

ARGOSY UNIVERSITY



Associate's Degree Programs *Academic Addendum 2005–2006*

Campuses:

ARGOSY UNIVERSITY/ORANGE COUNTY

Degree Sites:

ARGOSY UNIVERSITY/DENVER

ARGOSY UNIVERSITY/SAN DIEGO

ARGOSY UNIVERSITY/SANTA MONICA

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Introduction

STATEMENT OF MISSION

Argosy University is a private higher education institution whose mission is to provide high-quality education in practitioner fields, employing delivery formats that provide access for students regardless of their geographical location. Argosy University offers general education and professional programs at the undergraduate, graduate, and postgraduate levels within the behavioral sciences, business, education, information technology, and healthcare fields. These degree programs are designed to instill the knowledge and skills of professional practice as well as foster the values of higher education and social responsibility. In so doing, Argosy University strives to carry on the missions of its founding institutions: the American Schools of Professional Psychology, the University of Sarasota, and the Medical Institute of Minnesota.

STATEMENT OF PURPOSES

- Argosy University develops and provides distinctive, innovative, and high-quality higher education and professional service programs at all levels to prepare individuals for careers to serve the needs of an evolving global marketplace.
- Argosy University administers its programs so as to ensure the financial viability and the growth of its campuses, the institution, and its parent organization.
- Argosy University provides certificate and continuing education programs to assist professionals in developing and enhancing their knowledge bases and skills.
- Argosy University seeks to recruit and employ faculty and staff who are service-oriented and student-centered, and who combine academic credentials of high quality with substantive career experience.
- Argosy University provides access through its services and programs to students of any social, geographic, and cultural background, and strives to prepare them to work with, and provide services to, diverse populations.
- Argosy University demonstrates its commitment to diversity through the development and support of a diverse educational community, and
- Argosy University seeks to provide wide access to its educational programs through a variety of delivery systems in geographical areas where demonstrated needs exist for its services and products.

HISTORY AND PHILOSOPHY

Argosy University was formed in September, 2001 by the merging of three separate academic institutions—the American Schools of Professional Psychology, the University of Sarasota, and the Medical Institute of Minnesota—and as a result offers professional programs at the undergraduate, graduate, and postgraduate levels in behavioral sciences, business, education, and allied healthcare.

Argosy University's programs in psychology, the behavioral sciences, and health sciences emphasize a practical approach built on a background in theory. The programs were formed following a movement begun in the early 1970s that called for a professional degree in clinical psychology emphasizing practical training and application of theory and research rather than the research-oriented approach of the traditional PhD degree. This effort ultimately led to the creation of the Doctor of Psychology (PsyD) degree. Argosy University's original campus, the Illinois School of Professional Psychology/Chicago, began granting the PsyD degree in 1979 and received candidacy status with the North Central Association of Colleges and Schools (NCA) in that same year. Accreditation was received in 1981. Because of demand, additional campuses were opened and new programs were added to complement and expand upon the PsyD in Clinical Psychology Program.

Argosy University's programs in business and education also provide students with a solid practical and theoretical foundation. These programs, which for more than 30 years were offered at the University of Sarasota (formerly Laurence University), had a specific focus of providing educational opportunities at the graduate level to working adults without requiring them to compromise their professional or personal lives. This was accomplished through a unique delivery format involving a mix of distance learning and brief, intensive on-campus study periods. In 1976, the state of Florida granted licensure to the University to offer the Doctor of Education (EdD). In 1990, the University was accredited by the Southern Association of Colleges and Schools (SACS) to offer master's and doctoral degrees, which was eventually expanded to include bachelor's completion programs. The institution also found strong demand for its programs and delivery methods, adding new campuses and new programs, widening the opportunities for working professionals interested in pursuing postsecondary education.

Argosy University's programs in allied healthcare were established in 1961, beginning with a certificate-level medical laboratory technician program. The Medical Institute of Minnesota, originally known as Park Medical Institute, was founded to provide skilled allied healthcare personnel to hospitals and clinics. In 1963, the school officially became the Medical Institute of Minnesota. In 1970, the Medical Institute of Minnesota was authorized by the state of Minnesota to grant an Associate of Science terminal degree. In 1971, the Medical Institute of

Minnesota entered into a collaborative agreement with the University of Minnesota, General College, which agreed to grant associate's degrees to students who had earned a certificate from the Medical Institute of Minnesota and had satisfied the degree requirements of the General College. New programs were added, and the Medical Institute of Minnesota began offering eight programs in the allied health fields, including veterinary technology, dental hygiene, and medical laboratory technology. In 1980, the school applied for and was granted initial institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). With the merger in 2001, the school became the Argosy University School of Health Sciences. All allied health programs are at the associate's degree level, granting either as the Associate of Applied Science (AAS) or the Associate of Science (AS) degree.

In January of 2006, Argosy University integrated four Brown Mackie College schools into the university to include the Brown Mackie Colleges located in San Diego, Orange County, and Santa Monica, California as well as the school in Denver, Colorado. Brown Mackie College-Orange County was integrated into Argosy University's existing Argosy University/Orange County campus. The remaining three schools became new degree sites of Argosy University and began to expand the Argosy University offerings at these sites to include baccalaureate and graduate programs. Concurrent with the addition of these campuses, Argosy University added Associate of Applied Science programs in areas of Business, Information Technology, Legal and Paralegal Studies to its array of degree offerings.

ACCREDITATION

Institutional Accreditation

Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.312.263.0456, www.ncahlc.org).

State Licensing

Argosy University is authorized to offer degree-granting programs in each of the states in which the institution operates a campus.

Argosy University/Orange County, Argosy University/San Diego an approved degree site of Argosy University/Orange County, and Argosy University/Santa Monica an approved degree site of Argosy University/Orange County have been granted approval to operate by the California Bureau of Postsecondary and Vocational Education (1625 North Market Boulevard, Suite S-202 Sacramento, CA 95834, 1.916.445.3427, www.bppve.ca.gov)

Argosy University/Denver an approved degree site of Argosy University/Chicago...(SITARA TO FILL IN)

OWNERSHIP

Argosy University is owned by Argosy Education Group, Inc., Two First National Plaza, 20 South Clark Street, Suite 2800, Chicago, IL 60603, 312.899.9900. Argosy Education Group, Inc. is a wholly owned subsidiary of Education Management Corporation, located at 210 Sixth Avenue, Suite 3300, Pittsburgh, PA 15222.

GOVERNANCE

Board of Trustees

Responsibility for the organization and governance of Argosy University rests with the board of trustees. The members of this board exercise responsibility for the establishment of the basic policies that govern all campuses of Argosy University, and meet on a regular basis to review the implementation of these policies. Board members are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities in which it is located.

Argosy University Administration

The authority to administer Argosy University has been delegated by the board of trustees to the professional staff of academic administrators that Argosy University has retained for that purpose. The president of Argosy University has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial, human, and academic resources. The president is charged with overall responsibility for the administration of Argosy University, including the implementation of board policy at all campuses. Assisting the president in these activities is the staff of Argosy University and the Central Offices of Education Management Corp., which has shared and coordinating responsibility for the administration of a number of key functions, including fiscal and property management, financial aid, student recruitment and services, information systems, institutional research, marketing, and development.

Campus Administration

The responsibility for the day-to-day operation of each campus has been delegated by the president of Argosy University to the campus director. The campus director functions as both the academic coordinator and the chief administrative officer of each extension campus or degree site, and is responsible to the campus president of the sponsoring campus of Argosy University. The campus chairs and faculty of each degree site are to report to the campus dean or program chair (or campus vice president of Academic Affairs if such a position exists at the campus) of the sponsoring campus. Assisting the campus director with these administrative responsibilities is a campus staff committed to providing those support services essential to a responsive undergraduate and graduate school. The entire administrative staff of each campus takes pride in the service it provides its students and believes that this is one of the distinguishing marks of Argosy University.

Advisory Boards

Colleges and programs within Argosy University have advisory boards, consisting of professionals from the associated fields. The advisory boards meet at least annually to discuss issues such as curriculum and community involvement. They also provide valuable feedback to the program faculty and staff regarding current trends and expectations within their respective professional communities.

RIGHT TO CHANGE REQUIREMENTS

This addendum and its contents are subject to change without notice. Argosy University reserves the right to change the policies contained within this addendum from time to time. Notice is not required for a new policy to take effect, however Argosy University will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

Students will normally follow the degree requirements in effect at the time of their admission. However, a student who changes degree programs or fails to maintain continuous enrollment may be required to follow the *Academic Catalog* and the campus-specific *Academic Catalog Addendum* in effect at the time of the change. Furthermore, requirements of government agencies, accreditation agencies, and other regulatory bodies may influence a student's degree requirements. Possible changes include, but are not limited to, graduation requirements, admission requirements, tuition, fees, curricula, and course content. Students are responsible for making themselves aware of any changes.

Admission Policies

GENERAL ADMISSION REQUIREMENTS

Each applicant for admission is assigned an Assistant Director of Admissions who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admission, each applicant must provide documentation of graduation from an accredited high school or from a state-approved secondary education curriculum, or provide official documentation of high school graduation equivalency. All transcripts become the property of Argosy University. Admission to Argosy University is based upon the applicant's meeting the above requirements, a review of the applicant's previous education records, and a review of the applicant's career interests. Each student should refer to the program pages in this addendum for detailed information of the program specific admission requirements. If previous academic records indicate that the Argosy University's education and training would not benefit the applicant, Argosy University reserves the right to advise the applicant not to enroll. Special requirements for enrollment into certain programs are discussed in the descriptions of those programs. **It is the responsibility of the applicant to ensure that the Argosy University receives all required documentation, and all records provided become the property of the University.**

ORIENTATION

New students are required to attend an orientation program to familiarize them with Argosy University's policies, personnel, and resources. Orientation is scheduled in the week prior to the start of each month's classes (see *Academic Calendar* in Appendix II). Enrolling students are notified of the dates and times of orientation.

INITIAL ACADEMIC ASSESSMENT

As part of the admissions process, students are given an assessment of academic skills. Though the results of this assessment do not determine eligibility for admission, they provide Argosy University with a means of determining the need for academic support, as well as a means by which Argosy University can evaluate the effectiveness of its education programs.

TRANSFER CREDITS

Argosy University evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than seven years old are not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Argosy University.
- The grade earned in the course, which must be at least a "C" (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, one-semester credit hour converting as 1.5-quarter credit hours.

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Faxed transcripts are acceptable forms of official transcripts as long as they are faxed directly from the sending institution. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits are applied to the student's program, but carry no grade and are not computed in determining the student's grade point average. It is the responsibility of the student to ensure that Argosy University receives all official transcripts, and the transcripts provided become the property Argosy University.

Argosy University cannot and will not assure that credits earned in Argosy University will transfer to other institutions, since such determinations are made according to the policies of the receiving institution.

OTHER SOURCES OF CREDIT

Students may be permitted to have credit applied to their graduation requirements from such sources as the University Level Examination Program (CLEP) and education programs sponsored by the military. Questions regarding such options should be addressed to the Academic Office. Crediting of any course through such options is indicated in the student's transcript by a grade of "PR," which is not computed in determining the student's grade point average.

