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## OUR MISSION

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

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

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

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

In case of emergency, please notify:

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

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



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# SECTION ONE

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## INTRODUCTION

### **ABOUT THIS HANDBOOK**

Your Argosy University, Seattle 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.

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

Welcome to our Argosy University family, be you a new student, starting a new year or simply starting a new term. We consider it our privilege to serve as you embrace the rigorous path toward earning your degree. Your studies can be invigorating, enlightening and empowering; they should transform you forever.

We have created this handbook to provide you with information and tools you will need to be a successful Argosy University student. Our campus employs an outstanding faculty, focused on delivering quality curriculum designed to give you the skills, knowledge, and capabilities needed for professional careers in the fields of education, business and behavioral sciences.

A close working relationship between students, faculty, and staff is critical for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described within this handbook and the University catalog. Observance of these procedures by faculty, students, and staff provides for a harmonious working partnership and creates a supportive atmosphere in which students can focus on their academic responsibilities. Please use this handbook as a guide to help direct your future experience as a student at our University.

I look forward to celebrating your future successes!

Tom Dyer, EdD

Campus President

Argosy University, Seattle

### **JURISDICTION SUBJECT TO CHANGE**

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

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## CAMPUS INFORMATION

### CAMPUS FACILITIES

Argosy University, Seattle is located at 2601-A Elliot Ave, Seattle, Washington 98121. Located in the Belltown neighborhood of Seattle, the school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theaters, art museums and other tourist attractions. In addition, Seattle's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Administrative and faculty offices include all Campus Administrators, Administrative Assistants, Faculty, Department Chairs, Student Services, and Admissions. Five classrooms, two computer labs, and viewing and testing rooms are located on campus. Several shared classrooms with The Art Institute of Seattle are on other floors at both the South and North campus locations.

### TRANSPORTATION

The King County Public Transportation system provides bus service to the downtown Seattle metro core. You can access additional information regarding bus routes and schedules through the Metro Online website at <http://transit.metrokc.gov/>. Ferry service to Bainbridge Island, Bremerton, and Vashon Island can be accessed through the Washington State Ferry System website at <http://www.wsdot.wa.gov/ferries/index.cfm>. Parking spaces are available through a number of private area garages and open lots. Fees may vary. On-street parking is also available.

### CAMPUS ORGANIZATION

Argosy University, Seattle is led by the Campus President. Reporting to the Campus President are the Directors of each administrative department (Admissions, Student Services, Financial Services, Information Technology, Property Management and Human Resources) as well as the Chairs for each academic program (College of Business, College of Education, Clinical Psychology, Counseling Psychology, BA Psychology, and BS Business). The Directors of Information Technology, Property Management and Human Resources share service personnel with the Art Institute of Seattle, reporting to the President of that school as well. Please refer to the Campus Directory in Appendix II for contact information.

### BUILDING AND OFFICE HOURS

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

#### **Monday-Friday**

Open: 7:00 a.m.

Close: 9:30 p.m.

#### **Saturday**

Open: 7:00 a.m.

Close: 5:30 p.m.

#### **Sunday**

Open: 7:00 a.m.

Close: 5:00 p.m.

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

#### *Commons Area and Student Lounge*

The commons area located on the ground floor of North Campus includes vending machines and tables for eating and study. On the first floor, there is a dedicated quiet student lounge with a spectacular view of Puget Sound, a microwave and refrigerator. Employment opportunities (for both work-study and non-work-study positions) are posted on job boards in the student lounge. Commonly used student forms and other materials are available in the student lounge, and in the east hallway near the reception desk.

