
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.



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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your Argosy University, Nashville *Student Handbook* is a valuable resource as you progress through your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. This handbook can serve as a guide for campus specific information. The Argosy University, Nashville *2009-2010 Student Handbook* incorporates by reference the Argosy University *2009-2010 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog.

WELCOME

From The Campus President

Welcome Students!

It is a pleasure to welcome you to the educational community of Argosy University, Nashville. Whether you are enrolled in a master's or doctoral graduate program, an undergraduate program, or you are a student-at-large, we are pleased that you have selected Argosy University for the pursuit of your educational goals. The purpose of the *2009-2010 Student Handbook* is to describe campus services, policies and procedures that will help you navigate your program of study with clarity and success. We offer programs distinguished by an outstanding faculty who deliver quality instruction, and provide you with current, up to date, real world examples. The administration and faculty have developed procedures designed to ensure that our students receive the finest preparation possible for their professional careers. A close working relationship among students, faculty, and staff is critical for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described in this handbook. Observance of these procedures by faculty, students, and staff will make for a successful working partnership and create a supportive learner-centered atmosphere in which students may focus on achieving academic success. Please use this handbook as a guide to help direct your experience as a student. We invite your ideas and involvement in the University community; at Argosy University our students come first. Your priorities as an adult learner drive our priorities as a University.

The staff and faculty offer their very best wishes to you as you pursue your professional and career goals this year.

Sandra L. Wise, Ph.D.

Campus President

Argosy University, Nashville

JURISDICTION SUBJECT TO CHANGE

Argosy University, Nashville reserves the right to change the policies contained within *2009-2010 Student Handbook* from time to time. Notice is not required for a new policy to take effect, however Argosy University, Nashville will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Argosy University, Nashville is located at 100 Centerview Drive, Suite 225, Nashville, TN 37214. The school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theatres, art museums, and tourist attractions. In addition, Nashville's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Main Phone Number: 615.525.2800

Toll Free: 866.833.6598

Fax: 615.525.2900

Offices

Administrative and faculty offices include all faculty, department heads, training department administrators and assistants, campus administrators and administrative assistants, admissions, student services, registrar, and student finance personnel.

Classrooms

There are currently 11 classrooms that provide for class sizes from eight to thirty students. Additionally, computer terminals are located in the Computer Lab for students to utilize.

Student Lounge/Vending

A lounge area, which includes vending machines and microwaves, is located on the first floor in the cafeteria.

CAMPUS ORGANIZATION

The campus is organized into the following administrative departments: Admissions, Student Services, Student Finance, and Academic Program Departments. Contact information for departments is included in the sections of this handbook that relate to Building Administration Contact Information and Academic Services/Advising.

BUILDING & OFFICE HOURS

Argosy University, Nashville campus is open from 9:00 am – 6:00 pm Monday through Friday (including breaks between semesters), unless otherwise noted.

Student Services Office Hours: 9:00 am – 6:00 pm Monday, Tuesday, Thursday, and Friday, Wednesday from 9:00 am – 7:00 pm, and selected Saturdays 9:00 am – 1:00 pm, or by appointment.

Student Finance Office Hours: 9:00 am – 6:00 pm Monday, Wednesday, and Friday, Tuesday and Thursday from 9:00 am – 7:00 pm, and selected Saturdays 9:00 am – 1:00 pm, or by appointment.

Admissions Office Hours: 8:30 am – 8:00 pm Monday through Thursday, 8:00 am – 5:00 pm on Friday and 9:00 am – 1:00 pm Saturday.

ADMINISTRATION CONTACT INFORMATION

Administration

- Dr. Sandra Wise, Campus President, 615.525.2812, kmyatt@argosy.edu

Admissions

- William Marx, Director of Admissions, 615.525.2813, wmarx@argosy.edu

Student Services

- Stacy A. Waddell, Director of Student Services, 615.525.2814, swaddell@argosy.edu
- Christine Dybata, Registrar, 615.525.2805, cdybata@argosy.edu

Student Finance

- Joshua Yarbrough, Assistant Director of Student Finance, 615.525.2804, jyarbrough@argosy.edu
- Matthew Murphy, Student Financial Aid Coordinator, 615.525.2821, mamurphy@argosy.edu

Academics

- Dr. Kittie Myatt, Program Chair, Counselor Education, 615.525.2812, kmyatt@argosy.edu
- Dr. Robert Moore, Director of Training, Counselor Education, 615.525.2819, rlmoore@argosy.edu
- Dr. Carol Gipson, Associate Professor, Counselor Education, 615.525.2824, cgipson@argosy.edu
- Janelle Means, Administrative Assistant for Academics, 615.525.2820, jmeans@argosy.edu
- Melissa R. Bowman, Student Success Coordinator, 615.525.2838, mrbowman@argosy.edu
- Dr. Nancy Dill, Program Chair, Education, 615.525.2818, ndill@argosy.edu
- Dr. Faye Taylor, Assistant Professor, Education, 615.525.2830, fptaylor@argosy.edu
- Dr. Robert Rabidoux, Program Chair, Business, 615.525.2836, rrabidoux@argosy.edu

