



**Student Handbook for Online Programs
2006-2007 Academic Year**

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION.....	3
WELCOME	3
HISTORY OF ARGOSY UNIVERSITY	3
ARGOSY UNIVERSITY STATEMENT OF MISSION	4
POLICIES SUBJECT TO CHANGE	4
SECTION 2 – STUDENT SERVICES	5
ACADEMIC ADVISORS	5
MENTOR PROFESSORS	5
STUDENT SUPPORT CENTER	5
24-HOUR CLASSROOM TECHNICAL SUPPORT.....	5
THE CAMPUS COMMON.....	5
CAREER SERVICES.....	5
ONLINE STUDENT PARTICIPATION POLICY	6
DOCTORAL RESIDENCY PROGRAMS	7
INTELLECTUAL HONESTY	8
COMMUNICATION POLICY.....	8
TURNITIN.COM RESOURCE FOR FACULTY AND STUDENTS.....	9
COURSE REGISTRATION.....	9
CONTINUOUS ENROLLMENT POLICY – MAINTAINING ACTIVE STATUS	9
PRIORITY OF REGISTRATION	10
ADD/DROP REGISTRATION	10
ACADEMIC YEAR SCHEDULE 2006-2007	10
COURSE ADD/DROP DEADLINES	12
DEADLINES FOR DROPPING WITH A “W” GRADE.....	12
LATE REGISTRATION	12
COURSE AVAILABILITY/CANCELLATION	12
TRANSCRIPTS.....	12
LIBRARY SERVICES	12
TEXTBOOK AND COURSE MATERIAL PURCHASING.....	13
PETITION TO GRADUATE AND COMMENCEMENT	13
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	13
ARGOSY UNIVERSITY / CHICAGO JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT.....	17
SECTION 3 – ADMINISTRATION	21
ARGOSY UNIVERSITY BIOGRAPHIES	21
TUITION AND FEES SCHEDULE	22
STUDENT ID INFORMATION	22
CONTACT SUMMARY	23

SECTION 1 - INTRODUCTION

WELCOME

Welcome to Argosy University! We have compiled the Argosy University Student Handbook (“Handbook”) specifically for those students enrolled in the online programs, offered through the Argosy University / Chicago campus. The Handbook should serve as a valuable resource throughout your program. The Handbook includes an overview of those policies and procedures at Argosy University that will assist you throughout your matriculation. Observance of these procedures by students, faculty, and staff facilitates a successful working partnership that enables students to focus on the demands of their academic program. Please use the Handbook as a supplement to the Argosy University catalog and as a constant guide. The Handbook incorporates by reference the Argosy University 2006-2007 Academic Catalog (“Academic Catalog”). Regulations and procedures found in the Academic Catalog are considered to be a part of this Handbook. As a result, please ensure that you reference and review your Academic Catalog and the Handbook completely.

Our very best wishes to you as you pursue your education and career goals. Sincerely,

Eric Evenson, Psy.D.
Interim Campus President
Argosy University/Chicago

HISTORY OF ARGOSY UNIVERSITY

Argosy University was formed in September, 2001 by the merging of three separate academic institutions — the American Schools of Professional Psychology, the University of Sarasota, and the Medical Institute of Minnesota — and, as a result, it offers professional programs at the undergraduate, graduate, and postgraduate levels in behavioral sciences, business, education, and allied healthcare. Argosy University’s programs in psychology, the behavioral sciences, and health sciences emphasize a practical approach built on a background in theory. The programs were formed following a movement begun in the early 1970s that called for a professional degree in clinical psychology emphasizing practical training and application of theory and research rather than the research-oriented approach of the traditional PhD degree. This effort ultimately led to the creation of the Doctor of Psychology (PsyD) degree. Argosy University / Chicago, originally known as the Illinois School of Professional Psychology/Chicago, began granting the PsyD degree in 1979 and received candidacy status with the North Central Association of Colleges and Schools (NCA) in that same year. Accreditation was received in 1981. Because of demand, additional campuses were opened and new programs were added to complement and expand upon the PsyD in Clinical Psychology Program.

Argosy University’s programs in business and education also provide students with a solid practical and theoretical foundation. These programs, which for more than 30 years were offered at the University of Sarasota (formerly Laurence University), had a specific focus of providing educational opportunities at the graduate level to working adults without requiring them to compromise their professional or personal lives. This was accomplished through a unique delivery format involving a mix of distance learning and brief, intensive on-campus study periods. In 1976, the state of Florida granted licensure to the University to offer the Doctor of Education (EdD). In 1990, the University was accredited by the Southern Association of Colleges and Schools (SACS) to offer master’s and doctoral degrees, which was eventually expanded to include bachelor’s completion programs. The institution also found strong demand for its programs and delivery methods, adding new campuses and new programs, widening the opportunities for working professionals interested in pursuing postsecondary education. Argosy University’s programs in allied healthcare were established in 1961, beginning with a certificate-level medical laboratory