## ADMINISTRATION CONTACT INFORMATION

To Dial use 206.393.xxxx

Tom Dyer, President	3503	tdyer@argosy.edu
Mark Brunke, Executive Assistant to the President, Office Manager	3504	mbrunke@argosy.edu
Brian Gardner, Business Manager	3505	bgardner@argosy.edu
Sara Dewitt, Director of Student Financial Services	3531	sdewitt@argosy.edu
Christina Shade, Director of Admissions	3545	cshade@argosy.edu
Mark Ammann, Associate Director of Admissions	3517	mammann@argosy.edu
Dolores Blueford, Assistant Director of Admissions	3519	dblueford@argosy.edu
Justine Cain, Assistant Director of Admissions	3586	jcain@argosy.edu
Shirley Morris, Assistant Director of Admissions	3520	smorris@argosy.edu
Seth Taylor, Assistant Director of Admissions	3518	settaylor@argosy.edu
Sabrina Prasad, Assistant Director of Admissions	3622	sprasad@argosy.edu
Jennifer Miner, Admissions Coordinator	3516	jminer@argosy.edu
Deann Ketchum, Director of Student Services, Registrar	3530	dketchum@argosy.edu
Valerie Pitt Walston, Associate Registrar, New Student Coordinator, Disabilities Svcs. Coordinator	3533	vpitt@argosy.edu
Lindsey Walker, Receptionist	3501	lwalker@argosy.edu
Anne Richardson, International Student Coordinator	3567	arichardson@argosy.edu
Andrew Harbison, Director of Library Services	3576	aharbison@argosy.edu
Melissa Dunn, Argosy Librarian	3575	medunn@argosy.edu
Diedra Clay, Chair, Counseling Psychology	3542	dclay@argosy.edu
Dan Kmitta, Chair, College of Education	3570	dkmitta@argosy.edu
Frances Parks, Chair, Clinical Psychology	3541	fparks@argosy.edu
Doug Shirley, Chair, Undergraduate Programs	3502	dshirley@argosy.edu
Russell Wright, Chair, College of Business	3557	rwwright@argosy.edu

## ACADEMIC SERVICES/ADVISING

Faculty advisors are available for consultation on student professional development, academic/training progress and other school/professional issues. When students are first admitted, they are assigned a faculty advisor.

### Changing Faculty Advisors

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

## WEBSITES & PUBLICATIONS

Students may view the *Academic Catalog*, *Student Handbook*, and many other helpful resources through the Argosy University website at <http://www.argosy.edu>.

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

**Please note that we will be changing registrations systems in 2008. Please check with the Office of the Registrar for more information about the new registration site.**

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

The *Registration Bulletin* is published each term. The bulletin will include detailed information on registration and payment policies and procedures including add/drop procedures, refund policies, return of Title IV funds and enrollment requirements.

## **EMERGENCY PROCEDURES AND CLOSINGS**

### **Fire**

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

### **Police**

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

### **Theft**

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

### **Accidents and Illness**

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 9 and then 911. Anyone who is injured or becomes ill at the campus should be directed or taken to an emergency room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. A first aid kit is located in the staff lounge.

### **Incident Reports**

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

### **School Closings**

In the event of threatening weather, the school may be closed by the campus president or a designee. Please call the campus system at 206.283.4500 to find out if a closure has occurred. If there is no change in the normal voicemail greeting, classes will continue as originally scheduled. Additional notification will be given on the following local AM radio stations: KIRO and KOMO (also available at [komotv.com](http://komotv.com)). Television reports are made on local channels for CBS, NBC, FOX, UPN, and ABC.

## **IDS/ACCESS CARDS**

Argosy University Student ID cards are available from the Technology Help Desk on the ground floor of the North Campus building. The Help Desk is available 7:00 a.m. to 11:00 p.m. Monday through Thursday; 7:00 a.m. to 5:00 p.m. on Friday; and 10:00 a.m. to 7:00 p.m. on Saturday and Sunday. Student ID cards may be obtained with proof of enrollment (a current schedule) and Student ID Number.

## **SMOKING POLICY**

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

## **VOTER REGISTRATION**

Voter Registration forms are available in the Student Lounge.

# SECTION THREE

## LIBRARY, COMPUTER LAB AND TEXTBOOKS

### LIBRARY RESOURCES AND SERVICES

The Library mission is to support the academic and research needs of students and faculty. The Argosy University, Seattle Library provides access to book and journal collections in print and electronic formats; online databases available through a high-speed T1 connection; videos and audiovisual equipment; personalized reference services; and both specialized and general instruction on usage of the aforementioned resources. The Library collection specializes in the areas of clinical psychology, mental health counseling, education, and business. The collection continually grows and expands, as directed by disciplinary trends, faculty guidance, and student recommendation.

The Library has space for book and journal collections, and resource materials. In addition, study areas and a computer lab consisting of twenty-five machines, a scanner and copy machine, are housed in the Library. As a special feature of the Argosy University system, the library offers system-wide borrowing of books and journal articles at no charge. Interlibrary loan (ILL) services are also available from outside of the Argosy University system through OCLC, a nationwide network of lending libraries. In addition, full-text journal articles and books are available through the Library's subscription databases, accessible either on campus or remotely. The Library's subscription databases include:

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

The Library web site, <http://ais.aiiresources.com/argosy>, contains additional information about the library and library resources, as well as interactive tutorials and program-based user guides. Other pertinent library-related news may be found in the weekly *AU Review* email newsletter.

