
OUR MISSION

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



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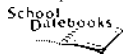
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WELCOME

Welcome to Argosy University, Tampa

I am so excited that you have chosen to join us for the continuation of your educational journey. Argosy University, Tampa takes great pride in the close working relationships established between students, faculty, and staff. Our goal is to create an environment that fosters confidence, learning, and success. Our staff is dedicated to assisting you. Our faculty, most of whom have years of practical experience in their areas of expertise, know what their students need to be successful. But you, our students, with your enthusiasm and dedication to learning, are our greatest asset. I encourage you to take fullest advantage of the educational opportunities available to you. Embrace learning in all its forms: classroom lectures, faculty mentoring, textbook and research readings, assignments, peer interaction, and practical experiences.

As you navigate your years with us, I also encourage you to make yourself fully aware of the policies and procedures of the campus and our programs. The purpose of this handbook is to present and describe some of the governing principles of Argosy University, Tampa. You will find basic administrative processes and regulations as well as an outline of the responsibilities of a student at Argosy University, Tampa. Use this handbook as one of the resources to guide you through your educational journey.

Education is a privilege and adventure and we are excited that you have chosen to experience it with us. Best wishes to you as you pursue your academic and career goals at Argosy University.

Sincerely,

Melanie Storms, PsyD
Campus President

ABOUT THIS HANDBOOK

The *Argosy University, Tampa Student Handbook* is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. The *Argosy University, Tampa Student Handbook* incorporates by reference the *Argosy University 2008-2009 Academic Catalog*.

JURISDICTION/SUBJECT TO CHANGE

Argosy University, Tampa 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, Tampa will make reasonable attempts to notify students promptly of any policy changes through Web site or e-mail postings, mail distributions, or other methods deemed appropriate by the University administration.

ACADEMIC CALENDAR

The academic year at Argosy University, Tampa consists of three semesters: Fall, Spring, and Summer. See Appendix I for specific dates.

SECTION TWO

CAMPUS INFORMATION

FACILITIES

Location

Argosy University, Tampa occupies over 56,000 square feet in a two-story facility in the Parkside Building at Tampa Bay Park, 4401 N. Himes Avenue, Suite 150, Tampa, Florida 33614. This location provides easy access from Interstate 75 and Interstate 4, and Florida Highway 60. The facility has been specifically designed for undergraduate and graduate-level instruction.

Offices

Offices include all campus administrators, program directors, clinical psychology training department administrators and assistants, all faculty, Admissions, and Student Services. Normal business hours are 8:00 a.m. to 6:00 p.m., Monday through Friday.

Classrooms

Classrooms accommodate between eight and 30 students. Classes meet during daytime and evening hours, Monday through Friday. Some classes meet on weekends during daytime hours.

Security

The campus is locked after normal business hours. The main door is locked after 9:00 p.m. Argosy University, Tampa reserves the right to inspect all bags that are brought onto the campus.

CAMPUS ORGANIZATION

The campus is organized into the following administrative departments: Office of the Campus President, Office of the Vice President of Academic Affairs, Office of the Dean of the American School of Professional Psychology at Argosy University, Tampa, Office of the Business Program Chair, Office of the Education Program Chair, Office of the Dean of Student Affairs, Library, Admissions, Student Services, and Office Management. The entire administrative staff takes pride in the service it provides its students and believes that this is one of the factors that distinguishes Argosy University, Tampa. Staff make themselves available at scheduled times to provide direction and guidance, and while not every student request can be granted, each such request is given a prompt and concise reply.

EMERGENCY PROCEDURES/CLOSINGS

Fire

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

Emergency Evacuation

When the fire alarm sounds, or under direction from the building security, the campus should be evacuated. Please exit using the closest stairway. Elevators should not be used.

Police

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

Theft

If a theft has taken place, please report it immediately to campus personnel who will notify the proper authorities.

Medical Emergency

Information is posted throughout the campus concerning hospitals, walk-in clinics, and medical offices. During normal office hours, the administration should be notified of any medical emergency. During evening and weekend classes, the course instructors are responsible for providing emergency assistance or referral and notifying the appropriate administrative staff. If it is determined that the situation requires immediate medical attention, the nearest individual should dial 911 for an ambulance. Attempt to obtain information relating to the incident and keep the individual as comfortable and calm as possible until medical personnel arrive or the situation is otherwise resolved. If the medical problem does not appear to constitute an emergency, the employee should only provide medical assistance to the extent that they are trained to do so. If the individual requires only minor assistance, first aid can be administered using the first aid kits.

INCIDENT REPORTS

A complete report of every incident, no matter how minor, should be made to the Dean of Student Affairs within 24 hours. The following information will be required: time and place of incident, details of incident, names and addresses of people involved/injured, names and addresses of witnesses. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

SCHOOL CLOSINGS/CANCELED CLASSES

In the event of threatening weather, the University will generally follow the lead of the Hillsborough County Government in determining closures or late arrivals. Hillsborough County usually announces all closings by 6:00 a.m. on all major radio and television stations. If the campus is closed for any reason, there will be a message on our voice-mail to that effect. In addition, we will make every reasonable effort to personally notify students of unanticipated closings. If the campus is closed due to weather or other emergency, students will be responsible for all assigned work and classes will be rescheduled. Occasionally, faculty may need to cancel classes. Faculty members will be responsible for rescheduling these canceled classes.

