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 #: _____

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SECTION ONE
INTRODUCTION

WELCOME

Welcome to Argosy University, Tampa

You have made an important decision for your career and your life in deciding to pursue your degree. We are pleased you chose Argosy University, Tampa as the place for your education and we will do everything we can to help you succeed. Our goal is to create an environment that fosters confidence, learning, and success in whatever your chosen field may be. Our faculty and staff are committed to assisting you. But you, our students, with your enthusiasm and dedication to learning, will ultimately determine your own success. I encourage you to take fullest advantage of the educational experience available to you. Embrace learning and growth in all its forms: classroom lectures, faculty mentoring, textbook and research readings, assignments, peer interaction, and practical experiences.

As you navigate your time with us, I also encourage you to become engaged with the Argosy University, Tampa life. Get involved in study groups, in volunteer activity, and student service organizations. Make yourself aware of the policies and procedures of the campus and our programs. The purpose of this handbook is to present and describe some of the governing principles of Argosy University, Tampa. You will find basic administrative processes and regulations as well as an outline of the responsibilities of a student at Argosy University, Tampa. Use this handbook as one of the resources to guide you through your educational journey. If you have questions, ask someone. Not every person will know every answer, but we will be able to help you find the answers.

In all of our programs, Argosy University, Tampa focuses on the human side of success. We are excited that you have chosen to pursue your academic success with us. Best wishes in reaching your academic and career goals at Argosy University, Tampa.

Sincerely,

Patricia Meredith
Campus President

ABOUT THIS HANDBOOK

The *Argosy University, Tampa 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, Tampa Student Handbook* incorporates by reference portions of the *Argosy University 2010-2011 Academic Catalog.*

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Tampa 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, Tampa 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.

ACADEMIC CALENDAR

The academic year at Argosy University, Tampa consists of three semesters: Fall, Spring, and Summer. See Appendix III for specific dates.

SECTION TWO
CAMPUS INFORMATION

FACILITIES

Location

Argosy University, Tampa occupies a 32,000 square foot, four-floor free-standing building which is a newly renovated historic cigar factory within old Ybor City at 1403 N Howard Avenue, Tampa, FL 33607. This location is conveniently located next to Interstate 275. The facility has been specifically designed for undergraduate and graduate-level instruction.

Offices

Offices include all campus administrators, program directors, clinical psychology training department administrators and assistants, all faculty, Admissions, and Student Services. Normal business hours are 8:30 am to 6:00 pm, Monday through Thursday, and 8:00 am to 5:00 pm on Friday.

Classrooms

Classrooms accommodate between 8 and 24 students. Classes meet during daytime and evening hours, Monday through Friday. In many programs, classes also meet on weekends during daytime hours.

Security

The campus is locked after normal business hours with the main door locked after 8:00 pm. Argosy University, Tampa reserves the right to inspect all bags that are brought onto the campus.

CAMPUS ORGANIZATION

The campus is organized into the following departments: Administration, Academic Affairs, Admissions, Student Services, and Student Finance. The entire staff takes pride in the service it provides its students and believes that this is one of the factors that distinguishes Argosy University, Tampa. Staff make themselves available at scheduled times to provide direction and guidance, and while not every student request can be granted, each such request is given a prompt and concise reply.

EMERGENCY PROCEDURES/CLOSINGS

Fire

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, and available fire extinguishers on campus. In case of fire, immediately activate the fire alarm and call the emergency operator (911). Give the operator the precise location of the fire and s/he will alert the fire department.

Emergency Evacuation

When the fire alarm sounds, or under direction from the building security, the campus should be evacuated. Please exit using the closest stairway. Elevators should not be used.

Police

To summon the police, call 911 and the operator will alert the police department.

Theft

If a theft has taken place, please report it immediately to campus personnel who will notify the proper authorities.