The Library is located on fifth floor of our building and maintains separate hours from the security and office hours on the main Argosy University floor. The main library number is 206.239.2359. For Argosy University related library questions, you may also email [ausill@argosy.edu](mailto:ausill@argosy.edu).

### TEXTBOOK AND COURSE MATERIALS PURCHASING

Students may view booklists and purchase textbooks online through MBS Direct at <http://bookstore.mbsdirect.net/argosy.htm>:

1. Click on "Order my books."
2. Select the campus site (Argosy University – Seattle, if the class will be held on-campus, or Argosy University - Online Courses, if it is an online course).
3. Select the term in which the class will take place.
4. Select the desired class to view its booklist.

### COMPUTER LABS

There are two computer labs available for student use. Room A135 houses a computer lab that is open to all students for use during normal operating hours. The second lab is located in Room A122 and is generally used as a classroom space. Testing software is located in A122. Students must check out a key card from the Reception Desk to gain access to A122.

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

### REGISTRAR

#### TRANSCRIPTS

Requests for transcripts are made by submitting a Release of Information form to the Office of the Registrar. In addition to requesting transcripts, Release of Information forms must be used to request other types of information, such as enrollment verification and account summaries.

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

#### REGISTRATION

Students may complete online registration via Student Link at <http://www.argosy.edu>. It is strongly recommended that all students discuss and plan their schedule choices with their advisor prior to registration. Students must complete plans for payment of tuition and fees with Student Finance according to the tuition payment policy.

##### Priority of Registration

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

##### Add/Drop Registration

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

Students dropping a course must provide official notification to the Office of the Registrar by completing the add/drop form. There is no fee charged for any student submitting a request to drop a course before the first day of the term. All requests received on or after the first day of the term will be charged a drop fee of \$50.00. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

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

##### Late Registration

A late fee of \$50.00 is assessed to any student who registers after the regular registration deadline.

##### Course Availability/Cancellation

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

##### Enrollment Requirements for Students Registering for Dissertation

See the *Dissertation Manual* for your program.

## COURSE TRANSFERS/WAIVERS

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

## INFORMATION CHANGES

Address changes may be made in writing to Office of the Registrar by submitting a Change of Information form, or submitting updates via the student's Argosy University e-mail account. Under no circumstances will changes be accepted by phone or via a private e-mail account.

## RESOURCES FOR ONLINE CLASSES

	<b>Courses with section number BL or OL</b>	<b>Courses with section number 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</b>	<a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a> Students will have access to their course 3-days before 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 first day of class.
<b>Log-in</b>	Username and password will be emailed to you at least one week before the session start date.	Username and password will be emailed to you at least one week before the session start date.
<b>Orientation</b>	Highly recommended that you complete before starting courses. The link and login information will emailed to you three weeks before the session starts.	Highly recommended that you complete before starting courses. The link and login information will 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/auonline.htm">http://direct.mbsbooks.com/auonline.htm</a>
<b>Technical Support</b>	Call 1-866-481-5562, or email <a href="mailto:argosyhelpdesk@ecollege.com">argosyhelpdesk@ecollege.com</a>	Call 1-888-720-6654
<b>Student Support</b>	<u>Student</u> Support Form can be found at <a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a>	<u>Student</u> Support Form can be found at <a href="http://www.argosy.edu/studentlink">www.argosy.edu/studentlink</a>

# STUDENT AFFAIRS

## DISABILITIES

Argosy University provides accommodations to qualified students with disabilities. The Disabilities Service Coordinator 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 ADA Coordinator. Complaints will be handled in accordance with Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## HEALTH/LIABILITY INSURANCE

Argosy University strongly encourages all students to maintain adequate health insurance while attending school. Optional health insurance is available to students through an outside agency. Visit <https://secure.visit-aci.com/au> for more information.

## STUDENT EVALUATIONS/SURVEYS

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

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

## GRADUATION

Argosy University, Seattle's annual graduation commencement ceremony occurs in the month of October. Students must meet graduation requirements and complete a Petition to Graduate/Program Completion form prior to their posted deadlines in order to participate in the commencement ceremony.

## STUDENT GOVERNMENT ASSOCIATION

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

## STUDENT ACTIVITIES

Rites of Passage is an annual event coordinated by the Student Government Association. There is no charge for this event for all students and faculty and their partners and children. Notice is posted in the *AU Review* as to the event time and location.

