
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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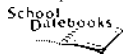
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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your Argosy University, Dallas Student Handbook is a valuable resource as you progress through your academic program. The handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand. The Argosy University, Dallas Student Handbook incorporates by reference the *Argosy University 2008– 2009 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this handbook.

WELCOME FROM THE CAMPUS PRESIDENT

It is a pleasure to welcome you to the educational community of Argosy University, Dallas. We are pleased that you have selected Argosy University for the 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, Dallas Student Handbook* includes campus policies and procedures to assist you in navigating the academic and administrative issues and obligations necessary for you to successfully reach your educational goals. To further assist you, Argosy University, Dallas employs an outstanding faculty to deliver the finest curriculum which will give you the skills, knowledge, and capabilities necessary for professional careers in education, business and behavioral sciences.

At Argosy University 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 success at Argosy University, Dallas 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.

Dan Peterson, PhD

Campus President

Argosy University, Dallas

Excellence is our Standard!

JURISDICTION/ SUBJECT TO CHANGE

Argosy University, Dallas reserves the rights to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however Argosy University, Dallas 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.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Argosy University, Dallas is located at 8080 Park Lane, Suite 400-A, Dallas, TX 75231. Located near downtown Dallas, the school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theaters, art museums and other tourist attractions. In addition, Dallas' many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Administrative and faculty offices include all faculty, program chairs, campus administrators, administrative assistants, Student Services, Financial Services, and Admissions. Three computer labs, four testing rooms and multiple classrooms are located on campus. Our classrooms are shared with The Art Institute of Dallas and are on floors 1-5.

TRANSPORTATION

The Dallas Area Rapid Transit system provides easy train and bus service to the area. Parking is provided in the parking garage located adjacent to the building. Both Argosy and the Art Institute are accessed through the walkway located on the third floor of the building (4th level of the parking garage).

CAMPUS ORGANIZATION

Argosy University, Dallas is led by the campus president. Reporting to the campus president are the vice president of Academic Affairs and the head of each administrative department (Admissions, Financial Services, Student Services, Information Technology, Property Management and Human Resources). The heads of Information Technology and Property Management share service personnel with The Art Institute of Dallas, reporting to the President of that school as well. Please refer to the Campus Directory in Appendix II for contact information.

BUILDING AND OFFICE HOURS

The main offices of the school are open from 8:30 a.m. to 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday (including breaks between semesters). The campus facilities are available during all regular security hours:

Monday-Friday

Open: 7:30 a.m.

Close: 12:00 a.m. Midnight

Saturday

Open: 7:30 a.m.

Close: 6:00 p.m.

Sunday

Open: 12:00 p.m. Noon

Close: 6:00 p.m.

Holiday and semester break hours vary and are published in the *Argosy Newsletter* prior to each holiday or break.

Common Area and Graduate Student Study

The common area for The Art Institute of Dallas and Argosy University, Dallas students is located on the ground floor of the building and includes vending machines, tables for eating and study, and a snack bar. On the fourth floor, there is a dedicated graduate student study in room 425. Commonly used student forms/and other materials are available in the graduate student study and in the 5th floor reception area.

ADMINISTRATION CONTACT INFORMATION

Administration

Dan Peterson, PhD, Campus President	214.459.2214	danpeterson@argosy.edu
Lance Garrison, PhD, Interim Vice President of Academic Affairs	214.459.2229	lgarrison@argosy.edu
Joy Bibb, Business Manager	214.459.2223	jbibb@argosy.edu
Teresa Fee, Registrar	214.459.2218	tfee@argosy.edu

Admissions

Emily Peck, Director of Admissions	214.459.2208	epeck@argosy.edu
Chris Wilson, Associate Director of Admissions	214.459.2206	cwilson@argosy.edu

Library Services

Pam Wren, Director of Library Services	214.459.2215	pwren@argosy.edu
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Student Financial Services

Karen Wilkerson, Financial Aid Officer	214.459.2232	kwilkerson@argosy.edu
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Student Services

Shalon Morris, Director of Student Services	214.459.2203	shmorris@argosy.edu
Jo E. Moody, Associate Director of Student Services	214.459.2216	jmoody@argosy.edu

ACADEMIC SERVICES/ADVISING

Faculty advisors are available for consultation on student professional development, academic/training progress and other school/professional issues. When students are first admitted, they are assigned a faculty advisor. Faculty Advisor assignments can be found on the Advisor board on the 4th floor or contact Student Services.