PARKING

Argosy University, Tampa requires all students to have and display a parking pass hangtag in order to park in the designated Argosy University, Tampa parking areas (garage and lot). The purpose of the parking pass is to ensure that no unauthorized vehicles are parked in our parking areas. Students park at their own risk and liability. Argosy University, Tampa is not responsible for loss of property, theft, or damage to any vehicles. The tag should be displayed on your vehicle at all times when parked in the designated parking areas. If your vehicle does not have a parking tag displayed, you will be issued a warning. On the second offense your vehicle will be towed at your expense. There is a \$25.00 charge per semester for the parking pass. This fee will be billed directly to your account when you register for the semester. You will be required to complete an application for the parking pass, which is available at the reception desk. It is your responsibility to update your parking information when you have a vehicle or information change.

CHILDREN ON CAMPUS

From time to time, children accompany parents to our campus. If you are conducting a short visit when you are not attending class, you may bring your children as long as you are supervising them at all times. Please be mindful, however, that children are not permitted in the Argosy University, Tampa classrooms and are not permitted to use the library or computer resources.

PETS

With the exception of guide dogs for the visually impaired or other disabled persons, pets or other animals are not permitted on campus property.

SMOKING POLICY

Argosy University, Tampa complies with the Florida Clean Indoor Air Act/Smoking Bill that prohibits smoking or the use of tobacco products inside any campus building.

CELL PHONE USAGE

To respect faculty and fellow students, the use of cell phones in the classroom is deemed unacceptable. Certainly we understand that you may have commitments, both personal and professional, that mandate that you keep your cell phone turned on. However, if possible, please turn off the ringer and use the vibration mode instead. The same policy applies to pagers. If you do need to accept or return a call during class, please excuse yourself and take the call outside the classroom. Please know that some faculty may consider your leaving the classroom the same as a late arrival, which can impact the instructor's end-of-course evaluation of your attendance and participation.



**ARGOSY
UNIVERSITY.**

SECTION THREE

LIBRARY, COMPUTER LABS AND TEXTBOOKS

LIBRARY

The Library supports learning and encourages intellectual curiosity among students and faculty. The Library staff works in cooperation with faculty to help students develop the ability to find, evaluate, and use information in order to become lifelong learners. To fulfill this mission, the library develops and maintains a quality collection of books, periodicals, audio-visual materials, and online databases. The library provides access to remote resources through Internet access and cooperative agreements with other area libraries. Students must present a student ID to check out materials.

Please familiarize yourself with the Library's late/lost/damage policy, cell phone usage policy, and food and drink policy, all available in the Library or at http://www.argosy.edu/tampa/student_library.asp

COPIER

There are copiers for student use located in the Library on the first floor. Students will be charged a fee for copies. The campus also has a student-discount Print Service located on the second floor in room 227 near the computer labs.

IDENTIFICATIONS CARDS

A photo ID card is issued to each student. Uses of the card include the following:

- Checking out Library materials
- Checking out training equipment and lab usage
- Participating in certain student activities and social events

ID cards should not be loaned to anyone for any reason; the card is the personal responsibility of the student whose name appears on it. The cost for a replacement card is \$10.00. Replacement cards can be obtained in the Library. For further information regarding the library, please refer to the *Tampa Library Student Handbook*.

INFORMATION TECHNOLOGY: NETWORK USE, COMPUTER SOFTWARE AND INTERNET STATEMENT POLICY

Argosy University, Tampa requires all persons using the University's technology and networks to abide by the Proper Use of Information Technology and Network Policy. Technology and networks covered under this policy include, but are not limited to, the following:

- Electronic mail (e-mail)
- Local databases
- Games
- CD-ROMs
- Photographs
- Digitized information
- Any records media
- Externally-accessed databases

PROPER USE OF INFORMATION TECHNOLOGY AND NETWORK POLICY

All students and temporary users are responsible for safeguarding the integrity of all resources used in completing their class projects. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses, laws, and contractual agreements with the highest of ethical standards.

- Users must respect others' privacy, including text (electronic mail and file transfer) and images (graphics and video).

- No cell phones may be used by faculty or students in the computer labs as a courtesy to others using the labs. Cell phones must be turned off prior to entering the labs.
- No eating (including chewing gum) or drinking is permitted in the computer labs. Open containers are not allowed on carpeted areas or outside the lab entrance.
- Open labs are designed for completion of University work only. Use of University computer labs for playing games and completion of freelance work is prohibited.
- No student peripherals or software may be used or installed in University computer labs without expressed written consent from the Technology Support Supervisor.
- During open lab times, leave the computers with specific uses open for student access. These include computers with dedicated scanners or video equipment.
- The safest place for your work is a removable media disk such as a CD, DVD, or portable drive. Each computer's hard disk and network drives should be used as a workspace, not storage space. You are responsible for backing up your data.

