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## OUR MISSION

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

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

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

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

In case of emergency, please notify:

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

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# SECTION ONE

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## INTRODUCTION

### **ABOUT THIS HANDBOOK**

Your *Argosy University, Salt Lake City Student Handbook* is a valuable resource as you progress through your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. This handbook can serve as a guide for campus specific information. The *Argosy University, Salt Lake City Student Handbook* incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog.

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

It is a pleasure to welcome you to the educational community of Argosy University, Salt Lake City. We are pleased that you have selected Argosy University, Salt Lake City for pursuit of your educational goals and hope you will enjoy the challenge and expectations that lie before you as you achieve the “Human Side of Success!”

The Argosy University, Salt Lake City Handbook includes campus policies and procedures to assist you in navigating the academic and administrative issues and obligations necessary for you to pursue your educational goals. To further assist you, Argosy University, Salt Lake City employs an outstanding faculty to deliver quality curriculum which will offer you the skills, knowledge, and capabilities necessary for professional careers in education, business and behavioral sciences.

At Argosy University, Salt Lake City we believe in people and the relationships we build together. We are passionate about the importance of education and believe that we must continually improve ourselves through professional development as we continue to improve and add value to the communities in which we live. I look forward to your achievements at Argosy University, Salt Lake City and want you to be proud of your accomplishments here. I believe that as we strive for perfection together, “Excellence will be our Standard.” Our very best wishes to you as you pursue your education and career goals.

Julie Johnson, MBA

Campus President

Argosy University, Salt Lake City

### **RIGHT TO CHANGE REQUIREMENTS**

Argosy University, Salt Lake City 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, Salt Lake City will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the University administration. Students are responsible for making themselves aware of any changes.

# SECTION TWO

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## CAMPUS INFORMATION

### CAMPUS FACILITIES

Argosy University, Salt Lake City is located at 121 Election Rd., Suite 300, Draper, Utah.

Main Phone Number: 801.601.5000

Toll Free: 888.639.4756

Fax: 801.601.4990

### Classrooms

Most classrooms are equipped with white boards, computers, projectors, dvd players and wi-fi access. Please contact the receptionist if you experience any difficulties when trying to operate any of the classroom equipment.

### Student Breakroom/Vending

A breakroom, which includes vending machines, filtered water, coffee pot, refrigerators and a microwave, is located on the 3rd floor in the classroom area.

### CAMPUS ORGANIZATION

The campus is organized into the following administrative departments: Admissions, Student Services, Student Finance, Academic Program Departments, Contact information is in the sections on Building Administration Contact Information and Academic Services/Advising.

### BUILDING & OFFICE HOURS

The main offices of Argosy University, Salt Lake City are open from 8:30 am to 6:00 pm Monday's and 8:30 am to 7:00 pm Tuesday through Friday.

Student Services 9:00 am – 5:00 pm Monday's and 9:00 am to 6 pm Tuesday through Friday or by appointment.

Student Finance: 9:00 am – 5:00 pm Monday's and 9:00 am to 6 pm Tuesday through Friday or by appointment.

Resource Access Center (RAC): 8:00 am to 10:00pm Monday through Saturday

### Administration Contact Information

**Campus President** 801.601.4915  
Julie Johnson

**Director of Admissions** 801.601.4951  
Todd Harrison

**Director of Student Services** 801.601.4917  
Wendy Winder

**Program Chair, Marriage & Family Therapy** 801.601.4970  
Dr. Elizabeth Fawcett

**Program Chair, Counselor Education** 801.601.4971  
Dr. Penny Dahlen

**Program Chair, Education** 801.601.4916  
Dr. Vana Nespor

**Program Chair, Undergraduate Studies** 801.601.4907  
Darin Eckton

**Vice President of Academic Affairs** 801.601.4916  
Dr. Vana Nespor

## ACADEMIC SERVICES/ADVISING

Upon admission to a program, each new student is assigned an academic advisor who will guide the student in the selection of courses and general academic matters. Student advising is an important part of the academic programs at Argosy University, Salt Lake City. In the event that a student and the academic advisor are unable to develop a harmonious working relationship, a student may request a new academic advisor upon written request in a letter directed to the program chair or a designee. If the program chair or a designee is the advisor for whom the student seeks replacement, the written request should be directed to the campus vice president of Academic Affairs or designee. Please note that all Student Services forms, such as add/drop forms & temporary withdrawal forms, must be approved by the student's academic advisor before they will be processed by the Registrar. It is preferable that the student contact their academic advisor for advising before sending in their completed form(s).

