

---

---

## 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.

---

---



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

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

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

In case of emergency, please notify:

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

The information in this book was the best available at press time. Watch for additional information and changes.



©2008 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

# TABLE OF CONTENTS

<b>Section One: Introduction</b> .....	3	Courses Taken at Other Argosy University Campuses .....	12
About This Handbook .....	3	Online Courses .....	12
Welcome From the Campus President .....	3	Student Finance .....	13
Jurisdiction/Subject to Change .....	3	Disabilities .....	13
<b>Section Two: Campus Information</b> .....	4	Counseling Needs .....	13
Campus Facilities .....	4	Transcript Requests .....	13
Location .....	4	Information Changes .....	13
Offices .....	4	Addresses and Name Change Procedures .....	13
Classrooms .....	4	Release of Information .....	13
Library .....	4	Student Health Insurance .....	14
Computer Lab .....	4	Student Evaluations and Surveys .....	14
Transportation .....	4	Graduation .....	14
Building and Office Hours .....	5	Petitioning to Graduate .....	14
Admission Hours .....	5	Diplomas .....	14
Computer Lab Hours .....	5	Commencement Services .....	14
Library Hours .....	5	<b>Section Five: Health/Safety Policies and Procedures</b> .....	15
Student Services/Student Finance Hours .....	5	The Art Institute of Colorado/Argosy University, Denver .....	15
Administration Contact Information .....	6	I. Introduction .....	15
Campus Information .....	6	II. Safety and Security Policies of the Art Institute of Colorado/Argosy University, Denver .....	15
Academic Resources .....	6	Information Regarding Registered Sex Offenders .....	16
Disability Services .....	6	Policy for Preparing the Annual Disclosure of Crime Statistics .....	18
Professional Writing Courses .....	6	III. Crime Statistics .....	18
Tutoring Services .....	6	Drug-Free Workplace and Campus .....	22
Turnitin .....	6	Effects of Drugs and Alcohol .....	22
Web Sites and Publications .....	6	Health Risks Associated with the Use of Alcohol .....	22
Argosy University Web Sites .....	6	Health Risks Associated with the Use of Drugs .....	22
Emergency Procedures and Closings .....	6	Sanctions .....	23
First Floor .....	6	Argosy University, Denver Sanctions .....	23
Second Floor .....	7	State and Federal Sanctions .....	24
Reporting an Emergency .....	7	State of Colorado Alcohol Laws .....	24
Fires .....	7	Convictions for Drug-Related Offenses .....	25
Police .....	7	Signs of an Alcohol or Illicit Drug Problem .....	25
Building Security .....	7	Counseling .....	25
Theft .....	7	Community Resources .....	25
Accidents and Illness .....	7	<b>Appendix I: Faculty Credentials</b> .....	26
Incident Reports .....	7	<b>Appendix II: Campus Directory</b> .....	28
School Closings .....	7	<b>Appendix III: Campus Academic and Holiday Calendar</b> .....	29
<b>Section 3: Library, Computer Lab, and Textbooks</b> .....	8	Academic Calendar .....	29
Reference Services .....	8	Holiday Calendar .....	29
Collection .....	8	<b>Appendix IV: Course Drop &amp; “Grade of W” Deadlines</b> .....	30
Online Catalog .....	8	Course Drop & “Grade of W” Deadlines .....	30
Password Protected Databases (Journal Articles) .....	8	Course Add/Drop Refund Policy .....	30
Journal Sources .....	9	Grades .....	32
Interlibrary Loan (ILL) .....	9		
Computer Lab .....	9		
Bookstore and Materials .....	9		
How to Order Books Through MBS .....	9		
<b>Section Four: Student Services and Resources</b> .....	10		
Registration .....	10		
Registration Deadlines and Dates .....	10		
Course Transfers and Waivers .....	11		
Graduate Transfer Credits .....	11		
Undergraduate Transfer Credits .....	11		
Waiver/Course Substitution .....	11		

# SECTION ONE

---

## INTRODUCTION

### **ABOUT THIS HANDBOOK**

The *Argosy University, Denver Student Handbook* is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The *Argosy University, Denver Student Handbook* incorporates by reference the *Argosy University 2008-2009 Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this handbook. Make sure to reference your *Academic Catalog*.

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

Welcome to Argosy University, Denver. Congratulations on your decision to obtain a professional degree. We are excited to have you as a student and we look forward to helping you reach your educational goals. This student handbook provides you with information regarding policies, procedures and resources. Keep this booklet available for easy reference to ensure a successful academic experience. We thank you for choosing Argosy University, Denver. It will be an honor to assist you with your education. Your participation in our educational community will add a unique flavor to our campus.

Best wishes,

Marcia Bankirer,

*Campus President*

*Argosy University, Denver*

### **JURISDICTION/SUBJECT TO CHANGE**

Argosy University, Denver location reserves the rights to change the policies contained within this student handbook at any time. Notice is not required for a new policy to take effect; however, Argosy University, Denver 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 college administration.

# SECTION TWO

---

## CAMPUS INFORMATION

### CAMPUS FACILITIES

#### LOCATION

Argosy University, Denver is conveniently located at 1200 Lincoln Street in Denver, Colorado. Denver is one of the most beautiful and exciting cities in the United States. It's a thriving metropolis, but still retains the relaxed, friendly culture of its Western heritage. Its diverse population is young and well educated, and the city continues to attract leading industries.

Argosy University, Denver is located at the center of this stimulating environment. It is near galleries, museums, and theaters, with the Performing Arts Complex offering live theater, concerts, and dance. The hottest bands and stars perform at the world famous Red Rocks Amphitheater, west of the city.

A one-hour drive finds world-class skiing and water sports, amidst the breathtaking Rocky Mountain scenery. In the mountains, and right in the city as well, opportunities for biking, hiking, rollerblading, and other individual sports abound.

Denver is the home of four major-league sports franchises: the National League Champion Colorado Rockies, the Super Bowl Champion Denver Broncos, the Stanley Cup Champion Colorado Avalanche, and the Denver Nuggets of the National Basketball Association. Many students make their first career contacts in Denver, at the hub of business for the western United States. Thriving professional organizations, major corporations, high-tech companies, top-notch retail fashion stores, hotels, restaurants, design firms, and many other creative organizations offer chances for professional networking and future employment.

#### OFFICES

All administrative offices and faculty mailboxes are located on the third floor.

#### CLASSROOMS

Classrooms are shared with The Art Institute of Colorado, and are equipped with TVs, VCRs, DVDs, and white boards. Overhead and LCD projectors are available upon reservation.