## PROFESSIONAL ORGANIZATIONS

Argosy University encourages students to join professional organizations that reflect each student's career path. For example, clinical psychology students are encouraged to become members of the American Psychological Association, and counseling students are encouraged to become members of the American Counseling Association.

# STUDENT FINANCE

## STUDENT FINANCE

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

## SCHOLARSHIPS

Scholarship opportunities at Argosy University are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas. The Argosy University campus you choose to attend will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts range from \$1,000 to \$5,000 for the academic year. Scholarship awards are available in two categories, as listed below, and may be renewable:

### Scholarship Awards for New Students at Argosy University

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

### Scholarship Awards for Students Currently Enrolled at Argosy University

- Argosy University Merit Award

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT & CRIME STATISTICS

#### INTRODUCTION

Argosy University, Seattle provides the following information to all of its employees and students as part of the Argosy University, Seattle 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 President, Dr. Tom Dyer, at [tdyer@argosy.edu](mailto:tdyer@argosy.edu), or 206.393.3503.

#### CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Argosy University, Seattle 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. Employees and students receive a copy via email through the *AU Review* newsletter and the information is made available as part of the *Student Handbook*.

#### REPORTING CRIMES AND EMERGENCIES

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

Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Student Services. Reports are kept in a secure location in Student Services files. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, Seattle that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

All criminal actions and emergencies should also be reported directly to the Seattle Police Department by dialing 911 or 206.625.5011.

#### POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Director of Student Services.

#### SECURITY AND ACCESS TO THE UNIVERSITY

It is the policy of the Argosy University, Seattle that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, Seattle policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

#### ACCESS TO ACADEMIC BUILDINGS

The main (Elliott Avenue) entrance to Argosy University, Seattle is open during all regular security hours:

**Monday-Friday**

Open: 7:00 a.m.

Close: 9:30 p.m.

**Saturday**

Open: 7:00 a.m.

Close: 5:30 p.m.

**Sunday**

Open: 7:00 a.m.

Close: 5:00 p.m.

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

## **CAMPUS LAW ENFORCEMENT**

Campus Security staff are on campus during regular business hours. They do not have the authority to arrest, but do have the authority to evict unauthorized persons from the campus.

### **Relationships with Local and State Police**

Argosy University, Seattle is located in Seattle, King County. Argosy University, Seattle maintains a close working relationship with the Seattle Police Department with periodic contact initiated by the Argosy University, Seattle personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided via email through the *AU Review* newsletter.

### **Programs to Inform Students and Employees about Campus Security and the Prevention of Crimes**

Campus security procedures and practices are distributed to students and employees via the *AU Review* newsletter once per academic year. Individuals with questions about the Campus Crime Report or crime statistics should contact the President, Dr. Tom Dyer, at [tdyer@argosy.edu](mailto:tdyer@argosy.edu), or 206.393.3503.

### **Off-Campus Student Organizations**

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

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Brochures on sexual assault issues are available in the Commons area or Student Lounge. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police.

At the student's request, security, the Director of Student Services, the Executive Committee or other Argosy University, Seattle officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Crisis Clinic Hotline, King County, Mental Health Division at 206.461.3222. It is open 24 hours-a-day and their counselors can help answer medical and emotional questions at any hour and in complete confidence.

Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Argosy University, Seattle will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, Seattle personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Argosy University, Seattle housing, if applicable, or the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Sexual Assault and Traumatic Stress, Harborview Medical Center, 206.521.1800, Mental Health Services, Department of Social and Health Services, State of Washington, 360.902.8070.

## **DISCIPLINARY ACTION AND SANCTIONS**

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

### **Information Regarding Registered Sex Offenders**

The Seattle Police Department, sexual assault unit, sex and kidnapping offender details office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public by calling 206.684.5332, or by searching The Washington State Sex Offender Information Center at <http://ml.waspc.org/SearchAround.aspx>.

## **CRIME STATISTICS**

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

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

Set forth below are statistics available to the University concerning the occurrence of criminal offenses in the listed categories that were reported to the campus securities 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	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1	0	0	0
Burglary/Theft	0	2	0	6	0	0	1	0	0
Motor Vehicle Theft	0	1	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
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:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	3	0	6	0	2	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	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	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year									
	2005			2006			2007			
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus
Liquor Law Violations:	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	1	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	1	0

\* Argosy University, Seattle does not have any non-campus buildings or property at this time.

