

# 2009 – 2010 Academic Catalog



## Undergraduate Programs



Effective September 1, 2009 – August 31, 2010

[argosy.edu](http://argosy.edu)

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# Introduction

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## **ACCREDITATION**

### **Institutional Accreditation**

Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.800.621.7440, [www.ncahlc.org](http://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, Atlanta is authorized by the Georgia Nonpublic Post-secondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, 1.770.414.3300).

Argosy University, Chicago and Argosy University, Schaumburg are authorized by the Illinois Board of Higher Education (431 East Adams, Second Floor, Springfield, IL 62701, 1.217.782.2551, [www.ibhe.state.il.us/default.htm](http://www.ibhe.state.il.us/default.htm)).

Argosy University, Dallas is authorized by the Texas Higher Education Coordinating Board (Box 12788, Austin, Texas 78711, 1.512.427.6101).

Argosy University, Denver campus is regulated by the Colorado Commission on Higher Education (CCHE), 1560 Broadway, Suite 1600, Denver, CO 80202. 1.303.866.2723.

Argosy University, Inland Empire; Argosy University Los Angeles; Argosy University, Orange County; Argosy University, San Diego; and Argosy University, San Francisco Bay Area were granted approval to operate by the California Bureau for Private Post-secondary and Vocational Education prior to the dissolution of the agency. For information about regulation in California at this time please contact the California Department of Consumer Affairs (1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, 1.916.574.8200, [www.bppve.ca.gov](http://www.bppve.ca.gov)).

Argosy University, Nashville is authorized by the Tennessee Higher Education Commission (Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243, 1.615.741.5293). This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Argosy University, Phoenix is authorized by the Arizona State Board for Private Post-secondary Education (1400 West Washington Street, Room 2560, Phoenix, AZ 85007, 1.602.542.5709, <http://azppse.state.az.us>).

Argosy University, Salt Lake City is exempt from registration pursuant to the Utah Postsecondary Proprietary School Act. Any questions should be directed to the Utah Division of Consumer Protection (UDCP) (160 East 300 South, Second Floor, Salt Lake City, UT 84114, 801-530-6601).

Argosy University, Sarasota and Argosy University, Tampa are licensed by the Commission of Independent Education, Florida Department of Education. Additional information regarding the institutions may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, 1.888.224.6684

Argosy University, Seattle is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Argosy University to offer the following degree programs: Bachelor of Arts in Liberal Arts; Bachelor of Arts in Psychology; Bachelor of Science in Business Administration; Bachelor of Science in Criminal Justice; Master of Arts in Clinical Psychology; Master of Arts in Counseling Psychology; Master of Arts in Education in Adult Education and Training; Master of Arts in Education in Instructional Leadership; Master of Arts in Education in Educational Leadership; Master of Business Administration; Master of Science in Management; Doctor of Business Administration; Doctor of Education in Community College Executive Leadership; Doctor of Education in Counseling Psychology; Doctor of Education in Educational Leadership; Doctor of Education in Instructional Leadership; and Doctor of Psychology in Clinical Psychology. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

Argosy University, Twin Cities is registered as a private institution with the Minnesota Office of Higher Education (1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, 1.651.642.0567, [www.ohe.state.mn.us](http://www.ohe.state.mn.us)) pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Argosy University, Washington DC is certified to operate by the State Council of Higher Education for Virginia (James Monroe Building, 101 North 14th Street, Richmond, VA 23219, 1.804.225.2600).

Each course or degree, diploma, or certificate program offered in Virginia is approved by the governing board of the institution; Argosy University, Chicago, the main campus of Argosy University, is authorized by the Illinois Board of Higher Education (431 E. Adams, 2nd Floor, Springfield, IL 62701, 1.217.782.2551) to operate and grant all degrees offered at the Argosy University, Washington DC. Any credit earned for coursework offered by Argosy University, Washington DC can be transferred to Argosy University, Chicago as part of an existing degree, diploma, or certificate program offered by the institution.

Argosy University, Hawai'i: The state of Hawai'i does not regulate private, post-secondary institutions.

### **Programmatic Accreditation**

The Associate of Applied Science in Diagnostic Medical Sonography Program at Argosy University, Twin Cities is accredited by the Commission on Accreditation of Allied Health Education Programs on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (1361 Park Street, Clearwater, FL 33756, 1.727.210.2350, [www.caahep.org](http://www.caahep.org)). The Commission on Accreditation of Allied Health Education Programs has awarded initial accreditation to the Echocardiography concentration upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The initial accreditation status will expire on 9/30/08.

The Associate of Applied Science in Histotechnology Degree Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8410 West Bryn Mawr, Suite 670, Chicago, IL 60631, 1.773.714.8880).

The Associate of Applied Science in Medical Assisting Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE) (1361 Park Street, Clearwater, FL 33756, 1.727.210.2350).

The Associate of Applied Science in Radiologic Technology Degree Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 1.312.704.5300).

The Associate of Applied Science in Veterinary Technology Degree Program is accredited through the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) (1931 North Meacham Road, Suite 100, Schaumburg, IL 60173, 1.847.925.8070).

The Associate of Science in Dental Hygiene Degree Program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by United States Department of Education. The Commission on Dental Accreditation can be contacted at 1.312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

The Associate of Science in Medical Laboratory Technology Degree Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8410 West Bryn Mawr, Suite 670, Chicago, IL 60631, 1.773.714.8880).

The Associate of Science in Radiation Therapy Degree Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 1.312.704.5300).

Any person wishing to review a copy of Argosy University's accreditation, licensure, or approval may do so by contacting the campus president.

## **STATEMENT OF MISSION**

At Argosy University, our passion is teaching and learning. We develop professional competence, provide opportunity for personal growth, and foster interpersonal effectiveness. Students succeed because our university community engages and supports them.

## **VALUES**

Argosy University is a university community dedicated to delivering high quality professional education programs to working professionals. The university serves these individuals by offering doctoral, masters, post-graduate certificate and undergraduate programs in professional and career fields as well as continuing education and professional development services. Argosy University dedicates itself to offering its programs and services in ways that are accessible and responsive to the needs of its students. By focusing on the development of key educational and professional competencies, the university is able to serve effectively its student body and the needs of the professions served by its programs. The Argosy University community therefore embraces the following institutional beliefs and values:

### **We Believe in Quality**

We believe that the programs of Argosy University must be offered at the highest levels of rigor, professionalism and ethical standards. This focus on quality will reward graduates for their investment of time, talent and resources by preparing them for professional advancement.

### **We Believe in Access**

We believe that students should have access to the programs and services of Argosy University in modes of delivery most compatible with their life and work commitments as well as their educational needs and Argosy University's commitment to quality.

### **We Believe in Diversity**

We believe that Argosy University has a responsibility to reach out to diverse groups of learners who need and want the professional educational programs and services we offer. We believe that diversity of faculty and staff and their background and experience enriches the educational process for all students. We believe that every program must prepare graduates with the skills and knowledge to effectively support the diverse needs of the populations they will serve. This diversity will ultimately strengthen the professions they enter and improve the services they provide to their clients and customers.

### **We Believe in Student Focus**

We believe in a responsive learning-centered process that enables each student to realize his or her own potential. We believe in offering an environment that emphasizes care, concern and mutual respect for the students as both individuals and as professionals.

### **We Believe in Practicality**

We believe in education that integrates practical learning experiences and outcomes that reflect the skills and competencies of the professions Argosy University serves; those required by the employers of Argosy University's graduates. We believe our faculty must contribute professional expertise as well as scholarship to the learning process.



## **We Believe in Respect**

We believe that people, students, faculty, staff, and those in the communities we serve deserve to be treated in a manner that reflects mutual respect and a high regard for the other person. We believe that all should be treated with a personal caring attitude that reflects respect and positive regard.

*Approved by Board of Trustees during Strategic Planning in 2006.*

## **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 post-secondary 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 Argosy University, Twin Cities. 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.

## **OWNERSHIP**

Argosy University is owned by Argosy Education Group, Inc. which through two limited liability companies is a subsidiary of Education Management Corporation. Argosy Education Group, Inc. is located at 205 North Michigan Avenue, 13th Floor, Chicago, IL 60601, 312.899.9900 and Education Management Corporation is 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 Corporation, which has shared 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 each campus president. The campus president functions as both the academic leader and the chief administrative officer of each campus. Assisting the campus president 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.

# Institutional Policies

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## **ACADEMIC AND PROFESSIONAL STANDARDS**

Each campus of Argosy University is committed to developing professionals who demonstrate high levels of integrity. All programs have been designed to be challenging and demanding. They require that students continually apply themselves to their academic program over an extended period of time.

Argosy University closely monitors student academic progress. Monitoring by both faculty and training supervisors addresses the issues of field preparation as well as academic achievement. Aspects of students' personal adjustment, interpersonal relationships, and behavior in all settings are relevant to student progress. Argosy University endeavors to ensure that students realize their potential to become competent and ethical professionals.

Argosy University requires that all students meet the standards of the profession for which they are preparing. Students are required to do more than complete certain academic and field training requirements. Students are expected to conduct themselves in a manner consistent with professional ethics at all times. Professional conduct requires the faithful discharge of all responsibilities undertaken during clinical training, field training, practicum, and internships, as well as the maintenance of respectful interpersonal relationships with all individuals.

## **OUTCOMES ASSESSMENT**

Argosy University is committed to a process of continuous improvement in all operations of the institution, especially those related to improvements in student academic achievement. Using both direct and indirect methodologies, Argosy University faculty regularly and formally assess student learning on program outcomes which have been developed by faculty to reflect the skills, knowledge bases, and behaviors required of the profession, the accreditation standards where applicable, and the disciplines in which the degrees are offered. Faculty and campus staff also evaluate student perceptions of the services provided to support student learning. In addition to the ongoing assessment of individual students, these assessment and evaluation strategies occur at the class, programmatic, departmental, campus, and institutional levels.

Argosy University believes that such ongoing analyses of students' learning are central to the efficacy of its educational services and programs. The integration of the collective data and results generated by these assessment strategies form a significant portion of the information used to evaluate individual student and programmatic success in Argosy University's programs. Further, this educational input on the outcomes of student learning and the various educational processes furnishes critical feedback to Argosy University's planning process that closes the institutional effectiveness loop and is used on an ongoing basis to continuously enhance the quality of student learning at Argosy University.

Students should anticipate participating in a wide array of evaluation and assessment procedures throughout their educational careers. Students are expected to enter into these procedures openly and honestly in an effort to assist Argosy University in its continuous improvement processes.

## **PHILOSOPHY OF INSTRUCTION**

The primary objective of Argosy University is to educate and prepare students for careers in professional fields. To achieve this, each campus provides an environment that integrates theory, training, research, and applications of the discipline. A faculty composed of individuals who are both practitioners and scholars guide students through coursework and field experiences so that they can learn the work involved in their profession and understand how formal knowledge and practice operate to inform and enrich each other. Sensitivity to diverse populations and to populations with specific needs requires exposure to new knowledge about such groups and issues. Students are educated through field training and practical experiences as appropriate to their discipline, as well as through the study of a comprehensive academic curriculum.

## **COMMITMENT TO DIVERSITY**

Argosy University prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. Both the academic and training curricula are designed to provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.

## **NOTICE OF NONDISCRIMINATION**

Argosy University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker or any other characteristic protected by state, local or federal law, in our programs and activities. Each campus has designated a staff member to handle inquiries and coordinate individual campus compliance efforts regarding the nondiscrimination policy.

## **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. Students with complaints not related to discrimination or harassment should refer to the “Student Complaint Procedure” in section 4 of this catalog or, if regarding grades, to the “Grade Appeal Procedures” in section 7 of this catalog. Student complaints about Disability Services will be handled in accordance with this policy. The Student Grievance 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 written complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should present the complaint in writing to the director of Student Services (or designee), or vice president of Academic Affairs at your campus, or if the complaint is about those individuals themselves, then to the campus president. This individual will investigate the complaint or appoint an appropriate investigator.

The complaint should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the student. In most cases, the person accused of discrimination will be notified of the complaint.

2. The person accused of discrimination will have up to fourteen calendar days to respond to the complaint in writing, if he or she so requests in writing. The signed written response should be submitted to the investigator.
3. The director of Student Services (or designee) or vice president of Academic Affairs will investigate the allegations promptly without regard to whether or not the accused has submitted a written response. 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. It is the sole discretion of the investigator to remove or prohibit from attending anyone who disrupts the meeting.
4. The investigator will determine whether a violation of the Argosy University nondiscrimination policy has occurred, and will issue a written determination within 45 days of the receipt of the complaint. If the investigator determines that the policy has been violated, he or she will also recommend corrective action.
5. The student may appeal any final decision under this policy by using procedures of the “Student Right to Appeal” described in section 4 of this catalog under “Student Rights and Responsibilities.”
6. Matters involving general student complaints will be addressed according to the “Student Complaint Procedure” described in section 4 of this catalog under “Student Rights and Responsibilities.”

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>.

## **RIGHT TO CHANGE REQUIREMENTS**

This catalog and its contents are subject to change without notice. Argosy University reserves the right to change the policies contained within this catalog 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 university administration.

Students will normally follow the degree requirements in effect at the time of their matriculation. However, a student who changes degree programs or fails to maintain continuous enrollment may be required to follow the Academic Catalog 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.

## **LICENSING/REGISTERING/CERTIFICATION**

Argosy University does not guarantee third-party licensing/registering/certification. Outside agencies control the requirements for taking and passing licensing/registering/certification exams and are subject to change without notice to Argosy University.

## **DISABILITY SERVICES**

Argosy University provides accommodations to qualified students with disabilities. The Disability Services 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 college services, programs and activities in compliance with The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services coordinator. If you have a concern or complaint in this regard, please contact the Student Services Department. Complaints will be handled in accordance with the Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

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.

### *I. 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 appropriate university official. 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. The 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 university to have legitimate educational interests in the records. A university official is
  - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
  - b. a person employed by or under contract to the university 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 university official. Any university 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 educational 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 university.
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 school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the 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 nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the 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 university, 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 school 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).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Argosy University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### *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.)
12. Student honors and awards received
13. The height and weight of athletic team members

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 campus director of Student Services or Registrar. 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 Educational 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 campus director of Student Services or 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 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 school.
7. If a statement is placed in the education records of a student under paragraph 6 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

## **GRADUATION/COMPLETION RATES**

According to regulations published by the U.S. Department of Education based on the Student Right-to-Know act, the graduation/completion rates for first time, full-time students who entered school in 2002 and who graduated/completed within 150 percent of the normal time to complete the program is 50%. It was not until the 2007-2008 academic year that enrollment of first-time, full-time freshmen was expanded to additional Argosy University campuses beyond the Argosy University, Twin Cities campus. Campuses other than Argosy University, Twin Cities do not have any first-time, full-time students and, therefore, did not have any data to be included in the rate.

## **ARBITRATION AGREEMENT**

The student and Argosy University agree that any dispute or claim between the student 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, the student's enrollment or attendance at Argosy University, whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or Argosy University's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If the student decides to initiate arbitration, the student 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 the student in writing by regular mail at the student's latest address on file with Argosy University, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails 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 the student brings 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 the student's claim exceeds \$5,000, Argosy University reserves the right to elect arbitration and, if it does so, the student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this section.

IF EITHER THE STUDENT 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, THE STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANT'S PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT THE STUDENT 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 the student 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 the student resides. Upon the student's 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 the student's relationship with Argosy University. If the student has a question about the arbitration administrators mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800.474.2371.

The above supersedes any inconsistent arbitration provision published in any other document.

# Health/Safety Policies and Procedures

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## **PROFESSIONAL CONDUCT**

Argosy University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

### **Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. Argosy University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

### **Other Forms of Harassment**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

### **Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment described in Section 2, Institutional Policies. Promptly after learning of such alleged conduct, Argosy University will

conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, Argosy University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

### **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 referred to the Student Conduct Committee and, if appropriate, to the local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the director of Student Services at their campus of residence. 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.

### **REPORTING AN ASSAULT**

In the event of an assault on campus, victims should first call 911 for immediate help. A complete report of an assault on campus should be made promptly to a campus official, preferably within 48 hours of the occurrence. Faculty, administration, and staff are required to provide immediate support and assistance to the victim. At the victim’s request, the campus president or any administrator will assist victims in filing criminal charges with the appropriate law enforcement officials. In the event of an assault against a student or employee occurring off-campus, victims should call 911 to request police assistance and to report the crime in the jurisdiction in which the crime occurred. Argosy University will assist law enforcement authorities for the purposes of obtaining, securing, and maintaining evidence in connection with any alleged crime of violence committed on campus.

## **REPORTING HEALTH OR SAFETY HAZARDS**

Students should immediately report health or safety hazards to the campus president. Any accident or injury, no matter how slight, must also be reported immediately.

## **NO SMOKING POLICY**

Argosy University provides a non-smoking work and study environment.

## **CAMPUS SECURITY REPORT**

A Campus Security Report is published annually for each campus of Argosy University. Information on the following is included:

- Campus policies on reporting criminal actions and other emergencies
- Security and access to campus facilities
- Campus law enforcement
- Crime prevention programs
- Policy on the possession, use, and sale of alcoholic beverages and illegal drugs
- Drug and alcohol abuse programs
- Crime statistics

Copies of the report may be obtained from the Student Services Department and are distributed annually to all Argosy University students and employees.

## **HEALTH AND IMMUNIZATION**

### **Health Sciences Program Requirements**

Safety considerations and procedures regarding disease are a primary consideration at Argosy University. Prior to enrollment, students are required to submit written documentation that their health will permit them to meet the requirements of their chosen field. All students must provide a completed current health form, which, along with a signed technical standards form required of all students enrolled in health sciences programs, will be maintained in their files. The health form must be in the student's file within 30 days of the beginning of classes or the student's registration for the semester will be canceled.

### **Minnesota Requirements**

In an effort to control the spread of disease, Argosy University conforms to Minnesota state requirements that all students have the following current vaccinations: measles, mumps, rubella (after achieving the age of 12 months, or recent evidence of immunity) and diphtheria/tetanus booster (within ten years of starting date). Students who were born before 1957 are exempt from this requirement. Students who graduated from a Minnesota high school in 1997 or later are exempt from this requirement, as the student will have met the requirements as a high school student. Hepatitis B vaccination is also required for all human allied health programs prior to clinical training. Rabies vaccination is strongly recommended for all veterinary technician students. Those students who will be taking the wildlife course (VET260 Wildlife Handling) will be required to have the rabies vaccination series prior to the start of the class.



## **Hawai'i Requirements**

The state of Hawai'i requires that all students enrolled in Hawai'i institutions of higher education show proof of measles, mumps, and rubella immunization (MMR), a measles #2 booster, and a tuberculosis test (TB). Medical Clearance Cards will be issued to students in compliance with these requirements and are valid for four years from the date of the student's last TB test. Forms can be obtained from the Student Services Department. Students will not be permitted to register without a valid Medical Clearance Card.

## **MEDICAL RESPONSIBILITY AND RISKS**

When enrolling at Argosy University, the student accepts full financial responsibility for all medical treatment and care and/or disability costs for any illness and/or injury incurred while on campus or at an Argosy University-affiliated clinical training site. While on clinical training/practicum/internship, students will adhere to standard health policies at their respective facilities. The student understands that neither Argosy University nor the affiliated clinical training/ practicum/ internship facilities carry medical insurance or Workers' Compensation coverage for students of Argosy University. Argosy University will not accept responsibility for medical or other costs incurred by sick or injured students while on an Argosy University campus or on clinical training/practicum/internship.

### **Health Insurance**

Optional health insurance is available to students through an outside agency. Contact the Student Services Department for information.

### **Liability Insurance**

All students involved in clinical training/practicum/internship must have liability insurance. Enrollment in the Argosy University Student Liability Insurance Plan occurs with the registration process.

## **DRUG-FREE WORKPLACE AND CAMPUS**

The use of illegal drugs and the abuse of alcohol on the campuses of Argosy University or in facilities controlled by Argosy University are prohibited by college 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 policy 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 – 12 years.

## **Health Risks Associated with the Use of Drugs**

### ***Amphetamines (Speed, Uppers)***

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### *Deliriants (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, 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.

### ***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.

### **Resources**

Specific programs of counseling or rehabilitation are available in the metropolitan area of each campus. The Student Services Department can provide a list of referral sources to students.

# Student Rights and Responsibilities

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## **STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

All students enrolled at Argosy University assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of Argosy University. Argosy University insists that its students demonstrate personal and professional integrity in addition to academic excellence.

Argosy University's administrators, faculty, and staff encourage student involvement in decision making. Student membership and input on institutional committees are valued and encouraged at Argosy University.

## **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, as well as those of their respective disciplines. By way of example, 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.
- Students in all programs are also required to demonstrate behavior that conforms to standard codes of conduct of their respective disciplines.

Students suspected of violating Argosy University's Code of Conduct will be referred to the Student Conduct Committee (SCC). 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 without the expressed written consent of the instructor, 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.

## **INSTITUTIONAL REVIEW BOARD**

The mission of the Argosy University Institutional Review Board (IRB) at each campus, and at the national level, is to ensure the ethical treatment of human and animal participants in the conduct of any and all research by any individual affiliated with Argosy University, in accordance with the guidelines set forth in the Code of Federal Regulations (Title 45) and the Belmont Report. Consistent with the guidelines outlined in the IRB Guide, each investigator proposing a research project must submit an IRB request for certification form. This policy applies regardless of source of funding and location of study to all research studies or pilot studies conducted by or on faculty, staff, students, or employees of Argosy University, or by or on Argosy University as an institution.

To ensure the highest quality research and to protect subjects involved in that research, Argosy University requires that all students, faculty and investigators complete human subjects protection training. To facilitate this training, Argosy University has arranged for

a web-based training and assurance program in human research subjects protection through the Collaborative Institutional Training Initiative (CITI).

There are two sets of modules: one set for IRB members and a general set for all investigators, dissertation/CRP committee members, faculty, and students. Additional modules may be required based on the nature of the research (e.g., research with children or prisoner).

## **STUDENT PROFESSIONAL DEVELOPMENT COMMITTEE**

The Student Professional Development Committee (SPDC) is a standing academic department committee responsible for monitoring the academic progress, professional competence and behavior of students within that department. Students who do not meet the academic standards of their program or whose behaviors raise concerns about professional competence shall be subject to referral to the SPDC. The primary function of the SPDC is to guide students who are referred to the committee in improving their academic performance and developing the professional competencies required by their profession. The SPDC can hold hearings on student issues specific to respective professional and academic requirements and recommend remediation actions to students where warranted. If remediation actions are not satisfied by the student, a SPDC may impose probationary conditions with explicit requirements and a timeline for removal from probation. The committee should include any consequences that will result in the event of noncompliance with academic probation requirements. Any recommendation to dismiss a student should be referred to the Student Conduct Committee (SCC).

Please refer to the Academic Catalog for the institutional, college, or program minimum requirements for maintaining satisfactory academic progress. Failure to meet the minimum standards for satisfactory academic progress outlined in the Academic Catalog will result in automatic academic probation. If academic progress is not achieved during the probationary period as defined in the Academic Catalog, the student will be dismissed from the program.

## **STUDENT PROFESSIONAL DEVELOPMENT COMMITTEE POLICIES AND PROCEDURES**

### **I. Purpose and Scope**

The SPDC and department faculty share the role of student academic and professional performance evaluation. Faculty evaluate student academic performance in the classroom and monitor student interactions and behaviors with the faculty members, staff, practicum and internship supervisors and peers. Faculty members are strongly encouraged to discuss concerns about academic, professional, or interpersonal performance directly with students. Through these discussions faculty assess how a student accepts supervision and feedback. If concerns remain, the faculty member may first seek out the student's advisor for further discussion. The faculty member and/or advisor may then refer the student to the SPDC if the problems are not resolved or are serious enough to raise ongoing concerns about professional competence.



### ***a) Monitoring Academic Progress***

- Academic difficulties that come before the committee may be managed in a number of ways including:
  - Written response to the student indicating concern and proposing methods of remediation. Copies of the letter are sent to the student's advisor and placed in the student's file.
  - Requiring student to develop a remediation plan with the advisor within a specified period of time. The remediation plan should (1) communicate specific desired improvements and (2) identify real consequences for failing to reach the desired goals. The remediation plan is returned to the committee and a copy is placed in the student's file. The student's advisor is responsible for monitoring the remediation plan with the student, communicating with the student that the student is failing or has failed to reach desired improvements and for imposing the specific consequences identified in the plan. In addition, the advisor should provide the committee with written progress reports that specify the degree to which the student is making satisfactory progress.
- The committee may meet with the student if:
  - A student and advisor are unable to come up with a mutually acceptable remediation plan or if the student is unable to complete a remediation plan.
  - The occurrence of a single event or a continuing pattern exists suggesting the possibility of academic, professional or ethical unsuitability in the program and/or the need for major remediation.

### ***b) Monitoring Professional Competence and Conduct***

All students are expected to demonstrate professional behavior that conforms to the standard codes of conduct of their respective disciplines. It is the job of all faculty members to evaluate students for clinical and/or professional competence during their entire course of study. For example, students in the College of Psychology and Behavioral Sciences and in the College of Health Sciences are expected to demonstrate professional behavior that conforms to the guidelines developed by the Student Competence Task Force of the Council of Chairs of Training Councils (CCTC), December 4, 2003. Faculty in the Colleges of Psychology and Health Sciences programs are asked to evaluate each student in the following competency areas:

- Interpersonal and professional competence; examples of which include the following:
  - Demonstrates respectful peer and faculty interactions
  - Demonstrates respect for the ideas and integrity of others
  - Demonstrates maturity in interactions with others
  - Demonstrates ability to interact respectfully with people of diverse backgrounds
  - Demonstrates ability to react with appropriate empathy and sensitivity

Sample behaviors that could result in referral to the committee are: Student  
demonstrates an inability to control anger  
uses insulting or profane words  
uses intimidating tactics  
demonstrates inability to tolerate cultural or lifestyle differences  
demonstrates dishonest or unethical behavior

- Self-awareness, self-reflection, and self-evaluation; examples of which include the following:
  - Ability to formulate and express observations/impressions
  - Interpersonal interactions provide evidence that student understands how one's behavior affects relationships with others

Sample behaviors that could result in referral to the committee are:

Student demonstrates a lack of awareness or inability to manage own limitations and responsibilities; for example, does not allow enough time to study, turns assignments in late with some regularity avoids responsibility for situations by blaming others

- Openness to process of supervision; examples of which include the following:
  - Uses professional language to communicate even when agitated, uses the appropriate chain of command, etc.
  - Subsequent clinical work samples and/or interpersonal interactions reveal evidence that student has understood and applied supervisory feedback

Sample behaviors that could result in referral to the committee are: Student

demonstrates overt hostile reaction to supervision  
refuses or is unable to adjust behavior in response to clearly communicated feedback

- Resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner; examples of which include the following:
  - Demonstrates ability to respond constructively to feedback from supervisors or program faculty with minimal defensiveness
  - Is able to acknowledge own role in creating problems such as, contributions to or exacerbation of a situation
  - Offers appropriate responses given a situation
  - Demonstrates ability to act constructively to prevent and resolve issues and openness to solutions proposed by others
  - Demonstrates tolerance for the shortcomings and mistakes of others

Sample behaviors that could result in referral to the committee are: Student consistently fails to give appropriate credit to others  
demonstrates pattern of overreaction to a small slight  
demonstrates inability or refusal to accept academic inquiry or disagreement or to work collaboratively in a professional or academic environment

## **II. Procedures**

### ***a) Referral Procedure***

Any member of the academic community who wishes to bring a student concern before the SPDC must submit a formal letter of referral addressed to the chair of the committee. The letter should include specific descriptions of academic insufficiencies and subsequent attempts at remediation by faculty, and/or descriptions of behaviors that raise concerns about clinical competence and/or professional conduct.

If a student serving an internship, practicum, or clinical placement is dismissed by the internship site or asked not to return, the student will typically be referred to the committee for an investigation of the circumstances by the clinical or internship training director or the program chair. The focus of the investigation will be to determine what happened at the site and whether any remediation may be needed, both with the site and with the student.

The committee will evaluate any written referral and respond in one of the following ways:

- a)** request additional information,
- b)** reject the referral,
- c)** refer the student back to the student's advisor or faculty member with instructions,
- d)** refer the complaint to the Student Conduct Committee or
- e)** accept the referral. Once a referral is accepted, a meeting date is determined and the student in question is notified in writing of the meeting date and the concerns brought before the committee. The committee may request additional information from any source available to it.

### ***b) Committee Procedures***

The following procedures govern the actions of the SPDC:

- The student should be notified in writing of the requirement to meet with the committee, the date and time of the meeting and the reasons for the referral. The meeting should be held within 30 days of the date of receipt of the complaint.
- In advance of the hearing date, the committee may request additional information or documentation pertinent to the referral. Where third party witnesses are available, the committee may consider meeting with the witnesses in advance of the hearing.
- The student may submit written information relevant to the situation to the Chair within 48 hours prior to the hearing. All written documentation to be considered by the committee should be made available for review by the student in advance of the hearing.

- If a student does not to attend a duly noticed meeting, the SPDC may continue its action and render a decision.
- The student is permitted to have a support person for example, another student, faculty, staff member, friend or family present during the hearing. The support person must not act as an attorney or an advocate. Students are expected to speak on their own behalf.
- The student is not permitted to bring legal counsel to committee meetings.
- Verbatim transcription or electronic recording of the meeting is not normally permitted, and never without the consent of all parties in the room.
- The committee should assure itself that the student has had a fair opportunity to understand the charges against him or her and that the student has had an opportunity to respond.
- After the meeting the committee members shall render a decision on what course of action, if any, is required. The outcomes may include, but are not limited to the following:
  - No action required
  - Letter of concern for student file
  - Individual consultation with faculty member recommended by the committee
  - Tutorial assistance
  - Referral to advisor, training director or Training Committee for remediation
  - Recommendation for referral to outside resources
  - Academic or behavioral remediation; note that any remediation should include specified desired outcomes and consequences and a process for monitoring
  - Structured monitoring of progress with specific and structured remediation actions required
  - Probation with explicit requirements and a timeline for removal from probation. The committee should include any consequences for noncompliance with probation requirements
  - Referral to the Student Conduct Committee (SCC) with recommendations for program dismissal
  - The committee should also consider whether any follow up action is required with an internship or practicum site (to the Internship or Practicum Coordinator) or with an instructor (to the program chair or dean) or with another student (to the director of Student Services
  - The committee shall inform the student and appropriate faculty of its decision and any remediation requirements in writing within 30 business days of the date of the meeting. In all cases, the faculty should describe the problems before it and the recommended solutions in specific detail.

### *c) Requesting Additional Evaluation by Professionals*

When a student claims a disability, the SPDC should refer the student to the campus Disability Services Coordinator to determine if the student needs accommodations for committee proceedings. All students with or without a documented disability must perform to the standards of conduct and academic achievement required by Argosy University. Accommodations are not retroactive and the failure to request accommodations does not forgive past difficulties. Referral for mandatory evaluation is the purview of the Student Conduct Committee (SCC). The SCC may require a student to submit to an evaluation by a health care professional in limited circumstances (such as where violence or suicide is threatened and where drug or alcohol abuse is suspected). In such cases, the evaluation is to determine the health and safety of the student and the campus. In the event of a crisis situation where the health and safety of the student or anyone on campus is threatened, the director of Student Services will contact the proper authorities.

### *d) Appeal Process*

The student may appeal the decision of the committee according to the Student Right to Appeal process in the Academic Catalog. Any result of the SPDC proceedings will remain in place until the appeals committee designated by the campus president or the campus president renders a decision otherwise. Any designated appeals committee will be comprised of staff and faculty members not involved in making the initial remediation decision. The student must obey the terms of the decision pending the outcome of the appeal.

## **III. Committee Membership**

The SPDC consists of at least three (3) voting members to be comprised of faculty. Where three voting members from a single department are not available, membership may be interdepartmental. A staff member may be added at the discretion of the campus vice president of Academic Affairs or campus president. In addition, a student appearing before the SPDC may request that another student from the program, selected by faculty, be added as a student representative of the program and as a fourth committee member. The committee will determine whether or not student members are voting members. Faculty members are selected by the program chair or dean. If requesting a student member, the student before the committee should also sign a form giving the school permission to share educational and other records with the student committee member. The student committee member should sign acknowledging that the student will not further disclose educational and other student records beyond any disclosures required by the student's committee duties or otherwise necessary to investigate issues before the committee.

In the event that a member of the committee has made the referral under review or has other potential conflicts of interest, that member will be excused and another will be recruited by the chair as a temporary replacement.

## **STUDENT CONDUCT COMMITTEE**

Any student suspected of violating the Argosy University Ethical Code of Conduct may be referred to the Student Conduct Committee (SCC) which is responsible for investigating the allegations. In addition, students may be referred to the SCC by the programmatic Student Professional Development Committee (SPDC) for failure to comply with the remediation

recommendations of the SPDC and failure to meet the academic and professional standards of the program.

Students found guilty of violating the Argosy University Ethical Code of Conduct by the SCC or failing to meet the academic and professional standards of Argosy University as determined by their respective SPDC shall be subject to disciplinary action. Sanctions include but are not limited to the following:

- a. Issue a warning to the student.
- b. Place the student on administrative leave of absence and establish conditions for re-entry.
- c. Place the student on general probation.
- d. Remove the student from school premises.

The SCC is the only committee that has the authority to dismiss the student from Argosy University. Referrals to the SCC can be made by any member of the university community, including students, faculty, administration, and/or the SPDC.

## **STUDENT CONDUCT COMMITTEE POLICIES AND PROCEDURES**

### **I. Purpose and Scope**

The SCC is responsible for investigating suspected violations of the Argosy University Ethical Code of Conduct. Additionally, the SCC accepts referrals from a SPDC, where a determination has been made that a student has not complied with the remediation actions set forth by that committee and whereby that committee is making a recommendation that program dismissal be considered. The SCC is the only institutional committee with the authority to dismiss a student.

### **II. Procedures**

#### ***a) Complaint Procedures***

Any member of the University including faculty, staff, students, clinical supervisors, may file a complaint against any student for misconduct or for otherwise being in violation of University policies. The complaint must be prepared in writing and directed to the director of Student Services as co-chair of the committee or his/her designee. Complaints should be submitted within 30 business days after the alleged violation occurred.

Students may also be referred to the SCC for disciplinary action by their program SPDC when previous remediation and disciplinary actions imposed by the SPDC have been unsuccessful or if they have failed to meet the academic and professional standards of the program. The SPDC shall prepare a referral in writing to the director of Student Services or designee. As co-chair of the SCC, the director of Student Services or designee shall review and investigate the complaint to determine if the allegations have merit, to identify specific violations of the Argosy University Ethical Code of Conduct, and to coordinate the student conduct committee proceedings.

### ***b) Committee Procedures***

The following procedures govern the actions of the SCC:

- The student should be notified in writing of the charges and pending action of the SCC
- The director of Student Services (or designee) will schedule a committee hearing within 7 to 21 business days of notifying the student of the charges and pending action by the SCC
- The student should receive written notification of the time and date of the hearing as well as the specific allegations against them including any supporting documentation that will be reviewed by the SCC prior to the hearing
- In the event that the student does not attend the proceedings, the SCC should commence deliberation and render a decision
- The student is permitted to have a support person, for example, another student, faculty, staff member, friend or family present during the hearing. The support person must not act as an attorney or an advocate. Students are expected to speak on their own behalf
- The student is not permitted to bring legal counsel to committee meetings
- Witnesses with knowledge of circumstances related to the alleged infraction are permitted to present information during the hearing and pertinent records, exhibits and written statements may be accepted as evidence for consideration by the SCC
- Any procedural questions raised during the process should be addressed by the committee
- After the hearing, the SCC shall render a decision regarding the merits of the allegations. If the SCC determines that a violation has occurred, the SCC will determine what sanctions are appropriate, including, but not limited to: a) issue a warning to the student, b) place the student on general probation with a remediation plan c) place the student on administrative leave of absence and establish conditions for reentry, or d) dismiss the student from Argosy University
- Within 30 business days of the hearing the student should be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action, if appropriate. Information regarding the student's right to appeal should be included
- Copies of the referral letter, evidence, letter of notification, minutes, and the letter sent to the student describing the disciplinary action are retained in the SCC records and a copy of the disciplinary letter is placed in the student file. A copy of the disciplinary letter is also provided to the student's program chair. The referral source, faculty, and administration will be informed of the outcome on a need to know only basis in accordance with the Family Educational and Privacy Rights Act (FERPA)

### ***c) Mandatory Evaluations***

The SCC may require a student to submit to an evaluation by a health care professional in limited circumstances (such as where violence or suicide is threatened and where drug or alcohol abuse is suspected) in order to determine the health and safety of the student and the

campus. In the event of a crisis situation where the health and safety of the student or anyone on campus is threatened, the director of Student Services will contact the proper authorities.

#### *d) Administrative Leave of Absence*

In addition to other reasons for administrative leave, the University may place a student on an administrative leave of absence prior to a conduct hearing when, in the judgment of the University, the student's presence may pose a threat of harm to himself, to others, or to property of the University. The administrative leave of absence is subject to the provisions outlined in the Academic Catalog (see "Administrative Leave of Absence" in Section Four, Student Rights and Responsibilities).

#### *e) Violations of Law*

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, concurrent with, or following civil or criminal proceedings off campus. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on University property.

#### *f) Appeal Process*

Students wishing to appeal a disciplinary decision may do so according to the Student Right to Appeal process described in Section Four, Student Rights and Responsibilities of the Academic Catalog. No further appeals will be heard.

- Any sanctions issued as a result of the SCC proceedings will remain in place until the designated appeals committee or campus official assigned by the campus president renders a decision otherwise. This designated appeals committee or campus official will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The student must obey the terms of the decision pending the outcome of the appeal.

### **III. Committee Membership**

The SCC consists of at least three (3) up to five (5) voting members, including co-chairs (a core faculty member and the director of Student Services or designee), and faculty. In the event of a referral from a SPDC, a faculty member from the respective program who is not a member of the referring SPDC, should be added as a voting member for that referral. The referring SPDC will be notified of the hearing and informed that a representative may be asked to provide information to the SCC. The campus president accepts nominations from the vice president of Academic Affairs and selects the members. A student member may be selected by the faculty members of the committee.

Members shall serve for staggered two-year terms, with half of the seats expiring in even-numbered years and half of the seats expiring in odd-numbered years. The campus president may assign certain seats temporarily to one-year terms to meet this requirement.

In the event that a member of the committee has made the referral under review or has other potential conflicts of interest, that member will be excused and another will be recruited by the chair as a temporary replacement.



In carrying out its responsibilities, the committee operates within the published policies of Argosy University governing standards for academic progress, academic and administrative sanctions, and professional competence.

## **STUDENT COMPLAINT PROCEDURE**

Students may use this complaint procedure to address complaints that are not otherwise covered by a more specific policy. Students who have a complaint regarding grades should refer to the “Grade Appeal Procedures” in section 7 of this catalog. Students with complaints about possible bias and harassment or Disability Services should refer to the “Student Grievance Procedure for Internal Complaints of Discrimination and Harassment” in section 2 of this catalog. The institutional community benefits from prompt resolution of issues. Before pursuing the Student Complaint Procedure, the student should first discuss the problem or complaints with the individuals involved in the complaint. Students presenting complaints for resolution must present them in writing within 45 days of the incident prompting the complaint. Faculty, staff, and administrators should make a prompt response in order to answer any questions or resolve the complaints brought to their attention.

If these efforts are unsuccessful, the following process will be utilized:

- For complaints about faculty members written complaints may be brought to the faculty member’s campus dean or program chair (or campus vice president of Academic Affairs if such a position exists at the campus). This individual will appoint a third party or parties to hear both sides of the dispute and present a recommendation to the school dean or program chair (or campus vice president of Academic Affairs). The school dean or program chair will forward a decision in writing to the student within 45 days of the receipt of the complaint.
- For complaints about campus administrators who are not the campus president, written complaints may be brought to the campus president, who will appoint a third party or parties to hear the dispute. This party will present a recommendation to the campus president who will forward a decision in writing to the student within 45 days of the receipt of the complaint.
- For complaints about the campus president, the matter should be presented in writing to the Argosy University president, who will appoint an appropriate third party or parties to hear the dispute. This party will present a recommendation to the Argosy University President who will forward a decision to the student in writing within 45 days of the receipt of the complaint.

Students may appeal the outcome of a final student complaint resolution by following the Argosy University Student Right to Appeal process in section 4 of this catalog.

## **Arizona Student Right to Appeal**

If a complaint cannot be resolved after exhausting the institution’s complaint procedures, the student may file a complaint with the Arizona State Board for Private Post-secondary Education (1400 West Washington Street, Room 260, Phoenix, AZ 85007, 602.542.5709, website: <http://azppse.state.az.us> ). The student should contact the State Board for further details.

### **California Student Right to Appeal**

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, 1.916.574.8200.

### **Georgia Student Right to Appeal**

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia, 30084-5305, 770.414.3300, [www.gnpec.org](http://www.gnpec.org).

### **Tennessee Student Right to Appeal**

If a complaint cannot be resolved at the institutional level, the student may contact the Tennessee Higher Education Commission (Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830, 615.741.5293).

## **STUDENT RIGHT TO APPEAL**

### **Appeal of Academic Probation, Disciplinary Action, Dismissal**

Students have the right to appeal academic probation, dismissal, and disciplinary actions taken against them, as well as final decisions regarding any other dispute resolution procedure. Students who believe they have extenuating circumstances regarding a particular matter or believe that they have been treated in an arbitrary or biased fashion and/or without adherence to the University policies and procedures may file an appeal. For the purposes of this policy, "bias" shall mean inequitable treatment based upon a student's membership in a class protected from discrimination under relevant University policy, and shall not encompass personality conflicts between student and instructor/administrator. Extenuating circumstances include, but are not limited to, extreme situations such as catastrophic or life-threatening illness or injury to the student; catastrophic or life-threatening illness, injury, or death of a member of the student's immediate family; or other external temporary hardship. Students should expect to provide documentation of extenuating circumstances. The appeal must clearly state, in writing, and in the student's own words, the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. The Chair of the Appeals Committee will initially rule as to whether the subject of the appeal constitutes an issue of bias/discrimination or a failure of the University to follow its process and procedures. The Chair determines if a basis for an appeal has been stated. If so determined, then the Appeals Committee gathers and reviews relevant information in order to make its decision.

## **APPEALS COMMITTEE PROCEDURES**

- Students have 45 days from the date of the action to inform the vice president of Academic Affairs, or in the absence of a campus VPAA, the campus president of their intent to appeal in writing. The letter must clearly state the reason for the appeal, and provide any supporting documentation.
- Students should provide documentation to support the allegations in the appeal.

- The vice president of Academic Affairs or campus president will convene a hearing by the Appeals Committee within 30 days of the date of receipt of the appeal. The student will be notified in writing of the date and time of the meeting.
- The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The Appeals Committee may hear from others who can provide relevant information in the matter.
- The student may request that others provide information to the committee regarding the grounds of the appeal.
- The Appeals Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting, and the student is expected to present the appeal, in the student's own words.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the Appeals Committee will communicate its decision in writing to the student within 15 days of the Appeals Committee hearing, with copies to the student's academic file and the campus president.
- Appeals Committee decisions are subject to review by the campus president.
- The campus president has final authority for campus appeals.

## **APPEALS COMMITTEE MEMBERSHIP**

The membership of the Appeals Committee consists of five voting members: a chair, faculty members, and a student. The campus president appoints the committee members.

The campus president will typically appoint the vice president of Academic Affairs as chair of the Appeals Committee. If circumstances warrant, however, the campus president may appoint any other appropriate chair.

The campus president appoints the faculty members to serve on the Appeals Committee. These faculty members will hear all appeals that arise from September through August. Any committee member, however, may decline to serve on a particular appeal, if a real or perceived conflict of interest exists. The campus president appoints replacement committee members.

The campus president may appoint a third faculty member on an ad hoc basis, depending on the nature of the appeal. Faculty may be appointed because they bring special knowledge of the student's program or because they have expertise in the area of appeal.

The University's administrators, faculty, and staff encourage student involvement in decision-making. To this end, the campus president appoints a student to serve on the committee on an ad hoc basis.

If a committee member is absent, the Chair, in consultation with committee members, will decide whether the appeal hearing will go forward as scheduled.

### **UNRESOLVED DISPUTES**

If a dispute cannot be resolved satisfactorily after exhausting the institution's complaint or appeals procedures, the student may file a complaint with the campus state licensing agency or Argosy University's institutional accrediting agency, the Higher Learning Commission. Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.800.621.7440, [www.ncahlc.org](http://www.ncahlc.org).

Contact information for the state agencies can be found at the beginning of section 1 of this catalog.

Students may also reference the Argosy University Arbitration Agreement found in section 2 of this catalog.

### **ADMINISTRATIVE LEAVE OF ABSENCE**

In situations requiring immediate action, and after consultation with concerned individuals (e.g., students, faculty, administrators, other staff members, practicum site supervisors) the Student Conduct Committee (SCC) or the appropriate administrative unit may, after discussion with the student, place the student on an administrative leave of absence. During this leave of absence, the SCC or the appropriate administrative unit may undertake, in a timely fashion, assessment of the circumstances and severity of the student's behavior. Students will remain on an administrative leave of absence no more than 45 days. Within that 45-day period, the SCC or appropriate administrative unit will render a decision as to the student's future with Argosy University.

# Admission Policies

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## **ADMISSION PROCEDURES AND CONDITIONS**

The Admissions Department of each Argosy University campus is available to assist prospective students with the process of making an application. Individuals interested in information about Argosy University, its programs, and the application process are invited to contact the Admissions Department at the Argosy University campus of choice. Argosy University reserves the right to limit enrollment in any of its programs, and requirements may vary from program to program.

See individual program descriptions in this catalog for admission requirements and procedures by program. Individuals interested in applying to Argosy University should contact the Admissions Department with additional questions.

## **Admissions Committee Decisions**

Argosy University does not discuss committee decisions regarding an applicant's file. The decisions of the Admissions Committee are final and are not subject to appeal.

## **Applications to Multiple Campuses**

Applicants, who are undecided with respect to the location they wish to attend, should submit an application and full set of application materials to their location of first choice. Applicants who are accepted into their location of first choice and who, prior to beginning the program, determine they want to complete the same program at a different location, should notify the initial location of record of that intent. Provided that the same program is available, all previous approvals and credits accepted will remain in force. If an individual requests to change programs, he or she will need to meet all admission requirements of the new program.