ARGOSY UNIVERSITY | ONLINE PROGRAMS

technician program. The Medical Institute of Minnesota, originally known as Park Medical Institute, was founded to provide skilled allied healthcare personnel to hospitals and clinics. In 1963, the school officially became the Medical Institute of Minnesota. In 1970, the Medical Institute of Minnesota was authorized by the state of Minnesota to grant an Associate of Science terminal degree. In 1971, the Medical Institute of Minnesota entered into a collaborative agreement with the University of Minnesota, General College, which agreed to grant associate's degrees to students who had earned a certificate from the Medical Institute of Minnesota and had satisfied the degree requirements of the General College. New programs were added, and the Medical Institute of Minnesota began offering eight programs in the allied health fields, including veterinary technology, dental hygiene, and medical laboratory technology. In 1980, the school applied for and was granted initial institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). With the merger in 2001, the school became the Argosy University / Twin Cities campus and houses the University's College of Health Sciences. All allied health programs are at the associate's degree level, granted either as the Associate of Applied Science (AAS) or the Associate of Science (AS) degree.

ARGOSY UNIVERSITY STATEMENT OF MISSION

Argosy University is a private institution of higher education dedicated to providing high quality professional educational programs at doctoral, master's, bachelor's, and associate degree levels, as well as continuing education to individuals who seek to advance their professional and personal lives. The University emphasizes programs in the behavioral sciences, business, education, and the health care professions. A limited number of pre-professional programs and general education offerings are provided to permit students to prepare for entry into these professional fields. The programs of Argosy University are designed to instill the knowledge, skills, and ethical values of professional practice and to foster values of social responsibility in a supportive, learner-centered environment of mutual respect and professional excellence.

POLICIES SUBJECT TO CHANGE

Argosy University reserves the rights to change the policies contained within the Handbook from time to time. Notice is not required for a new policy to take effect, however Argosy University will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by university administration.

SECTION 2 – STUDENT SERVICES

ACADEMIC ADVISORS

Each student enrolled in the online programs will be assigned an academic advisor. The academic advisor is responsible for helping students successfully navigate and complete their educational program. Advisors facilitate program orientation, class scheduling, and tutoring; they also resolve student issues with faculty, courses, or policies. They work with qualified students with disabilities to implement approved accommodations and, together with mentor professors, monitor academic performance. Advisors assist students in their journey toward self-directed learning, and simply stated, they act as full-time student advocates.

MENTOR PROFESSORS

A key element in the academic success of a student is the relationship that he/she strikes with the faculty. This relationship often makes the difference for a student when faced with the inevitable highs and lows of higher education. Knowing this, Argosy University will assign a mentor professor to all students that enroll in online programs. The mentor professor will assist in dissertation planning and career planning, help clarify institutional policies and procedures, monitor academic performance, and will generally provide the support and guidance that students need to feel connected to the Argosy University online community.

STUDENT SUPPORT CENTER

The Argosy University Student Support Center for online programs offers a single point of contact for students to answer questions. The Student Support Center is available by phone at 1-866-4ARGOSY (1-866-427-4679), Monday through Friday from 8:00AM ET to 8:00PM ET and Saturday from 8:00AM ET to 12:00PM ET. Our Student Support Center is also available at studentsupport@argosyu.edu.

24-HOUR CLASSROOM TECHNICAL SUPPORT

Argosy University offers a 24x7 Classroom Technical Help Desk if you have any technical questions about your courses. As a student you will be able to reach the Classroom Technical Help Desk by phone anytime at 1-888-720-6654.

THE CAMPUS COMMON

The Campus Common is headquarters for the online student community beyond the classroom. Students may access the latest Argosy University news and events, academic and technical support, student chapters of professional organizations, career services, professional resources, industry-focused online seminars, online bookstore, online classes and the library. The Campus Common also hosts a series of discussion boards for students to use to connect with their colleagues. Students access The Campus Common at <http://www.thecampuscommon.com/auo/>.

CAREER SERVICES

The Office of Career Services helps students and alumni to make practical career choices and connect with prospective employers and alumni. Career Services assists students with all aspects of your career needs; any student or alumni may seek employment information through the office. Career Services offers the following services, delivered over the Web and via phone:

