
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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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your Argosy University, Washington DC Student Handbook is a valuable resource as you progress through your academic program. The handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand. The Argosy University, Washington DC Student Handbook incorporates by reference the *Argosy University Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this handbook.

WELCOME FROM THE ARGOSY UNIVERSITY, WASHINGTON DC CAMPUS PRESIDENT

Welcome to Argosy University, Washington DC! The campus has compiled this handbook to provide you with the tools you will need to be a successful Argosy University student. This *Student Handbook* includes campus policies and procedures to assist you to reach your goals in the program of your choice. Argosy University, Washington DC employs an outstanding faculty to deliver the finest curriculum to give you the skills, knowledge, and capabilities for professional careers in the fields of education, business and behavioral sciences. Administrative and academic procedures have been designed to ensure that you receive the finest preparation possible for your professional careers. A close working relationship between students, faculty, and staff is critical for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described within this handbook. Observance of these procedures by faculty, students, and staff will make for a harmonious working partnership and create a supportive atmosphere in which you can focus on your academic responsibilities. Please use this handbook as a guide to help direct your future experience as a student in our programs. Our very best wishes to you as you pursue your education and career goals.

Sincerely,

William S. Brown, PsyD

Campus President

Argosy University, Washington DC

JURISDICTION SUBJECT TO CHANGE

Argosy University, Washington DC 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, Washington DC will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Location: Argosy University, Washington DC is located at 1550 Wilson Boulevard in Arlington, Virginia. The campus is conveniently situated to provide access to most major highways in the Washington DC area and is easily accessible by public transportation. In close proximity to Georgetown, students have access to the many diverse attractions of the Washington DC area. The metropolitan area provides numerous opportunities to work with ethnically and culturally diverse populations. Training sites are available in hospitals, clinics, and agencies in Washington DC, Maryland, and Virginia.

Offices: The administrative and faculty office suite includes faculty and academic administrators, campus administrators and administrative support staff, student affairs, student services, admissions, student finance personnel, and the campus president.

Classrooms: There are currently fourteen classroom areas that can accommodate from 10 to 46 students.

Library: The library has space for the book and journal collections, psychological assessment instruments and forms, quiet study areas, copy machines, and storage facilities for audio-visual equipment.

Student Lounge: The student lounge has space for vending machines, tables for eating and study, mailboxes, and bulletin board areas.

Computer Lab: The computer lab is located on the 7th floor and is accessible 24 hours a day.

Security: All faculty and students are required to use their assigned DATAWATCH security card to enter and leave the premises after 6:00 p.m. and on weekends. In addition, elevator access is restricted during these times and the security card is required for entrance. The main doors to the offices on the sixth floor are only open during business hours. Students are required to carry their Student ID card while they are on campus. For security of information, students must use their Student ID number on forms, rather than social security numbers.

Room Reservations: Room reservations for classrooms & events at Argosy University, Washington DC need to be made online at www.argosydc.net/forms. Please make requests at least two days before the event.

CAMPUS ORGANIZATION

The campus administrative departments are organized into the following: Admissions, Student Services, Student Affairs/Career Services, Student Finance, and Library. The major responsibilities and roles of the personnel in these departments are included in this handbook as an appendix.

BUILDING AND OFFICE HOURS

Campus administrative offices are open 8:30 a.m. to 5:30p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Fridays. Specific Departments (Student Services, Student Affairs, Student Finance, Clinical Training, Library, etc.) may have extended and weekend hours, please contact the individual department for specific hours of operation. Faculty have posted office hours outside of office space. Adjunct faculty office hours are located on the syllabi for each instructor for each term he/she is teaching. Library hours are posted outside the library and may be extended or shortened depending on the needs of the students, examination times, holiday, and semester breaks. For specific times, please contact the Library.

ADMINISTRATION CONTACT INFORMATION	
Dr. Robert Barrett, Program Chair, Clinical Psychology	703-526-5854
Dr. Mukul Bhalla, Program Chair, Undergraduate Programs	703-526-5838
Dr. Wendy Berger, Program, Chair, Forensic Psychology	703-526-5815
Dr. William Brown, Campus President	703-526-5800
Ed Cabatic, Business Manager	703-526-5831
Boyd Christmas, IT Technician	703-526-5824
Brian Dycus, Director of Admissions	703-526-5851
Dr. Carman Gill, Program Chair, Counselor Education	703-526-5875
Chayla Haynes, Director of Student Affairs and Career Services	703-526-5808
Melissa Kaijuka, Office Manager	703-526-5834
Dr. Grace Klinefelter, Program Chair, Business and Organizational Leadership	703-526-5879
Allison McKee, Senior Human Resources Coordinator	703-526-5861
Dr. Vana Nesor, Program Chair, Education	703-526-5860
Walter Ruf, Director of Library Services	703-526-5802
Adrianna Sherman, Director of Student Services	703-526-5830
Randolph Stanley, Director of Student Financial Services	703-526-5869
Dr. Cynthia Worthen, Vice President of Academic Affairs	703-526-5810