## **Late Admission**

Argosy University recommends that applicants apply well before their expected program start date to allow sufficient time to complete all necessary requirements for admission. At the discretion of the Admissions Committee, Argosy University may allow a student to start classes after the beginning of an academic session if the student completes all admission requirements and begins class within the first week of the add/drop period.

## **Conditional Admission**

Conditional admission may be granted to an applicant pending receipt of official transcripts or other equivalent official documentation. To be eligible for conditional admission to matriculate into the program, unofficial transcripts must show receipt of the degree required for admission to the program. Students who have been conditionally admitted are not eligible to receive financial aid until documentation has been provided and the conditional status removed. Students who fail to submit all official transcripts by the last day of their first session (for a 7.5 week class) or semester (for a 15 week class) will be withdrawn from the program, credits will not be transcribed, and tuition will be refunded.

### **Admission on Provisional Status (College of Undergraduate Studies only)**

Applicants who do not meet the stated minimum requirements for admission will be assigned “Provisional Status” in accordance with Argosy University policies regarding Satisfactory Academic Progress. If admitted on provisional status, students will have a maximum of two semesters to meet the standards for academic progress. A student assigned Provisional Status is eligible for financial aid.

### **Reapplication for Admission**

Applicants who have been denied admission to a given program may reapply to that program after the passage of one year from the date of denial by submitting all documents required of a new applicant. Individuals who intend to reapply for admission are strongly encouraged to contact the Admissions Department prior to reapplying.

### **Readmission Process after Withdrawal**

Students who have been withdrawn from Argosy University for a period of greater than one year must reapply for admission. These applicants must submit the materials required by the campus and program to which they are reapplying. Students who have been dismissed from Argosy University must successfully appeal the dismissal before being readmitted. Students who have been dismissed from Argosy University and not readmitted to a program of study are prohibited from taking coursework at any Argosy University campus or online.

### **Reinstatement**

Students who are administratively withdrawn from Argosy University for failing to remain continuously registered may petition for reinstatement. Students may be required to wait for a period of one year from the time of withdrawal before applying for reinstatement. Students who have been withdrawn for less than one year may be permitted to register with permission of the campus dean or program chair. Students may also be required to submit materials and fees required for readmission.

### **Readmission after Extended Absence**

Students who have been withdrawn from the school for three years or more will be required to have all prior coursework re-evaluated for determination of relevancy to current practice. Faculty members appointed by the campus dean or program chair will conduct the evaluation of coursework.

### **EARLY ACCEPTANCE**

Early Acceptance may be granted to an applicant who is otherwise qualified for admission, but who has not yet earned the degree required for admission (e.g., a student currently enrolled in high school who is applying for an associate’s or bachelor’s program). To qualify for early acceptance, the applicant must provide a transcript documenting that he/she is in the final year of the required degree program. Prior to starting classes, the applicant must demonstrate that all admission requirements have been satisfied and provide a transcript documenting receipt of the degree. If the transcript is unofficial, the applicant may be granted conditional admission status. Students who have been conditionally admitted are not eligible to receive financial aid until documentation has been provided and the conditional status is removed.

## **DEFERRAL POLICY**

An applicant admitted to Argosy University who finds that pressing and unforeseen circumstances prevent him or her from matriculating during the semester for which he or she was admitted, may request a deferral of admission for up to one year from the semester for which he or she was admitted. Deferrals are not automatic. A student who wishes to request a deferral should send a letter to the Admissions Department indicating his or her special circumstances. If deferral is granted, an additional non-refundable deposit may be required. Applicants should consult with the campus Admissions Department.

## **VETERANS ADMINISTRATION BENEFITS**

Most campuses of Argosy University are approved for training of veterans and eligible veteran's dependents. At Argosy University, Twin Cities, approval is granted by the Minnesota State Approving Agency. Students should contact each campus directly for further information.

## **SERVICEMEMBERS OPPORTUNITY COLLEGES**

Argosy University is a member of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations that functions in cooperation with the Department of Defense, the military services (including the National Guard), and the Coast Guard to help meet the voluntary higher education needs of servicemembers. Working in cooperation with the U.S. Army Recruiting Command, this consortium includes more than 1500 participating SOC colleges and universities that have agreed to accept for admission new Army and Army Reserves recruits at the time of their enlistment in the service. Students should contact the Admissions Department at the campus for further information on participation and eligibility.

## **INTERNATIONAL ADMISSION POLICY**

All international (nonimmigrant) applicants to Argosy University must meet the same admission standards as all other students (see section 5, "Admission Policies").

### **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® Internet (iBT)-based equivalent. A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is required for all associate and bachelor's level degree programs.

Applicants should contact the Admissions Department 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 July 1, 2009.

## **Admission Requirements for Nonimmigrant Students**

Applicants seeking to enroll in valid nonimmigrant status must meet all admissions requirements stipulated for all students and must additionally submit each of the following items:

- A completed and signed Application for Admission of International Students Form
- Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation.
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see [www.naces.org](http://www.naces.org)
- Proof of English language proficiency (see English Language Proficiency Policy)
- A completed and signed Sponsor's Statement of Financial Support (this statement is not required if the student is self-sponsored)
- Official Financial Statements Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses
- Appropriate application fee and tuition deposit (see section 5, "Admission Policies")
- A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J nonimmigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to Argosy University;
- Proof of Health Insurance Students who do not possess health insurance upon applying to Argosy University must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant seeking to enroll in valid student nonimmigrant status is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

Argosy University is authorized under federal law to admit nonimmigrant students on a branch campus by branch campus basis. Prospective students should verify with the individual branch campus they seek to attend regarding the current status of that individual location's authorization.





# Financial Policies and Assistance

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## **TUITION AND FEES**

A “Schedule of Tuition and Fees” is contained in appendix 4 of this catalog. Not all campuses share this tuition and fee schedule. Exceptions to this schedule are noted.

## **PAYMENT POLICIES AND FINANCING OPTIONS**

Regardless of the method used to finance his/her education, all students must select a payment plan, and may be asked to sign a payment agreement at the time of registration. Argosy University offers several payment options, explained below.

### **Payment in Full**

Tuition and fees are paid in full at the time of registration.

### **Monthly Payment Plan**

Students make tuition payments in equal installments, due on the fifteenth of each month, over the course of the semester. According to this plan, the first payment is due the fifteenth of the month prior to the beginning of the semester. Students are expected to be current with their payments in order to register for the following semester. Students who are not current with their account are subject to administrative withdrawal.

### **Tuition Reimbursement**

A deferred tuition payment arrangement may be offered to students when employers are willing to remit payment directly to Argosy University.

## **Financial Aid**

Financial assistance (financial aid) awarded through Argosy University may consist of a combination of federal grants, scholarships, state aid programs, loans, and/or part-time work-study opportunities for those who qualify. Different forms of financial aid are explained later in this section.

Students complete the Free Application for Federal Student Aid (FAFSA) and the Argosy University Institutional Application for Financial Aid to apply for financial assistance. Both documents are discussed in detail later in this section. Students will receive an award letter from Argosy University, describing their Financial Aid Package. Financial aid funds are usually sent directly to Argosy University. Students who are awarded aid in excess of their educational expenses will be stipended the overage shortly after the credit is created. This overage can be used to meet indirect educational expenses.

If the financial aid awarded is not sufficient to cover a student's educational expenses, the student may pay the difference in full by the payment deadline, or sign up for a monthly payment plan at that campus. Students who have applied for financial aid and have been

awarded aid are not required to make a payment by the payment deadline provided their aid is sufficient to cover their tuition charges, and all required paperwork has been completed and received.

Students who do not have Free Application for Federal Student Aid (FAFSA) confirmation are required to make an initial payment of at least 25 percent by the payment deadline to secure their place in class. Upon receipt of a student's financial aid funds, any credit balance on the account will be stipended to the student within 14 days.

### **ESTIMATED COST OF ATTENDANCE BUDGET**

The cost of attendance budget, also referred to as the cost of education, is an estimate of the total amount of money it will cost a student to attend school per academic year. Argosy University calculates this amount using rules established by the U.S. Department of Education. The cost of attendance budget includes tuition and fees, books and supplies, loan fees, an allowance for food, housing and transportation, as well as miscellaneous or personal expenses. Extraneous costs not directly related to the completion of a student's course of study, such as car payments and cell phone bills, are not included. In addition to helping a student project his/her total education costs, the cost of attendance budget is also used to determine the maximum amount of financial aid a student is allowed to receive for a particular period of enrollment. The cost of attendance budget varies, depending on the program of study and the length of enrollment. The table below shows a listing of estimated cost of attendance budgets per academic year for full-time Argosy University students who attend summer, fall, and spring semesters.<sup>1</sup>

#### **Estimated Cost of Attendance Budget**

<b>Program</b>	<b>Per Academic Year</b>
Undergraduate	\$45,000

<sup>1</sup> Costs are effective Fall 2009 and are subject to change.

### **FINANCIAL ASSISTANCE**

Argosy University participates with federal, state, and private agencies to make various financial aid programs available to students. However, the primary responsibility for financing a college education rests upon the student and family.

#### **Types of Financial Assistance**

##### *Grants*

Grants are financial awards that do not have to be repaid. Funds are provided by the federal and state government, and are based on financial need. Federal (Title IV) and state funds of this nature exist in the form of the following:

##### **Federal Pell Grant**

This grant is only available to undergraduate students. Eligibility is based on financial need, which is determined by the information submitted on the FAFSA (explained later in this section).

### **Academic Competitive Grant (ACG)**

The Academic Competitive Grant is available to students who are receiving a Pell Grant, are full time in their first or second year of college in a degree program, who graduated from high school in 2005 or later, and who took a program of study in high school that was considered to be rigorous. Each eligible student may receive 2 years of ACG. The award is up to \$750 the first year and up to \$1,300 the second year. To receive a second year grant, the student must have a 3.0 GPA at the end of the first year.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is also only available to undergraduate students. As with the Federal Pell Grant, eligibility is based on financial need, which is determined by the information submitted on the student FAFSA. Funds in this program are extremely limited.

### **Federal Work-Study Program**

Available to graduate and undergraduate students, eligibility for this program is based on financial need. Students are offered jobs (usually on-campus) which pay at least the federal minimum wage. The number of hours to be worked during a semester is determined by the amount awarded by the program. The average work schedule ranges from ten to twenty hours per week.

### **State Aid Programs**

Many states offer financial assistance to undergraduate student residents with financial need. Argosy University currently participates in state aid and grant programs in Arizona, California, Florida, Georgia, Illinois, and Minnesota.

California Grant Subsistence Funds will be applied to the student's account at the time the funds are received from the California Student Aid Commission. The student has the right to have these funds released directly to the student and not applied to the account. To do so, the student needs to provide a written request to the Student Financial Aid Office prior to the beginning of the academic semester.

### ***Scholarships***

Scholarships are financial awards which do not have to be repaid. Funds are provided by a variety of government, civic and professional organizations as well as the school itself. Awards are made in recognition of outstanding student achievement. Student achievement can be defined in many ways—by academic talent, community service involvement, or demonstrated leadership abilities. Scholarship opportunities at Argosy University are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas.

The Argosy University campus you choose to attend will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts generally range from \$1,000 to \$5,000 for the academic year.

Scholarship awards are available in various categories and may be renewable. The campus student finance office can provide more information.

## *Loans*

A loan is financial aid which must be repaid to the lending institution. Eligibility, interest rates, payment deferment periods (if any), and loan amounts vary by the type of loan the student obtains. Loans are available in several forms, as briefly explained below:

### **Federal (Title IV) Loans**

**Federal Perkins Loan** This is a fixed-interest rate, subsidized loan. It is administered by Argosy University, and eligibility for the loan is based on financial need. Funds in this program are extremely limited.

**Federal Subsidized Stafford Loan** This is a fixed rate, subsidized loan, administered by lenders. Eligibility for this loan is based on financial need. Argosy University must certify the student's eligibility for the amount borrowed.

**Federal Unsubsidized Stafford Loan** This is a fixed rate loan, administered by lenders, and is not based on need. Argosy University must certify the student's eligibility for the amount borrowed. Payments may be deferred while the student is enrolled, however, interest accrues on the loan during that time.

**Federal PLUS (Parent Loan for Undergraduate Students)** This loan is for the parents of dependent students. Eligibility for the loan is not based on financial need, but the amount borrowed must be certified by Argosy University and the borrower must pass a credit check. The interest rate on PLUS loans is fixed and is not subsidized.

**Student Educational Loan Fund (SELF)** This loan is only available to Minnesota residents. It is not based on need and is administered by the Minnesota Office of Higher Education (MOHE).

There are borrowing limits on all of the loans described above. Criteria such as dependency status and grade level are used in defining these limits. For further information and details on the grants, scholarships and loans previously described, please see the Argosy University brochure entitled *Financing Your Argosy University Education*, or contact the Office of Student Finance at your Argosy University campus of record.

### ***Other Financial Assistance Resources***

In addition to the federal and state programs listed here, Argosy University participates in other programs designed to provide financial assistance to specific groups of students. Some of these programs include:

- Veterans Administration (VA)
- Job Training and Partnership Act (JTPA)
- Division of Rehabilitation Services (DRS)

All students who wish to be considered for financial aid assistance must establish financial aid eligibility on an annual basis. The financial aid year begins with the summer semester and concludes with the spring semester. Determining financial aid eligibility includes completing

the application process as outlined below and meeting the academic progress standards outlined in this Academic Catalog. Students must be enrolled at least half-time to be eligible for most types of financial aid.

### **Applying for Financial Assistance**

The Free Application for Federal Student Aid (FAFSA) and the Argosy University Institutional Financial Aid Application are two documents which help to determine the amount of assistance for which a student is eligible. The FAFSA is used to collect personal and financial information which is used to calculate financial need and determine eligibility for financial aid. This analysis takes into account factors such as income, assets, number of family members in the household, and the number of family members enrolled in college.

### ***Eligibility Requirements***

General eligibility requirements for federal financial aid are as follows. Students must:

- Be a U.S. citizen, a U.S. national, or an eligible non-citizen
- Have a valid Social Security number
- Possess a high school diploma, or a General Education Development (GED) certificate
- If male, be registered with the Selective Service
- Be enrolled at least half-time per semester and maintain satisfactory academic progress in an eligible degree program
- Demonstrate financial need (except for some loan programs)
- Not owe a refund on a federal student grant and not in default on federal student loan.
- Sign a statement on the FAFSA certifying that the student does not owe a refund on a federal student grant and is not in default on a federal student loan
- Not have been convicted of certain drug offenses

Non-matriculated, students-at-large, or transient students are not eligible for financial aid.

Not all programs are financial-aid eligible. For a list of programs eligible for financial aid, contact your Argosy University campus of record.

A table depicting the varying levels of enrollment in the “Academic Policies and Procedures” section of this catalog defines half-time status for each program. Different academic programs have varying definitions of half-time status. Certain financial aid programs may have additional eligibility requirements.

### ***When to Apply***

Financial aid applications are available online at [fafsa.ed.gov](https://fafsa.ed.gov) in early January. Students must reapply for financial aid each academic year.

Students should have a complete financial aid file by the following priority application dates to ensure timely receipt of financial aid funds. A complete financial aid file consists of Argosy University’s receipt of the student’s FAFSA data from the Department of Education,

an Argosy University Institutional Financial Aid Application, a completed loan entrance interview (if required), and submission of verification of other requested documents (if required).

Semester	Priority Application Date
Fall 2009	July 1, 2009
Spring 2010	November 1, 2009
Summer 2010	March 1, 2010
Fall 2010	July 1, 2010

### *How to Apply*

The following steps are required to initiate and complete the financial aid application process:

1. Obtain a PIN from the U.S. Department of Education. This is necessary for completing FAFSA online. A PIN can be requested at [www.pin.ed.gov](http://www.pin.ed.gov).
2. Complete the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must include Argosy University's federal school code (021799) on the application.
3. Complete the Argosy University Institutional Financial Aid Application. The Argosy University Institutional Financial Aid Application is available online at the [Argosy.edu](http://Argosy.edu) web site. Return the Institutional Financial Aid Form to the Office of Student Finance at your campus of record.

### *What Happens Next?*

The Department of Education processes the student's FAFSA, and sends the student a Student Aid Report (SAR). The Department of Education sends Argosy University a copy of the data called an Institutional Student Information Report (ISIR). The Argosy University Office of Student Finance uses the ISIR and Institutional Financial Aid Application to construct the student's financial aid package.

Argosy University will post the student's financial aid award letter on the student portal.

If the Federal Subsidized and/or Unsubsidized Stafford Loans are part of the financial aid package, a loan entrance interview will be necessary. The student must also complete the Stafford Loan Master Promissory Note and return it to the lender in order to receive Stafford Loan funds. The entrance interview and master promissory note are both available at <http://www.argosy.edu>.

Applications for the Minnesota SELF Loan, the Federal Parent and Federal PLUS loans, and alternative loans are available upon request.

For general questions about the financial aid programs, students should contact the Office of Student Finance at the Argosy University campus to which they are applying or currently attending. Applicants who are applying to more than one Argosy University campus should submit an Institutional Financial Aid Application for their first choice only.

### Applying for Scholarships

In order to apply for a scholarship at Argosy University, students must meet the following requirements<sup>1</sup>:

Students must have applied for admission at an Argosy University campus

- Students must be degree seeking
- Students must be enrolled at least half-time, although preference may be given to full-time students.
- Students must have completed a Free Application for Federal Student Aid (FAFSA) (international students are exempt from this requirement).

The Argosy University campus of record will determine a student's eligibility for scholarship.

### Scholarship Limitations

- Scholarships are applied to tuition only
- Scholarship applications can only be submitted to a single Argosy University campus—applications to multiple campuses will be rejected.
- Students who defer their admission to another semester will need to reapply for the scholarship.

<sup>1</sup> Scholarships are not available to EDMC employees, subsidiaries or affiliates.

## ARGOSY UNIVERSITY REFUND POLICIES

### Institutional Refund Policy

The Institutional Refund Policy applies to students, other than those attending campuses in California, Georgia, Tennessee and Virginia who officially drop all courses in a semester and provide notification to the Student Services Department. Students dropping all courses in a semester are considered withdrawn for refund purposes and are subject to the Return of Title IV Funds Policy found on page 29 of this catalog.

If Student Withdraws from the Institution	Refund Percentage
On or before the first day of classes	100%
After the first day of class but before the end of first 10% of the semester or instructional time	90%
Between the end of the first 10% and 25% of the semester or instructional time	50%
Between the end of the first 25% and 50% of the semester or instructional time	25%
After the first 50% of the semester or instructional time	0%

Fees will be refunded according to the refund percentage shown in the table above. Tuition deposits are non-refundable for students that fail to matriculate in that program of study. Refunds are made within 30 days of the withdrawal date.



**Georgia State Refund Policy**

The Georgia State Refund Policy applies to students who officially drop all courses in a semester from Argosy University, Atlanta and provide notification to the Student Services Department. Students dropping all courses in a semester are considered withdrawn for refund purposes and are subject to the Return of Title IV Funds Policy found on page 29 of this catalog.

If Student Withdraws from the Institution	Refund Percentage
On or before the first day of classes	100%
After the first day of class but before the end of first 5% of the semester or instructional time	95%
Between the end of the first 5% and 10% of the semester or instructional time	90%
Between the end of the first 10% and 25% of the semester or instructional time	75%
Between the end of the first 25% and 50% of the semester or instructional time	50%
After the first 50% of the semester or instructional time	0%

Fees will be refunded according to the refund percentage shown in the table above. Refunds are made within 30 days of the withdrawal date.

**California State Pro Rata Refund Policy**

The California State Pro Rata Refund Policy applies to students at California campuses who have not completed more than 60 percent of the course of instruction and is calculated as follows:

1. An administration (registration) fee of \$100 is deducted from the total cost of tuition and fees for the semester.
2. This figure is divided by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instructions, plus the amount of the registration fee specified in line one.
5. The refund is the amount in excess of the figure derived in line four that was paid by the student.

For example, if a student completes only four class sessions of a 10-session course, and paid \$1100 tuition, the student would receive a refund of \$600, using the calculations in the illustration below:

**Calculations Used by the California State Pro Rata Refund Policy**

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\$1100 total paid (-) \$100 administration (registration) fee = \$1000 base for refund
\$1000 tuition (÷) 10 sessions = \$100 per class session
\$100 per session (x) 4 classes attended = \$400 tuition owed
\$1100 total paid (-) \$500 tuition used plus fee = \$600 Refund

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Students who withdraw on or before the first day of class shall receive a full refund of the amount paid for institutional charges, less the application fee. Any notification of withdrawal or cancellation and any request for a refund must be made in writing.

The administrative fee is not retained if a student withdraws on or before the first day of the semester.

### **Florida Cancellation Policy**

Florida students who cancel any obligation within three working days of the original commitment will be provided a full refund.

### **Virginia State Policy**

The Virginia state policy applies to students who attend the Argosy University, Washington DC campus located in Arlington, VA. Argosy University will earn tuition and fees based on when the student last attended as follows:

- First 25% of the semester – 50% earned
- 25%-50% of the semester – 75% earned
- After 50% of the semester – 100% earned

### **Tennessee State Policy**

The Tennessee state policy to students who attend Argosy University, Nashville which is located in Nashville, TN. Argosy University will earn tuition and fees based on when the student last attended as follows:

- First 10% of the semester, 25% earned
- 10% - 25 % of the semester, 75% earned

The University may use the Institutional policy where it is more beneficial to the student.

### **COURSE ADD/DROP REFUND POLICY**

Students dropping a class must provide official notification to the Student Services Department by completing an Add/Drop Form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in this Academic Catalog.

*Note:* For weekend courses, the official start date may precede the on-campus component.

Tuition credits will be applied to the student's account according to the refund schedule below:

### *15-Week Courses*

<b>If Student Officially Drops a Course</b>	<b>Refund Percentage</b>
By noon of the second Friday after the session start date	100%
After noon of the second Friday of the session start date	0%

### *7.5-Week Courses*

<b>If Student Officially Drops a Course</b>	<b>Refund Percentage</b>
Within the first seven days of the session start date	100%
After the seventh day of the session start date	0%

## **Course Drop Refund Deadlines**

In order to receive a refund of 100 percent, students must officially drop a course through Student Services by the following dates. Please note that the deadline for 15-week courses is noon of the date listed.

### *Fall 2009 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I    7.5 -week courses	September 15, 2009
Session I    15 -week courses	September 18, 2009
Session II    7.5-week courses	November 5, 2009

### *Spring 2010 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I    7.5 -week courses	January 19, 2010
Session I    15 -week courses	January 22, 2010
Session II    7.5-week courses	March 11, 2010

### *Summer 2010 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I    7.5 -week courses	May 17, 2010
Session I    15 -week courses	May 21, 2010
Session II    7.5-week courses	July 8, 2010

## Grades

Students officially dropping a course before the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger and in the student's academic record. Students who officially drop after the end of the add/drop period and before 67 percent of instructional time will receive a grade of "Withdrawn" ("W") on their transcripts. Students who complete more than 67 percent of instructional time may not withdraw from a course. Deadlines for dropping with a "W" grade are below:

### *Fall 2009 Deadlines*

Course Type		Grade of "W" Deadline
Session I	7.5 -week courses	October 12, 2009
Session I	15 -week courses	November 15, 2009
Session II	7.5-week courses	December 1, 2009

### *Spring 2010 Deadlines*

Course Type		Grade of "W" Deadline
Session I	7.5 -week courses	February 13, 2010
Session I	15 -week courses	March 20, 2010
Session II	7.5-week courses	April 6, 2010

### *Summer 2010 Deadlines*

Course Type		Grade of "W" Deadline
Session I	7.5 -week courses	June 12, 2010
Session I	15 -week courses	July 19, 2010
Session II	7.5-week courses	August 3, 2010

## FINANCIAL AID REFUND REDISTRIBUTION POLICY

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Other federal, state, private, or institutional aid programs, if required by the program
6. Students

Argosy University will return unearned aid within 30 days of the date if:

- The student officially withdraws
- The student is dismissed, or
- The institution determines the student's withdrawal date, in the case of an unofficial withdrawal.

## **Return of Title IV Funds Policy**

Argosy University is required to use the Department of Education's Return of Title IV Funds formula for all students who received Federal Title IV Aid. A calculation will be completed for all students who withdraw from the institution up through 60 percent of the enrollment period to determine the percentage of aid earned by a Title IV recipient based on the percentage of the period that the student completed. The amount of earned aid will be determined by applying the earned percentage to the total Title IV aid that was, or could have been, disbursed to the student. The institution then follows procedures to determine if disbursed aid exceeds earned aid, or if earned aid exceeds disbursed aid. Upon completion of the calculation, the institution will (where applicable):

- Return its share of unearned Title IV funds
- Notify the student of any Title IV grant overpayment due from the student, or
- Offer any post withdrawal disbursement not credited to the student's account

Returns will be made to the federal funds in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal ACG Grant
7. Federal SEOG

Students may request a copy of the Return of Title IV Funds policy from the Office of Student Finance. Any changes to the policy will be distributed to students, posted on bulletin boards, and included in registration materials. Upon request, the Office of Student Finance will supply students with samples of Return of Title IV Funds calculations.

## **FINANCIAL AID REFUND POLICY**

All student financial aid credits will be stipended to students not more than 14 days after:

- The date on which the funds causing the overage are applied to the account
- The first day of classes for the enrollment period for which the funds are intended, or
- The date the student requests the funds or rescinds permission for the campus to retain the funds<sup>1</sup>

<sup>1</sup> If the student gives written permission, Argosy University may hold funds on their account. Students may rescind this permission at any time. Students receiving federal financial aid who withdraw or drop below half-time will have any credit balance on their accounts returned to their lenders or to the appropriate financial aid program.

## **NON-FEDERAL REFUND POLICY (MINNESOTA)**

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Aid Programs (with the exception of the State Work Study Program), the MOHE Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

## **LOAN DEFERMENT**

Loan deferments are accepted by the Student Services Department and processed by the National Student Loan Clearinghouse.

## **STUDENT TUITION RECOVERY FUND — CALIFORNIA**

California law requires that upon enrollment, a fee as to be assessed by the institution in relation to the cost of tuition (New California Education Code 894945). This fee supports 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 the following:

- Closure of the institution
- The institution's breach of or anticipatory breach of the agreement for the program of instruction; or
- 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.

It is important to note the following:

- The student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF.
- The student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund.

A third-party payer is any employer, government program, or other entity which 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.

The school collects \$2.50 per \$1,000 of tuition paid from students enrolled after January 1, 2003. This fee schedule is set by the California Bureau for Private Post-secondary and Vocational Education (BPPVE).

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. Therefore, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding, you will be asked to provide this information upon application.

# Academic Policies and Procedures

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## ENROLLMENT POLICIES

### Continuous Enrollment Requirements

Matriculated students must be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic semester satisfies this requirement (e.g., enrollment in a single 7.5-week session). Students who must take time off due to medical or other significant reasons may apply for a temporary leave from Argosy University. Students seeking temporary withdrawal status must provide an expected date of return and receive approval from the registrar and program chair. Students approved for temporary withdrawal may re-enter their program at any time prior to the anticipated return date without approval. Failure to re-enter Argosy University by the expected date of return will result in withdrawal from Argosy University. Students are permitted to take up to three semesters of temporary withdrawal. The three semesters may be taken either consecutively or intermittently. Students who fail to remain continuously enrolled and fail to provide an expected date of return will be considered withdrawn from Argosy University, and will require approval of the registrar and the program chair in order to re-enter their program. Students using federal financial aid are encouraged to consult their financial aid advisor prior to seeking a temporary withdrawal from Argosy University.

In accordance with U.S. federal regulations, international students in valid nonimmigrant status must maintain full-time enrollment as stipulated in this catalog (see below). It is the student's responsibility to stay abreast of all requirements for maintaining appropriate student status. Nonimmigrant students are urged to periodically review all federal requirements for maintaining proper status, including those for full-time study, with the campus International Student Advisor.

Students who do not register for the current semester will be considered withdrawn from the program.

### *Undergraduate Programs*

Level of Enrollment	Criteria
Full-Time	12 or more credit hours per semester
Half-Time	6-11 credit hours per semester
Less Than Half-Time	Fewer than 6 credit hours per semester

## REGISTRATION

Students intending to enroll for a given semester must do so during the registration period and complete plans for payment of tuition and fees according to the tuition payment policy.

## **Registration Priority**

Because some courses are limited in size, registration priorities have been set up to determine the order of processing in registration. Care will be taken to ensure that the priority system is fair to all students and allows registration to proceed efficiently in order of priority.

## **Add/Drop Registration**

Registered students may add a class during the registration period by submitting a signed and dated Add/Drop Request Form to the Student Services Department or by doing so online. Students will not be able to add a given class to their schedules if the course is closed.

Argosy University strongly urges all students to complete their entire course schedule during the official registration period. However, if students elect to add a course after the official registration period, they may do so by completing the Add/Drop Request Form. Adds after the official start date of a course must have campus dean or program chair approval. No adds will be allowed after the end of the add/drop period.

Students will not be permitted to add a course after the end of the add/drop period. For intersessions, students are not allowed to enter the course after its official start date. Unless otherwise authorized, students are not allowed to enter an online course after the second day of a 7.5-week course and after the fifth day of a 15-week course.

Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department or by doing so online. A fee may be charged to students submitting a request to drop a course(s) after the official start date of the course(s) or during the add/drop period.

## **Late Registration**

Late registration will be allowed, provided the courses have not been closed to additional enrollment. A late fee is assessed to any student who registers after the registration deadline.

## **COURSE AVAILABILITY/CANCELLATION**

While Argosy University makes every effort to provide sufficient course sections for students, Argosy University reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course. Enrollment in a particular course section or with a specific instructor is not guaranteed. Course instructors may change at the discretion of Argosy University.

## **COURSE TYPES AND DELIVERY METHODS**

### **Face to Face Instruction**

Face-to-Face instruction in Argosy University courses is offered in both traditional and non-traditional formats. Traditional face-to-face instruction occurs in a physical classroom facility. Non-traditional face-to-face instruction is delivered at a distance using technology to fuse the benefits of online and real-time learning.

### **In-Residence**

In-residence courses are those courses in which 50% or more of the instruction is provided in a traditional face-to-face format.



## **Blended/In-Residence**

Blended/in-residence courses are provided in part face-to-face and in part online. This mode of delivery is considered blended/in-residence learning because 50% or more of the instruction occurs in a traditional face-to-face format.

## **Blended/Online**

Blended/online courses are provided in part residentially and in part online. This mode of delivery is considered blended/online learning because less than 50% of the instruction occurs in a traditional face-to-face format.

## **Directed Independent Study**

These courses are completed on a one-to-one basis with a faculty mentor. A directed independent study course provides an opportunity for students to carry out a creative research project in an area of their choice where no course currently exists. The course may arise from an in-depth study of some aspect of a recently completed course; an analysis of new ideas, theories or concepts in education; or evaluation of new strategies used in education. Depending how instruction is provided, Directed Independent Studies may or may not fulfill residency requirements.

## **Tutorial**

These courses are completed on a one-to-one basis with a faculty mentor. Tutorial courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact formats and requirements. Depending how instruction is provided, Tutorial courses may or may not fulfill residency requirements.

## **Online Courses**

Online courses are those in which 100% instruction is delivered via the internet. Students enrolled in bachelor's and master's level programs may take 100 percent of their coursework in a fully online format. Students who wish to take 100 percent of their coursework in a fully online format do so through Argosy University Online programs. Students enrolled in 60-hour doctoral level programs must take 6 hours of in-residence courses. Students in doctoral level programs through Argosy University Online fulfill this requirement through two doctoral residencies. Residency I is taken concurrently with W7000 and must be taken as the second or third course in the student's program of study. Residency II is taken during the student's last course.

## **Off Campus**

Some programs provide courses at an off-campus location in a community setting. At most off-campus locations, courses taken cannot exceed 49% of a total program. Students taking courses off-campus should speak to their advisors regarding how many off-campus courses they are permitted to take.

## **Lecture**

Instruction in lecture courses is traditional and fully face-to-face. Lecture courses meet the definition of an in-residence course, though course length and number of meetings per week may vary by campus and program.

## **Lab**

Instruction in Argosy University laboratory courses is conducted in a traditional and fully face-to-face format, and therefore meets the criteria of an in-residence course.

## **Field Experience, Practicum, Internship, and Clinical Training**

Field Experience, Practicum, Internship, and Clinical Training courses provide students with supervised out-of-class professional experiences and take place within a health care delivery system, or other professional work environments. These are generally held in a traditional face-to-face format at a facility with which Argosy University has a relationship, and therefore are considered in-residence courses.

## **WAIVER/COURSE SUBSTITUTION**

In specified programs within Argosy University, course waivers are granted. The general waiver policies applying to all waived courses are as follows:

- Waivers are defined as a substitution of a required course with a comparable transcribed course, subject to the requirements of the program in which the student is enrolled.
- The term “waiver” is used to indicate the process of accepting courses from other institutions which satisfy specific course requirements but do not reduce total credit requirements of a program.
- Waiver requests may be submitted at any time during the admission process, until the end of the first year of matriculation.
- Waivers are not reviewed or officially granted until a student is officially accepted.
- Waived courses will appear on the transcript as “Waived Courses” under the Argosy University course name and number.

## **COURSE/CREDIT TRANSFER**

### **Courses Taken at Other Argosy University Campuses**

Every Argosy University student is assigned a campus of record. The campus of record is the Argosy University campus to which the student applied and was accepted. With prior approval of their campus dean or program chair, matriculated students may apply courses taken at another Argosy University campus to their degree program. The following guide-lines apply:

- The course must be applicable to the student’s degree program.
- The program in which the student is enrolled determines the maximum number of credit hours that may be taken at a campus other than the student’s campus of record. Contact the campus dean or program chair for further information.

*Note:* VA benefit recipients may jeopardize their eligibility for benefits by taking courses at another institution. Please contact the Student Services Department for further information.

## **Courses Taken via Distance Delivery**

There are restrictions on the amount of distance delivery course credit hours allowed. Residency requirements vary by campus and program. Please consult the campus dean or program chair for details pertaining to your program of study.

## **Courses Taken at Other Institutions**

Once students have matriculated into a program, coursework taken at other institutions will not be applied to their degree program. Exceptions may be made for students enrolled in undergraduate programs. Please contact the campus dean or program chair for further information.

## **Transfer of Argosy University Credits to Other Institutions**

Since Argosy University is a regionally accredited institution, other institutions may elect to accept Argosy University credits. However, students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by Argosy University.

Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept Argosy University credits. Argosy University encourages students to make this determination as early as possible. Argosy University does not imply, promise, or guarantee transferability of its credits to any other institution.

## **Undergraduate Transfer Credit Criteria**

College credits earned at other accredited institutions are acceptable for transfer based upon the following:

- The course must be comparable in content, goals, and level to the Argosy University course or content area for which credit is sought.
- The course must have been completed at a college or university that is accredited by an appropriate regional or national accrediting agency (generally those recognized by the Department of Education). If a national accrediting agency, it must be part of a program approved and documented by the faculty and dean of the appropriate college at Argosy University. In the case of institutions outside the United States, the appropriate state (or its equivalent) or national accreditation is required.
- The course must have equivalent number of credits as the Argosy University course.
- The course must have been taken for degree credit.
- Students must have earned a grade of “C-” or better for any course submitted.
- Official transcripts are required for transfer credit to be considered.

Students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

## ***Bachelor's Degree Programs***

The number of credits that will be awarded for transfer or prior learning is subject to the following limitations:

- Total transfer credit accepted will not exceed 90 credit hours or its equivalent. No more than 78 lower-division credit hours will be accepted. The program in which the student is enrolled determines the maximum number of credit hours eligible for transfer, and therefore the total number accepted may be less than 90 credit hours.
- The number of hours of standardized testing credits accepted will not exceed 30 credit hours or its equivalent. The program in which the student is enrolled determines the maximum number of standardized testing credits eligible for transfer, and therefore the total number accepted may be less than 30 credit hours.
- The number of hours of non-college credit, including standardized testing credits, accepted will not exceed 30 credit hours or its equivalent. The program in which the student is enrolled determines the maximum number of standardized testing credits eligible for transfer, and therefore the total number accepted may be less than 30 credit hours.

For coursework completed at other institutions, official transcripts are required for transfer credit to be considered.

Courses submitted for transfer credit are evaluated by the campus dean or program chair. In general, a lower-division course completed at another institution will transfer as lower-level credit, even when Argosy University offers the course at the upper-division level. Similarly, upper-level courses completed at another institution will transfer as upper-division credit, even when Argosy University offers the course at the lower-division level. Exceptions to this policy may occur in the case of established course equivalencies with institutions that have a transfer or articulation agreement with Argosy. A student may petition for recognition of a successfully completed lower-division course as an upper-division course with appropriate documentation (e.g., a copy of the course syllabus).

## ***Standardized Examinations***

For select bachelor's degree completion programs, Argosy University will accept a maximum of 30 credit hours of standardized testing credit. Standardized testing credit is accepted only for commonly administered and accepted tests such as the College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES). All such credit will be listed on the student's transcript and will not be removed once it has been recorded. Exam scores must meet or exceed minimum qualifying scores established by the testing agencies. A fee will be charged.

## **MATH AND ENGLISH ASSESSMENT POLICY (COLLEGE OF HEALTH SCIENCES)**

### **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 the developmental mathematics coursework. Depending upon the mathematical placement score, Mathematics Review I and Mathematics Review II may be required.

**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 Courses*	Credit Hours
ENG099 Writing Review	3
MAT096 Mathematics Review I	3
MAT097 Mathematics Review II	3

\* Not for college credit.

**Algebra Competency Requirement**

Students enrolled in the Associate of Applied Science (AAS) in Diagnostic Medical Sonography program must demonstrate competency in algebra by completing an algebra placement test. Students who do not demonstrate competency must register for, and successfully complete MAT 107 in the first semester.

**MATH AND ENGLISH ASSESSMENT POLICY  
(COLLEGE OF UNDERGRADUATE STUDIES)**

**Math Requirement**

All students must complete a math placement test in their first semester of study. Students who establish competency through testing will register for one of the college-level mathematics courses to fulfill the General Education mathematics requirement, unless they have transferred in sufficient math credit. Students who do not demonstrate competency must register for, and successfully complete MAT096 Mathematics Review I in their second semester of study.

**Writing Requirement**

Writing competency is essential for successful completion of any coursework at Argosy University. All students complete a writing placement test in their first semester of study. Students who demonstrate competency through testing will register for one of the college-level English courses to fulfill the General Education English requirements unless they have transferred in sufficient English credit.

Students who do not demonstrate competency on the placement test must register for, and successfully complete ENG099 Writing Review in their second semester of study

## **REGISTRATION POLICY FOR DEVELOPMENTAL COURSEWORK (COLLEGE OF UNDERGRADUATE STUDIES)**

Students whose placement test scores are below the established cutoff for *both* Math and Writing may not register for any other coursework in subsequent semesters until the developmental coursework is successfully completed. Students whose placement test scores are below the established cutoff in only one area (Math or Writing) may also register for other coursework per the following policies.

### **Mathematics Review**

Prior to successful completion of MAT096 Mathematics Review I, students are limited to registration in the following General Education electives: PSY101 General Psychology, SCI110 The Rise of Modern Science, SCI115 The Ecological Perspective, POL110 American Experience, BIO120 Human Anatomy and Physiology.

MAT096 Mathematics Review I may be retaken a second time, but students may not register for other courses until the developmental coursework is satisfactorily completed. Students who fail their second attempt of a developmental course will be referred to the Student Professional Development Committee to address barriers to academic readiness.

### **Writing Review**

Prior to successful completion of ENG099 English Review, students are limited to registration in the following General Education electives: PSY101 General Psychology, SCI110 The Rise of Modern Science, SCI115 The Ecological Perspective, POL110 American Experience, ECO201 Macroeconomics, ECO202 Microeconomics, BIO120 Human Anatomy and Physiology.

ENG099 English Review may be retaken a second time, but students may not register for other courses until the developmental coursework is satisfactorily completed. Students who fail their second attempt of a developmental course will be referred to the Student Professional Development Committee (SPDC) to address barriers to academic readiness.

## **TRANSCRIPTS AND STUDENT RECORDS**

The Student Services Department maintains academic records for each student. The department issues transcripts only upon receipt of a signed written request. The department will release official transcripts only when students have met all their financial obligations to Argosy University. Grade reports are mailed to students and/or made available via Student Link on the Internet. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma.

## **TRANSFER TO ANOTHER ARGOSY UNIVERSITY CAMPUS**

A student who wants to attend a different Argosy University campus may apply for an internal transfer if he or she is currently enrolled and in good standing at the time the transfer is requested. See the table entitled “Levels of Enrollment” at the beginning of this section for the definition of full-time study.

The student must submit a completed transfer application to the campus the student is currently attending. Students who are transferring, and are applying for a new degree/program, may be required to submit additional materials required for admission to the new degree/program. The campus the student is attending will be responsible for forwarding the application and a photocopy of the student’s academic file to the admission department of the transfer campus upon the student’s request. The Admissions Department will notify the transferring student if additional documents are required.

Internal transfers may not be guaranteed. The Admissions Committee will review criteria including space availability, performance in the current program, and other relevant factors to determine if the transfer is approved or denied.

Students must fulfill all financial obligations at their current campus before a transfer is complete. Students internally transferring within Argosy University will receive credit for courses taken at the previous campus based on the following:

- Courses are accepted for transfer if the course is a requirement, including electives, of the degree program at the new campus.
- Courses with the same course name and number at both campuses, in which the student has received an acceptable grade according to the requirements of the new campus, will automatically transfer to the new campus.
- The new campus will evaluate other courses to determine their eligibility toward degree requirements.

The campus may require that transferring students fulfill specific degree requirements of their program, such as successfully passing a Comprehensive Examination. Courses taken at another Argosy University campus will be applied to the student’s overall GPA.

*Note:* VA benefit recipients may jeopardize their eligibility for benefits by transferring.

## **STUDENT-AT-LARGE STATUS**

Students who wish to take courses without completing the admission application requirements may enroll as students at-large (non-degree students). Applicants for student-at-large status must provide transcripts for the highest degree attained and any subsequent coursework. An immunization form may also be required. Students-at-large who wish to take classes at more than one campus, must apply to each campus. Students-at-large are ineligible for intercampus registration or transfer.

Students-at-large pay the standard tuition rate and are ineligible for financial aid.

Credit is granted, grades are recorded, and students are required to satisfy all academic

requirements, including prerequisites, for courses taken. Students may be permitted to apply a specified number of credit hours to a degree program upon acceptance to the program. Students who wish to apply credit hours to an undergraduate degree may apply up to 9 credit hours.

Students-at-large planning to formally apply for admission to a program should have their intended course selection approved by the appropriate campus dean or program chair to ensure their relevance and later applicability to the program.

Individuals who have previously matriculated at the campus but are not in attendance currently, or who previously have been denied regular admission, must petition the campus dean or program chair in order to register as a student-at-large.

Graduates of Argosy University may register for continued coursework as students-at-large. No application is necessary. The number of non-matriculated students in any class will be limited. Argosy University reserves the right to limit courses for which a non-matriculated student may register, as well as to assess the suitability of a non-matriculated student for any course.

### **Admission to Degree-Seeking Status**

Registering as a non-matriculated student in no way guarantees or implies admission to any degree programs.

## **ATTENDANCE**

Students are expected to be punctual to all classes and practicum. Absences should occur only for such urgent reasons as ill health or critical emergency. Whenever possible, students should notify the faculty of these absences in advance. Excessive late arrivals or absences, regardless of the reason, may jeopardize a student's academic standing.

Online and blended courses offered at Argosy University require, at a minimum, weekly participation (not just weekly log-in) by the student unless granted a documented exception by the instructor. Online courses start on the first day of the semester or session. A student who does not participate in the course within the first five days (including weekend days) of a 7.5-week session, or within the first 10 days (including weekend days) of a 15-week semester, and has not submitted an official Add/Drop Form, will be dropped from the course automatically and receive a refund based on the applicable Argosy University refund policy.

### **Attendance Policy in Undergraduate Programs**

Except as otherwise required, 33% absenteeism in a course will result in attendance failure. This equals 15 hours of instruction in a three credit hour course (typically five classes in a 15-week course or three classes in a 7-1/2-week course). Students with 33% or greater absenteeism in a course will receive an automatic "F" grade. Individual courses may have more restrictive policies in place and students will be held to the more restrictive policy. In blended courses (those consisting of in-residence and online components), students missing equal to or greater than eight hours of in-residence instruction will receive an automatic "F" grade in the course. Students are marked as present or absent for the entire class when attendance is taken.



Partial attendance for the course is not given if a student arrives after attendance is taken. Students should also review the policies on Standards for Academic Progress and Repeating Courses in the Academic Catalog for information related to probation or dismissal resulting from poor academic performance.

## **FACULTY ADVISEMENT**

Upon admission to a program, each new student is assigned an advisor who will guide the student in the selection of course and general academic matters. Student advising is an important part of the Argosy University program. In the event that a student and his or her advisor are unable to develop a harmonious working relationship, a student may request a new advisor, upon written request in a letter directed to the campus dean or program chair or a designee. If the campus dean or program chair or a designee is the advisor for whom the student seeks a replacement, the written request should be directed to the campus vice president of Academic Affairs or designee. Advisor assignment varies by campus. See the program chair for your program of study at your campus of interest for details.

## **WITHDRAWAL POLICY**

Argosy University considers a student as withdrawn when he or she fails to register for the current semester. A student wishing to withdraw from Argosy University should submit a letter to the Student Services Department requesting withdrawal. Any student in good standing who wishes to discontinue study will be withdrawn. The student must resolve any financial obligations to Argosy University before receiving an official transcript from the Student Services Department.

### **Withdrawal Date**

For official withdrawals, a student's withdrawal date is:

- The date the student began the withdrawal process, or
- The date the student officially notified the institution, in writing or orally, of his or her intent to withdraw.
- Any earlier or later date which the institution documents as the last date of academically related activity by the student.