Medical Emergency

Information is posted throughout the campus concerning hospitals, walk-in clinics, and medical offices. During normal office hours, the administration should be notified of any medical emergency. During evening and weekend classes, the course instructors are responsible for providing emergency assistance or referral and notifying the appropriate administrative staff. If it is determined that the situation requires immediate medical attention, the nearest individual should dial 911 for an ambulance. Attempt to obtain information relating to the incident and keep the individual as comfortable and calm as possible until medical personnel arrive or the situation is otherwise resolved. If the medical problem does not appear to constitute an emergency, the employee should only provide medical assistance to the extent that they are trained to do so. If the individual requires only minor assistance, first aid can be administered using the first aid kits.

INCIDENT REPORTS

A complete report of every incident, no matter how minor, should be made to the Director of Student Services within 24 hours. The following information will be required: time and place of incident, details of incident, names and addresses of people involved/injured, names and addresses of witnesses. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

SCHOOL CLOSINGS/CANCELED CLASSES

In the event of threatening weather, Argosy University, Tampa will generally follow the lead of the Hillsborough County Government in determining closures or late arrivals. Hillsborough County usually announces all closings by 6:00 am on all major radio and television stations. If the campus is closed for any reason, there will be a message on our voice-mail to that effect. In addition, we will make every reasonable effort to personally notify students of unanticipated closings via our student email system. If the campus is closed due to weather or other emergency, students will be responsible for all assigned work and classes will be rescheduled. Occasionally, faculty may need to cancel classes. Faculty members will be responsible for rescheduling these canceled classes.

PARKING

Argosy University, Tampa requires all students to have and display a parking pass decal in order to park in the designated Argosy University, Tampa parking areas. The purpose of the parking pass is to ensure that no unauthorized vehicles are parked in our parking areas. Students park at their own risk and liability. Argosy University, Tampa is not responsible for loss of property, theft, or damage to any vehicles. The decal should be displayed on your vehicle at all times when parked in the designated parking areas. If your vehicle does not have a parking decal displayed, you will be issued a warning. On the second offense your vehicle will be towed at your expense. There is a $25.00 charge per semester for the parking pass. This fee will be billed directly to your account when you register for the semester. You will be required to complete an application for the parking pass, which is available at the reception desk. It is your responsibility to update your parking information when you have a vehicle or information change.

CHILDREN ON CAMPUS

From time to time, children accompany parents to our campus. 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, Tampa classrooms and are not permitted to use the library or computer resources.

PETS

With the exception of guide dogs for the visually impaired or other disabled persons, pets or other animals are not permitted on campus property.

SMOKING POLICY

Argosy University, Tampa complies with the Florida Clean Indoor Air Act/Smoking Bill that prohibits smoking or the use of tobacco products inside any campus building.

CELL PHONE USAGE

To respect faculty and fellow students, the use of cell phones in the classroom is deemed unacceptable. Certainly we understand that you may have commitments, both personal and professional, that mandate that you keep your cell phone turned on. However, if possible, please turn off the ringer and use the vibration mode instead. The same policy applies to pagers. If you do need to accept or return a call during class, please excuse yourself and take the call outside the classroom. Please know that some faculty may consider your leaving the classroom the same as a late arrival, which can impact the instructor's evaluation of your attendance and participation.

ARGOSY
UNIVERSITY.

SECTION THREE

LIBRARY, COMPUTER LABS AND TEXTBOOKS

LIBRARY

The Library supports learning and encourages intellectual curiosity among students and faculty. The Library staff works in cooperation with faculty to help students develop the ability to find, evaluate, and use information in order to become lifelong learners. To fulfill this mission, the library develops and maintains a quality collection of books, periodicals, audio-visual materials, and online databases. The library provides access to remote resources through Internet access and cooperative agreements with other area libraries. Students must present a student ID to check out materials.

Please familiarize yourself with the Library's late/lost/damage policy, cell phone usage policy, and food and drink policy, all available in the Library or at http://www.argosy.edu/tampa/student_library.asp

COPIER

There is a copier for student use located in the Library. Students will be charged a fee for copies.