ACADEMIC SERVICES/ADVISING

Upon admission to a program, each new student is assigned a faculty advisor who will guide the student in the selection of courses and general academic matters. Student advising is an important part of the academic programs at Argosy University, Nashville. In the event that a student and the faculty advisor are unable to develop a harmonious working relationship, a student may request a new faculty advisor, without recrimination, upon written request in a letter directed to the program chair or a designee. If the program chair or a designee is the advisor for whom the student seeks replacement, the written request should be directed to the director of Student Services. Advisor assignment varies by program and is subject to change.

Please note that all Student Services forms, such as Add/Drop forms and Temporary Withdrawal Request forms must be approved by the student's academic advisor before they will be processed by the Registrar. It is preferable that students contact their academic advisor for advising before submitting their completed form(s). Below are the academic advisor assignments:

College of Business

Students enrolled in the MBA, MSM, and DBA programs.

Dr. Robert Rabidoux, 615.525.2836, rrabidoux@argosy.edu

College of Education

Students enrolled in the MAEd in Educational Leadership, EdS in Educational Leadership, and EdD in Educational Leadership.

Dr. Nancy Dill, 615.525.2818, ndill@argosy.edu

Students enrolled in the MAEd in Instructional Leadership, EdS in Instructional Leadership, and EdD in Instructional Leadership.

Dr. Faye Taylor, 615.525.2830, fptaylor@argosy.edu

College of Psychology and Behavioral Sciences

Counselor Education Programs

Students enrolled in the MA in Mental Health Counseling¹ programs:

Dr. Kittie Myatt, 615.525.2812, kmyatt@argosy.edu

Melissa Bowman, 615.525.2838, mrbowman@argosy.edu

Students enrolled in practicum:

Dr. Robert Moore, Director of Practicum Training, 615.525.2819 rlmoore@argosy.edu,

Students enrolled in the the EdD in Counselor Education and Supervision program:

Dr. Kittie Myatt, 615.525.2812, kmyatt@argosy.edu

Dr. Carol Gipson, 615.525.2824, cgipson@argosy.edu

Melissa Bowman, 615.525.2838, mrbowman@argosy.edu

College of Undergraduate Studies

Students enrolled in the BA in Psychology, BA in Liberal Arts & BS in Criminal Justice programs:

Melissa Bowman, 615.525.2838, mrbowman@argosy.edu

Students enrolled in the BS in Business Administration program:

Dr. Robert Rabidoux, 615.525.2836, rrabidoux@argosy.edu

¹ Also includes students enrolled under the program name MA in Professional Counseling

WEBSITES & PUBLICATIONS

ARGOSY UNIVERSITY STUDENT PORTAL

Argosy University Student Portal can be used to view your academic record, register for classes, pay your tuition, check your financial aid status and check your Argosy University Email

- Go to www.argosy.edu.
- Click on **Student Link**.
- Click on **Enter Secure Area**. Log on to Argosy University Student Portal using your Username and your Password. For first time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status click on the link for **My Self Service**.
- While in the My Self Service area, make sure to click on the link **My Profile**, then **My Information**. Under the link for My Information you will be able to view your Argosy University Email Address.

To Access your Argosy University Email Account while you are in the Student Portal*:

All University correspondence will be sent to your Argosy University Email Account.

- From the Main Page, click on **Student Email**, **Click here to sign on**.
- A new webpage will open directly connecting you to your email inbox.
- Note: If your mailbox is full you will not be able to receive email.
- To forward your Argosy University email to another email account, click on **Email Forwarding Manager** on the left hand side of the inbox.

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

ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

Online Learning Platform	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
eCollege Log-in and password	Your Username and password will be emailed to the primary email in CampusVue, usually the Argosy student email, at least one week before the session start date.
Accessing eCollege Through the Argosy Student Portal	<ol style="list-style-type: none">1. Go to the Argosy Student Portal at http://mycampus.argosy.edu and enter your Student Portal login and password; click the Login button.2. Click the Academics tab. Enter your eCollege online course login and password in the Online Courses area; click the Login button.3. Once you are logged into eCollege, locate your course in the "Course List" area and click the title link to enter the course. <p>Students will have access to their courses 3-days before the first day of a session.</p>
Alternate eCollege Log-in Sites	<ul style="list-style-type: none">o www.argosy.edu/studentlink; click "Go to online courses"; enter your eCollege login and password; click "Go to Class"o http://myeclassonline.com; click "NO" on the pop up window; enter your eCollege login and password; click "Go to Class"
Technical Requirements	<ol style="list-style-type: none">1. Go to http://myeclassonline.com; click "NO" on the pop up window2. Click "Technical Requirements"; click "NO" on the pop up window