ACADEMIC SERVICES/ADVISING

Faculty advisors are available for consultation on student professional development, academic/training progress, and other University/professional issues. See *academic catalog* for specific advisor information per program.

CHANGING ADVISORS

Students are assigned an academic advisor upon matriculation. Students are required to keep the assigned academic advisor for one year. After one year, students may request to change an advisor upon consultation with the prospective advisor and current advisor. Official change will take place once approvals are received and form submitted to Academic Program Coordinator.

FACULTY ACCESSIBILITY

All full and part-time faculty members keep regular office hours which are posted outside of their office, are available from the Academic Department, and located on their course syllabi. All adjunct faculty members are required to be accessible to students outside of class for a minimum of 2 hours for each course they are teaching, and their hours of availability and contact information are located on their course syllabi.

WEBSITES & PUBLICATIONS

University Website

The Argosy University Website is <http://www.argosy.edu>. Through this website, you can access campus and programmatic descriptions, the *Academic Catalog*, student insurance information, and financial aid information.

Campus Intranet

Argosy University, Washington DC has its own campus website for students to access class schedules, forms, syllabi, department information and other miscellaneous information. The website address is www.argosydc.net.

Student Link

Students can access Student Link to view their schedules, register for classes, access transcripts, make payments online, and more. To login, go to <http://banner.argosy.edu> and click on “Enter Secure Area.” At the login screen enter your User ID: (Your Student ID number (@000####) or your Social Security Number and PIN: (you initial PIN is your birthday, MMDDYY). The first time you log in you will be prompted to change your PIN (must be six numbers). You will also be prompted to provide a Security Question and Answer.

*Please note that we will be changing registration systems during the fall of 2008. Please check with the Student Services Office for information about the new registration site

Distance Learning Information

	Courses with section number that begins with BL or OL	Courses with section number that begins with 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 to Access Course	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of the class.
Log-in	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.
Orientation	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.
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/argosy.htm
eCollege Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@college.com	Call 888-720-6654
Student Support	Student Support form can be found at www.argosy.edu/studentlink	Student Support form can be found at www.argosy.edu/studentlink

EMERGENCY PROCEDURES AND CLOSINGS

Fires

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

Emergency Evacuation

When the fire alarms sound, or under direction from the building security, please proceed to the closest exit or stairway. Elevators should not be used. Proceed to the courtyard in front of 1530 Wilson and await further instructions.

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 the receptionist or Office of Student Affairs and Career Services. At the Argosy University, Washington DC, please report all incidents to the director of Student Affairs and Career Services.

Lost and Found

Any items found on campus should be turned into the receptionist to be added to the lost & found.

Accidents and Illness

When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911. In the event anyone becomes injured or ill at the campus, emergency response (911) should be contacted. Faculty/staff are prohibited from transporting individuals to medical facilities. Emergency personnel will make determinations as to the needed medical attention and transportation. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

Incident Reports

A complete report of every incident, no matter how minor, should be made to the Office of Student Affairs and Career Services within 48 hours. The following information will be required: time and place of the incident, how the incident occurred, names and addresses of the individuals involved or injured, description of the injuries, property damage (if any) to the individual(s) or University, and names and addresses of witnesses. For non-emergencies related to police, fire, and rescue, the Arlington County telephone number is 703-558-2222. Any incident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

INCLEMENT WEATHER POLICY

If the campus is closed, students will be responsible for all assigned work, and classes may be rescheduled at the faculty member's discretion. If more than one class period is missed for any given course due to inclement weather, the faculty member will reschedule additional class time to make up for missed contact hours. Occasionally, faculty may need to cancel classes during a liberal leave situation or on a Saturday. Faculty members will be responsible for rescheduling these cancelled classes. Closing announcements will be made through the following media, Television: NBC 4 and internet: www.weatherclosings.com. For information regarding a specific faculty member's classes, dial his or her extension. Faculty members will try to have messages posted two hours before class. If a student needs to leave a message for a faculty member, he or she should leave a message on that person's voice mail. Adjunct faculty members will contact the Program Chair and announcements will be made on the voicemail of the Program Chair.