The Argosy University, Tampa network is for school-related use only. Using the network for illegal file sharing, music sharing, and otherwise illegal downloading of any copyrighted material is not allowed. Violation of this policy will result in disciplinary action and/or legal action.

Students are responsible for the appropriate use of equipment, network, and World Wide Web access provided to them. In order to promote understanding of what is considered unacceptable conduct, to encourage consistent action, and to assist those who, through lack of understanding or experience, could experience difficulties in defining "appropriate use," the following guidelines are included here:

- It is inappropriate to violate software license agreements by making unauthorized copies of computer software or loading unauthorized copies of software onto the University's computers.
- It is inappropriate to send e-mail messages that include profanity, vulgarity, or discriminatory or derogatory language or remarks.
- It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious, or controversial nature.
- It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
- It is inappropriate to use facilities for freelance work.
- It is inappropriate to use facilities for illegal activities.
- It is inappropriate to use Web access to visit sites that are pornographic, vulgar, obscene, or that are otherwise of questionable moral value.

The preceding list is not meant to be exhaustive, but is only a representative sample of the types of inappropriate conduct to be avoided. In order to ensure proper use of equipment and networks, Argosy University, Tampa reserves the right to monitor or audit the use of all of the University's technical resources, including electronic communications. All Internet access through the Argosy University/EDMC network will be monitored.

Argosy University, Tampa reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. No individuals other than Argosy University, Tampa faculty, staff, and students will be permitted access to technical resources without the express written consent of the Technology Support Supervisor.

RESPONSIBILITY

It is the responsibility of Argosy University, Tampa Technology Support Supervisor and system administrators to assure that the technical resources are available when needed. Every effort will be made to minimize the time in which systems are unavailable; however, there will be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur.

Audits will be conducted from time-to-time to ensure compliance with the above policies. Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion from Argosy University, Tampa.

Argosy University, Tampa treats all violations of this policy seriously. The University will pursue disciplinary, criminal, or civil prosecution of violators when appropriate. This policy is available in its entirety in the office of the Technology Support Supervisor.

EQUIPMENT CAGE

Argosy University, Tampa provides a checkout system of video, audio, and computer equipment from the Equipment Cage for the purpose of completing University projects. The Equipment Cage is located on the second floor near the computer labs in room 227. The Equipment Cage hours vary from semester to semester, and the hours of operation are posted outside the room.

EQUIPMENT CHECK-OUT POLICY

- Normal equipment checkout times are four hours in length.
- Students may request a one-time, 24-hour checkout on most items at the time of checkout. In most cases this request will be granted.
- Students may NOT renew equipment over the phone.
- A student's account must be in good standing to checkout equipment. Good standing includes no late fines, or a history of missing or damaged items.
- Students who return equipment late will be fined at the rate of \$1 per item per hour. This fine must be paid to the Accounting Office to keep your account in good standing.
- Any presentation equipment must be returned the same business day and must not leave the campus without the expressed written consent of the Technology Support Supervisor. Presentation equipment is defined as projectors, laptops, and computers on wheels.
- There are no overnight or 24-hour checkouts during the last week of the semester.
- Damaged or lost items will be replaced at the cost of the student and charged to that student's account.

PRINT SERVICES

Argosy University, Tampa provides on-campus Print Services to meet many of your day-to-day printing needs at discounted student prices. Paper types and sizes range from 8.5" x 11" press bond to custom, oversized glossy prints up to 42" x 10 feet. Print Services utilizes a PDF and PLT workflow to facilitate the printing process and features the same software applications that students use for their projects in the labs. Print Services is on the 2nd floor in Room 227, co-located with the Equipment Cage. Hours of operation are posted on the door and change from semester to semester. Please visit Print Services for more information.

TEXTBOOKS

Textbooks and certain other required course materials are available through the MBS Direct program of MBS Textbook Exchange. MBS Direct maintains a current list of Argosy University courses and the required books/materials for the courses. Students can access MBS Direct in several ways:

- Call MBS Direct at 1.800.325.3252 and give the school name, course name, and course number.
- Fax the MBS Direct Order Form to 1.800.325.5152.
- Mail the Order Form to MBS Direct, PO Box 597, Columbia, MO 65205
[Express orders to MBS Direct, 2711 West Ash, Columbia, MO 65203].
- Order over the Internet at <http://www.mbsdirect.net>.

Payment may be made by credit card (Visa, MasterCard, Discover, and American Express), check, or money order. Orders are shipped within 24 hours.

MBS operators are available to take your call as follows:

Monday – Thursday 8:00 a.m. – 10:00 p.m. (EST/EDT)

Friday 8:00 a.m. – 7:00 p.m. (EST/EDT)

Saturday 9:00 a.m. – 1:00 p.m. (EST/EDT)

The operators will inform inquirers of the availability of used books and optional materials.