#### LIBRARY

The library houses the book, journal, and video collections, a TV/VCR/DVD set with headphones, a photocopier, study space, and a computer for catalog access.

#### COMPUTER LAB

A separate computer lab is available to all students. There are computers with MS Office and other software packages students may need.

#### TRANSPORTATION

Driving Directions to Argosy University, Denver from the West on 6th Avenue

Take the US 6 East, W 6th AVENUE becomes E 6th Ave.

Turn LEFT onto LINCOLN STREET

Turn RIGHT into the Parking Structure located north of the school.

Driving Directions to Argosy University, Denver from the West on I-70

Take Interstate I-70 EAST

Turn RIGHT/SOUTH on I-25

Turn RIGHT/SOUTH onto SPEER BOULEVARD

Turn LEFT/EAST on 14th AVENUE

Turn RIGHT/SOUTH onto BROADWAY

Turn LEFT/EAST onto 12th AVENUE

Turn LEFT/NORTH onto LINCOLN STREET

Turn RIGHT into the Parking Structure located north of the school.

Driving Directions to Argosy University, Denver from the East

Get to Colorado Boulevard

Take 8th Avenue WEST

Turn RIGHT/NORTH onto Lincoln

Turn RIGHT into the Parking Structure located north of the school.

Driving Directions to Argosy University, Denver from the South

Take I-25 NORTH

Take the LINCOLN STREET exit- exit number 207A- toward BROADWAY

Keep LEFT at the fork in the ramp

Merge onto S LINCOLN STREET (continue to follow until 12th Street).

Turn RIGHT into the Parking Structure located north of the school.

Directions to Argosy University, Denver from the North

Take I-25 SOUTH

Turn RIGHT/SOUTH onto SPEER BOULEVARD

Turn LEFT/EAST on 14th AVENUE

Turn RIGHT/SOUTH onto BROADWAY

Turn LEFT/EAST 12th AVENUE

Turn LEFT/NORTH onto LINCOLN STREET.

Turn RIGHT into the Parking Structure located north of school.

Denver Bus and Light Rail Systems

Phone: 303-299-6000 and 1-800-366-7433

Website: [www.rtd-denver.com](http://www.rtd-denver.com)

## **BUILDING AND OFFICE HOURS**

### **ADMISSION HOURS**

Argosy University, Denver Admission's Office hours are:

Monday – Thursday: 8:30 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

### **COMPUTER LAB HOURS**

Argosy University, Denver Computer Lab Hours are:

“When the school is open, the Lab is open.”

### **LIBRARY HOURS**

Argosy University, Denver Library Hours are:

Monday – Friday: 7:15 am – 10:00pm

Saturday: 8:00 a.m. – 5:00 p.m.

### **STUDENT SERVICES/STUDENT FINANCE HOURS**

Argosy University, Denver Student Services (Registrar, Bursar, and Financial Aid) hours are:

Monday – Thursday: 8:30 a.m. – 5:30 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 8:30 a.m. – 5:00 p.m.

## **ADMINISTRATION CONTACT INFORMATION**

### **CAMPUS INFORMATION**

Argosy University, Denver

1200 Lincoln Street

Denver, CO 80203

Phone: 1.303.248.2700

Toll Free: 1.866.431.5981

Fax: 303.248.2800

Admissions Phone: 303.248.2700

## **ACADEMIC RESOURCES**

### **DISABILITY SERVICES**

Coordinated by the campus president

### **PROFESSIONAL WRITING COURSES**

Refer to the *Academic Catalog* for more information.

### **TUTORING SERVICES**

This service is coordinated by the department chairs.

### **TURNITIN**

Turnitin is used by all faculty and many students to check papers submitted for classes for plagiarism and writing style problems. To log in to Turnitin, go to [www.turnitin.com](http://www.turnitin.com) and follow the on-screen instructions to create a user profile. An instruction book is available both on the Turnitin Web site and in the library.

## **WEB SITES AND PUBLICATIONS**

### **ARGOSY UNIVERSITY WEB SITES**

<https://banner.argosy.edu> (Student Link)

Student Link allows students to view personal information, schedules, transcripts, grades, register for classes, view financial statements and financial aid status.

[www.argosy.edu](http://www.argosy.edu) (Argosy University official Web site)

This site allows students to view all national Argosy University campus information, apply for admission, access to financial aid links, career services and online courses.

<http://direct.mbsbooks.com/argosy.htm> (MBS Books)

This Web site allows students to buy new and used textbooks.

<http://Journeyed.com/argosy> (Online Student Technology Store)

This Web site is where students can purchase software, hardware and technology accessories.

## **EMERGENCY PROCEDURES AND CLOSINGS**

**In case of a life threatening situation, dial 911.**

If life is in danger, please EVACUATE the building in a calm manner—DO NOT RUN. Please help those who need assistance due to physical impairment. You must exit the building on the first or second floors. There are two exit doors located on the first floor and two exit doors on the second floor.

### **FIRST FLOOR**

Exit the north or south stairwell and proceed to the nearest exit. From the north stairwell, evacuate to the corner of 13th Avenue and Lincoln Street WITHOUT crossing the street. From the south stairwell, evacuate east on 12th Avenue to Sherman Avenue.

## **SECOND FLOOR**

Both second floor exits empty to the alley behind the building. One exit is through the second floor lounge. The other exit is on the south side past the rest rooms and Student Affairs. Evacuees exiting on the second floor should proceed south in through the alley, then east on 12th Avenue to Sherman Avenue.

## **REPORTING AN EMERGENCY**

If a non-life threatening emergency occurs, please contact the security officer at the reception desk if assistance is required. The following is a list of phone numbers in the event of an emergency:

Police Denver Police Department 720.913.2000 District 6 (non-emergency)

Fire Department Denver Fire Department 720.913.3421 (non-emergency)

Gas & Electric Xcel Energy 800.895.1999

Water Service Denver Water 303.628.6000

Hospital Denver Health Medical Center 303.436.6000 (non-emergency)

## **FIRES**

All students are urged to acquaint themselves with the location of the exits, fire alarm devices, and fire extinguishers on each floor. In case of fire, please call (911) immediately. Immediately thereafter, please activate the nearest fire alarm pull station device to evacuate the building. There are several located throughout the building. Remember, current fire code mandates that all elevators recall to the ground floor in the event of any fire alarm activation.

