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.

ARGOSY UNIVERSITY®

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

INTRODUCTION

ABOUT THIS HANDBOOK

Your *Argosy University, Southern California Student Handbook* is a valuable resource as you progress through 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, Southern California Student Handbook incorporates by reference the *Argosy University Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this handbook.

WELCOME TO ARGOSY UNIVERSITY, SOUTHERN CALIFORNIA!

We are proud of our people and programs throughout Southern California, and I am pleased to welcome you on behalf of all the members of the Argosy University community.

People come to Argosy University, Southern California in order to change their lives. Our chosen goal is to help them--and you-- do just that. The educational experience we strive to provide is characterized by excellence, integrity and flexibility. The members of our faculty, staff and administration are enthusiastically committed to fulfilling the University's mission, and have come to Argosy University, Southern California with the highest credentials and professional accomplishments.

We take your trust in us with the utmost seriousness. We view your time here as one of shared goal building and fulfillment. Toward that end, we welcome you to what promises to be an exciting educational partnership. May what you take with you from your Argosy University, Southern California experience exceed all your expectations and help you achieve that for which you will work so diligently!

Sincerely,

James Cox, DMin

Campus President

Argosy University, Southern California

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Southern California 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, Southern California 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
CAMPUS INFORMATION

CAMPUS FACILITIES

Location: Argosy University, Southern California is comprised of four campuses located in Inland Empire, Los Angeles, Orange County and San Diego. These Argosy University campuses are conveniently situated to provide access to most major highways in their respective areas.

Argosy University, Inland Empire 636 East Brier, Suite 120, San Bernardino, CA 92408

Argosy University, Los Angeles: 5230 Pacific Concourse, Suite 200, Los Angeles, CA 90045

Argosy University, Orange County: 601 S. Lewis St., Orange, CA 92868

Argosy University, San Diego: 1615 Murray Canyon Road, Suite 100, San Diego, CA 92108

Offices: The administrative and faculty office suites include faculty and academic administrators, campus administrators, administrative support staff, student services, admissions, student finance personnel.

Classrooms: Classrooms accommodate between eight and 40 students. Classes meet during daytime and evening hours, Saturday through Sunday.

PARKING AND TRANSPORTATION

Parking regulations have been designed to maintain convenient and orderly parking for the students, faculty, staff and guests of Argosy University, Southern California. Signs and markings are placed in the driving and parking areas to facilitate ease of parking. Argosy University, Southern California is not responsible for any loss or damage to students' automobiles or their contents. Parking is on a first come first served basis. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off of the premises should obey the California State parking codes and the posted restrictions of our neighbors. Additional parking information for Argosy University, Los Angeles and Argosy University, San Diego may be obtained by contacting their campus receptionist or Student Services Department.

CAMPUS ORGANIZATION

The campuses administrative departments are organized into the following categories: Academics, Admissions, Student Services/Registrar, Student Finance, and Library/Learning Resource Center.

ACADEMIC SERVICES/ADVISING

Faculty and Academic advisors are available for consultation on student professional development, academic/training progress, and other University/professional issues. See *Academic Catalog* for specific advisor information per program.

ACADEMIC RESOURCES

Argosy University, Southern California strives to ensure students have the necessary tools to successfully complete their degrees: Academic Workshops (i.e. writing workshops that focus on APA writing style), Guest Lecturer Symposiums, E-Libraries, etc.

WEBSITES & PUBLICATIONS

University Website

The Argosy University Website is http://www.argosy.edu. Through this website, you can access campus and programmatic descriptions, the *Academic Catalog*, student insurance information, and financial aid information.

STUDENT EMAIL ACCOUNTS

All Argosy University, Southern California student email accounts are created/activated when the student accesses their Student Portal account. If a student forgets their e-mail address, he or she can look it up by logging into the Student Portal and looking under Personal Information or the Student Email link. Students' e-mail addresses are their username for the student portal and then they decide what to use. It is advised that they use their first initial and last name.

