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## OUR MISSION

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.

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Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# SECTION ONE

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## INTRODUCTION

### **ABOUT THIS HANDBOOK**

The *Argosy University, Denver Student Handbook* is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The *Argosy University, Denver Student Handbook* incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this handbook. Make sure to reference your *Academic Catalog*.

### **WELCOME FROM THE CAMPUS PRESIDENT**

Welcome to Argosy University, Denver. Congratulations on your decision to obtain a professional degree. We are excited to have you as a student and we look forward to helping you pursue your educational goals. This student handbook provides you with information regarding policies, procedures and resources. Keep this booklet available for easy reference to enable a successful academic experience. We thank you for choosing Argosy University, Denver. It will be an honor to assist you with your education. Your participation in our educational community will add a unique flavor to our campus.

Best wishes,

Marcia Bankirer, PhD

*Campus President*

*Argosy University, Denver*

### **RIGHT TO CHANGE REQUIREMENTS**

Argosy University, Denver reserves the right to change the policies contained within this student handbook from time to time. Accordingly, although, notice is not required for a new policy to take effect, Argosy University, Denver will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the University administration. Students are responsible for making themselves aware of any changes.

# SECTION TWO

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## CAMPUS INFORMATION

### CAMPUS FACILITIES

#### LOCATION

Argosy University, Denver is conveniently located at 7600 E. Eastman Ave., Denver, Colorado. Denver is one of the most beautiful and exciting cities in the United States. It's a thriving metropolis, but still retains the relaxed, friendly culture of its Western heritage. Its diverse population is young and well educated, and the city continues to attract leading industries.

A one-hour drive finds world-class skiing and water sports, amidst the breathtakingly-beautiful Rocky Mountain scenery. In the mountains and in the city as well, opportunities for biking, hiking, rollerblading, and other individual sports abound.

Denver is the home of four major-league sports franchises: the 2007 National League champion Colorado Rockies, the Super Bowl XXXII and XXXIII winner Denver Broncos, the Stanley Cup champion (1995-1996 and 2000-2001) Colorado Avalanche, and the Denver Nuggets of the National Basketball Association.

Many students at Argosy University, Denver make their first career contacts in Denver, at the hub of business for the western United States. Professional organizations, major corporations, high-tech companies, retail fashion stores, hotels, restaurants, design firms, and many other creative organizations offer opportunities for professional networking and potential employment.

#### OFFICES

All administrative offices and faculty mailboxes are located on the third floor.

#### CLASSROOMS

Classrooms are equipped with TVs, VCRs, DVDs, and white boards. Overhead and LCD projectors are available..

#### LIBRARY

The library, also referred to as the Information Commons, houses the book, journal, and video collections, a photocopier, study spaces, and computers for catalog and resource access.

#### COMPUTER LAB

A separate computer lab is available to all students. There are computers with Microsoft Office and other software packages students may need.

#### TRANSPORTATION

Driving Directions to Argosy University, Denver from the West on 6th Avenue

Take the US 6 East, W 6th AVENUE becomes E 6th Ave.

Turn RIGHT/SOUTH on I-25

Turn LEFT/EAST on East Hampden Avenue

Turn LEFT/NORTH onto South Tamarac Drive

Turn Left/WEST onto E. Eastman Avenue

The parking structure is located next to the school.

Driving Directions to Argosy University, Denver from the West on I-70

Take Interstate I-70 EAST

Turn RIGHT/SOUTH on I-25

Turn LEFT/EAST on East Hampden Avenue

Turn LEFT/NORTH onto South Tamarac Drive

Turn Left/WEST onto E. Eastman Avenue

The parking structure is located next to the school.

LEFT/EAST East Hampden Avenue

Driving Directions to Argosy University, Denver from the East

Travel to Colorado Boulevard

Take Colorado Boulevard SOUTH

Turn LEFT/EAST on East Hampden Avenue

Turn LEFT/NORTH onto South Tamarac Drive

Turn LEFT/WEST onto E. Eastman Avenue

The parking structure is located next to the school.

Driving Directions to Argosy University, Denver from the South

Take I-25 NORTH

Take RIGHT/EAST onto East Hampden Avenue

Turn LEFT/NORTH onto South Tamarac Drive

Turn Left/WEST onto E. Eastman Avenue

The parking structure is located next to the school.

Directions to Argosy University, Denver from the North

Take I-25 SOUTH

Take LEFT/EAST onto East Hampden Avenue

Turn LEFT/NORTH onto South Tamarac Drive

Turn Left/WEST onto E. Eastman Avenue

The parking structure is located next to the school.

Denver Bus and Light Rail Systems

Phone: 303.299.6000 and 800.366.7433

Website: [www.rtd-denver.com](http://www.rtd-denver.com)

FYI: Routes serving Argosy University, Denver are 27, 35, and 105

## **BUILDING AND OFFICE HOURS**

### **ADMISSION HOURS**

Argosy University, Denver Admissions Office hours are:

Monday – Thursday: 8:30 am – 8:00 pm

Friday: 8:00 am – 5:00 pm

Saturday: 9:00 am – 1:00 pm

### **COMPUTER LAB HOURS**

Argosy University, Denver Computer Lab hours are:

“When the school is open, the Lab is open.”

### **LIBRARY HOURS**

Argosy University, Denver Library hours are:

“When the school is open, the Information Commons is open.”

### **STUDENT SERVICES/STUDENT FINANCE HOURS**

Argosy University, Denver Student Services (Registrar, Bursar, and Financial Aid) hours are:

Monday – Thursday: 8:30 am – 5:30 pm

Friday: 8:00 am – 5:00 pm

## ADMINISTRATION CONTACT INFORMATION

### CAMPUS INFORMATION

Argosy University, Denver

7600 E. Eastman Ave.

Denver, CO 80231

Phone: 303.923.4110

Toll Free: 1.866.431.5981

Fax: 303.923.4111

Admissions Phone: 303.923.4110

## ACADEMIC RESOURCES

### DISABILITY SERVICES

This service is coordinated by the director of Student Services.

### TUTORING SERVICES

This service is coordinated by the program chairs.

### TURNITIN

Turnitin is used by all faculty and many students to check papers submitted for classes for plagiarism and writing style problems. To log in to Turnitin, go to [www.turnitin.com](http://www.turnitin.com) and follow the on-screen instructions to create a user profile. An instruction book is available both on the Turnitin Web site and in the library. Students will receive an access code from their instructor before using Turnitin.

## WEB SITES AND PUBLICATIONS

**[www.argosy.edu](http://www.argosy.edu) (Argosy University official Web site)**

This site allows students to view all national Argosy University campus information, apply for admission, access to financial aid links, career services and online courses.

**<http://direct.mbsbooks.com/argosy.htm> (MBS Books)**

This Web site allows students to buy new and used textbooks.

**<http://Journeyed.com/argosy> (Online Student Technology Store)**

This Web site allows students to purchase software, hardware and technology accessories.