## **POLICE**

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

## **BUILDING SECURITY**

The building is protected by an intrusion detection system and extensively monitored with closed circuit security cameras. Uniformed security officers are also on the premises from open to close. Building hours are generally Monday – Friday 6:00 a.m. to 10:30 p.m. and Saturday – Sunday 8:00 a.m. to 5:30 p.m.

## **THEFT**

If a theft has taken place, please contact the security officer in the first floor reception area. You will be asked to complete an incident report and provide details as necessary.

## **ACCIDENTS AND ILLNESS**

If a medical emergency exists, immediate medical attention can be accessed by dialing 911 on the nearest telephone or any cell phone. The nearest medical facility is Denver Health Medical Center approximately six blocks south.

## **INCIDENT REPORTS**

Generally, an incident report is required for almost any type of safety, security, or medical incident. Forms, instructions, and guidance can be provided by the reception desk security officer.

## **SCHOOL CLOSINGS**

In the event of threatening weather situations, a decision will be made by senior school leaders to cease or restrict normal school operations. This decision will be made available to local media outlets. Also, a snow closure telephone hotline will have the most current school closing information at: 303.824.4969.

# SECTION THREE

---

## LIBRARY, COMPUTER LAB, AND TEXTBOOKS

For complete information, visit the library's home page at: <http://library.argosy.edu/libweb/den/>. Access to our book catalog, full-text journal articles, electronic books (e-books) and full-text dissertations are available to students by going to the library home page: <http://library.argosy.edu/libweb/den/>. The index to links to the above topics is on the left side of the home page.

### REFERENCE SERVICES

The library provides Reference Service to students on a drop-in basis, by phone, by email, or by appointment. Email: [audvlibrary@argosy.edu](mailto:audvlibrary@argosy.edu) or phone 303.248.2712 for further information or to set up an appointment with a librarian.

Library staff will hold *Library Orientations* for all programs when requested by faculty. Research training sessions can be held in the Argosy University computer lab or the library. Trainings include searching the library databases. Library staff can also work with students one-on-one for advanced training in research and APA format skills. In addition, many class text books are on reserve in the library.

### COLLECTION

The collection is growing quickly as new classes and programs are introduced. Books may be checked out for 2 weeks while journals and DVDs must be used onsite. Televisions with built-in VCR and DVD players are available to use in the library.

Faculty and student recommendations for library materials are appreciated as the collection grows to meet patron needs.

### ONLINE CATALOG

The Voyager catalog is available at: <http://library.argosy.edu/libweb/den/>

Click on 'Library Catalog'. One can search for materials at the Denver campus as well as all the Argosy University campuses. The catalog also provides links to over 26,000 electronic books (fully digitized and available online). The library's home page has links to tutorials for databases, writing skills, research methods, and APA format.

### PASSWORD PROTECTED DATABASES (JOURNAL ARTICLES)

You must be a confirmed Argosy University, Denver student to use password protected databases. Contact the library for passwords.

**PsycINFO:** From the American Psychological Association (APA), contains more than 2 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as the 1800s. 97 percent of the covered material is peer-reviewed. Journal coverage, which spans 1887 to present, includes international material selected from nearly 2,000 periodicals in more than 25 languages.

**PsycArticles:** A definitive source of searchable full-text, peer-reviewed scholarly and scientific articles in psychology. The database contains more than 40,000 articles from 56 journals – 45 published by the American Psychological Association (APA) and 11 from allied organizations. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1985 to present.

**Psychology and Behavioral Sciences:** This database provides nearly 575 full text publications, including nearly 550 peer-reviewed titles. This database covers topics such as emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods. Nearly every full text title included in this database is indexed in PsycINFO.

**Academic Search Premier:** The world's largest academic multi-disciplinary database provides full text for nearly 4,650 serials, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

**Business Source Premier:** This is the industry's most used business research database, providing the full text for more than 8,800 serials. It provides full text back to 1965 and searchable cited references back as far as 1998. Coverage includes virtually all subject areas related to business.

**Regional Business News:** This database provides comprehensive full-text coverage for regional business publications and incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

**LIRN (Library and Information Resource Net):** Contains abstracts and full-text in all academic areas, including Infotrac and ProQuest databases. Additional resources include: Health Reference Center, Computer Database, General Business File ASAP, Business and Company Resource Center and Books in Print.

**Digital Dissertations:** Downloads of full dissertations from 1997 – present are free; for dissertations older than 1997, 24-page previews are available.

## **JOURNAL SOURCES**

Journals do not circulate. Photocopy fees are ten cents per page. You can check the EBSCO A–Z listing of all online full-text journal subscriptions for the journal titles. The library currently subscribes to 45 paper journals. Hundreds of online journal articles are available in abstract and full-text through the library's web page at: <http://library.argosy.edu/libweb/den/> Click on 'databases'. The *EBSCO A to Z* listing (on the database front page) is a simple way to determine where a journal is indexed. All database passwords are given to students upon registration.

## **INTERLIBRARY LOAN (ILL)**

The library offers free inter-library loan service through a nation-wide library network as well as with the other eighteen Argosy campuses. Please complete the form located at the front desk in the library or the pop-up box that will appear in the database search page. Or, call the librarian at 303.248.2712.

## **COMPUTER LAB**

Computers are available to students in the library and the Argosy University, Denver computer lab. In addition to the Internet, students can access Microsoft Office, Voyager (online catalog), and individual student accounts (password protected).

## **BOOKSTORE AND MATERIALS**

### **HOW TO ORDER BOOKS THROUGH MBS**

Go to: <http://www.argosy.edu/locations/denver/Default.aspx> Click on "Bookstore" and then "Order My Books." Follow the prompts to find your classes and books.

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

---

### REGISTRATION

Registration procedures are set up to provide maximum flexibility for students. Argosy University, Denver offers online registration during predetermined periods of time, as well as paper registration which can be dropped off or mailed in. Registration Bulletins are published prior to each term and provide detailed information on registration policies, deadlines, payment options and refund policies. Please note that we are changing registrations systems during the summer of 2008. Please check with the Student Services Office for information about the new registration site.

### 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. Cash Pay Students (Students Not on Financial Aid) must provide a Payment Arrangement Form with a valid form of payment during the pre-registration period. This form is due on the date published in the *Registration Bulletin* which is prior to registration. Students will have to provide a credit card number to register without financial aid.

#### 2. Priority Registration:

- a. Time Tickets are set for some programs to allow students with more credits to register earlier for classes. The programs that offer this option are assigned a time ticket which is published in the *Registration Bulletin*.
- b. Online Priority Registration: All students who register online have priority over students who register through paper registration.
- c. Paper Priority Registration: Students who register by paper during the priority registration period will be processed after online registration. Please see the *Registration Bulletin* for further information on drop-off or mail-in Registration.
- d. New Student Priority Registration: New students may have an opportunity to register for classes prior to priority registration for classes specifically offered for first year students.