For unofficial withdrawals, a student's withdrawal date is:

- The midpoint of the payment period or period of enrollment
- or
- Any earlier or later date which the institution documents as the last date of academically related activity by the student

If a student begins the withdrawal process and otherwise officially notifies the institution of his or her intent to withdraw, the withdrawal date is the earlier of the two unless the institution documents a later last date of attendance. An academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution.

## GRADE LEVEL CLASSIFICATION

Undergraduate students are assigned to a grade level based on the total number of credit hours earned. Levels are determined as follows:

Grade Level	Credit Hours Earned
Freshman	0 – 24 completed credit hours
Sophomore	25 – 59 completed credit hours
Junior	60 – 89 completed credit hours
Senior	90+ completed credit hours

## CREDIT SYSTEM

Academic credit at Argosy University is granted using the semester credit hour system. To earn one semester credit hour, a student must complete 15 hours of lecture, 30 hours of lab, or the equivalent in directed study. The hours required for credit in clinical training/internship vary. Please consult your program chair for specific information.

## GRADE POINT SYSTEM

Student performance is based on and recorded in a letter grading system with corresponding point equivalents:

Grade	Grade Point Equivalent	Grade	Grade Point Equivalent
A	4.0 grade points	C	2.0 grade points
A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	D-	0.7 grade points
C+	2.3 grade points	F	0.0 grade points

## Additional Grades

### *Audit ("AU")*

An audit is not used in computing the grade point average. Admission into a course for audit is at the program chair's discretion. Students are not allowed to audit experiential courses.

### *Credit ("CR")*

This represents a passing grade for certain designated courses or earned transfer credit. This grade is not included in computing a grade point average.

### *Incomplete ("I") and Incomplete in Progress ("IP")*

A grade of "I" is given at the faculty member's discretion to a student who has not completed all course requirements, but has attended at least 67 percent of the course. Any course for which a student receives an "I" must be made up within ten days after the end of the session. A student who, because of medical or other serious factors, cannot reasonably make up an "I" within the ten day timeframe may receive an "IP" (Incomplete in Progress) with approval of the program chair and faculty member. Requirements for an "IP" grade must be fulfilled by the end of the next semester. A grade of "I" or "IP" that is not made up by the required date

will automatically be changed to an “F.” Students must meet with the faculty member to develop a contract that stipulates the requirements for completing the course. The contract will include the length of time for completion and the consequences for failure to complete the requirements. A grade of “I” or “IP” is changed to the permanent grade once it is submitted by the faculty member.

### ***No Credit (“NC”)***

This represents a failing grade for certain designated courses. This grade is not included in computing a grade point average.

### ***Not Received (“N”)***

This indicates that a grade has not been turned in by the faculty member to the Student Services Department.

### ***Progressing (“PR”)***

Progress is being made toward completion of a clinical research project, dissertation, thesis or similar project. Grade becomes credit when all requirements are complete.

### ***Withdrawn (“W”)***

Students withdrawing from a course by the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student’s ledger and in the student’s academic record. Students who officially drop after the end of the add/drop period and before 67 percent of the academic session has elapsed will receive a “W” on their transcripts. Students who have completed more than 67 percent of the academic session may not withdraw from a course.

## **AUDIT POLICY**

To audit a course, students must obtain the permission of the campus dean or program chair, submit a request at the time of registration, and pay the regular tuition.

## **REPEATING A COURSE**

When a student retakes a course, the former grade remains on the student’s transcript and is used in assessing the student’s academic progress. This includes evaluation for Satisfactory Academic Progress, Academic Probation, and Academic Dismissal. However, after students retake a course, only the latter grade is used in the calculation of the GPA.

## **GRADE APPEAL PROCEDURES**

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the program chair or associate dean. Students may appeal a grade or an evaluative comment only during the semester following issuance of the grade or evaluative comment. The written appeal must include the grounds upon which the student believes the grade is not correct. Those grounds include the following: the application of nonacademic criteria in the grading process, the assignment of a grade to the student for reasons other than the student’s academic performance in the course, or miscalculation of the grade according to grading criteria contained in the course syllabus

or other posted or distributed course information. The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student's claim. The program chair or associate dean shall review the appeal and issue a written response.

If, after receiving a written response to the grade appeal from the program chair, the student wishes to pursue the issue, he/she must, within 14 days, request in writing further investigation from the campus vice president of Academic Affairs. The campus vice president of Academic Affairs will review the findings and issue a written response. The final authority rests with the chief academic officer of the campus and is not subject to the grievance procedure policies in Section 2, Institutional Policies, "Student Grievance Procedure for Internal Complaints and Harassment." After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outline in Section 4, Student Rights and Responsibilities.

If the faculty member involved is the program chair or associate dean, the written grade appeal is submitted to the campus chief academic officer. If the faculty member involved is the campus chief academic officer, the written grade appeal is submitted to the campus president.

The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student's academic file. A copy of the report will be given to the student. If the student believes the evaluative comment to be inaccurate, misleading, or in violation of the privacy or the rights of the student, the student may insert a written statement in the record.

*Grade Changes*

If a grade appeal results in a recommended change of grade, the course instructor will forward a completed Grade Change Form to the Student Services Department. Grade changes may only occur during the semester following issuance of the grade or evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the campus chief academic officer.

**CRITERIA FOR UNDERGRADUATE HONOR DESIGNATION**

To promote academic excellence and to recognize exemplary academic achievement at the undergraduate level, the following system is used for honor designations on a semester basis and upon graduation.

**Semester Honor Designation**

Any student who enrolls for and completes 12 credit hours or more in a semester and meets the following criteria may receive the corresponding designation:

Semester Honor Designation	Semester GPA
President's List	4.0
Dean's List	3.70 – 3.99
Honors	3.50 – 3.69

## Honor Designation at Graduation

Any student who achieves a cumulative grade point average (CGPA) that meets or exceeds the following levels will receive the corresponding honor designation at graduation:

Graduation Honor Designation	CGPA
Summa Cum Laude	3.90 – 4.0
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

## STANDARDS FOR ACADEMIC PROGRESS

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

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

### Cumulative Grade Point Average

To continue enrollment in an academic program, students must maintain a cumulative grade point average (CGPA) of 2.00 or above. CGPA is reviewed at the end of each semester. Students who fall below the aforementioned CGPA cutoffs are deemed to be on Academic Probation. Students who fail to raise their CGPA above the cutoffs within 2 semesters (See "Probation" policies in Section Seven, Academic Policies and Procedures in this catalog) are deemed as not making Satisfactory Academic Progress and are academically dismissed.

### Incremental Completion Rate

To continue enrollment in an academic program, students must successfully complete at least 67 percent of the cumulative course credit hours attempted at Argosy University. The incremental completion rate (ICR) is reviewed at the end of each semester.

### Maximum Allowable Time Frame

Students must successfully complete all program requirements within 150 percent of the program length based in credit hours. The maximum allowable time frame 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.

### Examples

- Students enrolled in a 36 credit hour program can attempt 54 credit hours.
- Students enrolled in a 60 credit hour program can attempt 90 credit hours.

All grades are included in the maximum allowable credit hours and incremental completion rate calculations. Transfer credits that reduce total program credit hour requirements will reduce the maximum allowable time frame. Students may also be required to meet calendar maximum time frame requirements in certain programs and should review the graduation requirements listed in the program description.

## **Factors Affecting Academic Progress**

In addition to dropping coursework, students should be aware that the following can affect academic progress:

### ***Repeating Courses***

Students who receive a failing grade in a required course within their program must repeat and pass that course. Failing grades will be included on the transcript. However, only the grade in the repeated course will be included in the cumulative grade point average. The credit hours for both the failed course and the passed course will be counted in the credit hours attempted.

### ***Incomplete Grades***

An “Incomplete” (“I”) grade may be issued to students who do not complete course requirements by the end of the session. Students must complete the requirements of the contract established with the respective faculty member or receive an “F” for the course. The incomplete course will count in credit hours attempted. Only the final grade will be included in the cumulative grade point average.

All other courses taken for credit at Argosy University will be counted in the credit hours attempted and in the calculation of the cumulative grade point average (CGPA).

## **PROBATION**

### **Academic Probation**

The conditions under which students are placed on academic probation are not limited to failure to meet the standards for academic progress requirements. Students should review the “Student Rights and Responsibilities” section of this catalog.

All students, regardless of the program in which they are enrolled, will be placed on academic probation if:

- The cumulative grade point average (CGPA) is below 2.00 at the undergraduate level, or 3.00 at the graduate level at the end of a semester.
- The student has failed to earn 67 percent of credit hours attempted on a cumulative basis at the end of a semester.

Unless granted an exception due to extenuating circumstances, a student on academic probation status is deemed to be making satisfactory academic progress and remains eligible for financial aid for up to two semesters.

### **Removal from Academic Probation**

#### ***Criteria for Removal from Academic Probation***

Students will be removed from academic probation when they have met the standards for academic progress.

#### ***Schedule for Removal from Academic Probation***

After being placed on academic probation, students will have a maximum of two semesters to meet the standards for academic progress.

## **General Probation**

The administration and faculty may request that the Student Professional Development Committee (SPDC) or Student Conduct Committee (SCC) review any student whose professional performance indicates deficiencies in performing the work required of students within their respective programs. The SPDC may refer students to the SCC with a recommendation of general probation. The SCC may place the student on general probation and require remediation steps as deemed appropriate. The student must agree to all reasonable conditions in order to remain enrolled.

### ***Criteria for Removal from General Probation***

The body that placed the student on general probation (the SPDC or SCC) determines the conditions under which students placed on general probation shall be removed. The conditions must be clearly stated in writing and sent to the student.

### ***Schedule for Removal from General Probation***

The body that placed the student on general probation (the SPDC or SCC) will determine the schedule under which the student placed on general probation shall be removed, as well as make the determination as to the satisfaction of the terms of the probation.

## **DISMISSAL**

### **Academic Dismissal**

After the second and final semester of probation, students in term-based programs who have not met the standards for academic progress will be dismissed. If the student is readmitted after successfully appealing his/her dismissal, the student will re-enter on probation and be required to meet the standards for academic progress within two semesters or be dismissed. Students successfully appealing his/her dismissal will re-enter on probation and be required to meet the standards for academic progress within 12 attempted credit hours or be dismissed. Please note that students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the maximum allowable time frame.

Students who have been dismissed are prohibited from taking or continuing in coursework at any Argosy University campus or online, regardless of circumstance or pending appeal. Students must successfully appeal a dismissal in order to re-enter any Argosy University campus or program.

### **Other Reasons for Dismissal**

Students may be dismissed from Argosy University for other reasons than those stated above if the institution determines that they cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program. Dismissal normally occurs when the Student Conduct Committee or campus president makes a decision for dismissal and communicates that decision to the student.

It is the responsibility of all students to be familiar with the Argosy University Ethical Code of Conduct, found in section 4, "Student Rights and Responsibilities."

### *Health Sciences Students*

Students enrolled in the Veterinary Technology, Histotechnology, Radiation Therapy, Diagnostic Medical Sonography (General and Echocardiography concentrations) and Radiologic Technology, Medical Assisting, and Medical Laboratory Technology Programs will be dismissed from the program for:

- Receipt of a second grade of “D+” or below for the same technical course
- Receipt of a second grade of “D+” or below for the same general education course

Students enrolled in the Dental Hygiene program will be dismissed from the program for:

- Receipt of a grade of “D+” or below in any technical and general education courses

### **Failed Course Policy in Capped Programs (Diagnostic Medical Sonography–General and Echocardiography Concentrations, Radiation Therapy, and Radiologic Technology)**

If a student fails a course, the student may return to the program as long as a seat is available.

If a student is offered another opportunity to join another cohort due to a failure or temporary withdrawal from the University, they may have to wait one or more terms until a clinical site is available to complete their internship. In this event, graduation would be delayed pending successful completion of the internship.

### **POLICY GOVERNING SATISFACTORY PROGRESS AND RECERTIFICATION OF BENEFITS FOR ELIGIBLE VETERANS**

If a student receiving VA benefits does not meet the standards for academic progress requirements as defined earlier, and is placed on academic probation, a notation of this status is placed in the student’s file. If, following placement on academic probation, a VA student does not meet the requirements at the end of two consecutive evaluation periods, VA students cannot be recertified, benefits are terminated, and the VA will be notified. Students have the right to submit a statement of mitigating circumstances with the VA notification.

### **COMMENCEMENT AND PETITION TO GRADUATE**

All students who wish to graduate, even those who do not intend to participate in the annual commencement ceremonies, must submit the appropriate graduation application form (called the Petition to Graduate Form at some campuses) and appropriate fees to the Student Services Department by the deadline date of their campus. This and all forms are available from the Student Services Department. Students who complete graduation requirements at other times during the year will be recognized as a graduated student and receive a letter of completion.



# Student Life

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## **ENROLLMENT VERIFICATION**

Students may obtain a letter from the Student Services Department verifying their enrollment as documentation for student discounts, insurance, loan deferments, or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent.

## **TRANSCRIPT REQUESTS**

Requests for transcripts are made to the Student Services Department. Argosy University provides a Transcript Request Form. The Family Educational Rights and Privacy Act of 1974 requires all transcript requests to be submitted in writing and to be signed by the former or current student. Telephone requests for transcripts cannot be processed.

## **HOUSING**

Argosy University does not offer or operate student housing. At some campuses, the Student Services Department maintains a list of housing options as well as a list of Argosy University students who wish to share housing. Contact the Student Services Department at your campus for more information.

## **SUPPORT SERVICES**

Each campus of Argosy University offers students a wide range of personal and professional opportunities designed to support students' educational programs and learning needs that are not available through courses or practicum. Services vary by campus according to the needs of each student population. These support services range from a Student Government Association to lecture/workshop series, special-interest groups, and common hours. Students are encouraged to contact the campus Student Services Department for a full description of co-curricular activities.

## **COUNSELING SERVICES**

Counseling services are available at some campuses. Argosy University is committed to assisting students in integrating the many aspects of their lives while supporting personal growth and development. Services include short-term counseling, consultation, and referral to community agencies. Local referral lists may also be available at campuses that do not provide counseling services.

## **TUTORING SERVICES**

Argosy University is committed to supporting students' academic needs. To this end, tutoring services are available for many courses at many campuses. Interested students should contact their Student Services Department for assistance in obtaining tutoring services.

## **STUDENT GOVERNMENT**

The primary purpose of the campus student government associations or student senates is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, student government often influences policy making on the campuses. The student government is also responsible for organizing social gatherings and events promoting honor societies, providing confidential advice relating to Argosy University matters to students requesting such assistance, assisting with orientation, and selecting student representation for committees.

## **LECTURE, SYMPOSIA, AND WORKSHOP SERIES**

Periodically campuses invite distinguished professionals from a variety of academic fields to present lectures and conduct workshops or symposia. Open to the community, these presentations provide an opportunity for students, alumni, and faculty to discuss issues of interest.

## **SPECIAL INTEREST GROUPS**

Campuses coordinate special interest groups that discuss ideas related to a specific topic. Composed of faculty and students, these groups cover a variety of issues. Participation in these groups is available without charge to any interested student.

## **CAREER SERVICES**

At some Argosy University campuses, Offices of Career Services are available to assist currently enrolled students in developing their career plans and reaching their employment or graduate school goals. Career services provided include, but are not limited to, one-on-one career counseling, special career related workshops and programs, coaching for résumé, Curriculum Vitae, and cover letter development, résumé referral to employers, mock interviews, local industry information and research, on-site employer recruiting events and career/job fairs. Students should contact their campus directly to determine the services available at their location.

## **ALUMNI ASSOCIATION**

At some Argosy University campuses, alumni associations have been formed. Alumni are encouraged to become members and to get involved in all aspects of the organization.

## **PROFESSIONAL ASSOCIATIONS**

Argosy University encourages students to join professional organizations that reflect each student's career path. Students in the College of Health Sciences are encouraged to join the following national organizations: American Society of Radiologic Technologists (ASRT), American Society of Clinical Laboratory Science (ASCLS), National Society for Histotechnology.

## **HONOR SOCIETIES**

Several campuses include honor societies as an important component of the student activities programs. Students should consult with the Student Services Department for further information.

## **STUDENT FORUMS**

Several campuses schedule periodic town hall meetings or student forums for the open discussion of issues of concern to the students.

## **BOOK PURCHASE**

### **MBS Direct**

At most campuses, textbooks and course packets are conveniently made available to Argosy University students through MBS Direct, a national textbook distributor. MBS Direct maintains a current list of Argosy courses and the required books/materials for those courses. Students can access MBS Direct in several ways:

- Order over the Internet at <http://www.mbsdirect.net>.
- Call MBS Direct at 800.325.3252 and give the school name, course name, and course number
- Fax the MBS Direct Order Form to 800.325.5152
- Mail the Order Form to:

MBS Direct

P.O. Box 597

Columbia MO 65205

[Express orders to MBS Direct, 2711 West Ash, Columbia, MO 65203]

Payment may be made by credit card (Visa, MasterCard, Discover, and American Express), check, or money order. Orders are shipped within 24 hours.

MBS operators are available to take your call as follows:

- Monday through Thursday, 8:00 a.m. to 10:00 p.m. EST/EDT
- Friday, 8:00 a.m. to 7:00 p.m. EST/EDT
- Saturday, 9:00 a.m. to 1:00 p.m. EST/EDT

The operators will inform inquirers of the availability of used books and optional materials.

### ***Used Books***

While students may purchase new books, the MBS textbook buyers make every effort to maximize the number of used books available, providing a 25 percent savings.

### ***Delivery***

Textbooks are delivered directly to the student using UPS tracking. There are three methods of shipping available: Ground (three to five days), Second Day Air, and Next Day Air.

The charges for the delivery are based on current UPS rates based on weight of the package and where the package is being shipped.

### ***Textbook Buyback***

Books may be sold back to MBS by calling the toll-free number to determine the current value of the book. For books with resale value, MBS will send a check directly to the seller.

## **Campus Bookstore**

At some campuses, students may purchase their books at an on-site bookstore or nearby local bookstore.

## **Electronic Books**

Some programs will utilize an electronic book(s). Once registered for a course, a student will gain access to their electronic book three days prior to the course start and through the online platform. Students will have the option to print the e-book one time. Students will also have the option to purchase a hard copy of the textbook through a third party at their own expense.

## **DIVERSITY**

The student bodies of the Argosy University campuses are noted for their diverse social, ethnic, economic, and educational characteristics. The academic programs and social life of the campuses foster the development of attitudes and skills essential to working with a wide range of individuals and populations. Some campuses feature a Minority Student Union or Diversity Committee that supports minority students, promotes diversity, increases cross-cultural sensitivity, organizes ethnic events, provides academic support and referral services, and facilitates communication.

## **NEWSLETTERS**

Several campuses publish their own campus newsletter to promote campus events and student activities and enhance communication. These publications also enable students to practice their journalistic and leadership skills. Interested students should contact the Student Services Department to volunteer to serve on the publication staff at the campus.

## **LIBRARY RESOURCES**

Argosy University's library collections contain a wealth of subject-specific research materials to support the University's programs of study. Accessible both on and off campus, Argosy University's online resources feature nearly 25,000 full-text journals and over 34,000 electronic books and other content, covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog at <http://library.argosy.edu>. Librarians are available to provide research and reference assistance in scholarly pursuits and in support of lifelong learning.

# General Education Curriculum

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## MISSION AND GOALS

The General Education Curriculum is an integrative approach to student learning which aims to develop competency in the basic academic skills of higher education, extend a capacity for intellectual inquiry, understand the connectedness of human knowledge, encourage sensitivity to the diversity of human cultures, and create a desire to achieve personal and professional excellence.

More specifically, the objectives of the General Education Curriculum establish the context within which relevant coursework is intended to provide students a full range of educational experiences. Thus, the goals of the General Education Curriculum are:

- To promote active thinking and a curiosity that will enhance independent, intentional and life-long learning.
- To develop critical thinking skills that will support rational and evaluative approaches to research and problem solving in a wide range of personal and professional activities.
- To strengthen written and oral communication skills.
- To expand awareness of the worldwide community and the interdependence of its citizens.
- To increase application of scientific principles that influence contemporary life and current technologies.
- To advance a comprehension of the moral dimension of life and the ethical standards that are embedded within interpersonal, social, and professional relationships.
- To foster an appreciation for the range of creativity expressed in the arts and across diverse cultures.

## COURSE REQUIREMENTS AND CURRICULUM DESCRIPTION

Students in the College of Health Sciences are required to take courses from each of these five General Education Curriculum areas:

- Communications
- Humanities
- Social sciences
- Natural/physical sciences
- Mathematics

Students in the College of Undergraduate Studies are required to take courses from each of these six General Education Curriculum areas:

- Academic and Interpersonal Skills
- Communications
- Humanities
- Social sciences
- Natural/physical sciences
- Mathematics

These requirements are consistent with the aim of providing students with sufficient breadth of exposure to the range of human inquiry. It is intended that the student's experience and competence in these diverse areas will contribute to his or her success academically and professionally. More specifically, skills in writing, mathematical calculation, and critical thinking are built into the various General Education course offerings. These skills will serve the student both in the classroom and the workplace.

While it is true that students benefit from taking some of the General Education courses prior to their major coursework, students are encouraged to spread at least some of their General Education courses throughout their degree programs.

The number of courses that students must take in total and within each distribution area is determined by each student's degree level (see tables on following pages). Students may choose courses from within each area as long as they satisfy the distribution, overall General Education credit hour, and state requirements specified for their degree level and program. Argosy University requires all undergraduate students to take specific courses described in the following sections. This reflects the belief that some skills, knowledge, and academic experiences are fundamental to higher education and the professions.

Students may satisfy some portions of the General Education Curriculum requirement by transferring credits from other institutions according to Argosy University's transfer credit policy. The transfer policy does not require that students complete a certain percentage of General Education credit hours at Argosy

University. Students may transfer to Argosy University any or all of the credit hours required by the Argosy University General Education program with the exception of courses in the Academic and Interpersonal skills distribution area.

As long as coursework is from a regionally accredited institution of higher education and otherwise meets Argosy University's standards for transfer credit, the student may satisfy the minimum General Education requirement by this means.

The tables on the following pages indicate the minimum General Education Curriculum requirements for undergraduate degrees at Argosy University. Some courses are required to comply with state and program requirements. Other courses may be taken as electives to complete the minimum total credit hour requirement.

# GENERAL EDUCATION CURRICULUM AND CREDIT DISTRIBUTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMS

## College of Health Sciences

### Credit Hours Required for Degree

<i>General Education Distribution Requirements Course Numbers and Titles</i>	<i>Semester Credit Hours</i>	<i>Associate of Applied Science</i>	<i>Associate of Science</i>	<i>Bachelor of Science</i>
<b><i>Communications</i></b>		<b>6</b>	<b>6</b>	<b>6</b>
COM104 Persuasion	3			
COM105 Organizational Communications	3			
COM401 Negotiation and Conflict Management	3			
COM450 Communication, Gender and Culture	3			
ENG101 Composition I	3			
ENG102 Composition II	3			
<b><i>Humanities</i></b>		<b>3</b>	<b>6</b>	<b>6</b>
ENG103 Literary Experience	3			
ENG401 Shakespeare Today	3			
HUM440 Critical Thinking: Common Sense and Everyday Life <sup>1</sup>	3			
HUM401 American Voices	3			
PHI101 Ethics in Contemporary Society	3			
PHI102 World Religions	3			
<b><i>Social Sciences</i></b>		<b>3</b>	<b>6</b>	<b>6</b>
ECO201 Macroeconomics	3			
ECO202 Microeconomics	3			
POL110 American Experience	3			
PSY180 Interpersonal Effectiveness	3			
SOC110 Sociology in a Global Perspective	3			
SOC115 Loss and Grief	3			
SOC416 Sociological Perspectives on Class, Ethnicity, and Gender	3			
<b><i>Natural Sciences</i></b>		<b>3</b>	<b>3</b>	<b>6</b>
BIO110 Understanding Human Anatomy <sup>2</sup>	3			
BIO115 Fundamentals of Human Physiology <sup>3</sup>	3			
BIO120 Human Anatomy and Physiology	3			
PHY105 General Physics	3			
SCI110 Rise of Modern Science	3			
SCI115 Ecological Perspectives	3			
<b><i>Mathematics</i></b>		<b>3</b>	<b>3</b>	<b>6</b>
MAT104 Statistics and Probability	3			
MAT107 College Algebra	3			
MAT110 Pre-calculus Mathematics <sup>4</sup>	3			
<b><i>Elective Credit Hours</i></b>		<b>3</b>	<b>6</b>	<b>0</b>
<b><i>Total General Education Credit Hours</i></b>		<b>21</b>	<b>30</b>	<b>30</b>

*Required course; transfer credit is not accepted*

*Required course, or equivalent credit hours*

- 1 Students in the Associate of Science in Dental Hygiene program are required to take HUM440 Critical Thinking: Common Sense in Everyday Life.
- 2 Students in all programs except the Associate of Applied Science in Veterinary Technology are required to take BIO110 Understanding Human Anatomy .
- 3 Students in the Associate of Science in Dental Hygiene program are required to take BIO115 Fundamentals of Human Physiology.
- 4 Students in the Associate of Science in Radiation Therapy program are required to take MAT110 Precalculus Mathematics.

**GENERAL EDUCATION CURRICULUM AND CREDIT DISTRIBUTION REQUIREMENTS FOR  
UNDERGRADUATE PROGRAMS**  
**College of Undergraduate Studies**

*Credit Hours Required for Degree*

<i>General Education Distribution Requirements Course Numbers and Titles</i>	<i>Semester Credit Hours</i>	<i>Bachelor of Arts</i>	<i>Bachelor of Science</i>
<b><i>Communications</i></b>		<b>6</b>	<b>6</b>
ENG101 Composition I	3		
ENG102 Composition II	3		
COM104 Persuasion <sup>1</sup>	3		
COM105 Organizational Communication <sup>2</sup>	3		
COM450 Communication, Gender, and Culture <sup>3</sup>	3		
<b><i>Academic and Interpersonal Skills</i></b>		<b>6</b>	<b>6</b>
PSY180 Interpersonal Effectiveness <sup>4</sup>	3		
ASP100 Skills for Success	3		
<b><i>Humanities<sup>5</sup></i></b>		<b>6</b>	<b>6</b>
ENG103 The Literary Experience	3		
ENG401 Shakespeare Today <sup>6</sup>	3		
HUM401 American Voices <sup>7</sup>	3		
HUM440 Critical Thinking: Common Sense and Everyday Life <sup>8</sup>	3		
PHI101 Ethics in Contemporary Society	3		
PHI102 World Religions	3		
<b><i>Social Sciences<sup>9</sup></i></b>		<b>6</b>	<b>6</b>
ECO201 Macroeconomics <sup>10</sup>	3		
ECO202 Microeconomics <sup>11</sup>	3		
POL110 American Experience	3		
PSY101 General Psychology	3		
SOC110 Sociology in a Global Perspective	3		
SOC116 Sex, Power, and Socialization	3		
SOC416 Sociological Perspectives on Class, Ethnicity, and Gender <sup>12</sup>	3		
<b><i>Natural Sciences</i></b>		<b>6</b>	<b>6</b>
BIO120 Human Anatomy and Physiology	3		
PHY105 General Physics	3		
SCI110 The Rise of Modern Science	3		
SCI115 The Ecological Perspective	3		
<b><i>Mathematics</i></b>		<b>6</b>	<b>6</b>
MAT106 Quantitative Literacy	3		
MAT109 General Education Mathematics	3		
MAT112 General Education Statistics	3		
<b><i>Elective Credit Hours<sup>13</sup></i></b>		<b>6</b>	<b>6</b>
<b><i>Total General Education Credit Hours</i></b>		<b>42</b>	<b>42</b>

Required course, transfer credit is not accepted

Required course or equivalent credit hours

- <sup>1</sup> COM104 Persuasion is an elective option within the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy the Communications distribution requirement.
- <sup>2</sup> COM105 Organizational Communication is a required course for the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy Communications distribution requirement.
- <sup>3</sup> COM450 Communications, Gender, and Culture is an elective option within the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy the Communications distribution requirement.
- <sup>4</sup> PSY180 Interpersonal Effectiveness is applied to the Social Sciences distribution requirement for students at Argosy University, Twin Cities.
- <sup>5</sup> Students at Argosy University, Twin Cities are required to complete 9 credit hours within the Humanities category.
- <sup>6</sup> ENG401 Shakespeare Today is an elective option within the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy the Humanities distribution requirement.



- 7 *HUM401 American Voices is an elective option within the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy the Humanities distribution requirement.*
- 8 *HUM440 Critical Thinking: Common Sense in Everyday Life is a required course for the Bachelor of Arts in Liberal Arts program and cannot be taken to satisfy the Humanities distribution requirement.*
- 9 *Students at Argosy University, Twin Cities are required to complete 9 credit hours within the Social Science category. PSY180 Interpersonal Effectiveness is applied to the Social Sciences distribution requirement as noted above.*
- 10 *Students in the Bachelor of Science in Business Administration program are required to take ECO201 Macroeconomics to satisfy the Social Sciences distribution requirement.*
- 11 *Students in the Bachelor of Science in Business Administration program are required to take ECO202 Microeconomics to satisfy the Social Sciences distribution requirement.*
- 12 *SOC416 Sociological Perspectives on Class, Ethnicity, and Gender is a required course for the Bachelor of Arts in Liberal Arts and cannot be taken to satisfy the Social Sciences distribution requirement.*
- 13 *The General Education requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours. Students are required to complete 9 credit hours of general education elective courses. Students at Argosy University, Twin Cities are required to complete 3 credit hours of general education elective courses.*
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# College of Health Sciences

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## **MISSION STATEMENT**

The Argosy University College of Health Sciences is committed to preparing students to provide quality health care, by instilling knowledge, skills, and ethical values of professional practice and to foster values of social responsibility with a commitment to lifelong learning.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

### ***Associate of Applied Science in Diagnostic Medical Sonography Program***

Argosy University, Twin Cities offers an Associate of Applied Science (AAS) degree in Diagnostic Medical Sonography program, which prepares students to work as healthcare professionals, to interact with other healthcare professionals and patients in a professional and ethical manner, to develop the best possible technical skills in sonography, and to demonstrate at all times the utmost respect and concern for the well-being of the patients they serve.

Graduates will be prepared to provide health-care services as sonographers. The diagnostic medical sonographer works under the direction of a physician, using ultrasound imaging techniques for purposes of diagnosis.

The AAS in Diagnostic Medical Sonography program offers three concentrations: General Sonography, Echocardiography, and Vascular Technology.

### ***General Sonography Concentration***

The AAS in Diagnostic Medical Sonography with General Sonography concentration program of study requires the satisfactory completion of 70 semester credit hours that includes 21 credit hours of general education, 40 credit hours of program-specific courses, and 9 credit hours of clinical training.

### ***Echocardiography Concentration***

The AAS in Diagnostic Medical Sonography with Echocardiography concentration program of study requires the satisfactory completion of 70 semester credit hours that includes 21 credit hours of general education, 40 credit hours of program-specific courses, and 9 credit hours of clinical training.

### ***Vascular Technology Concentration***

The AAS in Diagnostic Medical Sonography with Vascular Technology concentration program of study requires the satisfactory completion of 70 semester credit hours that includes 21 credit hours of general education, 40 credit hours of program-specific courses, and 9 credit hours of clinical training. Students who are interested in sitting for the registry exams in Abdomen and Obstetrics may choose to take additional coursework and clinical training for a total of 79 semester credit hours that includes 21 credit hours of general education, 46 credit hours of program-specific courses, and 12 credit hours of clinical training. Students should consult with their advisor to discuss how the additional course and clinical training requirements extends program completion time.

Full-time students who matriculate during the fall semester and follow the recommended curriculum course sequence can complete the program in 24 months. The maximum allowable time frame to complete this program based upon full-time status and fall matriculation is 36 months. Full-time students who matriculate during the spring semester and follow the recommended curriculum outline can complete the program in 26 months. The maximum allowable time frame to complete this program based upon full-time status and spring matriculation is 39 months.

## Registry Exams

The American Registry for Diagnostic Medical Sonography® (ARDMS®), incorporated in June 1975, is an independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical sonography, diagnostic cardiac sonography, vascular interpretation and vascular technology. The only means of obtaining an ARDMS credential is by examination. Required examination prerequisites must be met before an applicant can take an ARDMS examination. Applicants are then required to pass two comprehensive examinations to earn a credential: (1) Sonography Principles & Instrumentation (SPI) Examination, and (2) at least one corresponding specialty examination.

Completion of the program requirements does not guarantee passage of the American Registry for Diagnostic Medical Sonography (ARDMS) registry exams. Requirements for taking and passing registry exams are subject to change without notice to the University. The most current information regarding the ARDMS registry exams can be found at: <http://www.ardms.org>

The curriculum is designed to prepare students to sit for the ARDMS registry exams described below.

### *General Sonography Concentration*

Coursework and clinical training prepares students to sit for the Registered Diagnostic Medical Sonographer (RDMS) exam.

### *Echocardiography Concentration*

Coursework and clinical training prepares students to sit for the Registered Diagnostic Cardiac Sonographer (RDCS) exam

### *Vascular Technology Concentration*

Coursework and clinical training prepares student to sit for the Registered Vascular Exam (RVT Vascular Exam). Students who opt to take additional coursework and clinical training beyond stated program requirements,

can prepare to sit for registry exams in Abdomen (RDMS Abdomen Exam) and Obstetrics and Gynecology (RDMS Obstetrics and Gynecology Exam).

## Admission Requirements

Because the field of diagnostic medical sonography is highly competitive, Argosy University, Twin Cities has established a set of objective criteria to identify applicants for admission acceptance. Applications will be evaluated by the Argosy University, Twin Cities Admissions Committee. A wait list will also be maintained. Final decisions regarding an applicant's point total, eligibility to make application, and acceptance into the program are made by the Argosy University, Twin Cities Admissions Committee.

Applicants must apply for admission into either the General Sonography concentration, the Echocardiography concentration, or the Vascular Technology concentration. Eligibility for Admission varies by concentration.

### *General Sonography Concentration*

- Proof of high school graduation or equivalent
- ACT composite score of 20, or
- Combined Math and Critical Reading SAT score of 960
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

### *Echocardiography Concentration*

- Proof of high school graduation or equivalent
- ACT composite score of 20, or
- Combined Math and Critical Reading SAT score of 960
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all applicants

whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

### Vascular Technology Concentration

- 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.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 program must be submitted to the Admissions Department. An admissions representative will help interested students to complete the following documentation:

- Student Information Form
- Personal Interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED, or proof of earned college degree
- SAT or ACT score, and TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

### Graduation Requirements (All Concentrations)

- Satisfactory completion of all requirements in the program of study, including General Education requirements.
- Students must achieve a minimum grade of a “C-” in all program-specific and general education lecture courses. In the laboratory a minimum grade of “C-” is required in semester two, a minimum grade of “B-” is required in semesters three and four, and a “B” is required in semester five.
- Successful completion of all clinical competencies.
- A completed Petition to Graduate submitted to campus administration.
- Students must also be current on all financial obligations in order to receive official final transcripts.

### Program Requirements

Students must successfully complete the prerequisite general education courses which include college algebra, biological sciences, communications, and physics, and ultrasound concepts before beginning program-specific coursework.

#### *AAS in Diagnostic Medical Sonography Program with General Sonography Concentration — Fall Semester Start Course Requirements*

The AAS in Diagnostic Medical Sonography program with the General Sonography concentration and a fall semester start requires the satisfactory completion of 70 semester credit hours distributed as follows:

Semester One	Credit Hours
BIO110 Understanding Human Anatomy — General Education Requirement	3
COM110 Medical Terminology	1
DMS105 Ultrasound Concepts	1
ENG101 Composition I — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
PHY105 General Physics	3
<b>Total Credit Hours</b>	<b>14</b>

Students must successfully complete the prerequisite courses BIO110, ENG101, MAT107, DMS105 and PHY105 before proceeding to Semester Two.

Semester Two	Credit Hours
DMS110    Ultrasound Principles I	2
DMS115    Abdominal I	3
DMS120    Ob/Gyn I	3
PHI101    Ethics in Contemporary Society — General Education Requirement	3
PSY180    Interpersonal Effectiveness — General Education Requirement	3
Total Credit Hours	14
Semester Three	Credit Hours
DMS155    Vascular I	3
DMS210    Ultrasound Principles II	2
DMS220    Ob/Gyn II	3
DMS225    Abdominal II	3
GE        Communications Elective — General Education Requirement	3
Total Credit Hours	14
Semester Four	Credit Hours
DMS250    Special Procedures and Patient Care	1
DMS255    Vascular II	3
DMS236    Abdominal III	3
DMS330    Ob/Gyn III	3
RTH210    Medical Law and Ethics	3
GE        General Education Requirement	3
Total Credit Hours	16
Semester Five	Credit Hours
DMS280    Comprehensive Review (offered first session of semester only)	3
DMS290    Clinical Training	3
Total Credit Hours	6
Semester Six	Credit Hours
DMS300    Clinical Training	6
Total Credit Hours	6
Program Credit Hour Distribution	
General Education	21
Program-Specific	40
Clinical Training	9
Total Credit Hours	70

*Clinical Training Requirement*  
Clinical Training (DMS290 and DMS300) is a 960-hour internship. Students are in-residence in a clinic or hospital during this phase of training. A sample list of clinical training sites is available upon request.

*AAS in Diagnostic Medical Sonography Program with General Sonography Concentration — Spring Semester Start Course Requirements*  
The AAS in Diagnostic Medical Sonography program with the General Sonography concentration and a spring semester start requires the satisfactory completion of 70 semester credit hours distributed as follows:

Semester One	Credit Hours
BIO110    Understanding Human Anatomy — General Education Requirement	3
COM110    Medical Terminology	1
DMS105    Ultrasound Concepts	1
ENG101    Composition I — General Education Requirement	3
MAT107    College Algebra — General Education Requirement	3
PHY105    General Physics	3
Total Credit Hours	14

Students must successfully complete the prerequisite courses BIO110, DMS105, ENG101, MAT107, and PHY105 before proceeding to Semester Two.

Semester Two	Credit Hours
DMS110    Ultrasound Principles I	2
DMS115    Abdominal I	3
DMS120    Ob/Gyn I	3
PSY180    Interpersonal Effectiveness — General Education Requirement	3
Total Credit Hours	11
Semester Three	Credit Hours
DMS155    Vascular I	3
DMS210    Ultrasound Principles II	2
DMS220    Ob/Gyn II	3
DMS225    Abdominal II	3
GE        Communications Elective — General Education Requirement	3
Total Credit Hours	14

Semester Four	Credit Hours
GE        General Education Requirement	3
DMS250    Special Procedures and Patient Care	1
DMS255    Vascular II	3
DMS236    Abdominal III	3
DMS330    Ob/Gyn III	3
Total Credit Hours	13

Semester Five	Credit Hours
DMS280    Comprehensive Review (15 weeks)	3
RTH210    Medical Law and Ethics	3
Total Credit Hours	6

<b>Semester Six</b>	<b>Credit Hours</b>
DMS290 Clinical Training	3
PHI101 Ethics in Contemporary Society (online) — General Education Requirement	3
<b>Total Credit Hours</b>	<b>6</b>

<b>Semester Seven</b>	<b>Credit Hours</b>
DMS300 Clinical Training	6
<b>Total Credit Hours</b>	<b>6</b>

<b>Program Credit Hour Distribution</b>	
General Education	21
Program-Specific	40
Clinical Training	9
<b>Total Credit Hours</b>	<b>70</b>

*AAS in Diagnostic Medical Sonography Program with Echocardiography Concentration — Fall Semester Start Course Requirements*

The AAS in Diagnostic Medical Sonography program with the Echocardiography concentration and a fall semester start requires the satisfactory completion of 70 semester credit hours distributed as follows:

<b>Semester One</b>	<b>Credit Hours</b>
BIO110 Understanding Human Anatomy — General Education Requirement	3
DMS105 Ultrasound Concepts	1
MAT107 College Algebra — General Education Requirement	3
PHY105 General Physics	3
PSY180 Interpersonal Effectiveness — General Education Requirement	3
<b>Total Credit Hours</b>	<b>13</b>

Students must successfully complete the prerequisite courses BIO110, DMS105, ENG101, MAT107, and PHY105 before proceeding to Semester Two.

<b>Semester Two</b>	<b>Credit Hours</b>
COM110 Medical Terminology	1
ECH120 Patient Care	1
DMS110 Ultrasound Principles I	2
ECH110 Cardiac Anatomy and Physiology	3
ECH115 Cardiovascular Principles I	3
ENG101 Composition I — General Education Requirement	3
<b>Total Credit Hours</b>	<b>13</b>

<b>Semester Three</b>	<b>Credit Hours</b>
DMS210 Ultrasound Principles II	2
ECH155 Cardiac I	4
ECH215 Cardiovascular Principles II	3
GE Communications Elective — General Education Requirement	3
PHI101 Ethics in Contemporary Society — General Education Requirement	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Semester Four</b>	<b>Credit Hours</b>
ECH100 Scanning Lab	2
ECH225 Congenital Heart Disease and Pediatric Echocardiography	2
ECH250 Topics, Special Procedures	3
ECH255 Cardiac II	4
GE Open Elective General — Education Requirement	3
RTH210 Medical Law and Ethics	3
<b>Total Credit Hours</b>	<b>17</b>

<b>Semester Five</b>	<b>Credit Hours</b>
ECH280 Comprehensive Review	3
ECH290 Clinical Training	3
<b>Total Credit Hours</b>	<b>6</b>

<b>Semester Six</b>	<b>Credit Hours</b>
ECH300 Clinical Training	6
<b>Total Credit Hours</b>	<b>6</b>

<b>Program Credit Hour Distribution</b>	
General Education	21
Program-Specific	40
Clinical Training	9
<b>Total Credit Hours</b>	<b>70</b>

*AAS in Diagnostic Medical Sonography Program with Echocardiography Concentration — Spring Semester Start Course Requirements*

<b>Semester One</b>	<b>Credit Hours</b>
BIO110 Understanding Human Anatomy — General Education Requirement	3
DMS105 Ultrasound Concepts	1
MAT107 College Algebra — General Education Requirement	3
PSY180 Interpersonal Effectiveness — General Education Requirement	3
PHY105 General Physics	3
<b>Total Credit Hours</b>	<b>13</b>

Students must successfully complete the prerequisite courses BIO110, ENG101, MAT107, DMS105, and PHY105 before proceeding to Semester Two.

<b>Semester Two</b>	<b>Credit Hours</b>
COM110 Medical Terminology	1
ECH120 Patient Care	1
DMS110 Ultrasound Principles I	2
ECH110 Cardiac Anatomy and Physiology	3
ECH115 Cardiovascular Principles I	3
<b>Total Credit Hours</b>	<b>10</b>

<b>Semester Three</b>	<b>Credit Hours</b>
DMS210 Ultrasound Principles II	2
ECH155 Cardiac I	4
ECH215 Cardiovascular Principles II	3
ENG101 Composition I — General Education Requirement	3
<b>Total Credit Hours</b>	<b>12</b>

<b>Semester Four</b>	<b>Credit Hours</b>
ECH100 Scanning Lab	2
ECH225 Congenital Heart Disease and Pediatric Echocardiography	2
ECH250 Topics, Special Procedures	3
ECH255 Cardiac II	4
GE Communications Elective — General Education Requirement	3
<b>Total Credit Hours</b>	<b>14</b>

<b>Semester Five</b>	<b>Credit Hours</b>
ECH280 Comprehensive Review (15 weeks)	3
RTH210 Medical Law and Ethics	3
GE Open Elective — General Education Requirement	3
<b>Total Credit Hours</b>	<b>9</b>

<b>Semester Six</b>	<b>Credit Hours</b>
ECH300 Clinical Training	6
<b>Total Credit Hours</b>	<b>6</b>

<b>Semester Seven</b>	<b>Credit Hours</b>
ECH290 Clinical Training	3
PHI101 Ethics in Contemporary Society (online)-General Education Requirement	3
<b>Total Credit Hours</b>	<b>6</b>

<b>Program Credit Hour Distribution</b>	
General Education	21
Program-Specific	40
Clinical Training	9
<b>Total Credit Hours</b>	<b>70</b>

### *Clinical Training Requirement*

Clinical Training (ECH290) is a 960-hour internship. Students are in-residence in a clinic or hospital during this phase of training. A sample list of clinical training sites is available upon request.

### *AAS in Diagnostic Medical Sonography Program with Vascular Technology Concentration — Fall Semester Start Course Requirements*

The AAS in Diagnostic Medical Sonography program with the Vascular concentration requires the satisfactory completion of 70 semester credit hours distributed as follows:

<b>Semester One</b>	<b>Credit Hours</b>
BIO110 Human Anatomy — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
COM110 Medical Terminology	1
ENG101 Composition I — General Education Requirement	3
PHY105 General Physics — General Education Requirement	3
DMS105 Ultrasound Concepts	1
<b>Total Credit Hours</b>	<b>14</b>

Students must successfully complete ENG101, MAT107, BIO110, DMS105, and PHY105 pre-requisites prior to proceeding to semester II.

<b>Semester Two</b>	<b>Credit Hours</b>
VAS110 Vascular Anatomy and Physiology	3
DMS110 Ultrasound Principles I	2
DMS115 Abdominal I	3
GE General Education Requirement	3
ECH120 Patient Care	1
PSY180 Interpersonal Effectiveness — General Education Requirement	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Semester Three</b>	<b>Credit Hours</b>
DMS155 Vascular I	3
DMS210 Ultrasound Principles II	2
DMS225 Abdominal II	3
RTH210 Medical Law and Ethics	3
VAS215 Cerebrovascular Procedures	2
<b>Total Credit Hours</b>	<b>13</b>

Semester Four	Credit Hour
DMS236 Abdominal III	3
DMS255 Vascular II	3
VAS260 Arterial and Venous Procedures and Assessment	3
VAS250 Vascular Management and Patient Care	1
VAS215 Cardiovascular Assessment	3
Total Credit Hours	13

Semester Five	Credit Hours
VAS280 Comprehensive Review	3
VAS290 Clinical Training	3
Total Credit Hours	6

Semester Six	Credit Hours
VAS300 Clinical Training	6
PHI101 Ethics in Contemporary Society — General Education Requirement (online)	3
Total Credit Hours	9

#### Program Credit Hour Distribution

General Education	21
Program-Specific	40
Clinical Training	9
Total Credit Hours	70

*AAS in Diagnostic Medical Sonography Program with Vascular Technology Concentration — Spring Semester Start Course Requirements*

Semester One	Credit Hours
BIO110 Human Anatomy — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
COM110 Medical Terminology	1
ENG101 Composition I — General Education Requirement	3
PHY105 General Physics	3
DMS105 Ultrasound Concepts	1
Total Credit Hours	14

Students must successfully complete ENG101, MAT107, BIO110, DMS105, and PHY105 pre-requisites prior to proceeding to Semester Two.