To login, go to www.argosy.edu/mycampus, click on "Student Email." Students should check their email account regularly, or set it up to forward to another account. To forward Argosy University email to another account, *click on **Settings located at the top right hand corner of the inbox. Then click on Forwarding and POP/IMAP, enter the email you would like your messages automatically forwarded to and click Save Changes at the bottom of the screen.*** Call the Student Services Department or 1.866.4.ARGOSY if you are unable to access your Student Portal.

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 www.argosy.edu/mycampus
- 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*.
- To view your student email account click on the link for ***NEW GMAIL ACCOUNT.*** When you click on the link, make sure your pop-up blockers are off.

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

All University correspondence will be sent to your Argosy University Email Account.

- *From the Main Page, click on **NEW GMAIL ACCOUNT.***
- *A new webpage will open directly connecting you to your email inbox*.*
- *Note: If your mailbox is full you will not be able to receive email.*
- *To forward your Argosy University email to another email account, click on **Settings located at the top right hand corner of the inbox. Then click on Forwarding and POP/IMAP, enter the email you would like your messages automatically forwarded to and click Save Changes at the bottom of the screen.***

*****Please note, you will need to make sure your pop-up blocker is turned off when accessing your Argosy University student email account.***

ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

Online Learning Platform	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
Accessing eCollege through the Argosy University Student Portal	1. Go to the Argosy Student Portal at http://mycampus.argosy.edu and enter your Student Portal login and password; click the Login button. 2. On the portal homepage, look for the *My Classes* section on the right side of the screen. Click the course title link to access your online classroom directly or 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. **You will have access to your courses 3-days before the first day of a session.**
eCollege Technical Requirements	1. Go to http://myeclassonline.com; click "NO" on the pop up window 2. Click "Technical Requirements"; click "NO" on the pop up window
eCollege Student Orientation Course	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.
Participation	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
Textbooks	If your course is using an eBook, the link to your book will be available in your eCollege course. If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: http://direct.mbsbooks.com/argosy.htm
Online Classroom Support	o 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) o Contact your instructor for questions about course requirements. o Contact your campus if you believe you are enrolled in the wrong class or section.

Updated: March 2010

EMERGENCY PROCEDURES AND CLOSINGS

In the event of fire, natural disaster or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the campus president should be notified.

In the event of a fire, it is mandatory that all persons observe the following procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest facility, staff member or emergency personnel for exiting the building. Exit buildings using stairwells only.
3. After exiting, head away from the building to the corner of the parking lot (do not block driveways, exits or entrances or streets).
4. Do not re-enter the school until an "all-clear" indication is given.

IDENTIFICATION (ID) CARDS

Student Identification (ID) Cards are required at the Argosy University, Southern California Campuses and must be carried at all times. Students may be asked to show a valid ID card while on campus. Students enrolled at Argosy University, Southern California are issued ID cards that are used for various purposes during your studies, including:

- Gaining access to the school and school facilities
- Checking out materials from the library/learning resource center
- Participating in certain student activities and events
- Presenting to some retailers, theaters, and restaurants that offer special discounts to those who present a student ID card. Students who withdraw from the school are required to return their ID card to the registrar. It is the student's responsibility to replace any lost ID cards through Student Services for a $10.00 fee.

VISITORS ON CAMPUS

Argosy University, Southern California welcomes visitors to its campuses as long as the visitors' purposes are consistent with the educational mission and climate, and their presence does not compromise their own safety and the safety of others. Visitors are not permitted in the classrooms or labs at any time. All visitors are expected to check in with the receptionist.

CHILDREN ON CAMPUS

From time to time, children accompany parents to our campuses. If you are conducting a short visit when you are not attending class, you may bring your children as long as you are supervising them at all times. Please be mindful, however, that children are not permitted in the Argosy University, Southern California classrooms and are not permitted to use the library or computer resources.

SMOKING POLICY

Argosy University, Southern California provides a smoke free environment. Smoking is not permitted anywhere inside the buildings nor is it permitted near any of the buildings entrances. Smoking is permitted outside the buildings in designated areas only.