#### 3. Late Registration:

Students are assessed a \$50 late registration fee if they register during the late registration period as listed in the *Registration Bulletin*.

#### 4. Last Day to Register:

Students who do not register by the last day to register as printed in the *Registration Bulletin* may be dropped from the program.

#### 5. Add/Drop Registration:

Students may change their registration online during the online registration period. After online 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. Add/Drop Forms are available on the registration table on campus.

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

All courses are subject to change. Courses may be cancelled due to low enrollment. Students will be contacted if their course is cancelled.

## **7. Payment Deadlines:**

Students are subject to payment deadlines as outlined in the *Registration Bulletin, Academic Catalog* and on the payment forms. These policies require students to be paid in full for the prior term at the point of registration and have a payment set up according to payment policies or have a complete and approved financial aid application on file which covers tuition for the term in which the student is registering. Students will have a hold on their account at the point of registration or will have their registration returned if the above conditions are not met.

## **8. 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, Denver, 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.
3. Approved transfer forms will be returned to the student for payment which is \$50 for each approved waiver. Students should submit these forms with payment to the Student Services office.

See the current *Argosy University Academic Catalog* for additional Graduate Transfer Credit Criteria prior to submitting graduate credit transfer forms for review.

### **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, Denver degree program.

### **WAIVER/COURSE SUBSTITUTION**

Waiver/course substitution criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for waiver to a program at Argosy University, Denver, 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. If approved, students will need to submit \$50 fee with the Course Waiver Form to the Student Services Department for each approved waiver.

## 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, Denver. Please see the *Academic Catalog* for detailed information on this subject.

## ONLINE COURSES

	<b>Courses with section number that begins with BL or OL</b>	<b>Courses with section number that begins with OH</b>
<b>Email Information</b>	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
<b>Website to Access Course</b>	<a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a> Students will have access to their course 3-days before the first day of class.	<a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a> Students will have access to their course 3-days before the first day of the class.
<b>Log-in</b>	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.
<b>Orientation</b>	Highly recommended that students complete before starting courses. The link and login information will be emailed to you three weeks before the session starts.	Highly recommended that students complete before starting courses. The link and login information will be emailed to you three weeks before the session starts.
<b>Participation</b>	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.
<b>Textbooks</b>	Access the MBS Direct online bookstore at <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a>	Access the MBS Direct online bookstore at <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a>
<b>eCollege Technical Support</b>	Call 1-866-481-5562, or email <a href="mailto:argosyhelpdesk@ecollege.com">argosyhelpdesk@ecollege.com</a>	Call 888-720-6654
<b>Student Support</b>	Student Support form can be found at <a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a>	Student Support form can be found at <a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a>

## **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. Resources available through the Student Finance office include:

- Direct Deposit Form
- Payment Plan Form
- Financial Aid Check List (a list of all steps needed to apply for federal financial aid)
- Argosy University Financial Aid Guide
- Financial Aid Lender and Contact List
- Loan Consolidation Kits
- Federal Financial Aid Applications
- Alternative Loan Applications (Credit Based Loans)
- Scholarship and Grant Applications
- Loan Deferment Documentation
- Other resources as necessary

## **DISABILITIES**

Argosy University 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.

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 Disability Services coordinator at 303-248-2706. If you have a concern or complaint in this regard, please contact the Student Services Department. Complaints will be handled in accordance with the Argosy University’s Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## **COUNSELING NEEDS**

Contact Kay Rollins for any special counseling/support needs at: 303.248.2706.

## **TRANSCRIPT REQUESTS**

Transcripts are available for students from the Registrar. Transcripts are free of charge. Students requesting an official transcript must complete and sign a Transcript Request Form. Please allow a two-week turn around on transcripts.

## **INFORMATION CHANGES**

It is the student’s responsibility to report all changes in name and address to the Student Services/Student Finance office.

## **ADDRESS AND NAME CHANGE PROCEDURES**

The “Change of Address/Change of Name Form” is located with the New Student Coordinator. Change of Address/Name Change Forms should be submitted to the same. 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. This is the same form as the Transcript Request Form.

## STUDENT HEALTH INSURANCE

Argosy University makes a student health insurance plan through a third party provider available to students. Contact student services for more details.

## STUDENT EVALUATIONS AND SURVEYS

Students will be given confidential mid-term course evaluation forms at the mid point of each course and 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.

## GRADUATION

### PETITIONING TO GRADUATE

Specific Program Graduation Requirements are outlined in the *Argosy University Academic Catalog*, as well as on the Petition to Graduate Form.

1. Students who are planning to graduate need to submit a Petition to Graduate Form with \$150.00 graduation fee (check or credit card charge) to the Student Services Office **by the first day of the last term in which they register**. Student who hands in their Petition to Graduate Form late or incomplete will not be processed until the following term and may not be able to participate in the graduation ceremony.
2. Petition to Graduate Forms are reviewed **at the end of term** in which the student submits the forms when all grades for the term 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 to make sure any "Incomplete" or "In-Progress" courses have been updated.
4. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, dissertation requirements, DANTES/Tests (for undergraduate programs) practicum/internship contract requirements, and course repeats) by the end of the term in which they petition to graduate.

### DIPLOMAS

Diplomas are ordered once every term after the end of the term in which the students complete their requirements and after all grades for the term are submitted. Students who have incomplete or "in progress" grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

### COMMENCEMENT SERVICES

Commencement Services are held for students annually in the fall for students who graduated in the previous summer, spring and fall terms. Please see the Petition to Graduate form at the registration table for specific dates regarding Commencement Ceremonies. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, dissertation requirements, DANTES/Tests/practicum/ internship contract requirements, and course repeats).

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### THE ART INSTITUTE OF COLORADO/ARGOSY UNIVERSITY, DENVER

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 2006  
April 2008 (Statistics for 2007)

#### I. INTRODUCTION

The Art Institute of Colorado / Argosy University, Denver is providing the following information to all of its employees and students as part of The Art Institute's commitment to safety and security, pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have questions about any of the information provided in this report, please contact Debi Pitts, Dean of Student Affairs at (303) 824-4919.