IDENTIFICATIONS CARDS

A photo ID card is issued to each student. Uses of the card include the following:

• Checking out Library materials
• Checking out training equipment and lab usage
• Participating in certain student activities and social events

ID cards should not be loaned to anyone for any reason; the card is the personal responsibility of the student whose name appears on it. The cost for a replacement card is $10.00. Replacement cards can be obtained in the Library. For further information regarding the Library, please refer to the *Argosy University, Tampa Library Student Handbook*.

INFORMATION TECHNOLOGY: NETWORK USE, COMPUTER SOFTWARE AND INTERNET STATEMENT POLICY

Argosy University, Tampa requires all persons using the University's technology and networks to abide by the Proper Use of Information Technology and Network Policy. Technology and networks covered under this policy include, but are not limited to, the following:

• Electronic mail (e-mail)
• Local databases
• Games
• CD-ROMs
• Photographs
• Digitized information
• Any records media
• Externally-accessed databases

PROPER USE OF INFORMATION TECHNOLOGY AND NETWORK POLICY

All students and temporary users are responsible for safeguarding the integrity of all resources used in completing their class projects. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses, laws, and contractual agreements with the highest of ethical standards.

- Users must respect others' privacy, including text (electronic mail and file transfer) and images (graphics and video).
- No cell phones may be used by faculty or students in the computer labs as a courtesy to others using the labs. Cell phones must be turned off prior to entering the labs.
- No eating (including chewing gum) or drinking is permitted in the computer labs. Open containers are not allowed on carpeted areas or outside the lab entrance.
- Open labs are designed for completion of University work only. Use of University computer labs for playing games and completion of freelance work is prohibited.
- No student peripherals or software may be used or installed in University computer labs without expressed written consent from the Technology Support Supervisor.
- During open lab times, leave the computers with specific uses open for student access. These include computers with dedicated scanners or video equipment.
- The safest place for your work is a removable media disk such as a CD, DVD, or portable drive. Each computer's hard disk and network drives should be used as a workspace, not storage space. You are responsible for backing up your data.

The Argosy University, Tampa network is for school-related use only. Using the network for illegal file sharing, music sharing, and otherwise illegal downloading of any copyrighted material is not allowed. Violation of this policy will result in disciplinary action and/or legal action.

Students are responsible for the appropriate use of equipment, network, and World Wide Web access provided to them. In order to promote understanding of what is considered unacceptable conduct, to encourage consistent action, and to assist those who, through lack of understanding or experience, could experience difficulties in defining "appropriate use," the following guidelines are included here:

- It is inappropriate to violate software license agreements by making unauthorized copies of computer software or loading unauthorized copies of software onto the University's computers.
- It is inappropriate to send e-mail messages that include profanity, vulgarity, or discriminatory or derogatory language or remarks.
- It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious, or controversial nature.
- It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
- It is inappropriate to use facilities for freelance work.
- It is inappropriate to use facilities for illegal activities.
- It is inappropriate to use Web access to visit sites that are pornographic, vulgar, obscene, or that are otherwise of questionable moral value.

The preceding list is not meant to be exhaustive, but is only a representative sample of the types of inappropriate conduct to be avoided. In order to ensure proper use of equipment and networks, Argosy University, Tampa reserves the right to monitor or audit the use of all of the University's technical resources, including electronic communications. All Internet access through the Argosy University, Tampa network will be monitored.

Argosy University, Tampa reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. No individuals other than Argosy University, Tampa faculty, staff, and students will be permitted access to technical resources without the express written consent of the Technology Support Supervisor.

RESPONSIBILITY

It is the responsibility of Argosy University, Tampa Technology Support Supervisor and system administrators to assure that the technical resources are available when needed. Every effort will be made to minimize the time in which systems are unavailable; however, there will be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur.

Audits will be conducted from time-to-time to ensure compliance with the above policies. Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion from Argosy University, Tampa.