eCollege Student Orientation Tutorial	It is highly recommended that students complete any eCollege tutorials before starting courses. The link and login information for the tutorial will be emailed you three weeks before the session starts.
Participation	Students must log-in and participate at least <ul style="list-style-type: none"> o 3 days per week for Bachelor’s level online and blended courses o 3 days per week for Master’s level online and blended courses o 2 days per week for Doctoral online and blended level courses
Textbooks	MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm
eCollege Support	<ul style="list-style-type: none"> o Please contact your instructor for questions about course requirements o Please contact your campus if you believe you are enrolled in the wrong class or section o Please contact the help desk at eCollege with technical issues like program errors, browser or site malfunctions at argosyhelpdesk@ecollege.com or 866.481.5562 o If you need further assistance, please contact Online Services through the help form http://www.argosy.edu/RequestOnlineHelp.aspx

EMERGENCY PROCEDURES & CLOSINGS

FIRES

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

EMERGENCY EVACUATION

When the fire alarm sounds, or under direction from the building security, students should go to the closest exit or stairway. In case of emergency evacuation at Argosy University, Nashville, physically challenged students and employees should report to the nearest outside stairwell and wait for emergency personnel. Elevators should not be used.

POLICE

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

BUILDING SECURITY

To summon the security guard in the lobby, call the emergency number listed to complete a report: Nashville: 615.886.1401.

VISITOR’S POLICY

Access to all Argosy University, Nashville campus facilities is limited to authorized personnel, students, and invited visitors. Visitors are, at all times, subject to University policies and conduct codes. Students and employees are responsible for the lawful and appropriate behavior of their guests at all times.

A Security Guard desk is located at the main entrance of the building on the first floor. Students, staff, and faculty must swipe their valid identification card upon entrance and departure from the building. All persons must sign in at the Security Guard desk to obtain a visitor badge and must check out upon leaving.

THEFT

If a theft has taken place, please report it immediately to the receptionist, or call the guard in the lobby using the number listed here: Nashville: 615.886.1401.

ACCIDENTS AND ILLNESS

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 911.

Anyone who is injured or becomes ill at the school 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.

INCIDENT REPORTS

A complete report of every incident, no matter how minor, should be made to the director of Student Services (615.525.2800) within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or school, and names and addresses of witnesses. Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

SCHOOL CLOSINGS

In the event of threatening weather, Argosy University, Nashville may be closed by the campus president or designee. Notification via television reports is made on TV channels, Channel 2 ABC, Channel 4 NBC, & Channel 5 CBS. Students and employees can also call the school's main phone at 615.525.2800. Choose option 4 for special announcements and weather related closings.

ID'S/ACCESS CARDS

All students and employees at Argosy University, Nashville are required to have a Student ID/ Access Card to enter and leave the building. To obtain an access card, please see the building's security guard at the front desk.

PORTABLE COMMUNICATION DEVICES

Students are asked to turn off all cell phones while attending class and when in the Computer Lab.

STUDENT MESSAGES

All important announcements will be communicated to students via their Argosy University Student Email account and posted on the Student Portal.



SECTION THREE

LIBRARY, COMPUTER LAB, & TEXTBOOKS

LIBRARY

The Argosy University, Nashville Library maintains a collection of books, journals, videotapes, test instruments, dissertations, and Clinical Research Projects focused on clinical psychology, professional counseling, education, and business. The library's catalog of materials may be accessed online at <http://library.argosy.edu>.

Library Hours

Monday-Saturday 8 am to 8:30 pm

Sunday 8 am to 3:00 pm

TEXTBOOK & COURSE MATERIALS PURCHASING

Textbooks are available from MBS Direct Textbook and Materials. The toll free number for MBS is 800.325.3252. The toll free fax number is 800/499-0143. Their web site is located at www.mbsdirect.net. Students may also purchase their materials through other vendors.

Electronic Books

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

COMPUTER LAB

There are student accessible computers based on the Windows platforms, with a continuous T1 connection to the Internet, located in the library. Additionally, there are student accessible computers based on the Windows platforms, with a continuous T1 connection to the Internet, located in the Computer Lab. Microsoft Office Suite is available on all computers as well as SPSS.



SECTION FOUR

STUDENT SERVICES & RESOURCES

REGISTRAR'S OFFICE

TRANSCRIPTS

Requests for transcripts are made to the Registrar's office. Transcript Request forms are available on the Student Portal or can be obtained in the forms rack in the Computer Lab. The Family Education Rights and Privacy Act (FERPA) of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. Telephone requests for transcripts cannot be processed. Requests submitted by fax at 615.525.2900, must include the student's name, Student ID number, date of birth, address of the recipient, and signature. Transcript requests without a signature will not be processed. The department will release transcripts only when students have met all their financial, and in some cases, academic obligations to the school. Transcript requests are processed weekly.