ARGOSY UNIVERSITY | ONLINE PROGRAMS

- Career Counseling: Students may request individual assistance with career planning and exploration; our office will help students develop short and long-term career goals and a tactical plan for achieving those objectives.
- Job Search Advising: Career counselors are available to assist students in their job search process including where to look for jobs and how to prepare job search correspondence.
- Web Resources: A variety of online resources are available to help students research job opportunities, write a resume or curriculum vitae, explore volunteer opportunities, and prepare for the job search process.
- Online Job Listing Database: Our online job database, MonsterTrak, is updated daily and available to all students and alumni. This job database includes volunteer, part-time, full-time and post-doctoral opportunities.
- Resume, Curriculum Vitae, and Cover Letter Assistance: Students may submit their resume, curriculum vitae, or cover letters to Career Services for feedback and advice.
- Workshops and Programs: Argosy University hosts a variety of career-related workshops and programs throughout the school year, to be delivered virtually over the Web to students in the Online Programs.
- Interview Coaching: Career counselors are available to provide strategies for effective interviewing.
- Salary Negotiation and Managing Job Offers: Career Services offers specific strategies for negotiating salary and benefits effectively, one of the most essential, overlooked aspects of the job search process.
- Informational Interviewing and Networking: Informational interviewing is an effective way to gather valuable job search information and advice while building your professional network. Through the Argosy University Alumni Career Network, students may seek out informational interviews with Argosy alumni in their chosen career path.

Students may contact our National Director for Career Services as follows:

Amy Herrick
Director of Student Services
Argosy University / Chicago
350 N. Orleans, Suite 1336
Chicago, IL 60654
aherrick@argosyu.edu

ONLINE STUDENT PARTICIPATION POLICY

Successful learning online requires you to actively participate in each course. Participation in Argosy University online programs is measured by recording the posting date on which you make a substantive posting in the course. Students in bachelor's and master's level programs are required to have substantive participation, at a minimum of 3 days per week. Doctoral students are required to have substantive participation, at a minimum of 2 days per week, as defined below.

What are substantive postings? Substantive postings include:

- Responding to discussion questions as well as discourse between students related to subject matter within the course. This may include posting notes and responding to the notes of others' answers within discussion area. A response may be a question about another's work, agreement with or challenge to the point of view expressed (supported by a reference to the text or lecture), or critique of someone's work.
- Contributing to the discussion based upon course content, theory, or personal experiences, not simply personal opinions

Substantive postings do not include:

- Posting completed assignments

ARGOSY UNIVERSITY | ONLINE PROGRAMS

- Asking the faculty member or classmates a question about an assignment
- Posting a simple “I agree” comment
- Sending emails to the faculty member or classmates

You are required to read all of the notes posted in the discussion area from the faculty member and classmates. The quantity and quality of your participation in the discussion area will be graded. The participation point value is defined within each assignment; and/or as assigned by your faculty member.

Everyone’s comments are important. The diversity of the experience among members of your class will enhance learning. All students will be treated equitably within the classroom. Discussion and all communications are required to be respectful. Inappropriate language will not be tolerated, and your faculty member determines what is inappropriate. Students not treating the faculty member and/or classmates with respect are subject to discipline or dismissal from the course and/or program. All activities will follow standards set forth in the Argosy University Catalog and the Student Handbook for Online Students

Participation in the discussion area must be completed by 5:00 a.m. Eastern Standard Time (EST). A one-day period is defined as that period of 24 hours from 5:01 a.m. EST to 5:00 a.m. EST the following day

You are not required to participate on any specific day; however, all assignments must be posted by the due dates. You may post assignments prior to the due date during the week the assignment is due. Note: during the first week of class, you are asked to login within the first 48 hours as confirmation you intend to participate in your course.

What should you do if you are unable to participate? If you are unable to participate due to prolonged serious illness or personal emergency, you are expected to contact your faculty member as soon as possible. If you are unable to participate due to technical problems, you are expected to notify the appropriate technical support personnel and then, notify your faculty member. You should also contact your academic advisor or your on-campus contact person (whomever is appropriate for your program) within 48 hours to discuss your situation. Failure to notify your faculty member will be considered a missed deadline. All assigned work must be completed regardless of the reason for nonparticipation.

DOCTORAL RESIDENCY PROGRAMS

Residency I (Required – 3 Semester Credit Hours): The first residency program is four days in duration, is three semester credit hours (in conjunction with an online course), and must be completed within the first 15 semester credit hours of the doctoral program. The first residency program is required. It focuses on topics pertinent to beginning doctoral students, including: success for learning online, conducting research, critical thinking skills, an overview of Argosy University policies, procedures, and support systems, an overview of the comprehensive examination process and guide, an understanding of Argosy University library databases and resources, and successful navigation of the online course management system. Students do not pay an incremental fee for the residency; although they are responsible for paying for the three semester credit hours associated with their course registration, room, travel, and lodging.

Residency II (Required – 3 Semester Credit Hours): The second residency program is three days in duration and coincides with registration for the first three semester credit hours of the dissertation. The second residency program is required, follows the successful completion of the comprehensive examinations, and earns each student three semester credit hours in conjunction with the first block of dissertation credit. This program focuses on the successful completion of the dissertation, including: the

ARGOSY UNIVERSITY | ONLINE PROGRAMS

completion of the plan of studies, more in depth library research, dissertation formatting and style, mind maps, committee meetings, and an overview of the Institution Research Board and Dissertation Guides. Students will also have an opportunity to observe dissertation defenses and hear presentations from advanced doctoral students. Students do not pay an incremental fee for the residency; they pay for the three semester credit hours associated with block one of their dissertation credit, their room, travel, and lodging.