Argosy University, Tampa treats all violations of this policy seriously. The University will pursue disciplinary, criminal, or civil prosecution of violators when appropriate. This policy is available in its entirety in the office of the Technology Support Supervisor.

EQUIPMENT

Argosy University, Tampa provides a checkout system of video, audio, and computer equipment from the Library for the purpose of completing University projects. The Library hours vary from semester to semester, and the hours of operation are posted outside the room.

EQUIPMENT CHECK-OUT POLICY

- Normal equipment checkout times are four hours in length.
- Students may request a one-time, 24-hour checkout on most items at the time of checkout. In most cases this request will be granted.
- Students may NOT renew equipment over the phone.
- A student's account must be in good standing to checkout equipment. Good standing includes no late fines, or a history of missing or damaged items.
- Students who return equipment late will be fined at the rate of $1 per item per hour. This fine must be paid to the Accounting Office to keep your account in good standing.
- Any presentation equipment must be returned the same business day and must not leave the campus without the expressed written consent of the Technology Support Supervisor. Presentation equipment is defined as projectors, laptops, and computers on wheels.
- There are no overnight or 24-hour checkouts during the last week of the semester.
- Damaged or lost items will be replaced at the cost of the student and charged to that student's account.

TEXTBOOKS AND COURSE MATERIALS

Textbooks and certain other required course materials are available through the MBS Direct program of MBS Textbook Exchange. MBS Direct maintains a current list of Argosy University courses and the required books/materials for the courses. Students can access MBS Direct in several ways:

- Call MBS Direct at 1.800.325.3252 and give the school name, course name, and course number.
- Fax the MBS Direct Order Form to 1.800.325.5152.
- Mail the Order Form to MBS Direct, PO Box 597, Columbia, MO 65205

    [Express orders to MBS Direct, 2711 West Ash, Columbia, MO 65203].
- Order over the Internet at http://www.mbsdirect.net.

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

MBS operators are available to take your call as follows:

Monday – Thursday   8:00 am – 10:00 pm (EST/EDT)

Friday   8:00 am – 7:00 pm (EST/EDT)

Saturday   9:00 am – 1:00 pm (EST/EDT)

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

USED BOOKS

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

DELIVERY

Textbooks are delivered using UPS tracking. There are three methods of shipping available: Ground (3–5 days), Second Day Air, and Next Day Air. The charges for the delivery are based on current UPS rates based on weight of the package and where the package is being shipped.

TEXTBOOK BUYBACK

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

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

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 www.argosy.edu.
- Click on *Student Link.*
- Click on *Enter Secure Area.* 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 email account.

- *From the Main Page, click on Student Email, Click here to sign on.*
- *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 Setting on the upper right hand side of the inbox.*

*To access your email without logging in to the Student Portal, go to https://webmail.stu.argosy.edu. *To login you will need to enter your full email address, ex: jdoe@loc.stu.argosy.edu and the same password you created to login to the Student Portal.*

ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

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

STUDENT ADVISEMENT
Faculty Advisor

Upon admission to a program, each new student is assigned a faculty advisor who will assist the student in course selection and general academic matters.

Changing Faculty Advisors

If a student wishes to change advisors, he or she should discuss this with the current advisor and the prospective advisor. If all parties agree to the change, the student must complete and return to Student Services a Change of Advisor form. This form requires the signatures of the student, the current advisor, and the new advisor.

Student Services Advisement

The Office of Student Services is responsible for providing advisement to students on general administrative issues. In addition, staff members in that department are responsible for directing students to other departments for assistance.