## WEBSITES & PUBLICATIONS

### ARGOSY UNIVERSITY STUDENT PORTAL

The 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](http://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 **Email Forwarding Manager** on the left hand side of the inbox.*

## ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

<p><b>Online Learning Platform</b></p>	<p>Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.</p>
<p><b>Accessing eCollege through the Argosy University Student Portal</b></p>	<ol style="list-style-type: none"> <li>1. Go to the Argosy Student Portal at <a href="http://mycampus.argosy.edu">http://mycampus.argosy.edu</a> and enter your Student Portal login and password; click the Login button.</li> <li>2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen. Click the course title link to access your online classroom directly</li> </ol> <p>or</p> <p>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.</p> <div data-bbox="601 435 938 711" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p><b>You will have access to your courses 3-days before the first day of a session.</b></p>
<p><b>eCollege Technical Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://myclassonline.com">http://myclassonline.com</a>; click “NO” on the pop up window</li> <li>2. Click “Technical Requirements”; click “NO” on the pop up window</li> </ol>
<p><b>eCollege Student Orientation Course</b></p>	<p>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.</p>
<p><b>Participation</b></p>	<p>You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.</p>
<p><b>Textbooks</b></p>	<p>If your course is using an eBook, the link to your book will be available in your eCollege course.</p> <p>If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a></p>
<p><b>Online Classroom Support</b></p>	<ul style="list-style-type: none"> <li>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 1.866.4ARGOSY (1.866.427.4679)</li> <li>o Contact your instructor for questions about course requirements.</li> <li>o Contact your campus if you believe you are enrolled in the wrong class or section.</li> </ul>

## **EMERGENCY PROCEDURES & CLOSINGS**

### **FIRES**

All students are urged to acquaint themselves with the building evacuation plan that is displayed throughout the campus, as well as the location of the exits, fire alarm switches, and the available fire extinguishers located at the end of each hallway and in the breakroom of the campus. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire, and he/she will alert the fire department. If you are dialing from a campus based phone you must dial 9-911.

### **EMERGENCY EVACUATION**

When the fire alarm sounds, or under direction from a member of the Argosy University, Salt Lake City administration, students should go to the closest exit or stairway. In case of emergency evacuation at Argosy University, Salt Lake City, physically challenged students should move to a stairwell for evacuation by fire department staff, as stairwells are safer environments. Elevators should not be used.

### **POLICE**

To summon the police, call 911 and the operator will alert the police department. If you are dialing from a campus based phone you must dial 9-911.

### **BUILDING SECURITY**

After hours, the campus is protected with locked security doors and devices including cameras. Students may access the building during the approved hours with the use of their security badge. Proper procedures are followed to ensure limited access to secured areas.

### **THEFT**

If a theft has taken place, please report it as soon as possible to the receptionist 801.601.5000, or the Director of Student Services 801.601.4917.

### **ACCIDENTS AND ILLNESS**

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 911. If you are dialing from a campus based phone you must dial 9-911.

Anyone who is injured or becomes ill at the school should be directed to or taken to an emergency room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

### **INCIDENT REPORTS**

A complete report of every incident, no matter how minor, should be made to the director of Student Services 801.601.4917 within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or school, and names and addresses of witnesses. Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

## **SCHOOL CLOSINGS**

In the event of threatening weather, the campus may be closed by the campus president or designee. Notification via television reports is made on TV channels, Channel 2 ABC Snowtracker and Channel 5 CBS SnowWatch and on KSL Radio 1160am and 102.7fm. Students and employees can also call the school's main phone at 801.601.5000.

## **ID'S/ACCESS CARDS**

All students and employees at Argosy University, Salt Lake City are required to have a Student ID/Access Card to enter the building. To obtain an access card, please see the Receptionist at the front desk.

## **PORTABLE COMMUNICATION DEVICES**

Students are asked to turn off all cell phones while attending class.

## **STUDENT MESSAGES**

All important announcements will be communicated to students via their Argosy University student email account.



ARGOSY  
UNIVERSITY.

