. are not to be scanned and should be shredded only after the type of documents received have been noted on the name change request form.			Permanent	
U	Notice of Cancellation	D	Prior to July 6, 2009, this form was initiated/required at the same time an enrollment agreement is signed. It stated the time frame for cancelling an application without penalty and provided instructions for requesting a cancellation refund. Effective July 6, 2009 the NOC form is no longer required.	1 yr. after application term	Permanent		
U	Official Academic History-CLASS	D	Students' academic histories from the CLASS (Denver campus) legacy system were imaged and are now maintained in ImageNow			Permanent	
U/G	Official Academic History-DSM	D	Students' academic histories from the DSM legacy system were imaged and are now maintained in ImageNow			Permanent	
U	Official Academic History-FX Scholar	D	Students' academic histories from Chamberlain's FX Scholar legacy system were imaged and are now maintained in ImageNow			Permanent	
G	Official Academic History-KGSM winKEDS	D	Students' academic histories from Keller's Graduate School of Management winKEDS legacy system were imaged and are now maintained in ImageNow			Permanent	
U	Official Transcript-CLASS	D	Students' official transcripts from the CLASS (Denver campus) legacy system were imaged and are now maintained in ImageNow			Permanent	
U/G	Official Transcript-DSM	D	Students' official transcripts from the DSM legacy system were imaged and are now maintained in ImageNow			Permanent	

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				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U	Official Transcript-FX Scholar	D	Students' official transcripts from Chamberlain's FX Scholar legacy system were imaged and are now maintained in ImageNow						Permanent						
G	Official Transcript- KGSM winKEDS	D	Students' official transcripts from Keller's Graduate School of Management winKEDS legacy system were imaged and are now maintained in ImageNow						Permanent						
U/G	Other Transcripts	E	Miscellaneous official/unofficial transcripts submitted by students for transfer credit evaluation, waivers, and/or exemptions; do not include student's graduation date.	1 yr. after application term		5 yrs. After graduation or LEA									
U	Portfolio	E	Documents home-schooled students submit reflecting appropriate high school work; may include a letter from the home school provider validating student's academic achievement.	1 yr. after application term		5 yrs. After graduation or LEA									
U	Program/Accelerated Declaration; includes Student Learning Contract	D	Previous form used by students to declare type of program (accelerated, compressed, etc.) they will take the next session	1 yr. after application term											
U/G	Program/Concentration Change (includes Undergraduate Program/Specialization Decl form, Graduate Program/Concentration Decl form, Decl of Program/Major form, Program/Final Unit Set Change Form, Program Change Form)	D	Form used to facilitate the request and approval process for program and final unit set changes; some campus deans use "program transfer" form to declare a major; forms ensure proper authorization, data entry and that all legal forms are obtained.										5 yrs. after graduation or LEA		

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A		Schedule B		Schedule C		Schedule D	
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U/G	Proof of Graduation-Official/Unofficial	D	Documentation, e.g., transcripts, may include unofficial and official proof of graduation from high school or approved secondary institution. May include General Education Development (GED) certificate and foreign credentials evaluations from external credential evaluation agency. Official transcripts must be stamped and initialed by registrar to validate as OPOG. May be a copy of diploma or unofficial transcript stamped and placed in applicant file. Note: Applicants holding international credentials must submit acceptable Official Proof of Graduation prior to issuing the I-20 unless recruited by a recognized agent; these applicants must submit OPOG prior to the end of the second session of enrollment.	1 yr. after application term	5 yrs. After graduation or LEA						
U/G	Readmit Paperwork (Includes Direct Transfer Registration Form, Resume/Transfer Registration Form, Transfer/Readmit Approval Form)	D	Similar forms used by Registrar, student finance and student services to document student is eligible to return to same DeVry site or eligible to transfer to another DeVry site. Similar form may also serve as students' intent to enroll in future term/session collecting additional information, such as registration balance, student address, POG, POE, etc.	1 yr. after application term	5 yrs. After graduation or LEA						
U	Recommendation Letter	E	Used primarily by Chamberlain. However, special admission programs such as Passport2College require a recommendation letter.		5 yrs. After graduation or LEA						

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	
U/G	Registration Form (Multiple forms include Registration Form, Registration Worksheet; course enrollment form)	D	Form may be used to route student to different offices to collect signatures to ensure all admission requirements are fulfilled and that all necessary information was shared with the student to successfully start a session. The Registration Worksheet contains advisor notes courses and placement scores student will take or was placed into; includes student DSI and advisor and student's signatures	1 yr. after submission											
U/G	Request/disclosure of confidential info- external	D	Records of external requests such as subpoenas for personally identifiable information, whether granted or not, includes names and addresses of person(s) requesting info (other than directory) and their legitimate interests in the info. NOTE: Does not include requests made by students for their own use or the use of those they have given written consent to, disclosures to school officials, or requests for directory info.												Permanent
U/G	Request for formal hearings	D/E	Student's written request for formal hearing to discuss correction of inaccurate or misleading information in student's academic record and their personal statements therein. Includes student statements on hearing panel decisions and written decisions.												Permanent
U	Resumes/Transfers Addendum	D	Forms used to advise resuming (returning) and transfer students of any changes in the applicable terms of original enrollment agreement	1 yr. after submission										Permanent	
U	RN License		Used exclusively by Chamberlain.												

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A		Schedule B		Schedule C		Schedule D	
				Retention Period	Retention Period	Retention Period	Retention Period	Retention Period	Retention Period		
U/G	SAP/probation (formerly Acad. Prob Ltrs/Appeals doc type)	D	All documents and forms (except for academic dismissal appeal form) that are used in financial aid warning (academic warning), financial aid probation (academic probation) and academic dismissal actions, e.g., notification of pending dismissal and appeal request.					5 yrs. after graduation or LEA			
U	Schedule Change	D	Used when student adjusts an existing schedule, i.e., add/drop/withdrawal class(es), or change in course section to adjust a location/time/day of the week.					1 yr. after submission date			
U/G	#Schedule of Classes (institution)	D	Data describing class offerings for each academic year								Permanent
U	SEA (Notice of Incomplete Registration Requirements; also known as Satisfactory Enrollment Arrangement)	D	Form used to allow a student to register with deficient POG documentation.	1 yr. after application term				1 yr. after application term			
	State Licensing Form	D	Used exclusively by Compliance								
U/G	Test Scores	D/E	Test scores for determining eligibility for admission or appropriate placement in academic programs such as CPT, TOEFL, AFQT-Armed Forces Qualification Test. May also include reports/results of ACT, SAT, GMAT, GRE, Eval of India B Com or BBA scores, course equivalencies entered into student information system for AP, CLEP, DANTES, and DSST. May include Test Registration, Test Waiver, and Test Waiver Release for Graduate Applicants forms.	1 yr. after application term				Permanent			