ENROLLMENT REQUIREMENTS

Enrollment status requirements as they relate to the following:

- An international student on a nonimmigrant student visa must be enrolled full-time every semester unless permission for a temporary withdrawal, a vacation benefit, or a reduced course load is obtained from the University's Designated School Official (DSO) Associate Registrar and International Student Advisor Susan Beecroft.
- International students on a nonimmigrant student visa must obtain advance permission from the University's Designated School Official (DSO) Susan Beecroft, Associate Registrar and International Student Advisor to pursue online, distance education, or other blended-delivery format courses.
- VA students must meet the enrollment requirements of the VA.
- Students receiving financial aid must be enrolled at least half-time every term except summer.
- Students wishing to receive summer aid must be enrolled during the summer semester.
- Students seeking deferment on previous student loans must be enrolled at least half-time. Some lenders may require full-time status to defer loans.

REGISTRATION

Students can register for courses at the Argosy University, Tampa Web site. It is recommended that all students meet with their Academic Advisor prior to registering for classes.

Registration

Prior to the beginning of any term, a *Registration Bulletin* containing the courses to be offered, the forms for registration, and other important information will be published. This document will also announce the official times and dates for registration. Registration procedures and tuition payment policies are outlined in the *Registration Bulletin*.

Priority of Registration (PsyD in Clinical Psychology degree program)

A course registration priority system based upon the student's cumulative number of credit hours earned has been established to ensure that registration proceeds fairly and efficiently. Students may only register on or after the date indicated for them on the priority schedule. Students who submit their registration materials late forfeit their priority.

Add/Drop Policies

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration period. Many courses are closed by the end of that period. However, if students elect to add a course after the official registration period, they may do so by completing the Add/Drop Request form. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings. Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request form to the Student Services Department. There is no fee

charged for any student submitting a request to drop a course(s) before the first day of the term. All requests received on or after the first day of the term will be charged a drop fee. This does not include students dropping a course to take a Temporary Withdrawal or to withdraw from the institution. Students may not drop a course after 67% of the course has been completed.

LATE REGISTRATION

Argosy University, Tampa reserves the right to charge students a late registration fee, according to the prevailing tuition and fee schedule, when they fail to register by the registration deadline.

COURSE AVAILABILITY/CANCELLATION

While Argosy University, Tampa makes every effort to provide sufficient course sections for students, it 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.

PROCEDURES FOR PROCESSING A TEMPORARY WITHDRAWAL

Any student requesting a Temporary Withdrawal is required to complete a Temporary Withdrawal Request form, obtain their Faculty Advisor's signature, and submit the completed form to the Student Services Department. The Student Services Department will review the request and refer the request to the Program Chair for final decision. If the request is approved by the Program Chair, the Student Services Department will complete the Temporary Withdrawal form and distribute it to the appropriate offices. If a Temporary Withdrawal is denied by the Program Chair, the Student Services Department will make a notation of the denial and the reason for the denial on the Request form, place it in the student's file, and notify the student.

Temporary Withdrawal periods do not count against the student's time limit for completing a degree program or against requirements for satisfactory progress and continuous enrollment. Students who cease to attend classes without following procedures for requesting a Temporary Withdrawal, or who do not receive approval for their Temporary Withdrawal, will be considered withdrawn. Students who do not return from their approved Temporary Withdrawal by the specified date will also be considered withdrawn. Students will be withdrawn from all course work in progress at the time the leave is granted and provided a refund in accordance with Argosy University, Tampa's refund policy.

WITHDRAWAL

Any student who chooses to discontinue studies at Argosy University, Tampa must submit a letter to the Student Services Department indicating the intention to withdraw from the program. The Student Services Department will ensure that the student is current with any financial obligations to the University.

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department. Argosy University provides a Transcript Request form which requires the student to provide:

- Name
- Student ID number
- Date of birth
- Address to which transcript will be mailed

The Family Educational Rights and Privacy Act of 1974 (FERPA) 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 Argosy University Academic Catalog.

Telephone requests for transcripts cannot be processed. Requests submitted by fax should include the student's name, ID number, and date of birth, address where transcript is to be sent, and signature. The Student Services Department will release transcripts only when students have met all their financial obligations to Argosy University, Tampa.

NAME CHANGES

Students who have a name change should provide the Student Services Office with a written request for a name change, including their social security number and signature, along with a copy of their marriage certificate or a court order as documentation. Names cannot be changed without the appropriate documentation.

