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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, Twin Cities 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 Student Handbook* incorporates by reference the *Argosy University 2008–2009 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog.

### **WELCOME**

Welcome to Argosy University, Twin Cities. The purpose of *the Student Handbook* is to describe for students campus policies and procedures at Argosy University, Twin Cities. To ensure the continued success of Argosy University and its graduates, the administration and faculty have developed certain administrative and academic procedures designed to ensure that students are prepared for a career in psychology, business, the health sciences, or education. A close working relationship between students, faculty and staff is essential for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described within this handbook. Observance of these procedures by faculty, students and staff provides for a harmonious working partnership and creates an atmosphere in which students can focus on their academic goals and responsibilities.

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

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



# SECTION II

## CAMPUS INFORMATION

### CAMPUS ORGANIZATION

The campus administrative departments are organized as follows: Academics, Administration, Admissions, Career Services, Finance and Administrative Services, Human Resources, Library, Student Finance, Student Services. See Appendix II for contact information.

### CAMPUS FACILITIES

Argosy University, Twin Cities is located in Eagan, Minnesota. The campus is comprised of two buildings: the Main Building and the South Building.

The Main Building is located at 1515 Central Parkway and houses administrative offices (Admissions, Business Office, Career Services, Human Resources, Student Services, Student Accounts, Student Finance), adjunct faculty (all programs) bookstore, faculty (College of Health Sciences), Classrooms, Dental Hygiene Facilities (Dental Clinic), Diagnostic Medical Sonography facilities (Ultrasound Scanning Laboratories), Laboratories (used by all health sciences programs), Library and Academic Resource Center, Student Lounges (Graduate Student Lounge and Main Lounge), Veterinary Technology facilities (Animal Clinic and Kennels).

The South Building is located at 1519 Central Parkway and houses the Student Counseling Center as well as the offices for undergraduate (bachelor's degree and general education), and graduate programs).

### BUILDING AND OFFICE HOURS

#### Building Hours

Monday – Thursday .....	7:00 a.m. – 10:00 p.m.
Friday .....	7:00 a.m. – 8:00 p.m.
Saturday .....	8:30 a.m. – 8:00 p.m.
Sunday .....	8:30 a.m. – 6:00 p.m.

*Hours are subject to change at the discretion of the campus president or designee.*

#### Reception Hours

Monday – Thursday .....	7:45 a.m. – 8:00 p.m.
Friday .....	7:45 a.m. – 5:00 p.m.

#### Admissions Hours

Monday – Thursday .....	7:30 a.m. – 8:00 p.m.
Friday .....	7:30 a.m. – 5:00 p.m.
Saturday .....	9:00 a.m. – 1:00 p.m.

#### Library Hours

Monday – Thursday .....	7:30 a.m. – 9:45 p.m.
Friday .....	7:30 a.m. – 6:00 p.m.
Saturday .....	10:00 a.m. – 7:00 p.m.
Sunday .....	12:00 noon – 6:00 p.m.

*Changes in office and library hours will be posted.*

#### Student Services Hours

Monday – Thursday .....	8:00 a.m. – 8:00 p.m.
Friday .....	8:00 a.m. – 5:00 p.m.

*The Student Services Department has extended hours at the beginning of each semester.*

### **Student Financial Service Hours**

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

Friday ..... 8:00 a.m. – 5:00 p.m.

*The Student Finance Department has extended hours at the beginning of each semester.*

### **Career Service Walk-In Hours**

The Director of Career Services, Andy Sykes, is available for short walk-in consultations on:

Wednesdays ..... 2:30 p.m. – 4:30 p.m.

Thursdays ..... 3:30 p.m. – 5:30 p.m.

### **Bookstore Hours**

Monday – Thursday ..... 8:00 a.m. – 6:00 p.m.

Friday ..... 8:00 a.m. – 5:00 p.m.

Saturday ..... 9:00 a.m. – 1:00 p.m.

During the first week of each semester the Bookstore is open:

Monday – Thursday ..... 7:30 a.m. – 6:30 p.m.

Friday ..... 7:30 a.m. – 5:00 p.m.

*The bookstore is open limited hours during semester breaks.*

### **Commons Area and Student Lounge**

The commons area located on the ground floor of the main campus includes vending machines, tables for eating and study. On the second floor, there is a dedicated graduate student lounge overlooking the front atrium. Individual Graduate student file drawers are available for transfer of materials between student and faculty.

## **ACADEMIC SERVICES/ADVISING**

### **Counseling Services**

The Student Counseling Service (SCS) offers a variety of counseling services to most registered Argosy University, Twin Cities students and members of their immediate families. The SCS is comprised of well trained third and fourth year doctoral students in Clinical Psychology under the supervision of a licensed psychologist.