# SECTION THREE

## LIBRARY SERVICES, COMPUTER LAB AND TEXT BOOKS

### LIBRARY SERVICES

The Argosy University, Salt Lake City Library supports learning and encourages intellectual curiosity among students and faculty. All Argosy University, Salt Lake City students have access to the Argosy University Library through the student portal. Once in the portal, the user is fully authenticated to use all the library resources and tools. The Argosy University Library is available for use 24 hours a day, 7 days a week.

#### *Resources*

The library provides students with access to books, articles and other scholarly materials. Argosy University, Salt Lake City students have access to over 150,000 books through Argosy University's book collection, eBrary and NetLibrary. Physical books can be retrieved through interlibrary loan. eBrary and NetLibrary book are available in full-text online.

The library also provides access to scholarly databases including the American Psychological Association's PsycINFO and PsycARTICLES, as well as various education, business and liberal arts databases from EBSCO, ProQuest and other vendors.

Argosy University, Salt Lake City students can also use Refworks, an online research management, writing and collaboration tool, to help manage, store and share all types of information located through the Argosy University library, as well as generate citations and bibliographies.

#### *Self-Guided Help*

LibGuides (<http://argosy.campusguides.com/>) is a collection of online pathfinders that help answer Argosy University, Salt Lake City-specific library questions.

Argosy University library tutorials are also available through the portal library website.

#### *Library Help*

Argosy University, Salt Lake City students can call 1.866.4ARGOSY to be connected with library information 8am-10pm (Eastern), Monday through Saturday.

#### *Librarian Instruction*

Librarians lead instruction sessions and workshops are available to students on-campus and online. Library instructions are often held within courses, ranging from undergraduate to doctoral level, always teaching to the ACRL Information Literacy Competency Standards for Higher Education. Librarians work with students and faculty to ensure that every Argosy University, Salt Lake City student has the information skills necessary to identify, evaluate, and use information ethically and effectively to support academic excellence and lifelong learning.

### COMPUTER LAB

There are student computers based on the Windows platforms, with a continuous T1 connection to the Internet, located in the Resource Access Center (RAC). Additionally, there is a printer and copier for student use. Wi-Fi is also available on campus for student use.

### TEXTBOOK & COURSE MATERIALS PURCHASING

Textbooks are available from MBS Direct Textbook and Materials. The toll free number for MBS is 1.800.325.3252. The toll free fax number is 800.499.0143. Their web site is located at [www.mbsdirect.net](http://www.mbsdirect.net). Students may also purchase their materials through other vendors.

#### **Electronic Books**

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

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

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### REGISTRATION

Argosy University, Salt Lake City students are pre-registered for their courses. If you would like to customize your schedule please contact your Academic Advisor to schedule an appointment.

### REGISTRATION DEADLINES AND DATES

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

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

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

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

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

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

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

#### 4. **Course Availability/Cancellation:**

While Argosy University, Salt Lake City makes every effort to provide sufficient course sections for students,

Argosy University, Salt Lake City reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course. Enrollment in a particular course section or with a specific instructor is not guaranteed. Course instructors may change at the discretion of Argosy University, Salt Lake City.

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

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

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

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

## **COURSE TRANSFERS AND WAIVERS**

### **Graduate Transfer Credits**

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

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

### **Undergraduate Transfer Credits**

Undergraduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. Transfer credit evaluation is completed during the admissions process to ensure that a student has the appropriate number of transfer credits for admission to a bachelor's degree program. Upon acceptance, students will be advised of the number of transfer credits that have been identified for credit toward their Argosy University, Salt Lake City degree program.

### **Waiver/Course Substitution**

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

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

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

## **STUDENT FINANCE**

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

## **DISABILITIES**

Argosy University, Salt Lake City provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Salt Lake City.

Argosy University, Salt Lake City is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the Director of Student Services, telephone number 801.601.4917. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. (see Section Two, Institutional Policies published in the *Academic Catalog*).

## COUNSELING SERVICES

Contact the Director of Student Services for information and referrals to appropriate counseling services. In case of emergencies or imminent danger, call 911. If you are dialing from a campus based phone you must dial 9911.

## TRANSCRIPT REQUESTS

Students may request transcripts by completing a Release of Information/Transcript Request form. Transcripts are free of charge with normal processing and delivery times. Overnight requests require a \$20 fee to be processed.