ADDRESS CHANGES

Please notify the Student Services Department of any address changes as soon as possible.

SCHOLARSHIPS

Argosy University, Tampa is pleased of offer several scholarship awards. These awards have been developed to recognize and provide financial assistance to eligible students pursuing their education at Argosy University, Tampa. Scholarship awards range from $250 to $5000 for the academic year. Applying for the Argosy Scholarship is easy. Applications are accepted until the beginning of the fall term, however since funds are limited, you are encouraged to apply early. Applications are available in the Student Financial Services Department.

Scholarship Criteria:

- Students must have applied for admission at an Argosy University campus.
- Students must be degree seeking.
- Students must be enrolled at least half-time although preference may be given to full-time students.
- Scholarships may be applied to tuition only.
- Students must have completed a Free Application for Federal Student Aid (FAFSA) to determine financial need. (International students are exempt from this requirement).
- Scholarship applications can only be submitted for one award to a single Argosy University campus. (Applications to multiple campuses will be rejected).
- Scholarships are awarded for one, two, or three semesters at the discretion of the campus.
- Students who defer their admission to another semester will need to reapply for the scholarship.

HEALTH SERVICES

A list of local doctors and hospitals is available from the director of Student Services. All students are urged to carry a primary private insurance policy that covers comprehensive health care. Argosy University, Tampa makes available to students through a third party provider, a student accident and sickness insurance plan. See the Student Services Office for more information. International students who do not possess health insurance upon applying to Argosy University, Tampa must purchase and provide proof of coverage of health insurance upon commencement of studies.

DISABILITY SERVICES

Argosy University, Tampa 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, Tampa. Argosy University, Tampa is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of University services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the director of Student Services. If you have a concern or complaint in this regard, please contact the Director of Student Services at 813.463.7139. Complaints will be handled in accordance with Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment published in the *Academic Catalog* (see Section Two, Institutional Policies).

STUDENT ASSOCIATIONS

The primary purpose of the campus student associations is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. The associations are responsible for organizing social gatherings and events promoting honor societies, assisting with orientation, and selecting student representation for committees. Students interesting in participating in associations should contact the Director of Student Services for the names of the association officers and faculty advisors.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Tampa provides the Campus Security Report to all of its employees and students as part of the Argosy University, Tampa 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, Patricia Meredith, at pmeredith@argosy.edu or 813.463.7194.

The Argosy University, Tampa 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 the campus of Argosy University, Tampa or in facilities controlled by the Argosy University, Tampa are prohibited by college regulations and are incompatible with the Argosy University, Tampa 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 pleasur-able, 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, Tampa and the requirements of state and federal law. Argosy University, Tampa 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 ten to twelve 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 serf-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

SANCTIONS

ARGOSY UNIVERSITY, TAMPA SANCTIONS

Argosy University, Tampa in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, Tampa 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, Tampa standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

STATE AND FEDERAL SANCTIONS

Sanctions information may be obtained from state police or local law enforcement agencies. Additional sanctions exist under Florida law for drug and alcohol-related offenses, including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, revocation of your driver's license, and denial or revocation of professional licenses.

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

- First conviction: up to one (1) year in prison, fine of $1,000 to $100,000, or both.
- Second conviction: at least fifteen (15) days and up to two (2) years imprisonment, $5,000 to $250,000 fine, or both.
- After two (2) drug convictions: at least ninety (90) days and up to three (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 five (5) years and up to twenty (20) years, fine of up to $250,000, or both, for a first conviction if the amount of crack exceeds five (5) grams, for a second conviction if amount exceeds three (3) grams, and for a third or subsequent conviction if the amount exceeds one (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 dean of Student Affairs, 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 but not limited to Pell Grants and Florida Student Assistance Grants (FSAG). However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University, Tampa need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

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.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

APPENDIX I
FACULTY LISTINGS

FACULTY

The members of the teaching faculty are carefully chosen educators and practitioners with the proven ability to provide students with meaningful and stimulating learning experience. All members of the faculty possess a mastery of the theoretical framework that surrounds their disciplines and a practical, hands-on grasp of the implications of that theory in the modern world. They are able to communicate clearly with today's working professional. The primary goal of the faculty is to help students achieve greater self-direction and to engage students in the vital process of mutual inquiry. Argosy University, Tampa is proud of the capabilities and quality of its faculty members, all of whom possess a combination of solid academic preparation and relevant professional experience.