ANIMALS ON CAMPUS

Argosy University, Southern California prohibits any animals on campus property, with the exception of service dogs.

PERSONAL PROPERTY

Argosy University, Southern California is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should also review their personal property/homeowner's policy to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss. Students should never leave purses, backpacks, or wallets, unattended, and should be sure to keep their valuable personal property with them at all times.

APPROPRIATE ATTIRE

Students are expected to dress in a manner appropriate for their chosen profession while attending Argosy University, Southern California. When in doubt, students should refer to their academic department program chair for guidelines for professional dress for their programs of study. If student attire is deemed to be inappropriate by any faculty or staff member, the student will be asked to leave campus until the attire has been changed.

POSTERS, FLYERS, AND BANNERS

Posters, flyers, and banners must get approval prior to posting. Approval can be obtained by submitting your document for approval to the Student Services Department.

PORTABLE COMMUNICATION DEVICES

Headphones are not to be worn in labs or classrooms unless required by the instructor or for disability accommodation in compliance with the Americans with Disabilities Act. The use of portable communication devices (examples of devices, but not limited to are: iPods, cellular telephones, BlackBerrys, etc.) while in the classroom is strictly forbidden.

STUDENT MESSAGES

Argosy University, Southern California cannot serve as a "message service" for students. Only in cases of genuine emergency (e.g. medical or childcare situations) will a message be taken for a student.

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SECTION THREE
LIBRARY, COMPUTER LAB, AND TEXTBOOKS

THE LIBRARY

The Argosy University, Southern California libraries contain a collection of materials in areas that support your academic programs. In addition to the libraries' physical collection of books, journals, magazines, films, audios, and CD-ROMs are accessible at one or more of our four campuses.

We subscribe to a number of online databases for Argosy University, Southern California students and faculty. These include EBSCOHost databases for psychology, business, and education, as well as general journal article retrieval and ProQuest for journal article retrieval.

Library Circulation Periods and Fines Policy

Material Type	Circulation Period	Limitations (*exceptions subject to determination by the director of Library Services*)	Fines (*maximum fine in all cases is $100.00*)
General Book Collection	14 days		25 cents/day
Reserves	2 hours	In-library use only	
Magazines/ Journals	7 days	Latest issue does not circulate	25 cents/day
Videos	3 days		$1.00/day
CDs & cassettes	3 days		$1.00/day
Reference	Non-Circulating	In library use only	

COMPUTER LAB

The computer labs are normally open to all Argosy University, Southern California students on a first come first use basis. However, at times during the year, part or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted when this situation occurs.

TEXTBOOK AND COURSE MATERIALS PURCHASING

Textbooks, required readings, and suggested materials for the Argosy University, Southern California courses, as well as online course are available through the MBS Direct program of MBS Textbook Exchange. While students are free to purchase their books from other vendors, they should be aware that some course packs can only be purchased from MBS Direct, and that other vendors may not have immediate access to specific copies of titles or may not be able to ship the texts in timely manner. MBS Direct maintains a current list of Argosy University, Southern California courses and the books/materials for the courses at the MBS Direct website http://bookstore.mbsdirect.net/argosy.htm). Students can check there for textbook information if they do not already have a syllabus from which to order. Students can access MBS Direct in several ways:

Call MBS Direct at 800.325.3252 and give the school name: Argosy University campus course number, and section if necessary.

Mail the MBS Direct Order Form to 800.499.0143. The Order Form is available online at http://bookstore.mbsdirect.net/argosy.htm. Mail the Order Form to: MBS Direct, PO Box 597 Columbia MO 65205

Order over the Internet at http://bookstore.mbsdirect.net/argosy.htm Payment may be made by credit card (Visa, MasterCard, Discover, and American Express), check, or money order.

Delivery

Textbooks are delivered using UPS tracking. There are three methods of shipping available: Ground, 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.

Electronic Books

Some programs will utilize an electronic book(s). 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.