CREDITS EARNED AT THE COLLEGE

Credits earned at any campus of Argosy University are acceptable among all campuses of the University, with the following provisions:

- Credits earned under previous catalogs must be compatible with program requirements of the current catalog.
- Older credits are subject to the age restrictions indicated under *Transfer Credits*.
- Credits approved are applied, with the grade earned, to the student's current program, and are subject to application of Argosy University's standards of satisfactory progress.

RESIDENCY REQUIREMENT

Though credits may be applied to a student's program through transfer from other institutions and through other means, the total number of these credits cannot exceed 50% of the credits in the student's program. In addition, the student must complete the final 50% of program credits in residence.

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants to Argosy University whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL®) or its TOEFL® computer-based equivalent, or the new TOEFL® Internet-based equivalent. The minimum written TOEFL® score required is 480 for diploma programs or 500 for all associate's and bachelor's-level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL®, are acceptable as an alternative to TOEFL®.

The above stated English Language Proficiency Policy is effective November 1, 2004.

Academic Resources, Policies, and Procedures

ATTENDANCE, LAST DATE OF ATTENDANCE

Considerable time and effort have been spent in designing each of Argosy University's academic programs in order to provide students with a coherent and effective preparation for their careers.

Further, faculty devotes much time and energy to preparing and teaching their courses, designing appropriate assignments and examinations, and evaluating their students' progress. Excessive absence in a course can seriously threaten a student's academic progress and can result in the student's administrative withdrawal from that course. More importantly, however, every absence represents a risk to the student's investment, both financial and intellectual, in a course. **Faculty are under no obligation to offer extraordinary assistance to students who are persistently absent.**

To remain enrolled in a course a student must be in attendance by the second class meeting of that course. A student will be administratively withdrawn from a course when his or her consecutive absences in that course have exceeded 25 percent of the scheduled classroom contact hours of the course. Certain laboratory courses may have more restrictive attendance requirements.

A student withdrawn for excessive absence in a course will receive a grade of "W" or "WF" for that course (See *Grading System*) and will be charged with an unsuccessful attempt of the course. Students are advised that withdrawals from courses will affect their course completion rate (See *Standards of Satisfactory Progress*).

Last Date of Attendance

When a student withdraws, or is withdrawn or dismissed from Argosy University, his or her official date of separation from Argosy University is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Argosy University.

COURSE AVAILABILITY

In its scheduling of courses, Argosy University's primary responsibility is to those students who remain continuously enrolled in pursuit of their first credential. Persons who wish to enroll in single courses, students who are returning from withdrawals or dismissals, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

REENROLLMENT POLICY

A student who withdraws from Argosy University may reenroll only once in any nine-month period. If, after the first re-enrollment, the student withdraws a second time, he or she must wait nine months from the last date of attendance to resume enrollment in Argosy University. This policy applies to both voluntary and administrative withdrawals.

ARGOSY UNIVERSITY ETHICAL CODE OF CONDUCT

Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or harassment, insubordination or persistent, disrespectful arguing with supervisors, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

Argosy University is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with, and abiding by, the general standards of conduct expected by Argosy University. This set of standards, known as the Argosy University Ethical Code of Conduct, is not to be confused with the guidelines set forth in other professional association ethics codes. Specifically, each student is expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of Argosy University documents, records, or identification cards
- Forgery, issuing bad checks, or not meeting financial obligations to Argosy University
- Theft or the deliberate damaging or misusing of property belonging to others or the property of Argosy University
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on Argosy University property
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers required by their employer to carry a firearm are excluded)
- Disrupting the study of others or of Argosy University activities, or interfering with the freedom of movement of any member or guest of the Argosy University community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the Argosy University community
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of Argosy University
- Physical abuse, threatening acts, or harassment toward others
- In addition, students in all programs are also required to adhere to standards set forth by the professional associations.

Students found guilty of violating Argosy University's Ethical Code of Conduct are subject to sanctions up to and including dismissal from Argosy University.

ACADEMIC DISHONESTY/PLAGIARISM

Argosy University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. Argosy University further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.

Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from Argosy University.

LIBRARY

Argosy University maintains a library of curriculum-related resources. Technical and general education materials, academic and professional periodicals, and audio-visual resources are available to both students and faculty. The library offers a computerized journal index and access by way of modem to the online library catalogs of other area colleges and universities. Students have borrowing privileges at several local libraries. Internet access is available for research.

Students are oriented to the library early in their curricula, and Argosy University has a full-time, professional librarian to assist students in using the library's resources to best support their learning. Faculty make regular assignments which require use of the library, and students are encouraged to become familiar with the available resources as early as possible. The library also provides students with a quiet and pleasant environment for study and recreational reading.

ADMISSION TO CLASSES

Students are admitted to classes only with official written authorization (i.e., schedules, class change notifications, and attendance change notifications). Visitors are permitted in class only with the approval of the instructor and the Academic Affairs Office.

INCOMPLETES

A grade of Incomplete ("I") may be assigned for a course when circumstances beyond the control of the student prevent his or her completion of required coursework. An Incomplete will be considered upon the student's request. If the instructor approves the request, he or she will provide the student an Agreement for Incomplete (filed also in the student's academic file) which specifies the work to be submitted in order to resolve the Incomplete. Resolution of an Incomplete must occur within 14 calendar days after the final class meeting of the course for which the Incomplete is requested, unless an extension of up to 14 days is requested and approved in writing. If the Incomplete has not been resolved within the period approved, a grade of zero will be given for all work not submitted, and the course grade will be determined in

accordance with the criteria published in the course syllabus. An Agreement for Incomplete is automatically cancelled if the student subsequently withdraws, or is withdrawn, from the course.

REPEATED COURSES

A student must repeat and pass all courses failed or dropped. For grade point average calculation purposes, when a student repeats a course, the repeat grade will count in the grade point average calculation for the term and will replace the original grade in the cumulative grade point average calculation. It is important to note that while students are allowed to repeat a course under certain circumstances, if the repeat grade is lower than the original grade, the repeat grade is still the grade counted in the term grade point average calculation and in the cumulative grade point calculation.

PROGRAM CHANGES

Request for a change of program must be made through the Office of the Registrar, and the request must be approved by the Academic Affairs Office. Approval is based upon an evaluation of the student's career objectives, attendance, and previous academic achievement. Students are advised that a change of program may involve a reevaluation of courses already completed, including courses transferred from other institutions, in order to determine the applicability of these courses to the new program. A change of program does not necessarily exclude courses already attempted from the application of standards of satisfactory progress, and may extend the student's date of graduation.

A student who wishes to change programs must be advised by the Department Chair (or designated faculty) of the new program before submitting an application for program change to the Office of the Registrar. Normally, no more than two program changes will be approved for a student; exception may be granted only if the student submits with the application a justification acceptable to the Academic Affairs Office. A student is permitted only one such exception.

DEFINITION OF A QUARTER CREDIT HOUR

Course crediting is based upon the number of lecture, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. One-quarter credit hour is awarded for each:

- At least 10 contact hours of lecture (instruction in theory and principles)
- 20 contact hours of laboratory (supervised application of knowledge and skills learned)
- 30 or 40 contact hours of externship (supervised field experience), depending on the requirements of the student's program

GRADING SYSTEM

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

Grade	Description	Breakdown	Per Credit Hour
A	Superior achievement	95–100	4
A-		90–94	3.7
B+	Commendable achievement	87–89	3.3
B		83–86	3
B-		80–82	2.7
C+	Satisfactory achievement	76–79	2.3
C		70–75	2
D+	Passing but less than satisfactory achievement	65–69	1.7
D		60–64	1
F	Unacceptable achievement	59 or below	0
I	Incomplete coursework		Not computed
W	Withdrawn, without penalty		Not computed
WF	Withdrawn, with penalty		0
TR	Credit granted through transfer		Not computed
PR	Credit granted through other sources (proficiency)		Not computed
AU	Course audited—no credit awarded		Not computed
PG	Progress		Not computed
NPG	No Progress		Not computed

In a clinical health course, the grade of “C” is the lowest passing grade; the grade of “D+” or “D” are not awarded.

A student who withdraws from a course within the first two weeks of that course receives a “W” for the course. After the first two weeks, withdrawal incurs a “WF” or a “WF,” depending upon the instructor's evaluation of the student's achievement to the point of the student's last date of attendance.

GRADE CHALLENGES

If a student wishes to challenge a course grade, he or she must do so within 28 calendar days after the final class meeting of the course involved. A student may challenge a course grade which he or she believes to be inaccurate or improperly assigned. In challenging a grade, the student must first appeal to the instructor who assigned the grade. If the instructor has erred in computing the grade, or if the instructor's grade is accurate but other than that reported to the student, the instructor will inform the Office of the Registrar and the grade will be corrected. If the grade has been accurately computed and recorded, and the student wishes to pursue the challenge, he or she must submit a written appeal, accompanied by appropriate and relevant coursework and other documentation, to the Appeals Committee, which will pursue the challenge with the appropriate faculty and issue a decision to the student and instructor involved. Students are advised that collegiate faculty are permitted considerable latitude in determining their grading policies, provided that their criteria for evaluating student work are compatible with course objectives, made clear to students, and applied equitably.

GRADE POINT AVERAGE

The grade point average represents the student's quarterly or cumulative (overall) academic performance. Argosy University employs a conventional system of awarding quality points (from zero to four), based upon the course grades received by the student (A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, D+=1.7, D=1, F=0). The student's grade point average is computed as follows:

- Each course grade is converted to the appropriate quality points.
- The quality points for each grade are multiplied by the number of credit hours awarded by the course.
- The products of the course quality points are added.
- The number of quality points is divided by the number of computed credit hours attempted.

The illustration below provides an example of how a grade point average is determined:

Course	Grade Product	Credit Hours	Quality Credit
Principles of Accounting I	B+	4 x	3.3 = 13.2
Effective Public Speaking	A	4 x	4 = 16
Principles of Psychology	W	4	(not computed)
College Mathematics	D+	4 x	1.7 = 6.8
Computed Credit Hours Attempted: 12			Quality Points: 36.0

Grade point average = 36.0 (sum of quality points earned) divided by 12 (sum of computed credit hours attempted) = 3.0 GPA

GRADUATION

A formal graduation ceremony is conducted once each year. Participants include all graduates in the year preceding the ceremony. Argosy University cannot ensure that a student will graduate on his or her anticipated date of graduation. Actions and circumstances beyond the control of either the student or Argosy University may result in obstacles which are beyond Argosy University's power to resolve. To be eligible to graduate with a credential from Argosy University, the candidate for graduation must:

- have successfully completed all courses required for the credential sought
- have satisfied Argosy University's residency requirement
- have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
- have a cumulative grade point average of at least 2.00.

TRANSFERABILITY OF COLLEGE CREDITS

Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, 800-621-7440), an accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grades, accreditation, and licensing.

The mission of Argosy University is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Argosy University is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at Argosy University will transfer to another school.