\* Public Property is defined as the sidewalk surrounding the main campus and the parking area utilized by staff, faculty, and students, where applicable

# DRUG FREE WORKPLACE & CAMPUS

## DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of the higher education act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (public law 101-226), a “drug free schools and campuses” publication, the drug prevention policy, is provided to all Argosy University, Seattle students annually.

The use of illegal drugs and the abuse of alcohol on the campus of Argosy University, Seattle or in facilities controlled by Argosy University, Seattle are prohibited by college regulations and are incompatible with the Argosy University, Seattle 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, Seattle and the requirements of state and federal law, Argosy University, Seattle 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 ten to twelve 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, Seattle Sanctions

Argosy University, Seattle, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University, Seattle 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 Argosy University, Seattle 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**

There are numerous local, state and federal statutes related to the manufacture, distribution, dispensation, possession and use of controlled substances. Legal sanctions may be imposed for both felony and misdemeanor convictions. Legal sanctions range from fines to multi-year prison terms to loss of financial aid. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses. For full details, see the specific laws listed below.

A partial list of drugs considered to be controlled substances in Washington state: narcotics (opium and cocaine as well as all drugs extracted, derived, or synthesized from opium and cocaine, such as crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THA, MDA, STP).

### **State of Washington Liquor and Drug Laws:**

#### **Liquor Laws**

#### **RCW Title 66, ALCOHOLIC BEVERAGE CONTROL**

#### **RCW 66.04.010 Definitions**

#### **RCW 66.44.090 Acting without a license**

#### **RCW 66.44.100 Opening or consuming liquor in public place -- penalty**

#### **RCW 66.44.130 Sales of liquor by drink or bottle**

#### **RCW 66.44.170 Illegal possession of liquor with intent to sell -- Prima facie evidence, what is**

#### **RCW 66.44.175 Violations of law**

#### **RCW 66.44.180 General penalties - Jurisdiction for violations**

#### **RCW 66.44.200 Sales to persons apparently under the influence of liquor**

#### **RCW 66.44.240 Drinking in public conveyance - Penalty against carrier**

#### **RCW 66.44.250 Drinking in public conveyance - Penalty against individual**

#### **RCW 66.44.270 Furnishing liquor to minors - Possession, use**

#### **RCW 66.44.290 Minors purchasing or attempting to purchase liquor**

#### **RCW 66.44.310 Minor frequenting off-limits area - Misrepresentation of age**

#### **RCW 66.44.325 Unlawful transfer to a minor of an identification of age**

#### **RCW 66.44.328 Preparation or acquisition and supply to persons under age twenty-one of facsimile of official identification card -- Penalty**

#### **RCW 66.28.200 Keg registration - Requirements of seller**

#### **RCW 66.28.210 Keg registration - Requirements of purchaser**

#### **RCW 66.28.230 Keg registration - Furnishing to Minors - Penalties**

#### **Drug Laws**

#### **RCW Chapter 69.50, Uniform Controlled Substances Act**

#### **RCW 69.50.204 Schedule I**

#### **RCW 69.50.206 Schedule II**

#### **RCW 69.50.208 Schedule III**

#### **RCW 69.50.210 Schedule IV**

#### **RCW 69.50.211 Schedule V tests**

#### **RCW 69.50.401 Prohibited acts: A -- Penalties**

#### **RCW 69.50.406 Distribution to persons under age eighteen.**

#### **RCW 69.50.408 Second or subsequent offenses**

#### **RCW 69.50.410 Prohibited acts: D -- Penalties**

#### **RCW 69.50.412 Prohibited acts: E -- Penalties**

*RCW 69.50.415 Controlled substances homicide -- Penalty*

*RCW 69.50.435 Violations committed in or on certain public places or facilities -- Additional penalty -- Defenses -- Construction -- Definition*

*RCW 69.50.505 Seizure and forfeiture*

*RCW 69.50.509 Search and seizure of controlled substances*

*RCW 69.52.030 Violations -- Exceptions*

*RCW 69.52.040 Seizure of contraband*

*Driving Under the Influence of Drugs and/or Liquor*

*RCW 46.61.502 Driving under the influence*

*RCW 46.61.503 Driver under twenty-one consuming alcohol -- Penalties*

*RCW 46.61.504 Physical control of vehicle under the influence*

*RCW 46.61.519 Alcoholic beverages -- Drinking or open container in vehicle on highway -- Exceptions*

*RCW 46.61.5195 Disguising alcoholic beverage container*

*RCW 46.61.520 Vehicular homicide -- Penalty*

*Federal Liquor and Drug Laws*

*21 U.S.C. Chapter 13 -- DRUG ABUSE PREVENTION AND CONTROL*

*21 U.S.C. Chapter 24 -- INTERNATIONAL NARCOTICS TRAFFICKING*

*42 U.S.C. Chapter 136 -- VIOLENT CRIME CONTROL AND LAW ENFORCEMENT, SUBCHAPTER IV -- DRUG CONTROL*

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, \$2,500 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 (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 Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University, Seattle 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**

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor. See the Office of the Director of Student Services for more information.