Changing Faculty Advisors

A student may initiate a request for a change of advisor using the Advisor Change Request Form. If a student wishes to change advisors, he/she should discuss this with their current advisor and, if permitted, the prospective advisor. If all parties agree to the change, the student must then submit the form to the Office of Student Services with signatures from the student, the original advisor, and the new advisor.

WEBSITES & PUBLICATIONS

The Argosy University website is available at <http://www.argosy.edu/>. Students may view the *Argosy University Academic Catalog*, Student Handbooks, link to their online courses and many other helpful resources through “*Current Students*”.

Students may view their schedule, register for classes, check their student e-mail, view academic records, grades and obtain unofficial transcripts, manage their financial aid and make payments to their account via Student Link at <https://banner.argosy.edu>.

The Argosy Newsletter is a general campus newsletter that is distributed via e-mail during the regular academic year. Its purpose is to inform the Argosy University, Dallas community of relevant school news, policies, and deadlines in a formal, timely, and regular manner. It is the responsibility of all students to be familiar with the information provided so as to conform to deadlines and policy changes. Students should read the newsletter as posted to assure regular progress through the school, as well as inform themselves about the special events that take place throughout the year.

Please note that we will be changing registration systems during the Summer of 2008. Please check with the Student Services office for information about the new registration site.

EMERGENCY PROCEDURES AND CLOSINGS

Fire

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers. In case of fire, dial 9 and call the emergency operator (911) immediately. The campus is on a monitored alarm system. If a call is made, we are confirming an alarm has been reported for our building. More detailed directions are located in the classrooms and/or common area. Give the operator the precise location of the fire and he/she will alert the fire department.

Emergency Evacuation

When the fires alarms sounds, or under direction from the building security, please exit to the closest exit.

Police

To summon the police, dial 9, and then call 911 and the operator will alert the police department.

Theft

If a theft has taken place, please report it immediately to the Security Office and the Office of Student Services.

Accidents and Illness

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 9 and then 911. Anyone who is injured or becomes ill at the campus should be directed 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. A first aid kit is located on the 1st floor at the Lobby Desk, the Registrar's Office, and the Supply Store Supply room; on the 2nd floor in the Academic Improvement Center (209); on the 3rd floor in the Security Office; on the 4th floor in the Library, and in Room 519 on the 5th floor.

Incident Reports

A complete report of every incident, no matter how minor, should be made to the Security Office and the Office of Student Services at 214-459-2203 - Shalon Morris (shmorris@argosy.edu), within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of person's 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 school may be closed by the campus president or a designee. Please call the campus main number at 214-459-2222 to find out if a closure has occurred. If there is no change in the normal voicemail greeting, classes will continue as originally scheduled. Television reports are made on local channels for NBC, FOX, and ABC.

IDS/ACCESS CARDS

Argosy University Student ID cards are available from the Security Desk on the third floor of the building. The Security ID Desk is available from 10 a.m. to 6 p.m. Monday thru Friday. Saturdays are available with advance notice. Student ID cards may be obtained with proof of enrollment (a current schedule) and Student ID Number.

SMOKING POLICY

Argosy University, Dallas provides a non-smoking work and study environment. State and building regulations further prohibit smoking on or within twenty-five feet of the front of the premises.

VOTER REGISTRATION

Voter Registration forms are available in the Student Lounge.

SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

THE LIBRARY

The Mildred M. Kelley Library and Resource Center supports the mission and curriculum of Argosy University, Dallas, by serving the information needs of its faculty, students and staff. To accomplish this, the Library provides a collection of books, periodicals in print and electronic form, videos and DVD's, electronic databases, and other items supportive of the Argosy University, Dallas educational goals. The Library provides reference services and instruction in the use of Library facilities, electronic database searching, research techniques and bibliographic citation. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

Interlibrary Loan (ILL) services are available from other libraries outside of the Argosy University system. In addition, full-text journal articles and full-text books are available through the Library's subscription databases, accessible either on campus or remotely. The Library's subscription databases include:

- LIRN
- ProQuest
- Infotrac
- eLibrary
- EBSCO
- PsycINFO
- PsycARTICLES
- Psychology and Behavioral Sciences collection
- Mental Measurements Yearbook
- Digital Dissertations (fee-based downloading available)
- Jones e-global library
- Full-Text books
- Additional research databases

The Library web site, <http://www.auconnection.net/dallas/library.asp> contains more information; other pertinent library-related news may be found in the Argosy Newsletter

The Library has space for book and journal collections, and resource materials. In addition, study areas, computers for students, a printer, a scanner, and a copy machine are housed in the Library.