## INFORMATION CHANGES

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

## RELEASE OF INFORMATION

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

## STUDENT HEALTH INSURANCE

Optional health insurance is available to students through an outside agency. Students can receive additional information on their options by visiting [http://www.collegiateinsuranceresources.com/select\\_school\\_sh.asp](http://www.collegiateinsuranceresources.com/select_school_sh.asp)

## STUDENT EVALUATIONS AND SURVEYS

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

## GRADUATION

### PETITION TO GRADUATE

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

1. Students who are planning to graduate need to submit a Petition to Graduate Form with \$175.00 graduation fee to Student Services **by the first day of the last term in which they register.**
2. Potential graduate academic records are reviewed at the end of semester in which the student petitions to graduate after all grades for the semester have been received.
3. It is the student's responsibility to make sure all **"Incomplete"** and **"In-Progress"** grades are changed as well as all program requirements including meeting their practicum, internship and dissertation requirements by the end of the term in which they graduate. Students are encouraged to review their academic transcripts every semester.

## DIPLOMAS

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

## COMMENCEMENT

Commencement ceremonies are held for students annually. Students that meet the minimum requirements for the ceremony and have petitioned to graduate will be notified of the details for commencement ceremonies.

# SECTION FIVE

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## HEALTH/SAFETY POLICIES AND PROCEDURES

### **CAMPUS SECURITY REPORT & CRIME STATISTICS**

Argosy University, Salt Lake City provides the Campus Security Report to all of its employees and students as part of the Argosy University, Salt Lake City 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 at 801.601.4915.

The Argosy University, Salt Lake City 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 & CAMPUS**

The use of illegal drugs and the abuse of alcohol on the Argosy University, Salt Lake City campus or in facilities controlled by Argosy University, Salt Lake City are prohibited by college regulations and are incompatible with the Argosy University, Salt Lake City goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **EFFECTS OF DRUGS AND ALCOHOL**

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime.

The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic. In keeping with the mission of Argosy University and the requirements of state and federal law, Argosy University has adopted this policy to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### **HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL**

#### *Short-Term Risks*

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

### ***Long-Term Risks***

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10–12 years.

## **HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS**

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

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### ***Deliriants (Aerosols, Lighter Fluid, Paint Thinner)***

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

### ***Depressants (Barbiturates, Tranquilizers, Methaqualone)***

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

### ***Hallucinogens (LSD, PCP, DMT, STP, Mescaline)***

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

### ***Intravenous Drug Use***

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

### ***Marijuana and Hashish***

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men—lower levels of testosterone and increase in abnormal sperm count

### ***Stimulants (Cocaine)***

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

***Narcotics (Heroin, Morphine, Codeine, Opium)***

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

**SANCTIONS**

***Argosy University, Salt Lake City Sanctions***

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

***General State Laws***

Individuals under 21 may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor.

**41-6a-505. Sentencing requirements for driving under the influence of alcohol, drugs, or a combination of both violations.**

- (1) As part of any sentence for a first conviction of Section **41-6a-502**:
  - (a) the court shall:
    - (i) (A) impose a jail sentence of not less than 48 consecutive hours;
    - (B) require the person to work in a compensatory-service work program for not less than 48 hours; or
    - (C) require the person to participate in home confinement through the use of electronic monitoring in accordance with Section **41-6a-506**;
  - (ii) order the person to participate in a screening;
  - (iii) order the person to participate in an assessment, if it is found appropriate by a screening under Subsection (1)(a)(ii);
  - (iv) order the person to participate in an educational series if the court does not order substance abuse treatment as described under Subsection (1)(b);
  - (v) impose a fine of not less than \$700; and
  - (vi) order probation for the person in accordance with Section **41-6a-507**, if there is admissible evidence that the person had a blood alcohol level of .16 or higher; and
- (b) the court may:
  - (i) order the person to obtain substance abuse treatment if the substance abuse treatment program determines that substance abuse treatment is appropriate; or
  - (ii) order probation for the person in accordance with Section **41-6a-507**.