#### II. SAFETY AND SECURITY POLICIES OF THE ART INSTITUTE OF COLORADO/ARGOSY UNIVERSITY, DENVER

##### A. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

Everyone at The Art Institute/Argosy University, Denver is encouraged to report all criminal acts or other emergencies promptly and accurately to appropriate law enforcement agencies. Criminal activity or other emergencies should be immediately reported by dialing extension 0, reporting to Joe Reinhardt, Facilities Manager/Safety Coordinator at extension 4871, and the Denver Police Department at 911. Any victims or witnesses of crimes may report crimes on a voluntary basis and may be included in the crime statistics disclosure report. Victims and/or witnesses may report the crime to director of Facilities, dean of Student Affairs and/or The Art Institute of Colorado/Argosy University, Denver counselors. The information is recorded on an incident report and kept in confidential files with the director of Facilities, dean of Student Affairs, campus president or counselor depending on the nature of the crime and the need for confidentiality. The files are locked and not available for public viewing. Names of victims and witness are kept confidential in this report. In the case of fire or other emergencies, please become familiar with the evacuation plans posted on every floor of every building on campus. For the purposes of timely, accurate reporting, and to insure appropriate notification of continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near a school facility (Main Building, Culinary Building, Industrial Design Building or any housing facility) to file a report with the Facilities Manager/Campus Safety Coordinator. Accident/Crime reports are available from any Academic or Administrative Department Director. Students may alternatively file a report with Debi Pitts, Dean of Student Affairs.

The Art Institute of Colorado/Argosy University, Denver staff with security responsibilities includes the Executive Committee, which consists of the campus president, dean of Academic Affairs, director of Admissions, dean of Student Affairs, vice president and director of Administrative and Financial Services, vice president and director of Career Services, and the director of Human Resources. Additionally responsible are the department directors and the security staff. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

The Art Institute of Colorado/Argosy University, Denver fire alarm will sound in the event of a fire in the facility. Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes knowledge of these items:

- a. Participation in regularly scheduled fire drills.
- b. Knowing two ways out.
- c. Knowing how many doorways to the stairwell.
- d. Staying low in smoky conditions.
- e. Never using elevators during a fire.
- f. Handicapped individuals moving to a stairwell for evacuation by fire department staff, as stairwells are safer environments.

- g. Once outside, staying as far away from the building as possible.
- h. Keeping all driveways clear.
- i. Remaining quiet and calm.
- j. Following fire drill procedure and evacuation plan as posted throughout the building.

## **B. SECURITY AND ACCESS TO CAMPUS FACILITIES**

It is the policy of The Art Institute of Colorado/Argosy University, Denver that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. All visitors, including friends and family, must report to security in the 1st Floor lobby at 1200 Lincoln and security stations on remaining sites. Visitors are at all times subject to school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors must be shared by their student or employee host. Shrub and hedge height are kept low and well trimmed by grounds crews for security reasons. Many lights have been placed on the exterior of buildings and parking lots. Access to student housing facilities is security card-access controlled. In the event a student loses the key card to his/her apartment, the doors are recoded for that apartment.

## **C. CAMPUS LAW ENFORCEMENT**

School Security staff report to the facilities manager/campus safety coordinator, and generally work from 6:00 A.M. to 10:00 P.M. Monday through Friday, and from 8:00 A.M. to 5:00 P.M. on Saturday. Additionally, security guards patrol most housing facilities during late night/early morning hours. Persons employed as security personnel (including contract security guards and maintenance personnel) represent the school and are instructed to enforce school security policies. While these guards do not have arrest authority, such persons have the authority to evict unauthorized persons from the school premises and will notify local authorities of all actual or suspected criminal activity, including trespassing.

## **D. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new Art Institute of Colorado/Argosy University, Denver employees and students are instructed on crime awareness and prevention during orientation. The orientation programs, held for new employees by the director of Human Resources, include a description of school security policies and procedures for reporting any criminal activity or emergency. The Art Institute of Colorado/Argosy University, Denver also provides regularly held in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted throughout the year during faculty training weeks and on Institute Days. Students are instructed on crime awareness and prevention during orientation at the beginning of each academic quarter. In addition, all students are given, and should carefully review, a copy of the student handbook, which contains information on the drug free campus, campus security and crime prevention, and The Art Institute's code of conduct.

As the schools are in an urban area, employees and students are encouraged to be responsible for their own safety, the safety of others in The Art Institute of Colorado/Argosy University, Denver community, and to follow a common sense approach to personal safety. The Art Institute of Colorado/Argosy University, Denver counselor will also be available to offer support and referral to other counseling services, as well as to inform the victim of Institute's policies and procedures for insuring his/her continuing safety.

## **E. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Art Institute's counseling department offers printed materials and, throughout the year, offers occasional workshops to students and employees on crime prevention. The school security staff provides the local authorities with information on a timely basis of occurrences that take place on school premises. When there are crimes that constitute a continuing threat to The Art Institute of Colorado/Argosy University, Denver population, The Art Institute of Colorado and Argosy University, Denver are committed to informing students and staff of the nature of the crime(s) and necessary protective steps that they might take. Facilities management, via campus wide voice mail, e-mail, hard copy memorandums, flyers, classroom announcements and building intercom system, informs students, faculty and staff, regarding these types of situations.

The Art Institute of Colorado/Argosy University, Denver maintains a close relationship with the Denver Police Department and other law enforcement agencies. Regular quarterly meetings are held with members of the local police to monitor the threat of crime on or near The Art Institute of Colorado/Argosy University, Denver campus. In the event that Art Institute of Colorado/Argosy University, Denver personnel, working with local law enforcement agencies, determine that a particular criminal offense continues to be a threat to the campus community, The Art Institute of Colorado/Argosy University, Denver will notify students and staff through memos, announcements to class, and notices in the campus student newsletter. The Colorado State Patrol abdicates jurisdiction for the area around The Art Institute of Colorado/Argosy University, Denver to the Denver Police, and correspondence of the State Police to that effect is on file at The Art Institute of Colorado/Argosy University, Denver.

## **F. DRUG AND ALCOHOL POLICIES**

The Art Institute of Colorado/Argosy University, Denver is a drug free campus and complies with Colorado underage drinking laws and all Federal and state drug laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any Institute property. In addition to prosecution by appropriate civil authorities, students found in violation will be treated as having violated The Art Institute's student conduct policy code and will be subject to disciplinary action up to, and including, termination.

In keeping with Section 120 (a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free School and Community Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy is annually provided to the entire Art Institute community.