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A	Schedule B	Schedule C	Schedule D
				Retention Period	Retention Period	Retention Period	Retention Period
U/G	Transcript Eval. - Informal	D	Informal evaluation of student's transcript--student has not applied yet and does not have DS# or has applied to one prog but wants to see what credits may transfer to another prog. Used for current student interested in how credits transfer to another prog but prog is not yet listed in OSS.	1 yr. after application term			
U/G	Transcript Eval. - Official (Includes Transcript Evaluation Request Form; Dean's Pre-Appr for Transfer Credit-grad form, SOCCOAST, SOCMAR & SOCMAR Student Agreement)	D	Student submits form to request transfer credit evaluation and form includes eval; designates if official or unofficial transcript was submitted with request. Once official is received, the evaluation status is changed to official--required before fin aid is disbursed--may trigger higher grade level resulting in more fin aid. The SOCCOAST, SOCMAR, SOCMAR Student Agreement is considered to be a formal contract/degree plan and includes an evaluation of the college credit based on prior college credit and Coast Guard/Marine Corps rate and rating and testing. May also include ACT, SAT, GMAT, GRE, scores to determine admissibility of students. NOTE: transfer credit becomes a permanent part of a student's academic record.			5 yrs. after graduation or LEA	
U/G	Transcript Eval. - Unofficial (Transcript Evaluation Request Form)	D	Student with DS#, has applied and/or been accepted in program for which transcript is being evaluated. Labeled unofficial since this has no bearing on fin aid disbursement. May also include above scores			5 yrs. after graduation or LEA	
U/G	Transcript Re-Eval Request (may be used only by assessment center)	D	Student submits form to request re-evaluation of original transfer credit evaluation or additional evaluation due to submission of additional transcript; designates if official or unofficial transcript was submitted with request.			5 yrs. after graduation or LEA	

UG (U) Grad (G)	Data/Document Type Name	DeVry Form (D) or External Form (E)	Definition	Schedule A			Schedule B			Schedule C			Schedule D		
				Retention Period	Retention Period	Retention Period									
U/G	Transcript Request (includes Transcript Request form, Student Authorization of Release of Info form, Request for Official Transcript form)	D	Students' written consent to release info from their academic record, e.g., official transcript; to third party, e.g., parents, prospective employer, insurance company. ALSO includes form used primarily by DEM to obtain student's consent giving DeVry permission to obtain transcript from high school.								1 yr. after submission date				
G	Transfer Credit Request Form	D	Student submits form to request transfer credit for specific graduate courses								5 yrs. after graduation or LEA				
G	Waiver Request Form	D	Student submits form to request waiver of a required graduate course.								5 yrs. after graduation or LEA				
U/G	Withdrawal Forms (Course Withdrawal / Withdrawal from the University, Course/University Withdrawal & Intent to Return Form, Add/Drop Form, Interrupt Request-All Classes, Twilight Form, Withdrawal Form, Withdrawal from a Semester Form)	D	Course withdrawal form is used after the drop/add period when a student is withdrawing from a course prior to the withdrawal deadline. Prior to July 9, 2012, student intent declaration is included on form to document student's intent to enroll in subsequent session/semester and university withdrawal form is used when the student wishes to stop attending the University and withdraw from all courses for the term. Effective July 8, 2013, the Course Withdrawal / Withdrawal from the University form is no longer in use.								2 yrs. after graduation or LEA				

Faculty Held Student Academic-Related Records Retention Schedule DeVry University

Date: Initially finalized on February 8, 2010; Revised releases October 15, 2010, November 15, 2010

The following guidelines have been developed to provide information on various student academic records commonly found in department or faculty offices in electronic and/or paper format. Many of the student academic records being retained by the various departments or in faculty offices have been addressed in the current Student Records Retention Schedule found in the Academic Policy Manual. However, there is a group of records that are unique to various departments and/or faculty offices associated with the instruction of students. The term unique would indicate that the document type does not currently exist in the Student Records Retention Schedule. The retention periods defined in the guidelines are considered to be the minimum standards. The records retention schedules focus on supporting the fact that if a document is electronically generated, then the electronic system in which it was created, e.g., eCollege, stores said documents.

Please note: Nonacademic disciplinary actions must be filed separately from a student's academic record. Faculty personnel records are the jurisdiction of the HR Department and as such no mention of these document types are included in this records retention schedule.

UG (U) Grad (G)	Document Type Name	DeVry Form (D) or External Form (E)	Definition	Retention Period
U/G	Course Syllabi	D	Electronic and paper records containing information on individual courses taught by faculty, including course descriptions and objectives, textbook(s), supplementary reading(s), materials, handouts, assignments, examination schedules, grading, attendance, etc.	5 yrs.
U/G	Exams/Homework/Papers/Projects	D	Electronic and paper records which document work of student subject mastery in institution courses not returned to students. Records may include but are not limited to examinations and answers, quizzes and answers, homework assignments, course papers, term papers, essay assignments, internship documents, minor projects or other assignments factoring into a student's final grade for a course. NOTE: The records retention schedules focus on supporting the fact that if a document is electronically generated, then the electronic system in which it was created, e.g., eCollege, stores said documents eliminating the need to maintain hard copies.	1 yr. after completion for uncontested grade results; if contested, retain until resolved.
U/G	Faculty Grade Records	D	Electronic and paper records documenting exam scores, class work scores, and final grades for students which may be used as back-up to the official academic records. Records may include but are not limited to faculty's grade books and final grade rosters. NOTE: The records retention schedules focus on supporting the fact that if a document is electronically generated, then the electronic system in which it was created, e.g., eCollege, stores said documents eliminating the need to maintain hard copies.	3 yrs. after conclusion of class
U/G	Student's Evaluation of Course and Instructor	D	Electronic and paper records representing the evaluations students complete on the individual instructors and courses. (Departmental offices may maintain a copy of the instructor evaluation summaries in the faculty personnel file.)	2 yrs.