The Library is located on fourth floor of our building and maintains separate hours from the security and office hours for the main floor of Argosy University, Dallas. The main library number is 469-587-1403. For Argosy University-related library questions, you may also email dallaslibrary@argosy.edu.

TEXTBOOK AND COURSE MATERIALS PURCHASING

Argosy University, Dallas does not have a bookstore. However, you may obtain textbook information for all courses through MBS Direct at <http://direct.mbsbooks.com/argosy.htm>.

COMPUTER LABS

There are several computer labs available for student use, in addition to the lab in the library. Please take a look at the following website for additional information about lab use and regulations.

<http://aid.aiitechnology.com/inc/handbooklabframe.php>

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

COURSE TRANSFERS/WAIVERS

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

INFORMATION CHANGES

Release of Information Forms must be used to request information such as enrollment verification and account summaries. Address changes can be made by completing a Change of Status form and submitting it to the Office of Student Services.

ONLINE COURSES

	Courses with section number that begins with BL or OL	Courses with section number that begins with OH
Email Information	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner
Website to Access Course	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of the class.
Log-in	Username and password will be emailed to students at least one week before the session start date.	Username and password will be emailed to students at least one week before the session start date.
Orientation	Highly recommended that students complete before starting courses. The link and login information will be emailed to students three weeks before the session starts.	Highly recommended that students complete before starting courses. The link and login information will be emailed to students three weeks before the session starts.
Participation	Students must log-in and participate at least 3 days per week for bachelor's and master's level courses, 2 days per week for doctoral level courses.	Students must log-in and participate at least 3 days per week for bachelors and masters- level courses, 2 days per week for doctoral level courses.
Textbooks	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm
eCollege Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@college.com	Call 888-720-6654
Student Support	Student Support form can be found at www.argosy.edu/studentlink	Student Support form can be found at www.argosy.edu/studentlink

REGISTRATION

Students may complete online registration via Student Link at <https://banner.argosy.edu>. Students may also contact the Registrar to register in person with a signed registration form. Students intending to enroll for a given term must register during the registration period and complete plans for payment of tuition and fees with Student Finance according to the tuition payment policy.

Priority of Registration

Argosy University, Dallas establishes a registration priority system for selected programs, based upon the student's total number of credits. These students may only register on or after the time indicated for them on the priority schedule. Students who submit their registration materials late forfeit their priority.

Add/Drop Registration

The Office of the Registrar strongly urges all students to register for their entire course schedule during the official registration period. However, if students elect to add a course after the official registration period, they may do so by completing the add/drop request form and submitting it to the Office of Student Finance. If the course is closed, students should not approach a faculty member for permission to join a closed class. The student should request that the Registrar ask the faculty member if the student can join the class. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings.

Students who want to drop a class may do so by submitting a signed and dated add/drop request form to the Office of Student Finance. There is no fee charged for any student submitting a request to drop a course before the first day of the term. All requests received on or after the first day of the term will be charged a drop fee of \$50.00. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Students dropping a course must provide official notification to the Office of Student Finance by completing the add/drop form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the *Academic Catalog*. Students in 15 week courses will receive a 100% refund if they drop a course by noon of the second Friday after the session start date. For 7 ½ week courses, the student will receive a 100% refund if they drop within the first 7 days of the session start.

Late Registration

Late registration will be allowed with the permission of the program chair/advisor, if the courses have not been closed to additional enrollment. A late fee of \$50.00 is assessed to any student who registers after the regular registration deadline.

Course Availability/Cancellation

While the school makes every effort to provide sufficient course sections for students, Argosy University, Dallas reserves the right to cancel any course in which there is insufficient enrollment. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course.