SMOKING POLICY

The Argosy University, Washington DC provides a non-smoking work and study environment. Building regulations further prohibit smoking in any area of the building or parking structure.

STUDENT EMAIL ACCOUNTS

All Argosy University, Washington DC students are assigned and responsible for checking their student e-mail account. Students will receive login information for their student email accounts after they register for their first semester at Argosy University, Washington DC. Any student who does not know their e-mail address can look it up by logging into the Student Link and looking under Personal Information. Student's e-mail addresses are typically their first initial and last name up to eight characters. This may vary depending on length or name or students with common last names. To login, go to www.argosydc.net, click on Student Email. Students should check their email account regularly, or set it up to forward to another account. To forward Argosy University email to another account, first log in, then look on the left hand side of your screen under Preferences, click Email Forwarding Manager. Type in the email address, and click Update. An email will be sent to this address asking you to confirm the forwarding request. You must confirm this to complete the email forwarding request. Call the director of Student Affairs and Career Services if you are unable to access your email account.



SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

THE LIBRARY

Location

The Argosy University, Washington DC library is located in room 646 at 1550 Wilson Blvd., Arlington VA 22209. The library also contains two classrooms, rooms 647 and 648.

Hours

The library is open seven days a week. The scheduled library hours are posted outside the library entrance, on various bulletin boards inside the library, and at www.argosydc.net/library. The library hours are also recorded on the circulation desk telephone (703-526-5845). The library is closed on most national holidays and has reduced hours during term breaks. The break and holiday information is also posted on the Library web page listed above.

Collection

The Argosy University, Washington DC maintains a curricular support library for the programs and courses offered on campus. The library purchases required and supplemental text books for all courses. Faculty and program chairs are able to recommend additional collection resources through the Library Acquisitions Committee. The library has a current book collection of over 4,250 volumes covering: psychology, counseling, forensic, education, and business programs. There are 123 current subscriptions to journals covering the various programs, over 200 Reference titles, about 400 commercial training videos, and a collection of about 80 distinct assessment instrument titles.

Catalog

The Argosy University, Washington DC library has a web-based Online Public Access Catalog (OPAC) that can be viewed in either of two modes: system-wide or individual campus. It can be accessed from home or office using the URL address: <http://library.argosy.edu> or from the computer lab desktop. With this URL, the holdings of the campus library are available to students and faculty from any web browser. The books in the library are cataloged according to the Library of Congress classification system.

Material Locations

The books occupy the shelves in the center of the library. Reference and general books are shelved together. There is a separate range of shelves for "oversize" books. The videotapes and DVD's in the library can be searched in the catalog but are organized by a video number in the AV cabinet. DVD's are located on an AV shelf in the Library Office. The journals are arranged by their title name in shelving around the periphery of the library. Assessment tests are located in designated file cabinets or in the library storage room.

Databases

Students and faculty have password access to databases from three major vendors: EBSCOhost, LIRN, and E-jones Global Library. These databases can be accessed from home as well. Information about the password access to the databases is available from the librarians in the library or from the Library section of www.argosydc.net. The EBSCOhost collection contains six sets of databases. There are two APA produced clinical psychology databases: PsycINFO and PsycARTICLES. These databases provide web-based access to citations and full-text articles. Additionally, EBSCOhost has two more general database collections: Psychology and Behavioral Sciences and Academic Search Premier. There are two business orientated collections within EBSCOhost: Business Source Premier and Regional Business Use. The Academic Universe database from Lexis-Nexis came online in Summer 2005.

The Library and Information Resources Network (LIRN) collection includes: INFOTRAC, Proquest, and Electric Library databases. The E-global Library database includes articles and government collections as well as about 21,000 online books.

Non-password restricted databases such as ERIC, Medline (NIH), and several other non-commercial databases are also available to students through the World Wide Web.

Reference Books & Journals

These items are for library use only and may not leave the library. Faculty may reserve an item by arrangement with the librarian. Reference materials are interfiled within the general collection to enable students to find all related works of a subject area. The reference materials are identified with yellow reference stickers and yellow book cards.