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SECTION FOUR
STUDENT SERVICES AND RESOURCES

REGISTRAR

Transcripts

Requests for transcripts are made to the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. For the full FERPA policy, please refer to the Academic Catalog. Telephone or email requests for transcripts cannot be processed. Requests submitted by fax are acceptable if they include the student's name, student identification number, address to be sent, and signature. The Office of the Registrar will release transcripts only when students have met all their financial obligations to the University.

Enrollment Verification Requests

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 the student identification number, as well as the location to which the letter should be sent.

Registration

Prior to the beginning of registration, Argosy University, Southern California will publish a *Registration Bulletin* containing the schedule of courses to be offered and instructions for registration. This bulletin will also announce the official times and dates for registration. Once the bulletin is posted, course schedules, instructors, days, and times are subject to change.

Registration procedures are outlined in the *Registration Bulletin*.

Add/Drop Registration

The Office of the Registrar strongly urges all students to complete their entire course schedule during the official registration period. Most courses are closed by the end of that period. However, students may add or drop a course anytime before the start of the term after they have completed the registration process, pending availability of course selections. Students will not be able to add a given class to their schedule if the course is closed, and students should not approach a faculty member for permission to join a closed class. If a course is open but has already met once, students must obtain the written approval of the academic advisor and/or program chair. Students will not be permitted to add a course after two class meetings or six hours of class time.

Students who want to drop a class after the first class meeting may do so by submitting a signed and dated Add/Drop Request Form to the Office of the Registrar. There is no fee charged for any student submitting a request to drop a course before the first day of the semester. All requests received on or after the first day of the semester will be charged a drop fee. Refunds from course withdrawals will be granted according to the refund policy. This does not include students dropping a course to take a temporary withdraw or to withdraw from the institution. Students withdrawing from the institution will receive refunds based on the institutional refund policy.

Students who wish to drop a course after the course term has begun must obtain the signature of their faculty advisor. Students dropping from a course before completing 10% of instructional time 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 file. Students who drop a course after completing between 10% and 67% of instructional time will receive a "W" on their transcripts. Students who have completed more than 67% of instructional time may not withdraw from a course.

Late Registration

In establishing the registration period for a semester, Argosy University, Southern California provides a registration week as well as an additional grace period in which previously undecided students may register or registered students may add or drop courses. Once this officially announced registration period is over, any new registration that Argosy University, Southern California chooses to accept will be considered a late registration and will be assessed the standard late registration fee.

Course Availability/Cancellation

While Argosy University, Southern California makes every effort to provide sufficient course sections for students, Argosy University, Southern California 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, Southern California.

Course Transfers/Waivers

A student who desires to submit a course for transfer of credit review should notify the Office of the Registrar and obtain the appropriate course transfer request form. This form should be completed and returned to the Office of the Registrar. Only requests made in writing are reviewed.

Name Change Procedures

Students who have a change of name should provide the Office of the Registrar with a written request for a change of name, including their student identification number and signature along with a copy of their new driver's license, marriage certificate or a court order as documentation. Names cannot be changed without the appropriate documentation.

Address Change Procedures

Students who have a change of address should provide the Office of the Registrar with a written request for a change of address, including their student identification number.

Release of Information

A "Release of Information" form should be used to request information or to release information relative to your student file. This includes student ledger histories, class schedules, receipts, grade reports, and letters of verification.

Any request for release of information pertaining to your student records must include your name, student identification number, address, telephone number, reason for release, party to whom the information is to be released, address or fax of party to whom the information is to be sent, and signature.

STUDENT AFFAIRS

Disabilities

Argosy University, Southern California provides accommodations to qualified students with disabilities. The Student Services Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Southern California. Argosy University, Southern California 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 Department. If you have a concern or complaint in this regard, please contact the Director of Student Services or Registrar. Complaints will be handled in accordance with the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment published in the *Argosy University Academic Catalog (*see Section Two, Institutional Policies).

Health Insurance

Optional health insurance is available to students. Please contact the Student Services Department for further information. Students should be aware that many practicum training and internship sites require health insurance coverage.

Liability Insurance

All students involved in practicum or internships must have liability insurance. Enrollment in the Argosy University, Southern California campuses' student liability insurance plan occurs with the practicum/internship registration process. This coverage is mandatory, even if the student is otherwise insured.