Programs offered by one school within the Argosy University system of schools may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Argosy University system of schools, not all of the credits you earn at Argosy University may be transferable into that school's program.

If you are considering transferring to either another Argosy University system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your college credits. We encourage you to make this determination as early as possible. **Argosy University does not imply, promise, or guarantee transferability of its credits to any other institution.**

Standards of Satisfactory Progress

INTRODUCTORY SUMMARY

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with “C” or better grades indicates academic progress. Receiving “D” or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to academic probation and/or dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact the school or campus.

The following criteria are used to determine whether or not a student is making academic progress, a student must be able to:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in dismissal, a student may appeal the dismissal. If the appeal is denied, the student will be dismissed.

The Satisfactory Academic Progress Policy contains the following sections:

- Criteria for Honor Designations
- Minimum Standards for Academic Progress
- Consequences for Failing to Meet the Minimum Standards
- Procedure for Appealing Academic Dismissal
- Procedure for Re-Entry after Academic Dismissal
- Explanations of Related Issues

The university has the right to modify the satisfactory academic progress policy at any time.

I. Criteria for Honor Designation

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a term basis and upon graduation.

a. Term Honor Designation

Any student who enrolls for and completes 8 credits or more is eligible for the following designations: Honors, Dean’s List, and President’s List.

b. Honor Designation at Graduation

Any student who achieves a Cumulative Grade Point Average of 3.50 or better is designated an Honor Graduate.

II. Minimum Standards for Academic Progress

To maintain academic progress, each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

a. Cumulative Grade Point Average (CGPA)

To continue enrollment in an academic program, students enrolled in degree programs on the quarter system must:

- Achieve a minimum CGPA of 1.00 based on 24 credits attempted.
- Achieve a minimum CGPA of 1.50 based on 48 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 72 credits attempted and every 24 credits attempted thereafter.

In order to be eligible for graduation, a student must achieve a CGPA of 2.00 at the time of graduation. All grades except Withdrawn (“W”), Pass (“P”), Proficiency (“PR”), transfer (“TR”), Test Out (“TO”), and transitional courses are calculated into the CGPA.

b. Incremental Completion Rate (ICR)

To continue enrollment in a degree program on the quarter system, a student must also:

- Successfully complete at least 60 percent of the cumulative attempted course credits at the end of the six months.
- Successfully complete at least 66.67 percent of the cumulative attempted course credits at the end of the 24 months and every six months thereafter.

c. Maximum Allowable Timeframe

To be awarded the designated certificate, diploma or degree, the student must successfully complete all the program requirements within the maximum allowable timeframe, which is 150 percent of the program length based in credits. The maximum allowable timeframe is calculated, as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

Example:

- Students in a 96-credit program can attempt 144 credits.

All grades are included in the maximum allowable credits and incremental completion rate calculations.

III. Consequences for Failing to Meet the Minimum Standards

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

a. Academic Probation:

1. Students enrolled in a degree program will be placed on academic probation if their CGPA is below 1.20 based on 24 attempted credits at the end of second quarter, and 1.70 based on 48 credits attempted. A student placed on probation at the point of attempting 24 credits may remain on probation at the point of attempting 48 credits provided his or her CGPA is at least 1.50 but below 1.70. However, the student must achieve a CGPA of 2.00 based on 72 credits attempted or the student will be dismissed.

A student on academic probation status is deemed to be making satisfactory academic progress, and remains eligible for financial aid.

b. Academic Dismissal:

A student enrolled in a degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 24 credits attempted.
2. CGPA below 1.5 based on 48 credits attempted.
3. CGPA below 2.0 based on 72 credits attempted and every 24 credits attempted thereafter.
4. ICR below 60 percent of the cumulative attempted course credits at the end of six months.
5. ICR below 66.67 percent of the cumulative attempted course credits at the end of 24 months every six months thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

A student enrolled in transitional studies courses must be able to pass a transitional studies course after three attempts or that student will be academically dismissed.

Please note that a student may be terminated for academic reasons without previous academic action.

IV. Procedure for Appealing Academic Dismissal

Any student wishing to appeal an academic dismissal may do so in writing to the VP/Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The VP/Dean of Academic Affairs or an appeals committee will review the student's appeal and will determine whether the circumstances and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the VP/Dean or the Committee.

Mitigating circumstances are defined as and limited to death in the immediate family; hospitalization of a student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are events that are outside the student's control and are unavoidable.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation at the start of the academic term.

V. Procedure for Reentry After Academic Dismissal

A student denied an appeal must sit out one year before being eligible for Re-entry. A student terminated for violating satisfactory academic progress must appeal in writing to the VP/Dean of Academic Affairs for re-entry before the start of the term in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the minimum standards of the academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

If the appeal is granted, the re-entering student will be placed on probation at the start of the term of return. The student must meet the standards of academic progress by the end of his or her first term if in a diploma program and second term if in a degree program to continue in the program. The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. **A student is allowed one and only one reentry appeal after being academically terminated.**

VI. Explanations of Related Issues

a. Calculation of CGPA

A student's cumulative grade point average is calculated by

a.) Multiplying credits for each course by grade points associated with the grade earned; b.) Totaling the grade points earned for all the courses, and c.) Dividing total grade points earned by the total number of quality credits. Most EDMC schools and campuses use a 4.0 scale in assigning grade points.

b. Transitional Studies Courses

Many EDMC schools and campuses require academic placement tests. Depending on test scores, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate.

c. Repeated Courses and Grades

Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn and failing grades are included in the maximum allowable time frame and incremental completion rate. The grade "I" indicates Incomplete and is calculated as if it is an "F" for CGPA and ICR purposes until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA.

d. Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent term to improve academic performance.

e. Transfer Credits

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one-half times the number of credits remaining to complete the program.

Grades for credits transferred from any post-secondary institution will be recorded as "TR" and will not affect the student's CGPA. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student's CGPA.

In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program will be recorded as transfer credit ("TR") and will not be applied to the student's new program CGPA calculation.

f. Change of Program

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. A student may change his or her program at any point of his or her enrollment. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA. For ICR purposes earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits is one and one-half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program must sign a new program enrollment form [or the like] which must be filed in the student's academic file.

Note: If a student is at the point of termination for satisfactory academic progress in the first major, that student must be terminated, appeal the termination, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a termination of satisfactory academic progress.

g. Transfers

A student must be in good satisfactory academic standing in order to be allowed the opportunity of transferring from one program to another or from one school or location to another. A student who has been terminated and wishes to transfer to another EDMC school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

Student Services and Regulations

TUTORING

Argosy University has designed its class scheduling to leave Fridays available for tutoring by faculty at no additional charge. Participation in Friday tutoring sessions may be required of students as part of their course assignments.

ADVISING

Student advisors and/or faculty are available to assist students with academic, personal, and employment issues which may be distracting them from successful pursuit of their courses. The Student Advisor and/or faculty member works closely with faculty, staff, and administration to assist students in finding solutions to such issues, and can also direct students to appropriate community resources. The Student Advisor and/or faculty member also assist in organizing Argosy University-approved events for both students and employees.

STUDENTS WITH DISABILITIES

Argosy University provides accommodations to qualified students with disabilities. The Academic Affairs Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University. Argosy University is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of university services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Academic Affairs Office. If you have a concern or complaint in this regard, please contact the Dean of Academic Affairs. Complaints will be handled in accordance with the Argosy University student grievance procedure for internal complaints of discrimination and harassment.

CAREER SERVICES

The Office of Career Services assists graduates in entering careers in their fields of education and training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options. Students are notified of appropriate opportunities as these occur. Although it is impossible to guarantee employment to any graduate, the Office of Career Services works to provide employment leads and to help graduates obtain interviews for appropriate employment. Students seeking part-time employment are also assisted by the office, which interviews and screens students in advance, and arranges interviews between employers and students when employment opportunities occur. Students are then expected to take the initiative in pursuing the employment process.

Career Services assistance is most effective when there is cooperation between the graduating student and the Office of Career Services. To this end, it is the student's responsibility to do the following:

- Understand that Argosy University cannot and does not guarantee the employment of any graduate, and that obtaining employment is ultimately the graduate's responsibility. While the Office of Career Services will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely solely on the efforts of the office.
- Complete all paperwork required by the office and keep the office apprised of any changes in personal or employment information.
- Attend workshops and training sessions as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Attend career conferences as requested by the Office of Career Services. These meetings enable the staff to better assess the career goals and needs of each student.
- Begin addressing practical concerns immediately. These include such issues as child care, transportation, and wardrobe development.

TRANSCRIPTS

The academic transcript provides a record of every course which the student has attempted and indicates any credential earned at Argosy University. A sealed, dated, and signed copy of this record constitutes an official transcript, which may be ordered for a nominal fee. Official transcripts will not be issued to, or on behalf of, students who have not satisfied their financial obligations to Argosy University. The student's written authorization is required for Argosy University to release an official transcript.

SECURITY OF STUDENT INFORMATION Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Argosy University may disclose to third parties without receiving prior written consent from the student.

1. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the University President. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements

for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. Argosy University may require the presence of a University official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Argosy University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Argosy University officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
 - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Argosy University has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported education programs.

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or the Argosy University system of schools, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by Argosy University against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if Argosy University has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. [The school, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other student(s).]
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the University governing the use or possession of alcohol or a controlled substance if the University determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see *Section IV*).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Argosy University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Argosy University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Argosy University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: local, email and Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, etc.)

Notice of these categories and of the right of an individual in attendance at Argosy University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Argosy University. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Education Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Argosy University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Argosy University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Argosy University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. Argosy University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Argosy University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Argosy University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the University.
7. If a statement is placed in the education records of a student under paragraph six above, Argosy University will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Argosy University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

BOOKSTORE

Select Argosy University locations have a bookstore that stocks texts, courseware, and other educational supplies required for courses at Argosy University. Students will also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise incorporating Argosy University logo. Hours are posted at the bookstore entrance.

ALCOHOL AND DRUG POLICY POSSESSION, USAGE, AND DISTRIBUTION

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the grounds of Argosy University or in facilities controlled by the Argosy University are prohibited by university regulations and are incompatible with the Argosy University goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of Argosy University and the requirements of state and federal law, Argosy University has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males, testicular atrophy and breast enlargement
- In females, increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 to 12 years.

Health Risks Associated with the Use of Drugs

Amphetamines (*Speed, Uppers*)

- Malnutrition
- Hallucinations
- Dependence—psychological and sometimes physical

Delirants (*Aerosols, Lighter Fluid, Paint Thinner*)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (*Barbiturates, Tranquilizers, Methaqualone*)

- Confusion, depression, loss of coordination
- Dependence—physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (*LSD, PCP, DMT, STP, Mescaline*)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men, lower levels of testosterone and increase in abnormal sperm count

Stimulants (*Cocaine*)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (*Heroin, Morphine, Codeine, Opium*)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Sanctions

Argosy University Sanctions

Argosy University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University will apply sanctions that could lead to a student being fined, suspended, or expelled or an employee being disciplined, suspended, or dismissed for violation of the Argosy University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

State and Federal Sanctions

The use of illegal drugs and the abuse of alcohol at Argosy University or in facilities controlled by Argosy University are prohibited by university regulations and are incompatible with Argosy University's goal of providing a healthy educational environment for students, faculty, staff, and guests. The following information is provided in compliance with the Safe and Drug-Free Schools and Communities Act.