Enrollment Requirements for Students Registering for Clinical Research Project (CRP)

See the *CRP Manual* for your requirements. The CRP Manual may be obtained from the website (www.auconnection.net/dallas username: argosy, password: student), as well as through your faculty advisor.

TRANSCRIPTS

Requests for transcripts are made to the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests be submitted in writing and be signed by the former or current student. A Release of Information form is provided. Telephone or e-mail requests for transcripts cannot be processed. Release of information forms may be submitted by fax. The department will release transcripts only when students have met all their financial obligations to the school.

STUDENT AFFAIRS

DISABILITIES

Argosy University provides accommodations to qualified students with disabilities. The director of Student Services acts as the Disability Services Coordinator and assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University.

Argosy University 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 Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Director of Student Services. Complaints will be handled in accordance with the Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

GRADUATION

Argosy University, Dallas holds an annual graduation commencement ceremony in the month of October. Students must meet graduation requirements and complete a Petition to Graduate/Program Completion Form prior to their posted deadlines in order to participate in the commencement ceremony.

HEALTH/LIABILITY INSURANCE

Argosy University strongly encourages all students to maintain adequate health insurance while attending school. Optional health insurance is available to students through an outside agency. Contact the Office of Student Services, or visit <https://secure.visit-aci.com/au> for more information. Also, information may be obtained by calling 888-293-9229.

PROFESSIONAL ORGANIZATIONS

Argosy University, Dallas encourages students to join professional organizations that reflect each student's career path. For example, clinical psychology students are encouraged to become members of the American Psychological Association (APA), the Dallas Psychological Association (DPA), the Texas Psychological Association (DPA), and Counselor Education students are encouraged to become members of the American Counseling Association (ACA), and the Texas Counseling Association (TCA). Education students are encouraged to join the Association of Supervision and Curriculum Development (ASCD). We also recommend at least one content professional group such as: International Reading Association (IRA); The National Councils of Teachers of English (NCTE); National Association of Teachers of Math (NATM); etc.. Business students are encouraged to join the American Management Association (AMA), as well as discipline intensive organizations.

STUDENT EVALUATIONS/SURVEYS

End of course surveys are administered at the end of every course. Surveys should be distributed to every on-campus student.

The Noel Levitz Adult Student Priorities Survey is administered during the spring term. All surveys are collected by the Office of Student Services. These confidential surveys are used to track progress and provide feedback to instructors.

STUDENT GOVERNMENT ASSOCIATION

The primary purpose of the campus Student Government Association (SGA) is to represent student concerns, facilitate communication and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, the Student Government Association often impact(s) policy-making on the campus. The Student Government Association is also responsible for organizing social gatherings, providing confidential advice relating to school matters for students requesting such assistance, assisting with orientation, and selecting student representation for committees.

STUDENT FINANCE

STUDENT FINANCE

The Student Finance Office is available to answer questions about financial aid, billing issues, payment plans and scholarships. Students can also view their accounts, financial aid history and status, and payments via Student Link. All financial aid forms can also be found under the Student Link. Please review the “Financial Policies and Assistance” section of the Academic Calendar for current financial responsibilities to ensure all requirements are met.

SCHOLARSHIPS

Scholarship opportunities at Argosy University are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas. The Argosy University campus you choose to attend will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts are \$1,000 for the academic year. Scholarship awards are available in two categories, as listed below:

Scholarship Awards for New Students at Argosy University

- Academic Award
- Alumni Award
- Community College Award
- Community Service Award
- Diversity Award
- Leadership Award
- Returning Adult Award

Scholarship Awards for Students Currently Enrolled at Argosy University

- Argosy University Merit Award

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY REPORT & CRIME STATISTICS

INTRODUCTION

Argosy University, Dallas is providing the following information to all of its employees and students as part of Argosy University, Dallas 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, Dan Peterson, (214-890-9900).

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Argosy University, Dallas distributes the Jeanne Clery a Disclosure of Campus Security Policy and Campus Crime Statistics to every student and employee on an annual basis. It is also available to prospective employees and students at their request. Employees receive a copy through email. The report is distributed to all students through the student handbook.

REPORTING CRIMES AND EMERGENCIES

In the event of fire or medical emergencies, staff and employees should immediately contact 911.