Semester Two	Credit Hours
VAS110 Vascular Anatomy and Physiology	3
DMS110 Ultrasound Principles I	2
DMS115 Abdominal I	3
ECH120 Patient Care	1
PSY180 Interpersonal Effectiveness — General Education Requirement	3
Total Credit Hours	12

Semester Three	Credit Hours
DMS155 Vascular I	3
DMS210 Ultrasound Principles II	2
DMS225 Abdominal II	3
VAS215 Cerebrovascular Procedures	2
GE— General Education Requirement	3
Total Credit Hours	13

Semester Four	Credit Hours
DMS236 Abdominal III	3
DMS255 Vascular II	3
VAS260 Arterial and Venous Procedures and Assessment	3
VAS250 Vascular Management and Patient Care	1
VAS265 Cardiovascular Assessment	3
Total Credit Hours	13

Semester Five	Credit Hours
RTH210 Medical Law and Ethics	3
VAS280 Comprehensive Review	3
Total Credit Hours	6

Semester Six	Credit Hours
VAS300 Clinical Training	6
Total Credit Hours	6

Semester Seven	Credit Hours
PHI101 Ethics in Contemporary Society — General Education Requirement (online)	3
VAS290 Clinical Training	3
Total Credit Hours	6

#### Program Credit Hour Distribution

General Education	21
Program-Specific	40
Clinical Training	9
Total Credit Hours	70

#### Clinical Training Requirement

Clinical Training (VAS290 and VAS300) is a 960-hour internship. Students are in-residence in a clinic or hospital during this phase of training. A sample list of clinical training sites is available upon request.

*AAS in Diagnostic Medical Sonography Program with Vascular Technology Concentration with optional Obstetrics and Gynecology additional course work— Fall Semester Start Requirements*

The AAS in Diagnostic Medical Sonography program with Vascular Technology concentration requires the satisfactory completion of 79 semester credit hours distributed as follows:



Semester One	Credit Hours
BIO110 Human Anatomy — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
COM110 Medical Terminology	1
ENG101 Composition I — General Education Requirement	3
PHY105 General Physics—General Education Requirement	3
DMS105 Ultrasound Concepts	1
Total Credit Hours	14

Students must successfully complete ENG101, MAT107, BIO110, DMS105, and PHY105 prerequisites prior to proceeding to Semester Two.

Semester Two	Credit Hours
VAS110 Vascular Anatomy and Physiology	3
DMS110 Ultrasound Principles I	2
DMS115 Abdominal I	3
ECH120 Patient Care	1
PSY180 Interpersonal Effectiveness General Education Requirement	3
DMS120 OB/GYN I	3
Total Credit Hours	15

Semester Three	Credit Hours
DMS210 Ultrasound Principles II	2
DMS225 Abdominal II	3
VAS215 Cerebrovascular Procedures	2
DMS155 Vascular I	3
RTH210 Medical Law and Ethics	3
DMS240 Advanced Obstetrics and Gynecology for Vascular	3
Total Credit Hours	16

Semester Four	Credit Hours
DMS255 Vascular II —	3
General Education Requirement	3
DMS235 Abdominal III	3
VAS260 Arterial and Venous Procedures and Assessment	3
VAS250 Vascular Management	1
VAS265 Cardiovascular Assessment	3
Total Credit Hours	16

Semester Five	Credit Hours
VAS280 Comprehensive Review	3
VAS290 Clinical Training	3
Total Credit Hours	6

Semester Six	Credit Hours
VAS300 Clinical Training	6
Total Credit Hours	6

Semester Seven	Credit Hours
DMS290 Clinical Training	3
PHI101 Ethics in Contemporary Society—General Education Requirement (online)	3
Total Credit Hours	6

Program Credit Hour Distribution	Credit Hours
General Education	21
Program-Specific	46
Clinical Training	12
Total Credit Hours	79

*AAS in Diagnostic Medical Sonography Program with Vascular Technology Concentration with optional Obstetrics and Gynecology additional course work — Spring Semester Start Requirements*

Semester One	Credit Hours
BIO110 Human Anatomy — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
COM110 Medical Terminology	1
ENG101 Composition I — General Education Requirement	3
PHY105 General Physics — General Education Requirement	3
DMS105 Ultrasound Concepts	1
Total Credit Hours	14

Students must successfully complete ENG101, MAT107, BIO110, DMS105, and PHY105 prerequisites prior to proceeding to Semester Two.

Semester Two	Credit Hours
VAS110 Vascular Anatomy and Physiology	3
DMS110 Ultrasound Principles I	2
DMS115 Abdominal I	3
ECH120 Patient Care	1
PSY180 Interpersonal Effectiveness — General Education Requirement	3
DMS120 OB/GYN I	3
Total Credit Hours	15

Semester Three	Credit Hours
DMS210 Ultrasound Principles II	2
DMS225 Abdominal II	3
VAS215 Cerebrovascular Procedures	2
DMS155 Vascular I	3
GE —General Education Requirement	3
DMS240 Advanced Obstetrics and Gynecology for Vascular	3
Total Credit Hours	16

Semester Four	Credit Hours
DMS 235 Abdominal III	3
VAS260 Arterial and Venous Procedures and Assessment	3
VAS250 Vascular Management	1
VAS265 Cardiovascular Assessment	3
DMS255 Vascular II	3
Total Credit Hours	13
Semester Five	Credit Hours
RTH210 Medical Law and Ethics	3
VAS280 Comprehensive Review	3
Total Credit Hours	6
Semester Six	Credit Hours
VAS300 Clinical Training	6
Total Credit Hours	6
Semester Seven	Credit Hours
PHI101 Ethics in Contemporary Society —General Education Requirement (online)	3
VAS290 Clinical Training	3
DMS290 Clinical Training	3
Total Credit Hours	9
Program Credit Hour Distribution	Credit Hours
General Education	21
Program-Specific	46
Clinical Training	12
Total Credit Hours	79

### ***Associate of Applied Science in Histotechnology Program***

Argosy University, Twin Cities offers an Associate of Applied Science (AAS) in Histotechnology program. The mission of this program is to teach students to work as healthcare professionals, to interact with other healthcare professionals and patient samples in a professional and ethical manner, to develop the best possible technical skills in histology, and to demonstrate at all times the utmost respect and concern for the well-being of the patients they serve.

Graduates will be prepared to provide healthcare services as histotechnicians. Histology is the study of cells, tissues, and body systems. Histotechnicians prepare tissue specimens for examination and diagnosis by pathologists. These tissue sections enable the pathologist to diagnose body dysfunction and malignancy.

### ***Track I***

Students with an earned secondary degree or equivalent (GED) may apply to Track I of the AAS in Histotechnology program. The Track I program of study requires the satisfactory completion of 67 semester credit hours that includes 21 credit hours of general education, 40 credit hours of program-specific courses, and 6 credit hours of clinical training. Full-time students following the recommended Track I course sequence can complete the program in 22 months. The maximum allowable time frame to complete the Track I program requirements based upon full-time status is 33 months.

### ***Track II***

Students with an earned bachelor's degree may apply to Track II of the AAS in Histotechnology program. The Track II program of study requires the satisfactory completion of 54 semester credit hours that include 3 credit hours of general education, 45 credit hours of program-specific courses, and 6 credit hours of clinical training. Full-time students following the recommended Track II course sequence can complete the program in 18 months. The maximum allowable time frame to complete the Track II curriculum based upon full-time status is 27 months. In addition to the stated credit hour requirements, students enrolled in the AAS in Histotechnology program — Track II are required to have successfully completed the following college level courses: general chemistry, anatomy, algebra, and ethics. These requirements may be satisfied through transfer credit. Otherwise, students are required to complete the following courses during the first semester with a grade of "C" or better:

- BIO110 Understanding Human Anatomy (3)
- MAT107 College Algebra (3)
- CHM100 General Chemistry (3)
- PHI101 Ethics in Contemporary Society (3)

### **Registry Exams**

The American Society for Clinical Pathology (ASCP) Board of Registry (BOR) was founded

in 1928 by the American Society for Clinical Pathology (ASCP), six years after the Society was founded in 1922. The BOR is a separate certifying body within the organizational structure of the ASCP. The AAS in Histotechnology program is designed to prepare graduates to take the ASCP Histotechnician (HT) Board of Registry exam.

#### *Track I*

Students who successfully complete this program will be eligible to sit for the American Society for Clinical Pathology (ASCP) Histotechnician (HT) Board of Registry exam. Completion of the program requirements does not guarantee passage of the ASCP Histotechnician (HT) Board of Registry exam. Requirements for taking and passing registry exams are subject to change without notice to the University. The most current information regarding the ASCP Histotechnician (HT) Board of Registry exam can be found at [www.ascp.org](http://www.ascp.org).

#### *Track II*

Students who enter the program with a bachelor's degree that includes 30 credit hours in biology, chemistry or both, complete the program in 54 credit hours are eligible to take the American Society for Clinical Pathology (ASCP) Histotechnologist (HTL) Board of Registry Exam. Completion of the program requirements does not guarantee passage of the ASCP Histotechnician (HT) Board of Registry exam. Requirements for taking and passing registry exams are subject to change without notice to the University. The most current information regarding the ASCP Histotechnician (HT) Board of Registry exam can be found at [www.ascp.org](http://www.ascp.org).

### **Admission Requirements**

#### *Track I*

Entrance requirements include one of the following:

- Proof of high school graduation or GED
- ACT composite score of 18 or above, or
- Combined Math and Critical Reading SAT

score of 850 or above, or

- Passing score on Argosy University Entrance Exam
- A minimum score of 500 on the written TOEFL®, or 61 on the TOEFL® Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

#### *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.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 Histotechnology Program must be submitted to the Admissions Department. An admissions representative will help interested students to complete the following documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED, or proof of earned college degree
- SAT/ACT or Argosy University Entrance Exam scores, and TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable of and willing to perform these tasks and assume these risks.

### Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Completion of all program-specific courses with a grade of “C” or better except for HTT160, HTT250, HTT270, and HTT280 where a passing grade of “B-” or better is required
- Completion of all General Education courses with a grade of “C” or better
- Successful completion of all clinical competencies
- A completed Petition to Graduate submitted to campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts.

### Program Requirements

#### *AAS in Histotechnology Program — Track I Course Requirements*

The AAS in Histotechnology program — Track I requires the satisfactory completion of 67 semester credit hours according to the sequence outlined below.

Semester One	Credit Hours
BIO110 Understanding Human Anatomy — General Education Requirement	3
CHM100 General Chemistry	3
COM110 Medical Terminology	1
GE General Education Requirement	3
HTT100 Introduction to Microtechnique	5
Total Credit Hours	15

Semester Two	Credit Hours
HTT140 Histology	3
HTT150 Microtechnique I Lecture (online)/Lab (on campus)	5
HTT255 Histochemistry and Immunohistochemistry	3
PSY180 Interpersonal Effectiveness — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
Total Credit Hours	17

Semester Three	Credit Hours
GE Communications Elective — General Education Requirement	3
PHI101 Ethics in Contemporary Society — General Education Requirement	3
HTT160 Microtechnique II Lab	2
HTT170 Special Procedures I (Lecture and Lab)	5
Total Credit Hours	13

Semester Four	Credit Hours
GE Open Elective — General Education Requirement	3
HTT250 Microtechnique III (Lab)	2
HTT260 Techniques in Problem Solving: Case Studies	3
HTT270 Special Procedures II	5
Total Credit Hours	13

Semester Five	Credit Hours
HTT280 Comprehensive Review, Histotechnology	3
HTT290 Clinical Training, Histotechnology	6
Total Credit Hours	9

### Program Credit Hour Distribution

General Education	21
Program-Specific	40
Clinical Training	6
Total Credit Hours	67

### Clinical Training Requirement

Clinical Histotechnology (HTT290) is a four-to five-month competence-based internship. Students are in-residence in a pathology laboratory during this phase of training. A sample list of clinical training sites is available upon request. Students earn 6 credit hours for completing all required competencies satisfactorily.

### *AAS in Histotechnology Program — Track II Course Requirements (Bachelor's Degree Required)*

The AAS in Histotechnology program — Track II requires the satisfactory completion of 54 semester credit hours according to the sequence outlined below.

<b>Semester One *</b>	<b>Credit Hours</b>
COM110 Medical Terminology	1
HTT100 Introduction to Microtechnique	5
HTT140 Histology	3
PSY180 Interpersonal Effectiveness — General Education Requirement **	3
<b>Total Credit Hours</b>	<b>12</b>

\* Please note that students who have not satisfied college level general chemistry, anatomy, algebra, and ethics requirements must complete CHM100 General Chemistry (3), BIO110 Understanding Human Anatomy (3), MAT107 College Algebra (3), and PHI101 Ethics in Contemporary Society (3) during Semester One.

\*\* Transfer credit is not accepted for PSY180 Interpersonal Effectiveness

<b>Semester Two</b>	<b>Credit Hours</b>
HTT150 Microtechnique I Lecture (online)/Lab (on campus)	5
HTT160 Microtechnique II Lab	2
HTT170 Special Procedures I	5
HTT230 Enzyme Histochemistry (online or evening only)	3
HTT255 Histochemistry and Immunohistochemistry	3
<b>Total Credit Hours</b>	<b>18</b>

<b>Semester Three</b>	<b>Credit Hours</b>
HTT120 Educational Methodology (day class only)	2
HTT210 Electron Microscopy (online or evening only)	3
HTT250 Microtechnique III Lab	2
HTT270 Special Procedures II Lecture and Lab	5
HTT260 Techniques in Problem Solving: Case Studies	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Semester Four</b>	<b>Credit Hours</b>
HTT280 Comprehensive Review	3
HTT290 Clinical Training	6
<b>Total Credit Hours</b>	<b>9</b>

<b>Program Credit Hour Distribution</b>	
General Education Requirement	3
Program-Specific	45
Clinical Training	6
<b>Total Credit Hours</b>	<b>54</b>

### *Clinical Training Requirement*

Clinical Histotechnology (HTT290) is a four-to five-month competence-based internship. Students are in-residence in a pathology laboratory during this phase of training. A sample list of clinical training sites is available upon request. Students earn 6 credit hours for completing all required competencies satisfactorily.

### *Associate of Applied Science in Medical Assisting Program*

Argosy University offers an Associate of Applied Science (AAS) in Medical Assisting program. 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.

### **Certification**

Graduates of the AAS in Medical Assisting Program are eligible to sit for the American Association of Medical Assistants (AAMA) certification exam to become a Certified Medical Assistant. Completion of the program requirements does not guarantee passage of the AAMA certification exam. Requirements for taking and passing certification exams are subject to change without notice to the University. The most current information regarding the AAMA Certified Medical Assistant exam can be found at <http://www.aama.org>.

### *Track I*

Students with an earned secondary degree or equivalent (GED) may apply to Track I of the AAS in Medical Assisting. The Track I program of study requires the satisfactory completion of 60 semester credit hours that includes 21 credit hours of General Education, 37 credit hours of program-specific courses, and 2 credit hours of clinical training. Full-time students following the recommended Track I course sequence can complete the program in 16 months. The maximum allowable time frame to complete the Track I curriculum based upon full-time status is 24 months.

### *Track II*

Students with an earned bachelor's degree may apply to Track II of the AAS in Medical Assisting. The Track II program of study requires the satisfactory completion of 45 semester credit hours that includes 6 credit hours of General Education, 37 credit hours of program specific courses, and 2 credit hours of clinical training. Full-time students following the recommended Track II course sequence can complete the program in 12 months. The maximum allowable time frame to complete the Track II curriculum based upon full-time status is 18 months. In addition to the stated credit hour requirements, students enrolled in the AAS in Medical Assisting program — Track II are required to have successfully completed college level algebra and psychology courses. These requirements may be satisfied through transfer credit. Otherwise, students are required to take MAT107 College Algebra and PSY101 General Psychology during the first semester of enrollment and earn a grade of “C-” or better.

## **Admission Requirements**

### *Track I*

- Proof of high school graduation or GED
- ACT composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 850 or above, or
- Passing score on Argosy University Entrance Exam

- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

### *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.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 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 and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED, or proof of earned college degree
- SAT/ACT or Argosy University Entrance Exam scores, and TOEFL® Score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable and willing to perform these tasks and assume these risks.

### Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Successful completion of all General Education courses with a letter grade of “C-” or better
- Completion of all technical courses with a grade of “C-” or better
- Completion of MED110, MED150, MED220, MED280, and MED290 with a letter grade of “B-” or better
- Successful completion of all clinical training competencies and requirements
- A completed Petition to Graduate submitted to campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts

### Program Requirements

#### AAS in Medical Assisting Program — Track I Course Requirements

The AAS in Medical Assisting program — Track I requires the satisfactory completion of 60 semester credit hours completed according to the sequence outlined below.

Semester One	Credit Hours
BIO110 Understanding Human Anatomy—General Education Requirement	3
CHM100 General Chemistry	3
COM110 Medical Terminology	1
MED110 Medical Assisting I (Required for full-time students the first semester) 3	
MED155 Administrative Office Procedures I (Required for all students the first semester)	3
Total Credit Hours	13

Semester Two	Credit Hours
MAT107 College Algebra—General Education Requirement	3
MED220 Medical Assisting II	3
MLT109 Immunology	2
MLT107 Hematology/Phlebotomy	3
PSY180 Interpersonal Effectiveness—General Education Requirement	3
ENG101 Composition I—General Education Requirement	3
Total Credit Hours	17

Semester Three	Credit Hours
MED150 Pharmacology	3
MLT103 Urinalysis/Microbiology	3
MED160 Administrative Office Procedures II	3
PSY101 General Psychology—General Education Requirement	3
PHI101 Ethics in Contemporary Society—General Education Requirement	3
GE Communications elective—General Education Requirement	3
Total Credit Hours	18

Semester Four	Credit Hours
MED100 Accounting	3
MED280 Medical Assisting III	3
MED260 Radiology	4
MED290 Clinical Medical Assisting	2
Total Credit Hours	12

Program Credit Hour Distribution	Credit Hours
General Education	21
Program Specific	37
Clinical Training	2
Total	60

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

The AAS in Medical Assisting program — Track II requires the satisfactory completion of 45 semester credit according to the sequence outlined below.

Semester One*	Credit Hours
BIO110 Understanding Human Anatomy —General Education Requirement	3
CHM100 General Chemistry	3
MED110 Medical Assisting I	3
MED155 Administrative Office Procedures I	3
PSY180 Interpersonal Effectiveness — General Education Requirement.	3
Total Credit Hours	15

\* Please note that students who have not satisfied college algebra and psychology requirements must complete MAT107 College Algebra and PSY101 General Psychology during Semester One.



<b>Semester Two</b>	<b>Credit Hours</b>
COM110 Medical Terminology	1
MLT103 Urinalysis/Microbiology	3
MLT107 Hematology/Phlebotomy	3
MLT109 Immunology	2
MED150 Medical Pharmacology	3
MED220 Medical Assisting II	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Semester Three</b>	<b>Credit Hours</b>
MED100 Accounting (7 weeks)	3
MED160 Administrative Office Procedures II (7 weeks)	3
MED260 Radiology (7 weeks)	4
MED280 Medical Assisting III (7 weeks)	3
MED290 Clinical Medical Assisting (320 hours)	2
<b>Total Credit Hours</b>	<b>15</b>

<b>Program Credit Hour Distribution</b>	
General Education	6
Program-Specific	37
Clinical Training	2
<b>Total Credit Hours</b>	<b>45</b>

### *Clinical Training Requirement*

Clinical Medical Assisting (MED290) is a supervised eight-week internship (320 hours). Students are in-residence at a medical facility during this phase of training. A sample list of clinical training sites is available upon request. Students must pass a criminal background check and have current immunizations prior to clinical training.

### **Associate of Applied Science in Radiologic Technology Program**

Argosy University offers an Associate of Applied Science (AAS) in Radiologic Technology program. The mission of the program is to provide the medical community with entry-level radiologic technologists competent to perform diagnostic medical radiography. Consistent with the institutional mission, the program is committed to the student's educational and professional growth. The program integrates both general and technical education to ensure that graduates can meet the multiple demands of rapidly changing technology in medical practice.

Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures.

The AAS in Radiologic Technology requires the satisfactory completion of 72 semester credit hours that includes 21 credit hours of general education, 33 credit hours of program-specific courses, and 18 credit hours of clinical training. Full-time students who follow the recommended course sequence can complete the program in 24 months. The maximum allowable time-frame to complete this program based upon full time status is 36 months.

### **Certification/Registry Exams**

The American Registry of Radiation Technologists (ARRT) seeks to ensure high quality patient care in radiologic technology. ARRT tests and certifies technologists and administers continuing education and ethics requirements for their annual registration. Certification is the process of initially recognizing individuals who have satisfied certain standards within a profession. A person is certified by ARRT after completing educational preparation standards, complying with ethics standards, and passing a certification exam. The AAS in Radiologic Technology program is designed to prepare graduates to take the ARRT certification exam. Completion of the program requirements does not guarantee passage of the ARRT certification exam. Requirements for taking and passing certification exams are subject to change without notice to the University. The most current information regarding the ARRT certification exam can be found at: <http://www.arrt.org>.



**Admission Requirements**

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

- Proof of high school graduation or GED
- ACT composite score of 20, or
- Combined Math and Critical Reading SAT score of 960
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

In addition, because this program is highly competitive, Argosy University, Twin Cities has established a set of objective criteria to identify applicants for admission acceptance. Applications will be evaluated by the Argosy University, Twin Cities Admissions Committee and representatives of the relevant department. A wait list will be maintained.

Final decisions regarding point total and acceptance into the program are made by the Argosy University, Twin Cities Admissions Committee.

All applications for admission to the 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 and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED
- SAT or ACT score, and TOEFL® score (if applicable)

- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable of and willing to perform these tasks and assume these risks.

**Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Completion of all technical program-specific courses with a grade of “C” or better
- Completion of all General Education courses with a grade of “C” or better
- Completion of all required clinical competencies and clinical training hours
- A completed Petition to Graduate submitted to campus administration
- ARRT registry application and fee
- Students must also be current on all financial obligations in order to receive official final transcripts.

**Program Requirements**

*AAS in Radiologic Technology Program Requirements*

The AAS in Radiologic Technology program requires the satisfactory completion of 72 semester credit hours according to the sequence outlined below.

Semester One	Credit Hours
BI0110 Understanding Human Anatomy — General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
RAD100 Introduction to Radiologic Technology/Lab	3
SCI110 The Rise of Modern Science –or- SCI115 The Ecological Perspective	3
Total Credit Hours	12

<b>Semester Two</b>	<b>Credit Hours</b>
COM110 Medical Terminology	1
ENG101 Composition I — General Education Requirement	3
PSY180 Interpersonal Effectiveness — General Education Requirement	3
RAD105 Radiologic Procedures I	3
RAD106 Fundamentals of Image Analysis	1
RTH102 Computer Science	1
<b>Total Credit Hours</b>	<b>12</b>

<b>Semester Three</b>	<b>Credit Hours</b>
GE Communications Elective —General Education Requirement	3
RAD110 Radiologic Physics	3
RAD120 Principles of Exposure I (lab)	3
RAD205 Radiologic Procedures II	3
<b>Total Credit Hours</b>	<b>12</b>

<b>Semester Four</b>	<b>Credit Hours</b>
PHI101 Ethics in Contemporary Society —General Education Requirement	3
RAD116 Fundamentals of Image Analysis II	1
RAD130 Radiobiology/Radiation Protection	1
RAD140 Radiographic Pathology	2
RAD225 Principles of Exposure II	2
RAD255 Radiologic Procedures III	3
<b>Total Credit Hours</b>	<b>12</b>

<b>Semester Five</b>	<b>Credit Hours</b>
RAD240 Advanced Imaging (online only)	3
RAD270 Clinical Education I	9
<b>Total Credit Hours</b>	<b>12</b>

<b>Semester Six</b>	<b>Credit Hours</b>
RAD280 Comprehensive Review (online only)	3
RAD290 Clinical Education II	9
<b>Total Credit Hours</b>	<b>12</b>

<b>Program Credit Hour Distribution</b>	
General Education	21
Program-Specific	33
Clinical Training	18
<b>Total Credit Hours</b>	<b>72</b>

### *Online Course Requirement*

Students are required to complete two fully online courses (RAD240 Advanced Imaging and RAD280 Comprehensive Review) during the clinical training experience.

### *Clinical Training Requirement*

Clinical Education I and II (RAD270 and RAD290) are full-semester internships in a medical facility, consisting of 37 hours per week of day, evening, and weekend rotations. A sample list of clinical training sites is available upon request.

## **Associate of Applied Science in Veterinary Technology Program**

Argosy University offers an Associate of Applied Science (AAS) in Veterinary Technology program. This program is dedicated to producing high quality, entry-level veterinary technicians instilled with the nursing, technical, critical thinking, and communication skills necessary to perform effectively in the veterinary community.

Veterinary technicians provide critical and ongoing care to all types of animals, from companion animals such as dogs, cats, and horses to farm animals and exotic species. Veterinary technicians may choose to specialize or participate in a general practice, serving the healthcare needs of all types of animals.

The AAS in Veterinary Technology requires the satisfactory completion of 69 semester credit hours that includes 21 credit hours of general education, 42 credit hours of program-specific courses, and 6 credit hours of clinical training. Full-time students following the recommended course sequence can complete the program in 21 months. The maximum allowable time frame to complete this program based upon full-time status is 30 months.

### **Admission Requirements**

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

- Proof of high school graduation or equivalent (GED)
- ACT composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 850 or above, or
- Passing score on Argosy University Entrance Exam
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 Veterinary Technology program must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores, and TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable of and willing to perform these tasks and assume these risks.

### Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Completion of all General Education courses with a grade of 70% or better and completion of all program specific courses with a minimum of 75%.
- Successful completion of all clinical competencies
- Completion of five animal care rotations

- A completed Petition to Graduate submitted to campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts.

### Program Requirements

#### *AAS in Veterinary Technology Program Requirements*

The AAS in Veterinary Technology program requires the satisfactory completion of 69 semester credit hours according to the sequence outlined below.

Semester One		Credit Hours
COM110	Medical Terminology	1
PSY180	Interpersonal Effectiveness — General Education Requirement	3
VET001	Animal Care I	0
VET100	Comparative Anatomy	2
VET110	Small Animal Medicine I	3
VET115	Veterinary Laboratory Procedures	3
Total Credit Hours		12

Semester Two		Credit Hours
ENG101	Composition I — General Education Requirement	3
GE	Open Elective — General Education Requirement	3
MAT107	College Algebra — General Education Requirement	3
VET002	Animal Care II	0
VET130	Veterinary Diseases	3
VET140	Parasitology	3
Total Credit Hours		15

Semester Three		Credit Hours
GE	Communication Elective — General Education Requirement	3
GE	Natural Science Elective — General Education Requirement	3
VET003	Animal Care III	0
VET120	Veterinary Hematology	3
VET150	Veterinary Pharmacology	3
VET240	Small Animal Medicine II	3
Total Credit Hours		15

Semester Four	Credit Hours
PHI101 Ethics in Contemporary Society — General Education Requirement	3
VET004 Animal Care IV — and —	0
VET005 Animal Care V	0
VET210 Large Animal Medicine (lab meets on Thursday afternoons only)	3
VET215 Microbiology	3
VET220 Anesthesiology and Surgical Assisting	3
VET235 Veterinary Imaging	3
Total Credit Hours	15

Semester Five	Credit Hours
VET230 Laboratory and Exotic Animals	3
VET280 Comprehensive Review	3
VET290 Clinical Veterinary Training	6
Total Credit Hours	12

#### Program Credit Hour Distribution

General Education	21
Program-Specific	42
Clinical Training	6
Total Credit Hours	69

#### Clinical Training Requirement

Clinical Veterinary Training (VET290) is a three-month, full-time internship. Students are in-residence at a veterinary facility during this phase of training. A sample list of clinical training sites is available upon request. All didactic coursework **MUST** be completed prior to clinical training.

#### AAS in Vet Tech Optional Additional Courses:

Students in the AAS in Veterinary Technology program may take additional optional courses that provide instruction in specific areas of veterinary technology. These courses are not included in the total number of courses required for graduation. The optional veterinary technology courses do not satisfy the general education elective requirements.

Optional Additional Courses	
VET112 Veterinary Office Procedures and Practice Management	3
VET125 Animal Behavior	3
VET126 Introduction to Canine Training	3
VET160 Veterinary Ultrasonography	3
VET201 Introduction to Avian Medicine	3
VET206 Veterinary Dentistry	3
VET221 Advanced Equine Techniques	3
VET226 Advanced K-9 Training	3
VET237 Complementary and Integrative Approaches to Veterinary Care	3
VET244 Emergency and Critical Care	3
VET250 AZEW Aquatics, Zoology, Exotics, and Wildlife†	3
VET260 Wildlife Handling	3
VET270 Ecology	3

*VET electives do not fulfill the General Education electives requirements.*

*† VET250, 260, and 270 denotes a wildlife track. Completion of two of the three courses will qualify students to receive a letter of recognition stating that they have successfully completed additional studies in wildlife.*

#### ASSOCIATE OF SCIENCE DEGREE PROGRAMS Associate of Science in Dental Hygiene Program

Argosy University offers an Associate of Science (AS) in Dental Hygiene program. The mission of this program is to provide the community with qualified dental hygienists prepared to perform effectively and productively within the allied health arena. Enrolled students will experience an integrated curriculum providing opportunities for building skills in assessment, cognitive, and lifelong learning, as well as technical skills.

Graduates will be prepared to provide preventative and therapeutic dental services as dental hygienists under the supervision of the dentist.

The AS in Dental Hygiene requires the satisfactory completion of 90 semester credit

hours that includes 30 credit hours of general education and 60 credit hours of program-specific courses. The maximum allowable time frame for students entering during the spring semester based upon full-time status is 44 months.

### **Licensure**

Graduates of the program must successfully pass three exams prior to being issued a license to practice dental hygiene: The American Dental Association (ADA) National Board Dental Hygiene Exam (NBDHE), the regional exam required by the practicing state and the state jurisprudence exam for dental hygienists. Completion of the program requirements does not guarantee passage of the National Board Dental Hygiene Exam (NBDHE), nor exams required by the practicing state. Requirements for taking and passing licensing exams are subject to change without notice to the University. The most current information regarding the American Dental Association National Board Dental Hygiene Exam (NBDHE) can be found at [www.ada.org](http://www.ada.org). Since licensing may change and often varies from state to state, students should verify the current requirements of the state in which they plan to become licensed.

### **Admission Requirements**

Students applying for this program will be selected for acceptance based on an objective point system.

Entrance requirements include the following:

- Proof of high school graduation or GED
- ACT composite score of 20 or above, or
- Combined Math and Critical Reading SAT score of 960
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 AS in Dental Hygiene program must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.
- Proof of high school graduation or GED, or proof of earned college degree
- SAT or ACT score, and TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

In addition, because this program is highly competitive, Argosy University, Twin Cities has established a set of objective criteria to identify applicants for admission acceptance.

Applications will be evaluated by the Argosy University, Twin Cities Admissions Committee and representatives of the department. A wait list will be maintained.

Once admitted to the AS in Dental Hygiene program, the student must achieve a minimum grade of “C” in all General Education and dental hygiene courses. Any student who has been in the program and fails a course is dismissed from the program and can reapply and be considered with the other applicants at that time. Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective

students are given information regarding these tasks, and applicants agree that they are capable of and willing to perform these tasks and assume these risks.

Students must successfully complete the American Heart Association two year CPR certification training in June, July, or August prior to enrolling in the technical dental hygiene courses offered during the Fall semester.

### Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Successful completion of all didactic instruction
- Successful completion of all General Education courses
- Successful completion of a General Education course, Ethics in Contemporary Society (PHI101)
- Completion of all technical courses with a grade of “C” or better
- Completion of all General Education courses with a grade of “C” or better
- Successful completion of all required clinical proficiencies per semester
- Successful completion of all clinical patient requirements per semester
- A completed Petition to Graduate submitted to campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts

### Program Requirements

#### *AS in Dental Hygiene Program — Spring Semester Start Course Requirements*

The AS in Dental Hygiene program with a spring semester start requires the satisfactory completion of 90 semester credit hours according to the sequence outlined below:

Semester One	Credit Hours
CHM100 General Chemistry	3
BIO110 Understanding Human Anatomy— General Education Requirement	3
PHI101 Ethics in Contemporary Society— General Education Requirement	3
MAT107 College Algebra— General Education Requirement	3
ENG101 Composition I— General Education Requirement	3
<b>Total Credit Hours</b>	<b>15</b>

Semester Two	Credit Hours
DEN 107 Dental Anatomy Lab	1
DEN108 Oral Embryology/Histology	2
DEN100 Dental Hygiene I	2
DEN121 Clinic I-Preclinical	3
DEN119 Instrumentation Clinic	1
DEN125 Dental Radiology	2
DEN195 Dental Hygiene Ethics and Professionalism	1
DEN111 Head and Neck Anatomy	2
COM110 Medical Terminology	1
<b>Total Credit Hours</b>	<b>15</b>

Semester Three	Credit Hours
BIO115 Fundamentals of Human Physiology— General Education Requirement	3
DEN122 Clinic II	3
DEN130 Dental Hygiene II	3
DEN120 BioMaterials	3
DEN170 Periodontology	3
DEN135 Biochemistry/ Microbiology	2
<b>Total Credit Hours</b>	<b>17</b>

Semester Four	Credit Hours
PSY180 Interpersonal Effectiveness— General Education Requirement	3
HUM440 Critical Thinking: Common Sense in Everyday Life — General Education Requirement	3
DEN150 General and Oral Pathology	2
DEN160 Pain Management	3
DEN185 Clinic III/Dental Hygiene III	3
DEN240 Community Dental Health	2
<b>Total Credit Hours</b>	<b>16</b>

Semester Five	Credit Hours
DEN126 Radiographic Interpretation	2
DEN205 Dental Hygiene IV/Special Needs	2
DEN221 Clinic IV	3
DEN210 Nutrition	2
DEN211 Pharmacology	3
PSY101 General Psychology— General Education Requirement	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Semester Six</b>		<b>Credit Hours</b>
DEN235	Dental Hygiene V/Screening Lab	3
DEN222	Clinic V	3
GE	General Education Requirement (Communication Elective)	3
GE	General Education Requirement	3
<b>Total Credit Hours</b>		<b>12</b>
<b>Program Credit Hour Distribution</b>		
General Education		30
Program-Specific		60
<b>Total Credit Hours</b>		<b>90</b>

### ***Associate of Science in Medical Laboratory Technology Program***

Argosy University offers an Associate of Science (AS) in Medical Laboratory Technology program. The mission of this program is to teach students to work as healthcare professionals; to interact with pathologists, technologists, other medical personnel and patients in a professional and ethical manner; to develop the best possible technical skills in laboratory analysis; and to demonstrate at all times the utmost respect and concern for the well being of the patients they serve.

The modern medical laboratory is a technologically advanced working environment that offers outstanding career opportunities for medical laboratory technicians. Technicians perform extensive laboratory testing procedures in hospitals, clinics, and other laboratory settings that aid in the diagnosis and treatment of patients.

#### ***Track I***

Students with an earned secondary degree or equivalent (GED) may apply to Track I of the AS in Medical Laboratory Technology. The Track I program of study requires the satisfactory completion of 75 semester credit hours that includes 30 credit hours of general education, 39 credit hours of program-specific courses, and 6 credit hours of clinical training. Full-time students following the recommended Track I course sequence can complete the didactic portion of the program in 24 months.

The maximum allowable time frame to complete the Track I program requirements based upon full-time status is 36 months.

#### ***Track II***

Students with an earned bachelor's degree may apply to Track II of the AS in Medical Laboratory Technology. The Track II program of study requires the satisfactory completion of 51 semester credit hours that includes 3 credit hours of general education, 39 credit hours of program-specific courses, and 6 credit hours of clinical training. Full-time students following the recommended Track II curriculum outline can complete the program in 16 months. The maximum allowable time frame to complete the Track II curriculum based upon full-time status is 24 months.

#### **Registry Exams**

Students who successfully complete this program will be eligible to sit for the American Society for Clinical Pathology (ASCP) or the National Credentialing Agency (NCA) Board of Registry exams to become a Certified Medical Laboratory Technician/Clinical Laboratory Technician. Information pertaining to the ASCP and NCA registry exams can be found at [www.ascp.org](http://www.ascp.org) and [www.nca-info.org](http://www.nca-info.org). Completion of the program requirements does not guarantee passage of the American Society for Clinical Pathology or National Credentialing Agency Board of Registry Exams. Requirements for taking and passing registry exams are subject to change without notice to the University. Information pertaining to the ASCP and NCA registry exams can be found at [www.ascp.org](http://www.ascp.org) and [www.nca-info.org](http://www.nca-info.org).-ADD.



## Admission Requirements

### Track I

- ACT composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 850 or above, or
- Passing score on Argosy University Entrance Exam
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

### 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.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 AS in Medical Laboratory Technology program must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.
- Proof of high school graduation or GED, or proof of earned college degree
- SAT/ACT or Argosy University Entrance Exam scores, and TOEFL® score (if applicable)

- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable and willing to perform these tasks and assume these risks.

## Graduation Requirements

- Satisfactory completion of all requirements in the program of study
- Satisfactory completion of all courses according to program requirements
- Completion of all General Education courses with a grade of "C-" or better
- Successful completion of all clinical competencies
- A completed Petition to Graduate submitted to campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts

### AS in Medical Laboratory Technology Program — Track I Course Requirements

The AS in Medical Laboratory Technology program — Track I requires the satisfactory completion of 75 semester credit hours completed according to the sequence outlined below:

Semester One	Credit Hours
BIO110 Understanding Human Anatomy — General Education Requirement	3
COM110 Medical Terminology	1
MLT101 Introduction to the Clinical Laboratory	1
GE General Education Requirement	3
MAT107 College Algebra — General Education Requirement	3
MLT107 Hematology/Phlebotomy	3
Total Credit Hours	14



Semester Two	Credit Hours
PSY180 Interpersonal Effectiveness — General Education Requirement	3
PHI101 Ethics — General Education Requirement	3
CHM100 General Chemistry	3
MLT103 Urinalysis/Microbiology	3
MLT109 Immunology	2
Total Credit Hours	14

Semester Three	Credit Hours
GE Humanities Elective — General Education Requirement	3
MLT130 Clinical Chemistry I	3
MLT150 Clinical Microbiology I	3
MLT170 Clinical Hematology I	3
MLT209 Clinical Immunology	3
Total Credit Hours	15

Semester Four	Credit Hours
GE Social Sciences Elective — General Education Requirement	3
GE Communications Elective — General Education Requirement	3
MLT230 Clinical Chemistry II	3
MLT250 Clinical Microbiology II	3
MLT270 Clinical Hematology II	3
Total Credit Hours	15

Semester Five	Credit Hours
GE Open Elective — General Education Requirement	3
GE Open Elective — General Education Requirement	3
MLT279 Immunohematology	3
MLT280 Comprehensive Review/Introduction to Clinical Training	3
Total Credit Hours	12

Semester Six	Credit Hours
MLT290 Clinical Medical Laboratory	6
Total Credit Hours	6

Program Credit Hour Distribution	
General Education	30
Program-Specific	39
Clinical Training	6
Total Credit Hours	75

### *AS in Medical Laboratory Technology Program — Track II Course Requirements*

The AS in Medical Laboratory Technology program — Track II requires a bachelor's degree and the satisfactory completion of 51 semester credit hours completed according to the sequence outlined below:

Semester One	Credit Hours
MLT101 Introduction to the Clinical Laboratory	1
BIO110 Understanding Human Anatomy	3
CHM100 General Chemistry	3
COM110 Medical Terminology	1
MLT103 Urinalysis/Microbiology	3
MLT107 Hematology/Phlebotomy Lab	3
MLT109 Immunology	2
Total Credit Hours	16

Semester Two	Credit Hours
MLT130 Clinical Chemistry I	3
MLT150 Clinical Microbiology I	3
MLT170 Clinical Hematology I	3
MLT209 Clinical Immunology	3
PSY180 Interpersonal Effectiveness — General Education Requirement	3
Total Credit Hours	15

Semester Three	Credit Hours
MLT230 Clinical Chemistry II	3
MLT250 Clinical Microbiology II	3
MLT270 Clinical Hematology II	3
MLT279 Immunohematology	3
MLT280 Comprehensive Review/Introduction to Clinical Training	2
Total Credit Hours	14

Semester Four	Credit Hours
MLT290 Clinical Medical Laboratory	6
Total Credit Hours	6

Program Credit Hour Distribution	
Program-Specific	42
Required General Education Course	3
Clinical Training	6
Total Credit Hours	51

### *Associate of Science in Radiation Therapy Program*

Argosy University offers an Associate of Science (AS) in Radiation Therapy program. The mission of the program is to provide the medical community with entry-level radiation therapists by providing them with knowledge and technical skills, a broad-based general education, and an understanding of, and compassion for, cancer patients and their families. Radiation Therapists prepare patients for radiation treatment, position patients under a linear accelerator, and administer prescribed doses of ionizing radiation to specific parts of the body. They may also assist in treatment planning, patient support and care, and brachytherapy.

### *Track I*

Students with an earned secondary degree or equivalent (GED) may apply to Track I of the AS in Radiation Therapy program. The Track I program of study requires the satisfactory completion of 78 semester credit hours that includes 30 credit hours of general education, 36 credit hours of program-specific courses, and 12 credit hours of clinical training. Full-time students following the recommended Track I course sequence can complete the program in 28 months. The maximum allowable time frame to complete the Track I curriculum based upon full-time status is 42 months.

### *Track II*

Students with an earned Associate of Applied Science (AAS) in Radiologic Technology degree may apply to Track II of the AS in Radiation Therapy program. The Track II program of study requires the satisfactory completion of 56 semester credit hours of study that includes 12 credit hours of general education, 32 credit hours of program-specific courses, and 12 credit hours of clinical training. Full-time students following the Track II program requirements can complete the degree requirements in 20 months. Track II students should meet with an advisor to discuss the recommended course sequence. The maximum allowable time frame to complete the Track II curriculum based upon full-time status is 30 months.

In addition to the stated credit hour credit hour requirements, students enrolled in the AS in Radiation Therapy program—Track II are required to have successfully completed a college-level algebra course. These requirements may be satisfied through transfer credit. Otherwise, students are required to take MAT107 College Algebra during the first semester of enrollment and earn a grade of “C-” or better.

### **Registry Exams**

The American Registry of Radiation Technologists (ARRT) seeks to ensure high quality patient care in radiation therapy. ARRT tests and certifies therapists and administers continuing education and ethics requirements

for their annual registration. Certification is the process of initially recognizing individuals who have satisfied certain standards within a profession. A person is certified by ARRT after completing educational preparation standards, complying with ethics standards, and passing a certification exam. The AS in Radiation Therapy Program is designed to prepare graduates to sit for the American Registry of Radiologic Technologists (ARRT) certification exam to become a certified Radiation Therapist R.T. (T). Completion of the program requirements does not guarantee passage of the ARRT certification exam. Requirements for taking and passing certification exams are subject to change without notice to the University. The most current information regarding the ARRT certification exam can be found at: <http://www.arrrt.org/>

### **Admission Requirements**

Because the field of radiation therapy is highly competitive, Argosy University, Twin Cities has established a set of objective criteria to identify applicants for admission acceptance. Radiation therapy applicants will be evaluated on a number of criteria unique to the AS in Radiation Therapy program. Applications will be evaluated by the Argosy University, Twin Cities Admissions Committee and the Radiation Therapy Department Committee. A wait list will also be maintained. All applications for admission to the AS in Radiation Therapy program must be submitted to the Admissions Department.

#### *Track I*

- Proof of high school graduation or GED
- ACT composite score of 20 or above, or
- Combined Math and Critical Reading SAT score of 960
- A minimum score of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction

Track II

- An Associate of Applied Science (AAS) in a radiologic technology 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
- A minimum score of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is also required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction

An admissions representative will help interested applicants complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.
- Proof of high school graduation or GED, or proof of earned college degree
- SAT or ACT score, and TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable of and willing to perform these tasks and assume these risks.

Graduation Requirements

- Successful completion of all requirements in the program of study
- Successful completion of all program specific coursework with a grade of “C-” or better
- Successful completion of General Education coursework with a grade of “C-” or better
- Successful documented attendance and completion of all required Clinical Training hours (1440 hours)
- Successful completion of all required clinical competencies with a grade of “C-” or better
- Successful completion of monthly clinical performance evaluations with a grade of “C-” or better
- Successful completion of Comprehensive Review (RTH280) during Clinical Training (RTH290)
- Successful completion of the Portfolio Project, receiving a grade of “C-” or better
- A completed Petition to Graduate submitted to the campus administration
- Students must also be current on all financial obligations in order to receive official final transcripts

AS in Radiation Therapy Program — Track I Course Requirements

The AS in Radiation Therapy program — Track I requires the satisfactory completion of 78 semester credit hours completed according to the sequence outlined below:

Semester One		Credit Hours
BIO120	Understanding Human Anatomy and Physiology — General Education Requirement	3
COM110	Medical Terminology	1
MAT107	College Algebra — General Education Requirement	3
ENG101	Composition I — General Education Requirement	3
RTH100	Introduction to Radiation Therapy	2
Total Credit Hours		12

Semester Two		Credit Hours
PSY180	Interpersonal Effectiveness — General Education Requirement	3
PHY105	General Physics — General Education Requirement	3
RTH102	Computer Science	1
RTH110	Radiologic Physics	3
RTH115	Sectional Anatomy	2
Total Credit Hours		12

Semester Three		Credit Hours
GE	Social Science Elective — General Education Requirement	3
MAT110	Precalculus Math — General Education Requirement	3
RTH120	Radiation Therapy Physics/QM	3
RTH130	Radiation Protection/Radiobiology	2
RTH150	Treatment Planning I	3
Total Credit Hours		14

Semester Four		Credit Hours
PHI101	Ethics — General Education Requirement	3
RTH135	Principles and Practices of Radiation Therapy I	3
RTH220	Treatment Planning II	3
RTH230	Building Clinical Skills	3
Total Credit Hours		12

Semester Five		Credit Hours
GE	Communication Elective — General Education Requirement	3
GE	Humanities Elective — General Education Requirement	3
RTH201	Research Methodology	1
RTH210	Medical Law and Ethics	3
RTH240	Principles and Practices of Radiation Therapy II	3
Total Credit Hours		13

Semester Six		Credit Hours
RTH290	Clinical Training, Radiation Therapy	6
Total Credit Hours		6

Semester Seven		Credit Hours
RTH280	Comprehensive Review (online)	3
RTH291	Clinical Training, Radiation Therapy	6
Total Credit Hours		9

Program Credit Hour Distribution	
General Education	30
Program-Specific	36
Clinical Training	12
Total Credit Hours	78

#### *AS in Radiation Therapy Program — Track II (AAS in Radiologic Technology Required) Course Requirements*

The AS in Radiation Therapy program—Track II requires the satisfactory completion of 56 semester credit hours as outlined below. Students should meet with an advisor to discuss the recommended course sequence.