General State Laws

Individuals under 21 may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor.

Federal Sanctions

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First Conviction Up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second Conviction At least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After Two Drug Convictions At least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the director of Student Services, in writing, no later than five days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and state-specific grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

Counseling, Treatment, or Rehabilitation Program

Any student or employee who fails to abide by the terms of the above policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Organizations that can be contacted for help:

Denver Area Resources

There are also organizations that may be contacted for help.

Mental Health Corporation of Denver

4353 East Colfax Avenue
Denver, CO 80220
303.504.1200
303.377.4300
mhcd.com

Mile High Council on Alcoholism

Project Recovery Miracles Program
1444 Wazee Street
Suite 125
Denver, CO 80202
303.825.8113
303.825.8113 x10
800.537.8098
milehighcouncil.com

Western Clinical Health Services of CO

WCHS Denver
1038 Bannock Street
Denver, CO 80204
303.629.5293
303.629.5293
opiatesrx.com

Servicios de la Raza Inc
Alcohol and Drug Program
4058 Tejon Street
Denver, CO 80211
303.477.3817
serviciosdelaraza.tripod.com

Veterans Affairs Medical Center
Rehab for drug and/or alcohol addiction
1055 Clermont Street
Denver, CO 80220
303.393.2882
vaww.denver.med.va.gov

Court House Inc
Daybreak Princeton Girls Home
3874 West Princeton Circle
Denver, CO 80236
303.761.5229
720.833.9807
www.courthouseinc.org

Denver Area Youth Services
Day Treatment Program
688 Bryant Street
Denver, CO 80204
303.302.3297
303.935.7484
www.denveryouth.org

Excel Treatment Program
1660 South Albion Street
Suite 420
Denver, CO 80222
303.782.0599x
303.782.0599
www.exceltreatment.com

Maria Droste Services of Colorado
1355 South Colorado Boulevard
Suite C-100
Denver, CO 80222
303.756.9052 x106
303.756.9052
www.mariadroste.org

Orange County Area Resources
Chapman University Community Clinic
One University Drive
Orange, CA 92866
714.997.6746

Mariposa Women's Center
812 Town & Country Road
Orange, CA 92868
714.547.6494

Orange County Health Care/Behavioral Health Services
1200 North Main Street, Suite 201
Santa Ana, CA 92701
714.480.6767

San Diego Area Resources
Mental Health Association in San Diego County
619.543.0412

Rape & Domestic Violence Hotline
858.272.1767

County Alcohol & Drug Services
619.692.5727

Counseling & Psychotherapy Referrals
619.232.9622

Center for Community Solutions Rape Crisis Center
858.272.5777

National Resources

The National Institute on Drug Abuse Hotline 800.662.4357 is available from 8 a.m. to 2 a.m., Monday through Friday and from 11 a.m. to 2 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the counselor.

PROFESSIONAL APPEARANCE

Appearance is an important indication of professionalism. Some education programs have specific dress requirements. Argosy University reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

STUDENT CONDUCT

1. Student Conduct Policy

Argosy University recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of Argosy University, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Argosy University provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Argosy University mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described.

II. Elements/Violations

The following is a list of behaviors that violate Argosy University Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees
6. Any conduct that threatens the health or safety of another individual
7. Harassment by any means of any individual, including coercion and personal abuse
Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on school property; students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities
14. Forgery, falsification, alteration, or misuse of school documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials
17. Extortion
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms or bomb threats
19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school, being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school; being under the influence of alcohol on school property or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties
27. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions
28. Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; “hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the school
29. Any act considered inappropriate or as an example of misconduct that adversely affects the interests of Argosy University and/or its reputation
30. Any violation of the student housing contract, rules and regulations, and/or the school-sponsored housing student handbook, where applicable
31. Any violation of the institutions policies on the responsible use of technology including but not limited to:
 - a. The theft or abuse of computer, email, Internet, or Intranet resources
 - b. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - c. Unauthorized transfer of a file
 - d. Unauthorized downloading of copyrighted materials in violation of law
 - e. Unauthorized use of another individual’s identification and/or password

- f. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - g. Use of computing facilities to view or send obscene or abusive messages
 - h. Use of computing facilities to interfere with normal operation of the school's computing system
- 32.** Abuse of the Argosy University disciplinary system, including but not limited to:
- a. Failure to obey the summons of a disciplinary body or school official
 - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - c. Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - f. Failure to comply with the sanction(s) imposed under the student conduct policy
 - g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system
- 33.** Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law

III. Disciplinary Procedures

Complaint

- a. Any member of Argosy University i.e., faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of Argosy University policies. The complaint shall be prepared in writing and directed to the Dean of Academic Affairs or his/her delegate. Complaints should be submitted as soon as possible after the alleged violation occurred.
- b. The Dean of Academic Affairs or a delegate shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations
- c. Unless otherwise provided by law, the Argosy University generally will not disclose the name of the person making the complaint to the accused student ("STUDENT") unless it determines in its sole discretion that the circumstances warrant it

Notification and Adjudication

- a. Within a reasonable period of time after the complaint is received, the Dean of Academic Affairs or his/her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT

will meet with the Dean of Academic Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Academic Affairs or his/her delegate will render and communicate the decision to the STUDENT.

- b. If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of Argosy University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c. The Dean of Academic Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation, or policy of the Argosy University.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the Argosy University, the following procedures should apply unless the student elects to forego them.

- a. The charges against the student shall be presented to the STUDENT in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than 15 calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Academic Affairs or his/her delegate
- b. Hearings shall be conducted by the Dean of Academic Affairs or his/her delegate (herein referred to as the "Hearing Officer") and may also include faculty, staff, and/or students, at the discretion of the Hearing Officer according to the following guidelines:
 - Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Academic Affairs or his/her delegate
 - In hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately
 - The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
 - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
 - All procedural questions are subject to the final decision of the Hearing Officer
 - After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations, or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred,

the Hearing Officer's determination will also address whether dismissal from Argosy University is an appropriate sanction for the offense(s)

- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation, or policy of Argosy University
- The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal

Interim Suspension

Argosy University may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Argosy University sole judgment, the student poses a threat of harm to himself, to others, or to property of Argosy University or a member of Argosy University.

During the interim suspension, students shall be denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Academic Affairs or designee may determine to be appropriate.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of Argosy University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Argosy University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

Argosy University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Argosy University staff that a serious risk to the health, safety, and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto property leased, owned, or controlled by the school; backpacks, portfolios, and clothing.

IV. Sanctions

Argosy University may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Argosy University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean of Academic Affairs or his/her delegate defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit school-sponsored housing, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.
4. **Expulsion:** The student will be expelled from Argosy University immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.
6. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The preceding list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed may be used.

V. Appeal Procedures

Students wishing to appeal a disciplinary decision may do so in the following manner:

- The student must obey the terms of the decision pending the outcome of the appeal, i.e., a student who has been suspended from school may not be on school property.
- The student must write a letter of appeal, addressed to the President of Argosy University or his/her delegate. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- The President or his/her delegate shall appoint a committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff members not involved in making the initial disciplinary decision. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.
- The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.

ANTI-HAZING POLICY

Hazing involving Argosy University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at Argosy University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through Argosy University’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the Argosy University community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

GENERAL COMPLAINT AND RESOLUTION PROCESS

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the Argosy University decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the school level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to whom issues and concerns should be addressed. These are as follows:

Faculty: Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)

Department Chair or Program Director: Unresolved academic issues pertaining to the student’s program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.)

Academic Affairs Office: Unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student’s education

Office of the Registrar: Resolution of issues involving course scheduling and obtaining transcripts

Student Financial Services Office: Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal

Business Office: Resolution of issues involving the status of the student’s account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)

Office of Career Services: Full-time and part-time employment assistance, employment correspondence, and related employment services

Campus President/Director: Resolution of an issue in any area above which remain unresolved by the employee to whom the issue has been properly addressed

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the University may refer the complaint to the appropriate office below:

Bureau of Private Postsecondary and Vocational Education
Bureau for Private Postsecondary and Vocational Education
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834

Higher Learning Commission
30 N. LaSalle St., Suite 2400
Chicago, IL 60602

ARBITRATION

You and Argosy University agree that any dispute or claim between you and Argosy University (or any company affiliated with Argosy University, or any of its officers, directors, trustees, employees, or agents) arising out of or relating to this Enrollment Agreement or, absent such agreement, your enrollment or attendance at Argosy University, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or Argosy University’s selection, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure. If Argosy University intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with Argosy University, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, Argosy University will select one.

Argosy University agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, Argosy University reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR ARGOSY UNIVERSITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR ARGOSY UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, Argosy University will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with Argosy University. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800.474.2371.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your Enrollment Agreement.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Argosy University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, or any other characteristic protected by state, local, or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dean of Academic Affairs.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether the Argosy University non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Academic Affairs or for academic matters with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Academic Affairs.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Academic Affairs.
3. The Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Dean of Academic Affairs will determine whether a violation of Argosy University non-discrimination policy has occurred. The Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Academic Affairs determines that the policy has been violated, the Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Dean of Academic Affairs may be appealed by petitioning the President's Office of Argosy University. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

Tuition, Fees, and Refund Policy

Because of the many changes that may occur in both business and education, it is impossible to guarantee long-standing tuition and fee charges. Argosy University, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

Tuition and Fees

A listing of these specific tuition and fees are published in the *Appendix III* of this Addendum.

REFUND POLICIES

Argosy University is entirely self-supporting. The admission of a student into Argosy University affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

Refunds will be issued to appropriate parties within 30 days of the date the student officially withdraws, is dismissed, or, in the case of unofficial withdrawal, within 30 days of the date Argosy University determines that the student has unofficially withdrawn. The refund policy applicable is as stated in the Argosy University Enrollment Agreement.

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan. Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of Charges

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

Denver Refund Policy:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the Enrollment Agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet Brown Mackie College—Denver's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Brown Mackie College—Denver.
 - d. If the student has not visited Brown Mackie College—Denver prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
 - e. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
2. A student withdrawing from an instructional program, after starting the instructional program at Brown Mackie College—Denver and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than seventy-five percent (75%) of the duration of the instructional program, is entitled to a refund of twenty-five percent (25%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an instructional program, after attending more than seventy-five percent (75%) of the duration of the instructional program, is not entitled to a refund.
7. The policy for granting credit for previous training shall not impact the refund policy.

The following table explains the percentage of refund due:

Student Is Entitled to Upon Withdrawal/Termination	Refund
Within first 10% of program	90% less administrative fee
After 10% but within first 25% of program	75% less administrative fee
After 25% but within first 50% of program	50% less administrative fee
After 50% but within first 75% of program	25% less administrative fee
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

California State Refund Policy

1. If a student withdraws from a program, after he/she has attended the first class of the program, Argosy University will remit a pro-rata refund, as per the following refund formula, within 30 days following the date of the student's withdrawal. The amount charged for tuition and fees is divided by the number of hours in the program to determine the per hour charge. The per hour charge is then multiplied by the hours in the program that have elapsed before the student withdrew. This is the adjusted charge for tuition and fees. It is then subtracted from the amount paid (minus any amounts refunded under the Return to Title IV Aid calculation) to determine the refund amount.