## ARGOSY UNIVERSITY STUDENT PORTAL

Argosy University Student Portal can be used to view your academic record, register for classes, pay your tuition, check your financial aid status and check your Argosy University Email.

- Go to <https://mycampus.argosy.edu>.
- Log on to Argosy University Student Portal using your Username and your Password. For first time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status, click on the link for **My Self Service**.
- While in the My Self Service area, make sure to click on the link **My Profile**, then **My Information**. Under the link for My Information, you will be able to view your Argosy University Email Address.

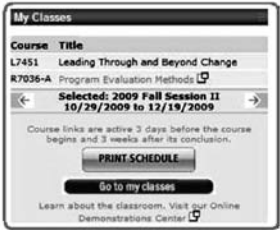
**To Access your Argosy University Email Account while you are in the Student Portal\*:**

All University correspondence will be sent to your Argosy University Student Email Account. The format of your student email account will be ex: [jdoe@dv.stu.argosy.edu](mailto:jdoe@dv.stu.argosy.edu).

- From the Main Page, click on **Email Portlet**, **Click here to sign on**.

- A new webpage will open directly connecting you to your email inbox.
- Your pop-up blocker must be disabled or set to allow pop-ups for your student portal to work correctly.  
*Note: If your mailbox is full you will not be able to receive email.*
- You may choose to forward your Argosy University student email to another email account. Follow the directions posted in your student portal.,

## ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Online Learning platform</b>                                        | Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Accessing eCollege through the Argosy University Student Portal</b> | <ol style="list-style-type: none"> <li>1. Go to the Argosy Student Portal at <a href="http://mycampus.argosy.edu">http://mycampus.argosy.edu</a> and enter your Student Portal login and password; click the Login button.</li> <li>2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen.<br/>Click the course title link to access your online classroom directly<br/>or<br/>Click the red “Go to my classes” button locate your courses in the eCollege Course List. Click the blue title link to enter the course.</li> </ol>  <p><b>You will have access to your courses 3-days before the first day of a session.</b></p> |
| <b>eCollege Technical requirements</b>                                 | <ol style="list-style-type: none"> <li>1. Go to <a href="http://myeclassonline.com">http://myeclassonline.com</a>; click “NO” on the pop up window</li> <li>2. Click “Technical Requirements”; click “NO” on the pop up window</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>eCollege Student Orientation Course</b>                             | It is highly recommended that you complete an eCollege tutorial before starting courses. To access the tutorial, click on the red “Go to my classes” button in the student portal 2 weeks before the session starts. This orientation course will remain in your account until you complete your program.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Participation</b>                                                   | You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Textbooks</b>                                                       | <p>If your course is using an eBook, the link to your book will be available in your eCollege course.</p> <p>If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Online Classroom Support</b>                                        | <ul style="list-style-type: none"> <li>◦ Contact the Student Technical Help Desk for support using the Student Portal, online eCollege classroom, Argosy Digital Bookshelf and eBooks, or student email at 1.866.4.ARGOSY (1.866.427.4679)</li> <li>◦ Contact your instructor for questions about course requirements.</li> <li>◦ Contact your campus if you believe you are enrolled in the wrong class or section.</li> </ul>                                                                                                                                                                                                                                                                                                                              |

Updated: March 2010

## **EMERGENCY PROCEDURES AND CLOSINGS**

### **In case of a life threatening situation, dial 911.**

If life is in danger, please EVACUATE the building in a calm manner—DO NOT RUN. Please help those who need assistance due to physical impairment. There are two exit doors located on the first floor.

### **FIRST FLOOR**

Exit the stairwell and proceed to the nearest exit. From the stairwell, evacuate to the NE corner of the building WITHOUT crossing the street.

### **REPORTING AN EMERGENCY**

If a non-life threatening emergency occurs, please contact the security officer at 303.944.7637 if assistance is required. For all emergencies, dial 911.

### **FIRES**

All students are urged to acquaint themselves with the location of the exits and fire alarm devices on each floor. In case of fire, please call 911 immediately. Thereafter, please activate the nearest fire alarm pull station device to evacuate the building. There are several located throughout the building. Remember, current fire code mandates that all elevators recall to the ground floor in the event of any fire alarm activation.

### **POLICE**

To summon the police, call 911.

### **BUILDING SECURITY**

The building is protected by an intrusion detection system and extensively monitored with closed circuit security cameras. Uniformed security officers are also on the premises from open to close.

### **THEFT**

If a theft has taken place, please contact the security officer on duty. You will be asked to complete an incident report and provide details as necessary.

### **ACCIDENTS AND ILLNESS**

If a medical emergency exists, immediate medical attention can be accessed by dialing 911 on the nearest telephone or any cell phone.

### **INCIDENT REPORTS**

Incident report forms are available for safety, security, or medical incidents from the security officer on duty.

### **SCHOOL CLOSINGS**

In the event of threatening weather situations, a decision will be made by Argosy University, Denver administration to cease or restrict normal school operations. This decision will be made available to local media outlets. Closure information will be available by calling 303.923.4300.



# SECTION THREE

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## LIBRARY INFORMATION COMMONS, COMPUTER LAB, AND TEXTBOOKS

The library, also known as the Information Commons or the Commons at Argosy University, Denver houses the library services. Access to our book catalog, full-text journal articles, electronic books (e-books) and dissertations are also available to students by going to the student portal. Click on “Launch Library”.

### REFERENCE SERVICES

The Commons provides Reference Service to students on a drop-in basis, by phone, by email, or by appointment. Email: [nansmith@argosy.edu](mailto:nansmith@argosy.edu) or phone 303.923.4150 for further information or to set up an appointment with a librarian.

The Commons’ staff will hold *orientations* for all programs when requested by faculty. Research training sessions can be held in the Argosy University computer lab or the Commons. Trainings include searching the library databases. Commons’ staff can also work with students one-on-one for advanced training in research and APA format skills. In addition, many class text books are on reserve in the Commons.

### COLLECTION

Books may be checked out for two weeks while journals are for library use only. Quiet study and group study rooms are available. Audio/visual resources are available in the group study room. Wireless Internet is available throughout the campus.

### ONLINE CATALOG

The Voyager catalog is available through the student portal.

The catalog also provides links to over 26,000 electronic books (fully digitized and available online).

### INTERLIBRARY LOAN (ILL)

The Commons offers inter-library loan service through a nation-wide library network as well as with the other 18 Argosy University campuses.

For complete information, contact the librarian at: [nansmith@argosy.edu](mailto:nansmith@argosy.edu)

### COMPUTER LAB

Computers are available to students in the computer lab. In addition to the Internet, students can access Microsoft Office, Voyager (online catalog), and individual student accounts (password protected).

### BOOKSTORE AND MATERIALS

#### HOW TO ORDER BOOKS THROUGH MBS

Go to: <http://www.argosy.edu/locations/denver/Default.aspx> click on “Bookstore,” and then “Order My Books.” Follow the prompts to find your classes and books.