Attachment 9

State Regulatory Agencies

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	AK	Ms. Kierke Kussart, Program Coordinator- Institutional Authorization Alaska Commission on Postsecondary Education P.O. Box 110505 Juneau, AK 99811-0505
U.S.	AL	Dr. Elizabeth French, Director of Office of Institutional Effectiveness and Planning Alabama Commission on Higher Education Mailing Address P. O. Box 302000 Montgomery, AL 36130-2000
U.S.	AL	Lynne Thrower, Director Private School Division Department of Postsecondary Education 135 S. Union Street Montgomery, AL 36104
U.S.	AR	Brenda Germann, Director Arkansas State Board of Private Career Education 501 Woodlane, Suite 312 South Little Rock, AR 72201
U.S.	AR	Shane Broadway, Interim Director Arkansas Department of Higher Education 114 East Capitol Little Rock, AR 72201
U.S.	AZ	Ms. Teri Stanfill, Executive Director Arizona State Board for Private Postsecondary Education 1400 W. Washington, Suite 260 Phoenix, AZ 85007
U.S.	CA	Department of Consumer Affairs California State Board of Pharmacy 1625 North Market Blvd, Suite N219 Sacramento, CA 95834
US	CA	Bureau for Private Postsecondary Education Degree Programs P.O. Box 980818 West Sacramento, CA 95798
U.S.	CO	Heather Delange Degree Authorization Act Officer Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80204

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	CO	Karla Viteri Division of Private Occupational Schools Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202
U.S.	CT	Dr. Jonas Zdanys Assoc. Commissioner for Academic Affairs Department of Higher Education 61 Woodland St. Hartford, CT 06105
U.S.	DC	Robin Y. Jenkins Executive Director Education Licensure Commission 810 First Street, NE; 2nd Floor Washington, DC 20002
U.S.	DE	Catherine Gilbertson, Ed.D. Administrator of Higher Education Programs Delaware Department of Education John W. Collette Education Resource Center 35 Commerce Way, Suite #1 Dover, Delaware 19904-8228
U.S.	FL	Ms. Mary Hamm, Program Specialist Florida Department of Education Commission for Independent Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400
U.S.	GA	Dr. William Crews, Director Nonpublic Postsecondary Education Commission 2082 East Exchange Place, Suite 220 Tucker, GA 30084
U.S.	IA	Carolyn Small, Postsecondary Registration Administrator Iowa College Student Aid Commission 603 E. 12th Street, 5th Floor Des Moines, IA 50319

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	ID	Caryl Smith, Administrative Specialist Office of the Idaho State Board of Education Len B. Jordan Office Building, Rm. 307 Harvey W. Lyter III Proprietary Schools Coordinator Division of Professional-Technical Education P.O. Box 83720 Boise, ID 83720-0037
U.S.	IL	Dan Cullen, Interim Deputy Director Illinois Board of Higher Education 431 E. Adams, 2nd Floor Springfield, IL 62501-1404
U.S.	IL	Illinois State Board of Education State Teacher Certification Board State Superintendent of Education 100 N. First Street Springfield, IL 62777
U.S.	IN	Dr. Ken Sauer, Executive Director, BPE Senior Associate Commissioner for Research and Academic Affairs, CHE Board for Proprietary Education Indiana Commission for Higher Education 101 West Ohio Street, Suite 670 Indianapolis, IN 46204
U.S.	KS	Jacqueline Johnson, Director Private Postsecondary Education Kansas Board of Regents 1000 S.W. Jackson St., Suite 520 Topeka, KS 66612
U.S.	KY	Sara Levy, J.D. Director of Postsecondary Licensing Kentucky Council on Postsecondary Ed. 1024 Capital Center Dr. Suite 320 Frankfort, KY 40601-8204
U.S.	KY	Bob King, President Kentucky Commission on Proprietary Education Capital Plaza Tower, Room 303 500 Mero Street Frankfort, KY 40601

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	LA	<p>Carol Marabella Louisiana Board of Regents Division of Planning, Research & Performance Proprietary School Section 1201 N. Third Street, Suite 6-200 Baton Rouge, LA 70802</p>
U.S.	MA	<p>Ms. Aundrea Kelly Massachusetts Board of Higher Education One Ashburton Place, Room 1401 Boston, MA 02108</p>
U.S.	MD	<p>Dr. Danette Gerald Howard Interim Secretary of Higher Education Division of Planning & Academic Affairs Maryland Higher Education Commission 6 N. Liberty Street, 10th Floor Baltimore, MD 21201</p>
U.S.	ME	<p>Harry W. Osgood, Higher Education Specialist Maine Department of Education #23 State House Station Augusta, Maine 04333</p>
U.S.	MI	<p>Mr. Michael Beamish Manager, Private Postsecondary Education Department of Licensing and Regulatory Affairs Bureau of Commercial Services Licensing Division P.O. Box 30714 201 North Washington Square, 2nd Floor Lansing, Michigan 48913</p>
U.S.	MN	<p>Mr. George R. Roedler, Jr. Manager, Institutional Registration & Licensure Minnesota Higher Education Services Office 1450 Energy Park Dr., Suite 350 Saint Paul, MN 55108-5227</p>
U.S.	MO	<p>Leroy Wade, Assistant Commissioner Proprietary School Certification Coordinating Board for Higher Education 205 Jefferson St. 11th Floor Jefferson City, MO 65101</p>

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	MS	Kim Verneuille, Director Prop. School & College Registration Mississippi State Board for Community & Junior Colleges 3825 Ridgewood Rd. Jackson, MS 39211
	MS	Ms. Menia Dykes Mississippi Commission on College Accreditation (MCCA) Commission on College Accreditation Institutions of Higher Learning 3825 Ridgewood Rd. Jackson, MS 39211
U.S.	MT	Montana Department of Commerce Office of Consumer Affairs 1424 9th Ave. P.O. Box 200501 Helena, MT 59620-0501
U.S.	NC	Dr. Frank Prochaska Associate Vice President, Academic Affairs Office of the President University of North Carolina Board of Governors 910 Raleigh Road Chapel Hill, NC 27514
U.S.	ND	Private Voc./Tech. Schools State Board for Vocational Education State Capitol- 15th Floor 600 East Boulevard Ave. Bismarck, ND 58505-0610
U.S.	NE	Kathleen L. Fimple, Ph.D. Academic Programs Officer Coordinating Commission for Postsecondary Education P.O. Box 95005 Lincoln, NE 68509-5005
U.S.	NE	Mr. Brad Dirksen, Program Director Private Postsecondary Schools & Veterans Education P.O. Box 94987 301 Centennial Mall South Lincoln, NE 68509-4987

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	NH	Ms. Patricia Edes Assistant to the Executive Director NH Postsecondary Education Commission 101 Pleasant Street Concord, NH 03301
U.S.	NJ	Glenn Lang, Assistant Secretary Academic & Student Programs Office of the Secretary of Higher Education 20 W. State St. Trenton, NJ 08608
U.S.	NM	David Mathews, Legal Counsel and Director of Private/Proprietary Institutions New Mexico Higher Education Department Private Postsecondary Institutions 2048 Galisteo St. Santa Fe, NM 87505-2100
U.S.	NV	David Perlman, Administrator Nevada Commission on Postsecondary Education 8778 S. Maryland Parkway Ste 115 Las Vegas, NV 89123
U.S.	NY	Dr. Barbara Meinert, Associate in Higher Education New York Department of Education 89 Washington Avenue, 5 N. Mezzanine Albany, NY 12234
U.S.	NY	Mr. Joseph Frey, Coordinator of Higher Education Office of Higher Education 981 Education Building/Annex Albany, NY 12234
U.S.	NY	Mr. Howard Goldsmith, Bureau Chief Bureau of Proprietary School Supervision 116 West 32 Street, 14th Floor New York, NY 10001
U.S.	OH	Stephanie Davidson, PhD Director, Academic Programs Ohio Board of Regents 30 E. Broad Street, 36th Floor Columbus, OH 43215
U.S.	OH	Mr. John Ware, Executive Director Board of Proprietary School Registration 35 East Gay Street, Suite 403 Columbus, OH 43215-3138