[AMOUNT CHARGED] DIVIDED BY [TOTAL PROGRAM HRS] X [HOURS SCHEDULED TO WITHDRAWAL] EQUALS [ADJUSTED AMOUNT CHARGED].

Example: Assume that a student enrolled in a 240-hour program costing \$3,000 for tuition. The student withdraws after 48 hours. Assume that the student paid in full and did not receive any financial aid.

The refund calculation would be:

\$3,000 (amount paid for instruction) divided by 240 (total hours in program) x 48 (hours completed) = \$600
 $3000 - 600 = \$2,400$ (adjusted charge refund)

2. For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program when any of the following occur:
 - a. The student notifies Argosy University of his/her withdrawal.
 - b. Argosy University terminates the student's enrollment as provided in this catalog.
 - c. The student has failed to attend class for a three consecutive week period.

3. The termination day for refund computation purposes is the last date of actual attendance.
4. In most cases, if any portion of the tuition was paid from the proceeds of financial aid, then the refund will be sent to the lender or other agency that paid the aid.
5. Once purchased, equipment becomes the property of the student, unless it is returned in good condition (some equipment may not be returned due to health or safety reasons), within thirty (30) days following the date of the student's withdrawal. If not returned as above, Argosy University may retain the documented cost of listed equipment.
6. All refunds will be made within thirty (30) days from the date of cancellation or withdrawal.
7. If students do not return from an approved Leave of Absence period as described in this addendum, refunds will be made within thirty (30) days from the end of the Leave of Absence period.
8. Notice of Refund, stating the amount of the refund and to whom the refund was made, will be sent to the student.
9. Should Argosy University fail to refund the amount owed to you, please contact either the Bureau for Private Postsecondary and Vocational Education, Bureau for Private Postsecondary and Vocational Education 1625 North Market Boulevard, Suite S-202 Sacramento, CA 95834 telephone 916.445.3427.

Sample Refund Grid:*

Attendance Completed	Total Tuition	Tuition Earned by Argosy University	Refund Due Student Account
10% of course	\$3,000	\$300.00 (10%)	\$2,700.00 (90%)
25% of course	\$3,000	\$750.00 (25%)	\$2,250.00 (75%)
50% of course	\$3,000	\$1,500.00 (50%)	\$1,500.00 (50%)

* This example assumes no charges for equipment, and that the student paid the tuition in full without financial aid.

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the applicable state policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), the student.

California Student Tuition Recovery Fund

California law requires that, upon enrollment, a fee be assessed by the institution in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution; (b) the institution's breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30-day period before the institution's closure. The STRF fund protects only California students and the Institution's participation is mandatory.

Please note that (a) if the student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund. A third party payer means any employer, government program or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third-party payer and the student.

Effective January 1, 2003, the assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition paid, regardless of the portion that is prepaid.

As a particular in the Student Tuition Recovery Fund, Argosy University is also obligated by California law to collect the name of the source of each loan, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding on its Enrollment Agreement.

CANCELLATION OF ENROLLMENT

An applicant may cancel his or her enrollment by submitting a request in writing within five working days after midnight of the day on which the Enrollment Agreement was signed, but prior to attending class. The five days do not include Saturdays, Sundays, and observed holidays. When enrollment is cancelled, all monies paid to Argosy University or its representative will be refunded to the applicant.

Financial Assistance Programs

Argosy University maintains a full-time staff of financial aid professionals to assist qualified students in obtaining the financial assistance they require to meet their education expenses. Available resources include federal and state aid, student loans from private lenders, and federal work-study opportunities, both on and off Argosy University premises. Federal assistance programs are administered through the U.S. Department of Education, Office of Student Financial Assistance. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1–June 30 award period. Every student considering application for financial aid should request a copy of the current *Student Guide*, published by the U.S. Department of Education. This important document may be obtained in the Student Financial Services Office and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available.

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid is available through high school counselors or the Student Financial Services Office. The amount of the award depends upon the determination of the student's eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available through the Student Financial Services Office.

STATE GRANT

California residents attending the California branch location may qualify for the California State Grant. Qualifications for this grant can be obtained through the Student Financial Services Office at the California branch.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

Each year the University makes a limited number of awards to students through the FSEOG program. These funds are targeted for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum.

FEDERAL STAFFORD LOAN PROGRAM

These loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower can allow the interest to accumulate, that is, the interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact their lenders or the Student Financial Services Office.

FEDERAL PLUS LOAN PROGRAM

Federal PLUS loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by a lender such as a bank, credit union, or savings and loan association. For additional information, students should contact the Student Financial Services Office.

FEDERAL PERKINS LOAN PROGRAM

A student who demonstrates financial need may borrow through the Federal Perkins Loan Program to help meet his/her education expenses. Recipients of Federal Perkins Loan funds are selected by the Student Financial Services Office on the basis of financial need and the availability of funds.

FEDERAL WORK-STUDY PROGRAM (FWSP)

The FWSP program provides employment for students who demonstrate financial need and who must earn a part of their education expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off Argosy University premises, and the work performed must be in the public interest. FWSP employment may also be arranged on Argosy University premises under certain conditions. Eligibility for participation in the Federal Work-Study Program is determined by the Student Financial Services Office, based on the student's financial need and academic progress. Questions regarding the Federal Work-Study Program should be directed to the Student Financial Services Office.

VOCATIONAL REHABILITATION

A student who has a physical or mental disability that is a handicap to employment may be eligible for training services through the state government Agency for Vocational Rehabilitation. For further information, students should contact the Admissions Office.

VETERANS' BENEFITS

The Veterans Administration (VA) administers two basic programs for veterans and servicepersons seeking assistance for education or training. Veterans and servicepersons who entered the military on or after January 1, 1977, and before June 30, 1985, may receive educational assistance under the contributory plan or VEAP. For eligible persons who entered service after July 1, 1985, such assistance is available under the New Montgomery G.I. Bill.

Generally, survivors of deceased veterans, spouses of living veterans, and sons/daughters of veterans who died while on active duty or who are permanently and totally disabled due to their military service may be eligible for educational assistance. Prospective students who may qualify for educational assistance under these provisions should contact Argosy University veterans' coordinator for further information regarding available programs and eligibility requirements.

INSTITUTIONAL SCHOLARSHIPS

Scholarship applications are reviewed by the school President who is solely responsible for award decisions. Awards are disbursed to recipients in monthly increments over the academic year for which the scholarship has been awarded. All scholarship recipients must maintain full-time status and a minimum cumulative grade point average or will forfeit their awards. The total value of all university scholarships awarded to any one student shall not exceed the cost of one academic year (36 credit hours) of tuition.

Undergraduate Programs

College of Business and Information Technology

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING TECHNOLOGY

Program Overview

The Associate of Applied Science in Accounting Technology program is offered for those persons who desire a program which prepares them for entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective through instruction in appropriate accounting, business, and general education courses.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Accounting Technology Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Accounting Technology Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's program in Accounting Technology requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and core requirements, 60 credit hours.

General Education Requirements—Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Requirements—36 Credit Hours

Accounting Technology Core Requirements— Students Are Required to Take the Following

CF1100	Professional Development (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1311	Word Processing I (4)
BA1000	Introduction to Business (4)
CP1101	Computer Programming (4)
CP1102	Advanced Computer Programming (4)
CP1500	Graphical User Interface Programming (4)
CP2800	Internet Programming (4)
CP2900	Computer Programming and Applications Externship (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
MC1400	Database Applications (4)
MC1401	Advanced Database Applications (4)

Accounting Technology Concentration Requirements—60 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

Program Overview

The Associate of Applied Science in Business Management equips graduates with skills and knowledge necessary to enter the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program prepares the graduate to fill any of a variety of entry-level management positions.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Business Management Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Business Management Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's degree program in Business Management requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and concentration requirements, 60 credit hours.

General Education Requirements—Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Requirements—36 Credit Hours

Business Management Core Requirements — Student Are Required to Take the Following

CF1100	Professional Development (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1311	Word Processing I (4)
AC1011	Principles of Accounting I (4)
AC1710	Payroll Management (4)
BA1000	Introduction to Business (4)
BA1140	Business Law (4)
BA1250	Human Resources (4)
BA1300	Small Business Management (4)
BA2220	Marketing and Advertising (4)
BA2600	Principles of Finance (4)
BA2900	Business Externship (4)
EN1200	Business Communications (4)
MC1211	Spreadsheets I (4)
MC1700	Professional Presentation Techniques (4)

Core Requirements—60 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER PROGRAMMING & APPLICATIONS

Program Overview

The Associate of Applied Science in Computer Programming & Applications program is not currently offered at degree site Argosy University/Denver. The program is designed to provide the graduate with a foundation for employment as an entry-level business programmer or computer operator. The student learns commonly-used programming languages and software applications. The technical courses provide hands-on experience in coding, testing, debugging, and implementing programs. Beyond the technical curriculum, the program is designed to meet its educational objectives by providing appropriate courses in business and general education.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Computer Programming & Applications Program

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Computer Programming & Applications Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's degree program in Computer Programming and Applications requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and core requirements, 60 credit hours.

General Education Course Requirements— Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Requirements—36 Credit Hours

Computer Programming & Applications Core Requirements— Students Are Required to Take the Following

BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
BA1000	Introduction to Business (4)
CP1101	Computer Programming (4)
CP1102	Advanced Computer Programming (4)
CP1500	Graphical User Interface Programming (4)
CP2800	Internet Programming (4)
CP2900	Computer Programming and Applications Externship (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
MC1400	Database Applications (4)
MC1401	Advanced Database Applications (4)

Core Requirements—60 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER SOFTWARE TECHNOLOGY

Program Overview

The Associate of Applied Science in Computer Software Technology offers a software applications specialist curriculum emphasizing operation in the business environment, with current software programs providing the focus of the curriculum. Typical entry-level positions assumed by graduates include computer operator, data entry specialist, administrative assistant, computer support service specialist, computerized applications specialist, and computerized clerical support. These positions demand technical, problem-solving, and communication skills which the curriculum addresses in its technical and general education requirements, all of which work together to prepare a work-ready graduate.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Computer Software Technology Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Computer Software Technology Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's degree program in Computer Software Technology requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and core requirements, 60 credit hours.

General Education Course Requirements— Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Course Requirements—36 Credit Hours

Computer Software Technology Core Requirements— Students Are Required to Take the Following Courses

BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
BA1000	Introduction to Business (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1212	Spreadsheets II (4)
MC1311	Word Processing I (4)
MC1312	Word Processing II (4)
MC1400	Database Applications (4)
MC1401	Advanced Database Applications (4)
MC1700	Professional Presentation Techniques (4)
MC1800	Internet Research (4)
MC2990	Computer Software Externship (4)

Concentration Requirements—60 Credit Hours

College of Health Sciences

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING PROGRAM

Program Overview

The mission of this program is to prepare students to work in a healthcare environment as part of a professional team dedicated to providing top-quality medical care. In support of this, the Argosy University faculty and staff provide an educational environment in which the students develop their personal and technical skills to become dedicated, knowledgeable, and ethical caregivers demonstrating utmost respect and concern for the well-being of the patients and families they serve.