Kathie A. Bates, PhD

University of South Carolina

Interim Co-Chair—Clinical Psychology Programs

Director of Training

Associate Professor

Debra Brosius, PsyD

Argosy University, Washington DC

Assistant Professor—Clinical Psychology Programs

Renee Brott, PsyD

Florida School of Professional Psychology, Argosy University, Tampa

Assistant Professor—Clinical Psychology Programs

Crystal Collier, PsyD

Wright State University

Assistant Professor—Clinical Psychology Programs

Lisa Costas, PhD

University of North Texas

Associate Professor—Clinical Psychology Programs

Carl S. Davis, PhD

Syracuse University

Professor—Clinical Psychology Programs

Eric Davis, PhD

University of Florida

Assistant Professor—Mental Health Counseling, Counselor Education & Supervision, School Counseling, and Marriage & Family Therapy Programs

Melissa DeGeso, PsyD

Argosy University

Program Chair, Undergraduate Studies

Manual Duran, EdD

Nova Southeastern University

Assistant Professor—Education

Andrew Ghillyer, PhD

University of Surrey, UK

Interim Program Chair—Business and Industrial Organizational Psychology

Mary Giacchino, EdD

Nova Southeastern University

Assistant Professor—Education

Judith Horvath, PhD

Nova Southeastern University

Professor—Business

Chris Hull, PhD

Regent University

Assistant Professor—Mental Health Counseling, Counselor Education & Supervision, School Counseling, and Marriage & Family Therapy Programs

Nancy Hyland, EdD

National Louis University

Program Chair—Education

Nicholas Keuler, MEd

University of Georgia

Professor of Practice—Undergraduate Studies

Jeanine Kranzow, PhD

Indiana University

Assistant Professor—Education

Jeanne Peterson, PsyD

Florida Institute of Technology

Associate Professor—Clinical Psychology Programs

Steven P. O'Brien, PsyD

Nova Southeastern University

Assistant Professor—Clinical Psychology Programs

Judith Quick, PsyD

Nova Southeastern University

Interim Co-Chair—Clinical Psychology Programs

Associate Professor

Courtney Ramous, PsyD

Florida School of Professional Psychology, Argosy University, Tampa

Director of Practicum Training—Clinical Psychology Programs

Assistant Professor

Lee Teufel, PhD

University of South Florida

Assistant Professor & Director of Training—Mental Health Counseling, Counselor Education & Supervision, School Counseling, and Marriage & Family Therapy Programs

Caroline Wilde, PhD

Florida State University

Program Chair— Mental Health Counseling, Counselor Education & Supervision, School Counseling, and Marriage & Family Therapy Programs

ARGOSY
UNIVERSITY.

APPENDIX II
CAMPUS DIRECTORY

Argosy University, Tampa
1403 N. Howard Avenue
Tampa, FL 33607
Local: 813.463.7140
Toll Free: 800.850.6488
Fax: 813.874.1989

ADMINISTRATION

Sarah Wells 463.7153
Business & Finance Manager

Dr. Tomi Wahlstrom 463.7187
Interim Vice President of Academic Affairs

Gail Neidinger 463.7134
Director of Admissions

Patricia Meredith 463.7194
Campus President

Iris Crawford 463.7139
Director of Student Services

Kristy Von Hess 463.7138
Executive Assistant

ACADEMIC AFFAIRS

Dr. Kathie Bates 463.7152
Interim Co-Chair, Associate Professor and Director of Training, Clinical Psychology