### ELECTRONIC BOOKS

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

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

### REGISTRATION

Argosy University, Denver offers online registration through the student portal, as well as in-person registration with their academic advisor.

### REGISTRATION DEADLINES AND DATES

In order to provide flexibility of registration options, there are several registration deadlines and dates which vary depending upon the student's payment method, status and program.

#### 1. **Payment Deadlines:**

- a. **Students applying for** financial aid must have a complete and approved financial aid application prior to the registration period. If financial aid does not cover the total tuition and fees for the registration period, students must provide an additional payment method through the Payment Arrangement Form.
- b. Students not receiving financial aid must provide a Payment Arrangement Form with a valid form of payment during registration. Students will have to provide a credit card number to register without financial aid.

#### 2. **Late Registration:**

Students are assessed a \$50 late registration fee if they register during the late registration period.

#### 3. **Registration changes:**

Students may change their registration online during the online registration period. After online registration is over, students must complete an Add/Drop Form and submit it to their Academic Advisor. Students who make changes to their schedule after the start of the term will need the signature of their program chair to add a class. There is a \$50 fee for dropping a class after the start of the term. The Add/Drop Form and the *Academic Catalog* outline the impact of adding and dropping classes on students' grades, financial aid, international status, and VA benefits.

#### 4. **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.

#### 5. **Payment Deadlines:**

Students are subject to payment deadlines as outlined in the *Academic Catalog*. These policies require your student account to be paid in full prior to registration. A payment plan or approved financial aid application must be on file prior to registration.

#### 6. **Holds:**

Students must clear all holds on their account prior to registering. Holds may be placed on student accounts for incomplete registration, incomplete admissions or financial documentation, balances on their accounts from previous terms, incomplete financial aid, and library materials not returned. Students must contact the appropriate department to clear a hold on their account.

### COURSE TRANSFERS AND WAIVERS

#### GRADUATE TRANSFER CREDITS

Graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for transfer to a graduate level program at Argosy University, the following steps will be followed:

1. Students must submit a Course Transfer Form to the Student Services Department for each transfer course requested. Attached to the form should be an official transcript, a course syllabus, and additional documentation as needed. This form needs to be submitted within one year of matriculation into the program. Incomplete forms will be returned to the student.
2. The Student Services Department will review the form to see if it meets the general criteria for a transfer. If these criteria are met, the form will then be submitted to the appropriate academic department for review. Course transfers will be either approved, denied or more information will be requested.

## **UNDERGRADUATE TRANSFER CREDITS**

Undergraduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. Transfer credit evaluation is initiated during the admissions process. The student will be advised of the number of transfer credits identified for credit toward their Argosy University, Denver degree program.

## **WAIVER/COURSE SUBSTITUTION**

Waiver/course substitution criteria are outlined in the *Academic Catalog*. In order to have credits evaluated for waiver to a program at Argosy University, Denver, students must submit a Course Waiver Form for each course waiver requested. Waived courses do not reduce the number of courses required to be taken in-residence.

## **COURSES TAKEN AT OTHER ARGOSY UNIVERSITY CAMPUSES**

With prior approval of their program chair, matriculated students may be able to apply courses taken at another Argosy University campus to their degree program at Argosy University, Denver. Please see the *Academic Catalog* for detailed information on this subject.

## **STUDENT FINANCE**

The Student Finance office is available to answer questions about financial aid, billing issues, payment plans, grants, and scholarships. All forms and links to financial aid applications and resources can be found in the Student Finance Office. Please also review the “Financial Policies and Assistance” section of the *Academic Catalog* for current financial responsibilities to ensure registration completion.

## **DISABILITIES**

Argosy University, Denver 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, Denver.

Argosy University, Denver 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 American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Student Services office. If you have a concern or complaint in this regard, please contact the Director of Student Services. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment (see Section Two, Institutional Policies of the *Academic Catalog*).

## **COUNSELING SERVICES**

- 1) Contact the director of Student Services for information and referrals to appropriate counseling services. In case of emergencies or imminent danger, call 911.

## **TRANSCRIPT REQUESTS**

Students may print their unofficial transcripts through the Student Portal under My Self Service. Students may also request official transcripts and enrollment verifications by completing a Release of Information/Transcript Request form. Transcripts are free of charge with normal processing and delivery times. Rush requests require a \$20 fee to be processed in one to two business days.

## INFORMATION CHANGES

It is the student's responsibility to report all changes in name and address to the Student Services/ Student Finance office. Students request changes through the student portal or with a Change of Information form. Please allow one week for updates.

## RELEASE OF INFORMATION

Students needing any type of information released to a third party including financial statements, degree verifications, enrollment verification or a billing statement must fill out a Release of Information Form to Student Services or Student Finance.

## STUDENT HEALTH INSURANCE

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

## STUDENT EVALUATIONS AND SURVEYS

Students will be given confidential end-of-term course evaluations at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction. Annual student satisfaction surveys are also conducted to provide the administration with valuable feedback essential to providing quality services, programs and facilities.

## GRADUATION

### PETITION TO GRADUATE

Specific Program Graduation Requirements are outlined in the *Argosy University Academic Catalog*.

1. Students who are planning to graduate need to submit a Petition to Graduate Form with \$175.00 graduation fee to Student Services **by the first day of the last semester in which they register**. Late or incomplete petitions will not be processed and delay graduation until the following semester.
2. Potential graduate academic records are reviewed at the end of semester in which the student petitions to graduate after all grades for the semester have been received.
3. It is the student's responsibility to make sure all **"Incomplete"** and **"In-Progress"** grades are changed as well as all program requirements including meeting their practicum, internship and dissertation requirements by the end of the term in which they graduate. Students are encouraged to review their academic transcripts every semester.
4. Students are allowed to walk in the commencement ceremony when they have **completed all their program requirements** by the end of the semester in which they petition to graduate.

### DIPLOMAS

Diplomas are ordered once every semester for students that graduate that semester. Diplomas take approximately two months to be processed.

### COMMENCEMENT

Commencement ceremonies are held for students annually at the end of the fall semester. Students that have petitioned to graduate will be notified of the details for commencement ceremonies.

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Denver provides the Campus Security Report to all of its employees and students as part of the Argosy University, Denver commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President, Dr. Marcia Bankirer, at [mbankirer@argosy.edu](mailto:mbankirer@argosy.edu), or 303.923.4110. The Argosy University, Denver Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request.

### DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on Argosy University, Denver or in facilities controlled by the Argosy University, Denver are prohibited by college regulations and are incompatible with the Argosy University, Denver 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, Denver and the requirements of state and federal law Argosy University, Denver has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

#### Short-Term Risks

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

#### Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)

- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 – 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, DENVER SANCTIONS

Argosy University, Denver in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, Denver 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, Denver 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.