Medical assistants are trained to be multi-skilled allied healthcare professionals. Their responsibilities include patient care, laboratory testing, limited x-ray, office management, and assisting the physician. Their versatility keeps them in high demand in clinics and doctors offices.

The program is comprised of 90 credit hours of study. In addition to the program-specific courses, students are required to complete 32 credit hours in General Education to fulfill the requirements of an AAS degree.

Students enrolled in the AAS in Medical Assisting Program must choose a Track I or Track II curriculum outline.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Medical Assisting Program — Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

Additional Admission Criterion for the AAS in Medical Assisting Program — Track II

- A bachelor's degree from a regionally accredited institution, a nationally accredited institution approved and documented by the faculty and dean of the College of Health Sciences, or an appropriately certified foreign institution.

All applications for admission to the AAS in Medical Assisting Program must be submitted to the Admissions Department. An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Personal Statement
- Health forms

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Successful completion of all didactic instruction with a letter grade of “C-” or better in all general education and program-specific courses.
- A grade of “B” or better in Medical Assisting I, II, and III, and Pharmacology
- Successful completion of all clinical training competencies and requirements
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

Math Requirement

Students who have not taken a college-level mathematics course must demonstrate competency by completing a math placement test. Students who establish competency through testing will register for one of the college-level mathematics courses to fulfill the General Education mathematics requirement. Students who do not demonstrate competency must register for and successfully complete a developmental mathematics course before registering for a college-level mathematics course.

Writing Competency Requirement

Writing competency is essential for successful completion of any coursework at Argosy University. Students who have not taken a college-level writing course must demonstrate competency by completing a writing placement test. Students who demonstrate competency through testing will register for Composition I (ENG101) to fulfill the General Education communications requirement. Students who do not demonstrate competency on the placement test must register for and successfully complete a developmental writing course before registering for a college-level writing course.

Review Courses¹	Credit Hours
ENG099 Writing Review	4
MAT099 Mathematics Review	4

Track I Course Requirements

General Education Requirements—Students Are Required to Take the Following

BIO110	Understanding Human Anatomy (4)
MAT101	College Mathematics (4)
COM102	Interpersonal Communication (4)
ENG101	Composition I (4)
PSY101	General Psychology (4)
SOC110	Sociology in Global Perspective (4)
PHI101	Ethics in Contemporary Society (4)
SCI110	Rise of Modern Science (4)
—or—	
SCI115	Ecological Perspectives (4)

General Education Requirements—32 Credit Hours

Core Course Requirements—Students Are Required to Take the Following

MED155	Administrative Office Procedures I (4)
COM110	Medical Terminology (2)
CHM100	General Chemistry (4)
MED110	Medical Assisting I (4)
MLT103	Urinalysis/Microbiology (4)
MED220	Medical Assisting II (4)
MED150	Pharmacology (4)
MLT109	Immunology (4)
MLT107	Hematology/Phlebotomy (4)
MED100	Accounting (4)
MED160	Administrative Office Procedures II (4)
MED280	Medical Assisting III (4)
MED260	Radiology (4)
MED290	Clinical Medical Assisting (4) (taken twice)

Core Requirements—58 Credit Hours

AAS in Medical Assisting Program—Track II (Bachelor's Degree Required) Course Requirements

The AAS in Medical Assisting Program—Track II requires the satisfactory completion of 62 credit hours distributed as follows:

Core Course Requirements—Students Are Required to Take the Following

BIO110	Understanding Human Anatomy (4)
MED155	Administrative Office Procedures I (4)
COM110	Medical Terminology (2)
CHM100	General Chemistry (4)
MED110	Medical Assisting I (4)
MLT103	Urinalysis/Microbiology (4)
MED220	Medical Assisting II (4)
MED150	Pharmacology (4)
MLT109	Immunology (4)
MLT107	Hematology/Phlebotomy (4)
MED100	Accounting (4)
MED160	Administrative Office Procedures II (4)
MED280	Medical Assisting III (4)
MED260	Radiology (4)
MED290	Clinical Medical Assisting (4) <i>[students need to complete two units of MED290]</i>

Core Requirements—62 Credit Hours

Failed Courses

Any student failing the same course twice will be dismissed from the program.

Clinical Training Requirement

Clinical Medical Assisting (MED290) is a supervised eight-week internship. Students are in-residence at a medical facility during this phase of training. A sample list of clinical training sites is available upon request.

¹ Not for college credit.

College of Psychology and Behavioral Sciences

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

Program Overview

The Associate of Applied Science in Criminal Justice degree program is designed to prepare graduates for admission to law enforcement academies or entry-level employment in law enforcement, corrections, investigations, or juvenile administration.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Criminal Justice Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Criminal Justice Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's degree program in Criminal Justice requires the successful completion of 96 credit hours distributed as follows: general education requirements, 36 credit hours; and core requirements, 60 credit hours.

General Education Requirements—Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Requirements—36 Credit Hours

Criminal Justice Core Requirements—Students Are Required to Take the Following

CF1100	Professional Development (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1311	Word Processing I (4)
BA1140	Business Law (4)
CJ1150	Introduction to Criminal Justice (4)
CJ1550	Criminal Investigation and Police Procedure (4)
CJ1650	Correctional Systems and Practices (4)
CJ2150	Criminal Procedure (4)
CJ2250	Juvenile Justice (4)
CJ2900	Criminal Justice Externship (4)
PL1122	Legal Research (4)
PL1123	Legal Writing (4)
PL1230	Family Law (4)
PL1830	Criminal Law (4)

Concentration Requirements—60 Credit Hours

ASSOCIATE OF APPLIED SCIENCE: PARALEGAL

Program Overview

The Associate of Applied Science in Paralegal program is designed to prepare the student to work directly under the supervision of an attorney and perform general background work for the legal firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student's versatility and productivity in the business environment.

Admission Requirements

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Paralegal Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- Minimum TOEFL® scores of 173 (computer version) or 500 (paper version) are required of applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Paralegal Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

Program Requirements

The associate's degree program in Paralegal requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 32 credit hours; and core course requirements, 64 credit hours.

General Education Requirements—Students Are Required to Take the Following

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

General Education Requirements—32 credit hours

Paralegal Core Course Requirements—Students Are Required to Take the Following

BA1250	Human Resources (4)
CF1100	Professional Development (4)
MC1150	Introduction to Microcomputer Applications (4)
M1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
BA1140	Business Law (4)
CJ2150	Criminal Procedure (4)
EN1200	Business Communications (4)
PL1122	Legal Research (4)
PL1123	Legal Writing (4)
PL1230	Family Law (4)
PL1450	Litigation (4)
PL1530	Contract Law (4)
PL1730	Property Law (4)
PL1830	Criminal Law (4)
PL2900	Paralegal Externship (4)

Core Requirements—64 Credit Hours

Course Listing and Course Descriptions

ALL COURSES (EXCEPT MEDICAL ASSISTING)

1000-level courses are normally recommended for students in the first year of their programs. Such courses are normally designed to prepare students for more advanced work in the same (or a related) subject area. 2000-level courses are normally recommended for students in the second year of their programs. Such courses often have a stated prerequisite to indicate the preparation required for successful completion of these courses.

Each course number is preceded by a two-letter prefix indicating the academic area or discipline to which the course belongs:

AC	Accounting
BA	Business Administration
CF	Career Foundations
CJ	Criminal Justice
CM	Communications
CP	Computer Programming
EN	English
GV	Government
MC	Microcomputer Applications
MT	Mathematics
PL	Paralegal
PS	Psychology
SO	Sociology

Each course awards 4 quarter-credit hours. An asterisk indicates a General Education course.

AC1011 Principles of Accounting I

Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals; and a study of accounting systems.

Prerequisite: none.

AC1012 Principles of Accounting II

A continuation of AC1011. Topics include accounting procedures for merchandising businesses; accounting for cash, receivables, temporary investments, inventories, plant assets, and intangible assets; and accounting procedures for partnerships and corporations.

Prerequisite: AC1011.

AC1013 Principles of Accounting III

A continuation of AC1012. Topics include accounting procedures for partnership formation, income division, and liquidation. Additionally, the organization and equity rights of corporations will be discussed.

Prerequisite: AC1012.

AC1710 Payroll Management

Basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.

Prerequisite: AC1011.

AC2015 Computerized Accounting Systems

Use of the computer in solving accounting problems. The course provides the student with self-confidence in the use and understanding of an automated accounting system.

Prerequisites: AC1011 and MC1150.

AC2210 Tax Accounting

An introduction to federal income taxes for individuals, with a brief overview of partnerships and corporations. Topics include gross income, exclusions, deductions, business expenses, credits and special taxes, and capital gains and losses.

Prerequisite: AC1011.

AC2900 Accounting Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

BA1000 Introduction to Business

This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.

Prerequisite: none.

BA1140 Business Law

An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailment.

Prerequisite: none.

BA1250 Human Resources

A study of the planning, recruiting, selecting, hiring, training, appraising, and compensating of human resources. Case studies are employed in order for students to gain practical experience.

Prerequisite: none.

BA1300 Small Business Management

An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.

Prerequisite: none.

BA2220 Marketing and Advertising

An introduction to the principles of marketing and advertising, and integrating advertising and sales promotion into the world of marketing, with an emphasis on target marketing and ethics.

Prerequisite: none.

BA2600 Principles of Finance

An examination of the analytical tools necessary for investigating corporate structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.

Prerequisite: AC1011.

BA2900 Business Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

CF1100 Professional Development

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem solving, and effective and ethical use of resources.

Prerequisite: none.

CJ1150 Introduction to Criminal Justice

This course provides students with a thorough understanding of the relationships and functions of the various police agencies and their respective jurisdictions, defense and prosecution, judges and juries, and personnel affiliated with correctional institutions.

Prerequisite: none.

CJ1550 Criminal Investigation and Police Procedure

A comprehensive examination of the investigative procedures and techniques in the field of criminal investigation. This will include the recording of witness statements, interviewing, and the writing of reports. The course will also include an overview of standard police procedures and technological innovations. The course includes 60% in-class study and 40% field study (lab assignments.)

Prerequisite: CJ1150.

CJ1650 Correctional Systems and Practices

An examination of the correctional system and practices in criminal justice. Topics include the theoretical basis for the correctional system, organizational structures, management and operation of correctional facilities, rehabilitation, treatments, and alternatives.

Prerequisite: none.

CJ2150 Criminal Procedure

Emphasis is placed upon practical guidelines for law enforcement officers with respect to the legal aspects of their daily duties and the rights of defendants. The goal of the course is to make students knowledgeable in the procedures applied from criminal investigation to post-conviction remedies.

Prerequisite: none.