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	OK	Ms. Nora House, MBA, CPA, Director Oklahoma Board of Private Vocational Schools 3700 N. Classen Blvd., #250 Oklahoma City, OK 73118-2864
U.S.	OK	Ms. Gina Wekke, Director of Oklahoma Campus Compact and Sr. Coordinator for Academic Affairs OK State Regents for Higher Education P.O. Box 108850 655 Research Park, Suite 200 Oklahoma City, OK 73101
U.S.	OR	Ms. Jennifer Diallo, Administrator Oregon Office of Degree Authorization O.E.I.B. 775 Court St. NE Salem, OR 97301
U.S.	PA	Collegiate Approvals and Research Unit Pennsylvania Department of Education 333 Market Street Harrisburg, PA 17126-0323
U.S.	PR	Ms. Olga Diaz-Santiago, Director Licensure Office General Council of Education 268 Munoz Rivera, 21st Floor P.O. Box 5429 Hato Rey, PR 00919
U.S.	RI	Mr. Ray DiPasquale, Commissioner Office of Higher Education 80 Washington Street, Shepard Bldg. Providence, RI 02903
U.S.	SC	Renea Eshleman, Manager SC Commission on Higher Education 1122 Lady Street, Suite 300 Columbia, SC 29201
U.S.	SD	Ms. Roxie Thillen South Dakota Department of Education and Cultural Affairs Office of the Secretary 700 Governors Drive Pierre, SD 57501-2291

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	TN	Dr. Stephanie Bellard Chase Assistant Executive Director Postsecondary Authorization Higher Education Commission Parkway Towers, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830
U.S.	TX	Texas Higher Education Coordinating Board Private and Out-of-State College Certification P.O. Box 12788, Capitol Station Austin, TX 78711
U.S.	TX	J. Michael De Long Policy Program Specialist Texas Workforce Commission CSC Rm-226T 101 E. 15th Street Austin, TX 78778-0001
U.S.	UT	Dept. of Commerce Division of Consumer Protection 160 E. 300 S. – 2nd floor SM Box 146704 Salt Lake City, UT 84114-6704
U.S.	VA	Dr. Donna Brodd, Assoc. Specialist Proprietary Schools, Division of Compliance, Coord. & Adult Services P.O. Box 6-Q Richmond, VA 23216-2060
U.S.	VA	Linda H. Woodley Director, Private and Out-of-State Postsecondary Education State Council of Higher Education for Virginia ATTN: Institutional Certification 101 N. 14th Street James Monroe Bldg., 9th floor Richmond, VA 23219
U.S.	VT	Mr. Robert Lorenz Postsecondary Education Services Department of Education State Office Building 120 State Street Montpelier, Vermont 05602

DeVry University Regulatory Agencies For All States

U.S./ Canada	State	Regulatory Agency Name & Address
U.S.	WA	Mr. Michael J. Ball, Associate Director Washington Student Achievement Council 917 Lakeridge Way Olympia, WA 98502
U.S.	WA	Peggy L. Rudolph, Program Specialist Private Vocational School Licensing Unit Workforce Training & Ed. Coordinating Board 128 Tenth Avenue, S.W. P.O. Box 43105 Olympia, WA 98504-3105
U.S.	WI	Linda Heidtman, Education Consultant Educational Approval Board 201 W. Washington Avenue 3rd Floor P.O. Box 8696 Madison, WI 53708
U.S.	WV	Dr. Mark Stotler, Assistant Director of Academic Affairs West Virginia Higher Education Policy 1018 Kanawha Blvd. East, Suite 700 Charleston, WV 25301
U.S.	WV	Mr. James Skidmore, Chancellor Council for Community and Technical College Ed. 1018 Kanawha Blvd. East, Suite 700 Charleston, WV 25301
U.S.	WY	Ms. Elaine Marces Program Manager Private School Licensing Wyoming Department of Education 2300 Capitol Avenue Hathaway Building, 2nd Floor Cheyenne, WY 82002

Attachment 10

Debt Upon Graduation

Graduation Rates

DeVry University - Average Education Debt FY 2012

Campus	Average Debt
AZ Glendale	\$17,445
AZ Mesa	\$33,062
AZ Northeast Phoenix	\$36,370
AZ Phoenix	\$38,109
CA Alhambra	\$37,513
CA Anaheim	\$32,344
CA Bakersfield	\$39,786
CA Colton	\$35,486
CA Daly City	\$33,064
CA Elk Grove	\$30,987
CA Fremont	\$36,345
CA Fresno	\$36,966
CA Long Beach	\$36,428
CA Oakland	\$28,824
CA Palmdale	\$33,704
CA Pomona	\$42,073
CA San Diego	\$25,375
CA San Jose	\$38,492
CA Sherman Oaks	\$34,568
CO Colorado Springs	\$22,415
CO Greenwood Village	\$37,257
CO Westminster	\$41,446
FL Ft Lauderdale	\$37,115
FL Jacksonville	\$27,604
FL Miami	\$39,791
FL Miramar	\$41,878
FL Orlando	\$36,889
FL Orlando/North	\$40,384
FL Tampa Bay	\$37,821
FL Tampa East	\$38,625
GA Alpharetta	\$38,830
GA Atlanta/Buckhead	\$48,015

Campus	Average Debt
GA Atlanta/Cobb/Galleria	\$38,572
GA Atlanta/Perimeter	\$54,692
GA Decatur	\$41,502
GA Duluth	\$43,465
GA Stockbridge	\$45,938
IL Addison	\$36,435
IL Chicago	\$33,145
IL Chicago/Loop	\$43,432
IL Chicago/O'Hare	\$35,658
IL Downers Grove	\$39,655
IL Elgin	\$29,066
IL Gurnee	\$35,834
IL Naperville	\$33,529
IL Schaumburg	\$29,721
IL Tinley Park	\$41,394
IN Indianapolis	\$44,587
IN Merrillville	\$45,664
KY Louisville	\$29,421
MD Bethesda	\$29,641
MI Southfield	\$29,035
MN Edina	\$41,846
MN St Louis Park	\$42,946
MO Kansas City	\$43,084
MO Kansas City/Downtown	\$42,944
MO St Louis	\$33,617
NC Charlotte	\$38,095
NC Morrisville	\$35,400
NJ North Brunswick	\$37,078
NJ Paramus	\$34,576
NV Henderson	\$33,031
NY Manhattan	\$34,550
NY Midtown Manhattan	\$33,344
OH Cincinnati	\$38,626
OH Columbus	\$39,365