### 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.

### STATE OF COLORADO SANCTIONS

State criminal statutes (which may be generally found under Titles 12 and 18 of the Colorado Revised statutes) cover the same scope of conduct as the federal laws. Although the sentences and fines are generally less severe than federal law provides, life sentences are possible for repeat offenders. The maximum penalty for the most serious single offense (manufacture, sale or distribution) is 16 years in prison and a \$750,000.00 fine. The maximum penalty for the least serious state offense (possession or use of one ounce or less of marijuana) is a fine of \$100.00. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs. Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville and Lafayette municipal codes impose a variety of penalties. Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including vehicles and homes, can be confiscated by State or Federal governments. Individuals who are convicted of felony violations may be barred from governmental employment and from license professions such as law, medicine and teaching.

### STATE OF COLORADO ALCOHOL LAWS

State laws regulating the production, dispensation, possession and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect is the prohibition of the distribution of alcoholic beverages to any person under the age of 21, to a visibly intoxicated person, or to a known alcoholic.

State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fine of \$1,000.00 and jail sentences of a year. However, such conduct may, in some circumstances, constitute contributing to the delinquency of a minor and it could then be determined to be a felony offense punishable by an eight-year prison sentence and a \$500,000.00 fine. Secondary civil consequences for liquor law violations may include ineligibility for liquor and driver's licenses.

Criminal sanctions also apply to those who operate motor vehicles while under the influence of alcohol and/or other drugs. Under Section 42-4-1301 (1) (a), Colorado Revised statutes, the maximum penalty for such an act is two years in jail and a \$5,000.00 fine.

If a person is injured as a result of someone operating a motor vehicle while under the influence of alcohol and/or other drugs, the act is a felony punishable by four years in prison and a \$100,000.00 fine. If a person is killed, the sentence can be eight years in prison with a \$500,000.00 fine. All such convictions also result in the revocation of driving privileges.

State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific test that determine the amount of alcohol in their blood and individuals who refuse to be tested automatically lose their driver's license.

Remember, one need not to be "out of control" to be "under the influence." A substantial effect on physical capability is all that is required. Chemical test results combined with the testimony of an expert toxicologist can result in a conviction even when some people may feel minimally intoxicated. In addition, individuals may face a variety of penalties imposed by municipal ordinances.

*Note:* This description is intended only to give those who read it a basic, general understanding of the range of serious legal sanctions, which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should seek the advice of their personal attorney.

### **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 (5) 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 Grant. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the Argosy University, Denver need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### **SIGNS OF AN ALCOHOL OR ILLICIT DRUG PROBLEMS**

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**

If you observe any of these changes in yourself or another student, you are encouraged to talk with a counselor. Abuse of alcohol or drugs can lead to dependency and addiction with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The director of Student Services can refer you to one that meets your needs.

Any student self-reporting a problem with alcohol or controlled substances to an Argosy University, Denver staff or faculty member before a violation occurs will not be formally sanctioned by Argosy University, Denver for disciplinary reasons (although self-reporting will not excuse academic problems). However, the student may be required to seek immediate treatment off campus.

Drug and alcohol counseling, treatment and rehabilitation facilities are available in our area where students and employees may seek advice and treatment. The director of Student Services can refer individuals to appropriate programs and services. A list of emergency and sliding-fee scale resources is available in the Student Services Department.



## **COMMUNITY RESOURCES**

Community resources include:

- The Alcoholism and Drug Abuse Hotline (1.800.252.6465, 24 hour line)
- The National Institute on Drug Abuse Hotline (1.800.662.4357, available 24 hours, seven days per week.)
- Denver Metro Area resource listing is available for referral purposes with Student Services.