The SCS provides primarily short-term counseling and includes the following services: individual counseling, couple and family counseling, assessment and psychological testing, evaluation for learning disabilities, workshops, seminars, and referrals. Students seek counseling for a number of concerns including anger, anxiety, stress, sadness, and grief, depression or family or origin issues. Counseling sessions and records are confidential and are not a part of students' academic records or available to school personnel outside of the Student Counseling Service.

Students wishing to explore counseling are encouraged to stop by the SCS on the second floor of the south campus building, 1519 Central Parkway, call 651-846-3338 or email the SCS at [scs@argosy.edu](mailto:scs@argosy.edu).

### **Tutoring**

Peer tutoring is available for most courses and is offered during the day and evening hours. While a tutor can not be guaranteed, every effort is made to assist every student with their request for tutoring assistance. Students are encouraged to seek tutoring as early in the semester as necessary. Getting help early makes a big difference in student success.

Students can find out when and where tutoring is offered by obtaining a "Learning Mentor Packet" available in the Student Services Department located on the third floor of the Argosy University campus. Students can also contact Tutor Coordinator in the Academic Resource Center or by phone at 651-846-3397.

## **Enrollment Services**

Enrollment Services exists within the Student Services Department and supports students in the completion of their academic program by identifying resources and services that can help them succeed. Student Services Coordinator, Erika Schroeder, is available to help students who have questions or concerns related to their success. Students considering withdrawing from their program or taking a leave of absence should see Erika Schroeder for advisement and to complete a Change of Enrollment Status form. She is also the contact person for readmissions for students who have been out of school for less than a year. Erika's office is located on the third floor in room 3073. She can also be reached by phone at 651-846-3386 or by email at [eschroeder@argosy.edu](mailto:eschroeder@argosy.edu).

## **Campus Orientation**

New student campus orientation sessions are offered several times before the start of each session. This is an opportunity for new students to learn the policies and procedures of Argosy University, Twin Cities and become familiar with the campus and prepare for the term. Attendance is required to aid students in finalizing their schedules, purchasing books, and completing financial aid requests. Students are provided with student email, student link, registration and online course information.

## **Program Orientation**

A program-specific orientation for new students is offered before the start of the semester. This offers an opportunity to meet program chairs and faculty, and to connect with other students.

## **STUDENT ADVISEMENT**

**College of Business (undergraduate and graduate); College of Education, College of Health Sciences (graduate), College of Psychology and Behavioral Sciences (undergraduate and master's level Clinical Psychology and Forensic Psychology) and Marriage and Family Therapy Programs**

Student Services is responsible for providing advisement to all students on general administrative and curriculum issues. Students may consult with their program chair for specific curriculum advisement and for consultation on student professional development, academic/training progress and other related issues. Students are assigned to their program chair for advisement upon admission

### **College of Health Sciences (undergraduate programs)**

Students are assigned a faculty advisor upon admission. The faculty advisor is available for consultation on student professional development, academic/training progress and other school/professional issues. Students may request a change in advisor with the approval of the program chair. Student Services is responsible for providing advisement to all students on general administrative issues. In addition, staff members in the department are responsible for directing students to other departments for assistance.

### **College of Psychology and Behavioral Sciences (doctoral clinical psychology program)**

Faculty advisors are assigned for the Clinical Psychology program. The professor of the student's first professionalization group will be the student's assigned advisor. The faculty advisor is available for consultation on student professional development, academic/training progress and other school/professional issues. Student Services is responsible for providing advisement to all students on general administrative issues. In addition, staff members in the department are responsible for directing students to other departments for assistance.

A Clinical Psychology student may initiate a request for a change of advisor only after the student has completed their first year, or the twelve required courses in year one. The advisor change request form is available in the Student Services Department. The form must be signed by the student, the original advisor, and the proposed advisor and submitted to the Student Services Department. Final approval for any change in advisors is granted by the program chair. Prior to the request being brought to the program chair for approval, students are expected to consult with both the current and prospective advisors.

## **Writing Assistance**

Walk-in writing assistance is available in the writing lab to both graduate and undergraduate students who would like help developing, revising and editing papers. An instructor is available to assist with writing concerns. The hours and meeting room for the writing lab change each semester and are posted in the library and the academic resource center.

## **Study Skills**

Study skills classes are offered throughout the year and cover topics related to listening, reading, note taking, test taking and time management skills. Specific dates and times are listed in the *Argosy Connection* monthly newsletter and the Academic Resource Center.

## **WEBSITES & PUBLICATIONS**

The Argosy University website is located at <http://www.argosy.edu>. Students may view the *Academic Catalog*, Student Handbook, link to their online courses and many other helpful resources through *Student Link* found in the upper right hand corner of the home page.