CJ2250 Juvenile Justice

This course provides a study of juvenile delinquency by describing and analyzing its nature and extent, its suspected causes, and the environmental influences upon youthful misbehavior.

Prerequisite: none.

CJ2900 Criminal Justice Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

CM1200 Effective Public Speaking*

An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required.

Prerequisite: none.

CM1800 Ethics

This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines ethical and legal responsibilities of the professional as these pertain to the student's intended profession or special interest.

Prerequisite: none.

CP1101 Computer Programming

An introduction to the full range of C++ instruction statements and data types and the C++ programming language requirements. Structured programming techniques using library and user-coded functions are emphasized.

Prerequisite: MC1150.

CP1102 Advanced Computer Programming

A continuation of the course CP 1101, Computer Programming. This course emphasizes programming in a visual environment, including manipulation of a visual programming development platform. Program objects and classes are defined and utilized. Students learn the fundamentals of data structures and data abstraction.

Prerequisite: CP1101.

CP1500 Graphical User Interface Programming

The student will learn a programming language tailored to the rapid development of software applications for a graphical environment. The course emphasizes setting up user forms and writing the code behind these forms.

Prerequisite: MC1150.

CP2800 Internet Programming

The student will be introduced to Internet programming languages and capabilities.

Prerequisite: MC1150.

CP2900 Computer Programming and Applications Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

EN0970 Writing Strategies

This course is designed to develop the confidence and competence of reluctant writers. Emphasis is placed upon development of sentence-level skills which will be applied to paragraph development.

Prerequisite: placement through initial assessment.

EN0975 Introduction to Writing

This course provides an introduction to composition. Students begin with a review of sentence skills and move to paragraph writing, with an emphasis upon topic selection, organization, development, and editing. The course concludes with an essay which demonstrates the writer's grasp of the skills learned.

Prerequisite: EN0970 or placement through initial assessment

EN1101 Composition I*

This is the first course in a two-course sequence designed to improve the student's writing skills. The course emphasizes the construction of clear, coherent expository essays employing various strategies of prewriting, thesis development, support, organization, and revision.

Prerequisite: EN0975 or placement through initial assessment.

EN1102 Composition II*

Composition II has been designed to develop students' proficiencies in both academic and professional writing and to promote in students an awareness of the need to provide responsible support of their ideas and conclusions, employ logical reasoning (both inductive and deductive), analyze carefully using critical reasoning and accept the burden of proof in composing arguments, one of which is a researched essay.

Prerequisite: EN1101.

EN1200 Business Communications

Practice in various methods of business communication as these are appropriate for specific occasions and purposes. The course requires the composition of letters, reports, minutes, memoranda, emails, and résumés, as well as the application of oral communication skills required for effective meetings, presentations, and employment interviews. The course will focus on the development of the rhetorical and critical thinking skills required in effectively presenting issues and resolving problems.

Prerequisite: EN0975 or placement through initial assessment.

EN2000 Introduction to Literature*

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

Prerequisite: EN1101.

GV1150 American Constitutional Law

This course introduces students to the United States Constitution: what that is in theory and in practice, the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

Prerequisite: none.

MC1150 Introduction to Microcomputer Applications

A practical introduction to the personal computer, its history and its current relevance in the business world. The student becomes familiar with an operating system, a word processing application, an electronic spreadsheet application, and receives an introduction to the Internet. Hands-on experience is emphasized.

Prerequisite: none.

MC1211 Spreadsheets I

An introduction to software that produces an electronic spreadsheet. Sheet layout, arithmetic functions, report generation, formula, formatting, commands, and graphic presentation are covered. Hands-on experience on the personal computer is an essential part of the training. The successful student acquires the skills needed to pass a core-level proficiency examination.

Prerequisite: MC1150.

MC1212 Spreadsheets II

A continuation of MC 1211, Spreadsheets I. Projects for Spreadsheets II introduce advanced business-oriented functionalities of an electronic spreadsheet application. The successful student acquires the skills needed to pass an expert-level proficiency examination.

Prerequisite: MC1211

MC1311 Word Processing I

An introduction to word processing application software. Students learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential. The successful student acquires the skills needed to pass a core-level proficiency examination.

Prerequisite: MC1150.

MC1312 Word Processing II

A continuation of MC 1311, Word Processing I. Students learn advanced business-oriented functionalities of the word processing application introduced in MC 1311. The successful student acquires the skills needed to pass an expert-level proficiency examination.

Prerequisite: MC1311.

MC1400 Database Applications

The use of database management software to create and enter data and produce reports. The student learns the basic functions of a relational database management system, creating and modifying a database, printing reports, selecting retrieval specifications based on modifying a database, printing reports, and selecting records based on specific criteria. The successful student acquires the skills needed to pass a core-level proficiency examination.

Prerequisite: MC1150.

MC 1401 Advanced Database Applications

A continuation of MC 1400, Database Applications. The student learns and applies advanced business-oriented functionalities of a relational database management system.

Prerequisite: MC1400.

MC 1700 Professional Presentation Techniques

This course introduces the student to a presentation graphics software program that can be used to create slide presentations and handouts. The student will learn how to create presentations; add content, hyperlinks, and images; edit and modify presentations; and work in the various views. The successful student acquires the skills needed to pass a core-level proficiency examination.

Prerequisite: MC1150.

MC1800 Internet Research

An introduction to the Internet as a research tool. Students will use the World Wide Web to conduct research into various topics within their fields in order to enhance their understanding and professional objectives. Topics include periodical databases, government information and reference resources, information security, citing resources, and legal considerations such as copyright restrictions.

Prerequisite: MC1150.

MC2990 Computer Software Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

MT0970 Pre-Algebra

This course is designed to help students obtain the necessary skills to be successful in algebra. It provides a foundation of instruction in key areas of algebra while reinforcing previously learned mathematical skills. This course will help bridge the gap between arithmetic and algebra.

Prerequisite: placement through initial assessment.

MT0975 Introduction to Algebra

This course covers fundamental algebraic operations, rational expressions, first- and second-degree equations, graphs, exponents, and radicals.

Prerequisite: MT0970 or placement through initial assessment.

MT1800 College Algebra*

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.

Prerequisite: MT0975 or placement through initial assessment.

PL1122 Legal Research

This course provides the student with an introduction to the basic concepts of legal research by using both hands-on manual research techniques and newer, computerized technology. Topics include understanding, locating, and analyzing primary and secondary legal authorities as well as verifying the accuracy of sources for legal writing projects. Students will also learn the various sources of law and how they are used to provide a basis for legal writing and the appropriate method of crediting legal sources by using proper citation formats.

Prerequisite: none.

PL1123 Legal Writing

This course will provide students with experience in legal writing. Topics include formulating research strategies, analyzing primary and secondary legal authorities, and preparing and drafting legal memorandums as well as other law office correspondence. The course will culminate in a legal research and writing project which will require the student to integrate knowledge gained from PL1122 and this course.

Prerequisite: PL1122.

PL1230 Family Law

A study of the domestic issues of law, including divorce, custody, alimony, child support, adoption, third-party parental rights, marital torts, mediation, paternity, juvenile law, and genetic engineering.

Prerequisite: PL1121.

PL1430 Civil Procedure

A study of the principles governing the rules of civil procedure and the application of these to actual lawsuits. Emphasis is placed on terminology and the main phases of a lawsuit, including the pre-suit phase, the preparation phase, the trial phase, and the post-judgment phase.

Prerequisite: PL1121.

PL1440 Civil Litigation

A study of the judicial resolution of claims by one individual or group against another. The course emphasizes the role of the paralegal in the appellate process, and in drafting pleadings, discovery documents, and motions.

Prerequisite: PL1121.

PL1450 Litigation

This course will introduce the student to the process of litigating a civil case from its initiation through the use of discovery techniques and the actual order and presentation of the trial. Students will learn how to analyze jurisdictional issues as well as the preparation of pleadings and other critical litigation documents required in the processing of a case through the legal system.

Prerequisite: PL1122 and PL1123.

PL1530 Contract Law

A study of the basic principles of contract law, including the process of contract formation, contract enforcement, and remedies for breach of contract.

Prerequisite: PL1121.

PL1730 Property Law

A study of the principles of law concerning the nature of property, including estates, licensing, marital and concurrent interests, and landlord/tenant relationships.

Prerequisite: PL1121.

PL1830 Criminal Law

A study of the fundamental principles of criminal law, which pertains to any act or omission in violation of a public law forbidding or commanding it. The course is designed to provide students with an understanding of substantive criminal law and defenses to prosecution.

Prerequisite: PL1121.

PL2900 Paralegal Externship

Students are assigned to work in law offices or other facilities appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: completion of all other course requirements or departmental approval.

PS1200 Principles of Psychology*

A study of the scientific basis of human behavior and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology.

Prerequisite: none.

S01200 Principles of Sociology*

An introduction to the basic concepts of sociology, including organizational behavior, systems development, cultural diversity, and human social institutions.

Prerequisite: none.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING PROGRAM COURSES

BIOLOGY (BIO)

BIO110 Understanding Human Anatomy

4 credit hours

This course covers the structure and function of the human body with emphasis on understanding the basic systems that make up our bodies. Students will be able to identify the fundamental components of the integumentary, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems. In addition, students will acquire a basic understanding of the functional relationships between these systems.

CHEMISTRY (CHM)

CHM100 General Chemistry

3 credit hours

This foundation course introduces the student to basic chemistry concepts and medical terminology essential to understanding some medical concepts. Atomic theory, the periodic table, chemical bonding, chemical formulas and names, diffusion, osmosis, pH, buffer systems, electrolytes, ionization, and equilibrium are some basic chemistry topics. Students will develop a medical vocabulary of words and phrases commonly used in the healthcare environment.

COMMUNICATION (COM)

COM102 Interpersonal Communication

4 credit hours

Students in this course focus on the development of communication in interpersonal relationships through class discussions, group exercises, and individual research. Special attention is given to the influence of gender, culture, and goals on communication. Research and theory are used as a means to gain more effective skills in daily communication situations and to adapt to changing environments on individual and societal levels.

COM110 Medical Terminology

2 credit hour

Study of the words and phrases commonly used in the healthcare environment. Students will develop a proficient medical vocabulary that will be used in the clinical setting. This is a foundation course for the health sciences programs.

ENGLISH (ENG)

ENG099 Writing Review

4 credit hours

This class is designed to help students build basic writing skills and prepare them to take the college composition course. Major topics include grammar, parts of speech, punctuation, spelling and proofreading. Credits earned in this course do not apply to the degree or general education requirements. Results of the writing placement test will determine whether or not a student will be required to take this course.

ENG101 Composition I

4 credit hours

This course includes expository writing, persuasive writing, and research. In analyzing assigned readings, students will understand the use of strategies, attention to audience and purpose, and organization in their own writing. Students will be taught the use of electronic and library research, which they will use in developing a final argumentative paper.

Prerequisite: ENG099 or its test-out.