The Following Courses Are Required		Credit Hours
BIO115	Human Physiology — General Education Requirement	3
MAT110	Precalculus Mathematics*	3
PHY105	General Physics — General Education Requirement	3
PSY180	Interpersonal Effectiveness** — General Education Requirement	3
RTH100	Introduction to Radiation Therapy	2
RTH102	Computer Science	1
RTH115	Sectional Anatomy	2
RTH120	Radiation Therapy Physics/QM	3
RTH130	Radiation Protection/Radiobiology	2
RTH135	Principles and Practices of Radiation Therapy I	3
RTH150	Treatment Planning I	3
RTH201	Research Methodology	1
RTH210	Medical Law and Ethics	3
RTH220	Treatment Planning II	3
RTH230	Building Clinical Skills	3
RTH240	Principles and Practices of Radiation Therapy II	3
RTH280	Radiation Therapy Comprehensive Review (online)	3
RTH290	Clinical Training Radiation Therapy	6
RTH291	Clinical Training Radiation Therapy	6
Total Credit Hours		56

*\*Students who have not transferred credit for college algebra must take MAT107 College Algebra, a prerequisite for MAT110 Precalculus Mathematics.*

*\*\*Transfer credit is not accepted for PSY180 Interpersonal Effectiveness*

Program Credit Hour Distribution	
General Education	12
Program-Specific	32
Clinical Training	12
Total Credit Hours	56

#### *Clinical Training Requirement*

Clinical Training, Radiation Therapy (RTH290) is a 1440-hour internship in a hospital or clinic radiation oncology department. Students register for clinical training for two semesters. A sample list of clinical training sites is available upon request. Students may be placed outside the Twin Cities Metro Area, including possible out-of-state locations, for clinical training.

## **BACHELOR OF SCIENCE PROGRAMS**

### ***Bachelor of Science in Medical Technology Program — Argosy University, Twin Cities***

The Bachelor of Science (BS) in Medical Technology is designed for individuals who have completed an associate's degree in Medical Laboratory Technology. Medical Technologists perform the more complex laboratory testing in the clinical lab which requires a higher level of judgment and expertise than that of a Medical Laboratory Technician. Medical Technologists write and implement new procedures, evaluate test results, establish and monitor programs to ensure the accuracy of laboratory testing. Additionally, this program includes coursework to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions.

All students admitted to the BS in Medical Technology program are expected to possess the following basic academic skills: the ability to use standard written and spoken English effectively; basic calculation skills (pre-algebra) and the ability to use a calculator to perform basic operations.

#### **Registry Exams**

Students who successfully complete this program will be eligible to sit for the American Society for Clinical Pathology (ASCP) or the National Credentialing Agency (NCA) Board of Registry exams to become a Certified Medical Technologist/Clinical Laboratory Scientist. Completion of the program requirements does not guarantee passage of the American Society for Clinical Pathology or National Credentialing Agency Board of Registry Exams. Requirements for taking and passing registry exams are subject to change without notice to the University. Information pertaining to the ASCP and NCA registry exams can be found at [www.ascp.org](http://www.ascp.org) and [www.nca-info.org](http://www.nca-info.org). -ADD

#### **Program Outcomes**

The BS in Medical Technology program outcomes are as follows:

- Communication:
  - Effectively present healthcare concepts, both written and oral, appropriate to the audience
- Information Management:
  - Given a lab environment, operate lab equipment to evaluate, correlate and ensure accuracy and validity of laboratory information.
  - Correlate test results with specific disease states.
  - Using medical information, manage data to enable effective, timely, accurate and cost-effective reporting.
- Performance Proficiency:
  - Given professional standards:
    - ? Develop and establish procedures to collect and process biological specimens and other substances.
    - ? Recognize and follow established laboratory safety policies.
- Analysis and Decision Making:
  - Utilizing knowledge of the field, perform pre-analytical, analytical and post-analytical processes within the clinical laboratory.
  - Evaluate possible solutions to determine and institute proper procedures to maintain accuracy and precision within a lab environment.
- Managing Resources:
  - Financial Resources-
    - ? Given a lab environment, direct and manage financial resources in a way that promotes cost-effective laboratory services.

- Human Resources-
  - ? Recognize and apply effective leadership skills in collaboration with laboratory professionals to offer value-added services.
  - ? Given a medical environment, demonstrate the ability to provide orientation to new employees and update requisite knowledge and skills of other laboratory professionals.
- Quality Assessment and Ethics:
  - Given a lab environment, monitor the research and testing of biological specimens, body fluids, cells and other substances, to meet quality control standards.
  - Given a medical environment, identify appropriate regulations to ensure policies and procedures are in compliance.
  - Identify the issues and challenges related to ethics and professional conduct within the medical field.
- A minimum written TOEFL® score of or 500 (paper version), 173 (computer version), or 61 (Internet version) is 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.
- Remedial or developmental courses are not applicable to the degree requirements.
- Proof of high school graduation or earned college degree.

All applications for admission to the program must be submitted to the Admissions Department. An admissions representative will help interested students to complete the following documentation:

- Student Information Form
- Personal Interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Proof of high school graduation or GED, and proof of earned college degree
- TOEFL® score (if applicable)
- Official transcripts from all post-secondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Health forms

### **Admission Requirements**

Students will be admitted to the BS in Medical Technology program upon meeting specific requirements described below.

- Completion of an Associate of Arts (AA), Associate of Science (AS) or the Associate of Applied Science (AAS) degree in Medical Laboratory Technology or Clinical Laboratory Technology from a regionally accredited institution or from a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited program. A maximum of 75 lower division or 90 total credit hours may be transferred with grade of "C-" or better from a regionally accredited institution or from a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited program.

## Transfer credit

Students may transfer up to 75 credit hours from a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited Medical Laboratory Technician Program. A maximum of 90 credit hours can be transferred and applied to the BS in Medical Technology degree requirements. However, only 75 credit hours of lower division or two-year college coursework will be accepted for transfer credit. Any student with fewer than 30 credit hours in general education courses will need to complete 30 credit hours in the proper distribution areas. Transfer credits must have a grade of “C” or better. Associate of Arts and Associate of Science degrees transfer as a unit, including “D” grades, however, the cumulative GPA must be above 2.0. Any “D” grades received during the completion of the Associate’s degree earned at other institutions must be repeated with a passing grade of C- or better.

## Graduation Requirements

- Satisfactory completion of all required courses within the program major with a grade of “C-” or better
- Completion of 120 credit hours as follows
  - 30 credit hours General Education Curriculum Requirements
  - 39 credit hours Core Course Requirements
  - 6 credit hours Clinical Training Requirements
  - 45 credit hours of lower division coursework (transfer credit or completed at Argosy University)
- Completion of a minimum of 36 credit hours of upper division courses
- An Argosy University grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration

## Program Requirements

The BS in Medical Technology degree completion program requires the satisfactory completion of 120 credit hours distributed as follows.

### *General Education Curriculum Requirements (30 credit hours)*

- 6 credit hours in communications
- 6 credit hours in humanities
- 6 credit hours in social sciences\*
- 6 credit hours in natural science
- 6 credit hours in mathematics

*\*Students are required to take PSY180 Interpersonal Effectiveness to fulfill this requirement during their first semester of attendance. Transfer credit is not accepted for this course*

### *Core Requirements (39 credit hours)*

Students are required to complete fourteen core courses or 39 credit hours as specified below.

### **Core Requirements —Students Are Required to Take the Following**

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BIO310	Human Genetics (2)
BIO320	Molecular Biology (3)
BIO400	Biochemistry (3)
CHM330	Organic Chemistry I (2)
CHM340	Organic Chemistry II (2)
HCM402	Human Resources Management in Healthcare System (3)
HCM403	Quality Assurance in Healthcare Systems (3)
HCM404	Healthcare Policy and Administration (3)
MTE350	Clinical Microbiology, Advanced (3)
MTE360	Laboratory Operation/Management/Education (3)
MTE370	Hematology/Coagulation, Advanced (3)
MTE420	Molecular Diagnostics/Emerging Technologies (3)
MTE430	Clinical Chemistry, Advanced/Laboratory Instrumentation (3)
MTE480	Immunohematology, Advanced (3)

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### **Core Requirements —39 Credit Hours**

*Clinical Training Requirements (6 credit hours)*

Students must successfully complete all coursework prior to clinical training. Clinical Training (MTE490) is equivalent to a five month internship which takes place at a NAACLS approved clinical laboratory site. Clinical training time may be reduced based on the demonstration of competency as determined by the clinical training site and the BSMT program officials. Students must pass a clinical background check, have current immunizations, and appropriate health insurance prior to beginning clinical training.

**Clinical Training Requirements—Students Are Required to Take the Following**

MTE490 Clinical Training (6)

Clinical Training Requirements — 6 Credit Hours

**Recommended Core Course Sequence for Bachelor of Science (BS) in Medical Technology**

The following is the recommended core course sequence for the BS in Medical Technology Program. Modifications to this sequence must be approved through the BS in Medical Technology Program Chair. Please note that students who have not completed the stated general education requirements\* will be required to include these courses in their plan of study.

**Year One**

CHM330	Organic Chemistry I (2)	CHM340	Organic Chemistry II (2)	BIO320	Molecular Biology (3)
PSY180	Interpersonal Effectiveness (3)*	BIO310	Human Genetics (2)	MTE350	Advanced Clinical Microbiology (3)
		MTE360	Laboratory Operation/ Management/Education (3)		

\* Transfer credit is not accepted for PSY180 Interpersonal Effectiveness which must be completed during the first semester of matriculation.

**Year Two**

MTE370	Advanced Hematology/ Coagulation (3)	HCM403	Quality Assurance in Healthcare Systems (3)	MTE420	Molecular Diagnostics/ Emerging Technologies (3)
HCM402	Human Resource Management in Healthcare System (3)	BIO400	Biochemistry (3)	MTE430	Advanced Clinical Chemistry (3)

**Year Three**

MTE480	Advanced Immunochemistry (3)	MTE490	Clinical Training (6)
HCM404	Healthcare Policy and Administration (3)		





# College of Undergraduate Studies

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## Bachelor of Arts Programs

### **BACHELOR OF ARTS IN LIBERAL ARTS**

*Argosy University, Chicago; Argosy University, Dallas; Argosy University, Denver; Argosy University, Hawaii; Argosy University, Inland Empire; Argosy University, Los Angeles; Argosy University, Orange County; Argosy University, Phoenix; Argosy University, San Diego; Argosy University, San Francisco Bay Area; Argosy University, Salt Lake City; Argosy University, Sarasota; Argosy University, Seattle; Argosy University, Tampa; Argosy University, Twin Cities*

### **Program Overview**

The Bachelor of Arts (BA) in Liberal Arts program offers an integrative approach to learning which aims to develop competencies in the basic academic areas and disciplines in higher education. It extends the capacity for intellectual inquiry through the incorporation of courses that develop the individual, prepare them for the workplace, and to participate constructively in a global society. The BA in Liberal Arts gives students the opportunity to integrate real world experience with the critical acquisition of a variety of human knowledge and skills that not only encourages sensitivity to the diversity of human cultures, but also creates a desire to achieve personal and professional excellence.

All students admitted to the BA in Liberal Arts program are expected to possess the following basic academic skills: the ability to use standard written and spoken English effectively; basic calculation skills (pre-algebra) and the ability to use a calculator to perform basic operations.

### **Program Outcomes**

Students who complete the BA in Liberal Arts program will have developed the following knowledge, skills and abilities as they pertain to personal, workplace and social development.

- Communications – Students will develop enhanced abilities to listen, read, comprehend, speak, write and engage effectively in personal, workplace or social interaction.
- Research – Students will learn to identify and access a variety of sources of information from which to become optimally informed regarding all available aspects of personal, workplace and social issues to be analyzed, evaluated, and resolved.
- Analysis – Students will learn to methodically examine issues, particularly involving human behavior, by identifying pertinent individual, group and societal dynamics, their causal factors, and their interrelationships.
- Evaluation – Students will learn to identify and ascertain the relative value of potential solutions to interpersonal, workplace and social problems and to prioritize such solutions.
- Critical thinking – Students will be able to integrate analytical, evaluation, inductive and deductive reasoning skills to formulate conclusions and make decisions that effectively address interpersonal and workplace issues in the context of societal perspective.
- Sensitivity to Diversity – Students will be able to analyze and evaluate the strengths and weaknesses of a diverse society and manage social problems and interpersonal conflict with due respect for race, ethnicity, gender, religion, culture, economic status, and lifestyle.
- Interpersonal Effectiveness – Students will be able to apply interpersonal effectiveness theories and skills to everyday interaction,

explore how interpersonal effectiveness can help them achieve personal and professional goals, and prepare for further development of interpersonal effectiveness skills during their academic program.

### **Admission Requirements**

Applicants must provide proof of high school graduation or GED and meet one of the following conditions:

- ACT Composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 870, or
- Minimum High School or College GPA as follows:
  - For students with 12 or less college credits, cumulative High School GPA of 2.0 or above
  - For students with 13 or more college credits, cumulative college GPA of 2.0 or above

### **Other Admissions Requirements**

- The Associate of Arts (AA) or Associate of Science (AS) degree transfers in its entirety, including “D” grades, as long as cumulative GPA is 2.0 or better. A maximum of 78 lower division or 90 total credit hours may be transferred.
- Remedial or developmental courses are not transferable.
- Proof of high school graduation or earned college degree.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Complete Application for Admission Form

- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)
- Official transcripts from all postsecondary schools attended
- Proof of high school graduation or GED or college degree from a regionally accredited institution or nationally accredited institution approved and documented by the faculty and dean of the College of Undergraduate Studies

### **Admission on Provisional Status**

Applicants who do not meet the above conditions for admission will be assigned “Provisional Status” in accordance with Argosy University policies regarding Satisfactory Academic Progress. If admitted on provisional status, students will have a maximum of two semesters to meet the standards for academic progress. A student assigned Provisional Status is eligible for financial aid.

### **Graduation Requirements**

- Satisfactory completion of all required courses within the program major with a grade of “C-” or better
- Completion of 120 credit hours as follows
  - 42 credit hours General Education Curriculum Requirements<sup>1</sup>
  - 36 credit hours Liberal Arts Core Requirements
  - 18 credit hours Additional Liberal Arts Requirements
  - 24 credit hours Elective Requirements<sup>2</sup>
- Completion of a minimum of 42 credit hours of upper division courses<sup>3</sup>
- An Argosy University grade point average of 2.0 or higher
- A minimum of 30 credit hours completed at Argosy University
- A completed Petition to Graduate submitted to campus administration

**Program Requirements**

The BA in Liberal Arts requires the satisfactory completion of 120 credit hours distributed as follows.

*General Education Curriculum Requirements (42 credit hours)<sup>1</sup>*

- 6 credit hours in academic and interpersonal skills <sup>5\*</sup>
- 6 credit hours in communications
- 6 credit hours in humanities<sup>6</sup>
- 6 credit hours in social sciences<sup>7</sup>
- 6 credit hours in natural science
- 6 credit hours in mathematics
- 6 credit hours in elective courses (in any general education distribution area)<sup>8</sup>

<sup>1</sup> The General Education Requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours. To satisfy these requirements, students choose an additional general education elective. Elective Requirements are 7 courses or 21 credit hours. The total credit hours required to complete the program remains the same at 120 credit hours.

<sup>2</sup> The Electives Requirements are 21 credit hours at Argosy University, Sarasota and Argosy University, Tampa.

<sup>3</sup> All students must take a minimum of four courses at the 300 and 400 level within General Education, and a minimum of ten 300 and 400 level courses within the program electives.

<sup>4</sup> The General Education Requirements at Argosy University, Sarasota and Argosy, University, Tampa are 45 credit hours.

<sup>5</sup> Academic and Interpersonal Skills requirements are 3 credit hours at Argosy University, Twin Cities and are fulfilled by successful completion of ASP100 Skills for Success.

<sup>6</sup> Students at Argosy University, Twin Cities are required to take 9 credit hours within the Humanities category.

<sup>7</sup> Students at Argosy University, Twin Cities are required to take 9 credit hours within the Social Sciences category. PSY180 Interpersonal Effectiveness is taken to fulfill 3 credits of this requirement.

<sup>8</sup> Students at Argosy University, Sarasota and Argosy University, Tampa are required to take 9 credit hours of general education elective courses. Students at Argosy University, Twin Cities are required to take 3 credit hours general education elective courses.

<sup>\*</sup>To satisfy the Academic and Interpersonal Skills requirements, students are required to take ASP100 Skills for Success and PSY180 Interpersonal Effectiveness during the first semester of attendance. Transfer credit is not accepted for either course.

*Liberal Arts Core Requirements (36 credit hours)*

Students are required to complete twelve core courses or 36 credit hours. All students are required to take three Prescribed Core Courses. To complete the Liberal Arts Core Requirements, students choose three courses or 9 credit hours from each Interdisciplinary Category (The Individual, The Workplace, and Society) as listed below.

**Liberal Arts Core Requirements —Students Are Required to Take the Following**

**Prescribed Core Courses**

COM105	Organizational Communication (3)†
HUM440	Critical Thinking: Common Sense in Everyday Life (3)†
SOC416	Sociological Perspectives on Class, Ethnicity, and Gender (3)†

**The Individual—Students Choose Three of the Following**

ENG401	Shakespeare Today(3)†
HUM401	American Voices (3)†
PSY300	Developmental Psychology (3)
PSY306	Psychology of Aging (3)
PSY350	Physiological Psychology (3)
PSY361	Personality Theory (3)
PSY360	Cognition and Learning (3)

**The Workplace—Students Choose Three of the Following**

BUS212	Business Law and Corporate Ethics (3)
BUS381	Solutions Focused Leadership (3)
COM301	Negotiation and Conflict Resolution (3)
MGT400	Managing People for Performance (3)
BUS423	Business Psychology (3)
MGT450	Cultural Diversity in the Workplace (3)
MGT411	Human Resources Management (3)
PSY320	Industrial/Organizational Psychology (3)
PSY405	Interviewing Techniques (3)

**Society—Students Choose Three of the Following**

CJA105	Introduction to Criminal Justice (3)
CJA330	Juvenile Delinquency (3)
CJA426	Terrorism (3)
COM104	Persuasion (3)†
COM450	Communication, Gender and Culture (3) †
PSY312	Diversity (3)
PSY310	Social Psychology (3)
PSY410	Maladaptive Behavior (3)
PSY480	Biopsychosocial Effectives of Substance Abuse (3)
PSY481	Substance Abuse and the Family (3)
PSY493	Crime and Causes (3)

**Liberal Arts Core Requirements—36 Credit Hours**

† These courses can only be applied to core requirements in the BA in Liberal Arts program and cannot be taken to fulfill general education distribution requirements.

### *Additional Liberal Arts Requirements (18 credit hours)*

Students are required to choose six courses from three interdisciplinary categories that have not been taken to satisfy the Liberal Arts Core Requirements.

### *Elective Requirements (24 credit hours)<sup>9</sup>*

Students may choose eight courses from any area with the approval of the program chair.

<sup>9</sup> Electives Requirements are 7 courses or 21 credit hours for students at Argosy University, Sarasota and Argosy University, Tampa.

## **BACHELOR OF ARTS IN PSYCHOLOGY**

**Argosy University, Atlanta; Argosy University, Chicago; Argosy University, Dallas; Argosy University, Denver; Argosy University, Hawai'i; Argosy University, Inland Empire; Argosy University, Los Angeles; Argosy University, Nashville; Argosy University, Orange County; Argosy University, Phoenix; Argosy University, Salt Lake City; Argosy University, San Diego; Argosy University, San Francisco Bay Area; Argosy University, Sarasota; Argosy University, Schaumburg; Argosy University, Seattle; Argosy University, Tampa; Argosy University, Twin Cities; Argosy University, Washington DC**

The Bachelor of Arts (BA) in Psychology program is intended for students with clearly-defined career goals. Through completion of a dynamic group of psychology core and elective courses, students can choose to prepare for immediate employment, career advancement, or graduate study. The BA in Psychology program is designed to prepare students to begin human services careers in such capacities as entry-level counselor, case manager, human resources administrator, management, and business services, as well as graduate study in fields such as counseling, social work, and marriage and family therapy. The program is flexible enough to allow students to pursue opportunities offered by a number of states for credentialing or certification at the bachelor's level.

This dynamic program is built around flexible online and in-residence accelerated classes intended to help students complete their degree requirements rapidly.

All students admitted to the BA in Psychology program are expected to possess the following basic academic skills: The ability to use standard written and spoken English effectively; basic calculation skills (pre-algebra) and the ability to use a calculator to perform basic operations.

Students in the BA in Psychology program can choose one of three concentration areas:

- Criminal Justice
- Organizational Psychology
- Substance Abuse

Availability of concentrations varies by campus. Students should confirm with the program chair before selecting a concentration.

The goal of the program is to build broad, basic understanding of social sciences theory and application. This foundation provides skills and competencies that apply to many work environments.

### **Admission Requirements**

Applicants must provide proof of high school graduation or GED and meet one of the following conditions:

- ACT Composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 870, or
- Minimum High School or College GPA as follows:
  - For students with 12 or less college credits, cumulative High School GPA of 2.0 or above
  - For students with 13 or more college credits, cumulative college GPA of 2.0 or above

### **Admission on Provisional Status**

Applicants who do not meet the above conditions for admission will be assigned "Provisional Status" in accordance with Argosy University policies regarding Satisfactory Academic Progress. If admitted on provisional status, students will have a maximum of two

semesters to meet the standards for academic progress. A student assigned Provisional Status is eligible for financial aid.

### **Other Admission Requirements**

- The Associate of Arts (AA) or Associate of Science (AS) degree transfers in its entirety, including “D” grades, as long as cumulative GPA is 2.0 or better. A maximum of 78 lower division or 90 total credit hours may be transferred.
- Remedial or developmental courses are not transferable.
- Proof of high school graduation or earned college degree.
- A minimum written TOEFL® score of or 500 (paper version), 173 (computer version), or 61 (Internet version) is 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 must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Complete Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.
- Official transcripts from all post-secondary schools attended
- Proof of high school graduation or GED or college degree from a regionally accredited institution or nationally accredited institution approved and documented by the faculty and dean of the College of Undergraduate Studies

### **Program Outcomes**

- Cognitive abilities: Critical thinking
- Cognitive abilities: Information literacy
- Research: Understanding research methods
- Communication skills: Oral
- Communication skills: Written
- Ethics
- Diversity
- Knowledge of the field
- Knowledge of applied psychology

### **Graduation Requirements**

- Satisfactory completion of all required courses within the program major with a grade of “C-” or better
- Completion of 120 credit hours as follows
  - 42 credit hours General Education Curriculum Requirements<sup>1</sup>
  - 24 credit hours Psychology Core Requirements
  - 18 credit hours Psychology Elective Requirements<sup>2</sup>
  - 3 credit hours Capstone Requirements
  - 33 credit hours Open Electives<sup>3</sup>
- Completion of a minimum of 42 credit hours of upper division courses
- Completion of a capstone course and portfolio assignment
- Satisfactory completion of all required psychology courses at Argosy University within the program major, including electives, with a grade of “C-” or better.
- An Argosy University grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration

### **Program Requirements**

The BA in Psychology requires the satisfactory completion of 120 credit hours distributed as follows.

#### *General Education Curriculum Requirements (42 credit hours)<sup>4</sup>*

- 6 credit hours in academic and interpersonal skills\*

- 6 credit hours in composition
- 6 credit hours in humanities<sup>5</sup>
- 6 credit hours in social sciences<sup>6</sup> (6 credit hours outside of psychology)
- 6 credit hours in natural science
- 6 credit hours in mathematics
- 6 credit hours in elective courses<sup>7</sup> (in any general education distribution area except psychology)

*\*To satisfy the Academic and Interpersonal skills requirements, students are required to take ASP100 Skills for Success and PSY180 Interpersonal Effectiveness during the first semester of attendance. Transfer credit is not accepted for either course.*

<sup>1</sup> *The General Education Requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours. To satisfy these requirements, students choose an additional general education elective. Open Electives Requirements are 10 courses or 30 credit hours. The total credit hours required to complete the program remains the same at 120 credit hours.*

<sup>2</sup> *Students may select an optional concentration that will be applied towards the Psychology Elective Requirements.*

<sup>3</sup> *The Open Electives Requirements are 30 credit hours at Argosy University, Sarasota and Argosy University, Tampa.*

<sup>4</sup> *The General Education Curriculum Requirements at Argosy University, Sarasota and Argosy, University, Tampa are 45 credit hours.*

<sup>5</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the humanities category.*

<sup>6</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the social sciences category. Successful completion of PSY180 Interpersonal Effectiveness fulfills 3 credits of this requirement.*

<sup>7</sup> *Students at Argosy University, Sarasota and Argosy University, Tampa are required to take 9 credit hours general education elective courses. Students at Argosy University, Twin Cities are required to take 3 credit hours general education elective courses.*

### **Psychology Core Requirements (24 credit hours)**

All students in the BA in Psychology program must complete eight psychology core courses or 24 credit hours.

### **Psychology Core Requirements — Students Are Required to Take the Following**

#### **Foundation Requirements**

PSY101	General Psychology (3)
PSY210	General Statistics (3)
PSY302	Research Methods (3)
PSY310	Social Psychology (3)
PSY350	Physiological Psychology (3)
PSY405	Interviewing Techniques (3)

#### **Applied Psychology Requirements**

PSY320	Industrial/Organizational Psychology (3)
PSY400	Counseling Theories (3)
PSY405	Interviewing Techniques (3)

#### **Social Sciences Base Requirement—Students Choose One of the Following**

PSY300	Developmental Psychology (3)
PSY310	Social Psychology (3)

#### **Natural Sciences Base Requirement—Students Choose One of the Following**

PSY350	Physiological Psychology (3)
PSY360	Cognition and Learning (3)

### **Psychology Core Requirements — 24 Credit Hours**

### **Psychology Elective Requirements (18 credit hours)**

Students are required to complete six psychology electives, or 18 credit hours. Students may select one of the optional concentrations that will be applied to this requirement.

### **Psychology Electives Requirements — Students Choose Six of the Following**

PSY300	Developmental Psychology* (3) [if not taken as the required social sciences base]
PSY304	Human Sexuality (3)
PSY306	Psychology of Aging (3)
PSY310	Social Psychology* (3) [if not taken as the required social sciences base]
PSY312	Diversity (3)
PSY314	Psychology of Women (3)
PSY350	Physiological Psychology* (3) [if not taken as the required natural sciences base]
PSY360	Cognition and Learning* (3) [if not taken as the required natural sciences base]
PSY361	Personality Theory (3)
PSY410	Maladaptive Behavior and Psychopathology* (3)
PSY415	Psychological Assessment* (3)
PSY420	Disabilities (3)
PSY422	Forensic Psychology (3)
PSY440	Psychology Internship and Seminar (3)
PSY450	History and Systems of Psychology (3)
PSY493	Crime and Causes (3)
PSY395	Independent study (3)
	Other psychology elective courses as determined by the campus.

### **Psychology Electives Course Requirements — 18 Credit Hours**

*\* These courses are recommended for students considering pursuing graduate level education in psychology.*



**Optional Concentration Requirements**

Students may select a concentration that will be applied towards the fulfillment of the Psychology Elective Requirements. The primary goal of the psychology concentration is to help students gain the knowledge, skills, and competencies in a specific area of study. Students may choose to complete an optional concentration in Criminal Justice, Organizational Psychology, or Substance Abuse. Availability of concentrations varies by campus. Students should confirm with the program chair before selecting a concentration.

*Criminal Justice Concentration Requirements*

The Criminal Justice concentration offers coursework for students interested in the causes, treatment, and impact of crime on communities. Students examine psychological perspectives on the offender, including the history and theories of criminal justice. Policies and procedures of criminal justice, legal, and mental health settings will also be explored. Students also learn about effective treatment approaches that are effective with offenders, particularly substance abuse treatment.

**Criminal Justice Concentration Requirements — Students Are Required to Take the Following**

PSY422	Forensic Psychology (3)
PSY423	Psychology and Criminal Justice (3)
PSY493	Crime and Causes (3)
PSY494	Substance Abuse Treatment in the Criminal Justice System (3)

Criminal Justice Concentration Requirements — 12 Credit Hours

*Organizational Psychology Concentration Requirements*

The primary goal of the Organizational Psychology concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in a variety of organizations.

**Organizational Psychology Concentration Requirements — Students Are Required to Choose Four of the Following**

MGT302	Organizational Behavior (3)
MGT312	Organizational Leadership in Organizations (3)
MGT411	Human Resource Management (3)
MGT413	Managing Change (3)
MGT450	Cultural Diversity in the Workplace (3)

Organizational Psychology Concentration Requirements — 12 Credit Hours

*Substance Abuse Concentration Requirements*

The primary goal of the Substance Abuse concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in a variety of health-related organizations. Credit hour requirements for students pursuing this concentration are distributed as follows: Substance Abuse concentration required courses, 12 credit hours. In addition to the four required courses, other courses offered by Argosy University may be required on individual campuses to meet specific state regulations for licensure of substance abuse/dependency counselors. Students in this concentration also select the PSY490 Human Services Internship as their Capstone Seminar, which is more appropriate to their occupational goals.

**Substance Abuse Concentration Requirements — Students Are Required to Take the Following**

PSY480	Biopsychosocial Effects of Substances* (3)
PSY481	Substance Abuse and the Family (3)
PSY482	Substance Abuse Treatment I (3)
PSY483	Substance Abuse Treatment II (3)

Substance Abuse Concentration Requirements — 12 Credit Hours

*Capstone Requirements (3 credit hours)*

Students are required to take a capstone course and complete a portfolio assignment that is appropriate to their occupational goals during the final semester before graduation. Students may select PSY490 Human Services Internship or PSY492 Advanced General Psychology to fulfill this requirement.

**Capstone Seminar Requirements — Students Choose One of the Following**

PSY490	Human Services Internship (3)
PSY492	Advanced General Psychology (3)

Capstone Seminar Requirements — 3 Credit Hours

*Open Electives (33 credit hours)<sup>8</sup>*

Students may take 11 courses or 33 credit hours from any area, although they are encouraged to develop a broad understanding of the social sciences.

<sup>8</sup> The Open Electives requirements at Argosy University, Sarasota and Argosy University, Tampa are 10 courses or 30 credit hours.



# Bachelor of Science Programs

## BACHELOR OF SCIENCE IN BUSINESS

### ADMINISTRATION

Argosy University, Atlanta; Argosy University, Chicago; Argosy University, Dallas; Argosy University, Denver; Argosy University, Hawaii; Argosy University, Inland Empire; Argosy University, Los Angeles; Argosy University, Nashville; Argosy University, Orange County; Argosy University, Phoenix; Argosy University, San Diego; Argosy University, San Francisco Bay Area; Argosy University, Salt Lake City; Argosy University, Sarasota; Argosy University, Schaumburg; Argosy University, Seattle; Argosy University, Tampa; Argosy University, Twin Cities; Argosy University, Washington DC

The Bachelor of Science (BS) in Business Administration degree program is designed to help students focus their academic and professional development consistent with their career objectives and experiences. It is open to both students who have already earned college credit at a community college, junior college, or other university, and working professionals with no college experience.

In the program, students will follow a practical path to degree completion consisting of the following:

- A business core addresses all basic business functions
- A selection of general education courses tailored to professional needs
- A selection of specialized concentration designed to achieve a specified career plan
- A set of electives to complement and extend those competencies.

The program prepares students with competencies, skills and knowledge for immediate employment and future career advancement while simultaneously providing the basis for graduate education in business.

This applied, competency-oriented program combines flexible online and in-residence, classes in multiple formats intended to encourage students to move through the program at a pace that best suits their needs.

All students admitted to the BS in Business Administration program are expected to

possess the following basic academic skills: the ability to use standard written and spoken English effectively; basic calculation skills (pre-algebra) and the ability to use a calculator to perform basic operations; fundamental computer skills necessary to prepare reports, give presentations, access online materials and information, and correspond via e-mail.

In addition to the business core, students complete one of the following concentrations:

- Accounting
- Finance
- Healthcare Management
- Human Resources
- International Business
- Marketing
- Organizational Management

The primary goal of each concentration is to help students acquire the competencies, skills, and knowledge needed to seek lower- or entry-level management positions in a related function or industry. Availability of concentrations varies by campus. Students should confirm with the program chair before selecting a concentration.<sup>1</sup>

<sup>1</sup> Please note that the following concentrations are not offered by Argosy University, Nashville: Accounting, Human Resources, and Organizational Management.

### Admission Requirements

Applicants must provide proof of high school graduation or GED and meet one of the following conditions:

- ACT Composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 870, or
- Minimum High School or College GPA as follows:
  - For students with 12 or less college credits, cumulative High School GPA of 2.0 or above
  - For students with 13 or more college credits, cumulative College GPA of 2.0 or above

## Other Admission Requirements

- The Associate of Arts (AA) or Associate of Science (AS) degree transfers in its entirety, including “D” grades, as long as cumulative GPA is 2.0 or better. A maximum of 78 lower division or 90 total credit hours may be transferred.
- Remedial or developmental courses are not transferable.
- Proof of high school graduation or earned college degree.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement)
- Official transcripts from all post-secondary schools attended
- Proof of high school graduation or GED or college degree from a regionally accredited institution or nationally accredited institution approved and documented by the faculty and dean of the College of Undergraduate Studies

## Admission on Provisional Status

Applicants who do not meet the above conditions for admission will be assigned “Provisional Status” in accordance with Argosy University policies regarding Satisfactory Academic Progress. If admitted on provisional status, students will have a maximum of two semesters to meet the standards for academic progress. A student assigned Provisional Status is eligible for financial aid.

## Graduation Requirements

- Satisfactory completion of all required courses within the program major with a grade of “C-” or better
- Completion of 120 credit hours which includes
  - 42 credit hours General Education Curriculum Requirements<sup>2</sup>
  - 45 credit hours Business Core course requirements
  - 12 credit hours Concentration requirements
  - 21 credit hours Electives requirements<sup>3</sup>
- Satisfactory completion of 42 credit hours of upper division courses
- Satisfactory completion of all required business courses at Argosy University within the program major, including electives, with a grade of “C-” or better.
- An Argosy University grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration

<sup>2</sup> *The General Education Curriculum requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours. To satisfy these requirements, students choose an additional general education elective. Electives requirements are 10 courses or 30 credit hours. The total credit hours required to complete the program remains the same at 120 credit hours.*

<sup>3</sup> *Electives requirements are 18 credit hours at Argosy University, Sarasota and Argosy University, Tampa.*

## Program Requirements

The student must complete a total of 120 credit hours as follows:

### *General Education Curriculum Requirements (42 credit hours)<sup>4</sup>*

All students are required to take 14 courses or 42 credit hours in General Education distributed as follows:

- 6 credit hours in academic and interpersonal skills\*
- 6 credit hours in communication including ENG101 English Composition I (3 credit hours)

- 6 credit hours in humanities<sup>5</sup>
- 6 credit hours in social sciences consisting of ECO201 and ECO202<sup>6</sup>
- 6 credit hours in natural science
- 6 credit hours in mathematics including MAT106
- 6 credit hours in elective courses (which may be in any distribution area)<sup>7</sup>
- \* To satisfy the academic and interpersonal skills requirements, students are required to take ASP100 Skills for Success and PSY180 Interpersonal Effectiveness during the first semester of attendance. Transfer credit is not accepted for either course.

<sup>4</sup> *The General Education Curriculum requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours.*

<sup>5</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the Humanities category.*

<sup>6</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the Social Sciences category. PSY180 Interpersonal Effectiveness is taken to fulfill 3 credits of this requirement.*

<sup>7</sup> *Students at Argosy University, Sarasota and Argosy University, Tampa are required to take 9 credit hours in general education elective courses. Students at Argosy University, Twin Cities are required to take 3 credit hours general education elective courses.*

### ***Business Core Requirements (45 credit hours)***

All students in the BS in Business Administration program must complete 15 business core courses or 45 credit hours. Among these is a capstone course, Business Policy and Strategic Solutions (BUS499), which must be taken in the student's final semester before graduation.

The primary goal of the business core is to provide the breadth of general management competencies, skills, and knowledge required of managers and supervisors regardless of the specific requirements of their management positions.

<b>Business Core Requirements — Students Are Required to Take the Following</b>	
ACC201	Principles of Accounting (3)
ACC202	Principles of Management Accounting (3)
BUS212	Business Law and Corporate Ethics (3)
BUS381	Solutions Focused Leadership (3)
BUS423	Business Psychology (3)
BUS480	Business Tactics and Execution (3)
BUS499	Business Policy and Strategic Solutions (Capstone Course) (3)
COM301	Negotiation and Conflict Resolution (3)
FIN401	Financial Management (3)
MGT330	Business Information Systems (3)
MGT340	Solutions-Focused Decision Making (3)
MGT400	Managing People for Performance (3)
MGT402	Project Management (3)
MGT411	Human Resources Management (3)
MKT302	Marketing (3)

### **Business Core Requirements— 45 Credit Hours**

#### ***Concentration Requirements (12 Credit Hours)***

Students are required to select one of the concentrations described below.

#### ***Accounting Concentration Requirements***

The primary goal of the Accounting concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry level management or leadership positions in accounting.

<b>Accounting Concentration Requirements—Students Are Required to Take the Following</b>	
ACC415	Auditing (3)
ACC418	Corporate Taxation (3)
ACC420	Capital Budgeting (3)
BUS475	Strategic Cost Management (3)

### **Accounting Concentration Requirements—12 Credit Hours**

#### ***Finance Concentration Requirements***

The primary goal of the Finance concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in finance.

<b>Finance Concentration Requirements — Students Are Required to Take the Following</b>	
ACC420	Capital Budgeting (3)
BUS434	International Finance Management (3)
FIN430	Corporate Finance (3)
FIN434	Financial Decisions for Profit, People, and the Planet (3)

### **Finance Concentration Requirements— 12 Credit Hours**

*Healthcare Management Concentration Requirements*

The primary goal of the Healthcare Management concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in health care administration.

<b>Healthcare Management Concentration Requirements — Students Are Required to Take the Following</b>	
HCM401	Strategic Planning and Program Development (3)
HCM402	Human Resource Management in Healthcare Systems (3)
HCM403	Quality Assurance in Healthcare Systems (3)
HCM404	Healthcare Policy and Administration (3)
Healthcare Management Concentration Requirements— 12 Credit Hours	

*Human Resources Concentration Requirements*

The primary goal of the Human Resources concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in human resources.

<b>Human Resources Concentration Requirements—Students Are Required to Take the Following</b>	
BUS435	Employment Law (3)
BUS436	International Human Resources Management (3)
MGT420	Compensation and Benefits (3)
MGT430	Training and Development (3)
Human Resources Concentration Requirements—12 Credit Hours	

*International Business Concentration Requirements*

The primary goal of the International Business concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in international business.

<b>International Business Concentration Requirements — Students Are Required to Take the Following</b>	
BUS433	International Marketing (3)
BUS434	International Finance Management (3)
BUS436	International Human Resources Management (3)
BUS470	Global Business Management (3)
International Business Concentration Requirements— 12 Credit Hours	

*Marketing Concentration Requirements*

The primary goal of the Marketing concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in marketing.

<b>Marketing Concentration Requirements — Students Are Required to Take the Following</b>	
BUS365	Marketing, Sales, and Channel Management (3)
MKT431	Consumer Behavior (3)
MKT432	Marketing Research and Analysis (3)
BUS433	International Marketing (3)
Marketing Concentration Requirements— 12 Credit Hours	

*Organizational Management Concentration Requirements*

The primary goal of the Organizational Management concentration is to help students acquire the knowledge, skills, and competencies they need to seek entry-level management or leadership positions in any organization in the corporate sector.

<b>Organizational Management Concentration Requirements— Students Are Required to Take the Following</b>	
BUS470	Global Business Management (3)
MGT413	Managing Change (3)
MGT430	Training and Development (3)
MGT450	Cultural Diversity in the Workplace (3)
Organizational Management Concentration Requirements—12 Credit Hours	

*Electives Requirements (21 credit hours)<sup>8</sup>*

Students are also required to complete 7 electives or 21 credit hours. Students may take any courses from the undergraduate course offering listed in the Section 12, “Course Listings” of the Academic Catalog.

<sup>8</sup> *Electives Requirements at Argosy University, Sarasota and Argosy University, Tampa are 6 courses or 18 credit hours.*

## **BACHELOR OF SCIENCE IN CRIMINAL JUSTICE**

**Argosy University, Atlanta; Argosy University, Chicago; Argosy University, Dallas; Argosy University, Denver; Argosy University, Hawaii; Argosy University, Inland Empire; Argosy University Los Angeles; Argosy University, Nashville; Argosy University, Orange County; Argosy University, Phoenix; Argosy University, Salt Lake City; Argosy University, San Diego; Argosy University, San Francisco Bay Area; Argosy University, Sarasota; Argosy University, Schaumburg; Argosy University, Seattle; Argosy University, Tampa; Argosy University, Twin Cities; Argosy University, Washington DC**

The Bachelor of Science (BS) in Criminal Justice is a practitioner-oriented program that prepares students to be successful professionals in the fields of law enforcement, corrections, probation and parole, and security. The curriculum provides students with critical thinking, communication, research, and professional skills that contribute to career development.

In addition to core course work students complete two concentrations from the following categories:

- Corrections
- Forensic Psychology
- Homeland Security
- Management
- Police
- Security Management
- Substance Abuse

All students admitted to the BS in Criminal Justice program are expected to possess the following basic academic skills: The ability to use standard written and spoken English effectively; basic calculation skills (pre-algebra) and the ability to use a calculator to perform basic operations.

### **Admission Requirements**

Applicants must provide proof of high school graduation or GED and meet one of the following conditions:

- ACT Composite score of 18 or above, or
- Combined Math and Critical Reading SAT score of 870, or

- Minimum High School or College GPA as follows:

- For students with 12 or less college credits, cumulative High School GPA of 2.0 or above
- For students with 13 or more college credits, cumulative College GPA of 2.0 or above

### **Other Admission Requirements**

- The Associate of Arts (AA) or Associate of Science (AS) degree transfers in its entirety, including “D” grades, as long as cumulative GPA is 2.0 or better. A maximum of 78 lower division or 90 total credit hours may be transferred.
- Remedial or developmental courses are not transferable.
- Proof of high school graduation or earned college degree.
- A minimum score of 500 on the written TOEFL® or 61 on the TOEFL® Internet (iBT) is also required for all 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 must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement)
- Official transcripts from all post-secondary schools attended
- Proof of high school graduation or GED or college degree from a regionally accredited institution or nationally accredited institution approved and documented by the faculty and dean of the College of Undergraduate Studies

## Admission on Provisional Status

Applicants who do not meet the above conditions for admission will be assigned “Provisional Status” in accordance with Argosy University policies regarding Satisfactory Academic Progress. If admitted on provisional status, students will have a maximum of two semesters to meet the standards for academic progress. A student assigned Provisional Status is eligible for financial aid.

## Graduation Requirements

- Satisfactory completion of all required courses within the program major with a grade of “C-” or better
- Completion of 120 credit hours as follows
  - 42 credit hours General Education Curriculum Requirements<sup>1</sup>
  - 30 credit hours Core Course Requirements
  - 24 credit hours Concentration Requirements
  - 24 credit hours Elective Requirements<sup>2</sup>
- Completion of a minimum of 42 credit hours of upper division courses
- An Argosy University grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration

<sup>1</sup> *The General Education Requirements at Argosy University, Sarasota and Argosy University, Tampa are 45 credit hours. To satisfy these requirements, students choose an additional general education elective. Electives Requirements are 7 courses or 21 credit hours. The total credit hours required to complete the program remains the same at 120 credit hours.*

<sup>2</sup> *The Electives Requirements are 21 credit hours at Argosy University, Sarasota and Argosy University, Tampa.*

## Program Outcomes

- Interpret the historical foundations and contemporary theories associated with the causes of crime, systems of social control, law enforcement, judicial process, and correctional philosophies.
- Apply principles of scientific methodology in order to solve varied and complex problems

associated with the management of public safety and maintenance of social control.

- Recognize the purposes for, and be able to ethically apply, laws, policies, procedures, and operational techniques to the investigation, detection, apprehension, adjudication, and rehabilitation or punishment of criminal offenders.
- Use basic research methods for gathering, analyzing, and interpreting statistical data associated with criminal activity, law enforcement, the judicial process, and corrections.
- Gather, document and communicate pertinent information, using software systems, computer technology, and other resources.
- Use information to enhance operational performance, aid in strategic planning, predict crime trends, and promote personal safety.
- Analyze and evaluate the strengths and weaknesses of a diverse society and manage social problems and interpersonal conflict with due respect for race, ethnicity, gender, religion, culture, economic status, and lifestyle.

## Program Requirements

The BS in Criminal Justice requires the satisfactory completion of 120 credit hours distributed as follows.