On *Student Link*, students may view their schedule, register for classes, check their student email, view academic records, grades, obtain unofficial transcripts, manage their financial aid and make payments to their account.

The *Argosy Connection* is a general campus newsletter that is available the first week of each month. Its purpose is to inform the Argosy University, Twin Cities 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 Argosy Connection* as posted to assure regular progress through the school, as well as in forma 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, online support, payment policies and procedures including add/drop procedures, refund policies, return of Title IV funds and enrollment requirements.

## **EMERGENCY PROCEDURES/CLOSINGS**

### **Medical Emergency**

Students, faculty and staff who receive an injury on campus or during a campus sponsored field trip should call 911 immediately. After the incident, contact Student Services and complete a Physical Incident Report as soon as possible. An incident report, no matter how minor, should be made to the Student Services Department at 651-846-3384 or the director of Student Services within 48 hours. The following information is required: time and place of accident, how accident occurred, names and addresses of person's involved/injured, description of the injuries, property damage (if any) to the person (s) and/or school, and names and addresses of witnesses.

### **Weather Announcements and Emergency**

In case of bad weather, students should listen to WCCO-AM (830) radio or KSTP-TV (Ch. 5) for school closing information. Students taking evening courses should call the front desk at the school after 3:00 p.m. (651.846.2882) if the weather seems questionable. There will be a recorded message available after 3:00 p.m. if the school has been closed.

### **Fire Emergency**

Please exit the door nearest your evacuation route; evacuation routes are posted in every classroom and beside the elevators on each floor. As you exit your assigned door, please assist in moving all persons to the grass on the perimeter of the parking lot and wait for the all clear signal. Everyone must be completely off of the parking lot to assure the fire department quick access to the building.

#### *Main Level:*

- Rooms 1039 – 1042 and Student Career Services: leave through the South Exit
- Admissions, Front Desk, and labs 1078 – 1087: leave through the East Exit
- Student Lounge, College Store, and Lab 1057: leave through the West Exit
- Labs 1072 – 1075, 1058 and 1059: leave through the North Exit

### *Level Two:*

- Graduate student lounge (2010), Rooms 2013 – 2024, 2030 and 2031: leave through the South Stairwell
- Labs 2043 – 2055: leave through the North Stairwell
- Library, Rooms 2027, 2028, 2029, 2032: leave through the Center Stairwell

### *Level Three:*

- Offices 3102 – 3110 (including open office areas), Dental Clinic (3054), and 3055: leave through the Center Stairwell
- Student Service/Finance, Offices 3081 – 3100, Rooms 3074 – 3075: leave through the North Stairwell
- Offices 3013 – 3040 and Room 3041: leave through the South Stairwell

### **Severe Weather**

Students, faculty and staff are generally safer inside the facility rather than going to vehicles, driving, etc. When sirens sound, students, faculty and staff should move to interior rooms/hallways and stay away from windows.

### **STUDENT ID**

Students are requested to have a photo taken upon admission for a photo ID card. ID photos are taken in the Admissions Department and picked up in the Student Services Department. Students must be able to show a student ID card upon request or leave the campus. Student ID cards will be used for library cards for the campus library and can be used for multiple MERSC discounts that are available online at [www.MERSC.org](http://www.MERSC.org).

### **VISITOR POLICY**

Visitors of Argosy University, Twin Cities are requested to check in at the front reception desk upon entering. Children need to be accompanied by an adult at all times.

### **ANIMALS ON CAMPUS**

Visitors with animals must have pets on a leash or in a restraint container. Animals are only allowed in the Veterinary Technology Area on the first floor. Animals are only allowed on campus for clinic appointments or a special classroom need.

### **SMOKING POLICY**

Argosy University, Twin Cities is a smoke free campus. Smoking is allowed in your vehicle or off campus. Individuals smoking on campus will be asked for their Student ID and will be charged a \$20 fine that will go into the Student Scholarship Fund.

### **Minnesota Statutes 2002, Table of Chapters**

#### **Table of contents fro Chapter 609**

**609.681 Unlawful smoking.** A person is guilty of a misdemeanor if the person intentionally smokes in a building, area, or common carrier in which “no smoking” notices have been prominently posted, or when requested not to by the operator of the common carrier.

*Copyright 2002 by the Office of Revisor of Statutes, State of Minnesota.*

### **APPROPRIATE ATTIRE**

Attire while at the University should be befitting of an institution of higher learning. Closed toed shoes must be worn in the laboratories as well as knee length lab coats. Additional attire requirements may be incorporated by the program.