- (2) If a person is convicted under Section **41-6a-502** within 10 years of a prior conviction as defined in Subsection **41-6a-501(2)**:
- (a) the court shall:
    - (i) (A) impose a jail sentence of not less than 240 consecutive hours;
    - (B) require the person to work in a compensatory-service work program for not less than 240 hours; or
    - (C) require the person to participate in home confinement through the use of electronic monitoring in accordance with Section **41-6a-506**;
    - (ii) order the person to participate in a screening;
    - (iii) order the person to participate in an assessment, if it is found appropriate by a screening under Subsection (2)(a)(ii);
    - (iv) order the person to participate in an educational series if the court does not order substance abuse treatment as described under Subsection (2)(b);
    - (v) impose a fine of not less than \$800; and
    - (vi) order probation for the person in accordance with Section **41-6a-507**; and
  - (b) the court may order the person to obtain substance abuse treatment if the substance abuse treatment program determines that substance abuse treatment is appropriate.
- (3) Under Subsection **41-6a-503(2)**, if the court suspends the execution of a prison sentence and places the defendant on probation:
- (a) the court shall impose:
    - (i) a fine of not less than \$1,500;
    - (ii) a jail sentence of not less than 1,500 hours;
    - (iii) supervised probation; and
    - (iv) an order requiring the person to obtain a screening and assessment and substance abuse treatment at a substance abuse treatment program providing intensive care or inpatient treatment and long-term closely supervised follow-through after treatment for not less than 240 hours; and
  - (b) the court may require the person to participate in home confinement through the use of electronic monitoring in accordance with Section **41-6a-506**.
- (4) (a) The requirements of Subsections (1)(a), (2)(a), and (3)(a) may not be suspended.
- (b) Probation or parole resulting from a conviction for a violation under this section may not be terminated.
- (5) If a person is convicted of a violation of Section **41-6a-502** and there is admissible evidence that the person had a blood alcohol level of .16 or higher, the court shall order the following, or describe on record why the order or orders are not appropriate:
- (a) treatment as described under Subsection (1)(b), (2)(b), or (3)(a)(iv); and
  - (b) one or both of the following:
    - (i) the installation of an ignition interlock system as a condition of probation for the person in accordance with Section **41-6a-518**; or
    - (ii) the imposition of home confinement through the use of electronic monitoring in accordance with Section **41-6a-506**.

**41-6a-529. Definitions – Alcohol restricted drivers.**

- (1) As used in this section and Section **41-6a-530**, “alcohol restricted driver” means a person who:
- (a) within the last two years:
    - (i) has been convicted of:
      - (A) a misdemeanor violation of Section **41-6a-502**;
      - (B) alcohol, any drug, or a combination of both-related reckless driving under Section **41-6a-512**;
      - (C) impaired driving under Section **41-6a-502.5**;
      - (D) local ordinances similar to Section **41-6a-502**, alcohol, any drug, or a combination of both-related reckless driving, or impaired driving adopted in compliance with Section **41-6a-510**;
      - (E) a violation described in Subsections (1)(a)(i)(A) through (D), which judgment of conviction is reduced under Section **76-3-402**; or
      - (F) statutes or ordinances previously in effect in this state or in effect in any other state, the United States, or any district, possession, or territory of the United States which would constitute a violation of Section **41-6a-502**, alcohol, any drug, or a combination of both-related reckless driving, or impaired driving if committed in this state, including punishments administered under 10 U.S.C. Sec. 815; or
    - (ii) has had the person’s driving privilege suspended under Section **53-3-223** for an alcohol-related offense based on an arrest which occurred on or after July 1, 2005;
  - (b) within the last three years has been convicted of a violation of this section or Section **41-6a-518.2**;
  - (c) within the last five years:
    - (i) has had the person’s driving privilege revoked for refusal to submit to a chemical test under Section **41-6a-520**, which refusal occurred on or after July 1, 2005; or
    - (ii) has been convicted of a class A misdemeanor violation of Section **41-6a-502** committed on or after July 1, 2008;
  - (d) within the last 10 years:
    - (i) has been convicted of an offense described in Subsection (1)(a)(i) which offense was committed within 10 years of the commission of a prior offense described in Subsection (1)(a)(i) for which the person was convicted; or
    - (ii) has had the person’s driving privilege revoked for refusal to submit to a chemical test and the refusal is within 10 years after:
      - (A) a prior refusal to submit to a chemical test under Section **41-6a-520**; or
      - (B) a prior conviction for an offense described in Subsection (1)(a)(i) which is not based on the same arrest as the refusal;
  - (e) at any time has been convicted of:
    - (i) automobile homicide under Section **76-5-207** for an offense that occurred on or after July 1, 2005; or
    - (ii) a felony violation of Section **41-6a-502** for an offense that occurred on or after July 1, 2005; or
  - (f) at the time of operation of a vehicle is under 21 years of age.
- (2) For purposes of this section and Section **41-6a-530**, a plea of guilty or no contest to a violation described in Subsection (1)(a)(i) which plea was held in abeyance under Title 77, Chapter 2a, Pleas in Abeyance, prior to July 1, 2008, is the equivalent of a conviction, even if the charge has been subsequently reduced or dismissed in accordance with the plea in abeyance agreement.