REGISTRATION

Students intending to enroll for a given semester must register during the registration period and complete plans for payment of tuition and fees according to the tuition payment policy. Students MUST be continuously enrolled in their program of study from the time of matriculation through graduation. Enrollment in either Session I or Session II of a semester will satisfy this requirement. Students who need to take time off due to medical or other significant reasons may do so. However, the student MUST complete a Temporary Withdrawal form and receive approval from his/her Academic Advisor prior to taking the leave.

Course Registration on the Student Portal

The Student Portal can be used to register for classes, pay your tuition, check your financial aid status, check your Argosy Email, view traffic information, access your online or blended course and much, much more!

- Go to www.argosy.edu.
- Click on **Student Link**.
- Click on **Enter Secure Area**. Log on to Argosy University Student Portal using your Username and your Password. For first time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status click on the link for **My Self Service**.

To Register for Classes:

There is a very helpful registration tutorial that will guide you step-by-step to register for courses.

- Click on **Academics**.
- Click on **Online Registration**.
- Click on **View Online Registration Tutorial**.

Priority of Registration

Because some courses are limited in size, registration priorities have been set up to determine the order of processing in registration. Care will be taken to enable the registration to proceed efficiently. Argosy University, Nashville establishes a course registration priority system based upon the year of course and the student's year of entry into the school. Students who submit their registration materials late forfeit their priority. Priority is based on the year the student is scheduled to take the course and the student's year in program. For example, a first-year student has priority for first-year courses; a third year student has priority for third year courses. In addition, some course sections are reserved for students who have elected to pursue a concentration.

Add/Drop Registration

Students may adjust their schedules by adding and dropping courses up until the start of the semester. After the semester has begun, students must complete and submit an Add/Drop form to their Academic Advisor for approval.

No fee is charged for submitting a request to drop a course before the first day of the semester. All requests received on or after the first day of the semester are charged a drop fee. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Add/Drop forms are located in the forms rack in the Computer Lab or online via the Student Portal. Students may not add a given class to their schedule if the course is closed or is not approved by their academic advisor. Argosy University, Nashville does not accept schedule changes by telephone or email. All submitted Add/Drop forms must be filled out completely. Incomplete forms will be returned to the student to be corrected.

Late Registration

Late registration is allowed with the permission of the Registrar, provided that the courses have not been closed to additional enrollment. A late fee may be assessed to any student who registers after the registration deadline. Students must complete and submit an Add/Drop form to their Academic Advisor for approval.

Course Availability/Cancellation

While the University makes every effort to provide sufficient course sections for students, Argosy University, Nashville reserves the right to cancel any course in which there is insufficient enrollment. Argosy University may also substitute online courses for blended courses, which lack sufficient enrollment. Students who are enrolled in canceled courses will not pay for a course they do not take; another course may be substituted, with academic advisor approval.

COURSE TRANSFERS/WAIVERS

Courses Taken at Other Institutions

Request to transfer courses from another institution must be made at the time of application to the University; Academic Catalog course descriptions and syllabi may be requested. Once students have matriculated into a program, coursework taken at other institutions will not be applied to their degree program. Exceptions may be made for students enrolled in undergraduate programs.

INFORMATION CHANGES

The Family Education Rights and Privacy Act (FERPA) of 1974 requires that all information change requests be submitted in writing and be signed by the former or current student. Telephone requests cannot be processed.

Address, telephone, or email changes can be made by completing a Change of Address form (downloadable via the Student Portal or obtained in the forms rack in the Computer Lab) and submitting it to the Registrar.

Requests for Name Changes may be made by completing a Change of Name form (downloadable via the Student Portal or obtained in the forms rack in the Computer Lab) and submitting it to the Registrar. Documentation in the form of a marriage certificate or court order must be attached in order for a name change to be processed.

STUDENT AFFAIRS

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 director of Student Services. 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.

HEALTH/LIABILITY INSURANCE

Argosy University is constantly working to improve the services we make available to our students. As part of that effort we are pleased to provide information to you on student medical insurance. Argosy University strongly encourages all students to maintain adequate health insurance while attending school. Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators, Inc., <https://secure.visit-aci.com/au>.

STUDENT EVALUATIONS/SURVEYS

In designated programs of study, faculty members are required to submit a Student Evaluation and Grade Sheet for each student enrolled in a course no later than eight days from the last day of the course. Each student will receive an individual copy of his/her Student Evaluation and Grade Sheet. The Student Evaluation and Grade Sheet will include the following:

- The student's final, overall grade for the course
- Observations on performance in specific areas, where applicable
- Additional information and comments, where appropriate

Student Evaluation and Grade Sheets are retained in the student's academic file and a copy is mailed to the student.

Noel-Levitz Adult Student Priorities Survey

The Noel Levitz Adult Student Priorities Survey is administered to the student population in the spring. This survey helps give our university and campus leadership insight into the aspects of Argosy University that are important to students as well as how satisfied they are with them.