### **POSTERS, FLYERS AND BANNERS**

Desired postings can be brought to the front reception desk where they will be approved and posted by the University. All postings must be approved and dated before posting.

## **STUDENT MESSAGES**

A student bulletin board is available in the main student lounge located on the first floor of the building. Notices must be approved and dated by the reception desk prior to posting or they will be removed.

## **STUDENT LINK**

The Argosy University website, [www.argosy.edu](http://www.argosy.edu), offers an online student link connection for current students to view their own records, register online, view course schedules, access transcripts, view current status, make payments online and more. Access instructions are available on the site.

## **STUDENT EMAIL**

Students are given an Argosy University student email account following acceptance in a program at Argosy University. Students will receive a letter indicating their log in and PIN to access their Student email account. It is suggested that students check this account often for important information and regular account maintenance. The Argosy University student email account will be the only email account used for communication to students from the university.

## **LOST & FOUND**

A lost and found box is located at the front reception desk, located at the front entrance, and the library, located on the second floor of the building.



# SECTION III

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## LIBRARY, COMPUTER LAB, AND TEXTBOOKS

### LIBRARY

The Argosy University, Twin Cities Library is staffed by professional librarians who oversee the development and maintenance of a collection of print and electronic materials to support the research needs of faculty and students alike. Librarians also provide instruction (on the use of library resources, databases, and Internet research) to students in classes, in small groups, or as individuals.

The library collection focuses on the programs of study within the Twin Cities campus (allied health, veterinary medicine, business, education, marriage and family therapy and clinical psychology). The book collection currently includes approximately 9000 titles, the video collection more than 1000 DVDs and VHS tapes, and the print journal collection has over 170 titles currently received. The library adds about 1200 new book and video titles per year.

### Databases

Students have access to electronic databases with full-text articles from over 10,000 journals and magazines. There are over 31,000 electronic books in the collection, covering a wide array of topics. All of these electronic resources are available to students at home via the web (with required passwords), as well as within the library.

The library's web page is available at <http://library.argosy.edu/twincities>. This page offers the library's contact information as well as links to the online catalog, the journal databases, list of journal holdings, and instructions for how to request items via interlibrary loan. Also available from this page are links to resources specific to the psychology, business, education, allied health, and veterinary medicine programs.

### Other Information

The library fills almost one fifth of the second floor, covering about 5000 square feet. There are areas for studying (including two small-group study rooms); 24 computers with Internet access, word processing and spreadsheet applications; and specialized applications or instructional resources are available on specific computers.

The library is open for every day of the week during semesters, for a total of over 80 hours per week (reduced hours during semester breaks).

### BOOKSTORE AND MATERIALS

Textbooks and other course materials for Argosy University programs are available in the on-campus bookstore. Approximately 400 titles are stocked with both new and used copies available. Argosy University manuals which are designed by our instructors for specific courses are only available in the on-campus bookstore. The on-campus bookstore does not carry textbooks for national online courses, but will special order national online textbooks and have them shipped to the student. The bookstore buys back books every weekday except the first two weeks of each term.

Students may purchase other items needed in the classroom such as; lab coats, stethoscopes, dental hygiene instruments, notebooks, pens, and study guides. Argosy University logo items such as: T-shirts, sweatshirts, caps, and book bags are also available.

The Argosy University Bookstore can be reached by calling 651.846.3340 or by email at [autcbookstore@argosy.edu](mailto:autcbookstore@argosy.edu). Checks, credit cards, and cash are accepted.

### COMPUTER LAB HOURS

Open computer hours are posted on the computer room door, room 2029, each semester session. The hours may change each session. A number of computers are also available for student use in the library.

# SECTION IV

## STUDENT SERVICES AND RESOURCES

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### **REGISTRAR**

#### **TRANSCRIPT REQUESTS**

All requests for transcripts, both official and unofficial, should be submitted to the Student Services Department. The student should complete a transcript request form, and include the following information:

1. Name
2. Student ID Number
3. Address/Addresses to which transcript will be sent
4. Number of copies needed
5. Written signature

The Family Education 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 without a faxed signature. Requests received by fax are accepted. Transcript requests will be filled within 72 hours.

Any student who has an overdue balance with the University, including library fines, will not receive official transcripts until the balance has been received.

### **REGISTRATION**

#### **Priority of Registration**

Each student is assigned to a time ticket registration group based upon cumulative earned credit hours and/or program of study. Students may only register on or after the time indicated by their time ticket. The priority registration schedule is located in the registration bulletins or on the Student Link. Online registration within each time ticket is first come-first served. Students without Internet access may submit registration forms to the Student Services Department. Registration forms may not be processed in a priority system. Current students intending to enroll for the upcoming term must register during the registration period and complete plans for payment of tuition and fees, in accordance with the school's payment schedule. Registration will be cancelled for students who have not arranged for financial aid or for a payment plan by the first day of each term.