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

First Conviction Up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second Conviction At least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After Two Drug Convictions At least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

### ***Convictions for Drug-Related Offenses***

Any student convicted of any drug-related criminal statute must notify the associate director of Student Services, in writing, no later than five days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and state-specific grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

## **DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM**

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

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

## **COUNSELING, TREATMENT, OR REHABILITATION PROGRAM**

Any student or employee who fails to abide by the terms of the above policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Alcoholics Anonymous  
80 West Louise Avenue  
Salt Lake City, UT  
801.484.7871

Turning Point Drug Treatment  
616 East 11000 South  
Sandy, UT  
801. 576.0745

Utah Alcoholism Foundation  
857 E 200 South  
Salt Lake City, UT  
801.487.3276

# SEXUAL ASSAULT AND SEXUAL OFFENSES PROCEDURES AND PREVENTION

## EDUCATION PROGRAMS

A staff member of Student Services will discuss sexual assault awareness, policies, and the prevention of acquaintance rape, and other forcible and non-forcible sex offenses, with students during mandatory orientation. Furthermore, the associate director of Student Services will coordinate the offering of a sexual assault awareness and prevention workshop once per academic year, which will be open to students and employees. Members of the local police department will be invited to present at the campus.

Also, information on sexual assault prevention will be distributed to students and employees via mailboxes once per academic year.

## INFORMATION REGARDING REGISTERED SEX OFFENDERS

The Sex and Kidnap Offender Registry requires the Utah Department of Corrections to develop, operate and maintain a registry of persons who have been convicted of certain offenses. The offenses are listed in subsection (1)(g) of Utah Code Ann. § 77-27-21.5 You may access the information at: <http://corrections.utah.gov/services/sonar.html>

### *Procedures and the Option to Notify Law Enforcement*

If an alleged sex offense has occurred, students and employees should contact the vice president of Academic Affairs immediately. If the vice president of Academic Affairs is not available, the associate director of Student Services should be contacted. If the associate director of Student Services is not available, the campus president 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 local 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.

## COUNSELING AND STUDENT SERVICES

A list of off-campus counseling and mental health agencies available to assist a victim of sex offenses is available through the Argosy University, Salt Lake City Student Services Department.

Utah Adult Protective Services	801.538.3910
UT Coalition Against Sexual Assault	801.746.0404
Utah Youth Crisis Line, 24 Hours	801.261.1442
Salt Lake Rape Crisis Center	801.467.7282
National Domestic Violence Hotline	800.897.LINK

### ***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 temporary withdrawal will also be accommodated.

As Argosy University, Salt Lake City does not offer housing, it will not change a student's living situation.

### **CAMPUS DISCIPLINARY ACTIONS**

Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only.

### **SANCTIONS**

If Argosy University, Salt Lake City determines a forcible or non-forcible sex offense has occurred, sanctions that may be imposed upon the sex offender include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.



ARGOSY  
UNIVERSITY.

# APPENDIX I

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## FACULTY LISTINGS

### COLLEGE OF BUSINESS

**Ronald Cohn, EdD**

University of Northern Colorado

*Adjunct Faculty*

**Kenneth DuVall, MBA**

University of Utah

*Professor of Practice*

**Thomas Kemp, PhD**

University of Utah

*Adjunct Faculty*

### COLLEGE OF EDUCATION

**Taran Chun, MEd**

Brigham Young University

*Adjunct Faculty*

**Betsy Fowler, JD**

Brigham Young University

*Adjunct Faculty*

**Aubree Gardner, PhD**

University of Utah

*Adjunct Faculty*

**Kerrie Naylor, PhD**

University of Utah

*Professor of Practice*

**Vana Nesor, EdD**

Columbia University

*Associate Professor*

*Chair of Education*

**Thomas Paskett, PhD**

University of Idaho

*Adjunct Faculty*

**Dennis Phillips, PhD**

Utah State University

*Adjunct Faculty*

### COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

**Anthony Alonzo, MS**

Brigham Young University

*Adjunct Faculty*

**T. Lee Burnham, PhD**

University of Minnesota

*Adjunct Faculty*

**Karen Checketts, PhD**

Pennsylvania State University

*Adjunct Faculty*

**Faline Christensen, PhD**

Texas Tech University

*Adjunct Faculty*

**Penelope (Penny) Dahlen, EdD**

Idaho State University  
Assistant Professor  
Program Chair, Counselor Education