Campus	Average Debt
OH Columbus North/Polaris	\$38,301
OH Dayton	\$33,204
OH Seven Hills	\$40,872
OK Oklahoma City	\$29,750
OR Portland	\$41,539
PA Ft Washington	\$38,222
PA King of Prussia	\$37,297
PA Philadelphia	\$46,985
PA Pittsburgh	\$33,645
TN Memphis	\$51,466
TN Nashville	\$49,928
TX Austin	\$37,477
TX Ft Worth	\$35,139
TX Houston	\$38,847
TX Houston/Galleria	\$36,256
TX Irving	\$41,557
TX Richardson	\$33,570
TX San Antonio	\$25,658
UT Sandy	\$30,275
VA Arlington	\$32,133
VA Chesapeake	\$24,647
VA Manassas	\$24,638
WA Bellevue	\$23,780
WA Federal Way	\$38,033
WI Milwaukee	\$47,617
WI Waukesha	\$36,247
Grand Total	\$37,749

*Campuses with less than 10 completers were removed

DeVry University - Fall 2006 First-Time Full-Time Cohort

Campus	Graduation Rate*
AZ Phoenix	35%
CA Elk Grove	41%
CA Fremont	34%
CA Fresno	37%
CA Long Beach	34%
CA Pomona	27%
CA Sherman Oaks	19%
CO Westminster	21%
FL Miramar	51%
FL Orlando	39%
FL Tampa Bay	64%
GA Alpharetta	35%
GA Decatur	27%
GA Stockbridge	43%
IL Addison	28%
IL Chicago	35%
IL Tinley Park	34%
MO Kansas City	29%
NJ North Brunswick	39%
NV Henderson	18%
NY Midtown Manhattan	23%
OH Cincinnati	48%
OH Columbus	38%
PA Ft Washington	34%
TX Austin	28%
TX Houston	30%
TX Houston/Galleria	30%
TX Irving	20%
VA Arlington	29%
WA Federal Way	29%
Grand Total	32%

*Campuses with less than 10 students in cohort were removed

Methodology, Delivery System and Resources

Methodology, Delivery System and Resources for DeVry University Online Courses

Students enrolled in a DeVry University/Keller Graduate School online course use the latest interactive technologies. Online classes at DeVry University/Keller Graduate School are designed from the beginning to give students the tools to succeed, providing all the class information and materials available to students a week before classes start. Every class is created based on a syllabus and delivered online using an ordered, easy-to-follow framework.

Each week's assignments, topics and discussions are contained on a tab specific to the week in which they were assigned. Students can access any week from the DeVry University/Keller Graduate School online learning platform (ECollege). As the course progresses, students have access to all the notes, professor lectures and chats they've engaged in up to that point, as well as all the course materials. One of the most important components of a student's success while taking online courses is actively working with their peers. To enhance that principle, all web-based classes feature robust discussions threads, chat features and optional group projects, where students reach out to one another via phone, email and chat to complete assignments together.

The dialogue and interaction extends beyond the students. Professors are actively involved in online classroom discussions and available to answer questions through phone and email.

DeVry's faculty are committed to working with students from day one, championing their success and giving students the personal attention they need to help them achieve their educational goals.

At DeVry University/Keller Graduate School, there's no distinction between the quality and experience of online and onsite faculty; all professors are successful professionals dedicated to teaching the real-world skills that assist students in their career. All online professors are required to have earned a master's degree in their field, and some have earned doctorates. The online services of DeVry has developed and implemented a comprehensive assessment and new faculty training program for faculty as well as professional development opportunities for continuing faculty. The structured training and orientation program consists of a four-week workshop in which new professors complete written assignments, threaded discussions and Webinars to help them make the transition to the online classroom. The training/orientation program is conducted during the session before the professor first teaches in the online format. The faculty orientation is facilitated by the online faculty management group within each DeVry University college. If the candidate successfully passes new faculty orientation, then they continue on with teaching their first online course in the next session. New faculty members are

Methodology, Delivery System and Resources for DeVry University Online Courses

assigned to a faculty manager, who serves as a mentor while teaching their first online course.

Online courses utilize faculty managers to assist with professional development for continuing professors. These managers work with each professor on a plan that meets their individual needs. Online courses use learning platform technology to monitor course participation for both students and faculty members to maintain quality standards. The Faculty Resources Center contains information and workshops that can be accessed 24/7. Professors are encouraged to utilize the chat rooms and collaborative course threads to discuss instructional methods or other areas of interest.

All students enrolled in distance education courses are required to have basic computer competencies. These include basic skills in using database software and Microsoft Office products (e.g. word processing, spreadsheet, presentation) and a demonstrated working knowledge of the Internet and World Wide Web, including Web browsers. Students complete a self-assessment or test during a distance education orientation prior to a student being registered for a distance education course.

Ultimately, the value DeVry places on distance education is evidenced in the content and rigor of online coursework as it compares to coursework taken through traditional methods. The academic content of our online programs is the same as the content of the programs offered at any of our campuses nation-wide. Terminal course objectives have been developed for every course in every program DeVry offers and those terminal course objectives are the same whether delivered in a traditional setting or online. Online programs are designed to provide the same learning outcomes as programs which are delivered onsite.

The educational and operational infrastructure described above and our existing policies and procedures provide the quality foundation for integrating online delivery into DeVry's educational system and ensuring that all students receive the same high quality education and services that DeVry demands regardless of delivery method.

For courses offered online, software for the majority of the programs is accessed through the University's CITRIX environment, saving students from having to purchase software separately. Students taking courses online have the opportunity to work with students across the USA and in other countries; taking advantage of the experiences of those students who are already employed in positions in the industry.

There is no indicator on transcripts indicating the modality of a course. Credit hours awarded for coursework delivered online are the same as those awarded for courses delivered in the traditional classroom. All students are expected to meet the same

Methodology, Delivery System and Resources for DeVry University Online Courses

performance level, terminal course objectives and graduation requirements, regardless of course delivery method.

Students enrolled in a DeVry University online course use the latest interactive technologies. ECollege provides a web-based distance learning platform that uses up-to-date communication technologies and innovative course materials, including asynchronous email and threaded conversations, videotapes, interactive labs, and teleconferences. By using a variety of technology-mediated asynchronous and synchronous delivery methods, students not only learn and receive feedback from the professor but also participate in a variety of group and teamwork activities with fellow students, wherever those students may be.

Courses include audio, video, multimedia, several methods of online testing, built-in email, threaded discussions, forum, Webliographies, group or team projects, synchronous professor-led sessions and portfolio assessment. Additionally, electronic media along with packaged equipment and materials are used to enhance student learning. The menu of instructional activities is greater than that which you would find available to faculty and students in a traditional classroom.

Students enrolled in the DeVry University online courses are assigned a coach for their first year's courses. This coach function is to guide students through planning and prioritizing their course-work as well as managing other life issues during this first year. In addition, a program-specific academic advising team assists students in their program planning and also facilitates any student-related issues that come through the Right Now case management system.