The Art Institute of Colorado/Argosy University, Denver counselors provide counseling and periodic awareness programs on substance abuse for students in need of such services. Additionally, students, faculty and staff are required to observe the local, state and federal regulations regarding the possession, use and sale of alcohol. Failure to abide by these regulations, in accordance with The Art Institute's Code of Conduct, may result in disciplinary action up to, and including, termination.

Each year, The Art Institute of Colorado/Argosy University, Denver prepares a report on drug and alcohol abuse prevention, including a statement of The Art Institute of Colorado/Argosy University, Denver Drug and Alcohol Abuse policy. A copy may be obtained from the director of Human Resources upon request.

## **G. OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, The Art Institute of Colorado/Argosy University, Denver does not have any off-campus organizations.

## **H. SEXUAL ASSAULT POLICIES AND THE RIGHTS OF VICTIMS**

The school provides regular workshops on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and nonforcible sex offenses.

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 risks of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.
- Call someone to be with you as you should not be alone.
- Reporting the rape to the police is up to you, but remember that reporting a rape is not the same thing as prosecuting a rape.
- Please call the police and report the rape.

If you request, Art Institute of Colorado/Argosy University, Denver personnel will assist in notifying the proper authorities. The Art Institute of Colorado/Argosy University, Denver counselors are available to assist students with working through the attack and in assisting in identifying independent counseling or mental health services. Victims can also contact the Rape Assistance and Awareness Program at (303)322-RAPE (303-322-7273) for assistance.

After any campus sexual assault is reported, the victim of such crime has the right to request that Art Institute of Colorado/Argosy University, Denver personnel take reasonably feasible steps or actions to prevent any unnecessary or unwanted contact or proximity with alleged assailants (including relocation in school-sponsored housing or the transfer of classes). On-campus disciplinary procedures against students will be in accordance with student conduct and appeals policies published in The Art Institute of Colorado *Student Handbook* and the *Argosy University Academic Catalog*, respectively. Both parties have the right to have others present in any Art Institute of Colorado/Argosy University, Denver disciplinary proceeding (at which the accused is present) and the right to be notified of the outcome of such proceedings. Sanctions The Art Institute of Colorado/Argosy University, Denver may impose as a result of a disciplinary proceeding include warning, probation, suspension, or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

According to the Violent Crime Control and Law Enforcement Act of 1994 under section 170101(j), this information is available by contacting Denver Police Department – District Six, 1566 Washington Street, Denver, Colorado 80203, 303-839-2100 or through Colorado Bureau of Investigation (CBI) website – <http://sor.state.co.us/>. This website does not list all convicted sex offenders in Colorado, only certain high-risk registered sex offenders in the following categories: Sexually Violent Predator, Multiple Offenses, and Failed to Register. Most sex offenders convicted after 1991 are required to register with the local law enforcement agency where they reside. Each police or sheriff's agency is required to maintain a list of convicted sex offenders in their jurisdiction and release that information to any citizen who requests it.

### **POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The dean of Student Affairs is responsible for the coordination of the crime statistics report. The director of Facilities, director of Residential Life and Housing, and dean of Student Affairs collect incident reports and send them to the dean of Student Affairs for translation into statistical format, at the end of each calendar year. All incident reports filed are voluntary and are kept confidential in nature, excepting laws governing specific police reports. The dean of Student Affairs contacts the Denver Police Department to request the crime statistics (type of arrest, number and percent) within a defined area. All facilities occupied by The Art Institute of Colorado/Argosy University, Denver and within a block radius of the address listed are included (1200 Lincoln Street, 300 E. 9th Avenue, 675 S. Broadway and 5785 E. 8th Avenue).

### **III. 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. Set forth in the first box below are statistics available to The Art Institute concerning the occurrence, on The Art Institute's premises (including school-sponsored housing facilities), non-campus buildings and property, and public property, of criminal offenses in the categories reported to campus security officials or local police agencies. The second box below sets forth available statistics concerning crimes with evidence of prejudice. Finally, the number of arrests for the three listed categories of criminal offenses occurring on the premises of The Art Institute of Colorado/Argosy University, Denver, non-campus buildings and property (including school-sponsored housing facilities) and public property are listed.

## THE ART INSTITUTE OF COLORADO / ÑARGOSY UNIVERSITY, DENVER

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the campus, non-campus buildings & property and public property of The Art Institute of Colorado/Argosy University, Denver.

**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. Set forth below are statistics available to The Art Institute of Colorado/Argosy University, Denver concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

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	1	0	0	2	1	2	5	
Aggravated Assault	0	0	2	0	0	1	0	0	1	
Burglary/Theft	3	2	4	1	0	0	1	3	2	
Motor Vehicle Theft	1	2	3	0	0	1	0	1	1	
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	1	
Non-Forcible	0	0	0	0	0	0	0	0	0	
<b>Totals</b>	4	4	10	1	0	4	2	6	10	



<i>Arrests/Persons Referred for Campus Disciplinary Action</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**	On Campus									
<b>Liquor Law Violations:</b>																				
Arrests	0	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	3	4	0	2	4	0	3	2	4	0	3	2	2	2	2	2	2	2	2	2
<b>Drug Abuse Violations:</b>																				
Arrests	0	1	2	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Disciplinary Action	2	4	0	0	1	0	2	0	1	0	0	2	3	2	2	2	2	2	2	2
<b>Weapons Possessions</b>																				
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	5	9	5	2	5	2	5	2	5	2	2	5	5	5	2	5	5	5	5	5

\* Includes school-sponsored housing

\*\* In all cases "public property" is defined as anything not on our property within a block linear perimeter, including the parking garage on our property.

## **DRUG-FREE WORKPLACE AND CAMPUS**

The use of illegal drugs and the abuse of alcohol on Argosy University, Denver or in facilities controlled by the Argosy University, Denver are prohibited by college regulations and are incompatible with the Argosy University, Denver 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, Denver and the requirements of state and federal law Argosy University, Denver has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

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

#### **Short-Term Risks**

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

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

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

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

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

## **SANCTIONS**

### **ARGOSY UNIVERSITY, DENVER SANCTIONS**

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

State and Federal Sanctions

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.

## **STATE AND FEDERAL SANCTIONS**

State criminal statutes (which may be generally found under Titles 12 and 18 of the Colorado Revised statutes) cover the same scope of conduct as the federal laws. Although the sentences and fines are generally less severe than federal law provides, life sentences are possible for repeat offenders. The maximum penalty for the most serious single offense (manufacture, sale or distribution) is 16 years in prison and a \$750,000.00 fine. The maximum penalty for the least serious state offense (possession or use of one ounce or less of marijuana) is a fine of \$100.00. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs. Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville and Lafayette municipal codes impose a variety of penalties. Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including vehicles and homes, can be confiscated by State or Federal governments. Individuals who are convicted of felony violations may be barred from governmental employment and from license professions such as law, medicine and teaching.