### General Education Curriculum Requirements (42 credit hours)<sup>3</sup>

- 6 credit hours in academic and interpersonal skills\*
- 6 credit hours in communications
- 6 credit hours in humanities<sup>4</sup>
- 6 credit hours in social sciences<sup>5</sup>
- 6 credit hours in natural science
- 6 credit hours in mathematics
- 6 credit hours in elective courses (in any general education distribution area)<sup>6</sup>

*\* To satisfy the Academic and Interpersonal skills requirements, students are required to take ASP100 Skills for Success and PSY180 Interpersonal Effectiveness during the first semester of attendance. Transfer credit is not accepted for either course.*

<sup>3</sup> *The General Education Requirements at Argosy University, Sarasota and Argosy, University, Tampa are 45 credit hours.*

<sup>4</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the humanities category.*

<sup>5</sup> *Students at Argosy University, Twin Cities are required to take 9 credit hours within the social sciences category. Successful completion of PSY180 Interpersonal Effectiveness fulfills 3 credits of this requirement.*

<sup>6</sup> *Students at Argosy University, Sarasota and Argosy University, Tampa are required to take 9 credit hours general education elective courses. Students at Argosy University, Twin Cities are required to take 3 credit hours general education elective courses.*

### **Core Curriculum Requirements (30 credit hours)**

Students are required to complete ten core courses or 30 credit hours.

#### **Core Requirements—Students Are Required to Take the Following**

CJA105	Introduction to American Criminal Justice (3)
CJA215	Criminal Law (3)
CJA225	Criminal Court System (3)
CJA315	Criminal Procedure (3)
CJA325	Criminal Investigations (3)
CJA330	Juvenile Delinquency (3)
CJA345	Criminal Justice Research Methods and Statistics (3)
CJA415	Victimology (3)
CJA470	Criminology (3)
CJA498	Contemporary Issues in Criminal Justice (3)

Core Requirements—30 Credit Hours

### **Concentration Requirements**

Students are required to complete two concentrations which enables them to tailor their program to fit their career goals. Each concentration is comprised of four courses or 12 credit hours. Options include Corrections, Forensic Psychology, Homeland Security, Management, Police, Security Management, and Substance Abuse. Upon the approval of the program chair, students may select any combination of courses within the Criminal Justice concentration offerings to complete a customized concentration.

### **Corrections Concentration Requirements**

The Corrections Concentration is designed for students who are interested in careers in adult or juvenile corrections or probation and parole.

#### **Corrections Concentration Requirements—Students Are Required to Take the Following**

CJA460	Penology Theory (3)
CJA340	Adult Corrections (3)
CJA347	Juvenile Corrections (3)
CJA350	Probation and Parole (3)

Corrections Concentration Requirements—12 Credit Hours

### **Forensic Psychology Concentration Requirements**

The Forensic Psychology Concentration provides students with a psychological perspective for understanding crime and its causes.

#### **Forensic Psychology Concentration Requirements—Students Are Required to Take the Following**

PSY381	Abnormal Psychology (3)
PSY422	Forensic Psychology (3)
PSY423	Psychology and Criminal Justice (3)
PSY493	Crime and Causes (3)

Forensic Psychology Concentration Requirements—12 Credit Hours

### **Homeland Security Concentration Requirements**

The Homeland Security Concentration is designed for students who desire to enhance their understanding of foreign and domestic threats to national security and/or who may be interested in careers with state or federal Homeland Security agencies.

#### **Homeland Security Concentration Requirements—Students Are Required to Take the Following**

CJA426	Terrorism (3)
CJA435	Homeland Security (3)
CJA445	Emergency Management-Incident Command (3)
CJA455	Transportation Protection & Vulnerability Assessment (3)

Homeland Security Concentration Requirements—12 Credit Hours

### **Management Concentration Requirements**

The Management Concentration provides students with an understanding of business management practices that can benefit leaders in various criminal justice fields.

#### **Management Concentration Requirements—Students Are Required to Take the Following**

BUS423	Business Psychology (3)
BUS381	Solutions Focused Leadership (3)
MGT411	Human Resource Management (3)
MGT450	Cultural Diversity (3)

Management Concentration Requirements—12 Credit Hours



*Police Concentration Requirements*

The Police Concentration is designed for students interested in law enforcement careers.

**Police Concentration Requirements—Students Are Required to Take the Following**

CJA235	Police Organizational Structure and Operations (3)
CJA320	Interviewing and Interrogation (3)
CJA335	Organized Crime (3)
CJA425	Community Policing/Crime Prevention (3)

Police Concentration Requirements—12 Credit Hours

*Security Management Concentration Requirements*

The Security Management Concentration is designed for students interested in careers in public or private security.

**Security Management Concentration Requirements—Students Are Required to Take the Following**

SEC103	Introduction to Security Management (3)
SEC317	Risk Assessment and Management (3)
SEC323	Computer Systems Security (3)
SEC333	Global Security (3)

Security Management Concentration Requirements—12 Credit Hours

*Substance Abuse Concentration Requirements*

The Substance Abuse Concentration provides students with an understanding of the nature and impact of the abuse of controlled substances on individuals, families and society.

**Substance Abuse Concentration Requirements—Students Are Required to Take the Following**

PSY370	Introduction to Addiction and Addictive Behavior (3)
PSY481	Substance Abuse and the Family (3)
PSY482	Substance Abuse Treatment I (3)
PSY483	Substance Abuse Treatment II (3)

Substance Abuse Concentration Requirements—12 Credit Hours

*Elective Requirements (24 credit hours)<sup>7</sup>*

Students may choose eight courses from any area with the approval of their program chair.

<sup>7</sup> The electives requirements at Argosy University, Sarasota and Argosy University, Tampa are seven courses or 21 credit hours

**Undergraduate Business Certificates**

**FUNDAMENTALS OF MANAGEMENT AND EXTENDED FUNDAMENTALS OF MANAGEMENT CERTIFICATE PROGRAMS**  
**Argosy University, Chicago; Argosy University, Inland Empire; Argosy University, Los Angeles; Argosy University, Orange County; Argosy University, San Diego; Argosy University, San Francisco Bay Area; Argosy University, Schaumburg**

The Fundamentals of Management and Extended Fundamentals in Management certificate programs are designed for students who wish to pursue an education in the basic areas of management but do not currently wish to pursue a bachelor’s degree in management. Classes are selected from the core requirements of the Argosy University Bachelor of Science (BS) in Business Administration program. Upon completion of the certificate, students will have improved their ability to understand and communicate business concepts within the discipline areas studied as well as extended their competencies in critical thinking, problem solving, and conflict resolution.

**Admission Requirements**

- Proof of high school graduation.
- Two letters of recommendation (recommendations from present or past employers are preferred).

The certificate programs are not normally available to students on international student visas. All applications for admission must be submitted to the Admissions Department. An admissions representative will help interested applicants complete the following required documentation:

- Completed Application for Admission Form
- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.



- Official transcripts from all post-secondary schools attended
- Proof of high school graduation or GED

## **FUNDAMENTALS OF MANAGEMENT CERTIFICATE**

Students are required to take 12 credit hours or 4 courses as outlined below.

### **Fundamentals of Management Certificate Requirements — Students Are Required to Take Four of the Following**

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ACC201	Principles of Accounting (3)
BUS381	Solutions Focused Leadership (3)
FIN401	Financial Management (3)
MGT330	Business Information Systems (3)
MGT340	Solutions-Focused Decision Making (3)
MGT400	Managing People for Performance (3)
MGT411	Human Resource Management (3)
MKT302	Marketing (3)

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Fundamentals of Management Certificate Requirements — 12 Credit Hours

## **EXTENDED FUNDAMENTALS OF MANAGEMENT CERTIFICATE**

Students may choose to complete either 16 credit hours or 18 credit hours as outlined below.

### **Extended Fundamentals of Management Certificate Requirements — Students Are Required to Take Five of the Following**

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ACC201	Principles of Accounting (3)
BUS381	Solutions Focused Leadership (3)
FIN401	Financial Management (3)
MGT330	Business Information Systems (3)
MGT340	Solutions-Focused Decision Making (3)
MGT400	Managing People for Performance (3)
MGT411	Human Resource Management (3)
MKT302	Marketing (3)

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#### **Students Are Required to Take the Following**

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BUS490	Independent Study in Management (1)
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Extended Fundamentals of Management Certificate Requirements — 16 Credit Hours

### **Extended Fundamentals of Management Certificate Requirements — Students Are Required to Take Six of the Following**

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ACC201	Principles of Accounting (3)
BUS381	Solutions Focused Leadership (3)
FIN401	Financial Management (3)
MGT330	Business Information Systems (3)
MGT340	Solutions-Focused Decision Making (3)
MGT400	Managing People for Performance (3)
MGT411	Human Resource Management (3)
MKT302	Marketing (3)

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Extended Fundamentals of Management Certificate Requirements — 18 Credit Hours

Students who successfully complete the certificate program and decide they want to pursue their BS in Business Administration are invited to apply to that program. Admission is not guaranteed and students are required to go through the standard admissions process. If accepted into the BS in Business Administration program, all of the credits taken in the Fundamentals of Management and Extended Fundamentals in Management certificate programs can be transferred into the BS in Business Administration program.



# Undergraduate Course Listings

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Not every course is offered at each Argosy University campus. Availability is based on curriculum, faculty interest, local clinical needs, and student interest. Registration Bulletins and other announcements provide detailed course availability and prerequisite information. The listing presented here was current at the time of publication. We recommend contacting the particular campus for current course availability.

Course prerequisites that are campus-specific are indicated by the following abbreviations:

ATL	Argosy University, Atlanta
CH	Argosy University, Chicago
DAL	Argosy University, Dallas
DEN	Argosy University, Denver
DC	Argosy University, Washington DC
HI	Argosy University, Hawai'i
IE	Argosy University, Inland Empire
LA	Argosy University, Los Angeles
NAS	Argosy University, Nashville
ORA	Argosy University, Orange County
PHX	Argosy University, Phoenix
SLC	Argosy University, Salt Lake City
SAR	Argosy University, Sarasota
SCH	Argosy University, Schaumburg
SEA	Argosy University, Seattle
SF	Argosy University, San Francisco Bay Area
SD	Argosy University, San Diego
TAM	Argosy University, Tampa
TC	Argosy University, Twin Cities

## COURSE NUMBERING SYSTEM

While many courses cross lines between class levels, and therefore the numbering system is not always completely consistent, the following offers a general correlation between course numbers and grade levels:

Grade Level	Course Number Range
Freshman	100 – 199
Sophomore	200 – 299
Junior	300 – 399
Senior	400 – 499

Argosy University awards semester credit hours as noted in each course description.

## ACADEMIC AND INTERPERSONAL SKILLS (ASP)

### ASP100 Skills for Success 3 credit hours

This course is designed to prepare learners for success in their undergraduate programs at Argosy University. Students develop strategies to help them achieve their educational goals and to apply what they have already learned in other school, work and personal settings. Self-assessments are used to help students determine their learning styles and to develop successful strategies for learning. Course content emphasizes the following: oral and written communication, personal and interpersonal development, critical thinking skills, study skills, goal setting, time and stress management, information literacy, financial management skills, career search skills, and student responsibility.

## ACCOUNTING (ACC)

### ACC201 Principles of Accounting 3 credit hours

This course provides an introduction to financial accounting principles. Topics include basic accounting procedures, measurement of income and expense, working capital, and investments.

**ACC202 Principles of Management Accounting***3 credit hours*

This course provides the basic principles and applications of managerial and cost accounting, considering particularly how a manager's understanding of accounting practices influence basic operational decisions.

**ACC415 Auditing***3 credit hours*

The course reviews the auditing process from the perspective of the internal and independent auditing function. Topics include operational auditing, internal/external auditing, and the role of ethics and professionalism within the public accounting and auditing professions.

*Prerequisite(s): ACC201, ACC202*

**ACC418 Corporate Taxation***3 credit hours*

The course provides an introduction to the federal corporate income tax system for routine operations, capital investments, and the treatment of dividends and other distributions. Tax, legal, and ethical implications of transfer pricing are included.

*Prerequisite(s): ACC201, ACC202, FIN401*

**ACC420 Capital Budgeting***3 credit hours*

The course builds from basic accounting and finance to develop the tools necessary to effectively analyze and budget for capital expenditures to maximize organizational performance. Applied opportunity cost and risk analysis, as well as financial tools to minimize risk, are presented.

*Prerequisite(s): ACC 201, ACC202, MAT106, FIN 401*

**BIOLOGY (BIO)****BIO110 Understanding Human Anatomy***3 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.

**BIO115 Fundamentals of Human Physiology***3 credit hours*

This course describes how the major organs and tissues in the human body function. Basic anatomy is also reviewed to help describe the location and function of major organs and tissues. Instructional

topics include the heart, blood vessels, lungs, skin, gastrointestinal system, urinary system, hormones, liver and interstitial fluid. The interrelationship between selected organs and tissues is also presented. Medical conditions and disease states are introduced as pathologically altered physiology to help students relate better to the instructional topics.

**BIO120 Human Anatomy and Physiology***3 credit hours*

Principles of human anatomy and physiology are introduced, including the internal regulatory mechanisms which maintain an individual in a healthy state. The relationship between normal structure and function emphasized so that the student may have a basis to continue with course emphasizing altered health states.

**BIO310 Human Genetics***2 credit hours*

Structure and function of chromosomes and genes, genetic variation and polymorphism, relationship between genotype and phenotype and the consequences of genetic mutation are examined. Mechanisms of inherited traits, gene expression and regulation are analyzed. Identification of specific genetic disorders such as chromosomal abnormalities, hemoglobinopathies, and certain cancers are explored.

**BIO320 Molecular Biology***3 credit hours*

This course covers the genetic analysis of gene structure. Areas of study include: mutations, complementation, recombination, gene expression, transcription, RNA processing, translation, and the regulation of gene expression. Principles of genetic engineering such as cloning and recombinant DNA technology are also discussed.

**BIO400 Biochemistry***3 credit hours*

This course is directed to students of medical technology and studies the structure and function of proteins, nucleic acids, carbohydrates and fats. The chemistry of these compounds is explored in detail. Metabolic pathways yielding energy and their regulation processes are addressed. Enzyme kinetics, toxicology, endocrinology, tumor markers, and gene function are presented. Laboratory will include advanced chemistry analyses.

## **BUSINESS (BUS)**

### **BUS211 Business Law**

*3 credit hours*

Current topics in the area of law, regulatory controls, and ethical issues and their effect on decision making are examined. Attention is given to developing critical thinking skills to make humane and informed choices in resolving managerial dilemmas that pose ethical or legal problems.

### **BUS212 Business Law and Corporate Ethics**

*3 credit hours*

Current topics in the area of law, regulatory controls, and ethical issues and their effect on decision making are examined. Attention is given to developing critical thinking skills to make humane and informed choices in resolving managerial dilemmas that pose ethical or legal problems.

### **BUS270 Business Ethics**

*3 credit hours*

This course examines the role of ethics in business and the ethical issues that confront today's corporate leaders, managers, and employees. Emphasis will be on advancing ethical awareness, critical reasoning skills, and core principles of ethical behavior to provide students with the basic tools to address and resolve complex, critical and at times, conflicting interests and opportunities. Students will assess the role of ethics in relationship to corporate social responsibility, managerial decision-making, executive leadership, and corporate governance through diverse perspectives.

### **BUS301 Organizational Communications**

*3 credit hours*

The role of communication in the effective management of formal organizations is studied. Contemporary communication theory, as well as a set of strategies and methods helpful in analyzing an organization's ability to communicate, are examined.

### **BUS312 Critical Thinking and Planning**

*3 credit hours*

Principles, procedures, and practices of good communication and their relationship to management supervision are discussed. Oral and written communication skills, critical thinking skills, and time-management planning are emphasized.

### **BUS350 Operations Management**

*3 credit hours*

This course focuses on the production and operations components of business. Topics include operations systems objectives and incentives,

production management, forecasting of demand, inventory management, capacity planning and location planning, scheduling of jobs and projects, quality management and management of operations to meet special market needs in a global economy. Examination of how manufacturing and service processes utilize human resources, technology, equipment, materials, information, and capital to create goods and services are specifically discussed as part of the discussion of some of the topics.

### **BUS365 Marketing, Sales and Channel Management**

*3 credit hours*

This course examines the role of marketing, sales, and channel management. Topics include strategic sales and channel design, channel relations, sales force management, channel and sales evaluation, and gaining a competitive advantage through marketing, sales and channel management. The concept of sustainable marketing channels is introduced.

*Prerequisite(s): MKT302*

### **BUS377 International Finance Management**

*3 credit hours*

This course focuses on the study of financial institutions in the global economic environment. Among the areas covered are foreign exchange markets, international trade, global regulatory environments, interest rate volatility, and technological advances.

### **BUS380 Organizational Leadership and Change**

*3 credit hours*

This course examines models and theories of organizational leadership and change management. Topics include alternative leadership roles and styles; attributes of effective leadership; managing change and methods for predicting change; critical drivers of effective change management processes; and evaluating the success of change interventions.

### **BUS381 Solutions-Focused Leadership**

*3 credit hours*

This course examines the process by which leaders and team members generate alternatives and select appropriate courses of action to meet organizational objectives. Competing principles of leadership are considered and the characteristics of effective leadership across multiple settings are considered.

**BUS401 Business Presentations***3 credit hours*

This course examines the various aspects of business communications including verbal and nonverbal approaches used in the business industry. Students will explore the importance of internal and external methods of communications incorporated in current organizations.

**BUS423 Business Psychology***3 credit hours*

This course reviews the application of personal and organizational psychology and its effects on employee training, motivation, assessment and health and safety. Topics covered include team interactions, the impact of job satisfaction on employee and organizational performance, perceptions of organizational justice, the influence of culture on work behavior, performance feedback programs, and theories and implications of stress in the workplace for individuals and the organization.

**BUS430 International Business***3 credit hours*

This course provides a broad picture of international business. Topics include globalization and its main phenomenon: international trade and investment, global monetary system, strategies and structures of international business. Be familiar with how political, economic, and legal systems of countries differ and how they influence a country's ability to achieve meaningful economic progress.

**BUS431 International Economics***3 credit hours*

This course focuses on applications of economic theory, including the impact of international trade, regional economic integration and international trade policy. The course provides insights in different economic models around the world.

**BUS432 International Organizations***3 credit hours*

This course provides insights into the most important international organizations, such as: International Bank for Reconstruction and Development, International Monetary Fund, European Bank for Reconstruction and Development, Bank for International Settlements, General Agreement of Tariffs and Trade, World Trade Organization, European Union, North American Free Trade Agreement, Organization for Petrol Exporting Countries, Asian Pacific Economic Council, Organization for Economic Development, various commissions of the United Nations Organization, multinational corporations, North Atlantic Treaty Organizations, Organization for Security and Cooperation in Europe.

**BUS433 International Marketing***3 credit hours*

This course focuses on international diversity in consumer behavior, advertising, distribution, sales, and marketing management.

**BUS434 International Finance Management***3 credit hours*

This course focuses on the study of financial institutions in the global economic environment. Among the areas covered are foreign exchange markets, international trade, global regulatory environments, interest rate volatility, and technological advances.

*Prerequisite(s): FIN 401***BUS435 Employment Law***3 credit hours*

The course reviews basic employment laws including federal wage and hours, family medical leave, health and safety, and legal and ethical working requirements. Emphasizes employee rights and obligations.

*Prerequisite(s): BUS212***BUS436 International Human Resources Management***3 credit hours*

The course is a discussion of human resources management issues in a global context. Topics will include ex-patriation, re-patriation, the regulatory environment, and staffing and structural norms.

*Prerequisite(s): MGT411***BUS470 Global Business Management***3 credit hours*

Students study characteristics of international management and the bases for business among countries. Different perspectives on organizational behavior, human resource management, management styles and the practical aspects of international management are discussed. Business in the international environment is interpreted from a strategic management and marketing perspective that yields practical guidance concerning the management of firms and social responsibility.

**BUS475 Strategic Cost Management***3 credit hours*

This course introduces the planning and control aspects of internal accounting. A review of cost systems, cost behavior, direct costing, capital budgeting, decentralized operations, relevant costs, budgets, differential cost, and variance analysis are presented. The role of cost analysis in strategic management decision models is analyzed.

*Prerequisite(s): ACC201, ACC202, FIN401*

**BUS480 Business Tactics and Execution***3 credit hours*

This course provides for the development of tactical decision making using a variety of analytical tools and strategic frameworks to take practical implementable action. The tension between the organization's current capabilities and strategic goals are addressed. This course should be taken near the end of the student's program, but prior to or concurrently with BUS 499.

**BUS481 Crisis and Conflict Management***3 credit hours*

This course examines contemporary theories and practice in preventing and managing crisis. Several conceptual frameworks for analyzing the character, impact, and consequences of crises will be presented and applied to a variety of private and public sector case studies. Using a multidisciplinary approach, the course will explore the dynamics of crisis decision-making, multifaceted consequences of crisis and conflict resolution.

**BUS499 Business Policy and Strategic Solutions***3 credit hours*

This course provides students with the opportunity to practice and apply skills, competencies and knowledge acquired throughout the business and general education curriculum. Demonstrated acumen in all business disciplines as well as in the integration of business disciplines is required.

**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.

**CHM330 Organic Chemistry I***2 credit hours*

This course presents an overview of structure and bonding as it pertains to carbon-based molecules. Selected topics include: introduction to functional group chemistry, stereochemistry, conformational analysis and reaction mechanisms. Spectroscopic techniques for structure determination of organic compounds are introduced.

**CHM340 Organic Chemistry II***2 credit hours*

This course is a continuation of the topics covered in Organic Chemistry I.

**CRIMINAL JUSTICE (CJA)****CJA 105 Introduction to American Criminal Justice***3 credit hours*

An introduction to the historical development of local, state and federal American police agencies, including a survey of the structure and operations of police, courts and corrections.

**CJA 215 Criminal Law***3 credit hours*

This course explores the legislative intent and specific elements of criminal laws that have been enacted to deter and punish behaviors determined to be harmful or otherwise socially unacceptable. The course examines the history and nature of criminal law, the concepts of act and intent, the distinctions between infractions, misdemeanors and felonies, and the factors that constitute a criminal defense.

**CJA 225 Criminal Court System***3 credit hours*

This course analyzes the various components and participants in the American criminal court system, including the roles of prosecuting and defense attorneys, judges, jurors and witnesses. The course also explores judicial procedures involving arraignments, preliminary, evidentiary, and other pretrial hearings, trials and post trial hearings, as well as the types and functions of specialized courts.

**CJA 235 Police Organizational Structure and Operations***3 credit hours*

This course examines the organizational structures and operational responsibilities of municipal, county and state police agencies. The functions and effectiveness of specialized units of patrol, investigations, drug enforcement, special weapons and tactics, traffic control, training and emergency communications, among others are analyzed. Communication, cooperation, authority and other inter-jurisdictional issues are also explored.

**CJA 315 Criminal Procedure***3 credit hours*

This course analyzes the rules of procedure that govern the conduct of law enforcement officers with respect to arrests, searches, seizures and the civil rights of the suspected offenders. The course evaluates landmark judicial decisions that have

influenced the delicate balance between public safety and the constitutional rights of individuals.

### **CJA 320 Interviewing and Interrogation**

*3 credit hours*

Witnesses, victims and other investigative leads can be valuable sources of information and evidence. This course examines and evaluates interviewing techniques and strategies that are utilized in criminal investigations. Interrogation techniques are also explored in the context of criminal procedures that define the rights of offenders before and during custodial interrogations.

### **CJA 325 Criminal Investigations**

*3 credit hours*

This course provides a comprehensive study of the concepts, principles and techniques of investigative processes used by law enforcement personnel to gather, analyze and utilize evidence for the identification and prosecution of criminal offenders.

### **CJA 330 Juvenile Delinquency**

*3 credit hours*

This course analyzes and evaluates the various sociological theories related to the causation of delinquency.

### **CJA 335 Organized Crime**

*3 credit hours*

This course examines the historical foundations, development, structure and activities of various criminal organizations that operate within the United States and globally. Topics will include: drug trafficking, human smuggling, prostitution, computer crimes, gambling, and extortion, among others. The course analyzes the socio-economic impact of criminal organizations and explores the effectiveness of law enforcement initiatives designed to combat organized crime.

### **CJA 340 Adult Corrections**

*3 credit hours*

This course analyzes the organizational structure and operations of public and private prison systems, including management philosophies, policies and procedures, performance expectations, safety and security practices, and offender behaviors. Issues associated with gender, culture, race, ethnicity, gang activity and criminal organizations within prison systems are also explored.

### **CJA 345 Criminal Justice Research Methods and Statistics**

*3 credit hours*

This course explores quantitative and qualitative methods of research utilized in the criminal justice system. Students will learn to gather, analyze and evaluate statistical data necessary for strategic planning and optimal deployment of personnel.

### **CJA 347 Juvenile Corrections**

*3 credit hours*

This course explores juvenile justice practices, including prevention, apprehension, detention and referral strategies, and examines issues related to the subjection of juvenile offenders to adult judicial proceedings and correctional management for specific incidents of criminal behavior. The course also evaluates the development of juvenile, family and other specialized courts, as well as juvenile probation programs.

### **CJA 350 Probation and Parole**

*3 credit hours*

Due to the enormous expense of housing offenders and the extensive overcrowding in American jails and prisons, it is necessary to manage large numbers of convicted offenders outside of detention and correctional facilities. This course explores the philosophies and practices of probation and parole systems designed to integrate offenders into society while minimizing the risk of repeat offenses.

### **CJA 415 Victimology**

*3 credit hours*

Historically, the criminal justice system has focused almost exclusively on the identification, apprehension and punishment of criminal offenders with little attention paid to the victims of crime. This course explores contemporary efforts to define the rights of victims; to assess the psychological harm and monetary damages experienced by victims and to evaluate programs developed to mitigate the personal, economic, and societal impact of crime on victims.

### **CJA 425 Community Policing and Crime Prevention**

*3 credit hours*

The concept of community policing was hailed as an effective strategy in an era of increasing demand for police services in the face of limited or diminishing fiscal resources. This course analyzes the philosophy of community policing and evaluates the effectiveness of crime deterrence and enforcement in communities where it has been implemented.



**CJA 426 Terrorism***3 credit hours*

The Oklahoma City bombing and the events of September 11, 2001, among other incidents, have made domestic and foreign terrorism top priorities of public safety agencies. This course analyzes the causes and effects of specific acts of terrorism, as well as the political objectives, strategies, and methods of terrorists.

**CJA 435 Homeland Security***3 credit hours*

This course evaluates the components, organizational structures and roles of local, state and federal Homeland Security Agencies established to combat terrorism, as well as manage natural disasters. The course explores interagency coordination and evaluates political and operational strategies for responding to the national threat of terrorism.

**CJA 445 Emergency Management-Incident Command***3 credit hours*

This course explores the concepts of emergency planning, preparedness and implementation; disaster response operations; disaster recovery; as well as the political and policy aspects of emergency management that involves the coordinated response of local, state and federal jurisdictions. The structure, roles and operational principles of the incident command system are also presented.

**CJA 455 Transportation Protection and Vulnerability Assessment***3 credit hours*

This course explores methods of threat assessment with respect to people, physical facilities, computer systems and transportation, communication, and power generation infrastructures. The course also analyzes the costs and benefits of various protection strategies.

**CJA 460 Penology Theory***3 credit hours*

This course examines theories and practices related to punishment, deterrence, treatment and rehabilitation as functions of American prison systems. Evaluation of the effectiveness and strategies for the management of criminal offenders will be presented, along with concepts related to the future of correctional administration.

**CJA 470 Criminology***3 credit hours*

This course analyzes various sociological, psychological and biological theories related to the causation of crime in society.

**CJA 498 Contemporary Issues in Criminal Justice***3 credit hours*

Constantly changing patterns and types of crime face criminal justice practitioners of the 21st century. This course is designed to explore and enhance understanding of the risk factors and vulnerability associated with the rise of computer technology crimes, identification theft, increasing threat of domestic and foreign terrorism, biological and other weapons of mass destruction, hate crimes, human smuggling, drug trafficking, and corrections issues among others.

**COMMUNICATION (COM)****COM104 Persuasion***3 credit hours*

This course examines persuasion from the perspective of the humanistic and social scientific traditions. It explores both theory and practice with the goal of enhancing the student's ability as consumer and practitioner.

**COM105 Organizational Communication***3 credit hours*

The role of communication in the effective management of formal organizations is studied. Contemporary communication theory, as well as a set of strategies and methods helpful in analyzing an organization's ability to communicate, are examined.

**COM110 Medical Terminology***1 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.

**COM301 Negotiation and Conflict Resolution***3 credit hours*

This course introduces students to the nature and components of negotiation and conflict management. Theoretical perspectives focus on models, metaphors, interests, goals, power, and style. Students will engage in individual and group practices, simulations, and projects designed to develop negotiation and conflict intervention skills.

**COM401 Negotiation and Conflict Management***3 credit hours*

This course introduces students to the nature and components of negotiation and conflict management. Theoretical perspectives focus on models, metaphors, interests, goals, power, and style. Students will engage in individual and group practices, simulations, and projects designed to develop negotiation and conflict intervention skills. These include assessing conflicts, win/win negotiating, principled negotiation, responding to negotiation gambits, selecting interaction formats, third party intervention, and forgiveness and/or reconciliation. The numerous health and relational benefits of becoming proficient at negotiation and conflict resolution are examined as well as the role of perception, problem solving, and decision-making.

**COM425 Career and Life Planning***3 credit hours*

The Career and Life Planning course seeks to provide students with the career-related knowledge and skills to make career decisions and implement career action plans. The course will equip students for the lifelong tasks of career management, self-assessment, and job searching. This course will cover the following work-related areas: values, personality traits, skills, interests, life roles, résumé/cover letter writing, job interviewing techniques, networking and career/life plan of action. The specific focus of the course will be to prepare students to make a successful transition from Argosy University to the world of work or graduate school.

**COM450 Communication, Gender, and Culture***3 credit hours*

A comprehensive study that examines how gender is created and sustained through communication within cultures; how conventional views of masculinity and femininity lead to inequities, reflecting cultural values; and how institutional, social and personal communication sustain the status quo. Using theories and the latest research in gender communication, students will discuss topics/issues such as stereotypes of women and men; growing up feminine, growing up masculine; key concepts of the women's and men's movements; gender communication in family dynamics, in school, in organizational settings, in the media; gendered communication in romantic/personal relationships/ friendships; and gender issues involving power and violence.

**DENTAL HYGIENE (DEN)****DEN100 Dental Hygiene I***2 credit hours*

A lecture course which addresses the fundamentals necessary in the preparation of the clinical experience in dental hygiene. Information dealing with prophylactic techniques, clinical procedures, patient management, and oral health education is an integral part of the course. Accumulated theoretical knowledge will be related to the practical clinical application.

**DEN102 Dental Hygiene-Exploring Your Future Career***1 credit hour*

This preclinic experience will give the student the opportunity to observe and participate in the dental hygiene environment. This observation experience allows individuals to shadow a clinical student throughout the process of patient care including taking and developing x-rays, patient treatment, sterilization techniques, and clinical assistant duty.

**DEN107 Dental Anatomy***1 credit hour*

This lab course is an introduction to the anatomical form, function, and nomenclature of the deciduous and permanent dentitions, as well as their surrounding tissues.

**DEN108 Oral Embryology/Histology***2 credit hours*

This lecture course examines the morphological characteristics and development of the teeth and oral structures, including a study of embryology and histology of oral structural formation.

**DEN111 Head and Neck Anatomy***2 credit hours*

This lecture course studies the anatomical structure of the head and neck region including hard and soft tissues, bones, muscles, nerves, blood supply, glands and TMJ, and how they function.

**DEN119 Instrumentation Clinic***1 credit hour*

This is a clinical course in which students learn patient/operator positioning and instrumentation techniques on a typodont in preparation for the Preclinic experience (DEN121)

**DEN120 Biomaterials**

3 credit hours

This class/lab experience is the study of the composition and properties used in the contemporary practice of dentistry. Emphasis is placed on the science and proper usage of dental materials.

*Prerequisite(s): BIO110, CHM100, all previous dental hygiene courses*

**DEN121 Clinic I — Preclinic**

3 credit hours

9 weekly clinical hours

This is a clinical course in which the students apply knowledge, skills, and techniques that are being learned in Dental Hygiene I (DEN100) and Instrumentation Clinic (DEN124) in order to gain a working understanding of the clinic environment. Assessment, charting, instrumentation, and sterilization are emphasized. Students must successfully complete this course before enrolling in Clinic II (DEN122).

**DEN122 Clinic II**

3 credit hours

9 weekly clinical hours

This is a clinical course in which students will demonstrate skill and knowledge learned in Dental Hygiene I and II and Clinic I. Emphasis will be placed on assessment and treatment of patients in the dental hygiene clinic. Students must successfully complete this course before enrolling in Clinic III (DEN221).

*Prerequisite(s): BIO110, CHM100, all previous dental hygiene courses*

**DEN125 Dental Radiology**

3 credit hours

This lecture/lab experience includes the study of the principles of radiology and provides an introduction to the use of x-rays in dentistry.

Designed to provide knowledge of equipment, its operation, radiation production, and safety. Lab sessions give the student experience in exposing, processing, mounting, charting and interpreting of dental radiographs. Students must successfully complete this course before enrolling in Clinic II (DEN122).

**DEN126 Radiographic Interpretation**

2 credit hours

This course provides the dental hygiene student with the skills required to interpret dental radiographs. Topics include the importance of dental radiographs, film mounting and viewing; descriptive terminology; normal anatomic structures seen on periapical and panoramic films;

identification of restorations, dental materials and foreign objects; dental caries; periodontal disease; trauma, pulpal and periapical lesions; and film exposure, processing and technique errors.

*Prerequisite(s): all previous dental hygiene courses*

**DEN130 Dental Hygiene II**

3 credit hours

A more in-depth study of the principles of dental techniques and the application of comprehensive dental hygiene services. Emphasis is placed on the dental hygiene treatment plan and evaluation of the dental hygiene process of care. Advanced instrumentation techniques and additional clinical duties of the dental hygienist will be practiced in the lab portion of this course.

*Prerequisite(s): BIO110, CHM100, all previous dental hygiene courses*

**DEN135 Biochemistry/Microbiology**

2 credit hours

Introduces the student to the basic principles and practices of biochemistry, lab safety, and quality control. Included is the study of infectious disease caused by such bacteria as *Staphylococcus*, *Streptococcus* and other gram-negative bacilli, gram-positive bacilli, spirochetes, and anaerobes.

**DEN150 General and Oral Pathology**

2 credit hours

This course covers the basic pathology, oral, and perioral pathologies as related to dental hygiene care. The oral manifestations of systemic diseases are presented relating to etiology, histological characteristics, clinical and radiological appearance, and laboratory finding.

*Prerequisite(s): BIO115, all previous dental hygiene courses*

**DEN160 Pain Management**

3 credit hours

This lecture course provides the student with a review of the anatomy of the human head, neck, face, and jaw through lecture and demonstration. Emphasis will be placed on the neurological system of the head and neck. This course will discuss methods used to control dental pain and dental anxiety, concentrating on the use of local anesthesia and nitrous oxide/oxygen sedation.

*Prerequisite(s): BIO115, all previous dental hygiene courses*

**DEN170 Periodontology**

3 credit hours

This course discusses the anatomy and physiology of the periodontium, as well as the histology, etiology, and clinical features of healthy and

periodontally involved tissues. Emphasis will be placed on the recognition of perio disease types, and the complex treatment planning for the periodontally involved patient.

*Prerequisite(s): BIO110, CHM100, all previous dental hygiene courses*

### **DEN185 Clinic III/Dental Hygiene III**

*3 credit hours*

*9 weekly clinical hours*

This is a clinical course in which the students reinforce skills and techniques gained in previous courses. Students will have the opportunity to continue performing assessments, treatment planning, sealants, impressions, application of topical medicaments, fluoride application, amalgam polishing, and pain management in the dental hygiene clinic. Students must successfully complete this course before enrolling in Clinic IV (DEN221).

*Prerequisite(s): all previous dental hygiene courses*

### **DEN195 Dental Hygiene Ethics and Professionalism**

*1 credit hour*

This lecture course introduces the student to the profession of dental hygiene as it relates to professionalism and ethics. Students will learn the expectations and behaviors associated with working in a dental office setting. Students will begin to develop critical thinking skills in preparation for ethical reasoning associated with patient management.

### **DEN205 Dental Hygiene IV**

*3 credit hours*

Students will apply knowledge and skills learned in previous classes and clinical experiences to the in-depth study of the dental hygiene treatment process, including assessment, treatment, and evaluation for patients with special needs. Case presentation will be emphasized for patients with special needs.

*Prerequisite(s): all previous dental hygiene courses*

### **DEN210 Nutrition**

*2 credit hours*

This lecture course provides dental hygiene students with knowledge of the fundamentals of nutrition, diseases related to the oral cavity as a result of lack of proper nutrition, and the role that proper nutrition and nutrition counseling for these patients play in dental hygiene care. Emphasis is placed on the foods that contribute to the cariogenic process, as well as the development of a balanced food plan for individual patients.

*Prerequisite(s): CHM100, all previous dental hygiene courses*

### **DEN211 Pharmacology**

*3 credit hours*

This lecture course provides dental hygiene students with the knowledge of drugs used in dentistry and medicine for the treatment, prevention, and diagnosis of disease. Prevention and the management of potential medical emergencies as related to these drugs will also be covered.

*Prerequisite(s): BIO115, CHM100, MAT101, MAT107, all previous dental hygiene courses*

### **DEN221 Clinic IV**

*3 credit hours*

*12 weekly clinical hours*

This is a clinical course in which the students reinforce skills and techniques gained in previous courses. Students have the opportunity to continue performing assessments, treatment planning, sealants, impressions, fluoride application and amalgam polishing, and pain management in the dental hygiene clinic. Students must successfully complete this course before enrolling in Clinic V (DEN222).

*Prerequisite(s): all previous dental hygiene courses*

### **DEN222 Clinic V**

*3 credit hours*

*12 weekly clinical hours*

This clinical course allows students to expand skills learned in previous clinical and didactic experiences. Program proficiencies will be achieved in preparation for the dental hygiene practical examination, licensure and private practice.

*Prerequisite(s): all previous dental hygiene courses*

### **DEN235 Dental Hygiene V/Screening Lab**

*3 credit hours*

This lecture/lab course will provide students the opportunity to expand their knowledge through case presentations and portfolio development. This course examines issues of jurisprudence in preparation for the Jurisprudence Exam. Students will participate in group activities in review for the National Board Examination. In the lab, students will screen patients in preparation for the Central Regional Dental Test.

*Prerequisite(s): all previous dental hygiene courses*

### **DEN240 Community Dental Health**

*2 credit hours*

Principles of public health and community dentistry are applied to the dental public health model. Students will compare the private practice dental model with that of public health. Current national public health trends will be discussed, as well as

changes in national demographics and the need for cultural awareness in provision of dental healthcare. Students will participate in a community project in which they will develop and implement a dental education presentation for a target population.

*Prerequisite(s): all previous dental hygiene courses*

## **DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)**

### **DMS105 Ultrasound Concepts**

*1 credit hour*

This course is an introduction to ultrasound basics. It will include a fundamental study of cross-sectional anatomy as it relates to ultrasound imaging, as well as basic scanning principles and ultrasound machine technology. An introduction to ultrasound terminology will also be presented. This course will assist students in beginning to build strong conceptual and scanning skills.

### **DMS110 Ultrasound Physics I**

*2 credit hours*

This course establishes the basic foundation for the understanding of physics of sonography and its impact on interpreting data.

*Prerequisite(s): BIO110, ENG101, MAT107, PHY105, DMS105*

### **DMS115 Abdominal I**

*3 credit hours*

This course is an introduction to abdominal ultrasound with an emphasis on the role of the diagnostic medical sonographer in practice. The student will have comprehensive discussions of cross-sectional anatomy, liver, and pathology. The student gains experience through participation in scanning labs.

*Prerequisite(s): BIO110, DMS110, ENG101, MAT107, PHY105, DMS105*

### **DMS120 Ob/Gyn I**

*3 credit hours*

This course establishes the basic foundation for the imaging technique and interpretation of the female pelvis. Pelvic anatomy, physiology, clinical indications for pelvic imaging, and imaging techniques will be covered in detail. The student gains experience through participation in scanning labs.

*Prerequisite(s): BIO110, DMS105, ENG101, MAT107, PHY105*

### **DMS155 Vascular I**

*2 credit hours*

Introduction to the application of vascular ultrasonography for the use in identifying vascular structures in the human body. This course provides an in-depth study of the vascular physical

principles and instrumentation for color Doppler. Emphasis is placed on understanding basic anatomy, vascular physics, hemodynamics, and vascular disease. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS110, DMS115, DMS120*

### **DMS210 Ultrasound Physics II**

*2 credit hours*

Continuation of ultrasound physics principles, hemodynamics, bioeffects, and quality assurance.

*Prerequisite(s): DMS110, DMS115, DMS120*

### **DMS220 Ob/Gyn II**

*3 credit hours*

This course builds on the knowledge and skills learned in Ob/Gyn I (DMS120). The student will have discussions on first and second trimester, as well as the normal fetal growth and development and fetal anomalies as it applies to the diagnostic medical sonographer. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS110, DMS115, DMS120*

### **DMS225 Abdominal II**

*3 credit hours*

This course will provide the intermediate student with an understanding of the gallbladder, urinary system, pancreas, and spleen. This is a continuation of the skills and knowledge acquired in Abdominal I (DMS115). The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS110, DMS115, DMS120*

### **DMS236 Abdominal III**

*3 credit hours*

This course is a continuation of Abdominal II (DMS225), and provides the advanced student with comprehensive discussions on small parts anatomy, which includes the thyroid, breast, prostate, and scrotum. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS155, DMS210, DMS220, DMS225*

### **DMS240 Advanced Obstetrics and Gynecology for Vascular**

*3 credit hours*

This course builds on the knowledge and skills learned in Ob/Gyn I (DMS120). The student will have discussions on first, second and third trimesters, normal fetal growth and development and fetal anomalies and biophysical profiles as it applies to the diagnostic medical sonographer. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS120, VAS110, DMS110, DMS115*

**DMS250 Special Procedures and Patient Care**

1 credit hour

A study of interventional procedures is emphasized. Students will review ultrasound films and compose differential diagnoses. Students will research a disease and also enhance skills by using terminology related to sonography. The course introduces the student to basic concepts of patient care, including considerations for the physical and psychological needs of the patient and family. Routine and emergency patient care are discussed, as well as universal precautions.

*Prerequisite(s): DMS155, DMS210, DMS220, DMS225*

**DMS255 Vascular II**

2 credit hours

This course provides the intermediate student with a more extensive understanding of vascular anatomy, carotid, and abdominal examinations. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS155, DMS210, DMS220, DMS225*

**DMS280 Comprehensive Review, Diagnostic Medical Sonography**

3 credit hours

This is a seven and one-half- to 14-week course which integrates the range of skills and knowledge the student has gained in Vascular, Abdomen, Ob/Gyn sonography. Course content will focus on Abdomen and Ob/Gyn with a comprehensive review of lecture material learned in previous quarters. Students will complete an abdominal and pelvic proficiency. Final preparation for entry into clinical setting.

*Prerequisite(s): All DMS courses except DMS290 and DMS300*

**DMS290 Clinical Training**

3 credit hours

The student will demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level employment competency will be attained. Clinical training occurs off-campus at an actual clinic, laboratory, or hospital approved by Argosy University.

*Prerequisite(s): DMS280*

**DMS300 Clinical Training**

6 credit hours

The student will demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level competency will be attained. clinical training occurs off-campus at an actual clinic or hospital approved by Argosy University.

*Prerequisite(s): DMS280*

**DMS330 Ob/Gyn III**

3 credit hours

This course is a continuation of Ob/Gyn I (DMS120) and Ob/Gyn II (DMS 220), and provides the advanced student with comprehensive discussions in the third trimester, fetal anomalies, and biophysical profiles. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS155, DMS210, DMS220, DMS225*

**ECHOCARDIOGRAPHY (ECH)****ECH100 Scanning Lab**

2 credit hours

This course builds on the knowledge and skills learned in Cardiac Anatomy and Physiology (ECH110), Cardiovascular Principles I (ECH115), Cardiovascular Principles II (ECH215) and Cardiac I (ECH155). The student gains experience in the scanning lab.

*Prerequisite(s): DMS210, ECH110, ECH155, ECH215*

**ECH110 Cardiac Anatomy and Physiology**

3 credit hours

In this course, the student develops a firm understanding of the structure of the cardiovascular system and how it operates. Emphasis is placed on gross and cross-sectional cardiac structure, cardiac electrical activity, cardiac pumping action and clinical indices of ventricular function. Students are introduced to coronary blood flow, fetal circulation, and pathophysiology of the cardiovascular system.

*Prerequisite(s): BIO110, ENG101, MAT107, PHY105, DMS105*

**ECH115 Cardiovascular Principles I**

3 credit hours

This course includes an introductory study of cardiovascular terminology as it relates to general anatomy and physiology. Students will be introduced to basic EKGs, heart sounds, electrophysiology of the heart, transthoracic viewing, M-Mode, and 2-D images of the heart. The student gains experience through participation in scanning labs.

*Prerequisite(s): BIO110, DMS110, ENG101, MAT107, PHY105, DMS105*

**ECH120 Patient Care**

1 credit hour

This course gives the student basic concepts of patient care, including considerations for the physical and psychological needs of the patient and family. Routine emergency patient care are discussed as well as universal precautions, infection control, patient safety, and patient comfort. A shadowing experience in a hospital or clinic is a requirement for the course.

*Prerequisite(s): DMS105, BIO110, PHY105, MAT107*



**ECH155 Cardiac I**

4 credit hours

Students are introduced to the study of ischemic and nonischemic diseases of the myocardium including coronary artery disease, myocardial infarction, and cardiomyopathies. The role of stress echo in the diagnoses of coronary artery disease is also discussed, as well as diseases of the pericardium.

*Prerequisite(s): DMS110, ECH110, ECH115, ECH120*

**ECH215 Cardiovascular Principles II**

3 credit hours

This course builds on the knowledge and skills learned in Cardiovascular Principles I (ECH215). The student will be introduced to the following topics: Doppler of the echocardiography examination to include pulsed wave, continuous wave, and color Doppler, normal Doppler measurements and techniques, global left ventricular systolic function to include measurements of masses and volumes, and clinical significance and potential limitations of left ventricular quantification. The student gains experience through participation in scanning labs.