Reserve Materials

Books from the general collection placed on reserve in cabinets by the circulation desk and are temporarily given salmon colored cards for the duration of the current academic term for which they are reserved. This enables them to be distinguished from the other general collection books that have white books cards. All reserve items are normally meant to be used in the library and can be signed out for a period of 3 hours. Reserve titles are not normally loaned out over night except for special situations approved by the instructor. Course Packs are generally not placed on reserve and may not be photocopied. Reserved readings, located in designated file drawers, may be photocopied only as specified by the “Fair Use” guidelines (Section 107 of Copyright Act of 1976).

Main Collection Books

All general books are located on the freestanding open shelves in the middle of the library. General books have white book cards (some may contain Reserve stickers from the previous terms). They may be checked out for 14 days and can be renewed if there is no hold on the title.

Videocassettes

Videocassette tapes are located in the videocassette storage cabinets at the front of the library and are normally signed out by faculty for use in classes or class preparation. The loan period is normally 1 week. Students may sign out videocassettes for on-campus presentations or viewing, but they will need to reserve a room in which to view them, especially on weekdays. Rooms can be reserved at www.argosydc.net.

Interlibrary Loan

The library is able to provide InterLibrary loan services (ILL) through two venues: intra-campus loans among the Argosy University campuses and nationwide loans through the OCLC (Online Computer Library center) InterLibrary Loan System. Argosy University intra-campus loans are usually delivered to our campus within 3 to 5 working days. OCLC interlibrary loans can take one to three weeks. Students and faculty also have access to the rich and diverse resources of the DC Metropolitan area. Students and faculty can request assistance from the librarians in locating the resources they need.

Library privileges requirement

Except Students-at-Large, all students of Argosy University, Washington DC are required to obtain library privileges from another university or college. The library affiliation form lists Maryland, Virginia, and Washington, DC area colleges and university libraries that offered privileges to students in the past. The form is supplied during registration or may be obtained from the library or student services. To assist students in this effort, there is a *Guide to Argosy University and Area Libraries* available in the library with information on the other libraries and resources in the area.

Photocopiers

There is a photocopier available in the library for patron use. It requires the purchase of a copy card to operate. Copies are 10 cents per page. In addition, several copy shops are located near the school. Please request assistance from the librarians on how to use the copier special features.

Food & Drinks

Patrons may bring only small snacks and covered drink containers into the library to prevent inadvertent damage to library materials or equipment. Food and drinks are prohibited into the computer labs.

Psychological Tests & Kits

Psychological tests are located in marked file drawers and larger storage cabinets in the library. Binders near the circulation desk have a section listing all the tests. A list is also available from the library section at www.argosydc.net. Tests are normally signed out in conjunction with the professor and class teaching assistant. Tests not distributed through the class have a loan period of 1 week. They are available to students for use in classes. The clinical psychology assessment faculty and teaching assistants will aid in distributing forms and designated assessment instruments for students in the assessment courses at the beginning of the course. Students may be grouped in teams of two or more members depending on the number of tests available. When there is only one kit or test available, that kit/test is restricted to the campus. It may only be used in the library or classrooms. One set of each test or kit will be reserved for campus use only. Forms and assessment instruments for clinical students at practicum sites must be approved by the director of Training. Approval is obtained through the Assessment Requests Form. Kits and tests contain sign out cards and some include an inventory sheet detailing the contents of the kit/test. The inventory sheet must be filled out before checking the kit/test out and upon returning the kit/test. Each student or team is responsible to notify the librarian if any part of it is missing or damaged. This will help ensure that the kit is complete and allow the replacement of any missing or damaged pieces as quickly as possible.

TEXTBOOK AND COURSE MATERIALS PURCHASING

Textbooks, required readings, and suggested materials for the Argosy University, Washington DC courses, as well as online course are available through the MBS Direct program of MBS Textbook Exchange. While students are free to purchase their books from other vendors, they should be aware that some course packs can only be purchased from MBS Direct, and that other vendors may not have immediate access to specific copies of titles or may not be able to ship the texts in timely manner. MBS Direct maintains a current list of Argosy University courses and the books/materials for the courses at the MBS Direct website <http://bookstore.mbsdirect.net/argosy.htm>). Students can check there for textbook information if they do not already have a syllabus from which to order. Students can access MBS Direct in several ways:

Call MBS Direct at 800-325-3252 and give the school name: Argosy University, Washington DC, course number, and section if necessary.