USED BOOKS

While students may purchase new books, the MBS textbook buyers make every effort to maximize the number of used books available, providing a 25% savings.

DELIVERY

Textbooks are delivered using UPS tracking. There are three methods of shipping available: Ground (3–5 days), Second Day Air, and Next Day Air. The charges for the delivery are based on current UPS rates based on weight of the package and where the package is being shipped.

TEXTBOOK BUYBACK

Books may be sold back to MBS by calling the toll-free number to determine the current value of the book. For books with resale value, MBS will send a check directly to the seller.

SECTION FOUR

STUDENT SERVICES AND RESOURCES

STUDENT ADVISEMENT

Faculty Advisor

Upon admission to a program, each new student is assigned a faculty advisor who will assist the student in course selection and general academic matters.

Changing Faculty Advisors

If a student wishes to change advisors, s/he should discuss this with the current advisor and the prospective advisor. If all parties agree to the change, the student must complete and return to Student Services a Change of Advisor Form. This form requires the signatures of the student, the current advisor, and the new advisor.

Student Affairs Advisement

The Office of Student Affairs is responsible for providing advisement to students on general administrative issues. In addition, staff members in that department are responsible for directing students to other departments for assistance.

ENROLLMENT REQUIREMENTS

Enrollment status requirements as they relate to the following:

- An international student on a nonimmigrant student visa must be enrolled full-time every semester unless permission for a reduced course load is obtained from the University's designated school official (Susan Beecroft, Associate Registrar and International Student Advisor).
- International students on a nonimmigrant student visa must obtain advance permission from the University's designated school official (Susan Beecroft, Associate Registrar and International Student Advisor) to pursue online, distance education, or other blended-delivery format courses.
- VA students must meet the enrollment requirements of the VA.
- Students receiving financial aid must be enrolled at least half-time every term except summer.
- Students wishing to receive summer aid must be enrolled during the summer term.
- Students seeking deferment on previous student loans must be enrolled at least half-time. Some lenders may require full-time status to defer loans.

REGISTRATION

Students can register for courses at the Argosy University Web site. It is recommended that all students meet with their Academic Advisor prior to registering for classes.

Registration-Traditional Programs

Prior to the beginning of any term, a *Registration Bulletin* containing the courses to be offered, the forms for registration, and other important information will be published. This document will also announce the official times and dates for registration. Registration procedures and tuition payment policies are outlined in the *Registration Bulletin*.

Priority of Registration (Clinical Program Only)

A course registration priority system based upon the student's cumulative number of credit hours earned has been established to ensure that registration proceeds fairly and efficiently. Students may only register on or after the date indicated for them on the priority schedule. Students who submit their registration materials late forfeit their priority.

Add/Drop Policies

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration period. Many courses are closed by the end of that 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 has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings. Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department. There is no fee charged for any student submitting a request to drop a course(s) 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. This does not include students dropping a course to take a Temporary Withdrawal or to withdraw from the institution. Students may not drop a course after 67% of the course has been completed.

LATE REGISTRATION

Argosy University reserves the right to charge students a late registration fee, according to the prevailing tuition and fee schedule, when they fail to register by the registration deadline.

COURSE AVAILABILITY/CANCELLATION

While Argosy University, Tampa makes every effort to provide sufficient course sections for students, it 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.

PROCEDURES FOR PROCESSING A TEMPORARY WITHDRAWAL

Any student requesting a Temporary Withdrawal is required to complete a Temporary Withdrawal Request Form, obtain their Faculty Advisor's signature, and submit the completed form to the Student Services Department. The Student Services Department will review the request and refer the request to the Program Chair for final decision. If the request is approved by the Program Chair, the Student Services Department will complete the Temporary Withdrawal Form and distribute it to the appropriate offices. If a Temporary Withdrawal is denied by the Program Chair, the Student Services Department will make a notation of the denial and the reason for the denial on the Request Form, place it in the student's file, and notify the student.

Temporary Withdrawal periods do not count against the student's time limit for completing a degree program or against requirements for satisfactory progress and continuous enrollment. Students who cease to attend classes without following procedures for requesting a Temporary Withdrawal, or who do not receive approval for their Temporary Withdrawal, will be considered withdrawn. Students who do not return from their approved Temporary Withdrawal by the specified date will also be considered withdrawn. Students will be withdrawn from all course work in progress at the time the Leave is granted and provided a refund in accordance with Argosy University's refund policy.

WITHDRAWAL

Any student who chooses to discontinue studies at Argosy University, Tampa must submit a letter to the Student Services Department indicating the intention to leave the program. The Student Services Department will ensure that the student is current with any financial obligations to the University.