*Prerequisite(s): DMS110, ECH110, ECH115, ECH120*

**ECH225 Congenital Heart Disease and Pediatric Echo**

2 credit hours

This course builds on the knowledge of heart diseases and the technical considerations in performing a pediatric echocardiography examination. Other topics included in the course are congenital heart disease in the adult patient, hypertensive heart disease, cardiac masses, and diseases of the aorta.

*Prerequisite(s): DMS210, ECH155, ECH215*

**ECH250 Topics and Special Procedures**

3 credit hours

A study of special echocardiography procedures is emphasized. This course introduces the student to transesophageal echo, 3-D imaging, contrast imaging, interventional and intraoperative echocardiography, digital echocardiography, and miscellaneous systemic diseases. Students research a disease and enhance skills by using proper terminology related to sonography.

*Prerequisite(s): DMS210, ECH155, ECH215*

**ECH255 Cardiac II**

4 credit hours

This course builds on the knowledge and skills learned in Cardiac I (ECH250). The course continues the study of cardiac disease states and introduces valvular heart disease and diastolic function. Doppler and diastolic measurements are discussed and applied to learning process.

*Prerequisite(s): DMS210, ECH155, ECH215*

**ECH280 Comprehensive Review**

3 credit hours

This course reviews and integrates the range of skills and knowledge students have gained in echocardiography. Course content includes a comprehensive review of lecture/lab material learned in previous semesters. Students demonstrate proficiency in cardiac imaging, with final preparation for entry into a clinical setting. This course is to be taken after the completion of all program-specific courses.

*Prerequisite(s): all program coursework, except ECH290 and ECH300*

**ECH290 Clinical Training**

3 credit hours

Students demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level employment competency is attained through clinical training which occurs off-campus at an actual clinic, laboratory, or hospital approved by Argosy University.

*Prerequisite(s): ECH280*

**ECH300 Clinical Training**

6 credit hours

In a continuation of Clinical Training (ECH290), students demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level employment competency is attained through clinical training which occurs off-campus at an actual clinic, laboratory, or hospital approved by Argosy University.

*Prerequisite(s): ECH280*

**ECONOMICS (ECO)****ECO201 Macroeconomics**

3 credit hours

This course provides a study of economic analysis of the factors at work in the marketplace. Emphasis is placed on the study of macroeconomics. The study of the determination of income, output, employment, and prices in the economy are also examined.

**ECO202 Microeconomics**

3 credit hours

This course places an emphasis on the study of microeconomics. A descriptive and analytical study of the market economy, it includes market structures, pricing, and distribution of wealth and income.

*Prerequisite(s): ECO201*

**EC0311 International Business***3 credit hours*

This course examines the aspects and activities of international business and offers insight into the importance of world trade among multinational organizations. The diversity among international markets is also examined.

**ECO403 Contemporary Issues in Economics***3 credit hours*

This course offers a practical examination of the principles of macro- and microeconomics. Topics include fiscal and monetary policies, regulatory action and competition, and issues related to domestic and international economics.

**ENGLISH (ENG)****ENG099 Writing Review***3 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***3 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(s): ENG099 or placement test*

**ENG102 Composition II***3 credit hours*

This course concentrates on the development of analytical reading and writing skills along with sound critical thinking as tools for research. Students will produce a major research paper using a variety of sources with an emphasis on bibliographic work, organization of material, synthesis of ideas, and revision and editing of the final project.

*Prerequisite(s): ENG 101, or its equivalent*

**ENG103 The Literary Experience***3 credit hours*

Students are introduced to the cultural and intellectual content of the world's literature, poetry, and drama. Students develop critical and analytical skills through written and oral discussions of selected readings and enhance their understanding and appreciation of the world's diverse modes of literary expression.

**ENG401 Shakespeare Today***3 credit hours*

This course examines the ideas and art of Shakespeare's writings with a modern-day perspective.

*Prerequisite(s): ENG101*

**FINANCE (FIN)****FIN401 Financial Management***3 credit hours*

This course provides the basic skill sets to conduct fundamental financial analysis including break-even analysis, net present value calculations, and internal rates of return as well as the use of basic financial ratios in managerial decision making. Students are also introduced to sensitivity analysis and how to adjust their analysis based on risk factors in the decision.

**FIN430 Corporate Finance***3 credit hours*

The course introduces financial analysis in capital budgeting, mergers and acquisitions, and new product/service development. Students are also exposed to the impact of incomplete and/or imperfect information in the decision process as well as the impact of "the human side of business" such as differing decision priorities and risks within the firm.

*Prerequisite(s): ACC201, ACC202, MAT106, FIN401*

**FIN431 Treasure and Credit Management***3 credit hours*

This course looks into the application of major issues with working capital and short-term financing management. Integration of financial concepts and models through electronic spreadsheets and other relevant technology to provide expertise in the area of short-term financial management while enhancing the student's analytical skills. Topics include cash budgeting, pro forma statements, and other techniques of analyzing current assets and liabilities.



**FIN432 Investment Analysis***3 credit hours*

This course focuses on investment principles and problems. Topics include the effects of current financial events upon the markets and their operations. Students analyze the selection of investments that provide the maximum future return at an acceptable level of risk. Examination of Marketable financial instruments, common stocks, preferred stocks, bonds, put options, call options, futures contracts on the traditional commodities and financial futures.

**FIN433 Financial Markets and Institutions***3 credit hours*

This course provides an overview of the principal financial markets, participating institutions, financial instruments, and operations of financial intermediaries. This assists the student in understanding how operations of our financial institutions affect functioning of our economic system and evaluation of monetary policies and goals.

**FIN434 Financial Decisions for Profit, People, and the Planet***3 credit hours*

Evaluating the Triple Bottom Line: Corporate financial analysis is becoming increasingly concerned with a broader measure of financial success, moving from the accounting concepts of corporate cash flow and profit/loss analysis to include broader societal measures captured in the phrase "People, Profits, Planet". The course focuses on what the financial manager tries to measure and how they might measure these broader costs.

*Prerequisite(s): ACC 201, ACC202, FIN 401*

**HEALTHCARE MANAGEMENT (HCM)****HCM401 Strategic Planning and Program Development***3 credit hours*

The elements and significance of business strategy are examined, drawing on the literature of leadership, strategy and organization; students learn to formulate and implement strategy and apply general business theory to the healthcare industry.

**HCM402 Human Resource Management in Healthcare Systems***3 credit hours*

This course examines the functions and strategies of human resource management in healthcare systems. Planning, staffing, compensation and benefits, performance evaluation, labor relations, and legal compliance are studied, using lecture, case analysis, exercises and simulations.

**HCM403 Quality Assurance in Healthcare Systems***3 credit hours*

This course focuses on developing, managing, and implementing quality assurance operations in healthcare systems. Course materials and assignments develop student skills in intra-company, supplier, and customer quality relationships, supported by quality planning, quality manuals, procedure and job instruction development, communication, training, and preparation for quality certification programs with emphasis on continuous improvement.

**HCM404 Healthcare Policy and Administration***3 credit hours*

This course examines a wide variety of societal problems and evaluates the healthcare public policies that have been proposed and implemented to address those problems. Students analyze problems using basic economic concepts and techniques, relying on economic criteria to develop optimal public policy.

**HISTOTECHNOLOGY (HTT)****HTT100 Introduction to Microtechnique***5 credit hours*

This is a combination lecture and laboratory course. Featuring an in-depth discussion of tissue processing, embedding, frozen sections, and decalcification of tissue specimens. In the laboratory the student are introduced to the techniques and equipment necessary to perform histological preparations.

*Prerequisite(s): BIO110, CHM100, or concurrent*

**HTT120 Educational Methodology***2 credit hours*

This course provides instruction in understanding the adult learning process. The student also becomes acquainted with the methods needed to teach effectively.

**HTT140 Histology***3 credit hours*

This course explores basic cell structure and function. Students are introduced to the microscopic components and functions of the four primary tissues. They become familiar with the histology of several different human body systems, as well as the individual cellular structure and organization peculiar to each system. This course builds a strong base that will be utilized in all histology classes.

*Prerequisite(s): BIO110 or concurrent*

**HTT150 Microtechnique I***5 credit hours*

This is a combination lecture and laboratory course, featuring an in-depth discussion of the principles of tissue fixation, as well as the reagents and compounds used in the laboratory for fixation of tissues. In the laboratory the student builds upon the skills learned in introduction to Microtechnique (HTT100), as well as working as a team in a simulated laboratory setting.

*Prerequisite(s): HTT100*

**HTT160 Microtechnique II***2 credit hours*

The course builds upon the knowledge and laboratory experience acquired in Microtechnique I (HTT150). Students continue to become proficient in the art of microtechnique in a simulated laboratory setting.

*Prerequisite(s): HTT150, or concurrent Track II*

**HTT170 Special Procedures I***5 credit hours*

This is a combination lecture and laboratory course. Examining various histochemical stains necessary to demonstrate muscle and connective tissue, carbohydrates and amyloid. The course is designed to assist the student in developing the organizational skills required to simultaneously perform multiple histochemical staining procedures.

*Prerequisite(s): HTT140, HTT160, or concurrent Track II*

**HTT210 Electron Microscopy***3 credit hours*

An introduction to the electron microscope and its role in clinical diagnosis. Fundamental histological techniques used in electron microscopy preparation will be discussed.

*Prerequisite(s): HTT150*

**HTT230 Enzyme Histochemistry***3 credit hours*

Introduction to enzyme histochemical staining and its practical application to surgical diagnosis.

*Prerequisite(s): HTT150, HTT255*

**HTT250 Microtechnique III***2 credit hours*

This course builds upon the knowledge and skills learned in previous microtechnique classes. In the laboratory students focus on integrating the complete range and depth of the histotechnology skills learned in HTT150 Microtechnique I and HTT160 Microtechnique II. Hematoxylin and Eosin staining will be an area of focus. Emphasis is placed on the requirements for the ASCP Board of Registry (practical) examination. There is a critical in-depth discussion of appropriate professional behavior during clinical training.

*Prerequisite(s): HTT160*

**HTT255 Histochemistry and Immunohistochemistry***3 credit hours*

This course is an introduction to the nomenclature of organic compounds and their implementation as histochemical fixatives, dehydrants, clearing agents and stains. Nuclear and cytoplasmic stains will be explored with emphasis placed on hematoxylin dye and its usage. The principle and application of immunohistochemistry stains in a surgical pathology lab will be examined. Laboratory math will be emphasized.

*Prerequisite(s): CHM100, HTT100*

**HTT260 Techniques in Problem Solving: Case Studies***3 credit hours*

Through the use of case studies, the student becomes skillful in troubleshooting in the areas of microtomy, tissue processing, and histochemical stains, including Hematoxylin and Eosin staining. The student will be able to determine source of error, initiate, and implement corrective measures.

*Prerequisite(s): HTT170, HTT250, concurrent enrollment in HTT270*

**HTT270 Special Procedures II***5 credit hours*

This course covers the theory and principle of the histochemical stains utilized to demonstrate pathogenic microorganisms, nerve fibers, pigments, minerals, and cytoplasmic granules. Students integrate the complete range and depth of skills acquired in Special Procedures I (HTT170).

*Prerequisite(s): HTT170*

**HTT280 Comprehensive Review, Histotechnology***3 credit hours*

The course provides a comprehensive review of tissue fixation, processing, microtomy and laboratory operations, including an in-depth review of histochemical staining protocols. Emphasis is placed on the student's preparation for the ASCP Board of Registry (written) Examination.

*Prerequisite(s): all program coursework*

**HTT290 Clinical Histotechnology**

6 credit hours

Application of all skills and knowledge gained at Argosy University/Twin Cities in a clinical laboratory situation, on a 40-hour-a-week basis. Clinical training occurs off-campus and is a competency-based educational requirement. Training is completed in a pathology laboratory approved by Argosy University.

*Prerequisite(s): all program coursework*

**HUMANITIES (HUM)****HUM101 The Arts and Culture**

3 credit hours

A survey of the fine arts and cultural development since the Classical era, this course introduces students to the major artistic movements of western civilization. Attention is given to social and philosophical ideas as they influence and are reflected in the art, theater, and music of their times.

**HUM102 Popular Culture**

3 credit hours

The emergence and influence of popular forms of cultural expression in modern times are investigated in this course. Topics include the distinction between the fine arts and popular culture, a survey of the pop cultural landscape over the last 50 years, the role of technology and mass communications, political and economic influences, and developing a pop culture aesthetic.

**HUM401 American Voices**

3 credit hours

Students contemplate the idea of multiculturalism in America, and the role it may play in their own lives. The historical and cultural importance of notions such as "The American Dream," "American Family Values," and America as a "nation of immigrants" are examined in close readings of a wide array of American writers. Students are guided in methods to best engage in the readings, and are asked to respond in writing — using both formal (traditional papers) and less formal (online class discussions) venues. Students develop critical and analytical skills that will be applicable in many other areas of life.

*Prerequisite(s): ENG101*

**HUM440 Critical Thinking: Common Sense and Everyday Life**

3 credit hours

This course aims to strengthen students' abilities to read and listen critically, and to identify, analyze and evaluate formal and informal arguments in professional and everyday discourse. Using tools from both formal and informal logic, students will learn to distinguish valid from invalid arguments, identify bias and evaluate evidence in arguments, respond reflectively to arguments, and generate well formed arguments of their own.

**MATHEMATICS (MAT)****MAT096 Mathematics Review I**

3 credit hours

This course is a review of basic mathematical concepts and skills for solving simple problems involving whole numbers, integers, fractions, decimals, ratios, rates, proportions, and percentages. Also covered are basic algebraic skills including simplification, evaluating expressions, and solving simple equations.

*Prerequisite(s): Placement Test; not for college credit*

**MAT097 Mathematics Review II**

3 credit hours

This course is a review of basic algebraic concepts. Topics include signed numbers, solving linear equations, translating sentences into equations and solutions, basic operations with polynomials, integer exponents and rational expression, simplifying and factoring polynomials, elementary statistical measures, and probability. This course is a continuation of MAT096 or can stand alone for students who may require review prior to enrolling in MAT107.

*Prerequisite(s): Placement Test or MAT096 with a "C" or better; Not for college credit*

**MAT104 Statistics and Probability**

3 credit hours

As an introduction to statistics, the focus of this course is the collection of data, its organization and presentation. Topics addressed are the measures of location, measures of spread, the basics of probability, including simple cases of conditional probability, probability distributions, and estimation and hypothesis testing. Normal and binomial distributions and their applications are also investigated, along with correlation and simple regression.

*Prerequisite(s): Placement Test or Mathematics Review with a "C" or better or its equivalent*

**MAT106 Quantitative Literacy***3 credit hours*

This course is designed to develop conceptual understanding, problem-solving, decision-making and analytic skills dealing with quantities and their magnitudes and interrelationships, using calculators and personal computers as tools. The course will include the representation and analysis of data through statistical measures such as central tendency, dispersion, normal and chi-square distributions, and correlation and regression to test hypotheses. Students will also learn to use logical statements and arguments in a real-world context which will include estimating, approximating and judging the reasonableness of answers. Graphing and use of polynomial functions and systems of equations as well as inequalities in the interpretation and solutions of problems will be developed. This knowledge will be developed with the focus on using appropriate approaches and tools to formulate and solve real-world problems.

*Prerequisite(s): C or better in MAT097 or sufficient placement test score*

**MAT107 College Algebra***3 credit hours*

The first course in the College Algebra sequence.

Topics in this course include applications of equations and rational expressions, radical expressions, equations containing radical expressions, systems of linear equations, inequalities, quadratic equations and their applications, graphs and the interpretation of graphs of linear equations, linear inequalities, and quadratics. Students will also be introduced to exponential and logarithmic functions.

*Prerequisite(s): Completion of MAT097 or MAT100 with a "C" or better*

**MAT109 General Education Mathematics***3 credit hours*

This course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills. The mathematical topics discussed in this course will be Logic/Set Theory, Graph Theory and Mathematical Modeling. Calculators and computers are used to model practical problem solving techniques.

*Prerequisite(s): MAT097*

**MAT110 Precalculus Mathematics***3 credit hours*

This course includes a study of polynomial, exponential, logarithmic and trigonometric functions and their applications, ruler and compass constructions, plane analytic geometry, cartesian and polar coordinates, pythagorean theorem, law of

sines, combinations and permutations, algebra of sets and normal distribution.

**MAT112 General Education Statistics***3 credit hours*

This course will focus on mathematical reasoning and the solving of real-life problems. Topics include: descriptive methods (frequency distributions, graphing and measures of location and variation), basic probability theory (sample spaces, counting, combinations, permutations, and probability laws), probability distributions (normal, binomial distribution, and random samples and sampling techniques), statistical inference (estimation, hypothesis testing, t-test, and chi-square test), correlation and regression, and F-test and analysis of variance.

*Prerequisite(s): Placement Test or MAT097 with a "C" or better*

**MAT115 Introduction to Calculus***3 credit hours*

Students are introduced to both differential and integral calculus in this course. The concepts of limits, derivation, differentiation, and integration of functions are presented. The relationship of calculus to other fields and its value in addressing problems and their solutions in real-world settings are also discussed.

*Prerequisite(s): MAT107 or its equivalent*

**MEDICAL ASSISTING (MED)****MED099 American Heart Association CPR Training***0 credit hours*

This eight-hour seminar provides hands-on instruction in adult, child, and infant CPR skills and life-saving techniques. Training is designed for the health professional and includes use of ambu-bag, one-way valve mask, and an automatic external defibrillator (AED) using a state-of-the-art simulator. Individual evaluation of skills and written exam are required at the conclusion of the seminar, and students successfully completing the course receive an American Heart Association certification card. The two-year certification period is designed to meet the prerequisite requirements for medical assisting, diagnostic medical sonography, dental hygiene, radiation therapy, and radiologic technology programs.

**MED100 Accounting***3 credit hours*

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

*Prerequisite(s): MAT107*

**MED110 Medical Assisting I***3 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. Note: Required first semester for all full-time students.

*Prerequisite(s): Successful completion or enrollment in BIO110*

**MED150 Medical Pharmacology***3 credit hours*

This course promotes a basic understanding of pharmacology, calculations for children and adult dosages, common equivalencies, drug abbreviations, sources and schedules; the use of pharmacology references; review of body systems with focus on drugs utilized to treat conditions of those systems; drug administration; and the importance of accuracy and safety when dealing with medications.

*Prerequisite(s): Successful completion or placement into MAT107*

**MED155 Administrative Office Procedures I***3 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 computerized electronic keeping systems in the healthcare setting. Note: Required first semester for all students.

**MED160 Administrative Office Procedures II***3 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 the use of computerized electronic record keeping systems in the healthcare setting.

*Prerequisite(s): MED155*

**MED220 Medical Assisting II***3 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.

*Prerequisite(s): 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.

*Prerequisite(s): PSY180, MED220, MLT103, MLT107, MLT109*

**MED280 Medical Assisting III***3 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.

*Prerequisite(s): MED150, MED220*

**MED290 Clinical Medical Assisting***2 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.

*Prerequisite(s): all program coursework must be satisfactorily completed.*

**MANAGEMENT (MGT)****MGT302 Organizational Behavior***3 credit hours*

This course examines small-group interactions and the processes that groups experience as they make decisions and complete tasks. Individual member traits, leadership, and intergroup conflict are also examined.

**MGT312 Organizational Leadership in Organizations**  
*3 credit hours*

This course examines the skills for understanding and leading individuals and groups in attaining both personal and organizational objectives. The basic concepts of motivation, control change, team building, and developing effective relationships in diverse work environments are examined. Proactive leadership devices such as organizational development, decision making, and influence techniques are presented.

**MGT330 Business Information Systems**  
*3 credit hours*

This course examines the dynamic nature of management information systems from the perspective of the users to add effectiveness and efficiency to decision making as well as routine operations. Topics covered include integrated organizational systems such as Enterprise Resource Planning (ERPs), the use of databases and data warehouse systems, the role of information systems in distributed organizations and marketing channels, and information security requirements and practices.

**MGT331 Technology and Business Integration**  
*3 credit hours*

This course examines information technology trends and use in the context of modern business organizations. Emphasis is placed on the integration of a wide assortment of information system applications that support: a) management decision making; b) organizational communications; and c) business processes. Students will obtain an understanding of emerging hardware and software technologies, evaluation tools for justifying the development of new systems, methodologies for designing and managing systems development projects, and implementation approaches.

**MGT340 Solutions-Focused Decision Making**  
*3 credit hours*

This course explores the use of a variety of decision tools, from basic descriptive data to formal statistical modeling to common assessment practices, to inform and improve the management decision process at every level of the organization. The importance of finding and using available and appropriate data as the basis of decision making is emphasized.

**MGT341 Managing Decision Models**  
*3 credit hours*

Problem analysis and evaluation techniques are presented. Students are shown methods for

defining, researching, analyzing, and evaluating a problem they would solve in their work or vocational environment. Specific statistical information covered in the course includes identifying and measuring objectives, formulating hypotheses, collecting data, working with levels of significance, analyzing variance, and constructing questionnaires.

**MGT400 Managing People for Performance**  
*3 credit hours*

This course identifies basic management and supervisory skills and practices that apply across organizations, whether participating in or managing an ad hoc work group to structuring personal and work group task priorities in a complex and ambiguous environment. The underlying principles of the identified practices are a focus to increase the likelihood that practices and skills can be adapted to new situations.

**MGT401 Management Skills and Practice**  
*3 credit hours*

Current and significant issues in management are examined. Students will examine the formal and informal functions of organizations, as well as basic management theories and principles associated with current business practices.

**MGT402 Project Management**  
*3 credit hours*

The course builds from the basic disciplines to apply them in project management settings using project management software and related tools. Case studies and/or simulations in project management applications are also provided. MGT401 or concurrent registration strongly recommended.

**MGT411 Human Resource Management**  
*3 credit hours*

The course considers the foundations of dealing with human resources in an organizational setting. The employee lifecycle from recruiting to retention to motivation to exit is discussed.

**MGT412 Human Services/Team Management**  
*3 credit hours*

This course examines the field of human services and the implementation of teams in organizations. Concepts, delivery strategies, and values associated with human services are examined. The development and implementation of team organizational approaches are also discussed.

**MGT413 Managing Change**

3 credit hours

The course begins with the premise that managing and leading change in the face of uncertainty and risk is a central task of the organizational leadership team, whether considering a 100,000 employee multinational organization or a start-up biotechnology venture of 5. Topics include organizational development approaches to developing the processes and practices.

*Prerequisite(s): BUS380*

**MGT420 Compensation and Benefits**

3 credit hours

The course explores the linkage between employee motivation and compensation and benefit systems across the employee lifecycle. Attention is given to the changing needs of the global workforce.

*Prerequisite(s): MGT411*

**MGT430 Training and Development**

3 credit hours

The course reviews basic employee appraisal, training and career development issues; special emphasis on program design, implementation and evaluation.

*Prerequisite(s): MGT411*

**MGT441 Quality Assurance**

3 credit hours

The modern management principles of the quality movement are presented. The history of total quality management, process management, and implementation of quality assurances programs in organizations are examined.

**MGT414 Nonprofit and Governmental Organizations**

3 credit hours

This course examines the unique aspects of planning, organizing, directing, coordinating, and controlling in nonprofit and governmental organizations. Emphasis is given to the organizational structures, management, and leadership involved in nonprofit agencies.

**MGT442 Quantitative Methods in Business**

3 credit hours

This course is a continuation of Managing Decision Models (MGT341) and examines the practical techniques available for solving business problems, with a focus on quantitative methods associated with current business applications. Students will examine current statistical computer applications, such as SPSS, used in quantitative research.

*Prerequisite(s): MGT341*

**MGT450 Cultural Diversity in the Workplace**

3 credit hours

This course is designed to teach students how to manage the increasingly multicultural workforce in the United States. Students are exposed to the basic concepts and issues of intercultural communication and cross-cultural relations, and explore the challenge that managing cultural diversity presents to both organizations and individuals.

**MARKETING (MKT)****MKT302 Marketing**

3 credit hours

This course provides the fundamentals of marketing management in a dynamic organizational environment, including an analysis of such functions as product development, promotion, channels of distribution, and logistics. An introduction to the basic tools of marketing research is also provided.

**MKT430 Marketing Fundamentals**

3 credit hours

This course focuses on domestic and global marketing decision making processes within the company in the areas of products and services, pricing, promotion, distribution, branding, sales force management, business-to-business, market information management, legal implications and ethics.

**MKT431 Consumer Behavior**

3 credit hours

The course examines the relationship of domestic and global consumer behavior and the marketing mix. Topics covered include differentiation strategies through the understanding of psychological and socio-cultural influences on consumer purchase decisions, strategic consumer behavior models, the role of ethics in consumer behavior research and marketing.

*Prerequisite(s): MKT302*

**MKT432 Marketing Research and Analysis**

3 credit hours

This course examines the relationship of domestic and global marketing research and the marketing mix. The fundamentals of marketing research design and analysis are covered. Topics include problem formulation, primary and secondary research design process, data mining, data collection methods, sample design, analysis and interpretation of data, ethics in marketing research, and the preparation of research reports.

*Prerequisite(s): MKT302*



**MKT433 Marketing Strategy and Implementation**  
*3 credit hours*

This course focuses on domestic and global external factors affecting marketing's products-pricing-promotion-distribution opportunities and threats; assimilation of the most appropriate strategy that fits the business environment; implementation plan using the internal marketing, management and infrastructure strengths.

**MEDICAL LABORATORY (MLT)**

**MLT101 Introduction to Clinical Laboratory**  
*1 credit hour*

This orientation course is designed to acclimate the student into the college atmosphere and into the Medical Laboratory Technician Program. Students will receive basic instruction necessary for success in the program; program and university policies and resources, basic fundamental terminology and laboratory skills, safety requirements, study skills, interpersonal skills, and the portfolio project. The course is required in the first semester.

**MLT103 Urinalysis/Microbiology**  
*3 credit hours*

In this course, students review renal anatomy and physiology, urine formation, and renal disease. Laboratory evaluation of the urine specimen includes physical, chemical, and microscopic assessment and correlation to the state of health and disease of the patient. The course also includes an introduction to microbiology; bacteria's role in normal body functions, clinical significance of infections and infectious disease, the location and function of bacterial structures, and proper specimen collection and processing to ensure bacterial detection. In the laboratory, the student will learn various culture techniques used in the identification and the determination of antibiotic susceptibility patterns. Safety and quality control are emphasized in laboratory exercises. Prerequisite(s): concurrent with BIO110, CHM100, and COM110

**MLT107 Hematology/Phlebotomy**  
*3 credit hours*

A basic hematology course that introduces the concepts of blood formation, blood cell structure and function, and the role of the blood cells in the healthy human body. Laboratory exercises include the determination of erythrocyte and leukocyte counts, leukocyte differentials, hemoglobin, hematocrit, and erythrocyte indices from blood. In addition, the students will learn the proper technique for the preparation and assessment of

recognition of normal laboratory test values. Laboratory safety is emphasized in all laboratory exercises.

*Prerequisites or concurrent: BIO110, COM110*

**MLT109 Immunology**  
*2 credit hours*

This course is an introduction to the study of the human body's immune system; basic genetics, anatomy of the lymphatic system, the immune function of leukocytes, the body's immunological response during healthy and disease states, vaccines, antigens and antibody interactions, and the general purpose of the complement system. The course does not have a laboratory component.

*Prerequisites or concurrent: BIO110, COM110*

**MLT127 Advanced Phlebotomy**  
*3 credit hours*

This course reviews infection control, safety, anatomy and physiology of body systems, the major pathologic conditions in the body with a review of the phlebotomist's role as a member of the healthcare team. Routine venipuncture and dermal puncture procedures will be revisited with an emphasis on difficult draws from various patient populations using standard operating procedures. Various additives, order of draw, special equipment and special precautions are also covered extensively. Requisitioning, specimen transport, specimen integrity and specimen processing are also covered. Proper patient communication and quality assurance and quality control will also be addressed.

*Prerequisite(s): MLT107*

**MLT130 Clinical Chemistry I**  
*3 credit hours*

Introduces the student to the basic principles and practices of clinical chemistry, lab safety and regulations, quality control and statistics, lab mathematics, and point-of-care testing. Clinical correlations and lab procedures, amino acids and proteins, enzymes, vitamins and nutritional assessment carbohydrates, lipids and lipoproteins are studied in the laboratory. Students learn to prepare solutions, perform photometric and other clinical chemistry assays, and organize a laboratory. Quality control and laboratory safety are incorporated into the practice of laboratory testing. Correlation of laboratory test results with health status and disease is emphasized.

*Prerequisite(s): BIO110, CHM100, COM110, MAT107, MLT103, MLT107*

blood smears, quality control procedures, and



**MLT137 Phlebotomy Community Experience***2 credit hours*

This course allows students to further develop their phlebotomy skills in a community setting. The course begins with tours and shadowing experiences at local hospitals and clinics observing different blood collection techniques in different environments. Student's clinical experience will include supervised collection of blood specimens from various patient populations using the current standard of practice. Proper requisition, patient identification, specimen transport and processing will also be emphasized in the clinical setting.

*Prerequisite(s): MLT107, MLT127*

**MLT150 Clinical Microbiology I***3 credit hours*

The study of infectious disease caused by bacteria including: Staphylococcus, Streptococcus, Neisseria, Enterobacteriaceae, spirochetes, anaerobes, and other miscellaneous bacteria. Laboratory procedures focus on safety, quality control, bacterial identification techniques, including gram stains, biochemical tests, and susceptibility testing.

*Prerequisite(s): COM110, MLT103, MLT107*

**MLT170 Clinical Hematology I***3 credit hours*

This hematology course includes the description, maturation, identification, and function of blood and bone marrow in a healthy patient. Classifications of anemias and leukemias are introduced. Laboratory exercises lead to the completion of a complete blood count (CBC) including automated and manual methods for leukocyte (WBC) and erythrocyte (RBC) counts, hemoglobin and hematocrit values, and the identification and differentiation of normal, abnormal, mature, and immature blood cells on blood smears. Laboratory safety, quality control, and recognition of normal values are emphasized.

*Prerequisite(s): CHM100, MLT107*

**MLT209 Clinical Immunology***3 credit hours*

In-depth study of the body's immune response to infectious disease, immune deficiencies and disorders, tissue transplants, and malignancies. Laboratory procedures are performed to aid the diagnosis of diseases such as syphilis, infectious mononucleosis, streptococcus group A, rheumatoid arthritis, rubella, and varicella zoster. These laboratory procedures include agglutination, precipitation, labeled immunoassays, and molecular techniques. An emphasis is placed on proper laboratory technique, specimen handling, safety, and quality control.

*Prerequisite(s): MLT107, MLT109*

**MLT230 Clinical Chemistry II***3 credit hours*

Further study of clinical chemistry includes the study of trace elements, electrolytes, non-protein nitrogenous compounds, arterial blood gases, pH and buffer systems. In addition, the following organ system functions are discussed and evaluated; liver, endocrinology, thyroid, cardiac, renal, pancreatic and gastrointestinal function, specialty areas of clinical chemistry, therapeutic drug monitoring, toxicology, and tumor markers. In the laboratory, automated procedures and immunoassays emphasize multitasking, precision, and accuracy in patient testing and reports, and quality control while following the laboratory safety protocol are emphasized.

*Prerequisite(s): MLT130*

**MLT250 Clinical Microbiology II***3 credit hours*

Fungi, parasites, and other clinically significant organisms are introduced in this advanced course, along with review of pathogenic bacteria. Laboratory procedures focus on safety, quality control, specimen processing, and identification procedures for bacteria, fungi, parasites, viruses, and other pathogenic organisms.

*Prerequisite(s): MLT150*

**MLT270 Clinical Hematology II***3 credit hours*

This course introduces the student to hemostasis, the coagulation process and assessment of bleeding disorders, and anticoagulant therapy. Body fluid analysis, including spinal fluid, synovial fluid, amniotic fluid, semen, and others are discussed in relation to diagnostic significance of lab results.

*Prerequisite(s): MLT170*

**MLT279 Immunohematology***3 credit hours*

The study of blood transfusion practice includes discussion of donor screening and use of blood components. Concepts of genetics, biochemistry, and immunology of blood group systems, including the ABO, Rh, and others provide the foundation for testing associated with transfusion diseases, prenatal testing, and hemolytic disease of the newborn. Protocol for selection of components, pretransfusion testing, transfusion reactions, and other applications are addressed. In the laboratory, students perform blood typing, antibody screening and identification, compatibility testing, and some specialized procedures. Quality control and safety in the laboratory are stressed.

*Prerequisite(s): MLT170, MLT209*

**MLT280 Comprehensive Review/Introduction to Clinical Training**

*2 credit hours*

As preparation for entry into clinical training, this course includes a comprehensive review of previous course materials, laboratory techniques, and integration of other skills necessary for success in the practice of medical laboratory technology. Field trips to clinical sites such as clinical laboratories in hospitals, clinics, research, government, and other facilities are arranged when possible and vary depending on availability for tours. The clinical training assignment process, scholarship application, and immunizations required prior to clinical training start are integrated here. Must be taken the semester immediately preceding clinical training.

*Prerequisite(s): all technical courses (MLT230, MLT250, MLT270, MLT279 concurrent)*

**MLT290 Clinical Medical Laboratory**

*6 credit hours*

Application of all skills and knowledge in an actual laboratory situation, on a forty-hour-per-week basis. Clinical Training occurs off-campus, at a NAACLS approved laboratory as appropriated by Argosy University, Twin Cities.

*Prerequisite(s): all coursework must be completed*

**MEDICAL TECHNOLOGY (MTE)****MTE350 Clinical Microbiology, Advanced**

*3 credit hours*

Topics examined include principles and practices of routine bacteriology, mycology, mycobacteriology, parasitology and virology. Principles of host defense and microbial virulence will be explored as well as clinical presentation, signs and symptoms, laboratory diagnosis, and treatment options.

Infection control procedures, epidemiology, new and emerging infections and other Public Health issues are examined.

**MTE360 Laboratory Operation/Management/ Education**

*3 credit hours*

Overview of daily operations in a Clinical Laboratory. Topics include safety, organizational hierarchy, leadership styles, staffing and budgeting concerns, employee competency, hiring and training new employees, writing and implementing new procedures, selection of new and improved diagnostic procedures, cost analysis and validation studies for new procedures and new clinical instrumentation. Education techniques and terminology, team building, ICD9 coding, regulations, research design, and reimbursement schedules are also examined.

**MTE370 Hematology/Coagulation, Advanced**

*3 credit hours*

In-depth examination of normal and abnormal hematology and coagulation results. Emphasis is on correlation of abnormal test results and disease states. Bone marrow analysis and body fluid procedures are expanded upon. Hemostasis and coagulation factor studies are discussed. Currently used hematology and coagulation analyzers are dissected and their theory and applications are examined.

**MTE420 Molecular Diagnostics/Emerging Technologies**

*3 credit hours*

This course will cover the basic techniques used in molecular biology with applications used in clinical diagnosis. Topics include DNA isolation, construction of recombinant DNA molecules, hybridization techniques and DNA sequencing. Evaluation of commercially available molecular technologies and "home brew" techniques will be explored. Lecture and laboratory component

**MTE430 Clinical Chemistry, Advanced/Laboratory Instrumentation**

*3 credit hours*

This course covers the operation, maintenance and troubleshooting of a variety of instruments used in clinical laboratories and the principle theories by which they operate. Selection and use of available computer hardware and software used in the laboratory will also be explored, as well as computer/instrument interfacing and maintenance procedures.

**MTE480 Immunohematology, Advanced**

*3 credit hours*

Transfusion service overview. Topics include: multiple antibody problems, antigen identification, elution/adsorption, pre-warming, antibody titers, direct antiglobulin testing, rosette and Kleihauer-Betke tests, transfusion reactions gel system and other automation used in blood banking. In addition, component therapy including red blood cells, fresh frozen plasma, cryoprecipitate, platelets and derivatives will be explored as well as addressing blood donor requirements and testing and blood banking regulatory requirements.

**MTE490 Clinical Training**

*6 credit hours*

Clinical training at an affiliated training site in the areas of Immunohematology, Chemistry, Hematology, Urinalysis and Microbiology are required.

## **PHILOSOPHY (PHI)**

### **PHI101 Ethics in Contemporary Society**

*3 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(s): ENG101 or its equivalent*

### **PHI102 World Religions**

*3 credit hours*

This course introduces students to the varieties of religious expression throughout human cultures. Particular attention is given to the dominant religions of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, Shinto, and Taoism. Students are encouraged to develop an understanding of the historical and cultural influences on the nature and diversity of the world's religions.

## **PHYSICS (PHY)**

### **PHY105 General Physics**

*3 credit hours*

This is a foundational course that introduces the history and principles of general physics.

## **POLITICAL SCIENCE (POL)**

### **POL110 American Experience**

*3 credit hours*

Students are encouraged to acquire a deeper understanding of the historical development and basic structure of the American political system. The course surveys the nature of the U.S. federal system of government and its essential components, especially the executive, legislative, and judicial branches, along with the U.S. Constitution and Bill of Rights. Attention is also given to the roles and influence of political parties, mass media, and special interest groups.

## **PSYCHOLOGY (PSY)**

*It is recommended that students complete General Psychology (PSY101) before taking any course at the 200-level or higher.*

*Courses marked with an asterisk (\*) are recommended for students considering the pursuit of graduate-level education in the field of psychology.*

## **PSY101 General Psychology**

*3 credit hours*

This course is designed to provide a broad, general overview of the field and introduce basic concepts and ideas central to contemporary psychology. Topics include the biological bases of behavior, human development, learning and cognition, motivation and emotion, intelligence, personality, psychological disorders, ethics and social thought.

## **PSY102 Tests and Measures**

*3 credit hours*

This overview presents the major assessment instruments and a consideration of issues of reliability, validity, test scores and measurement, ethical and cultural factors in testing, correlations, measures of central tendency and variance, standardization, and norm-referenced testing.

## **PSY180 Interpersonal Effectiveness**

*3 credit hours*

This course examines the theories and skills essential to interpersonal effectiveness across a variety of relationships. Students will learn to apply these theories and skills to everyday interaction, explore how interpersonal effectiveness can help them achieve personal and professional goals, and design a plan for further development of interpersonal effectiveness skills during their academic program. Topics include effective communication, identity and impression formation, perception, cultural influences on interpersonal interaction, verbal and nonverbal communication, listening and feedback, relationship development, social influence, communication technologies, conflict, group interaction, and ethical conduct.

## **PSY210 Psychological Statistics\***

*3 credit hours*

This course will introduce you to statistical concepts and tests used in psychological research as well as analysis and computation.

## **PSY220 Critical Thinking in Psychology**

*1 – 3 credit hours*

This course will focus on the ability to take topics in psychology and look at them using flexibility and open-mindedness, logical inference, thorough analysis of the evidence, divergent thinking, and skepticism while also identifying their inherent biases and assumptions.

## **PSY230 Psychology in the Community**

*3 credit hours*

This course will examine the variety of services provided by psychology in the community. Types of services, types of agencies, and types of

populations served will be explored (e.g. inpatient vs. outpatient vs. residential or forensic vs. chemical dependency vs. mental health). A broader view of psychology's role in the community will be taken as students examine its influences in the fields of business, health, religion, advertising, and research. Field trips will be an important part of this class.

### **PSY240 Psychology in the Media**

*3 credit hours*

This course will look at the influence of psychology in the media. Media is widely defined as movies/television, music, news, printed material and the internet, all of which are available to the general public. This course will examine the advertising of psychology, stereotypes portrayed in the media, accuracy of information provided by the media through various venues, as well as how media portrayal of psychopathology has changed over time.

### **PSY250 Writing in Psychology**

*3 credit hours*

This course will focus on the introduction of APA style, the use of PSYCLIT/PSYCINFO, doing appropriate literature searches, writing in a professional style, selecting appropriate topics, and practice in writing.

### **PSY300 Developmental Psychology\***

*3 credit hours*

Survey of theory and research on cognitive, emotional, and social development during childhood, adolescence, and adulthood.

### **PSY301 Children and Violence**

*3 credit hours*

This course enables students to gain an understanding of the issues resulting from children's exposure to violence. Topics examined include community violence, war and terrorism, peer victimization, media violence, and familial abuse and maltreatment. In addition, best practices in prevention and intervention programming are highlighted, as well as a dialogue encouraging students to examine their own beliefs about the nature and impact of violence our world.

### **PSY302 Research Methods\***

*3 credit hours*

Review of quantitative and qualitative scientific research methods used to investigate psychological questions. Emphasis on gathering and evaluating information from multiple sources, synthesizing findings from available literature into specific research questions, and designing

effective methods to address those questions. Emphasis on critical thinking, problem solving, and developing writing skills in a style appropriate to the discipline of psychology.

### **PSY304 Human Sexuality**

*3 credit hours*

Examination of human sexuality as expressed in attitudes, beliefs, and behaviors. Analysis of research methods and findings on social and developmental psychological aspects of sexuality, including dysfunction and its treatment.

### **PSY305 Psychology of Religion**

*3 credit hours*

In this course students discover how psychology helps us understand religious behavior and experience. We investigate the meaning and value of religious faith as interpreted through the major psychological schools. Students reflect upon their own past spiritual development and consider its future possibilities. They also probe into reasons why religion sometimes "gets sick" and what factors contribute to religious health.

### **PSY306 Psychology of Aging**

*3 credit hours*

Multidisciplinary perspectives on the biological, psychological, and social issues of aging, including affective, cognitive, and physiological changes and the social effects of increasingly older population demographics in a diverse and global society.

### **PSY310 Social Psychology\***

*3 credit hours*

Survey of theory and research on human social behavior, including topics such as aggression, attitudes, attribution, group dynamics, interpersonal relations, and prejudice and stereotypes. Emphasis on the diversity of human experience and ethical conflicts in psychological research and practice.

### **PSY312 Diversity**

*3 credit hours*

Examination of how an understanding and respect for the diversity of class, ethnicity, gender, religion, and sexual orientation differences contribute to the scientific study of human behavior. Cross-cultural research is also explored.

### **PSY313 Psychology of Gender**

*3 credit hours*

This course provides critical analysis of the issues and research related to masculinity, femininity, and gender difference. The course examines both biological and cultural determinants of sex roles and how these affect men and women personally

socially, and institutionally. Gender variation in areas such as cognitive abilities, personality and social behavior is considered from multiple perspectives including evolutionary theory, genetic theory, hormonal theories, social learning theory, cognitive -developmental theory, and social role theory.

**PSY314 Psychology of Women**

*3 credit hours*

This course provides a comprehensive overview of the major topics and theories relevant to the current study of psychology of women, and the research on the impact of gender on thinking and behaving. Topics include psychosocial development (e.g. marriage, relationships), biologically-based experiences (e.g. menstruation, sexuality, mothering), mental health issues, gender differences/similarities (e.g. cognitive abilities, personality, social behavior), issues related to ethnicity and sexual orientation, and social issues (e.g. violence against women, power, achievement and the worlds of education and work).

**PSY320 Industrial/Organizational Psychology\***

*3 credit hours*

Application of the theories and research in psychology to industrial and social organizations, including topics such as personnel, human factors, organizational development, and welfare of the consumer. Examination of the ethical and legal dimensions of conducting psychological research and practice in the workplace.

**PSY350 Physiological Psychology\***

*3 credit hours*

Survey of relationships of physiological processes, especially nervous system functioning, to behavior. Emphasis on current, interdisciplinary research findings on brain and behavior and their applications.

**PSY360 Cognition and Learning**

*3 credit hours*

This course provides an introduction to theories and research on cognition and learning, especially topics such as knowledge acquisition, language, memory, thinking and the biological basis of learning and cognition. Applications to the assessment and treatment of human problems in a variety of organizational settings in education and mental health are also discussed.

**PSY361 Personality Theory**

*3 credit hours*

This course examines psychoanalytic, biological, behavioral, cognitive, trait, humanistic, and interactionist theoretical approaches to understanding personality. Strengths and weaknesses of the various approaches are noted. Where available, modern research is integrated with each theoretical approach. Thoughtful evaluation of the eight approaches is emphasized, as is integration of theories to create a rich and multi-faceted picture of human personality. Practical applications to gender and cultural/ethnic differences are noted. Assignments are designed to foster student awareness and reflection concerning personal assumptions about personality. The assignments also encourage students to practice critical thinking skills when evaluating the eight approaches and the related research.

**PSY370 Introduction to Addiction and Addictive Behavior**

*3 credit hours*

This introductory course provides an overview of addictions and substance abuse, including alcoholism and drug abuse. It introduces both the physiological and psychological characteristics of substance abuse and its effect in various life areas. Both individual and family dynamics are covered, as well as ideas for treatment options and recovery. Cross addiction and dual-diagnosis are discussed.

**PSY390 Special Topics**

*3 credit hours*

Intensive study of a theme, process, or problem in psychology. May be repeated for credit.

**PSY395 Independent Study**

*1-3 credit hours*

An Independent Study provides a means for students to pursue a topic of interest in greater depth than is otherwise provided by the curriculum. Typically, it engages the student in an extensive literature review of a topic, an independent research project, or supervised experience at an internship site.

**PSY400 Counseling Theories\***

*3 credit hours*

The basic theory, principles, and techniques of counseling and its application to professional counseling settings are explained. Also considered are the various theories of counseling and issues in the practice of professional counseling.

**PSY405 Interviewing Techniques\****3 credit hours*

Interviewing Techniques is an applied course designed to develop basic relationship building, interviewing, reporting, problem-solving and decision-making skills with diverse clients. The focus is on fundamentals and techniques that cut across multiple interviewing situations. The fundamentals and techniques learned will prepare students for current real-world applications. For those students planning to attend graduate school, the fundamentals and techniques learned will serve as a foundation for the development and refinement of clinical skills.

**PSY410 Maladaptive Behavior and Psychopathology***3 credit hours*

This course provides the student with a body of knowledge concerning the recognition, classification, course, prognosis, and treatment of the range of human problems usually defined as psychological disorders. Human problems are examined within the framework of the DSM-IV TR classification system. In addition, students will be exposed to the various ethical issues and dilemmas associated with identifying, classifying and treating behavior as maladaptive or pathological. The role gender and culture play in identifying, classifying and treating behavior as maladaptive or pathological will also be explored.