Residency III (Optional): The third residency program (one day in duration) is the dissertation defense itself and is not required. Students have the opportunity to make their dissertation defense in person during the Residency I-II. For those students unable to make their defense in person, they will make their defense via teleconference.

Residency IV (Pinnacle Seminar – Optional – 3 Semester Credit Hours): The fourth residency program is entitled the Pinnacle Seminar and is delivered as a three semester credit hour, blended delivery course. The Pinnacle Seminar is not required. Each student attends a 7.5-week online course that culminates with an in-person weekend of workshops led by a distinguished national leader in a topic related to their doctoral studies. In addition to working with the visiting professor, students interact with professors and peers in course activities. Students do not pay an incremental fee for the residency; they pay for the three semester credit hours associated to the course registration, their room, travel, and lodging.

INTELLECTUAL HONESTY

Argosy University holds as a core value, that the respect for ideas and intellectual property rights is a critical value in academic communities. All members of the university community share responsibility in ensuring that the authentic expression of those ideas is observed. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

The expression of authentic ideas is observed when

- a) a person credits or documents the use of the unique ideas or words of another (in speech or in writing);
- b) a person refuses to submit or assist someone else in submitting work prepared by another.

You may not submit work that is plagiarized (representing the work of another as one's own) or otherwise violate the copyright laws of the United States of America. Cheating is also a violation of this policy. Cheating is defined as taking unfair advantages for the purposes of completing assignments, assessments, or related activities.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

COMMUNICATION POLICY

In using the Internet and other communications technologies to interact with other students, faculty and administrators, you will respect the privacy of others, respect the integrity of these systems, and respect other users' data. Respect for the intellectual work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas.

ARGOSY UNIVERSITY | ONLINE PROGRAMS

As a member of a community of learners that is interacting using a variety of mediums and communication modes, you have certain responsibilities to your colleagues. You may not intentionally obstruct, disrupt, or interfere with the interactions that occur on the website through computer “hacking” or any other action. You may not harass, stalk, threaten, abuse, insult, or humiliate any student, professor, or administrator using the computer system or any other communications utilized by Argosy University. This includes, but is not limited to demeaning written or oral comments of an ethnic, sexist, or racist nature, and unwanted advances or intimidations.

TURNITIN.COM RESOURCE FOR FACULTY AND STUDENTS

Turnitin.com is a Web-based comprehensive plagiarism detection and prevention system used by Argosy University faculty and students. Each paper submitted for evaluation is searched and compared to billions of current and archived pages from millions of papers previously submitted to Turnitin, and commercial databases of journal articles and periodicals. Turnitin.com is completely Web-based and requires no installation or maintenance of additional software. It works by using data-mining to compose, index and store a large database of electronic academic materials. Papers are submitted electronically by copying and pasting a digital copy (e.g., a Word document or an html document) in a Turnitin.com text box. Turnitin.com then produces a detailed report that identifies matches or near-matches in strings of text between the submitted paper and source materials it stores in its database. Facilitators will provide additional information on the proper use of Turnitin.com.

COURSE REGISTRATION

Academic advisors will schedule all new students for their first semester classes. For all semesters thereafter, students will be responsible for registering themselves online through their student portal at <https://portal.argosyu.edu/secure/Student/loginstu.aspx>; advisors will train all new students on the online self-registration process during the first semester. If a student has issues with online course self-registration, he/she may contact the Student Support Center at 1-866-4ARGOSY (1-866-427-4679) or his/her academic advisor. Students should contact their academic advisor for guidance throughout their program when selecting their courses to ensure successful progress to graduation. The Registrar will open registration approximately two months before the beginning of an upcoming semester. Students must register for their classes during the open registration period if they have met all requirements.

CONTINUOUS ENROLLMENT POLICY – MAINTAINING ACTIVE STATUS

We understand that our students need a flexible solution when seeking their degree; it’s why many students choose to come to Argosy University. However, we also know that our students – particularly those that are also working – need to enroll continuously throughout the year in order to have the best possible chance of completing their program.

Therefore, we have instituted a continuous enrollment policy for our online programs that we believe to be in the student’s best interest; all of our students must continuously enroll in their program from the time of matriculation through graduation, including the Summer term. Students must register for at least one course in each 7.5-week session to be continuously enrolled. If a student fails to attend a session, they will be administratively withdrawn from school by the Registrar. Students may receive a W for their course(s) in the first session of a semester and remain enrolled for the second session of a semester – see Add/Drop Registration below. All withdrawn students wishing to continue their enrollment with Argosy University online programs must go through a re-entry student process. We appreciate the need to offer a flexible program that balances the needs of students

ARGOSY UNIVERSITY | ONLINE PROGRAMS

faced with increasing demands on their time, but we also intend to give our students the best possible opportunity to successfully conclude their programs and attain their degree.