Student Evaluations/Surveys

Argosy University, Southern California administers surveys to assess student opinion on the academic and operational environment of Argosy University, Southern California. Individual survey responses are kept confidential. The Noel Levitz Adult Student Priorities Survey is administered annually by the Student Services Department. End of Course Surveys are administered in each class toward the end of the fall, spring, and summer semesters.

Graduation

Argosy University, Southern California conducts an annual graduation commencement ceremony. Students must meet graduation requirements and complete and submit a *Petition to Graduate* and submit graduation fee prior to their posted deadlines in order to participate in the commencement ceremony. Petitions should be submitted eight weeks prior to completion of degree requirements.

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SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Southern California provides the Campus Security Report to all of its employees and students as part of the Argosy University, Southern California 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 Campus President, Dr. James Cox at jcox@argosy.edu or 714.620.3721. The Argosy University, Southern California Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and are 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, Southern California or in facilities controlled by the Argosy University, Southern California are prohibited by college regulations and are incompatible with the Argosy University, Southern California 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, Southern California and the requirements of state and federal law Argosy University, Southern California 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, and death

Sanctions

Argosy University, Southern California Sanctions

Argosy University, Southern California in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, Southern California 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, Southern California 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 & State 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 (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, Southern California 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 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

If you observe any of these changes in yourself or another student, you are encouraged to talk with a counselor in the Student Services Department. 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 College Counselor can refer you to one that meets your needs.

Any student self-reporting a problem with alcohol or controlled substances to an Argosy University, Southern California staff or faculty member before a violation occurs will not be formally sanctioned by Argosy University, Southern California 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. Counselors can refer individuals to appropriate programs and services. A list of emergency and sliding-fee scale resources is available in the office of Student Services Departmen

Community Resources

Students may refer to the California Department of Alcohol and Drug Programs (ADP) website http://www.adp.ca.gov . Within the state of California, call 1.800.879.2772 for non-emergency assistance.

Additional resources include

- The Alcoholism and Drug Abuse Hotline (1.800.252.6465, 24 hour line)
- The Cocaine Hotline (1.800.262.2463, 24 hour line)
- The National Institute on Drug Abuse Hotline (1.800.662.4357, available 8:00am to 2:00 am Monday-Friday, and 11:00 am to 2:00 am on weekends)

ARGOSY UNIVERSITY.

APPENDIX I
FACULTY LISTINGS

ACADEMIC OFFICERS

Marilyn Al-Hassan, EdD
Argosy University
Vice President of Academic Affairs/Argosy University, Southern California
Assistant of Vice President of Academic Affairs/Argosy University, Inland Empire

James Brown, EdD
Wilmington College
Assistant Vice President of Academic Affairs/Argosy University, Los Angeles

Suzanne Forbes-Vierling, PhD
Alliant International University
Assistant Vice President of Academic Affairs/Argosy University, San Diego

COLLEGE OF BUSINESS

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APPENDIX II

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APPENDIX III

ACADEMIC AND HOLIDAY CALENDAR

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
	EOB as posted by Student Services/Registrar office hours
September 17, 2010	Course Drop Deadline for Fall 2010 Semester Session I— 15 week courses
	EOB as posted by Student Services/Registrar office hours

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
	EOB as posted by Student Services/Registrar office hours
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)

<p style="text-align:center;">**Spring 2011 Semester** January 10, 2011 – April 23, 2011</p>
<p style="text-align:center;">**Session I** January 10, 2011 – March 2, 2011</p>
<p style="text-align:center;">**Session II** March 3, 2011 – April 23, 2011</p>

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, 1010	Good Friday (Campus Closed)
April 23, 2011	Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

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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

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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
	EOB as posted by Student Services/Registrar office hours
May 21, 2011	Course Drop Deadline for Summer 2011 Semester Session I—15 week courses
	EOB as posted by Student Services/Registrar office hours
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
	EOB as posted by Student Services/Registrar office hours
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

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