Mail the MBS Direct Order Form to 800-499-0143. The Order Form is available online at <http://bookstore.mbsdirect.net/argosy.htm>. Mail the Order Form to: MBS Direct, PO Box 597 Columbia MO 65205

Order over the Internet at <http://bookstore.mbsdirect.net/argosy.htm>. Payment may be made by credit card (Visa, MasterCard, Discover, and American Express), check, or money order.

Delivery

Textbooks are delivered using UPS tracking. There are three methods of shipping available: Ground, 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.

COMPUTER LAB

The computer lab is located on the 7th floor of the Argosy University, Washington DC. There are about 16 computers and one or more networked printers in the lab. The computers are normally open to all Argosy University, Washington DC students on a first come first use basis. However, at times during the year, part or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted in advance when this situation occurs.

The computers in the lab use Microsoft Windows 2000 or Windows XP operating systems. The software programs include Microsoft Office Professional suites, SPSS, psychological assessment scoring programs, such as the Rorschach and various Wechsler instruments.

Audio-Visual Resources Audio-visual resources include audio-recorders, VHS-C video cameras with tripods, TV/VCR/DVD carts, overhead projectors, a slide projector, and LCD projectors with computers on carts. Faculty and students can now request AV equipment from their home or office for Argosy University, Washington DC over the internet directly using the *Audio/Visual Technology Request Form*. An information guide on how to reserve rooms and fill out the above form is available on www.argosydc.net forms page.

Faculty, staff, and students at Argosy University, Washington DC should also use the above form and website to request AV equipment – mainly LCD and overhead projectors, video cameras, and to reserve videotapes. TV/VCR/DVD stands are stationed in all the 1550 Wilson Blvd. campus classrooms and shouldn't need to be requested. Faculty and students may need to go to the library (646) to obtain the LCD projectors and camera equipment if they are not already in the classroom.

Please contact the IT Technician about AV scheduling and equipment problems. Please make requests at least two days before the event.



SECTION FOUR

STUDENT SERVICES AND RESOURCES

STUDENT SERVICES

Transcripts

Requests for transcripts are made to the Student Services Office. The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. Telephone or email requests for transcripts cannot be processed. Requests submitted by fax are acceptable if they include the student's name, student identification number, address to be sent, and signature. The Student Services Office will release transcripts only when students have met all their financial obligations to the University.

Registration

Prior to the beginning of registration, Argosy University, Washington DC will publish a *Registration Bulletin* containing the schedule of courses to be offered and instructions for registration. This Bulletin will also announce the official times and dates for registration. Once the bulletin is posted, course schedules, instructors, days, and times are subject to change.

Registration procedures are outlined in the *Registration Bulletin*. All communication regarding registration should be directed in writing to the Student Services Office.

Priority of Registration

Due to the fact that some courses are limited in size, registration priorities have been established to determine the order of processing in registration. Argosy University, Washington DC uses a course registration priority system based upon the student's number of earned credits at Argosy University. Students who complete their registration after the time ticket for their earned credits forfeit their priority.

In order to participate in priority registration, students must have either an approved financial aid award, have submitted payment in full, or turned in a payment plan with the appropriate first installment to the Office of Student Financial Services. Holds will be placed on student's account prohibiting them from being able to register, if one of the above payment options is not in place by the student's prescribed time ticket. This could cause the student to lose their priority. Additional holds may be placed on a student's account from other departments that would prevent a student from participating in priority registration.

Add/Drop Registration

The Student Services Office strongly urges all students to complete their entire course schedule during the official registration period. Most courses are closed by the end of that period. However, students may add or drop a course anytime before the start of the term after they have completed the registration process, pending availability of course selections. Students will not be able to add a given class to their schedule if the course is closed, and students should not approach a faculty member for permission to join a closed class. If a course is open but has already met once, students must obtain the written approval of the academic advisor and/or program chair. Students will not be permitted to add a course after two class meetings or six hours of class time.

Students who want to drop a class after the first class meeting may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Office. There is no fee charged for any student submitting a request to drop a course before the first day of the semester. All requests received on or after the first day of the semester will be charged a drop fee. Refunds from course withdrawals will be granted according to the refund policy. This does not include students dropping a course to take a temporary withdraw or to withdraw from the institution. Students withdrawing from the institution will receive refunds based on the institutional refund policy.

Students who wish to drop a course after the course term has begun must obtain the signature of their faculty advisor. Students dropping from a course before completing 10% of instructional time will have the course removed from their transcript. A record of the course attempted remains on the student's ledger and in the student's academic file. Students who drop a course after completing between 10% and 67% of instructional time will receive a "W" on their transcripts. Students who have completed more than 67% of instructional time may not withdraw from a course.