PRIORITY OF REGISTRATION

The Argosy University / Chicago online programs registrar will work hard to attempt to accommodate as many of our students' course preferences as possible. However, since classes are limited in size, and class seats are filled on a first-come-first serve basis, Argosy University gives registration priority to those students based upon the number of earned credits to date. Students with high priority status will be allowed to self-register online a few days earlier than those that do not have as many earned credits to date. In general, students should remember to register as early as possible for the upcoming semester.

ADD/DROP REGISTRATION

Once a student registers for an upcoming semester through online self-registration, he/she may add a class during the registration period to that semester by contacting his/her academic advisor. Normally, students should direct all schedule change requests to their academic advisor. A student will not be allowed to add a class if the course is full.

After registration, a student may drop a class by contacting his/her academic advisor. A student who drops a course prior to the first day of the session will have the course removed from his/her transcript. Dropping a course may impact a student's financial aid, so a student who drops a class should contact their financial aid officer to fully understand all of the implications of dropping a course.

A 7-day add/drop period following the start date will accompany each session. A student who drops a course within the first seven days of the session start date will receive a 100% refund. Students who wish to drop a class after the add/drop period and prior to the completion of 67% of the session will be issued a W (withdrawal) for the course. Students who receive a W – those that drop a course after the seventh day of the session start date – do not receive a refund (0%). Students may not drop courses after the completion of 67% of the session.

The Registrar will withdraw all students from school who withdraw from all of their courses in a given session, per the Continuous Enrollment Policy above. Students may receive a W for their course(s) in the first session of a semester and remain enrolled for the second session of a semester. Any student who fails to attend a class during the first seven days of the session will be withdrawn from school, and could be issued a W for their classes.

ACADEMIC YEAR SCHEDULE 2007-2008

Spring 2007: January 8 – April 21

- Session I: 01/08 – 02/28
- Session II: 03/01 – 04/21

Summer 2007: May 7-August 18

- Session I: 05/07 – 06/27
- Session II: 06/28 – 08/18

Fall 2007: September 4-December 15

- Session I: 9/4-10/24

ARGOSY UNIVERSITY | ONLINE PROGRAMS

- Session II: 10/25-12/15

Winter 2008: January 7-April 20

- Session I: 1/7-2/27
- Session II: 2/28-4/20

Summer 2008: May 5-August 16

- Session I: 5/5-6/25
- Session II: 6/26-8/16

ARGOSY UNIVERSITY | ONLINE PROGRAMS

COURSE ADD/DROP DEADLINES

Spring 2007

- Session I: 01/15
- Session II: 03/08

Summer 2007

- Session I: 05/14
- Session II: 07/05

DEADLINES FOR DROPPING WITH A “W” GRADE

Spring 2007

- Session I: 02/12
- Session II: 04/05

Summer 2007

- Session I: 06/11
- Session II: 08/02

LATE REGISTRATION

Late registration will be allowed by exception only, if courses are not full, and with the permission of the Registrar’s office.

COURSE AVAILABILITY/CANCELLATION

While we make every effort to provide sufficient course sections for students, Argosy University Online Programs reserves the right to cancel any course in which there is insufficient enrollment. Students enrolled in cancelled 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.

TRANSCRIPTS

Requests for transcripts should be made to Student Support Center. Students will be required to complete and sign a transcript request form. Family Education Rights and Privacy Act of 1974 requires that a former or currently-enrolled student sign and submit all transcript requests in writing. Argosy University is unable to process telephone requests for transcripts. The Registrar’s office will only release transcripts when students have met all their financial obligations to the university. Transcripts take 5 to 12 working days to process.

LIBRARY SERVICES

ARGOSY UNIVERSITY | ONLINE PROGRAMS

Students in the Argosy University online programs leverage the existing Argosy University / Chicago library, its online resources, and one of its librarians. Students access the library online through The Campus Common, or they may call our Argosy University online programs librarian below. Students have access to the following library services:

- Hard copy texts and journals
- Access to the core full-text databases offered at Argosy University / Chicago, including EBSCO, the Library and Information Resources Network (LIRN), OCLC First Search (WorldCat), LexisNexis Academic, UMI Digital Dissertations, and Jones E-Global Library.
- Inter-library loan
- Library card reimbursement
- Research librarian support; please call:

Fay Kallista
Librarian
Argosy University / Chicago Library
350 North Orleans Street, Chicago, IL 60654
Ph: 312-777-7651
fkallista@argosyu.edu

TEXTBOOK AND COURSE MATERIAL PURCHASING

The course syllabus is the official source of textbook and course packet information for campus courses. Argosy University has partnered with MBS Direct to provide textbook and course packet support to its students. Through the MBS online bookstore, students have access to over 900,000 titles; students may purchase textbooks and elated course materials, track previous orders, sell old textbooks and much more. Students will access the MBS online bookstore through The Campus Common or at <http://direct.mbsbooks.com/auonline.htm>.