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the director of Student Services at 214-459-2203. Reports are kept in a secure location in Argosy University, Dallas director of Student Services office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, Dallas that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around Argosy University, Dallas facilities to the director of Student Services either in person or by calling 214-890-9900. If the director of Student Services is not available, you may contact Security Manager Sam Malishan, in person or by calling 214-692-8080, and/or the Dallas Police Department by dialing 911 or 214-744-4444. All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the director of Student Services. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the Dallas Police by dialing 9-911, and then notify the director of Student Services.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the director of Student Services. Reports are kept in a secure location in the director of Student Services' office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments, and other relevant information by the director of Student Services.

SECURITY AND ACCESS TO THE UNIVERSITY

It is the policy of Argosy University, Dallas that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, Dallas policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to check-in at the main lobby desk to receive a visitors badge that must be visible at all times while on the premises.

Access to Academic Buildings

The main entrance (3rd floor walkway) to the Argosy University, Dallas is open during all regular security hours:

Monday-Friday

Open: 7:00 a.m.

Close: 10:30 p.m.

Saturday

Open: 7:00 a.m.

Close: 6:00 p.m.

Sunday

Open: 7:00 a.m.

Close: 5:00 p.m.

Holiday and semester break hours vary and are published in the Argosy Newsletter prior to each Holiday or break.

Campus Law Enforcement

Persons employed as security personnel on the main campus at 8080 Park Lane, are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report to Sam Malishan, Security Manager, 214-692-8080. Unarmed security personnel at the school building are there at the direction of Argosy University, Dallas and building owners, and are to assist students, faculty and staff of the University. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are required to display their Argosy University issued Photo ID badge at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Sam Malishan or the President if any illegal activity occurs.

Relationships with Local and State Police

Argosy University, Dallas is located in Dallas, Texas. Argosy University, Dallas maintains a close working relationship with the Dallas Police Department with periodic contact initiated by Argosy University, Dallas personnel to ensure that Argosy University, Dallas is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided via the on-campus television system, postings on bulletin boards, and via email.

Programs to Inform Students and Employees about Campus Security

All new Argosy University, Dallas employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. New student and employee orientation programs include a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and procedures for reporting any criminal activity or emergency. Students and employees are also given a copy of the campus and local area crime statistics.

Programs to Inform Students and Employees about the Prevention of Crimes

Argosy University, Dallas also provides in-service programs designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event that Argosy University, Dallas, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, e-mail, and notices on the in-house television system.

Students are requested to review the *Argosy University, Dallas Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

Off-Campus Student Organizations

At the present time, Argosy University, Dallas does not have any off-campus student organizations.

Drug and Alcohol Policies

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 all at Argosy University, Dallas annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Argosy University, Dallas also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

Procedures Regarding Sexual Assault

Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the director of Student Services, the Executive Committee or other Argosy University, Dallas officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured, and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 214-653-8740. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. Upon request Argosy University, Dallas will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, Dallas personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Argosy University, Dallas housing, if applicable, or the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Dallas County Rape Crisis Center

PO Box 35728

Dallas TX 75235

214-653-8740

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the student conduct policy published in the *Argosy University Academic Catalog*. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Argosy University, Dallas' final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused will occur. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Dallas Police Department, located at;

Dallas Police Department

334 S. Hall Street

Dallas, Texas 75226

Additional information can be obtained by calling the police department at 214-744-4444. OR: Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm>. On-campus computer labs with internet access are available for you to view the above website at <http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm>.

Labs are open M-F 7:30-Midnight (Weeks 1-4), M-F 7:30-2:00 (Weeks 5-11), Saturdays 9-6, and Sundays Noon-5:00.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Argosy University, Dallas prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the President and/or the Director of Student Services each semester to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to Argosy University, Dallas concerning the occurrence on the school's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

CAMPUS CRIME STATISTICS

Argosy University, Dallas

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Criminal Offenses	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	45	0	0	0	0	0	0
Aggravated Assault	0	1	36	0	0	0	0	0	0
Burglary/Theft	0	3	111	0	0	0	0	0	0
Motor Vehicle Theft	0	18	231	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	22	423	0	0	0	0	0	0