**PSY415 Psychological Assessment\****3 credit hours*

In-depth examination of assessment processes and measurement strategies for aptitudes, intelligence, interests, performance, and personality of diverse populations. Ethical, legal, and social issues in test theory, construction, and evaluation. Emphasis on psychometric properties.

*Prerequisite(s): PSY210***PSY420 Disabilities***3 credit hours*

In-depth examination of research findings and personal beliefs and attitudes about disabling conditions and their effects on families, communities, and the larger society. Ethical and legal issues in the assessment, evaluation, and treatment of disabled persons in educational, mental health, and organizational settings.

**PSY422 Forensic Psychology***3 credit hours*

In-depth examination of the theories and methods of forensic psychology and their applications to the policies and procedures of criminal justice, legal, and mental health settings.

**PSY423 Psychology and Criminal Justice***3 credit hours*

This course aims to provide students with an understanding of psychology as it has been applied to crime and criminal justice. The course examines psychological perspectives on the offender, ranging from the examination of offenders' individual characteristics, such as intelligence, to integrated theories of offending behavior.

**PSY430 Ethics In Psychology***3 credit hours*

Students are asked to explore the legal, ethical and professional choices faced by social service workers and chemical dependency counselors. Topics include confidentiality, counselor values, client rights, the licensure process, complaint procedures, informed consent, and standards of care. A multicultural perspective is used throughout the course.

**PSY440 Psychology Internship and Seminar***3 credit hours*

Supervised field experience in a variety of settings (such as counseling, industrial/organizational, criminal justice type settings), combined with integrative, reflective class seminar. This course ties together the theories and methods of psychology in an applied setting and a practical grounding for ethics, diversity, and effective written and oral communication skills developed during the baccalaureate program.

**PSY450 History and Systems of Psychology\****3 credit hours*

Development of the discipline of psychology from its philosophical roots to the present, with an emphasis on the last 100 years. In-depth examination of psychology as a science, practice, and sociocultural force in contemporary times. Emphasis on critical thinking, writing skills, and critical history research methods.

**PSY480 Biopsychosocial Effects of Substances***3 credit hours*

The biological, psychological, and social effects of mood-altering substances and behaviors, as well as their implications for the addiction process, are reviewed. Psychopharmacology of substances is emphasized, and effects on health are covered. Cultural norms and the disease concept/model are considered.

*Prerequisite(s): (TC) PSY370*



**PSY481 Substance Abuse and the Family***3 credit hours*

This course is an introduction to family systems, focusing on the effects of addiction pertaining to family roles and behavior patterns. The impact of mood-altering substances and behaviors as they relate to the family are discussed, along with multicultural and transgenerational issues. Students are introduced to family interventions and treatment.

*Prerequisite(s): (TC) PSY370***PSY482 Substance Abuse Treatment I***3 credit hours*

This course covers all aspects of treatment with attention to readiness to change. Students are introduced to the core functions of individual and group chemical dependency counseling, including screening, orientation, intake, assessment, treatment planning, counseling, case management, crisis intervention, relapse prevention, client education, referral, reports and record-keeping, and consultation.

*Prerequisite(s): (TC) PSY370***PSY483 Substance Abuse Treatment II***3 credit hours*

This course is a continuation of Substance Abuse Treatment I (PSY482). It explores in greater depth the core functions of chemical dependency counseling, as well as readiness to change. The course is designed for students who plan to pursue licensure as substance abuse/chemical dependency practitioners.

*Prerequisite(s): PSY482***PSY485 Chemical Dependency Practicum***2 – 8 credit hours*

The Chemical Dependency Practicum provides supervised experience and training in chemical dependency. In addition to assigned hours on site, students will also meet weekly in a practicum seminar led by a faculty member. Students will be matched to sites based on their need for particular skill development, interest, and schedule.

**PSY490 Human Services Internship and Seminar***3 credit hours*

Capstone Course. Supervised field experience in a variety of community settings. A portfolio of projects accomplished during this internship will be completed, including a literature review. This course ties together the theories and methods of psychology in an applied setting and a practical grounding for ethics, diversity, and effective written and oral communication skills developed during the baccalaureate program.

**PSY492 Advanced General Psychology***3 credit hours*

Capstone Course. Advanced seminar on topics from the natural and social sciences knowledge bases of the discipline. A portfolio of papers and projects from prior coursework will be completed, including a literature review. This course ties together the theories and methods of psychology as a science and practice, and is a scholarly integration of ethics, diversity, and effective written and oral communication skills developed during the baccalaureate program.

**PSY493 Crime and Causes***3 credit hours*

This course studies the sociological and social psychological foundations of crime and delinquency. Topics include the definition and meaning of crime and delinquency, the etiology of crime and delinquency, the history and development of criminal law, and criminal behavior.

**PSY494 Substance Abuse Treatment in the Criminal Justice System***3 credit hours*

This course will examine treatment and intervention approaches that are effective with the offenders in correctional settings. Such topics to be introduced are drug and alcohol treatment in correctional institutions, treatment modalities, principles of the therapeutic communities, characteristics and traits of the offender and issues related to the transition into the community.

**RADIOLOGY (RAD)****RAD100 Introduction to Radiologic Technology***3 credit hours*

This course introduces the basic radiologic and professional concepts of radiologic technology and patient care, including considerations for the physical and psychological needs of the patient and family. Topics discussed include imaging equipment, basic positioning and terminology, patient care, universal precautions, infection control, monitoring vital signs, and pharmacology. An introduction to the terminology and basic principles of radiology is included. Students apply classroom theory in the laboratory.

**RAD105 Radiologic Procedures I***3 credit hours*

This course provides the student with an in-depth study of the anatomy and positioning of the upper extremity, shoulder girdle, lower extremity, and pelvic girdle. Students apply classroom theory in the laboratory.

*Prerequisite(s): BIO110, RAD100*

**RAD106 Fundamentals of Image Analysis I***1 credit hour*

Students will learn the basic fundamentals of image analysis, including a system for identifying and correcting technical, positioning, and exposure errors in the radiographic image.

*Prerequisite(s): RAD105 concurrent*

**RAD110 Radiologic Physics***3 credit hours*

This course presents an introduction to general physics principles, electricity, and electromagnetism as they relate to the production of radiation. The origins of radiations, generators, motors, transformers, x-ray circuitry, and x-ray tube operation are introduced, and the characteristics of x-ray production and its interactions with matter are discussed.

*Prerequisite(s): MAT107, RAD105*

**RAD115 Sectional Anatomy***2 credit hours*

This course introduces the student to a basic study of sectional anatomy and its applications in the field of radiology, specifically as it relates to MRI and CT.

*Prerequisite(s): BIO110*

**RAD116 Fundamentals of Image Analysis II***1 credit hour*

Student will expand on the basic fundamentals of image analysis. Students will analyze radiographic images using a system for identifying and correcting technical, positioning and exposure errors in the radiographic image.

*Prerequisite(s): RAD225 concurrent*

**RAD120 Principles of Exposure I***3 credit hours*

This course is a study of image formation and processing. Instruction is provided in the composition and maintenance of radiographic film, intensifying screens, film processing, chemistry, and darkroom procedures. Students apply classroom theory in the laboratory.

*Prerequisite(s): MAT107, RAD105*

**RAD130 Radiobiology/Radiation Protection***1 credit hour*

A discussion of radiation's interactions with living systems. Acute and chronic effects of radiation are discussed, as well as factors affecting biological responses and the characteristics and interactions with matter. Federal and state guidelines are reviewed and methods of minimizing radiation exposure.

*Prerequisite(s): RAD110, RAD120*

**RAD140 Radiographic Pathology***2 credit hours*

This course explores the radiographic correlation of the causes, appearances, and symptoms of disease based on radiographic findings. A research paper pertaining to a radiographic topic is required.

*Prerequisite(s): RAD105, RAD205*

**RAD154 Exploring Opportunities in Medical Imaging***2 credit hours*

Students will explore career options in medical imaging. Following an introduction to the various options, students will select a topic to complete various components of research intended to further their knowledge and assist them in determining if it is a career option for which they may pursue.

**RAD160 Computed Radiography***2 credit hours*

This online course will present the basic concepts and applications of computed radiography. The student will investigate the process, function, limitations and advantages of computed radiography.

**RAD170 Trauma Radiography I***3 credit hours*

This course will instruct students in the skills necessary to think critically in trauma imaging. Students will utilize Problem-Based Learning skills to integrate material from the Introduction to Radiologic Technology (RAD100) and Radiologic Procedures I (RAD105). Independent and group projects will be used to identify critical thinking mechanisms to solve scenarios.

**RAD205 Radiologic Procedures II***3 credit hours*

This course provides the student with an in-depth study of the anatomy and positioning of the vertebral column, bony thorax, thoracic viscera, skull, facial bones, and sinuses. Students apply classroom theory in the laboratory.

*Prerequisite(s): RAD105*

**RAD225 Principles of Exposure II***2 credit hours*

This course expands upon Principles of Exposure I (RAD120). Instruction in the theory and application of radiographic quality, automatic exposure control, exposure charts and quality assurance procedures.

*Prerequisite(s): RAD120*

**RAD240 Advanced Imaging***3 credit hours*

Provides an overview of specialty areas in the radiography department. Modalities include: CT,



MRI, ultrasound, nuclear medicine, angiography, pediatrics, orthoroentgenography, arthrography, myelography, interventional angiography, cardiac catheterization, and radiation therapy. The student gains an understanding of the basic procedure, equipment, terminology, and contrast agents.  
*Prerequisite(s): all general education courses, RAD140, RAD225, RAD270 concurrent*

**RAD250 Quality Assurance for Diagnostic Imaging**  
*1 credit hour*

This course is designed to provide the radiology student with an overview of the principles and practices of quality assurance for diagnostic imaging facilities. Course work will assist the student in developing skills in the planning and operating a quality assurance program. Topics include Total Quality Management, state and federal laws governing ionizing radiation, equipment testing and maintenance, personnel monitoring, training and continuing education, record maintenance, radiation protection programs, and the writing of policies and procedures.  
*Prerequisite(s): RAD120*

**RAD255 Radiologic Procedures III**  
*3 credit hours*

This course provides the student with an in-depth study of the anatomy and positioning of the digestive and urinary systems, mobile trauma, pediatric, geriatric, and venipuncture procedures. A review of previous radiologic procedures classes is included. Students apply classroom theory in the laboratory.  
*Prerequisite(s): RAD205*

**RAD270 Clinical Education I**  
*9 credit hours*

Direct supervised experience in the clinical affiliate that enables the student to become familiar with departmental policies, workflow and office procedures, body mechanics and radiographic procedures. The online component includes a demonstration of the application of didactic education in the clinical setting.  
*Prerequisite(s): all general education courses, CPR, and all radiologic technology technical courses except RAD280 and RAD290; RAD240 concurrent*

**RAD280 Comprehensive Review**  
*3 credit hours*

This online course allows students to assess, summarize, and incorporate all previously learned radiological concepts, principles, and positioning skills necessary for preparation of the national Radiologic Technology Examination.  
*Prerequisite(s): RAD240, RAD270, RAD290 concurrent*

**RAD290 Clinical Education II**  
*9 credit hours*

Continuation of radiologic technology clinical education in the clinical affiliate site. Students gain experience and develop skills in radiologic procedures, positioning, and techniques in preparation for entry-level skills. Students accomplish standard procedures under indirect supervision upon demonstration of performance-based competencies.  
*Prerequisite(s): all general education courses, CPR, and all radiologic technology technical courses except RAD280; RAD280 concurrent.*

**RADIATION THERAPY (RTH)**

**RTH100 Introduction to Radiation Therapy**  
*2 credit hours*

This course provides students with an overview of radiation therapy and the practitioner's role in the healthcare delivery system. The course also includes the basic principles of radiation therapy, the cancer-management perspective, and patient care, as well as principles of radiation and health safety, and the professional responsibilities of the radiation therapist. This course must be taken in the first semester prior to all other program courses.

**RTH102 Computer Science**  
*1 credit hour*

This course include and introduction to computers and computing. It will include basic computer concepts and vocabulary and an overview of computer hardware and software. The role and function of computers will be discussed. The use of computers to solve problems will be discussed. Information storage and accessibility and computer networking and internetworking will be discussed.

**RTH110 Radiologic Physics**  
*3 credit hours*

This course is designed to establish basic knowledge of physics pertinent to developing an understanding of radiation used in the clinical setting. Concepts presented will include atomic structure, electricity, electromagnetism, the production of x-rays and interaction with matter, and the fundamentals of x-ray generating equipment. An overview of imaging modalities will be presented, with emphasis on fluoroscopy, computed tomography, and magnetic resonance imaging.  
*Prerequisite(s): MAT107, PHY105 (or concurrent), RTH100*

### **RTH115 Sectional Anatomy**

*2 credit hours*

This course establishes a working knowledge of sectional anatomy of the cranium and facial bones, brain, spine, neck, thorax, abdomen and pelvis. It also provides discussion of the application of sectional anatomy in the imaging sciences fields, particularly as it relates to CT, MRI, Sonography and Radiation Therapy Treatment Planning.

*Prerequisite(s): BIO110, BIO115, COM110, RTH100*

### **RTH120 Radiation Therapy Physics/QM**

*3 credit hours*

This course reviews and expands upon concepts and theories from the Radiologic Physics course. A detailed analysis of the properties of radiation, x-ray production, radiation quality, and the interactions of ionizing radiation with matter are emphasized. The treatment units to deliver external beam radiation therapy are presented. Radiation measurement, exposure, and absorbed dose are discussed. The course addresses quality management topics in radiation therapy, including quality checks on charts, films, simulators, treatment units and treatment planning systems. The role of the radiation oncology team in quality management is discussed, along with the regulatory and legal implications for maintaining appropriate quality management guidelines.

*Prerequisite(s): COM110, MAT107, MAT110 (or concurrent), PHY105, RTH100, RTH110*

### **RTH130 Radiation Protection/Radiobiology**

*2 credit hours*

Basic principles of radiation protection and safety for the radiation therapist. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations are incorporated. Specific responsibilities of the radiation therapist are discussed, examined, performed, and evaluated. Also included are basic concepts and principles of radiation biology. The interactions of radiation with cells, tissues, and the body as a whole and resultant biophysical events are presented. Discussion of the principles of tolerance dose, time-dose relationships, fractionation schemes, and the relationship to the clinical practice of radiation therapy are discussed, examined, and evaluated.

*Prerequisite(s): BIO110, BIO115, COM110, MAT107, RTH100, RTH107*

### **RTH135 Principles and Practices I**

*3 credit hours*

This course provides an overview of the immune system and its role in fighting diseases including cancer. The pathology of neoplasms are discussed,

including their cause, diagnosis, and how to differentiate between benign and malignant neoplasms. Cancers of the skin, bones, soft tissues, endocrine system, lymphoreticular system, and leukemia are discussed in regard to their etiology, epidemiology, detection, diagnosis, treatment, and prognosis. The radiation therapist's responsibilities of education, assessment, and communication in the management of these cancers are presented.

*Prerequisite(s): BIO110, BIO115, COM110, MAT107, RTH100, RTH110, RTH115, RTH120, RTH130, RTH150*

### **RTH150 Treatment Planning I**

*3 credit hours*

This course is designed to establish factors that influence and govern clinical patient treatment planning for radiation therapy. Included are patient measurement, immobilization, and contour considerations, as well as radiobiological factors. Conventional and computed tomography simulation is explained. Radiographic consideration, anatomical landmarks, treatment simulation procedures, techniques, and objectives are emphasized. Class demonstrations/laboratories and projects are incorporated to complement specific content areas and are focused on the clinical application of treatment planning and radiological imaging principles. These include simulator operation, block fabrication, and beam modification.

*Prerequisite(s): BIO110, BIO115, COM110, MAT107, RTH100, RTH110*

### **RTH201 Research Methodology**

*1 credit hour*

This course include and introduction to elements of the research process and protocols. Gathering and evaluation of information from multiple sources will be discussed. Interpretation of data and application of results will be discussed. Scientific research related to radiation therapy will be discussed.

*Prerequisite(s): COM110, ENG101, RTH100, RTH135, RTH130, RTH220*

### **RTH210 Medical Law and Ethics**

*3 credit hours*

This course is designed to define sources of law, causes of action, and litigation processes related to the professional practice of medical imaging. The interrelatedness of standards of care, law, ethical standards, and competence are examined, as are laws and regulations affecting the practitioner in employment and liability. The course is designed to establish a foundation for, and define the parameters of, professional practice. Ethical behaviors within a defined scope of practice will be discussed and examined within the context of the healthcare delivery system.

*Prerequisite(s): PHI101*

### **RTH220 Treatment Planning II**

*3 credit hours*

This course is a continuation of Treatment Planning I (RTH150). Photon and electron beam therapy and dosimetry are discussed, along with the factors that influence them. Dose distribution, dose calculation and treatment planning application are emphasized. The role of computers in radiation therapy is presented. Brachytherapy sources, applicators and implant methods, as well as 3-D conformal, intensity modulated, stereotactic, intraoperative and other new technologies in radiation therapy are introduced.

*Prerequisite(s): BIO110, BIO115, COM110, MAT107, MAT110 (or concurrent), RTH100, RTH115, RTH120, RTH135, RTH150*

### **RTH230 Building Clinical Skills**

*3 credit hours*

This course addresses the necessary clinical skill requirements for competent radiation therapists. It prepares the student physically and emotionally for interaction with sick and terminally ill patients. Patient care aspects of the class address proper lifting techniques, patient transportation, and aseptic and sterile procedures involving catheters, syringes, needles and other radiation therapy and hospital/clinic equipment. Nutrition, pain, and infection control concerns are taught. The psychological and emotional challenges that cancer patients face (generally, and those that are specific to certain diagnoses) will be discussed. The course introduces technical and quality management skills prior to the student's clinical training, with emphasis on how these aptitudes contribute to the patients successful treatment experience.

*Prerequisite(s): BIO110, BIO115, COM110, MAT105, RTH220, RTH240*

### **RTH240 Principles and Practices II**

*3 credit hours*

This course, a continuation of RTH 135, covers cancers of the respiratory system, central nervous system, head and neck, digestive system, female and male reproductive systems, genitourinary system, breast, and pediatrics. Field design, treatment prescription and side effects of treatment will be presented, discussed, recommended, and evaluated. As part of the process, the course examines and evaluates the management of neoplastic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread.

The radiation therapist's responsibilities of education, assessment, and communication in the management of neoplastic disease are presented and discussed.

*Prerequisite(s): BIO110, BIO115, COM110, MAT107, MAT110, RTH100, RTH115, RTH120, RTH130, RTH135, RTH220, RTH230*

### **RTH280 Radiation Therapy Comprehensive Review**

*3 credit hours*

In this course students have the opportunity to assess, summarize, and incorporate all previously learned radiation therapy concepts and principles, including a review of simulation and basic dosimetry.

*Prerequisite(s): all technical courses*

### **RTH290 Clinical Training, Radiation Therapy**

*6 credit hours*

Content and clinical practice experiences are designed for sequential development, application, analysis, integration, synthesis, and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated, through clinical site rotation and online components.

### **RTH291 Clinical Training, Radiation Therapy**

*6 credit hours*

Continuation of Clinical Training, Radiation Therapy (RTH290).

## **SCIENCE (SCI)**

### **SCI110 The Rise of Modern Science**

*3 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**

*3 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.

**SCI120 Science and Technology***3 credit hours*

An examination of the close relationship between scientific discovery and technological advancement, how theoretical scientific principles shape technological developments, and vice versa. Students also learn how practical concerns influence both technology and science, and how various scientific principles underlie certain technological applications.

**SECURITY MANAGEMENT (SEC)****SEC 103 Introduction to Security Management***3 credit hours*

This course provides an introduction to security management theories and practices related to personal and facility protection, deterrence techniques, computer technology and electronic data protection, detection systems and strategies, loss prevention, risk assessment and management for corporate, academic, industrial, transportation and government institutions.

**SEC 317 Risk Assessment and Management***3 credit hours*

This course analyzes methods of assessing health, safety and security risk factors associated with human or natural causes. Disruptive events and environmental hazards, mechanisms of exposure, transmission or dispersion of harmful pathogens or other contaminants are characterized. Policies and procedures for responding to various contingencies are analyzed and the impact on business operations is evaluated.

**SEC 323 Computer Systems Security***3 credit hours*

In this modern era, secure computer technology systems are essential for the effective operation of business, industry, transportation, academia, government, defense, financial, and communication organizations. This course examines the complexities of local, national, and international computer systems and evaluates strategies for protecting essential operating systems and critical data storage bases.

**SEC 333 Global Security***3 credit hours*

Because of the increasingly global nature of economic interaction and dependency, wars, revolutions, natural disasters, economic instability or other calamities in or between countries anywhere in the world can have a significant effect upon the economy and security of the United States. This course explores the interdependent relationships of global business enterprises and evaluates the strategies of government, industry and security organizations to promote international business continuity.

**SOCIOLOGY (SOC)****SOC110 Sociology in a Global Perspective***3 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(s): ENG101 or its equivalent*

**SOC115 Loss and Grief***3 credit hours*

This course addresses issues of loss and grief in life and in preparation for death. It examines uncomplicated and complicated grief reactions and disenfranchised grief and loss.

**SOC116 Sex, Power, and Socialization***3 credit hours*

This course explores male and female gender roles in the contemporary United States. It examines gender socialization in childhood and adulthood, sexual politics, and power structures and dynamics within the family and the workplace. Special attention to the effects of class and race on gender role formation are also explored.

**SOC416 Sociological Perspectives on Class, Ethnicity, and Gender***3 credit hours*

This course explores the impact of social class, ethnicity, and gender on identity as well as the functions of roles in social organization. Family life, work, violence, sexuality and the possibilities for social change will be considered.

*Prerequisite(s): PSY101 or SOC110*

## **VASCULAR TECHNOLOGY (VAS)**

### **VAS110 Vascular Anatomy and Physiology**

*3 credit hours*

This course is designed to cover the gross and cross sectional anatomy as well as physiology related to the vascular system. Pathophysiology is discussed and applied to diagnostic studies.

*Prerequisite(s): BIO110, ENG101, MAT107, PHY105, DMS105*

### **VAS215 Cerebrovascular Procedures**

*2 credit hours*

This course will consist of a brief review of the cerebrovascular anatomy and physiology. Scanning protocols and diagnostic criteria related to cerebrovascular diseases will be discussed and applied in the laboratory setting.

*Prerequisite(s): DMS110, DMS115, DMS155, VAS110, ECH120*

### **VAS260 Arterial and Venous Procedures**

*3 credit hours*

The course will review the anatomy, physiology, and disease processes in the arterial and venous systems. Scanning protocols and assessment of disease will be discussed and applied in the laboratory setting.

*Prerequisite(s): DMS155, DMS210, DMS225, VAS215*

### **VAS265 Cardiovascular Assessment**

*3 credit hours*

This course includes an introductory study of cardiovascular terminology as it relates to general anatomy and physiology. Introduction of ischemic and nonischemic diseases of the myocardium including coronary artery disease, myocardial infarction, and cardiomyopathies will also be reviewed. The student will gain experience in 2D transthoracic imaging of the heart through participating in scanning labs.

*Prerequisite(s): DMS155, DMS210, DMS225, VAS215*

### **VAS280 Comprehensive Review**

*3 credit hours*

This is a seven and one-half- to 15-week course which integrates the range of skills and knowledge the student has gained in Vascular and Abdomen. Course content will focus on Vascular and Abdomen with a comprehensive review of lecture material learned in previous semesters. Students will complete an abdominal and vascular proficiencies. Final preparation for entry into clinical setting.

*Prerequisite(s): all program coursework, except VAS290 and VAS300*

## **VAS290 Clinical Training**

*3 credit hours*

The student will demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level employment competency will be attained. Clinical training occurs off-campus at an actual clinic, laboratory, or hospital approved by Argosy University.

## **VAS300 Clinical Training**

*6 credit hours*

The student will demonstrate competency in the performance of ultrasound at clinical facilities. Entry-level competency will be attained. Clinical training occurs off-campus at an actual clinic or hospital approved by Argosy University.

## **VETERINARY (VET)**

### **VET001 Animal Care I**

*0 credit hours*

Each student is to complete five shifts of on-campus animal care (dogs, cats, rodents, rabbits) prior to graduation, one shift per semester.

### **VET002 Animal Care II**

*0 credit hours*

Each student is to complete five shifts of on-campus animal care (dogs, cats, rodents, rabbits) prior to graduation, one shift per semester.

### **VET003 Animal Care III**

*0 credit hours*

Each student is to complete five shifts of on-campus animal care (dogs, cats, rodents, rabbits) prior to graduation, one shift per semester.

### **VET004 Animal Care IV**

*0 credit hours*

Each student is to complete five shifts of on-campus animal care (dogs, cats, rodents, rabbits) prior to graduation, one shift per semester.

### **VET005 Animal Care V**

*0 credit hours*

Each student is to complete five shifts of on-campus animal care (dogs, cats, rodents, rabbits) prior to graduation, one shift per semester.

## **VET100 Comparative Anatomy**

*2 credit hours*

Students will be able to identify the fundamental components of the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems. This course includes a basic study of the anatomical and physiological differences of domestic animals. The primary species examined are the dog and cat. This is a foundation course and must be taken in the first semester. Students entering the program during Session II must complete Comparative Anatomy in the second semester.

**VET110 Small Animal Medicine I**

*3 credit hours*

An introduction to the role of the veterinary technician in the care of small animals. Study of basic animal safety, behavior, and husbandry. The recognition of common breeds, physical exams, and basic small animal care is introduced. Aspects of veterinary office procedures and drug calculations are included. An eight-hour vet clinic shadowing experience is required outside of class time.

**VET112 Veterinary Office Procedures and Practice Management**

*3 credit hours*

This course covers the principles of veterinary office procedures, which includes record keeping, inventory control, finances, accounting, human resource issues, customer relations, grief counseling, leadership and interpersonal skills. Emphasis will be on the role of the technician in veterinary practice management.

*Prerequisite(s): PSY180, VET110*

**VET115 Veterinary Laboratory Procedures**

*3 credit hours*

Introduction to clinical laboratory disciplines, such as lab safety, microscopy, immunology, hematology, cytology, urinalysis, and automation. Course focuses on urinalysis, kidney function, and renal diseases. Other components such as chemistry analysis, fluid analysis, and specimen handling are discussed.

**VET120 Veterinary Hematology**

*3 credit hours*

A study of basic hematological principles, primarily using the canine and feline species as a model. Cell identification, blood cell counts, morphology, hematocrits, and blood smears are discussed and performed. Abnormal morphology, anemia, transfusion principles and hemostasis are also discussed. An introduction to the unique hematological features of various species, including farm animals and exotic pets is provided. Lecture and laboratory experiences prepare students to perform a thorough laboratory analysis of blood.

*Prerequisite(s): VET115*

**VET125 Animal Behavior**

*3 credit hours*

An optional course designed as a general study of behavior, theory, and modification techniques for the dog and cat.

*Prerequisite(s): VET110*

**VET126 Introduction to Canine Training**

*3 credit hours*

This course is designed to introduce the student to the many different methods and types of training and the pros and cons associated with each style of training and the tools used in dog training. The course will begin with a review of basic animal behavior and learning theory. The student will also learn the history behind dog training and the differences between obedience training, sport training, behavior modification and basic problem solving. The course will address the most common obedience problems in dogs and puppies, e.g. housebreaking, basic house manners, mouthing, chewing, crate training, digging, jumping, barking, and begging. The course includes a 2 hour hands on lab designed to help the student develop their own training plan and training style. The goal of the course is to help the student gain an understanding of basic client education and basic obedience training and problem solving. The student is required to spend time each week outside of class time working on "house manners" with their assigned animal.

*Prerequisite(s): VET110 or concurrent*

**VET130 Veterinary Diseases**

*3 credit hours*

This course is a survey of various small animal disease conditions. Included are typical vaccination protocols, dermatology, endocrinology, immunology, clinical chemistry, cardiology, oncology, and other public health topics. In lab, students will learn and practice various blood drawing techniques and commonly performed lab tests not covered in other courses.

*Prerequisite(s): ENG101 (concurrent); VET100, VET110, VET115*

**VET140 Parasitology**

*3 credit hours*

Students are introduced to the study of common internal and external parasites of animals. The primary species examined are the canine and feline with some discussion of other domesticated and production animals. The life cycles and laboratory techniques for proper identification are emphasized. Transmission, control, treatment, zoonoses, and client education are also discussed.

*Prerequisite(s): VET115*

**VET150 Veterinary Pharmacology**

*3 credit hours*

A study of general drug classifications, uses, terminology, dosages, interpretation of prescriptions, and adverse side effects is included. Introduction to anesthetics.

*Prerequisite(s): MAT097, MAT107 concurrent, VET100*



**VET160 Veterinary Ultrasonography***3 credit hours*

An elective course that introduces the student to the basic foundations of ultrasonography procedures. Ultrasound theory, equipment instruction and imaging interpretation are emphasized.

*Prerequisite(s): VET100, VET11*

**VET206 Veterinary Dentistry***3 credit hours*

This is an optional course that provides students with an in-depth understanding of dental anatomy and effects of periodontal disease. Other topics include endodontics, restorations, dental radiography, orthodontics, nerve blocks, exotic and equine dentistry, and preventative dental care. This course will also emphasize proper charting techniques, identifying abnormalities, dental prophylaxis, assisting in advanced procedures and the importance of client education.

*Prerequisite(s): VET240 (or concurrent)*

**VET210 Large Animal Medicine***3 credit hours*

Introduction to healthcare and nursing needs of large animals, specifically, cattle, pigs, sheep, goats, horses, and camelids. The focus is on the nutritional and husbandry requirements of large animal species, including parasites, diseases, and equipment identification. This course includes laboratory experiences off-campus. Students must provide their own transportation to off-campus sites. Students practice basic restraint procedures with emphasis on safety, grooming, knot tying, radiography, bandaging, physical examination, sample collection, and injection techniques. The laboratory is **ONLY** offered during the day on Thursday afternoons. Students must provide their own transportation to the off-campus laboratory sites.

*Prerequisite(s): ENG101, VET100, VET120, VET140, and VET 235 completed or concurrent*

**VET215 Microbiology***3 credit hours*

Students are introduced to the morphological, biochemical, and stain reactions of common pathogenic bacteria affecting animals. Sample collection, media and growth requirements, and antibiotic sensitivity techniques are emphasized.

*Prerequisite(s): VET115*

**VET220 Anesthesiology and Surgical Assisting***3 credit hours*

This course provides an introduction to the basic concepts of anesthesiology, with an emphasis on assisting veterinarians. The curriculum includes development of knowledge in pre-anesthetic, anesthetic, and pain management drugs and their proper application skills in anesthetizing and skills in anesthetizing and monitoring patients and using anesthetic and monitoring equipment. Students learn and perform basic dental cleaning techniques on anesthetized animals. Surgical assisting will be presented through the study of surgical procedures commonly performed in veterinary practice. Skills are developed in maintaining a surgical suite, following principles of asepsis, preparation of animals and equipment for surgery, anesthetizing and monitoring surgical patients, assisting surgeons, and providing postoperative care.

*Prerequisite(s): VET150, VET240*

**VET221 Advanced Equine Techniques***3 credit hours*

Introduction to advanced equine techniques such as; restraint, sample collection, digital radiography, ultrasonography, dentition, behavior, husbandry, foaling and nutrition. Course is delivered in a lab format off campus. Students must provide their own transportation to the off-campus site.

*Prerequisite(s): VET210*

**VET226 Advanced K-9 Training***3 credit hours*

Builds on the skills learned in VET 126. Designed to give students a more in-depth hands on experience training dogs. Students will work one on one with the program animals.

*Prerequisite(s): VET 126*

**VET230 Laboratory and Exotic Animals***3 credit hours*

Study of laboratory animals and exotic pets, with emphasis on the special care and housing requirements. Lab focus is on the handling of laboratory animals.

*Prerequisite(s): VET120, VET140*

**VET235 Veterinary Imaging***3 credit hours*

Study of the use of radiography in veterinary medicine. Development of skills in the use of equipment, safety, positioning, and developing radiographs and problem solving. Special emphasis is on technique chart development and troubleshooting. Includes an introduction to ultrasonography techniques.

*Prerequisite(s): VET100, VET110*

**VET240 Small Animal Medicine II**

3 credit hours

The study of small animal nursing care. Topics include emergency care, reproduction, nutrition, dentistry, and fluid therapy. Students perform CPR, advanced diagnostic, and therapeutic techniques including venipuncture and bandaging. This course is a more in-depth approach to the physical exam, behavior analysis, and supportive care of the dog and cat.

*Prerequisite(s): MAT107, VET130*

**VET244 Emergency and Critical Care**

3 credit hours

Students will be introduced to common emergency and critical care procedures with an emphasis on assisting veterinarians in providing life support and advanced nursing care. Topics will include patient triage, CPR, blood pressure measurement, use and placement of central IV lines, nasal oxygen and nasoesophageal feeding tubes. Advanced fluid therapy, transfusion medicine, critical nursing care and blood gas sampling will also be covered. Tours of emergency or critical care facilities will be arranged and require some additional time outside of class. Students must provide their own transportation to the off-campus tour sites.

*Prerequisite(s): VET 240 required, VET 220 concurrent*

**VET246 Veterinary Toxicology**

3 credit hours

This course will explore the common household products that are poisonous to animals, as well as other toxic chemicals, dangerous plants, products and substances. The student will also study the presenting symptoms, treatments, and prognosis associated with the different household poisons.

*Prerequisite(s): VET240*

**VET250 AZEW Aquatics, Zoology, Exotics, and Wildlife**

3 credit hours

An optional course designed to give students a general overview of the study of aquatics, zoology, exotic species, and wildlife. Includes information about wildlife rehabilitation, zoo animal management, and nondomestic animal medicine such as reptiles, amphibians, and birds. Some field trips are scheduled.

*Prerequisite(s): VET100, VET120, VET 140, VET235 and VET 240 concurrent*

**VET260 Wildlife Handling**

3 credit hours

This is an optional course and conducted as an off-campus laboratory as well as on campus. Topics covered will be wildlife rehabilitation, nursing care,

venipuncture, blood collection, physical examination, supportive care and emergency procedures. Students are required to have completed the entire rabies vaccination series before taking this course.

*Prerequisite(s): VET100, VET110*

**VET270 Ecology**

3 credit hours

An optional course in which students learn to identify many species by special anatomical features and life histories. The student is introduced to the environmental factors that affect the health and well-being of animals in a natural setting. The course includes 12 – 14 field trips.

**VET280 Comprehensive Review**

3 credit hours

This course provides a comprehensive review of previous veterinary technician curriculum with an emphasis on laboratory procedures. Students assume primary care responsibility for one resident animal, including medical care, laboratory testing, and record keeping conducted under the supervision of a veterinarian and veterinary technician. Students also perform basic office procedures in a simulated small animal clinic, including practice in developing client relationships, nursing care, record keeping, clinic maintenance, and professional behavior. Clinic assignments are to be arranged by the instructor. This course must be taken immediately preceding clinical training. Some outside class time is required.

*Prerequisite(s): all VET courses except VET290, concurrent with VET230. May be taken concurrently with VET220 with permission from the program chair.*

**VET290 Clinical Veterinary Training**

6 credit hours

Students work under the supervision of a CVT a veterinary setting during their final semester, receiving additional hands-on experience and improving their technical skills. Clinical training is conducted at facilities approved by Argosy University. Examples of sites include large and small animal hospitals, research labs, zoos, and universities and are selected according to the interests and qualifications of the student and site availability. Students are expected to spend 35-40 hours per week for 12 weeks at their internship site. This requirement must be fulfilled within one year of successfully completing academic coursework at Argosy University, Twin Cities.

*Prerequisite(s): all academic courses*





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# Argosy University Academic Calendar

## 2009 – 2010

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Students should refer to their *Argosy University Student Handbook* for holiday and vacation schedules specific to their campus. In addition, the dates of priority registration and late registration vary by campus. For information on priority and late registration dates, students should contact the Student Services department at their campus of record.

### 2009

<b>September</b>	<b>8</b>	<i>Fall 2009 Semester Begins; Fall 2009 Semester Session I Begins</i>
<b>October</b>	<b>28</b>	<i>Fall 2009 Semester Session I Ends</i>
	<b>29</b>	<i>Fall 2009 Semester Session II Begins</i>
<b>November</b>	<b>1</b>	<i>Priority application deadline for financial aid for Spring 2010 Semester</i>
<b>December</b>	<b>19</b>	<i>Fall 2009 Semester Ends; Fall 2009 Semester Session II Ends</i>

### 2010

<b>January</b>	<b>11</b>	<i>Spring 2010 Semester Begins; Spring 2010 Semester Session I Begins</i>
<b>February</b>		
<b>March</b>	<b>1</b>	<i>Priority application deadline for financial aid for Summer 2010 Semester</i>
	<b>3</b>	<i>Spring 2010 Semester Session I Ends</i>
	<b>4</b>	<i>Spring 2010 Semester Session II Begins</i>
<b>April</b>	<b>24</b>	<i>Spring 2010 Semester Ends; Spring 2010 Semester Session II Ends</i>
<b>May</b>	<b>10</b>	<i>Summer 2010 Semester Begins; Summer 2010 Semester Session I begins</i>
<b>June</b>	<b>30</b>	<i>Summer 2010 Semester Session I Ends</i>
<b>July</b>	<b>1</b>	<i>Summer 2010 Semester Session II begins; Priority application deadline for financial aid for Fall 2010 Semester</i>
<b>August</b>	<b>21</b>	<i>Summer 2010 Semester Ends; Summer 2010 Semester Session II Ends</i>

# Academic Programs at Argosy University Campuses

AAS Associate of Applied Science AS Associate of Science BA Bachelor of Arts BS Bachelor of Science	CAMPUSES															
	Argosy University, Atlanta	Argosy University, Chicago	Argosy University, Online*	Argosy University, Dallas	Argosy University, Denver	Argosy University, Hawai'i	Argosy University, Island Empire	Argosy University, Los Angeles	Argosy University, Nashville	Argosy University, Orange County	Argosy University, Phoenix	Argosy University, Salt Lake City	Argosy University, San Diego	Argosy University, San Francisco Bay Area	Argosy University, Sarasota	Argosy University, Schumburg
UNDERGRADUATE STUDIES																
BA in Liberal Arts			•	•	•	•	•	•	•	•	•	•	•	•	•	•
BA in Psychology	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
BS in Business Administration	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
BS in Criminal Justice	•			•	•	•	•	•	•	•	•	•	•	•	•	•
HEALTH SCIENCES																
AAS in Diagnostic Medical Sonography (ultrasound)																•
AAS in Histotechnology																•
AAS in Medical Assisting																•
AAS in Radiologic Technology																•
AAS in Veterinary Technology																•
AS in Dental Hygiene																•
AS in Medical Laboratory Technology																•
AS in Radiation Therapy																•
BS in Medical Technology																•

\* Online programs are offered in 100 percent online format through Argosy University, Phoenix. Doctoral programs are offered 75 percent online and 25 percent in-residence.

# Schedule of Tuition and Fees

Effective Date: September 1, 2009 - August 31, 2010

The following Schedule of Tuition and Fees will become effective as of the date shown above.  
The University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

**TUITION**

**Undergraduate Programs and Certificates-Associate's (AAS, AS), Bachelor's (BA, BS)**

All Campuses, except Argosy University, Hawai'i and Argosy University, Nashville

Course Level	Cost Per Credit Hour
000 Level	\$510.00
100 Level	\$510.00
200 Level	\$510.00
300 Level	\$510.00
400 Level	\$510.00

Argosy University, Hawai'i

Course Level	Cost Per Credit Hour
000 Level	\$525.00
100 Level	\$525.00
200 Level	\$525.00
300 Level	\$525.00
400 Level	\$525.00

Argosy University, Nashville

Course Level	Cost Per Credit Hour
000 Level	\$504.00
100 Level	\$504.00
200 Level	\$504.00
300 Level	\$504.00
400 Level	\$504.00

**Graduate Programs and Certificates-Master's (MA, MBA, and MS)**

All Campuses, except Argosy University, Hawai'i; Argosy University, Nashville; and Argosy University Online

Course Level	Cost Per Credit Hour
6000 Level	\$650.00
7000 Level	\$870.00
8000 Level	\$870.00

Argosy University, Hawaii

Course Level	Cost Per Credit Hour
6000 Level	\$670.00
7000 Level	\$896.00
8000 Level	\$896.00

Argosy University, Nashville

Course Level	Cost Per Credit Hour
6000 Level	\$625.00
7000 Level	\$866.00
8000 Level	\$866.00

Argosy University Online	
<b>Course Level</b>	<b>Cost Per Credit Hour</b>
6000 Level	\$.625.00
7000 Level	\$.625.00
8000 Level	\$.625.00

**Graduate Programs and Certificates-Master's (MAEd)**

All Campuses, except Argosy University, Hawai'i; Argosy University, Nashville; and Argosy University Online

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
6000 Level	\$.600.00
7000 Level	\$.870.00
8000 Level	\$.870.00

Argosy University, Hawai'i

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
6000 Level	\$.618.00
7000 Level	\$.896.00
8000 Level	\$.896.00

Argosy University, Nashville

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
6000 Level	\$.600.00
7000 Level	\$.866.00
8000 Level	\$.866.00

Argosy University Online

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
6000 Level	\$.595.00
7000 Level	\$.595.00
8000 Level	\$.595.00

**Graduate Programs and Certificates—Doctoral (EdD, EdS, DBA, DMFT)**

All campuses, except Argosy University, Hawai'i and Argosy University, Nashville

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
7000 Level	\$.870.00
8000 Level	\$.870.00
9000 Level	\$.870.00

Argosy University, Hawai'i

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
7000 Level	\$.896.00
8000 Level	\$.896.00
9000 Level	\$.896.00

Argosy University, Nashville

<b>Course Level</b>	<b>Cost Per Credit Hour</b>
7000 Level	\$.866.00
8000 Level	\$.866.00
9000 Level	\$.866.00

**Graduate Programs and Certificates—Clinical Psychology (MA and PsyD)**

Includes MA in Clinical Psychology\*, MA in School Psychology, and MA in Sport-Exercise Psychology, PsyD in Clinical Psychology and Post-doctoral Respecialization programs.

All campuses, except Argosy University, Hawai'i

Course Level	Cost Per Credit Hour
6000 Level	\$.998.00
7000 Level	\$.998.00
8000 Level	\$.998.00
9000 Level	\$.998.00

\* Please note that the MA in Clinical Psychology terminal master's degree program offered at Argosy University, Twin Cities is charged at the Master's rates. See Graduate Programs and Certificates-Master's (MA, MBA, and MS) above.

Argosy University, Hawai'i

Course Level	Cost Per Credit Hour
6000 Level	\$1028.00
7000 Level	\$1028.00
8000 Level	\$1028.00
9000 Level	\$1028.00

**FEES**

Training Related	Cost
Zero Credit Courses	Equivalent of 1 Credit Hour <sup>1</sup>
Dissertation Extension	Equivalent of 3 Credit Hours
W5098 ESL Writing Skills	\$500.00
W5099 Graduate Academic Writing	\$500.00
Professional Liability Insurance (added to all practicum, internships and field experiences)	\$20.00

**Program Related Fees**

Professionalization Group	Equivalent of 1 Credit Hour
Marriage & Family Therapy, Sport-Exercise Psychology, Counselor Education, MA Counseling Psychology	
Testing Kit Fee – Clinical & School Psychology (Added to First Testing Course)	\$100.00
Comprehensive Exam Workshop	\$300.00
(when offered, the workshop is charged with registration for ADJCOMP)	
Digital Materials/eBook Fee (applies to select bachelor's courses; fee varies by course)	\$50.00 - \$300.00
Doctoral Residency Session Fees (Argosy University Online Programs)	\$1100.00
Residency 1	\$1100.00
Residency 2	\$1100.00
Cancellation 4 weeks or more prior to Residency Session Start Date	No Fee Assessed
Cancellation 2-4 weeks prior to Residency Session Start Date	10% Fee Assessed
Cancellation within the 2 weeks prior to Residency Start Date	50% Fee Assessed



<b>Other Student Charges</b>	<b>Cost</b>
Admission Application Fee <sup>2</sup> .....	\$50.00
Technology Fee (per credit hour) .....	\$10.00
Student Activity Fee <sup>3</sup> — All Graduate Programs (annual) .....	\$25.00
Student Activity Fee <sup>3</sup> — All Undergraduate Programs (annual) .....	\$12.00
Graduation/End of Program Processing Fee <sup>4</sup> .....	\$175.00
Add/Drop Fee <sup>5</sup> .....	\$50.00
Installment Plan Fee (per semester) .....	\$35.00
Late Registration Fee .....	\$50.00
Late Payment Fee .....	\$25.00
Returned Check Fee .....	\$35.00
ID/Security Card Replacement Fee .....	\$10.00
Transcript Fee .....	No Charge
Express Transcript <sup>6</sup> .....	\$20.00

## **CAMPUS-SPECIFIC FEES**

<b>Chicago Campus Only</b>	<b>Cost Per Semester</b>
Individual Consultation Fee (per hour) .....	\$65.00
Housing Fee for Clinical Psychology Retreat .....	\$350
<b>San Francisco Bay Area Campus Only</b>	
Child Abuse Reporting Class .....	\$425.00
<b>Tampa Campus Only</b>	
Parking Fee (per semester) .....	\$25.00
<b>Twin Cities Campus Only</b>	
Laboratory Fee — DH, HT, MA, MLT, RTH, and VT (per lab credit) .....	\$50.00
Clinic Fee — Dental Hygiene Program (per semester) .....	\$625.00
Laboratory Fee — Diagnostic Medical Sonography (per lab) .....	\$150.00
Laboratory Fee — Radiologic Technology (per lab) .....	\$90.00
Business & Education Dissertation Editing Fee (charged with final dissertation block) .....	\$300.00

<sup>1</sup> Unless otherwise specified within this schedule of tuition and fees.

<sup>2</sup> Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.

<sup>3</sup> Students enrolled in no greater than one credit each term are exempt from the Student Activity Fee.

<sup>4</sup> Graduation/End of Program Processing Fee is assessed to all degree seeking students upon completion of their program of study and prior to the receipt of a diploma.

<sup>5</sup> 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 Office once the term has started. Multiple changes may be submitted on one form.

<sup>6</sup> An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.



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