#### **Registration Holds**

A hold status on a student's account may prevent registration each semester. Summer semester is a new financial aid year and students must complete the previous year's tax return, complete the new year's FAFSA and complete the new year's institutional application or set up a payment plan prior to registration. Holds will be present on all student accounts each term of registration until the documentation is completed and submitted to the Student Finance Department.

#### **Registration Procedure**

Registration will be conducted online through the Student Link until the first day of the semester. Registration on the first day of the semester, or there after, must be done through the Student Services Department.

#### **Registration Period**

The registration period is the first two weeks from the start of registration. Current students must register during this time frame to avoid a late fee. New students and students returning from a leave of absence status will not be assessed a late registration fee.

#### **Late Registration**

Late registration will be allowed, provided the courses have not been closed to additional enrollment. A \$50 late fee is assessed to current students who register after the registration deadline.

## **Add/Drop Registration**

Students may add/drop classes through the Student Link before the first day of the term. Students must complete an Add/Drop form to add or drop coursework after the semester begins. Add/Drop forms are processed according to the date they were submitted to the Student Services Department. Students are assessed an Add/Drop fee of \$50 for each form submitted on or after the first day of the term. Students cannot drop all of their courses via the Student Link. Students dropping all of their courses are considered withdrawing and must contact Enrollment Services to formally withdraw.

## **Course Availability/Cancellation**

While Argosy University, Twin Cities will make every effort to provide sufficient course availability for students, Argosy University, Twin Cities reserves the right to cancel any course in which there is insufficient enrollment. Students enrolled in canceled courses will be allowed to add a course without an additional charge.

Argosy University, Twin Cities will make every effort to provide course availability for students to continue in their program. The Argosy University, Twin Cities Night School Program is specifically designed to meet the needs of night students. Argosy University, Twin Cities reserves the right to allow priority to night students to enroll in night courses to continue in their program.

## **Automatic Registration**

Health Sciences students who must register for two semesters of Clinical Training will automatically be registered for their second term of Clinical Training unless they owe a balance on their account at the time of registration or have not completed financial aid documentation for a new financial aid year. Students unable to be registered because of a balance due will be notified by mail and will not be registered until the balance has been cleared.

## **Night School Priority Registration**

The Health Sciences Night Program curriculum is not offered in its entirety each term. Night students are encouraged to meet with their advisor or Student Services each term. Night students will have priority registration for evening coursework that is necessary for the progression in their program.

## **INFORMATION REQUESTS**

### **Name Change**

Students must submit a name change form to the Student Services Department. Name changes must be accompanied by a legal document verifying the name change.

### **Address Change**

Students may submit address changes by fax, 651.994.0170, or by completing an address change form and submitting it to the Student Services Department.

### **Release of Information**

Students who want to allow non-directory information, as defined by FERPA, to be disclosed must complete a disclosure form identifying what information is to be disclosed and to whom the information may be released. Forms are available in the Student Services Department.

## **STUDENT AFFAIRS**

### **DISABILITY SERVICES**

Argosy University provides accommodations to qualified students with disabilities. Disability Services assist 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 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the assistant director of Student Services in room 3066 or by phone at 651-846-3392. If you have a concern or complaint in this regard, please contact the director of Student Services in room 3067 or by phone at 651-846-3393. Complaints will be handled in accordance with the Argosy University Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## **INTERNATIONAL STUDENT INFORMATION**

Argosy University, Twin Cities has three Designated Signing Officers (DSOs), Student Services Coordinator Nighat Javed, Carmen Kurdziel and Director of Student Services Aprile Eich. International Students must meet with a DSO prior to each session of registration and meet the requirements of Student and Exchange Visitor Information System (SEVIS) to continue in their program.

## **HEALTH/LIABILITY INSURANCE**

Argosy University is pleased to provide information on student medical insurance. Argosy University strongly encourages all students to maintain adequate health insurance while attending school. Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators, Inc. <https://secure.visit-aci.com/au>. Liability insurance is provided to all students while they are completing their off campus requirements of their programs.

## **STUDENT EVALUATIONS/SURVEYS**

At the end of every course, course evaluations are requested. The course evaluation procedure is to identify a student representative to hand out the end of course evaluations while the instructor is not present. Students are to complete the evaluation, place them in the provided envelope and the student representative will seal and sign the envelope and immediately turn it in to Student Services. Evaluations are sent to a data collection company and returned to the instructors the following semester.

Noel-Levitz surveys are distributed every spring semester as a tool to identify student satisfaction. Biannually, focus groups are held to discuss the survey and feedback is provided back to the students.