	Courses with section number BL or OL	Courses with section number OH
Email Information	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner
Website	www.argosy.edu/studentlink Students will have access to their course 3-days before first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before first day of class.
Log-in	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.
Orientation	Highly recommended that you complete before starting courses. The link and login information will be emailed to you three weeks before the session starts.	Highly recommended that you complete before starting courses. The link and login information will be emailed to you three weeks before the session starts.
Participation	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.
Textbooks	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/auonline.htm
Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@ecollege.com	Call 1-888-720-6654
Student Support	<u>Student Support Form can be found at www.argosy.edu/studentlink</u>	<u>Student Support Form can be found at www.argosy.edu/studentlink</u>

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department. Argosy University provides a Transcript Request Form which requires the student to provide:

- Name
- Student ID Number
- Date of Birth
- Address to which transcript will be mailed

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests be submitted in writing and be signed by the former or current student.

Telephone requests for transcripts cannot be processed. Requests submitted by fax should include the student's name, ID number, and date of birth, address where transcript is to be sent, and signature. The Student Services Department will release transcripts only when students have met all their financial obligations to Argosy University.

NAME CHANGES

Students who have a name change should provide the Student Services Office with a written request for a name change, including their social security number and signature, along with a copy of their marriage certificate or a court order as documentation. Names cannot be changed without the appropriate documentation.

ADDRESS CHANGES

Please notify the Student Services Department of any address changes as soon as possible.

SCHOLARSHIPS

Argosy University is pleased to offer several scholarship awards. These awards have been developed to recognize and provide financial assistance to eligible students pursuing their education at Argosy University. Scholarship awards range from \$250 to \$5000 for the academic year. Applying for the Argosy Scholarship is easy. Applications are accepted until the beginning of the fall term, however since funds are limited, you are encouraged to apply early. Applications are available in the Student Financial Services Department.

Scholarship Criteria:

- Students must have applied for admission at an Argosy University campus.
- Students must be degree seeking.
- Students must be enrolled at least half-time although preference may be given to full-time students.
- Scholarships may be applied to tuition only.
- Students must have completed a Free Application for Federal Student Aid (FAFSA) to determine financial need. (International students are exempt from this requirement).
- Scholarship applications can only be submitted for one award to a single Argosy University campus. (Applications to multiple campuses will be rejected).
- Scholarships are made for one, two, or three semesters at the discretion of the campus.
- Students who defer their admission to another semester will need to reapply for the scholarship.

HEALTH SERVICES

A list of local doctors and hospitals is available from the Dean of Student Affairs. All students are urged to carry a primary private insurance policy that covers comprehensive health care. Argosy University, Tampa makes available to students through a third party provider, a student accident and sickness insurance plan. See the Student Affairs Office for more information. International students who do not possess health insurance upon applying to Argosy University, Tampa must purchase and provide proof of coverage of health insurance upon commencement of studies.

DISABILITY SERVICES

Argosy University, Tampa provides accommodations to qualified students with disabilities. The Student Affairs Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Tampa. Argosy University, Tampa is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of University services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Dean of Student Affairs. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs at 813.393.5228. Complaints will be handled in accordance with Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

STUDENT ASSOCIATIONS

The primary purpose of the campus student associations is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. The associations are responsible for organizing social gatherings and events promoting honor societies, assisting with orientation, and selecting student representation for committees. Students interesting in participating in associations should contact the Dean of Student Affairs for the names of the association officers and faculty advisors.



**ARGOSY
UNIVERSITY.**

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY AND CRIME PREVENTION POLICY

INTRODUCTION

Argosy University, Tampa is providing the following information to all of its employees and students as part of the Argosy University, Tampa 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. Melanie Storms, by calling 813.393.5290. The Argosy University, Tampa 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 receive a copy via faculty/staff mailboxes. The report is distributed to all students through the *Argosy University, Tampa Student Handbook*. (Please refer to Appendix I: Campus Security and Crime Statistics.)

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

REPORTING CRIMES AND EMERGENCIES

A safe school is everyone's responsibility. Each student, faculty, and staff member should follow security policies and procedures to ensure the safest possible environment. It is the policy of the institution that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should report criminal actions to the campus president or the dean of Student Affairs, either in person or by telephoning 813.393.5290. An Incident Report will be filed for each report received. The office of the campus president and the office of Student Affairs retain Incident Reports for a minimum of three years. The office of Student Affairs will publish an Incident Report Summary once per year. The report will be placed in the mailboxes of students and employees. In the case of fire or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the campus president should be notified.

SECURITY AND ACCESS

It is the policy of Argosy University, Tampa that access to all campus facilities is limited to authorized personnel, students, and invited visitors. Anyone on campus property may be asked to present official University-dispersed ID at any time. 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. Students, staff and faculty may be asked to show their valid identification card to gain access to campus facilities. Argosy University, Tampa reserves the right to search and inspect all bags, backpacks, purses, etc., that are brought onto the campus. A welcome desk is located on the first floor of the entrance to the campus. Students, staff and faculty may be asked to show their valid identification card to gain access to campus facilities. Cameras are positioned throughout the campus. After hours, proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas. Security personnel are stationed at the entrances to Tampa Bay Park in the morning and evening; they leave to patrol the parking lots throughout the day. Suspicious persons are questioned and asked to leave. Security personnel do not have arrest authority. They do have the authority to evict unauthorized persons from the campus premises and to notify local and state authorities of all actual or suspected criminal activities.