Additionally, Smarthinking, a 24/7 online tutoring service made available to students, enables students to chat with a live tutor, submit their writing for review, or submit a question for a tutor. Students access this on the Tutor Source page in their online course shell.

DeVry offers a combination of on-site and online library services for both undergraduate and graduate students. The online library services provides access to a variety of periodical and research databases and eBooks, which are available 24/7 from the library website: library.devry.edu. Assistance in the use of these resources is also available at that site, and students can chat live with professional library staff for additional help seven days a week. Students can also request books from the library's print collection and have them shipped to them at no charge.

DeVry University Library Plan

Mission, Objectives, and Policies

The mission of the DeVry University Library is to support the educational goals and instructional needs of DeVry University's academic programs through developing quality library collections and by providing professional reference services and information resources to supplement classroom and laboratory learning, as well as to participate in the teaching/learning environments of all DeVry University locations and online operations, with the goal of contributing to the development of student applied research skills and information literacy competencies.

DeVry University recognizes that today's working adult students have complex, time-constrained lifestyles and have come to depend heavily on electronically accessed resources, and that there is a rapidly increasing amount of information available to them electronically. To support all undergraduate and graduate students, at DeVry University locations and online, DeVry employs full-time professional library staff to develop print and electronic resources, deliver reference services, and recommend additional resources that best meet the curricular and research needs of students and faculty.

Staff and Administration

Librarian support for DeVry University is provided by 28 metro libraries, 27 of which are managed by professional librarians. Most libraries are open six days a week from early morning until approximately 8 or 9pm local time, weekdays, and until 4 or 5pm local time on Saturday. Staffing varies, depending on location, with most consisting of a full-time professional librarian, supported by one or more student workers. Library services and resources for all metro libraries are coordinated by the University Librarian and the Assistant University Librarian, working together to support both undergraduate and graduate student and faculty needs.

The metro librarian and his/her staff support the locations in that metro area. The University Librarian and Assistant University Librarian manage library services and resources from a central location in Illinois, as part of the University Academic Support Services department. The University Librarian reports to the DeVry University National Associate Dean of Academic Support Services and is responsible for the following key services:

- Expanding and upgrading print and electronic resources
- Developing and managing the library budget
- Strategic planning
- Planning for new and renovated library locations
- Coordinating and maintaining real-time, interactive Digital Reference program for all DeVry University students, available seven days a week, including weeknights
- Developing a library instruction program supporting the curriculum and information literacy

- Develop resource-sharing arrangements with DeVry's metro libraries for all students regardless of their location
- Marketing library services to students, faculty, and staff
- Working with metro librarians to ensure equal access to information

The University Librarian works closely with the national college deans, metro librarians, and faculty and staff to ensure that library materials and services support students with their assignments and assists faculty with their research needs.

The University Librarian also works closely with the deans of the five DeVry University colleges for the purposes of collection development, planning, marketing, and policy development. Library Advisory Committees at the metros provide input on collections and services at the local level. Surveys are also used to solicit feedback from students and faculty members about library services and collections.

The Assistant University Librarian administers the online union catalog system (Ex Libris Voyager) for DeVry University and reports to the University Librarian. This position facilitates local and remote access to system-wide print and electronic resources in conjunction with the DeVry Centralized Academic IT department and manages the acquisitions processes for the University Library System.

Diane Gaylor fills this role. Ms. Gaylor has a Master's in Library and Information Science from San Jose State University. Prior to joining DeVry, Ms. Gaylor worked for more than 16 years at Concordia University Irvine in various roles, and is a former library director at the DeVry University Southern California metro.

The Metro Library Director is responsible for providing and promoting library collections and services in support of DeVry University's academic programs at the locations in their metro area. Specifically, the metro library director orders print and electronic resources to support academic programs and provides reference services in-person, via phone, email and online (i.e. via chat). He/she is also responsible for teaching library skills at all locations, either in-person or remotely, in the metro service area.

Library Collections

Books

The DeVry University library system houses more than 300,000 printed books, and greater than 125,000 electronic books, in support of the academic programs, available for use by all DeVry University students, and faculty.

Printed books can be requested from any DeVry University metro library and delivered at no charge to the student's nearest DeVry location (we also ship directly to the student if no location is close by). Books can be located using the Voyager online catalog, accessible 24/7 from the library's website.

Ebooks can be accessed 24/7 from the Voyager online catalog or directly from the library's website, and can be used by multiple students, simultaneously, offering the advantage of greater currency, immediate availability, and have superior search-and-retrieval functions. National library surveys and DeVry University library usage statistics have reported an increase in usage and preference of eBooks by students, and beginning in FY10, DeVry has made a significant increase in the amount of funds allocated to books in this format, in order to better serve our students, regardless of their location.

Online Resources

All DeVry University students, faculty, and staff have access to a full array of online databases in support of our academic programs including EBSCOhost, which provides access to over 30 individual academic, business, health sciences, and technology databases; LexisNexis, ABI/Inform, IBISWorld, Plunkett Research and Faulkner FACCTS, supporting business and management; IEEE Xplore, supporting technology and engineering; Britannica Online, an academic general reference source, and five separate eBook collections (including Books 24x7 and eBrary) Those resources provide access to more than 60,000 electronic journals, approximately half of which offer full-text access(articles not available in full-text can be requested via interlibrary loan), and more than 125,000 eBook titles, supporting all areas of the curriculum.

These resources are available 24/7 from the library's website, as are tutorials in their use. Students can also contact one of our over 30 professional librarians for assistance in the use of library resources, or for research help, during regular business hours, and evenings and weekends, using our online chat reference service. A list of DeVry University librarians and their contact information is posted on the library's website for student convenience.

A listing of the online resources available to DeVry University students follows this narrative.

Onsite Library Resources

All DeVry University locations are equipped with network computers that allow student access to the library's full-array of electronic resources, including eBooks, full-text periodical databases

and research databases. Additionally, DeVry University librarians are available via phone, email or live chat for student assistance.

Students at the metro library locations have access to print book and journal collections, in addition to the resources mentioned above. They also have access to a librarian on-site for help using library resources and/or in doing research. In addition, for materials not held in the DeVry collection, students are provided information to help them access additional resources from their local public or academic library.

DeVry University Interlibrary Loan Services and Collection Sharing

DeVry University Library supports both undergraduate and graduate students, with access to library holdings for all, and a real-time, interactive digital reference service for enhanced student support, particularly for students and faculty who are not located at a large campus. The digital reference service is coordinated and maintained by the Assistant University Librarian, and leverages the reference services of DeVry's professional librarians, allowing for a broad range of background and professional expertise, as well as significantly expanded services hours, seven days a week.

Library collections are developed based on a set of guidelines developed for each of the five DeVry University colleges undergraduate and graduate programs. It guides metro librarians in the acquisition of materials to ensure adequate coverage in each area of the curriculum.