PETITION TO GRADUATE AND COMMENCEMENT

Students must meet graduation requirements and complete a Petition to Graduate form prior to the posted deadlines. Please contact your academic advisor for additional information on completing your graduation form.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to [insert title(s) of appropriate school official(s)]. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to

ARGOSY UNIVERSITY | ONLINE PROGRAMS

which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

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

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

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

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.

ARGOSY UNIVERSITY | ONLINE PROGRAMS

10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (*see* Section IV below).

III. Record of Requests for Disclosure

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

IV. Directory Information

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

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

Notice of these categories and of the right of an individual in attendance at Argosy University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Argosy University Online Programs, 1400

ARGOSY UNIVERSITY | ONLINE PROGRAMS

Penn Avenue, Pittsburgh, PA, 15222. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

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

1. A student must ask the Office of the Registrar, Argosy University Online Programs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Argosy University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Argosy University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Argosy University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Argosy University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Argosy University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Argosy University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Argosy University will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

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

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

ARGOSY UNIVERSITY | ONLINE PROGRAMS

ARGOSY UNIVERSITY / CHICAGO JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

REPORTING CRIMES AND EMERGENCIES

A safe university is everyone's responsibility. Each student, faculty, and staff member should follow security policies and procedures to ensure the safest possible environment. It is the policy of the institution that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should report criminal actions to the Director of Student Services, either in person or by telephoning 312-201-0200. An incident report will be filed for each report received. The Department of Student Services retains incident reports for a minimum of three years. The Department of Student Services will publish an incident report summary once per year. The report will be placed in the mailboxes of students and employees.

The reporting of crimes is on a voluntary, confidential basis, but students are encouraged to report any incidences to the Director of Student Services. **ALL REPORTING WILL BE STRICTLY CONFIDENTIAL.** All incidences are reported and documented on the Incident Report and reports are kept in a secure location in the Student Services Department. The annual crime report is prepared by gathering campus crime statistics from the Incident Reports on file in the Student Services Department, data from the Chicago Police Department and other relevant information, by the Director of Student Services. However, names of victims and witnesses are never revealed in the annual crime report.

In the case of fire or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the Director of Student Services should be notified.

SECURITY AND ACCESS

Argosy University/Chicago Campus is located in an office complex. Building security is provided by the management of the building. Building security is located at the front entrance and can be reached at 312-726-0711. Access to the building is restricted to normal business and class hours; doors are locked during other hours. Access to the 1st, 2nd and 3rd floors is restricted to students, employees, and those conducting business with the Argosy University/ Chicago. Visitors are subject to university policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors. All students must show an Argosy University/Chicago ID card and/or drivers license and sign in if requested, to gain access to university rooms after hours.

CAMPUS LAW ENFORCEMENT

The campus does not employ campus security. Law enforcement is provided by the Chicago Police Department and building security. Building security does not have the authority to arrest, but do have the authority to evict unauthorized persons from the building.

Students and employees are strongly urged to report promptly and accurately, crimes or incidents to the Director of Student Services and the Chicago Police Department. The Chicago Police Department will be informed of criminal actions that are reported to the Director of Student Services.

The Director of Student Services will be responsible for contacting the Chicago Police Department to determine if any criminal offenses have occurred on campus without having been reported to the Office of Student Services. Information obtained

ARGOSY UNIVERSITY | ONLINE PROGRAMS

regarding criminal offenses on campus will be included in the crime statistic summary. Students and employees will also be notified of criminal offenses on campus via the incident report summary. They will also be notified of any criminal offenses that pose a continuous threat to the community. If necessary, a special notification will be distributed to students and employees.

CAMPUS SECURITY PROCEDURES AND PRACTICES PROGRAMS

The Director of Student Services will discuss campus security procedures and practices with students during orientation. During this discussion, special emphasis will be placed encouraging students and employees to be responsible for their own security and the security of others.

The campus security procedures will be distributed to students and employees via student mailboxes once per academic year. They will also be posted in the student lounge. In conjunction with the Student Government Association, Argosy University/Chicago will offer a program annually on safety and crime prevention & how to avoid becoming a victim of sexual assault.

MONITORING AND RECORDING OFF CAMPUS CRIMINAL ACTIVITY

Argosy University/Chicago Campus does not recognize any student organizations with off-campus locations.

POLICY ON THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy is provided to Argosy University/Chicago employees and students annually.

The following are Argosy University/Chicago Campus policies for use of alcoholic beverages during university-sponsored functions:

1. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
2. Signs reciting the above municipal and state law will be posted in the student lounge.
3. Wine and beer are the only alcoholic beverage that may be served. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
4. Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
5. The university does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on university premises or at any university-sponsored function is prohibited. For events, the university or the student government must provide alcoholic beverages.
6. The Director of Student Services must approve and oversee any event serving alcohol on the campus.