# APPENDIX I

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## FACULTY LISTINGS

### **COLLEGE OF BUSINESS**

**Traci Clayton, PhD**

University of Tennessee

*Adjunct Faculty*

**Marilyn Cowgill, DBA**

Argosy University

*Adjunct Faculty*

**Rhonda Eaker, MA**

University of California at Davis

*Adjunct Faculty*

**Thomas Edmonds, MS**

University of Northern Colorado

*Adjunct Faculty*

**William Guthrie, MBA**

Avila University

*Adjunct Faculty*

**Tyler Hooker, MA**

University of Phoenix, Arizona

*Adjunct Faculty*

**Maurice Ivy, DM**

University of Phoenix, Arizona

*Adjunct Faculty*

**Edward Kim, PhD**

University of Denver

*Adjunct Faculty*

**Amos Martinez, PhD**

University of Colorado Denver

*Adjunct Faculty*

**Mya Martin-Glenn, MA**

University of Colorado Denver

*Adjunct Faculty*

**Maureen Marzano, PhD**

Capella University

*Adjunct Faculty*

**Brian Miller, PhD**

Hofstra University

*Adjunct Faculty*

**Michelle Post, PhD**

Capella University

*Adjunct Faculty*

**Cynthia Scarlett, PhD**

The Fielding Graduate Institute

*Associate Professor*

*Director of Academic Programs*

*Program Chair, Graduate Business, Industrial*

*Organizational Psychology, Public Administration, and Public Health*

**Karl Sterner, EdD**

Argosy University

*Adjunct Faculty*

**Robert Voorhees, MBA**

Webster University

*Adjunct Faculty*

## **COLLEGE OF EDUCATION**

**Rhonda Eaker, MA**

University of California at Davis

*Adjunct Faculty*

**Robert Good, EdD**

University of Sarasota

*Adjunct Faculty*

**Edward Kim, PhD**

University of Denver

*Adjunct Faculty*

**Cynthia Lauber, JD**

Washburn University School of Law

*Adjunct Faculty*

**Maureen Lienau, PhD**

University of Iowa

*Adjunct Faculty*

**Stacey Ludwig-Johnson, PhD**

University of Colorado Denver

*Adjunct Faculty*

**Brian Miller, PhD**

Hofstra University

*Adjunct Faculty*

**Patricia A. Nelson, EdD**

Brigham Young University

*Program Chair, Education*

*Associate Professor*

**Dorothy Stein, EdD**

Nova University

*Adjunct Faculty*

**Karl Sterner, EdD**

Argosy University

*Adjunct Faculty*

## **COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES**

**Osnat Arbel, PhD**

University of Northern Colorado

*Assistant Professor*

*Counselor Education and Marriage & Family Therapy*

**James Bartsch, PhD**

Louisiana State University

*Adjunct Faculty*

*Counselor Education*

**Ron Benham, MA**

University of Northern Colorado

*Adjunct Faculty*

*Marriage and Family Therapy*

**Jennifer Capps, PhD**

University of Northern Colorado

*Adjunct Faculty*

*Counselor Education and Counseling Psychology*

**Patrick Cleveland, PhD**

Regent University

*Adjunct Faculty*

*Counselor Education*

**Leroy Terry Dickinson, PhD**

Ohio State University

*Adjunct Faculty*

*Industrial Organizational Psychology*

**Gerry Doran, PhD**

The Fielding Graduate University

*Adjunct Faculty*

*Counselor Education Programs*

**Megan Hehn, PsyD**

Argosy University, Phoenix

*Adjunct Faculty*

*Forensic Psychology*

**Charles Howard, PhD**

Texas A&M University

*Assistant Professor*

*Program Chair, Clinical Psychology and Forensic Psychology*

**Jody Huntington, MA**

University of Northern Colorado

*Adjunct Faculty*

*Marriage and Family Therapy*

**Karen Jackson, PhD**

California School of Professional Psychology

*Adjunct Faculty*

*Clinical Psychology*

**Thomas Kinney, PsyD**

The Chicago School of Professional Psychology

*Adjunct Faculty*

*Clinical Psychology*

**Sandra Knight, PhD**

University of Denver

*Associate Professor and Professor of Practice*

*Counselor Education and Counseling Psychology*

**Brad Kruse, PhD**

Central Michigan University

*Adjunct Faculty*

*Industrial-Organizational Psychology*

**Kimberly Lubuguin, PsyD**

Argosy University

*Adjunct Faculty*

*Clinical Psychology*

**Carol Loadman-Copeland, PhD**

University of Pittsburgh

*Adjunct Faculty*

*Clinical Psychology*

**Amos Martinez, PhD**

University of Colorado Denver

*Adjunct Faculty*

*Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**Brian Miller, PhD**

Hofstra University

*Adjunct Faculty*

*Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**Lori Ann Perrin, PhD**

Louisiana State University

*Adjunct Faculty*

*Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**Michelle Post, PhD**

Capella University

*Program Chair, Undergraduate Studies*

*Industrial-Organizational Psychology*

**Cheryl Prevander-Zuber, PsyD**

Argosy University

*Adjunct Faculty*

*Clinical Psychology and Forensic Psychology*

**Diane Reichmuth, PsyD**

Pepperdine University

*Director of Training,*

*Clinical Psychology*

**Bruce Rumsey, PhD**

University of Northern Colorado

*Associate Professor*

*Counselor Education and Marriage & Family Therapy*

**Robin Santa-Teresa, PsyD**

Spalding University

*Adjunct Faculty*

*Clinical Psychology*

**Tracy Senstock, PhD**

Purdue University

*Associate Professor*

*Program Chair, Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**Nancy Sherrod, PhD**