Dr. Debra Brosius 463.7154
Assistant Professor, Clinical Psychology

Dr. Renee Brott 463.7315
Assistant Professor, Clinical Psychology

Joshua Brown 463.7171
Director of Library Services

Dr. Crystal Collier 463.7158
Assistant Professor, Clinical Psychology

Dr. Lisa Costas 463.7160
Associate Professor, Clinical Psychology

Dr. Carl Davis 463.7161
Professor, Clinical Psychology

Dr. Eric Davis 463.7149
*Assistant Professor, Mental Health Counseling,
Counselor Education & Supervision, School Counseling, and
Marriage & Family Therapy*

Dr. Melissa DeGeso 463.7162

Program Chair, Undergraduate Studies

Dr. Manual Duran 463.7136

Assistant Professor, Education

Dr. Andrew Ghillyer 463.7165

Interim Program Chair, Business and Industrial Organizational Psychology

Dr. Mary Giacchino 463.7184

Assistant Professor, Education

Dr. Judith Horvath 463.7178

Professor. Business

Dr. Chris Hull 463.7167

Assistant Professor. Mental Health Counseling,
Counselor Education & Supervision, School Counseling, and
Marriage & Family Therapy s

Dr. Nancy Hyland 463.7168

Program Chair, Education

Dr. Nicholas Keuler 463.7166

Professor of Practice, Undergraduate Studies

Dr. Jeannine Kranzow 463.7172

Assistant Professor, Education

Dr. Jeanne Peterson 463.7180

Associate Professor, Clinical Psychology

Dr. Steve O'Brien 463.7177

Assistant Professor, Clinical Psychology

Dr. Judith Quick 463.7181

Interim Co-Chair, Associate Professor, Clinical Psychology

Dr. Courtney Ramous 463.7182

Assistant Professor and Director of Practicum Training, Clinical Psychology

Kelly Simeoli 463.7314

Administrative Assistant for Clinical/Counselor Education Training Departments

Dr. Lee Teufel 463.7188

Assistant Professor and Director of Training, Mental Health Counseling,
Counselor Education & Supervision, School Counseling, and
Marriage & Family Therapy

Dr. Caroline Wilde 463.7185

Program Chair, Mental Health Counseling,
Counselor Education & Supervision, School Counseling, and
Marriage & Family Therapy

ADMISSIONS

Lisa Beebe 463.7127
Assistant Director of Admissions

Morgan Cheek 463.7126
Assistant Director of Admissions

Zoy Dell 463.7121
Director of Community Outreach Services

Hope Donnelly 463.7135
Assistant Director of Admissions

Heather Haight 463.7132
Admissions Coordinator

Kenny Kaplan 463.7124
Assistant Director of Admissions

Michelle Loose 463.7131
Assistant Director of Admissions

Amy Lee Ming 463.7125
Assistant Director of Admissions

Gail Neidinger 463.7134
Director of Admissions

Diane Robinson 463.7120
Receptionist

Laura Rodriguez 463.7192
Assistant Director of Admissons

Christine Saettone 463.7128
Admissions Coordinator

Lauren Sallet 463.7183
Assistant Director of Admissions

Mark Timpson 463.7130
Assistant Director of Admissions

Jennifer Trout 463.7313
Assistant Director of Admissions

STUDENT SERVICES

Iris Crawford 463.7139

Director of Student Services

Keri Becker 463.7122

Student Affairs Coordinator

Susan Beecroft 463.7123

Associate Registrar/Graduation Information

India Miracle 463.7175

Assistant Registrar

STUDENT FINANCE

Sarah Wells 463.7153

Business & Finance Manager

Angela Green 463.7129

Student Financial Services Officer

Cristina Peguero 463.7189

Director of Student Financial Services

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)

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, 1010	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 *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

All Argosy University, Tampa calendar dates are subject to change.

CALENDAR YEARS

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