MATHEMATICS (MAT)

MAT099 Mathematics Review

4 credit hours

In this course students learn basic mathematical concepts and skills to improve the ability to acquire, evaluate and analyze information as it applies to problem solving using positive and negative whole numbers, fractions, decimals, ratios and proportions. Emphasis is on learning and mastering skills, thus reducing math anxiety. It provides introduction to early topics of College Mathematics (MAT101). This course does not satisfy the mathematics requirement for general education, and credits earned do not apply towards the degree.

Prerequisite: placement test.

MAT101 College Mathematics

4 credit hours

This course is designed to improve on skills earned in MAT099 and introduce more advanced topics, such as percentages and their practical applications, measurements in different systems of units (US and Metric), basic algebraic expressions and equations, statistical graphs, and probability of simple events.

Prerequisite: MAT099 with a "C" or better.

MEDICAL ASSISTING (MED)

MED100 Accounting

4 credit hours

Basic theory and structure of accounting including payables, receivables, inventory, payroll, and taxes.

Prerequisite: MAT101.

MED110 Medical Assisting I

4 credit hours

Introduction to medical assisting. Emphasis is on the medical record, medical asepsis, OSHA standards, sterilization and disinfection of instruments, obtaining patient vital signs, assisting with physical examinations, assessing hearing and vision. Also included is the employment of physical agents to promote healing such as application of heat or cold, principles of casts and cast care, and application of ambulatory aids such as crutches, walkers and wheelchairs.

Prerequisite: BIO110.

MED155 Administrative Office Procedures I

4 credit hours

This course includes the study of the operation of the administrative departments in the healthcare environment, including patient scheduling, medical record filing, medical correspondence and mail, maintenance of the medical facility, records management, written and verbal communication, telephone techniques, medical transcription, and the use of computers in the healthcare setting.

MED160 Administrative Office Procedures II

4 credit hours

Continued study of the administrative aspects of the medical office, including pegboard accounting, billing and collection, processing insurance forms, and CPT and ICD-9 coding techniques. The course also covers the virtual study of a medical practice management program, including patient file maintenance, storage of treatment procedures and charges, matching of CPT and diagnostic codes with treatment procedures, and related tasks.

Prerequisite: MED155.

MED220 Medical Assisting II

4 credit hours

Continued study of medical assisting with emphasis on assisting with specialty exams such as gynecological, male reproductive and pediatric exams. Also included is assistance with minor office surgeries, cardiopulmonary and colon procedures in the office. Emergency medical procedures covered include treatment of various common emergencies such as heart attack, stroke, shock, bleeding, wounds and burns, and heat and cold exposure, as well as diabetic emergencies. Common human diseases and conditions are explored including etiology, diagnostic procedures, treatments, and prognoses. *Prerequisites: CHM100, MED110.*

MED260 Radiology

4 credit hours

Study of the use of x-rays in a medical setting. Development of skills in the use of equipment, safety, and developing radiographs.

MED280 Medical Assisting III

4 credit hours

Continued study of personal and professional development to strengthen the medical assistant in both career and individual actions and interactions; review of skills and techniques learned in previous semesters with emphasis on efficiency; preparation for entry into the field of medical assisting. *Prerequisites: MED150, MED220.*

MED290 Clinical Medical Assisting

4 credit hours

Students demonstrate skills gained through their educational training in a clinical setting. They are exposed to the normal functioning of an actual clinic situation that would include patient contact, laboratory experience, limited x-ray, administrative, and front office work. Clinical training occurs off-campus at an actual clinic approved by Argosy University. *Prerequisites: all program coursework must be satisfactorily completed.*

MEDICAL LABORATORY (MLT)**MLT103 Urinalysis/Microbiology**

4 credit hours

In this course, students review renal anatomy and physiology and the process of urine formation. Laboratory evaluation of the urine specimen includes physical, chemical, and microscopic assessment. Laboratory test results correlate with the state of health and disease of a patient. Safety and quality control are emphasized in laboratory exercises. The course also includes an introduction to microbiology. Topics include basic structures and functions of microorganisms with, and emphasis on, bacteria. Specimen collection, culture techniques, identification, and susceptibility testing are also introduced. Pathogenesis of infection is compared with non-disease producing organisms. *Prerequisites: concurrent with BIO110, CHM100, and COM110.*

MLT107 Hematology/Phlebotomy

4 credit hours

A basic hematology course that introduces the concepts of blood formation and blood cell structure and function in normal, healthy humans. Laboratory exercises include Erythrocyte and Leukocyte counts, Leukocyte differentials, Hemoglobin, Hematocrit, Erythrocyte indices, preparation and assessment of blood smears, quality control and recognition of normal laboratory test values. Students learn and practice blood collection techniques, specimen processing, and safety. *Prerequisites: BIO110, COM110, MAT101.*

MLT109 Immunology

4 credit hours

Study of the immune system and immunology technology includes basic genetics, anatomy of the lymphatic system, immune function of leukocytes, the immune response in health and disease, vaccines, antigens, antibodies and their reactions, and the complement system. *Prerequisites: BIO110, COM110.*

PHILOSOPHY (PHI)**PHI101 Ethics in Contemporary Society**

4 credit hours

Ethics is the investigation of moral motive and action: What is the right thing to do, and why do the right thing? Students investigate personal, professional, and social issues of the day using the major ethical theories of western civilization. Based on research, students formulate and evaluate their own ethical positions in the context of respectful classroom dialogue. *Prerequisite: ENG101 or its equivalent.*

PSYCHOLOGY (PSY)**PSY101 General Psychology**

4 credit hours

Survey of theory, research methods, and applications of psychology drawn from the natural science and social science bases of the discipline. Emphasis on critical thinking, ethical issues, and the diversity of human experience in examining the science and practice of contemporary psychology. *Prerequisite: ENG101 or its equivalent.*

SCIENCE (SCI)**SCI110 The Rise of Modern Science**

4 credit hours

The course begins by exploring the evolution of science since the scientific revolution of the 16th and 17th centuries. Emphasis is placed on the development of the scientific method and its role in influencing the course of scientific discovery and perspectives on the world. Students become familiar with the fundamental nature of scientific reasoning and its importance in understanding and shaping contemporary life.

SCI115 The Ecological Perspective

4 credit hours

An introduction to the interrelationships of living things to each other and their environment. Students learn about plant and animal identification and behaviors as these relate to the important ecological concepts of habitat, ecosystem, biological communities, and dynamic balance. The roles of natural resources and impact of human activity are also considered.

SOCIOLOGY (SOC)**SOC110 Sociology in a Global Perspective**

4 credit hours

This course presents an analysis of the development and persistence of social patterns and the impact of cultural, environmental, and social factors on the individual. Discussions include the theories and methods by which groups are studied; current interpretations of issues, such as family, ethnicity, and politics; cross-cultural comparisons of sociological areas; the global community of human beings and its sociological constructs. *Prerequisite: ENG101 or its equivalent.*

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Chris Lu, PhD
Campus President
Argosy University/Seattle

Melanie Storms, PsyD
Campus President
Argosy University/Tampa

William Cowan, DVM
Campus President
Argosy University/Twin Cities

Steve Sorkin, PhD
Campus President
Argosy University/Sarasota

DEGREE SITES:

Jill Kemme, MA
Campus Director
Argosy University/Denver, an approved degree site of Argosy University/Chicago

Kenneth Webb, PhD
Campus Director
Argosy University/San Diego, an approved degree site of Argosy University/Orange County

Robert Campbell, MEd
Campus Director
Argosy University/Santa Monica, an approved degree site of Argosy University/Orange County

Argosy University Academic Calendar 2006

Students should refer to their *Argosy University Student Handbook* for holiday and vacation schedules specific to their campus. In addition, Students attending Argosy University should refer to their *Argosy University Student Handbook* for the academic calendar pertaining to that campus as well.

Academic Calendar for Associate Level Programs at Argosy University/Orange County and Degree Sites:
Argosy University/Denver, Argosy University/San Diego, Argosy University/Santa Monica

WINTER QUARTER 2006

January	New Student Orientation & Registration.....	Thursday	January	5
	Classes begin	Monday	January	9
	Martin Luther King Jr. Day Recess.....	Monday	January	16
	Classes end (Final examinations)	Thursday	February	2
February	New Student Orientation & Registration.....	Thursday	February	2
	Classes begin	Monday	February	6
	Classes end (Final examinations)	Thursday	March	2
March	New Student Orientation & Registration.....	Thursday	March	2
	Classes begin	Monday	March	6
	Classes end (Final examinations)	Thursday	March	30

SPRING QUARTER 2006

April	New Student Orientation & Registration.....	Thursday	March	30
	Classes begin	Monday	April	3
	Spring Holiday Recess	Friday	April	14
	Monday	April	17
	Classes end (Final examinations)	Thursday	April	27
May	New Student Orientation & Registration.....	Thursday	April	27
	Classes begin	Monday	May	1
	Classes end (Final examinations)	Thursday	May	25
June	New Student Orientation & Registration.....	Thursday	May	25
	Classes begin	Tuesday	May	30
	Classes end (Final examinations)	Thursday	June	22

SUMMER QUARTER 2006

July	New Student Orientation & Registration.....	Thursday	July	6
	Classes begin	Monday	July	10
	Classes end (Final examinations)	Thursday	August	3
August	New Student Orientation & Registration.....	Thursday	August	3
	Classes begin	Monday	August	7
	Classes end (Final examinations)	Thursday	August	31
September	New Student Orientation & Registration.....	Thursday	August	31
	Classes begin	Tuesday	September	5
	Classes end (Final examinations)	Thursday	September	28

In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to recover the class time lost.

Schedule of Tuition and Fees

The following schedule of tuition and fees will become effective January 1, 2006. Argosy University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

Schedule of Tuition and Fees for Associate Level Programs at Argosy University/Orange County and Degree Sites:

Argosy University/Denver, Argosy University/San Diego, Argosy University/Santa Monica

TUITION

Business Programs	Cost Per Credit Hour
Associate of Applied Science in Accounting Technology	\$ 229.00
Associate of Applied Science in Business Management	229.00
Associate of Applied Science in Computer Software Technology	229.00
Associate of Applied Science in Computer Programming & Applications	229.00
Health Sciences Programs	
Associate of Applied Science (AAS) in Medical Assisting Program	229.00
Psychology Programs	
Associate of Applied Science in Criminal Justice	229.00
Associate of Applied Science in Paralegal	229.00

OTHER NON-REFUNDABLE STUDENT CHARGES

Item	Cost
Application for Admission Fee ¹	\$ 50.00
Course Add/Drop Fee ²	50.00
Graduation Fee/End of Program Fee ³	150.00
Late Payment Fee	25.00
Late Registration Fee	50.00
Returned Check Fee	35.00
Student Activity Fee	No Charge
Technology Fee (cost per quarter credit)	10.00
Transcript Fee	No Charge
Express Transcript Fee ⁴	20.00

¹ Non-refundable, except in California.

² Students who elect to change their schedule after registration may do so by completing a Course Add/Drop Request Form. The Course Add/Drop Fee is assessed for each request form submitted to the Student Services Department. Multiple changes may be submitted on one form.

³ A Graduation/End of Program Fee is assessed to all degree-seeking students upon completion of their program of study and prior to the receipt of their diploma.

⁴ An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.