Library Satisfaction Survey

An annual Library Survey is administered electronically to the student population in the spring. This survey helps provide insight to the effectiveness of library services and the need for additional services.

Graduate Survey

Upon graduation, students are requested to complete an Alumni Survey. This survey helps provide a comprehensive look at the graduate's overall experience at Argosy University.

GRADUATION

Petition for Graduation

All students who wish to graduate including those who do not intend to participate in the ceremony must complete the Petition for Graduation form (available via the Student Portal and in Classroom 2113) and submit it to the director of Student Services.

Application Deadlines for the 2009-2010 Academic Year are as follows:

Semester in which ALL degree requirements will be completed	Deadline to submit your Petition for Graduation
Fall 2009	August 20, 2009
Spring 2010	December 19, 2009
Summer 2010	April 24, 2010

Commencement Ceremony

Argosy University, Nashville generally holds its commencement ceremony each year in December. Students, who wish to participate in this event, must have completed a Petition for Graduation, the Graduate Survey, paid the appropriate fee, and have completed ALL program requirements by the date of the ceremony.

STUDENT GOVERNMENT

The primary purpose of the Argosy University, Nashville Student Government Association (SGA) is to represent student concerns, facilitate communications, and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, the SGA often develops and impacts policymaking on the campus. The SGA is also responsible for organizing social gatherings, providing confidential advice relating to school matters, assisting with orientation, and selecting student representation for committees. Please contact the director of Student Services for more information.

STUDENT ACTIVITIES

The SGA is responsible for organizing social gatherings and student activities. In addition, the Student Services Department sponsors Student Appreciation events at least once a year. Announcements about future events will be posted on the Student Portal and on the Student Services bulletin board.

PROFESSIONAL ORGANIZATIONS

COUNSELING RELATED PROFESSIONAL ORGANIZATIONS

State:

Tennessee Licensed Professional Counselors Association (TLPCA), <http://www.tlpca.net>

Tennessee Counseling Association, www.tncounselors.org

Tennessee Association of Counselor Educators and Supervisors (TACES), <http://taces.org>

National:

American Mental Health Counselors Association, www.amhca.org

American Counseling Association, www.counseling.org

Association of Counselor Educators and Supervisors, www.acesonline.net

National Board for Certified Counselors, www.nbcc.org

EDUCATION RELATED PROFESSIONAL ORGANIZATIONS

State:

Tennessee Education Association, www.teateachers.org

Tennessee Association for Supervision and Curriculum Development, www.tennessee.ascd.org

Tennessee Association for Secondary School Principals, www.tnassp.org

Tennessee Principals Association, www.tnprinassoc.org

Tennessee Middle School Association, www.tams.net

National:

National Education Association, www.nea.org

Association for Supervision and Curriculum Development, www.ascd.org

Phi Delta Kappa, www.pdkintl.org

National Middle School Association, www.nmsa.org

National Association for Secondary School Principals, www.principals.org

National Association for Elementary School Principals, www.naesp.org

American Association for Higher Education, www.aahе.org

BUSINESS RELATED PROFESSIONAL ORGANIZATIONS

National:

Society for Human Resource Management, www.shrm.org

American Marketing Association, www.marketingpower.com

Academy of International Business, <http://aib.msu.edu>

STUDENT FINANCE

The financial aid year is from May 1, 2009 through April 30, 2010, and includes the Summer 2009, Fall 2009, and Spring 2010 semesters. If you are planning to attend class within these dates and want to apply for loans, please complete the 2009-2010 Institutional Financial Aid Applications and the 2009-2010 FAFSA (Free Application for Federal Student Aid). To complete the process, follow the instructions below.

If you plan to self finance, please contact the student finance office at 615.525.2800 for payment plan options.

Step 1

In order to get started, you will need your FAFSA pin number from the US Department of Education. If you do not have a pin number or you have forgotten your pin #, you can request a new or duplicate at www.pin.ed.gov. Once you have received your PIN, the school encourages you to file your Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. You will generally receive your PIN approximately within three days of when you apply. You can complete the FAFSA on the web without a pin, but you will have to print, sign and mail the signature page to the address provided on the form and it will significantly delay the process. The school code is 021799.

Step 2

Go to www.argosy.edu to complete the Argosy University Institutional Application. Click on "Financial Aid", and then click on the 2009-2010 Institutional Financial Aid form located on the right hand side. Complete and fax to the Student Finance Dept. at 615.525.2900. Please make sure to include your social security number or your student ID.

Approximately two weeks from the time you complete these requirements, you will have to accept your Award. To accept your Award:

1. Log in to your Student Portal Account.
2. Go to www.argosy.edu.
3. Click on **Student Link**.
4. Click on **Enter Secure Area**. Log on to Argosy University Student Portal using your Username and your Password. For first time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
5. Once you have logged in, click on "accept my financial aid" located on the right side of the screen above *My Self Service*.