University of Missouri Columbia

*Adjunct Faculty*

*Counselor Education*

**Richard Spiegle, PhD**

University of Denver

*Adjunct Faculty*

*Forensic Psychology*

**Erik Sween, PsyD**

University of Denver

*Adjunct Faculty*

*Marriage & Family Therapy*

**Linda Travis, PsyD**

Argosy University, Atlanta

*Adjunct Faculty*

*Clinical Psychology and Counselor Education*

**John Walsh, PsyD**

Adler School of Professional Psychology

*Adjunct Faculty*

*Clinical Psychology and Forensic Psychology*

**Raymond Watson, PhD**

Fuller Theological Seminary

*Assistant Professor*

*Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**Sarah Wheeler, PhD**

University of Northern Texas

*Adjunct Faculty*

*Counselor Education*

**Parker Wilson, PsyD**

Alliant International University

*Adjunct Faculty*

*Counselor Education, Counseling Psychology, and Marriage & Family Therapy*

**April Young, PhD**

University of Northern Colorado

*Assistant Professor*

*Counselor Education and Marriage & Family Therapy*

**COLLEGE OF UNDERGRADUATE STUDIES**

**Sangini Bhatt, MS**

Indiana University

*Adjunct Faculty*

**Eliot Baskin, DMin**

Hebrew Union College - Jewish Institute of Religion

*Adjunct Faculty*

**Amy Dohm, MA**

Northern Arizona University

*Adjunct Faculty*

**Thomas Edmonds, MS**

University of Northern Colorado

*Adjunct Faculty*

**Joan M. Eichelberger, MA**

Regis University

*Adjunct Faculty*

**Kristy Eldridge, MA**

University of Denver

*Adjunct Faculty*

**Trish Elley, MA**

Jones International University

*Adjunct Faculty*

**Cindy Gasaway, MBA**

Wayland Baptist University

*Adjunct Faculty*

**Bill Guthrie, MBA**

Avila University

*Adjunct Faculty*

**Thomas Hartman, PhD**

University of Northern Colorado

*Adjunct Faculty*

**Chris Hooker, MA**

University of Phoenix

*Adjunct Faculty*

**Sara Huey, MBA**

Argosy University

*Adjunct Faculty*

**Brad Kruse, PhD**

Central Michigan University

*Adjunct Faculty*

**Cynthia Lauber, JD**

Washburn University School of Law

*Adjunct Faculty*

**Carol Loadman-Copeland, PhD**

University of Pittsburgh

*Adjunct Faculty*

**Mya Martin-Glen, PhD**

University of Denver

*Adjunct Faculty*

**Brian Miller, PhD**

Hofstra University

*Adjunct Faculty*

**Michelle Post, PhD**

Capella University

*Assistant Professor*

*Program Chair, Undergraduate Programs*

**Scott Sevin, MBA**

University of Phoenix

*Adjunct Faculty*

**Robert Voorhees, MBA**

Webster University

*Adjunct Faculty*

**John Walsh, PsyD**

Adler School of Professional Psychology

*Adjunct Faculty*

# APPENDIX II

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## CAMPUS DIRECTORY

### ARGOSY UNIVERSITY, DENVER

7600 E. Eastman Ave.  
 Denver, CO 80231  
 Phone: 1.303.923.4110  
 Toll Free: 1.866.431.5981  
 Fax: 303.923.4111

| Name                  | Title                                                                        | Phone Number | Email Address          |
|-----------------------|------------------------------------------------------------------------------|--------------|------------------------|
| Arbel, PhD, Osnat     | Assistant Professor, Counselor<br>Education and Marriage & Family<br>Therapy | 303.923.4157 | oarbel@argosy.edu      |
| Bankirer, PhD, Marcia | Campus President                                                             | 303.923.4222 | mbankirer@argosy.edu   |
| Bell, Candace         | Assistant Director of Admissions                                             | 303.923.4127 | cbell@argosy.edu       |
| Carson, Randy         | Director of Admissions                                                       | 303.923.4120 | rcarson@argosy.edu     |
| Cristadoro, Nancy     | Human Resources Generalist                                                   | 303.923.4237 | ncristadoro@argosy.edu |
| DeLaCruz, Evelyn      | Assistant Director of Admissions                                             | 303.923.4123 | edelacruz@argosy.edu   |
| Dollar, Myra          | Financial Aid Officer                                                        | 303.923.4164 | mdollar@argosy.edu     |
| Esquibel, Jamie       | Director of Student Finance                                                  | 303.923.4154 | jesquibel@argosy.edu   |
| Evans, John           | Business Development Manager<br>- Military                                   | 303.358.9571 | jjevens@argosy.edu     |
| Foucheux, Michaela    | Assistant Director of Admissions                                             | 303.923.4137 | mfoucheux@argosy.edu   |
| Hartman, PhD, Thomas  | Director, Student Services and<br>Registrar                                  | 303.923.4155 | thartman@argosy.edu    |
| Hoffman, Cyndi        | Receptionist                                                                 | 303.923.4138 | cmhoffman@argosy.edu   |
| Howard, PhD, Charles  | Program Chair, Clinical Psychology<br>and Forensic Psychology                | 303.923.4163 | cahoward@argosy.edu    |
| Huang, Naomi          | Admissions Coordinator                                                       | 303.923.4128 | yuhuang@argosy.edu     |
| Knight, PhD, Sandra   | Professor of Practice, Counselor<br>Education and Counseling<br>Psychology   | 303.923.4261 | skknight@argosy.edu    |
| Maughan, Brady        | Assistant Director of Admissions                                             | 303.923.4136 | bmaughan@argosy.edu    |
| Nelson, PhD, Patricia | Program Chair, Education                                                     | 303.923.4151 | panelson@argosy.edu    |
| Post, PhD, Michelle   | Program Chair, Undergraduate<br>Studies                                      | 303.923.4166 | mpost@argosy.edu       |
| Reichmuth, PhD, Diane | Director of Clinical Training                                                | 303.923.4152 | dreichmuth@argosy.edu  |
| Rollins, Kay          | New Student Coordinator                                                      | 303.923.4159 | krollins@argosy.edu    |
| Ruiz, Janette         | Assistant Director of Admissions                                             | 303.923.4125 | jruiz@argosy.edu       |
| Rumsey, PhD, Bruce    | Associate Professor, Counselor<br>Education and Marriage & Family<br>Therapy | 303.923.4160 | brumsey@argosy.edu     |



| <b>Name</b>          | <b>Title</b>                                                                                                                                                 | <b>Phone Number</b> | <b>Email Address</b>  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|
| Scarlett, PhD, Cindy | Director, Academic Programs<br>and Program Chair, Graduate<br>Business, Industrial Organizational<br>Psychology, Public Administration,<br>and Public Health | 303.923.4153        | cscarlett@argosy.edu  |
| Senstock, PhD, Tracy | Program Chair, Counselor<br>Education, Counseling Psychology<br>and Marriage & Family Therapy<br>Programs                                                    | 303.923.4161        | tsenstock@argosy.edu  |
| Siens, Gentry        | Assistant Technical Support<br>Supervisor                                                                                                                    | 303.923.4201        | gsiens@argosy.edu     |
| Smith, Nancy         | Librarian                                                                                                                                                    | 303.923.4150        | nansmith@argosy.edu   |
| Stewart, Maxine      | Student Services                                                                                                                                             | 303.923.4149        | mestewart@argosy.edu  |
| Vieaux, Tristen      | Assistant Director of Admissions                                                                                                                             | 303.923.4121        | tvieaux@argosy.edu    |
| Watson, PhD, Ray     | Assistant Professor, Counselor<br>Education, Counseling Psychology,<br>and Marriage & Family Therapy                                                         | 303.923.4278        | rjwatson@argosy.edu   |
| Whitehead, Alan      | Assistant Director of Admissions                                                                                                                             | 303.923.4126        | awhitehead@argosy.edu |
| Wigand, Jill         | Assistant Director of Admissions                                                                                                                             | 303.923.4122        | jiwigand@argosy.edu   |
| Young, PhD, April    | Assistant Professor, Counselor<br>Education and Marriage & Family<br>Therapy                                                                                 | 303.923.4156        | ayoung@argosy.edu     |

# APPENDIX III

## ACADEMIC AND HOLIDAY CALENDAR

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**Fall 2010 Semester** September 7, 2010 – December 18, 2010

**Session I** September 7, 2010–October 27, 2010

**Session II** October 28, 2010–December 18, 2010

### September 2010

|                    |                                                                                                                                           |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| September 6, 2010  | Labor Day (Campus Closed)                                                                                                                 |
| September 7, 2010  | Fall 2010 Semester Begins; Fall 2010 Semester Session I Begins                                                                            |
| September 14, 2010 | Course Drop Deadline for Fall 2010 Semester Session I—7 ½ week courses<br><i>EOB as posted by Student Services/Registrar office hours</i> |
| September 17, 2010 | Course Drop Deadline for Fall 2010 Semester Session I— 15 week courses<br><i>EOB as posted by Student Services/Registrar office hours</i> |

### October 2010

|                  |                                                                         |
|------------------|-------------------------------------------------------------------------|
| October 11, 2010 | Grade of “W” Deadline for Fall 2010 Semester Session I—7 ½ week courses |
| October 27, 2010 | Fall 2010 Semester Session I Ends                                       |
| October 28, 2010 | Fall 2010 Semester Session II Begins                                    |

### November 2010

|                   |                                                                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| November 5, 2010  | Course Drop Deadline for Fall 2010 Semester Session II —7 ½ week courses<br><i>EOB as posted by Student Services/Registrar office hours</i> |
| November 14, 2010 | Grade of “W” Deadline for Fall 2010 Semester Session I— 15 week courses                                                                     |
| November 25, 2010 | Thanksgiving Day (Campus Closed)                                                                                                            |
| November 26, 2010 | Day After Thanksgiving (Campus Closed)                                                                                                      |

### December 2010

|                   |                                                                           |
|-------------------|---------------------------------------------------------------------------|
| December 1, 2010  | Grade of “W” Deadline for Fall 2010 Semester Session II —7 ½ week courses |
| December 18, 2010 | Fall 2010 Semester Ends; Fall 2010 Semester Session II Ends               |
| December 24, 2010 | Christmas Eve (Campus Closed)                                             |
| December 27, 2010 | Christmas Holiday Observed (Campus Closed)                                |
| December 30, 2010 | New Year’s Eve Observed (Campus Closed)                                   |
| December 31, 2010 | New Year’s Day Observed (Campus Closed)                                   |

**Spring 2011 Semester** January 10, 2011 – April 23, 2011

**Session I** January 10, 2011 – March 2, 2011

**Session II** March 3, 2011 – April 23, 2011

**January 2011**

January 10, 2011 Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins  
January 17, 2011 Martin Luther King, Jr. Birthday observed (Campus Closed)  
January 19, 2011 Course Drop Deadline For Spring 2011 Semester Session I—7 ½ week courses  
*EOB as posted by Student Services/Registrar office hours*  
January 21, 2011 Course Drop Deadline For Spring 2011 Semester Session I—15 week courses  
*EOB as posted by Student Services/Registrar office hours*

**February 2011**

February 13, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—7 ½ week courses  
February 18, 2011 President’s Day Observed (Campus Closed)