Planning, Services, and Usage

Strategic planning for DeVry University Library is conducted in concert with the strategic planning process of DeVry University, which is an ongoing, forward-looking process with a 5-year window of coverage. The process is guided by the senior management of the university, but draws on a broad base of inputs from DeVry University onsite and online personnel, including faculty, staff, and students. The library's strategic plan, similarly, draws on the metro librarians, their library committees (primarily faculty), campus and center staff, and students. These inputs are channeled to the Library Strategic Planning Committee, which analyzes and evaluates input and recommends specific adjustments and initiatives. These recommendations are integrated into the annual planning cycles led by the University Librarian and the Assistant University Librarian in their proposals to senior management of the university.

Each term, to promote awareness and provide training on library services, the University Librarian coordinates the distribution of library materials to all incoming students describing resources and services available to them through the library. The librarians also provide handouts to faculty and students to build awareness of the resources and services available.

To evaluate the range and quality of library resources and collections, both electronic and print, the Assistant University Librarian compiles usage reports monthly at the national and metro

level. In addition, as part of the ongoing development and review of library services and collections, students are surveyed as part of the end-of-term surveys. Survey results indicate students are able to complete their coursework and applied research with support of the school's library resources as well as the vast amount of information available through the Web.

Metro librarians also track usage of print and electronic resources and library services, such as bibliographic instruction sessions, on a term-by-term basis. The University Librarian and Assistant University Librarian and other administrators analyze these data, and make adjustments in library resources and services as needed. In the past 10 years, two comprehensive library surveys of students and faculty were conducted across the university system. The results indicated that both students and faculty were satisfied with library resources and the helpfulness and accessibility of library staff.

Library use statistics are gathered for a number of different purposes and in a variety of formats. General statistical information for 2011 – 2012 includes the following overview. These figures are university-wide statistics.

Total circulation: 24,086

Total circulation of eBooks: 1,648,247

Reference questions answered: 19,978

Library Instruction sessions (in the classroom): 1,537

Online database searches: 41,779,988

Online Reference Service: 9,580 sessions

dgc May 2013

DeVry University Library
List of eResources
Spring 2013

KEY

Yellow = Periodical Database

Green = Research Database

Blue = eBook Collection

Gray = Online Learning

The following electronic resources are available 24/7 via the library's website: library.devry.edu.

ABI/Inform Global (ProQuest)

Periodical database containing in-depth coverage of business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and the competitive business landscape worldwide. Also includes The *Wall Street Journal* Eastern edition, 1984 to the present, and profiles for 60,000+ companies and their executives.

Academic Search Complete (EBSCOhost)

Scholarly, multi-disciplinary periodical database, covering the sciences, humanities, social sciences, business, health sciences, engineering and technology, containing more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals.

Agricola (EBSCOhost)

Database contains nearly five million citations from the U.S. Department of Agriculture's National Agricultural Library.

Alt HealthWatch (EBSCOhost)

*Alt HealthWatch*TM focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full-text articles for more than 180 international, and often peer-reviewed journals and reports.

In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. Full-text titles include *American Journal of Chinese Medicine*, *American Journal of Homeopathic Medicine*, *California Journal of Oriental Medicine*, *European Journal of Clinical Hypnosis*, *Journal of Alternative & Complementary Medicine*, *Journal of Asian Natural Products Research*, *Journal of the Australian Traditional-Medicine Society*, *Journal of the Canadian Chiropractic Association* and many others. *Alt HealthWatch* provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine.

Biography Reference Center (EBSCOhost)

Database containing comprehensive coverage of more than 450,000 biographies, including the

complete full-text run of *Biography Today* and *Biography*, as well as thousands of narrative biographies that are not available in other databases.

Books 24x7

eBook collection containing thousands of leading professional books from the industry's top authors and publishers; concise summaries of today's foremost business books; live and on demand videos of preeminent thought leaders and business gurus; best practices from leading senior executives of Fortune 5000 companies; and full reports from and summaries of the analyst community.

Britannica Online

Online version of the world's most authoritative encyclopedia, containing more than 70,000 articles. Includes audio and video clips, photographs and illustrations.

Business Plans Handbook (Gale Virtual Reference Library)

An eBook collection of actual business plans compiled by entrepreneurs seeking funding for small businesses throughout North America. The *Handbook* series presents sample plans taken from businesses in the manufacturing, retail and service industries — only the company names and addresses have been changed.

Business Source Complete (EBSCOhost)

Scholarly business database, providing the leading collection of bibliographic and full-text content. *Business Source Complete* offers premium content of peer-reviewed, business related journals such as the *Harvard Business Review*. Included as part of the comprehensive coverage offered by this database are indexing and abstracts for the most important scholarly business journals dating back as far as 1886.

CINAHL (Ebscohost)

Access to more than 750 nursing and allied health journals.

Communication and Mass Media Complete (EBSCOhost)

Database combining the content of *CommSearch* and *Mass Media Articles Index*, along with numerous other journals in communication, mass media, and other closely-related fields of study.

Computers and Applied Sciences Complete (EBSCOhost)

Database covering the research and development spectrum of the computing and applied sciences disciplines. It contains collected knowledge on traditional engineering challenges & research, and is a resource for research concerning the business and social implications of new technology.

Consumer Health Complete (EBSCOhost)

Covers all areas of health and wellness from mainstream medicine to many perspectives of complementary, holistic, and integrated medicine; also includes relevant drug monographs.

Credo Reference

eBook collection of nearly 500 authoritative reference books, dictionaries, encyclopedias and atlases, from more than 70 publishers.

ebooks by EBSCO

Provides access to over 20,000 eBooks on a wide variety of topics.

eBrary Academic Complete

eBook collection containing more than 70,000 multi-disciplinary titles from 2004 to the present. Subject areas include the sciences, humanities, social sciences, business, health sciences and engineering and technology.

Education Research Complete (EBSCOhost)

Comprehensive database covering all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. Also included in the database are curriculum, instruction, administration, policy, funding, and related social issues.

ERIC (EBSCOhost)

Largest education database in the world, sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. Contains over 1.3 million citations for journal articles, books, research papers, conference papers, technical reports, policy papers, dissertations, theses, and other materials in the field of education.

Faulkner FAACTs

Information technology and communications database, providing comprehensive company, industry, and market intelligence.

Greenfile (EBSCOhost)

Contains more than 375,000 records covering all aspects of human impact to the environment (with full-text for over 4,500 records).

Health Business Elite (EBSCOhost)

Database providing comprehensive journal content detailing all aspects of health care administration and other non-clinical aspects of health care institution management.

Health Policy Reference Center (EBSCOhost)

Database providing information for those interested in the creation, implementation, or study of health policy and the health care system.