After your financial aid award has been accepted and your requirements have been met, the school will certify your loans.

Please keep in mind that this process takes 4-6 weeks from the time we receive your FAFSA, so if you want your financial aid refund check on time for next semester, the process should be completed as soon as possible. Please contact us if you have any questions about the financial aid process.

Assistant Director of Student Finance

Josh Yarbrough

jyarbrough@argosy.edu

Office: 615.525.2804

Fax: 615.525.2900

Student Financial Aid Coordinator

Matthew Murphy

mamurphy@argosy.edu

Office: 615.525.2821

Fax: 615.525.2900

Payment Plans

Argosy University provides students who want to self pay, the option to choose a payment plan. This convenient payment plan enables student to make equal payments over the course of the semester rather than paying in full by the semester start date. Students must select one of the four payment options and submit the signed payment designation form to the Student Finance Office prior to the first payment due date. A new payment plan must be submitted for each semester and payments should be made on time to avoid a hold or late charges on the student's account. All payments should be mailed to: Student Finance Office, Argosy University, Nashville 100 Centerview Dr., Suite 225, Nashville, TN, 37214. Payment designation forms can be requested from the student finance office or picked up in the Computer Lab.

SCHOLARSHIPS

Argosy University, Nashville is pleased to offer scholarship opportunities in recognition of outstanding student achievement. Scholarship awards are available in two categories: scholarship awards for new students, and scholarship awards for currently enrolled students. For additional information please refer to the Argosy Scholarship Application. Applications are also available in from the Student Finance Office. The application deadline is July 1, 2009 or Oct 15, 2009.



SECTION FIVE

HEALTH/SAFETY POLICIES & PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Nashville provides the Campus Security Report to all of its employees and students as part of the Argosy University, Nashville 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, Dr. Sandra Wise, at slwise@argosy.edu, or 615.525.2832.

The Argosy University, Nashville Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request.

DRUG FREE WORKPLACE & CAMPUS

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

EFFECTS OF DRUGS AND ALCOHOL

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

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

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short-Term Risks

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

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)

- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10–12 years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

Argosy University Sanctions

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

General State Laws

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

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.

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 days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and state-specific grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

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

COUNSELING, TREATMENT, OR REHABILITATION PROGRAM

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

SEXUAL ASSAULT AND SEXUAL OFFENSES PROCEDURES AND PREVENTION EDUCATION PROGRAMS

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

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

In accordance with the Violent Crime Control Act of 1994 section 170101(j) information regarding sex offenders can be found on the Tennessee Department of Safety website at www.state.tn.us/safety. The site provides information to the public concerning the location of sex offenders within Tennessee. The Public Safety Department (DPS) has established this site according to the requirements of A.R.S. 13-3827. DPS is responsible for maintaining the site and annually verifying the address of all registered sex offenders. Additional information can be found in the Student Services office.

Procedures and the Option to Notify Law Enforcement

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

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

COUNSELING AND STUDENT SERVICES

A list of off-campus counseling and mental health agencies will be provided to assist a victim of sex offenses. The Student Services Department staff will assist a victim of a sex offense in locating and contacting a suitable agency for counseling.

Academic and Living Situation

A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the director of Student Services. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course adds will be accommodated. Requests for a temporary withdrawal will also be accommodated.

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

CAMPUS DISCIPLINARY ACTIONS

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

SANCTIONS

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

APPENDIX I

FACULTY LISTINGS

COLLEGE OF BUSINESS

Robert Rabidoux, DBA

University of Sarasota (*currently Argosy University*)

Associate Professor, Program Chair Graduate Business Programs

COLLEGE OF EDUCATION

Nancy W. Dill, EdD

Tennessee State University

Associate Professor and Program Chair, Education Programs

Faye Taylor, EdD

Tennessee State University

Assistant Professor, Education Programs

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCE

Carol H. Gipson, PhD

Tennessee State University

Associate Professor, Counselor Education Programs

Robert L. Moore, EdD

Vanderbilt University

Associate Professor, and Director of Training, Counselor Education Programs

Kittie M. Myatt, EdD

Vanderbilt University

Program Chair, Counselor Education Programs

COLLEGE OF UNDERGRADUATE STUDIES

Kittie M. Myatt, EdD

Vanderbilt University

Interim Program Chair, BA in Psychology Program

Melissa Bowman, MA

Argosy University, Nashville

Undergraduate Program Coordinator, BA in Psychology, BA in Liberal Arts, BS in Criminal Justice, and BS in Business Administration

Robert Rabidoux, DBA

University of Sarasota (*currently Argosy University*)

Associate Professor, Program Chair, BS in Business Administration Program

APPENDIX II

CAMPUS DIRECTORY

ARGOSY UNIVERSITY, NASHVILLE

100 Centerview Drive, Suite 225

Nashville, TN 37214

Phone: 615.525.2800

Toll Free: 866.833.6598

Fax: 615.525.2900

ADMINISTRATION

Campus President and Chief Academic Officer

Sandra L. Wise, Ph.D.

slwise@argosy.edu

615.525.2832

Contact for: Campus administration and overall administration of academic affairs.