ARGOSY UNIVERSITY | ONLINE PROGRAMS

7. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by the Argosy University/Chicago campus. The institution enforces all state and federal laws concerning illegal drugs.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The Director of Student Services will discuss drug and alcohol use policies and abuse prevention with students during orientation. The Drug and Alcohol Abuse Prevention Report will be distributed to students and employees via mailboxes once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

For students, the Department of Student Services, will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Campus President, in conjunction with the Department of Human Resources, will provide referrals to specific programs of counseling, treatment, or rehabilitation.

SEXUAL ASSAULT AND SEXUAL OFFENSES PROCEDURES AND PREVENTION

The Director of Student Services may discuss sexual assault awareness, policies, and the prevention of acquaintance rape, and other forcible and nonforcible sex offenses, with students during orientation. Information on sexual assault prevention will be distributed to students and employees via mailboxes once per academic year.

PROCEDURES AND THE OPTION TO NOTIFY LAW ENFORCEMENT

If an alleged sex offense has occurred, students and employees should contact the Director of Student Services immediately. If the Director of Student Services is not available, the campus president, the Vice President of Academic Affairs, or a faculty member should be contacted. Campus personnel receiving a report of a sex offense will file an incident report on behalf of the witness or victim. Upon request, campus personnel receiving a report of a sex offense will assist the victim in notifying the Chicago Police Department.

Campus personnel receiving a report of a sex offense will notify the victim or witness of the need to preserve evidence in the case of alleged sex offense. Victims are advised to seek medical treatment, which may include an evaluation for pregnancy or venereal disease. A medical examination is the only way to establish the extent of a victim's injuries and it may provide valuable evidence should the victim decide to pursue legal action against the perpetrator.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 states that the campus community must be advised where it can obtain information concerning registered sex offenders. This information can be obtained from the Chicago Police Department, through an Information Request Officer in the Research and Development Division. The address is 3510 S. Michigan Ave., Chicago, Illinois, 60653. The direct phone number is (312) 745-6071.

COUNSELING AND STUDENT SERVICES

The following is a list of off-campus counseling and mental health agencies available to assist a victim of sex offenses:

ARGOSY UNIVERSITY | ONLINE PROGRAMS

- Cornell Intervention, 312/663-0817
- Women’s Treatment Center, 312/850-0050
- YWCA Rape Crisis Hotline, 312/372-4105

The Student Services Department will assist a victim of a sex offense in locating and contacting a suitable agency for counseling.

ACADEMIC AND LIVING SITUATION

A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the Director of Student Services. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course adds will be accommodated. Requests for a leave of absence will also be accommodated. As Argosy University/Chicago does not offer housing, it cannot change a student’s living situation.

CAMPUS SECURITY REPORT AND CRIME STATISTICS

CRIME STATISTICS FOR CRIMINAL OFFENSE OCCURRENCES REPORT TO LOCAL POLICE OR CAMPUS OFFICIALS; CRIME STATISTICS FOR ARRESTS ON CAMPUS

Argosy University/Chicago does not have any non-campus buildings or property.

Number of Occurrences Reported to Local Police or Campus Officials						
Criminal Offense	2002		2003		2004	
	On Campus	Public Property*	On Campus	Public Property*	On Campus	Public Property*
Murder	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate/Prejudice Crimes	0	0	0	0	0	0

Number of Arrests/Referrals for Campus Disciplinary Action						
Criminal Offense	2002		2003		2004	
	On Campus	Public Property*	On Campus	Public Property*	On Campus	Public Property*
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

* Public Property is defined as the sidewalk fronting the building and the building’s public lobby

SECTION 3 – ADMINISTRATION

ARGOSY UNIVERSITY BIOGRAPHIES

Dr. Gregory O'Brien, PhD, *Boston University*, is President of Argosy University. He received a PhD and Master's degree in social psychology from Boston University. Before joining Argosy University, Dr. O'Brien served as Chancellor of the University of New Orleans, where he also taught psychology and public affairs. Previous positions include Provost and Vice President of Academic Affairs at the University of South Florida, Provost of the University of Michigan-Flint and Dean of the School of Social Welfare at the University of Wisconsin - Milwaukee. Dr. O'Brien has extensively published on the following topics: higher education, administration, for-profit education, organizational social psychology, interorganizational relations, mental health and human services, international business and management, and information and research utilization.

C. Ronald Kimberling, PhD, *University of Southern California*, President of Argosy University/Chicago, holds a PhD in English from the University of Southern California, as well as three master's degrees and five honorary doctorates. Dr. Kimberling is the author of numerous books and articles on education, public policy and the humanities. He previously served as system-wide vice president/chief operating officer for Colorado Technical University. Earlier in his career, he served as President or Chancellor of several colleges and universities including Briarcliffe College, Sanford-Brown College and Florida Metropolitan University. Before entering university administration, Kimberling spent most of the 1980s with the U.S. Department of Education where in 1986, President Ronald Reagan appointed him as the youngest person ever to hold the nation's highest federal higher education office – U.S. Assistant Secretary for Postsecondary Education. Dr. Kimberling began his career teaching English, journalism and popular culture at California State University Northridge, The University of Southern California and Bowling Green State University. His career also includes service on a number of governing boards, commissions and volunteer organizations including the U.S. – Japan Friendship Commission, the federal Intergovernmental Advisory Board on Education, the Long Island Software and Technology Network and the Long Island Regional Advisory Council on Higher Education.