Health Source: Consumer Edition (EBSCOhost)

Over 75 full-text consumer health magazines on medical science, general health, food science, nutrition, childcare, sports medicine, etc.

Health Source: Nursing/Academic Edition (EBSCOhost)

Contains 550 scholarly, full-text journals as well as over 6,000 generic and brand name drug patient education sheets.

Hospitality and Tourism Complete (EBSCOhost)

Database covering scholarly research and industry news relating to all areas of hospitality and tourism. Sources are both domestic and international in range and scope, with material collected from countries and regions such as Canada, Australia, Europe and Asia.

IBIS World

Research database containing U.S. industry market reports covering over 700 industry segments. IBIS World reports are useful for drafting business plans, pitch books, benchmarking, forecasting, business valuations, litigation support, and due diligence. Also includes over 80 global industry reports, 8,000+ company profiles and 200+ business environment reports.

IEEE Xplore

Provides access to some of the world's most important publications in electrical engineering, computer science and electronics published by IEEE (Institute of Electrical and Electronics Engineers) and its partners.

Image Quest

An online image database containing two million rights-cleared images from over 50 collections, including Dorling Kindersley Images, Getty Images, the National Portrait Gallery of London, the National Geographic Society, Oxford Scientific, etc.

LexisNexis Academic

Database providing access to news, business and legal publications. News coverage includes backfiles and up-to-the-minute stories including non-English language sources. The Company Dossier module retrieves detailed company information and financial performance measures. Also includes Shephard's Citations® which provide access to all federal and state court cases dating to 1789.

Library, Information Science & Technology Abstracts with Full-Text (EBSCOhost)

Database covering librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more.

Literary Reference Center Plus (EBSCOhost)

Comprehensive database providing information on thousands of authors and their works across literary disciplines and timeframes. Includes plot summaries, synopses and work overview, articles/essays of literary criticism, author biographies, literary journals, book reviews and more.

MasterFILE Premier (EBSCOhost)

Database covering general reference, business, health, education, general science, multicultural issues and more. Also includes full-text of *The New York Times*.

Medline (EBSCOhost)

Access to more than 1,400 medical journals.

Military & Government Collection (EBSCOhost)

Access to over 300 full-text periodicals with current news about all branches of the military and government.

Newspaper Source Plus (EBSCOhost)

Database including more than 700 full-text newspapers, providing more than 31 million full-text articles. Contains comprehensive full text for major newspapers such as *New York Times* (from January 1985 to present), *Boston Globe*, *Christian Science Monitor*, *Irish Times* (Ireland), *San Francisco Chronicle*, *The Sydney Morning Herald* (Australia), *The Times* (UK), *Toronto Star*, *USA Today*, *The Washington Post*, and *The Washington Times* (DC).

Oxford Art Online

Online version of Grove Art Online, Oxford Companion to Western Art, the Concise Dictionary of Art Terms, and Oxford's Encyclopedia of Aesthetics.

Plunkett Research Online

Research database providing access to business intelligence, industry trends, statistics, market research, sales leads & corporate profiles.

Points of View (EBSCOhost)

Access to full-text essays on more than 250 topics including an overview, point, and counterpoint.

Professional Development Collection (EBSCOhost)

Database containing information geared towards educators, librarians and education researchers, on topics ranging from children's health and development to cutting-edge pedagogical theory and practice.

Psychology & Behavioral Sciences Collection (EBSCOhost)

Psychology database covering topics such as emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods.

Regional Business News (EBSCOhost)

Database contains the full text for more than 80 regional US and Canadian business publications (including titles from Crain Communications).

Safari Books Online

eBook collection containing titles in engineering, technology, business, math, science, and more from leading publishers such as O'Reilly Media, Addison-Wesley, Peachpit Press, Manning, John Wiley & Sons, Apress, Adobe Press, Talented Pixie and Splash Media.

SkillPort

On-demand multi-modal learning modules in general business skills, desktop applications, and IT competencies.

SocINDEX with Full-Text (EBSCOhost)

Comprehensive sociology research database, containing the full text for more than 820 journals dating back to 1908. Also includes full text for more than 830 books and 14,636 conference papers.

SPORTDiscus with Full-Text (EBSCOhost)

Access to more than 500 full-text journals dating back to 1985 covering sports and sports medicine.

Teacher Reference Center (EBSCOhost)

Abstracts for more than 250 teacher and administrator periodicals.

Vocational & Career Collection (EBSCOhost)

Database providing full-text coverage to more than 340 trade and industry related periodicals including *Pediatric Nursing*, *Wireless Week*, *Drug Store News*, *Reeves Journal*, *Hotel & Motel Management*, *Restaurant Business*, *Advertising Age*, and more.

Attachment 12

Iowa Code 261.9(1)e-h

DeVry University's Compliance With Iowa Code Section 261.9(1) e to h

- State regulations found in Iowa Administrative Code (283.21.2). Note: Iowa Administrative Code includes a requirement for a registered school to adopt policies that meet the requirements of Iowa Code Section 261.9(1)"e" to "h." The details of Iowa Code Section 261.9(1)"e" to "g" are not included in the registration provisions of Iowa Administrative Code or on the registration application. They are provided below as a reference for a registration applicant.
 - Section 261.9(1)"e" ...[Adopt] a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activities sponsored by the institution. Each institution shall provide information about the policy to all students and employees. The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.
 - enforcement. Nothing in the policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.

From the DeVry University Academic Undergraduate Catalog 2013-2014, page 138
http://www.devry.edu/d/US_Catalog.pdf

Drug-Free Schools and Communities Act

DeVry complies with the Drug-Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on school property. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and school disciplinary action.

From the DeVry University 2012-2013 Annual Disclosure, Student Right-to-Know and Campus Security (Clery Act), Annual Security Report, Alcohol & Substance Abuse Policy, Student Rights Under FERPA, (The Family Educational Rights and Privacy Act) See pages 4-8 <http://www.devry.edu/d/annual-disclosure-Online.pdf>

ALCOHOL AND SUBSTANCE ABUSE POLICY

DeVry forbids the use, possession, distribution or sale of drugs, except when taken under a doctor's prescription. The possession, distribution, sale or consumption of alcoholic beverages anywhere on school property is also forbidden. Students in violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action.

Cannabis Marijuana Hash/Hash Oil THC

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

Cocaine (includes Crack Cocaine)

Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

Depressants, Tranquilizers, Barbiturates, Methaqualone

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

Other Stimulants (Excluding Cocaine), Amphetamines, Methamphetamines

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & 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 & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes-AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

DRUG FREE SCHOOLS & COMMUNITIES ACT

Educational Guidelines Pertaining to Drug Free Schools & Communities Act

DeVry expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. DeVry forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

Substance

Alcohol (at .08 Blood Alcohol Concentration & Above)

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

LAWS REGARDING ALCOHOL AND DRUGS

Federal law holds that any person, who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility, is subject to a doubling of the applicable