## **COMMENCEMENT SERVICES**

The graduation commencement ceremony for Argosy University, Twin Cities students is held each year in October. Although the commencement ceremony is held once a year, diplomas are issued throughout the year. Students must meet the graduation requirements as stipulated in the Petition to Graduate form to participate in the commencement ceremony. Commencement ceremony information is sent to all eligible students in June or is available in the Student Services Department.

## **PETITION TO GRADUATE**

Students must meet the graduation requirements as stipulated in the Academic Catalog and complete a petition to graduate prior to degree conferral. Petitions will be sent to students enrolled in final coursework and they are available in the Student Services Department.

## **STUDENT GOVERNMENT: ARGOSY UNIVERSITY, TWIN CITIES STUDENT SENATE**

There are a number of opportunities for students to participate in the campus governance process. The Student Senate serves as the official voice of Argosy University, Twin Cities students and is organized with the principal purpose of serving student needs. Students interested in working either on or with the Graduate Student Senate or the Undergraduate Student Senate should contact the Student Senate officers. Students may obtain the names of those representing the Graduate and the Undergraduate Student Senate from the Student Services Department.

## **PROFESSIONAL ORGANIZATIONS**

Each program offers student organizations specific to their program.

## **CAREER SERVICES**

The mission of the Career Services Department is to assist students and alumni in meeting their employment and career goals through a variety of career development and preparation related services. Career Services is located on the first floor by the student lounge. The Director of Career Services is Andy Sykes. The Argosy University, Twin Cities Career Services Department offers services including preparation of job search materials, career workshops, employment listings, job search assistance, and other career services. See the Director of Career Services for more information.

The Career Services Department and Argosy University, Twin Cities do not guarantee employment or any particular level of compensation following graduation.

### **Services for Students and Alumni**

The department of Career Services assists currently enrolled students and alumni as described below.

#### ***Individual Assistance***

Students seeking individual assistance locating jobs, information regarding professional development, career exploration or job search correspondence are encouraged to make an appointment with Andy Sykes. To make an appointment, call 651.846.3384. Andy Sykes can be contacted directly at 651.846.3388 or via email at [asykes@argosy.edu](mailto:asykes@argosy.edu).

#### ***Job Search Advising***

Career counseling can assist students with the entire job search process including where to look for jobs, how to prepare job search correspondence, and how to interview and negotiate salaries.

#### ***Library and Web Resources***

A variety of online and print resources are available at [www.autccareerserv.net](http://www.autccareerserv.net) and in the Career Services Resource Center to help students and alumni research job opportunities, write a resume, or curriculum vitae, explore volunteer opportunities, and prepare for the job search process.

#### ***Job Postings***

Students and alumni may review through numerous job postings at [www.autccareerserv.net](http://www.autccareerserv.net) or in the Career Services Resource Center. Many employers send job postings directly to the Argosy University, Twin Cities Career Services Department.

#### ***Resume, Curriculum Vitae and Cover Letter Assistance***

Students and alumni can receive feedback on how to make their resume, curriculum vitae or cover letter more appealing.

#### ***Workshops and Programs***

A variety of career-related workshops and programs on various topics are offered throughout the school year.

#### ***Job Fairs and Industry Speakers***

Job fairs are offered throughout the year, and provide students with the opportunity to meet employers and learn about job requirements. Industry speakers enable students to hear from knowledgeable people about industry trends, employer needs, and ways to prepare for their field and the job market.

#### ***Networking***

Networking is one of the most effective ways of obtaining employment. Students and alumni can learn how to identify networking opportunities and cultivate professional relationships.

#### ***Interview Coaching***

Questions and concerns about the interviewing process will be addressed and feedback on how to interview more effectively will be provided.

#### ***Salary Negotiation and Managing Job Offers***

Although salary negotiation is a critical component of the job search process, it is often the most overlooked. Students and alumni can learn specific strategies for effectively negotiating salary and benefits by scheduling a time to discuss salary negotiation or attending a salary negotiation workshop.

## ONLINE COURSES

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

## STUDENT FINANCE

### SCHOLARSHIPS

Argosy University has several different scholarship opportunities available. Please see the scholarship brochure available in Student Services for more details. Argosy University offers the following scholarship opportunities:

Argosy University National scholarships

BA Psychology Academic Excellence

BA Psychology Need-Based

Argosy Foundation scholarship

Fellowship application

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### Argosy University, Twin Cities

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
[April 2, 2008]

### INTRODUCTION

**Argosy University, Twin Cities** is providing the following information to all of its employees and students as part of the **Argosy University, Twin Cities** 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. Scott Tjaden, 1515 Central Parkway, Eagan, MN 55121, phone 651-246-3407.