CAMPUS LAW ENFORCEMENT

Argosy University, Tampa does not employ campus security. Law enforcement is provided by the Hillsborough County Sheriff's Department. Students and employees are strongly urged to report promptly and accurately crimes to the Campus President or the dean of Student Affairs and the Hillsborough County Sheriff's Department. The Hillsborough County Sheriff's Department will be informed of criminal actions that are reported to the campus president or the dean of Student Affairs. The dean of Student Affairs will be responsible for contacting the Hillsborough County Sheriff's Department to determine if any criminal offenses have occurred on campus without having been reported to the campus president or the dean of Student Affairs. Information obtained regarding criminal offenses on campus will be included in the crime statistic summary. Students and employees will also be notified of criminal offenses on campus via the incident report summary. They will also be notified of any criminal offenses that pose a continuous threat to the community. If necessary, a special notification will be distributed to students and employees.

CAMPUS SECURITY PROCEDURES AND PRACTICES/PROGRAMS

The dean of Student Affairs will discuss campus security procedures and practices with students during mandatory orientation. During this discussion, special emphasis will be placed encouraging students and employees to be responsible for their own security and the security of others. Furthermore, the dean of Student Affairs will coordinate the offering of a campus security workshop once per academic year, which will be open to students and employees. Also, the campus security procedures will be distributed to students and employees via the fall registration bulletin and via mailboxes once per academic year.

CRIME PREVENTION PROGRAMS

All new Argosy University, Tampa employees and students are instructed on crime awareness, prevention, and campus security during mandatory Orientation and encouraged to take responsibility for their own security, as well as others. The Student Orientation program, which takes place six times per year, includes a description of campus security policies and procedures and suggestions on how to avoid becoming a crime victim, as well as procedures for reporting any criminal activity or emergency. Students and employees are encouraged to be responsible for their own security and the security of others. Members of the local police departments will be invited to present or provide information regarding crime prevention. Furthermore, the dean of Student Affairs will offer a crime prevention workshop once per academic year, which will be open to employees and students. Students are requested to review the Campus Security and Crime Statistics Report that is included in the *Argosy University, Tampa Student Handbook*. The Campus Security and Crime Statistics Report is also distributed to students annually via the Registration Bulletin. Employees are requested to review the *Argosy University, Tampa Employee Handbook* where information regarding Standards of Conduct and Safety can be found. Individuals with questions about the Campus Security Report should contact the dean of Student Affairs.

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

MONITORING AND RECORDING OFF-CAMPUS CRIMINAL ACTIVITY

The Argosy University, Tampa campus does not recognize any student organizations with off-campus locations.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The dean of Student Affairs will discuss drug and alcohol use policies and abuse prevention with students during mandatory orientation. Furthermore, the dean of Student Affairs will coordinate the offering of a drug and alcohol education workshop once per academic year, which will be open to employees and students. Faculty with expertise in the area of drug and alcohol abuse prevention will be invited to present. If a faculty member is unable to present, an outside agency will be asked to present. Also, information on drug and alcohol abuse prevention will be distributed to students and employees via mailboxes once per academic year. Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency. For students, the Office of Student Affairs, in conjunction with the campus president, will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the campus president, in conjunction with the Department of Human Resources, will provide referrals to specific programs of counseling, treatment, or rehabilitation.

SEXUAL ASSAULT PROGRAMS AND SEX OFFENSE PREVENTION

Education Programs

The dean of Student Affairs 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 Dean of Student Affairs 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 Argosy University, Tampa will be invited to present. Also, information on sexual assault prevention will be distributed to students and employees via mailboxes once per academic year.

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 dean of Student Affairs should be contacted. If the dean of Student Affairs is not available, a faculty member 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 Hillsborough County Sheriff's 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.

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.

COUNSELING AND STUDENT AFFAIRS

The Office of Student Affairs will assist a victim of a sex offense in locating and contacting a suitable agency for counseling. 2-1-1 Hotline Services are available in both Hillsborough and Pinellas Counties 24 hours a day. Hotline services provide assistance for suicide, rape, substance abuse, homelessness, hunger, and parenting. In addition, the following is a list of off-campus counseling and mental health agencies available in Hillsborough County to assist a victim of sex offenses:

- APPLServices—Sexual Abuse/Assault Treatment and Counseling Program, 813.264.9955. Hours of operation are Monday through Thursday from 9:00 a.m. to 7:00 p.m. and by appointment on Friday. Fees are calculated on a sliding scale based on income. Full level of confidentiality.
- Crisis Center of Hillsborough County, 24-hour Hotline, 813.234.1234 No fee. Full level of Confidentiality
- Domestic Violence Program, 813.272.6423, 24-Hour Hotline if referred by local law enforcement agency. No fee. No Confidentiality. However, program provides therapy referrals.