RECEPTION

Receptionist

Arlene Hogenmiller

ahogenmiller@argosy.edu

615.525.2800

Contact for: Lodging accommodations, classroom scheduling information, general campus information, and directions.

ACADEMIC PROGRAMS

Administrative Assistant, Academic Programs

Janelle Means

jmeans@argosy.edu

615.525.2820

Contact for: Course schedules, textbook information, comprehensive exams, program related questions.

COLLEGE OF BUSINESS

Program Chair

Robert Rabidoux, DBA

rrabidoux@argosy.edu

615.525.2836

Contact for: Advising, program related questions, add/drop forms, scheduling and suggestions.

COLLEGE OF EDUCATION

Program Chair

Nancy Dill, EdD

ndill@argosy.edu

615.525.2818

Contact for: Program related questions, add/drop forms, scheduling and suggestions. Academic advising for students enrolled in the MAEd in Educational Leadership, EdS in Educational Leadership, and EdD in Educational Leadership.

FACULTY

Faye Taylor, EdD

fmtaylor@argosy.edu

615.525.2830

Contact for: Program related questions and academic advising for *students enrolled in the MAEd in Instructional Leadership, EdS in Instructional Leadership, and EdD in Instructional Leadership.*

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

Counselor Education Programs

Program Chair

Kittie Myatt, EdD

kmyatt@argosy.edu

615.525.2812

Contact for: Program related questions, advising, add/drop forms, scheduling and suggestions.

Director of Training

Robert L. Moore, EdD

rlmoore@argosy.edu

615.525.2819

Contact for: All information pertaining to practicum: application, placement, meetings, and advising.

FACULTY

Carol Gipson, PhD

cgipson@argosy.edu

615.525.2824

Contact for: General information about EdD in Counselor Education and Supervision program

Student Success Coordinator/Academic Advisor

Melissa Bowman, MA

mrbowman@argosy.edu

615.525.2838

Contact for: All questions related to counseling schedules, courses and drop or adding courses.

COLLEGE OF UNDERGRADUATE STUDIES

Undergraduate Program Coordinator, BA in Psychology, BA in Liberal Arts, BS in Criminal Justice, and BS in Business Administration

Melissa Bowman, MA

mrbowman@argosy.edu

615.525.2838

Contact for: All questions related to schedules, courses and drop or adding courses.

Program Chair (BS in Business)

Robert Rabidoux, DBA

rrabidoux@argosy.edu

615.525.2836

Contact for: Advising, program related questions, add/drop forms, scheduling and suggestions.

INFORMATION TECHNOLOGY AND FACILITIES

Technology Support Supervisor

Scott Foster, MBA

sfoster@argosy.edu

615.525.2888

Contact for: All matters related to technology and facilities: computers, projectors, classroom technology, telephones, facilities problems (i.e. heating and air conditioning), parking, and cleanliness of the facility.

STUDENT FINANCE

Assistant Director of Student Finance

Joshua Yarbrough

jyarbrough@argosy.edu

615.525.2804

Contact for: Financial Aid, questions about your student account, refunds and payments, Veteran Affairs (VA) benefits.

Student Financial Aid Coordinator

Matthew Murphy

mamurphy@argosy.edu

615.525.2821

Contact for: Financial Aid, questions about your student account, refunds and payments, Veteran Affairs (VA) benefits

STUDENT SERVICES

Director of Student Services

Stacy A. Waddell, MBA

swaddell@argosy.edu

615.525.2814

Contact for: ADA accommodations, international students, graduation, student satisfaction and complaints, student committees and student events.

Registrar

Christine Dybata

cdybata@argosy.edu

615.525.2805

Contact for: Registration & the Student Link, Argosy Email help, degree confirmation, grades, transcripts, enrollment verification, to update contact information.

LIBRARY

Librarian

Kristine B. Junik, MA, MLS

kjunik@argosy.edu

615.514.3826

Circulation Desk: 615.525.2811

Contact for: All information related to use of the library on ground or remotely, how to access electronic resources from home, requests for specific materials and articles.

ADMISSIONS

Director of Admissions

William Marx

wmarx@argosy.edu

615.525.2813

Contact for: Information related to admissions process for all academic degrees.

Admissions Coordinator

Andrea Bohannon

abohannon@argosy.edu

615.525.2833

Contact for: Information related to documents and admissions materials.

Assistant Directors of Admissions

Scott Galbreath

615.525.2829

sgalbreath@argosy.edu

Richard Grace

615.525.2878

rmgrace@argosy.edu

Douglas Morris

615.525.2810

djmorris@argosy.edu

Jamie Roby

615.525.2816

jroby@argosy.edu

Kendra Sheard

615.525.2808

ktsheard@argosy.edu

Margaret Ward

615.525.2809

maward@argosy.edu

Contact for: Any information on the programs offered and the application process. Referrals of others who might be interested in attending Argosy University.