### CAMPUS SECURITY AND CRIME PREVENTION POLICY

#### Argosy University, Twin Cities

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 distributed to the employee's mailbox. The report is distributed to all students through the student handbook.

### REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Argosy University, Twin Cities Director of Student Services Aprile Eich. Reports are kept in a secure location in the locked file room located in the Student Services Department. Names of victims or witnesses are not disclosed in the crime report. It is the policy of **Argosy University, Twin Cities** that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around **Argosy University, Twin Cities** facilities to the Campus President, Dr. Scott Tjaden either in person or by calling 651-846-3407. If the campus president is not available, you may contact the Director of Student Services, Aprile Eich at 651-846-3393 and the Eagan Police Department by dialing 911 or 651-675-5700.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the director of Student Services. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Eagan Police by dialing 911 and then notify the director of Student Services.

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

All incidents are reported and documented on the Incident Report, which is sent to Director of Student Services Aprile Eich. Reports are kept in a secure location in a locked file room in the Student Services Department. 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 Amy Sudbeck, Assistant Director of Student Services.

## **SECURITY AND ACCESS TO THE UNIVERSITY**

It is the policy of Argosy University, Twin Cities that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, Twin Cities policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to show their valid identification card to gain access to campus facilities. Guests of the campus need to check in at the front desk.

## **ACCESS TO ACADEMIC BUILDINGS**

A security officer is available on the first floor of the entrance to Argosy University, Twin Cities, 1515 Central Parkway. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building, and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

## **SCHOOL-SPONSORED HOUSING**

Argosy University, Twin Cities does not offer school-sponsored housing.

## **CAMPUS LAW ENFORCEMENTS**

Persons employed as security personnel on the main campus at 1515 Central Parkway are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to Facilities Manager Joe Mike at 651-846-3335.

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of Argosy University, Twin Cities. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Argosy University, Twin Cities Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the facilities or the campus president if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Argosy University, Twin Cities is located in the city of Eagan, Minnesota, located in Dakota County. The Argosy University, Twin Cities maintains a close working relationship with the Eagan Police Department with periodic contact initiated by the Argosy University, Twin Cities personnel to ensure that the Argosy University, Twin Cities 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 in faculty and staff mailboxes and announcements read in class. Letters will be mailed to students if necessary.

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

All new Argosy University, Twin Cities employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place four times or more per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students and employees are also given a list of names of First Aiders and their phone numbers. This list is also posted on each floor of the building at 1515 Central Parkway, in case of an emergency. Argosy University, Twin Cities has no formal policy in place that allows victims or

witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Argosy University, Twin Cities director of Student Services in a secure location.

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

Argosy University, Twin Cities also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event Argosy University, Twin Cities, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

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

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

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

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to Argosy University, Twin Cities annually.

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

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

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by orientation twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Student Services Department. 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, Twin Cities officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

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

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

It is also recommended that victims call the Rape Crisis Hotline at 651-405-1500. 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, Twin Cities 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, Twin Cities personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants or the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Crime Stoppers Inc at 651-452-7463

Lewis House in Eagan at 651-452-7288

Lewis House/Sexual Assault Services at 651-405-1500

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the Student Conduct Policy published in the *Argosy University Academic Catalog*. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Argosy University, Twin Cities 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**

This section should include information on how students and employees can obtain information regarding registered sex offenders. If it is through a website, please note the full URL address and list the location and hours of the computer labs where internet access is available (we cannot assume that all employees and students have access to the internet away from campus).

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Eagan Police Department, located at 3830 Pilot Knob Road, Eagan, Minnesota, 55121.

Additional information can be obtained by calling the police department at 651-675-5700.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at:  
[http://usinfo.state.gov/usa/infousa/laws/majorlaw/h3355\\_en.htm](http://usinfo.state.gov/usa/infousa/laws/majorlaw/h3355_en.htm)

On-campus computer labs with internet access are available for you to view the above website at the Argosy University Library, located at the top of stairs on the second floor from 7:30-9:45 pm Monday thru Thursday and Friday, 7:30-6pm and Saturday from 10- 7pm.

### **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. Director of Student Services Aprilie Eich 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 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 Argosy University, Twin Cities concerning the occurrence on the Argosy University, Twin Cities 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 Argosy University, Twin Cities 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.

**Argosy University, Twin Cities**

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

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning

Criminal Offenses	Calendar Year											
	2005			2006			2007			Public Property**	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	
Aggravated Assault	6	0	0	1	0	0	0	0	0	0	0	
Burglary/Theft	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	
Arson	0	0	0	0	0	0	0	0	0	0	0	
Criminal Homicide:												
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses:												
Forcible	0	0	0	0	0	0	0	0	0	0	0	
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTALS</b>	6	0	0	1	0	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. *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
<b>Criminal Homicide:</b>												
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
<b>Sex Offenses:</b>												
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	Non-campus buildings and property*	Public Property**
Liquor Law Violations:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	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

\* At this time, Argosy University, Twin Cities does not have any non-campus buildings or property.