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 dean of Student Affairs. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course ads will be accommodated. Requests for a leave of absence will also be accommodated. As the Argosy University, Tampa does not offer housing; it will not change a student's living situation.

CAMPUS DISCIPLINARY ACTIONS

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

SANCTIONS

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

CAMPUS SECURITY REPORT AND CRIME STATISTICS

*Jeanne Clery Disclosure of Campus Security Policy and Campus crime statistics report—
June 2008*

Argosy University, Tampa
4401 N. Himes Ave., Suite 150
Tampa, Fl 33614-7001
813.393.5290

CAMPUS SECURITY AND CRIME STATISTICS

Introduction

Argosy University, Tampa is providing the following information to all of its employees and students as part of the Argosy University, Tampa 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. Melanie Storms, by calling 813.393.5290.

Policies for Preparing the Annual Disclosure of Criminal Statistics

All incidents are reported and documented on the Incident Report, which is sent to the dean of Student Affairs. Reports are kept in a secure location in the office of the dean of Student Affairs. 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 dean of Student Affairs.

Relationships with Local and State Police

Argosy University, Tampa is located in Tampa, which is part of Hillsborough County. Argosy University, Tampa maintains a close working relationship with the Tampa Police Department with periodic contact initiated by the office of the dean of Student Affairs to ensure that the Argosy University, Tampa is aware of criminal offenses and arrests occurring on or near the campuses 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, campus posters, notices placed in faculty and staff mailboxes, and announcements read in class.

Information Regarding Registered Sex Offenders

Information regarding registered sex offenders is made available to the public under section 170101 (j) of the Violent Criminal Control and Law Enforcement Act of 1994. This information may be obtained from the Florida Department of Law Enforcement by visiting their website at <http://www.fdle.state.fl.us>. The Internet may be accessed by students and staff from any open computer lab on campus. FDLE also has a toll-free number (1.888.357.7332) for information. Requests may be made between the hours of 8:00 a.m. and 7:00 p.m., Monday through Friday.

Crime Statistics

Argosy University, Tampa does not have any non-campus buildings or property. 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, Tampa 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 regularly to maintain a working relationship and formulate statistics for the annual crime statistics report.

Criminal Offense	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property	2007 On Campus	2007 Public Property
Murder	0	0	0	0	0	0
Robbery	0	0	2	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	2	2	1	0
Motor Vehicle Theft	0	1	0	1	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	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.).

<i>Hate/Prejudice Crimes</i>	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property	2007 On Campus	2007 Public Property
Hate/Prejudice Crimes	0	0	0	0	0	0

Arrests/Referrals for Campus Disciplinary Action	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property	2007 On Campus	2007 Public Property
Liquor Law Violations						
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0
Drug Abuse Violations						
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0
Weapons Possessions						
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0

Please note: Public property is defined as elevators, stairways, and parking lots that are regularly used by students and staff, where applicable

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of Argosy University, Tampa or in facilities controlled by the Argosy University, Tampa are prohibited by college regulations and are incompatible with the Argosy University, Tampa 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, Tampa and the requirements of state and federal law, Argosy University, Tampa 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, TAMPA SANCTIONS

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

STATE AND FEDERAL SANCTIONS

Sanctions information may be obtained from state police or local law enforcement agencies. Additional sanctions exist under Florida law for drug and alcohol-related offenses, including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, revocation of your driver's license, and denial or revocation of professional licenses.

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

- First conviction: up to one (1) year in prison, fine of \$1,000 to \$100,000, or both.
- Second conviction: at least fifteen (15) days and up to two (2) years imprisonment, \$5,000 to \$250,000 fine, or both.
- After two (2) drug convictions: at least ninety (90) days and up to three (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 five (5) years and up to twenty (20) years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds five (5) grams, for a second conviction if amount exceeds three (3) grams, and for a third or subsequent conviction if the amount exceeds one (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 dean of Student Affairs, 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 but not limited to Pell Grants and Florida Student Assistance Grants (FSAG). However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University, Tampa need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

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.

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

APPENDIX I

CALENDARS AND CAMPUS CLOSINGS

ACADEMIC CALENDAR 2008 - 2009

Fall 2008:

September 2 – December 13

Session I: September 2 – October 22

Session II: October 23 – December 13

(4-week break)

Spring 2009:

January 10 – April 23

Session I: January 10 – March 2

Session II: March 3 – April 23

Summer 2009:

May 9 – August 20

Session I: May 9 – June 29

Session II: June 30 – August 20

CAMPUS HOLIDAYS AND CLOSINGS 2008 - 2009

Independence Day	July 4, 2008	Friday
Labor Day	September 1, 2008	Monday
Thanksgiving Day	November 27, 2008	Thursday
Thanksgiving Holiday	November 28, 2008	Friday
Christmas Day	December 25, 2008	Thursday
Christmas Holiday	December 26, 2008	Friday
New Year's Day	January 1, 2009	Thursday
Winter Holiday	January 2, 2009	Friday
Dr. Martin Luther King, Jr. Day	January 19, 2009	Monday
President's Day	February 16, 2009	Monday
Spring Holiday	April 10, 2009	Friday
Memorial Day	May 25, 2009	Monday

All Argosy University, Tampa calendar dates are subject to change.