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.

## **RESOURCES**

The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

# APPENDIX I

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## FACULTY LISTINGS

### **AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY, CLINICAL PSYCHOLOGY**

**Frances M. Parks, PhD, ABPP**

University of Texas, Austin

*Program Chair, Associate Professor, Clinical Psychology Department*

**Rebecca Allen Chavez, PsyD**

The Wright Institute, Berkeley

*Assistant Professor, Clinical Psychology Department*

**Pamela D. Fitzgerald, PhD**

University of Illinois, Urbana-Champaign

*Associate Professor, Clinical Psychology Department*

**Douglas M. Kerr, PhD**

University of Denver

*Associate Professor, Clinical Psychology Department*

**Norman J. Mar, PhD**

Boston University

*Associate Professor, Clinical Psychology Department*

**Nina Parker-Cohen, PhD**

University of Virginia, University of Utah

*Director of Practicum and Internship Training, Associate Professor, Clinical Psychology Department*

**David E. Walker, PhD**

University of Detroit, Mercy

*Associate Professor, Clinical Psychology Department*

**Dana Waters, PsyD, ABPP**

Adler School of Professional Psychology

*Associate Professor, Clinical Psychology Department*

**Douglas Whiteside, PhD, ABPP**

University of Nebraska, Lincoln

*Associate Professor, Clinical Psychology Department*

### **AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY, COUNSELING PSYCHOLOGY**

**Diedra L. Clay, PsyD**

Argosy University, Seattle

*Program Chair, Associate Professor, Counseling Psychology Department*

**Marnee Milner, JD, PhD**

Golden Gate University School of Law, Pacific Graduate School of Psychology

*Assistant Professor, Counseling Psychology Department*

**David D. Moore, PhD**

University of Washington

*Associate Professor, Counseling Psychology Department*

**Bill Roedel, PhD**

Loyola College, Maryland, Catholic University, Washington, D.C.

*Director of Practicum and Internship Training, Associate Professor, Counseling Psychology Department*

**Diane Scoville, PhD, LICSW**

University of Washington

*Assistant Professor, Counseling Psychology Department*

**COLLEGE OF BUSINESS**

**Russell W. Wright, PhD**

University of Southern California

*Program Chair, Associate Professor, College of Business*

**Charles L. Miller, PhD**

Yale University

*Associate Professor, College of Business*

**COLLEGE OF EDUCATION**

**Daniel Kmitta, EdD**

University Cincinnati

*Program Chair, Associate Professor, College of Education*

**Wayne Benenson, PhD**

University of Idaho

*Associate Professor, College of Education*

**UNDERGRADUATE PROGRAMS**

**Doug Shirley, MEd, MDiv**

Temple University, Mars Hill Graduate School

*Program Chair, Assistant Professor, Undergraduate Programs*

# APPENDIX II

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## CAMPUS DIRECTORY

### Argosy University, Seattle

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Seattle, WA 98121

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# APPENDIX III

## CAMPUS ACADEMIC AND HOLIDAY CALENDAR

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### ACADEMIC CALENDAR

**Fall 2008:** September 2-December 13, 2008

Session I: 9/2-10/22

Session II: 10/23-12/13

*4-week break*

**Spring 2009:** January 10-April 23, 2009

Session I: 1/10-3/2

Session II: 3/3-4/23

*2-week break*

**Summer 2009:** May 09-August 20, 2009

Session I: 5/09-6/29

Session II: 6/30-8/20

*2-week break*

### 2008-2009 HOLIDAYS

July 4, 2008	Independence Day
September 1, 2008	Labor Day
November 27 - 28 2008	Thanksgiving
December 25-26 2008	Winter Holiday
January 1 - 2, 2009	New Years
January 19, 2009	Martin Luther King, Jr. Day
February 16, 2009	Presidents Day
April 10, 2009	Good Friday
May 25, 2009	Memorial Day