## **STATE OF COLORADO ALCOHOL LAWS**

State laws regulating the production, dispensation, possession and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect is the prohibition of the distribution of alcoholic beverages to any person under the age of 21, to a visibly intoxicated person, or to a known alcoholic.

State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fine of \$1,000.00 and jail sentences of a year. However, such conduct may, in some circumstances, constitute contributing to the delinquency of a minor and it could then be determined to be a felony offense punishable by an eight-year prison sentence and a \$500,000.00 fine. Secondary civil consequences for liquor law violations may include ineligibility for liquor and driver's licenses.

Criminal sanctions also apply to those who operate motor vehicles while under the influence of alcohol and/or other drugs. Under Section 42-4-1301 (1) (a), Colorado Revised statutes, the maximum penalty for such an act is two years in jail and a \$5,000.00 fine.

If a person is injured as a result of someone operating a motor vehicle while under the influence of alcohol and/or other drugs, the act is a felony punishable by four years in prison and a \$100,000.00 fine. If a person is killed, the sentence can be eight years in prison with a \$500,000.00 fine. All such convictions also result in the revocation of driving privileges.

State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific test that determine the amount of alcohol in their blood and individuals who refuse to be tested automatically lose their driver's license.

Remember, one need not be "out of control" to be "under the influence." A substantial effect on physical capability is all that is required. Chemical test results combined with the testimony of an expert toxicologist can result in a conviction even when some people may feel minimally intoxicated. In addition, individuals may face a variety of penalties imposed by municipal ordinances.

*Note:* This description is intended only to give those who read it a basic, general understanding of the range of serious legal sanctions, which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should seek the advice of their personal attorney.

## **CONVICTIONS FOR DRUG-RELATED OFFENSES**

Any student convicted of any drug-related criminal statute must notify the director of Student Services, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grant. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the Argosy University, Denver need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

## **SIGNS OF AN ALCOHOL OR ILLICIT DRUG PROBLEM**

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

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

## **COUNSELING**

If you observe any of these changes in yourself or another student, you are encouraged to talk with a counselor in the Student Services Office. Abuse of alcohol or drugs can lead to dependency and addiction with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

Any student self-reporting a problem with alcohol or controlled substances to an Argosy University, Denver staff or faculty member before a violation occurs will not be formally sanctioned by Argosy University, Denver for disciplinary reasons (although self-reporting will not excuse academic problems). However, the student may be required to seek immediate treatment off campus.

Drug and alcohol counseling, treatment and rehabilitation facilities are available in our area where students and employees may seek advice and treatment. Counselors can refer individuals to appropriate programs and services. A list of emergency and sliding-fee scale resources is available in the office of Student Affairs.

## **COMMUNITY RESOURCES**

Community resources include:

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

# APPENDIX I

## FACULTY CREDENTIALS

### ARGOSY UNIVERSITY, DENVER

<b>Instructor</b>	<b>Credentials</b>
<b>Arbel, Osnat</b>	PhD, Counselor Education & Supervision, University of Northern Colorado, 2006
<b>Backus, Susan</b>	PhD, Relig/Psy. Studies, University of Denver, 1990
<b>Bankirer, Marcia</b>	PhD, Adult Higher Education Admin., University of Wyoming, 1987
<b>Bartsch, James</b>	PhD, Clinical Psychology, Louisiana State University, 1977
<b>Baskin, Eliot</b>	DMin, Couns., Hebrew Union College, 1993
<b>Blair, David</b>	PhD, Education, University of Kansas, 1997
<b>Cowgill, Marilyn</b>	DBA, Argosy University, 2002
<b>Dohm, Amy</b>	MA English, Northern Arizona University, 1993
<b>Doran, Gerry</b>	PhD, Clinical Psychology, The Fielding Graduate University, 2001
<b>Eaker, Rhonda</b>	ABD, Org. Perf, Colorado State University
<b>Edmonds, Thomas</b>	MS, Accounting, University of Northern Colorado, 1980
<b>Faragher, J.</b>	PsyD, University of Northern Colorado, 1993
<b>Froyd, Jeff</b>	PsyD, University of Denver, 2000
<b>Good, Robert</b>	EdD, Curriculum and Instruction, University of Sarasota, 2001
<b>Guthrie, Bill</b>	MBA, Avila University, 1985
<b>Heretick, Donna</b>	PhD, Exp.Psy., Virginia Commonwealth University, 1978; Re-spec..Clin.Psy., University Hartford, 1985
<b>Hooker, T. Chris</b>	Master's of Organizational Management, University of Phoenix, 2001
<b>Ivy, Maurice</b>	DM O.L, University of Phoenix, 2006
<b>Johnson, Stacey</b>	PhD Educational Leadership, University of Colorado, 2005
<b>Joy, Diana</b>	MA, Counseling MFT, University of Northern Colorado, 1986
<b>Kim, Edward</b>	PhD Ed, University of Denver, 2002
<b>Knight, Sandra</b>	PhD, Counseling Psychology, University of Denver, 1986
<b>Kruse, Brad</b>	PhD, Industrial/Organizational Psychology, Central Michigan University, 2003
<b>Lauber, Cynthia</b>	JD, Washburn University, 1982
<b>Leslie, Reo</b>	DMin., University of Denver, 1996
<b>Leslie-Sullivan, Cheryl</b>	PhD, Clinical Psychology, Pacifica Graduate Institute, 2005
<b>Lienau, Maureen</b>	PhD, Counseling/Student Developmental Education, University of Iowa, 1990