APPENDIX II

FACULTY AND CAMPUS DIRECTORY

FACULTY

The members of the teaching faculty are carefully chosen educators and practitioners with the proven ability to provide students with meaningful and stimulating learning experience. All members of the faculty possess a mastery of the theoretical framework that surrounds their disciplines and a practical, hands-on grasp of the implications of that theory in the modern world. They are able to communicate clearly with today's working professional. The primary goal of the faculty is to help students achieve greater self-direction and to engage students in the vital process of mutual inquiry. Argosy University is proud of the capabilities and quality of its faculty members, all of whom possess a combination of solid academic preparation and relevant professional experience.

Kathie A. Bates, PhD

University of South Carolina
Director of Training—Clinical Psychology Programs
Associate Professor

Jennifer Correll, PhD

Michigan State University
Director of Training—Counselor Education Programs
Associate Professor

Lisa Costas, PhD

University of North Texas
Associate Professor

Carl S. Davis, PhD

Syracuse University
Professor

Manual Duran, EdD

Nova Southeastern University
Assistant Professor

Andrew Ghillyer, PhD

University of Surrey, UK
Vice President of Academic Affairs

James L. Harlow, PsyD

Wright State University
Associate Professor

William P. Henry, PhD

Vanderbilt University
Professor

Chris Hall, MA

Counseling- Reformed Theological Seminary
Assistant Professor

Nancy Hyland, EdD

National Louis University
Program Chair School of Education

Kae Sheryl, PhD

University of Kentucky
Program Chair, School of Business

Jeanine Kranzow, PhD

Indiana University
Assistant Professor

Warren R. Laux, EdD

Nova Southeastern University
Assistant Professor

Katherine McKay, PhD

Adelphi University
Assistant Professor

Steven P. O'Brien, PsyD

Nova Southeastern University
Assistant Professor

Jeanne Peterson, PsyD

Florida Institute of Technology
Dean, American School of Professional Psychology

Judith Quick, PsyD

Nova Southeastern University
Associate Professor

Nigel Searle, PhD
Edinburgh University, Scotland
Assistant Professor

Jason C. Steward, PhD
University of Minnesota-Twin Cities
Assistant Professor

Melanie Storms, PsyD
Florida Institute of Technology
Campus President

Lee Teufel, PhD
University of South Florida
Assistant Professor & Director of Training

Caroline Wilde, PhD
Florida State University
Program Chair, Counselor Education Program

CAMPUS DIRECTORY

Name	Phone
Nick Arshinkoff <i>Computer Technician I</i>	393.5363
Paula Bagwell <i>Director of Library Services</i>	393.5322
Keri Becker <i>New Student Coordinator</i>	393.5359
Susan Beecroft <i>Associate Registrar/Graduation Information</i>	393.5326
Sarah Bradley <i>Business & Finance Manager</i>	393.5348
Tara Cameron <i>Human Resources Coordinator</i>	393.5292
Emily Crisman <i>Assistant Director of Admissions</i>	393.5261
Bobby Birchbauer <i>Assistant Director of Admissions</i>	393.5265
Christina Fox <i>Admissions Coordinator</i>	393-5266
Robert Givens <i>Assistant Director of Admissions</i>	393-5263
Aaron Holland <i>Assistant Director of Admissions</i>	393-5251
Dr. Andrew Ghillyer <i>Vice President of Academic Affairs</i>	393-5270
Angela Green <i>Student Financial Services Officer</i>	393.5350
Shannon Greenwood <i>Assistant Director of Admissions</i>	393.5264
Dave Fedorchak <i>Assistant Director of Admissions</i>	393.5356
Melisa Koehlinger <i>HR Coordinator</i>	393-5345
Marsha Kuchelema <i>Registrar</i>	393.5329

India Miracle	393-5356
<i>Admissions Coordinator</i>	
Marie Quinn Neal	393.5260
<i>Director of Admissions</i>	
Sarah Nold	393-5331
<i>Assistant Registrar</i>	
Michael Oun	393-5381
<i>Facilities Manager</i>	
Rebekah Perez	393.5370
<i>Mailroom Coordinator</i>	
Iris Rodriguez-Crawford	393.5262
<i>Managing Associate</i>	
Ruth Semelsberger	393.5228
<i>Dean of Student Affairs</i>	
Richard Smith	393.5271
<i>Housing Manager</i>	
Dr. Melanie Storms	393.5268
<i>Campus President</i>	
Stephanie Wadsworth	393.5224
<i>Director of Student Financial Services</i>	
Kristy Von Hess	393.5267
<i>Executive Assistant</i>	



**ARGOSY
UNIVERSITY.**