Darcy B. Tannehill, MEd, *Duquesne University*, Vice President for Online, Blended and Distance Learning received a M.S. in education and her undergraduate degree in psychology and sociology from Duquesne University. Prior to joining Argosy University, she was an academic dean at Robert Morris University in Pittsburgh, PA. She holds a certification in online teaching and learning from California State University and has completed graduate coursework in school psychology at the University of Pittsburgh where she is currently at the dissertation level in the Ed.D. program in administrative and policy studies with a specialty in higher education management. She has presented at a number of conferences on topics including: creating schools and services for non-traditional students, online education, prior learning assessment, enrollment management, and student services.

Michael J. Falotico, PsyD, LCPC, *Adler School of Professional Psychology*, is the Chair of Undergraduate Studies (undergraduate psychology and business) at Argosy University/Chicago. Prior joining Argosy University/Chicago, Dr. Falotico worked extensively with forensic populations both in the Illinois Department of Corrections (IDOC) and Illinois Department of Human Services (IDHS). He has also trained and worked within a business consulting group and multiple parenting education programs. In addition to higher education, his interests are in interviewing techniques, therapy with forensic populations, business psychology and parenting practices.

ARGOSY UNIVERSITY | ONLINE PROGRAMS

Barbara Kelly, PsyD, *Forest Institute of Professional Psychology*, is the Department Chair of the Masters and Doctoral programs in Counseling at Argosy University/Chicago. Prior to joining the faculty at Argosy University, Dr. Kelly was Clinical Assistant Professor of Psychiatry at the University of Chicago, where she also served as Clinical Director of the *Evelyn Hooker Center for Gay and Lesbian Mental Health*. Dr. Kelly has also served on the staff of several psychiatric hospitals in the Chicago area, including serving as Director of Adolescent Programs at Mercy Hospital in Chicago. Her undergraduate degree is in music (education) from the University of Michigan. She is a Benedictine oblate, an Episcopal layperson, and a licensed clinical psychologist. Dr. Kelly maintains a private practice of psychotherapy in Chicago.

Paul Busceni, Ed.D., *Roosevelt University*, serves as the Program Chair for the College of Education and Human Development at Argosy University/Chicago. He began his teaching and administrative career in the parochial system of Chicago before moving into the public school system. In addition, he has acted in the capacity of school administrator in north suburban public elementary school districts. He possesses an undergraduate degree from Northern Illinois University, and a graduate degree and doctoral degree from Roosevelt University in Educational Leadership and Organizational Change. His research interests are centered upon fundamental questions regarding quality education, how quality education is defined, who defines it, and how is it implemented, reviewed, and revised.

TUITION AND FEES SCHEDULE

The following Schedule of Tuition and Fees are effective as of July 1, 2006. The University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice. Select program offerings may be scheduled for availability at a future date. All tuition and fees are listed in U.S. dollars.

Tuition (per semester credit hour)

DBA, EdD	750.00 per semester credit hour
MBA, MAEd	525.00 per semester credit hour
BA Psychology (Degree Completion)	425.00 per semester credit hour

Fees

Application Fee	50.00
Returned Check Fee	35.00
Graduation Fee*	150.00

*A Graduation Fee is assessed to all students upon completion of their program and prior to the receipt of their diploma.

STUDENT ID INFORMATION

Students may request a student ID by contacting the Student Support Center.

ARGOSY UNIVERSITY | ONLINE PROGRAMS

CONTACT SUMMARY

Main Phone Number:	1-866-4ARGOSY (1-866-427-4679)
Transcript Request Form Fax Number	1-412-774-2432
Application for Admission Fax Number	1-412-774-2390
Application for Admission Email	auoeps@argosyu.edu
Financial Aid Application Fax Number	1-412-774-2390
Financial Aid Application Email	auoeps@argosyu.edu
Enrollment Agreement Fax Number	1-412-774-2390
Application Instruction Page Fax Number	1-412-774-2390
Application Instruction Page Email	auoeps@argosyu.edu
Student Support Center Email	studentsupport@argosyu.edu
Registrar Office Email	auoreg@argosyu.edu
Registrar Office Fax	1-412-995-4320
The Campus Common	http://www.thecampuscommon.com/auo/
Student Portal	https://portal.argosyu.edu/secure/Student/loginstu.aspx
24-Hour Classroom Technical Support	1-888-720-6654
Library – Fay Kallista	1-312-777-7651; fkallista@argosyu.edu