**Matthew Draper, PhD**

University of Texas  
Adjunct Faculty

**Todd Dunn, PhD**

University of Texas  
Adjunct Faculty

**Benjamin Erwin, PhD**

Brigham Young University  
Adjunct Faculty

**Elizabeth Fawcett, PhD**

Brigham Young University  
Assistant Professor  
Program Chair, Marriage & Family Therapy

**Cameron John, PhD**

University of Arizona  
Assistant Professor

**Melissa Jones, PhD**

University of Maryland  
Adjunct Faculty

**Jason King, MC**

University of Phoenix  
Professor of Practice

**Michael Negrette, MA**

Syracuse University  
Adjunct Faculty

**Angela Panos, PhD**

Fielding Graduate Institute  
Professor of Practice

**Rachelle Rose, PsyD**

John F. Kennedy University  
Adjunct Faculty

**Robert Simmons, PhD**

University of Utah  
Director of Training

**McKay Stevens, BS**

Dixie State College of Utah  
Adjunct Faculty

**Mark Welch, PhD**

Capella University  
Adjunct Faculty

**Marc Ybaben, PhD**

Northern Illinois University  
Adjunct Faculty

## COLLEGE OF UNDERGRADUATE STUDIES

**Penny Allison, MEd**

Western Governors University

*Adjunct Faculty*

**Steve Allison, EdD**

Brigham Young University

*Adjunct Faculty*

**Travis Blackwelder, MEd**

Harvard University

*Adjunct Faculty*

**Paul Carver, MC**

University of Phoenix

*Adjunct Faculty*

**Dane Christensen, MBA**

University of Phoenix

*Adjunct Faculty*

**David Clark, JD**

Brigham Young University

*Adjunct Faculty*

**Darin Eckton, MS**

Brigham Young University

*Assistant Professor*

*Program Chair, Undergraduate Studies*

**Kim Flewallen, MAEd**

Argosy University

*Adjunct Faculty*

**John Forsythe, MBA**

University of Utah

*Adjunct Faculty*

**John Hagland, MBA**

Westminster College

*Adjunct Faculty*

**Timothy Hunt, MBA**

University of Utah

*Adjunct Faculty*

**Shawn Jones, MBA**

Utah State University

*Adjunct Faculty*

**Heather Jorgensen, MEd**

Utah State University

*Adjunct Faculty*

**Jamison Law, MC**  
University of Phoenix  
*Adjunct Faculty*

**Julie Lindner, MC**  
University of Phoenix  
*Adjunct Faculty*

**Paul Paquin, DDiv**  
Golden Gate Baptist Theological Seminary  
*Adjunct Faculty*

**Bryce Powell, MEd**  
Westminster College  
*Adjunct Faculty*

**Kenneth Roach, MS**  
University of Utah  
*Adjunct Faculty*

**Richard Roper, MBA**  
Portland State University  
*Adjunct Faculty*

**Chris Wadsworth, MS**  
Utah State University  
*Adjunct Faculty*



# APPENDIX II

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## CAMPUS DIRECTORY

### **Argosy University, Salt Lake City**

121 Election Road, Rd., Suite 300

Draper, UT 94020

801.601.5000

888.639.4756/toll free

801.601.4990/fax

**Website:** [www.argosy.edu](http://www.argosy.edu)

### **ADMINISTRATION**

#### **Campus President**

**Ms. Julie Johnson, MBA**

801.601.4915

[jljohnson@argosy.edu](mailto:jljohnson@argosy.edu)

### **ACADEMICS**

#### **Vice President of Academic Affairs**

**Dr. Vana Nespov, PhD**

801.601.4916

[vnespor@argosy.edu](mailto:vnespor@argosy.edu)

*Contact for:* Academic issues not resolved at the Program Chair level.

#### **Program Chair, Marriage & Family Therapy**

**Dr. Elizabeth Fawcett, PhD**

801.601.4970

[efawcett@argosy.edu](mailto:efawcett@argosy.edu)

*Contact for:* Questions and information pertaining to the curriculum and academic programs, faculty and academic integrity.