<b>Instructor</b>	<b>Credentials</b>
<b>Martin-Glenn, Mya</b>	ABD, Educational Psychology, University of Denver
<b>Martinez, Amos</b>	PhD, Public Policy, University of Colorado, 1996
<b>Marzano, Maureen</b>	PhD, Organization and Management, Capella University, 2006
<b>Menninger, Sarah</b>	PhD CES , University of Northern Texas, 2005
<b>Miller, Brian</b>	PhD, Applied Research, Hofstra University, 1978
<b>Mullen, John</b>	MA.O.D., Montclair, 1973
<b>Post, Michelle</b>	PhD, Education., Capella University, 2008
<b>Quinlan-Wilder, Tia</b>	MBA, University of Denver, 2006
<b>Reichmuth, Diane</b>	PsyD., Pepperdine University, 2005
<b>Rumsey, Bruce</b>	PhD, University of Northern Colorado, 1997
<b>Senstock, Tracy</b>	PhD, Professional Counseling, Purdue University, 1990
<b>Scarlett, Cynthia</b>	PhD, Human & Organization Systems, The Fielding Graduate University, 2001
<b>Sherrod, Nancy</b>	PhD, Educational and Counseling Psychology, University of Missouri, 2002
<b>Sherman, Luda</b>	General Medical. Practice. Diploma (Russia), State Medical School of Vitebsk, 1983
<b>Sumaiku, Yohan</b>	PhD, College of Engineering , Colorado School of Mines, 1998
<b>Stein, Dorothy</b>	EdD, Special Needs/Exceptional Children, Nova University, 1993
<b>Sterner, Karl</b>	EdD, Educational Leadership, Argosy University, 2003
<b>Voorhees, Robert</b>	MBA, Webster University, 1994
<b>Walsh, John</b>	PhD, Clinical Psychology, Adler School of Professional Psychology, 2001
<b>Wartell, Matt</b>	MA History, Villanova University, 1967
<b>Watson, Raymond</b>	PhD, Community Counseling, Fuller Theological Seminary, 1978
<b>Wheeler, Sarah</b>	PhD, Counselor Education and Supervision, University of North Texas, 2005
<b>Wilson, Parker</b>	PsyD, Alliant International University, 2006
<b>Young, April</b>	ABD, Counseling of Education and Supervision, University of Northern Colorado
<b>Zuber, Cheryl</b>	ABD, Clinical Psychology, Argosy University

# APPENDIX II

---

## CAMPUS DIRECTORY

### ARGOSY UNIVERSITY, DENVER

1200 Lincoln Street

Denver, CO 80203

*Main Number/Reception:* 303.248.2700

*Fax:* 303.248.2800

<b>Name</b>	<b>Title</b>	<b>Direct Dial</b>
Bankirer, Marcia	Campus President	303.248.2701
Borsdorf, Bridget	Assistant Director, Admissions	303.248.2710
Carson, Randy	Director, Admissions	303.248.2702
De La Cruz, Evelyn	Assistant Director, Admissions	303.248.2705
Esquibel, Jamie	Associate Director, Financial Aid	303.248.2707
Evans, John	Assistant Director, Admissions	303.248.2703
Heretick, Donna	Program Chair, Undergraduate Psychology and Graduate Clinical Psychology	303.248.2714
Layton, Lisa	Assistant Director, Admissions	303.248.2704
Rollins, Kay	New Student Coordinator	303.248.2706
Scarlett, Cindy	Director, Academic Programs	303.248.2709
Senstock, Tracy	Program Chair, Counselor Education, Counseling Psychology, and Marriage and Family Therapy Programs	303.248.2713
Smith, Nancy	Director, Library Services	303.248.2712
Stewart, Maxine	Admissions Coordinator	303.248.2700
Tate, Tasha	Assistant Director, Admissions	303.248.2717

# APPENDIX III

---

## CAMPUS ACADEMIC AND HOLIDAY CALENDAR

### ACADEMIC CALENDAR

**Fall 2008** September 2 - December 13

Session I: 9/2 - 10/22

Session II: 10/23 - 12/13

*3-week break*

**Spring 2009** January 10 - April 23

Session I: 1/10 - 3/2

Session II: 3/3 - 4/23

*2-week break*

**Summer 2009:** May 9 - August 20

Session I: 5/9 - 6/29

Session II: 6/30 - 8/20

*2-week break*

### HOLIDAY CALENDAR

November 26, 2008	Veteran's Day (observed)
November 27, 2008	Thanksgiving
November 28, 2008	Thanksgiving Holiday
December 25, 2008	Christmas Day
December 26, 2008	Floating Holiday
January 1, 2009	New Year's Day
January 2, 2009	President's Day (observed)
January 19, 2009	Martin Luther King Day
April 10, 2009	Good Friday
May 25, 2009	Memorial Day (observed)

# APPENDIX IV

---

## COURSE DROP & “GRADE OF W” DEADLINES

### COURSE ADD/DROP REFUND POLICY

Students dropping a class must provide official notification to the Student Services Department by completing an 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*.

*Note:* For weekend courses, the official start date may precede the on-campus component.

Tuition credits will be applied to the student’s account according to the refund schedule below:

#### *15-Week Courses*

##### **If Student Officially Drops a Course**

By noon of the second Friday after the session start date

After noon of the second Friday of the session start date

**Refund Percentage**

100%

0%

#### *7.5-Week Courses*

##### **If Student Officially Drops a Course**

Within the first seven days of the session start date

After the seventh day of the session start date

**Refund Percentage**

100%

0%

### **Course Drop Refund Deadlines**

In order to receive a refund of 100 percent, students must officially drop a course through Student Services by the following dates. Please note that the deadline for 15-week courses is noon of the date listed.

#### *Fall 2008 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I 7.5-week courses	September 9, 2008
Session I 15-week courses	September 12, 2008
Session II 7.5-week courses	October 31, 2008

#### *Spring 2009 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I 7.5-week courses	January 17, 2009
Session I 15-week courses	January 23, 2009
Session II 7.5-week courses	March 10, 2009

#### *Summer 2009 Deadlines*

<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I 7.5-week courses	May 16, 2009
Session I 15-week courses	May 22, 2009
Session II 7.5-week courses	July 7, 2009

Students officially dropping a course before the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger and in the student's academic record. Students who officially drop after the end of the add/drop period and before 67 percent of instructional time will receive a grade of "Withdrawn" ("W") on their transcripts. Students who complete more than 67 percent of instructional time may not withdraw from a course. Deadlines for dropping with a "W" grade are below:

*Fall 2008 Deadlines*

<b>Course Type</b>	<b>Grade of "W" Deadline</b>
Session I 7.5-week courses	October 6, 2008
Session I 15-week courses	November 10, 2008
Session II 7.5-week courses	November 27, 2008

*Spring 2009 Deadlines*

<b>Course Type</b>	<b>Grade of "W" Deadline</b>
Session I 7.5-week courses	February 13, 2009
Session I 15-week courses	March 18, 2009
Session II 7.5-week courses	April 6, 2009

*Summer 2009 Deadlines*

<b>Course Type</b>	<b>Grade of "W" Deadline</b>
Session I 7.5-week courses	June 11, 2009
Session I 15-week courses	July 14, 2009
Session II 7.5-week courses	August 3, 2009