* Note: 2006 & 2007 crime statistics unavailable from Dallas Police Department website

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race. *Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.)*

<i>Hate Crimes</i>	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0		0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	N/A	N/A	0	N/A	N/A
Disciplinary Action	0	0	0	0	N/A	N/A	0	N/A	N/A
Drug Abuse Violations:									
Arrests	0	0	0	0	N/A	N/A	0	N/A	N/A
Disciplinary Action	0	0	0	0	N/A	N/A	0	N/A	N/A
Weapons Possessions:									
Arrests	0	0	0	0	N/A	N/A	0	N/A	N/A
Disciplinary Action	0	0	0	0	N/A	N/A	0	N/A	N/A
Totals	0	0	0	0	N/A	N/A	0	N/A	N/A

** Public property includes North Park One (8080 Park Lane) and the sidewalks immediately adjacent to the campus.

APPENDIX I

FACULTY LISTINGS

Peggy Auguste, PsyD

Our Lady of the Lake University, San Antonio, TX

Assistant Professor, Clinical Psychology

Tim Branaman, PhD

East Texas State University, Commerce, TX

Associate Professor, Clinical Psychology

Dan Clement, PhD

Southwestern Baptist Theological Seminary, Ft. Worth, TX

Associate Professor, Clinical Psychology

Andrea Cooper, EdD

Argosy University

Program Char, Counselor Education

Joanna Foy, PsyD

Forest Institute of Professional Psychology, Springfield, MO

Assistant Professor, Clinical Psychology

Barbara Francis, PsyD

Rosemead School of Psychology

Director of Clinical Training

Sandra Garrett, EdD

University of North Texas, Denton, TX

Assistant Professor, Education

Lance Garrison, PhD

University of North Texas, Denton, TX

Interim Vice President of Academic Affairs, Program Chair, BA Psychology, MA Forensic Psychology

David Hargis, PhD

University of New Orleans, New Orleans, LA

Associate Professor, Counselor Education

Kelley Haynes, PsyD

Alliant International University, Alhambra, CA

Assistant Professor, Clinical Psychology

Michael Leach, PhD

Biola University, La Mirada, CA

Assistant Professor, Clinical Psychology

Mark Matthews, PhD

Biola University, La Mirada, CA

Associate Professor, Clinical Psychology

Amite Milner, PhD

Loma Linda University

Assistant Professor, Clinical Psychology

Wayne Smith, DBA

Argosy University, Sarasota

Program Chair, MBA Business Administration, BS Business Administration

Teresa Stoops, EdD

Seattle Pacific University, Seattle, WA

Program Chair, Education

Lisa Thompson, EdD

Texas A&M University, College Station, TX

Assistant Professor, Education

Brenda Wall, PhD

George Washington University, Washington, D.C.

Program Chair, Clinical Psychology

APPENDIX II

CAMPUS DIRECTORY

Argosy University, Dallas
 8080 Park Lane, Suite 400-A
 Dallas, TX 75231
 214-890-9900
 Toll Free: 866.954.9900
 Fax: 214.696.3900
To Dial use 214-459-xxxx

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Chris Wilson	Associate Director, Admissions	2206	cwilson@argosy.edu
Pam Wren	Director, Library Services	2215	pwren@argosy.edu
Emergency	911		
Security	214-684-2825		
4 th floor reception	214-459-2207		

APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

ACADEMIC CALENDAR

Fall 2008: September 2-December 13, 2008

Session I: 9/2-10/22

Session II: 10/23-12/13

4-week break

Spring 2009: January 10-April 23, 2009

Session I: 1/10-3/2

Session II: 3/3-4/23

2-week break

Summer 2009: May 9-August 20, 2009

Session I: 5/9-6/29

Session II: 6/30-8/20

2-week break

2008-2009 HOLIDAYS

Friday, July, 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Thursday and Friday, November 27 - 28 2008	Thanksgiving Day
Thursday and Friday December 25-26, 2008	Winter Holiday
Thursday and Friday, January 1-2, 2009	New Years Day and Day after New Years
Monday, January 19, 2008	Martin Luther King Day
Monday, February 16, 2009	President's Day
Friday, April 10, 2009	Good Friday
Monday, May 25, 2009	Memorial Day