#### **Program Chair, Counselor Education**

**Dr. Penelope (Penny) Dahlen, PhD**

801.601.4971

[pdahlen@argosy.edu](mailto:pdahlen@argosy.edu)

*Contact for:* Questions and information pertaining to the curriculum and academic programs, faculty and academic integrity.

#### **Program Chair, Education**

**Dr. Vana Nespov, PhD 801.601.4916**

[vnespor@argosy.edu](mailto:vnespor@argosy.edu)

*Contact for:* Questions and information pertaining to the curriculum and academic programs, faculty and academic integrity.

#### **Program Chair, Undergraduate Studies**

**Darin Eckton, MS**

801.601.4907

[deckton@argosy.edu](mailto:deckton@argosy.edu)

*Contact for:* Questions and information pertaining to the curriculum and academic programs, faculty and academic integrity.

## **ADMISSIONS**

### **Director of Admissions**

**Todd Harrison**

801.601.4951

[tharrison@argosy.edu](mailto:tharrison@argosy.edu)

**Contact for:** Any information on the programs offered and the application process. This includes any current students who are interested in applying for an additional degree or program of study. Referrals of others who might be interested in attending Argosy University. Providing on location information sessions for your employer.

## **STUDENT SERVICES**

### **Director of Student Services**

**Wendy Winder**

801.601.4917

[wwinder@argosy.edu](mailto:wwinder@argosy.edu)

**Contact for:** ADA accommodations, International Students, graduation, student satisfaction and complaints, student committees and student events.

### **Student Services Academic Advisor**

**Bryce Powell**

801.601.4914

[bpowell@argosy.edu](mailto:bpowell@argosy.edu)

**Contact for:** grades, transcripts, registration, add/drop/leave/withdrawal forms and processing, update contact information

### **New Student Coordinator**

**Chad Nelson**

801.601.4908

[cknelson@argosy.edu](mailto:cknelson@argosy.edu)

**Contact for:** New student enrollment and registration, Accuplacer test scheduling, web access questions (student portal and E-mail accounts), status of transfer credit evaluations

## **STUDENT FINANCE**

### **Student Financial Services**

#### **Financial Aid Officer**

**Brooke Jensen**

801.601.4904

[kbjensen@argosy.edu](mailto:kbjensen@argosy.edu)

**Contact for:** Financial Aid, questions about your student account, refunds and payments, Veteran Affairs (VA) benefits, payment plans and options, enrollment verification, billing statements

#### **Financial Aid Officer**

Melissa Soria

801.601.4925

[msoria@argosy.edu](mailto:msoria@argosy.edu)

**Contact for:** Financial Aid, questions about your student account, refunds and payments, Veteran Affairs (VA) benefits, payment plans and options, enrollment verification, billing statements

# APPENDIX III

## ACADEMIC AND HOLIDAY CALENDAR

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

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

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

### September 2010

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

### October 2010

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

### November 2010

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

### December 2010

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

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

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

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

**January 2011**

January 10, 2011 Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins

January 17, 2011 Martin Luther King, Jr. Birthday observed (Campus Closed)

January 19, 2011 Course Drop Deadline For Spring 2011 Semester Session I—  
7 ½ week courses  
*EOB as posted by Student Services/Registrar office hours*

January 21, 2011 Course Drop Deadline For Spring 2011 Semester Session I—  
15 week courses  
*EOB as posted by Student Services/Registrar office hours*

**February 2011**

February 13, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—  
7 ½ week courses

February 18, 2011 President’s Day Observed (Campus Closed)

**March 2011**

March 2, 2011 Spring 2011 Semester Session I Ends

March 3, 2011 Spring 2011 Semester Session II Begins

March 11, 2011 Course Drop Deadline For Spring 2011 Semester Session II—  
7 ½ week courses  
*EOB as posted by Student Services/Registrar office hours*

March 19, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—  
15 week courses

**April 2011**

April 6, 2011 Grade of “W” Deadline for Spring 2011 Semester Session II—  
7 ½ week courses

April 22, 2010 Good Friday (Campus Closed)

April 23, 2011 Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

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

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

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

**May 2011**

- May 9, 2011 Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins
- May 16, 2011 Course Drop Deadline for Summer 2011 Semester Session I — 7 ½ week courses  
*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