\*\* Public property includes the sidewalks immediately adjacent to the campus, Central Parkway, the boulevard and the parking facility across the street from the campus.

## **POLICY ON THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

- State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
- Signs reciting the above municipal and state law will be posted in the student lounge.
- Wine and beer are the only alcoholic beverages that may be served to individuals over 21 years of age . Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
- Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
- The school does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on the school premise or at any school-sponsored function is prohibited. For events, the school or the student government must provide non-alcoholic beverages.
- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by Argosy University. The institution enforces all state and federal laws concerning illegal drugs.

## **DRUG-FREE WORKPLACE AND 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, Twin Cities students annually.

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

## **EFFECTS OF DRUGS AND ALCOHOL**

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

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

In keeping with the mission of Argosy University and the requirements of state and federal law, Argosy University has adopted this 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

### **Deliriant (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

## **ARGOSY UNIVERSITY SANCTIONS**

Argosy University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Argosy University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

## **FEDERAL AND MINNESOTA STATE SANCTIONS**

Minnesota criminal statutes provide for drug offense penalties in relation to the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Whoever proximately causes great bodily harm by, directly or indirectly, unlawfully selling, giving away, bartering, delivering, exchanging, distributing, or administering a controlled substance classified in schedule I or II (includes cocaine, heroin, morphine, hallucinogens, etc.) may be sentenced to imprisonment for not more than ten years or to payment of a fine of not more than \$20,000, or both.

Drug trafficking (selling, manufacturing or possessing large quantities of illegal drugs) carries minimum mandatory prison terms and fines under Minnesota law as noted below. Mandatory sentences increase in proportion to quantity.

### **Driving Under the Influence of Alcohol or Drugs Carries the Following Penalties:**

- *First conviction:* Fine of no less than \$300 nor more than \$1,000 and imprisonment for not less than 10 days no more than 12 months.
- *Second conviction:* Fine of \$600 to \$1000, prison for not less than 90 days
- *Third or subsequent conviction:* Fine of \$1000 to \$5000, prison for not less than 120 days

Additional monetary penalties may also be imposed to compensate victims. Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Minnesota law. The sentence for the first conviction is 30 days imprisonment, a \$300 fine, or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Minnesota law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, 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 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.

### **CONVICTION FOR DRUG-RELATED OFFENSES**

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

### **COUNSELING**

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

### **TWIN CITIES AREA RESOURCES**

There are also organizations that may be contacted for help. 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.

#### *Additional Sources of Information*

The Alcohol and Drug Information Line.....	1.800.729.6686
The National Institute on Drug Abuse Hotline.....	1.800.662.HELP
The National Institute on Drug Abuse Workplace Helpline .....	1.800.843.4971
The National Clearinghouse for Alcohol and Drug Information.....	301.468.2600
Cocaine Information.....	1.800.COCAINE
Hennepin County Addiction Clinic .....	612.347.7600
Hennepin County Crisis Line.....	612.347.3161
Minneapolis Police (non-emergency) .....	612.348.2345

A list of emergency and sliding-fee scale resources is available from the counselor.



# APPENDIX I

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## FACULTY LISTINGS

### ADMINISTRATION

**Scott Tjaden, PhD**

Loyola University of Chicago  
Campus President

**Kristin Benson, PsyD**

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Vice President, Academic Affairs

**Kevin Swanson, DC**

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ARGOSY  
UNIVERSITY.

# APPENDIX II

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1515 Central Parkway

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651.846.2882

888.844.2004

651.994.7956/FAX

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# APPENDIX III

## ACADEMIC & HOLIDAY CALENDAR

The academic year will consist of three semesters, Fall, Spring and Summer. The summer semester will consist of two 7-1/2week sessions. Students in all programs are required to attend the first 7-1/2 week summer session to maintain continuous enrollment.

### ACADEMIC CALENDAR DATES 2008-2009

Fall Semester 2008	September 2 – December 13
Session I:	09/02 – 10/22
Session II:	10/23 – 12/13
	4-week break
Spring Semester 2009	January 10 – April 23
Session I:	01/10 – 03/02
Session II:	03/03 – 04/23
	2-week break
Summer Semester 2009	May 09 – August 20
Session I:	05/09 – 06/29
Session II:	06/30 – 08/20
	2-week break

### 2008-2009 HOLIDAY CALENDAR

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