APPENDIX III

ACADEMIC AND HOLIDAY CALENDAR 2009-2010

FALL 2009 SEMESTER	September 8, 2009 – December 19, 2009
Session I	September 8, 2009 – October 28, 2009
Session II	October 29, 2009 – December 19, 2009
SEPTEMBER 2009	
September 7, 2009	Labor Day (Campus Closed)
September 8, 2009	Fall 2009 Semester Begins; Fall 2009 Semester Session I Begins
September 15, 2009	Course Drop Deadline for Fall 2009 Semester Session I – 7½ week Courses
September 18, 2009	12 pm Course Drop Deadline for Fall 2009 Semester Session I – 15 week courses
OCTOBER 2009	
October 11, 2009	Grade of “W” Deadline for Fall 2009 Semester Session I – 7½ week courses
October 28, 2009	Fall 2009 Semester Session I Ends
October 29, 2009	Fall 2009 Semester Session II Begins
NOVEMBER 2009	
November 5, 2009	Course Drop Deadline for Fall 2009 Semester Session II – 7½ week courses
November 14, 2009	Grade of “W” Deadline for Fall 2009 Semester Session I – 15 week courses
November 26, 2009	Thanksgiving Day (Campus Closed)
November 27, 2009	Day After Thanksgiving (Campus Closed)
DECEMBER 2009	
December 2, 2009	Grade of “W” Deadline for Fall 2009 Semester Session II – 7½ week courses
December 19, 2009	Fall 2009 Semester Ends; Fall 2009 Semester Session II Ends
December 24, 2009	Christmas Eve (Campus Closed)
December 25, 2009	Christmas Day (Campus Closed)
December 31, 2009	New Year’s Eve (Campus Closed)
SPRING 2010 SEMESTER	January 11, 2010 – April 24, 2010
Session I	January 11, 2010 – March 3, 2010
Session II	March 4, 2010 – April 24, 2010
JANUARY 2010	
January 1, 2010	New Year’s Day (Campus Closed)
January 11, 2010	Spring 2010 Semester Begins; Spring 2010 Semester Session I Begins
January 18, 2010	Martin Luther King, Jr. Birthday observed (Campus Closed)
January 19, 2010	Course Drop Deadline For Spring 2010 Semester Session I – 7½ week courses
January 22, 2010	12 pm Course Drop Deadline For Spring 2010 Semester Session I – 15 week courses
FEBRUARY 2010	
February 12, 2010	President’s Day (Campus Closed)
February 14, 2010	Summer 2010 Semester Registration Begins
February 14, 2010	Grade of “W” Deadline for Spring 2010 Semester Session I – 7½ week courses

MARCH 2010

March 3, 2010	Spring 2010 Semester Session I Ends
March 4, 2010	Spring 2010 Semester Session II Begins
March 6, 2010	Last Day to Add Spring 2010 Semester Session II 7 ½ week courses
March 11, 2010	Course Drop Deadline For Spring 2010 Semester Session II – 7½ week courses
March 20, 2010	Grade of “W” Deadline for Spring 2010 Semester Session I – 15 week courses

APRIL 2010

April 2, 2010	Good Friday (Campus Closed)
April 7, 2010	Grade of “W” Deadline for Spring 2010 Semester Session II – 7½ week courses
April 24, 2010	Spring 2010 Semester Ends; Spring 2010 Semester Session II Ends

SUMMER 2010 SEMESTER

Session I	May 10, 2010 – August 21, 2010
Session II	May 10, 2010 – June 30, 2010
	July 1, 2010 – August 21, 2010

MAY 2010

May 10, 2010	Summer 2010 Semester Begins; Summer 2010 Semester Session I Begins
May 17, 2010	Course Drop Deadline for Summer 2010 Semester Session I – 7½ week courses
May 21, 2010	12 pm Course Drop Deadline for Summer 2010 Semester Session I – 15 week courses
May 31, 2010	Memorial Day (Campus Closed)

JUNE 2010

June 13, 2010	Grade of “W” Deadline for Summer 2010 Semester Session I – 7½ week courses
June 30, 2010	Summer 2010 Semester Session I Ends

JULY 2010

July 1, 2010	Summer 2010 Semester Session II Begins
July 3, 2010	Independence Day holiday (Campus Closed)
July 8, 2010	Course Drop Deadline for Summer 2010 Semester Session II – 7½ week courses
July 17, 2010	Grade of “W” Deadline for Summer 2010 Semester Session I – 15 week courses

AUGUST 2010

August 4, 2010	Grade of “W” Deadline for Summer 2010 Semester Session II – 7½ week courses
August 21, 2010	Summer 2010 Semester Ends; Summer 2010 Semester Session II Ends