**March 2011**

March 2, 2011 Spring 2011 Semester Session I Ends  
March 3, 2011 Spring 2011 Semester Session II Begins  
March 11, 2011 Course Drop Deadline For Spring 2011 Semester Session II—7 ½ week courses  
*EOB as posted by Student Services/Registrar office hours*  
March 19, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—15 week courses

**April 2011**

April 6, 2011 Grade of “W” Deadline for Spring 2011 Semester Session II—7 ½ week courses  
April 22, 2010 Good Friday (Campus Closed)  
April 23, 2011 Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

**Summer 2011 Semester** May 9, 2011 – August 20, 2011

**Session I** May 9, 2011 – June 29, 2011

**Session II** June 30, 2011 – August 20, 2011

**May 2011**

|              |                                                                                                                                              |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| May 9, 2011  | Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins                                                                           |
| May 16, 2011 | Course Drop Deadline for Summer 2011 Semester Session I —7 ½ week courses<br><i>EOB as posted by Student Services/Registrar office hours</i> |
| May 21, 2011 | Course Drop Deadline for Summer 2011 Semester Session I—15 week courses<br><i>EOB as posted by Student Services/Registrar office hours</i>   |
| May 30, 2011 | Memorial Day (Campus Closed)                                                                                                                 |

**June 2011**

|               |                                                                           |
|---------------|---------------------------------------------------------------------------|
| June 12, 2011 | Grade of “W” Deadline for Summer 2011 Semester Session I—7 ½ week courses |
| June 29, 2011 | Summer 2011 Semester Session I Ends                                       |
| June 30, 2011 | Summer 2011 Semester Session II Begins                                    |

**July 2011**

|               |                                                                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| July 4, 2011  | Independence Day holiday (Campus Closed)                                                                                                     |
| July 7, 2011  | Course Drop Deadline for Summer 2011 Semester Session II—7 ½ week courses<br><i>EOB as posted by Student Services/Registrar office hours</i> |
| July 16, 2011 | Grade of “W” Deadline for Summer 2011 Semester Session I—15 week courses                                                                     |

**August 2011**

|                 |                                                                            |
|-----------------|----------------------------------------------------------------------------|
| August 3, 2011  | Grade of “W” Deadline for Summer 2011 Semester Session II—7 ½ week courses |
| August 20, 2011 | Summer 2011 Semester Ends; Summer 2011 Semester Session II Ends            |

# CALENDAR YEARS

## 2010

| January   | S  | M  | T  | W  | T  | F       | S   | February | S  | M  | T           | W  | T  | F  | S  | March    | S  | M  | T  | W           | T  | F  | S  | April    | S  | M  | T  | W  | T             | F  | S  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|---------|-----|----------|----|----|-------------|----|----|----|----|----------|----|----|----|-------------|----|----|----|----------|----|----|----|----|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|           |    |    |    |    |    |         | 1 2 |          |    |    | 1 2 3 4 5 6 |    |    |    |    |          |    |    |    | 1 2 3 4 5 6 |    |    |    |          |    |    |    |    | 1 2 3         |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 3  | 4  | 5  | 6  | 7  | 8       | 9   |          | 7  | 8  | 9           | 10 | 11 | 12 | 13 |          | 14 | 15 | 16 | 17          | 18 | 19 | 20 |          | 21 | 22 | 23 | 24 | 25            | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 10 | 11 | 12 | 13 | 14 | 15      | 16  |          | 14 | 15 | 16          | 17 | 18 | 19 | 20 |          | 21 | 22 | 23 | 24          | 25 | 26 | 27 |          | 28 | 29 | 30 | 31 | 1             | 2  | 3  | 4  | 5  | 6  | 7  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 17 | 18 | 19 | 20 | 21 | 22      | 23  |          | 21 | 22 | 23          | 24 | 25 | 26 | 27 |          | 28 | 29 | 30 | 31          | 1  | 2  | 3  |          | 4  | 5  | 6  | 7  | 8             | 9  | 10 | 11 | 12 | 13 | 14 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| May       | S  | M  | T  | W  | T  | F       | S   | June     | S  | M  | T           | W  | T  | F  | S  | July     | S  | M  | T  | W           | T  | F  | S  | August   | S  | M  | T  | W  | T             | F  | S  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           |    |    |    |    |    |         | 1   |          |    |    | 1 2 3 4 5   |    |    |    |    |          |    |    |    | 1 2 3       |    |    |    |          |    |    |    |    | 1 2 3 4 5 6 7 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 2  | 3  | 4  | 5  | 6  | 7       | 8   |          | 6  | 7  | 8           | 9  | 10 | 11 | 12 |          | 13 | 14 | 15 | 16          | 17 | 18 | 19 |          | 20 | 21 | 22 | 23 | 24            | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 9  | 10 | 11 | 12 | 13 | 14      | 15  |          | 13 | 14 | 15          | 16 | 17 | 18 | 19 |          | 20 | 21 | 22 | 23          | 24 | 25 | 26 |          | 27 | 28 | 29 | 30 | 31            | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 16 | 17 | 18 | 19 | 20 | 21      | 22  |          | 20 | 21 | 22          | 23 | 24 | 25 | 26 |          | 27 | 28 | 29 | 30          | 31 | 1  | 2  |          | 3  | 4  | 5  | 6  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 14 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| September | S  | M  | T  | W  | T  | F       | S   | October  | S  | M  | T           | W  | T  | F  | S  | November | S  | M  | T  | W           | T  | F  | S  | December | S  | M  | T  | W  | T             | F  | S  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           |    |    |    |    |    | 1 2 3 4 |     |          |    |    | 1 2         |    |    |    |    |          |    |    |    | 1 2 3 4 5 6 |    |    |    |          |    |    |    |    | 1 2 3 4       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 5  | 6  | 7  | 8  | 9  | 10      | 11  |          | 3  | 4  | 5           | 6  | 7  | 8  | 9  |          | 10 | 11 | 12 | 13          | 14 | 15 | 16 |          | 17 | 18 | 19 | 20 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 12 | 13 | 14 | 15 | 16 | 17      | 18  |          | 10 | 11 | 12          | 13 | 14 | 15 | 16 |          | 17 | 18 | 19 | 20          | 21 | 22 | 23 |          | 24 | 25 | 26 | 27 | 28            | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           | 19 | 20 | 21 | 22 | 23 | 24      | 25  |          | 17 | 18 | 19          | 20 | 21 | 22 | 23 |          | 24 | 25 | 26 | 27          | 28 | 29 | 30 |          | 31 | 1  | 2  | 3  | 4             | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |

## 2011

| January   | S M T W T F S        |  |  |  |  |  |  | February | S M T W T F S        |  |  |  |  |  |  | March    | S M T W T F S        |  |  |  |  |  |  | April    | S M T W T F S        |  |  |  |  |  |  |
|-----------|----------------------|--|--|--|--|--|--|----------|----------------------|--|--|--|--|--|--|----------|----------------------|--|--|--|--|--|--|----------|----------------------|--|--|--|--|--|--|
|           | 2 3 4 5 6 7 8        |  |  |  |  |  |  |          | 6 7 8 9 10 11 12     |  |  |  |  |  |  |          | 6 7 8 9 10 11 12     |  |  |  |  |  |  |          | 3 4 5 6 7 8 9        |  |  |  |  |  |  |
|           | 9 10 11 12 13 14 15  |  |  |  |  |  |  |          | 13 14 15 16 17 18 19 |  |  |  |  |  |  |          | 13 14 15 16 17 18 19 |  |  |  |  |  |  |          | 10 11 12 13 14 15 16 |  |  |  |  |  |  |
|           | 16 17 18 19 20 21 22 |  |  |  |  |  |  |          | 20 21 22 23 24 25 26 |  |  |  |  |  |  |          | 20 21 22 23 24 25 26 |  |  |  |  |  |  |          | 17 18 19 20 21 22 23 |  |  |  |  |  |  |
|           | 23 24 25 26 27 28 29 |  |  |  |  |  |  |          | 27 28                |  |  |  |  |  |  |          | 27 28 29 30 31       |  |  |  |  |  |  |          | 24 25 26 27 28 29 30 |  |  |  |  |  |  |
| May       | S M T W T F S        |  |  |  |  |  |  | June     | S M T W T F S        |  |  |  |  |  |  | July     | S M T W T F S        |  |  |  |  |  |  | August   | S M T W T F S        |  |  |  |  |  |  |
|           | 1 2 3 4 5 6 7        |  |  |  |  |  |  |          | 5 6 7 8 9 10 11      |  |  |  |  |  |  |          | 3 4 5 6 7 8 9        |  |  |  |  |  |  |          | 7 8 9 10 11 12 13    |  |  |  |  |  |  |
|           | 8 9 10 11 12 13 14   |  |  |  |  |  |  |          | 12 13 14 15 16 17 18 |  |  |  |  |  |  |          | 10 11 12 13 14 15 16 |  |  |  |  |  |  |          | 14 15 16 17 18 19 20 |  |  |  |  |  |  |
|           | 15 16 17 18 19 20 21 |  |  |  |  |  |  |          | 19 20 21 22 23 24 25 |  |  |  |  |  |  |          | 17 18 19 20 21 22 23 |  |  |  |  |  |  |          | 21 22 23 24 25 26 27 |  |  |  |  |  |  |
|           | 22 23 24 25 26 27 28 |  |  |  |  |  |  |          | 26 27 28 29 30       |  |  |  |  |  |  |          | 24 25 26 27 28 29 30 |  |  |  |  |  |  |          | 28 29 30 31          |  |  |  |  |  |  |
| September | S M T W T F S        |  |  |  |  |  |  | October  | S M T W T F S        |  |  |  |  |  |  | November | S M T W T F S        |  |  |  |  |  |  | December | S M T W T F S        |  |  |  |  |  |  |
|           | 4 5 6 7 8 9 10       |  |  |  |  |  |  |          | 2 3 4 5 6 7 8        |  |  |  |  |  |  |          | 6 7 8 9 10 11 12     |  |  |  |  |  |  |          | 4 5 6 7 8 9 10       |  |  |  |  |  |  |
|           | 11 12 13 14 15 16 17 |  |  |  |  |  |  |          | 9 10 11 12 13 14 15  |  |  |  |  |  |  |          | 13 14 15 16 17 18 19 |  |  |  |  |  |  |          | 11 12 13 14 15 16 17 |  |  |  |  |  |  |
|           | 18 19 20 21 22 23 24 |  |  |  |  |  |  |          | 16 17 18 19 20 21 22 |  |  |  |  |  |  |          | 20 21 22 23 24 25 26 |  |  |  |  |  |  |          | 18 19 20 21 22 23 24 |  |  |  |  |  |  |
|           | 25 26 27 28 29 30    |  |  |  |  |  |  |          | 30 31                |  |  |  |  |  |  |          | 27 28 29 30          |  |  |  |  |  |  |          | 25 26 27 28 29 30 31 |  |  |  |  |  |  |

## 2012

| January   | S  | M  | T  | W  | T  | F  | S  | February | S  | M  | T  | W  | T  | F  | S  | March    | S  | M  | T  | W  | T  | F  | S  | April    | S  | M  | T  | W  | T  | F  | S  |   |
|-----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|---|
|           | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |   |
|           | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |   |
|           | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   |
|           | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |          | 18 | 19 | 20 | 21 | 22 | 23 | 24 |          | 22 | 23 | 24 | 25 | 26 | 27 | 28 |   |
|           | 29 | 30 | 31 |    |    |    |    |          | 26 | 27 | 28 | 29 |    |    |    |          | 25 | 26 | 27 | 28 | 29 | 30 | 31 |          | 29 | 30 |    |    |    |    |    |   |
| May       | S  | M  | T  | W  | T  | F  | S  | June     | S  | M  | T  | W  | T  | F  | S  | July     | S  | M  | T  | W  | T  | F  | S  | August   | S  | M  | T  | W  | T  | F  | S  |   |
|           |    |    |    |    |    |    | 1  |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    | 1  | 2  | 3  | 4 |
|           | 6  | 7  | 8  | 9  | 10 | 11 | 12 |          | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |   |
|           | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |
|           | 20 | 21 | 22 | 23 | 24 | 25 | 26 |          | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |   |
|           | 27 | 28 | 29 | 30 | 31 |    |    |          | 24 | 25 | 26 | 27 | 28 | 29 | 30 |          | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 26 | 27 | 28 | 29 | 30 | 31 |    |   |
| September | S  | M  | T  | W  | T  | F  | S  | October  | S  | M  | T  | W  | T  | F  | S  | November | S  | M  | T  | W  | T  | F  | S  | December | S  | M  | T  | W  | T  | F  | S  |   |
|           |    |    |    |    |    |    | 1  |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    | 1  |    |    |   |
|           | 2  | 3  | 4  | 5  | 6  | 7  | 8  |          | 7  | 8  | 9  | 10 | 11 | 12 | 13 |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |   |
|           | 9  | 10 | 11 | 12 | 13 | 14 | 15 |          | 14 | 15 | 16 | 17 | 18 | 19 | 20 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   |
|           | 16 | 17 | 18 | 19 | 20 | 21 | 22 |          | 21 | 22 | 23 | 24 | 25 | 26 | 27 |          | 18 | 19 | 20 | 21 | 22 | 23 | 24 |          | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |
|           | 23 | 24 | 25 | 26 | 27 | 28 | 29 |          | 28 | 29 | 30 | 31 |    |    |    |          | 25 | 26 | 27 | 28 | 29 | 30 |    | 30       | 31 |    |    |    |    |    |    |   |