Late Registration

In establishing the registration period for a semester, Argosy University provides a priority registration week as well as an additional grace period in which previously undecided students may register or registered students may add or drop courses. Once this is officially announced registration period is over, any new registration that Argosy University, Washington DC chooses to accept will be considered a late registration and will be assessed the standard late registration fee.

Automatic Registration

Automatic registration may be used for students who must be continually enrolled in a course that does not require them to be on campus. Automatic registration may be used only with the signed permission of the student. It may not be used for any course that takes place on campus. An Automatic Registration Permission Form in which students will be automatically registered should be submitted to the Student Services Office.

Course Availability/Cancellation

While Argosy University makes every effort to provide sufficient course sections for students, Argosy University, Washington DC 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 an alternate course.

Course Transfers/Waivers

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

Name Change Procedures

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

Address Change Procedures

Students who have a change of address should provide the Student Services Office with a written request for a change of address, including their student identification number.

Release of Information

A "Release of Information" form should be used to request information or to release information relative to your student file. This includes student ledger histories, class schedules, receipts, grade reports, and letters of verification.

Any request for release of information pertaining to your student records must include your name, student identification number, address, telephone number, reason for release, party to whom the information is to be released, address or fax of party to whom the information is to be sent, and signature.

Letters of Recommendation

Students should complete a “Request for Letter of Recommendation” form whenever they are requesting a letter of recommendation from any University employee. The request form gives the instructor, supervisor, or administrator written permission to release information to the party to whom they are writing. Requests must contain your name, student identification number, address, telephone number, the information that may be released, to whom the information may be released, the address or fax of the party to whom the information is to be sent and your signature.

STUDENT AFFAIRS

Disabilities

Argosy University, Washington DC provides accommodations to qualified students with disabilities. The Office of Student Affairs and Career Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Washington DC. Argosy University, Washington DC 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 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 Office of Student Affairs and Career Services. If you have a concern or complaint in this regard, please contact the Director of Student Affairs and Career Services. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Health Insurance

Optional health insurance is available to students. Please contact the Office of Student Affairs and Career Services for further information. Students should be aware that many practicum training and internship sites require health insurance coverage.

Liability Insurance

All students involved in practicum or internships must have liability insurance. Enrollment in the Argosy University, Washington DC student liability insurance plan occurs with the practicum/internship registration process. This coverage is mandatory, even if the student is otherwise insured.

Student Evaluations/Surveys

Argosy University, Washington DC administers surveys to assess student opinion on the academic and operational environment of Argosy University, Washington DC. Individual survey responses are kept confidential. The Noel Levitz Adult Student Priorities Survey is administered annually in the fall term by the Office of Student Affairs and Career Services. Mid-Course Evaluation are administered in new courses, for new faculty, and for current faculty teaching a course for the first-time. Timing of the distribution of these surveys is determined by the Student Services Office and in some cases may be earlier than the mid-point of instructional time. End of Course Surveys are administered in each class toward the end of the fall, spring, and summer semesters.

Graduation

Argosy University, Washington DC conducts its annual graduation commencement ceremony in November. Students must meet graduation requirements and complete and submit a *Petition to Graduate* and submit graduation fee prior to their posted deadlines in order to participate in the commencement ceremony. Petitions should be submitted eight weeks prior to completion of degree requirements.

Student Government

The Argosy University, Washington DC Student Government Association (SGA) was formed in 1996 to serve as the official voice of the students and is organized with the principal purpose of serving student needs. Students interested in working either on or with the SGA should contact SGA via e-mail at dcsqa@argosy.edu or through their mailbox in the Student Lounge. A list of SGA officers is available at www.argosydc.net/sga.

Professional Organizations

Chi Sigma Iota

Sigma Phi Sigma is our local chapter of Chi Sigma Iota, the international honor society for counseling students, professional counselors and counselor educators. Sigma Phi Sigma membership is open to counseling students who have completed 12 hours of their counseling program and have earned a grade point average of 3.5 or higher on a 4.0 system. To learn more about Chi Sigma Iota International, please visit the official homepage: <http://www.csi-net.org/>

American Counseling Association

Students are encouraged to become members of the American Counseling Association (ACA). Founded in 1952, ACA is a professional and educational organization dedicated to the growth and enhancement of the counseling profession. ACA has 56 branches across the United States, Europe and Latin America and 18 chartered divisions. To learn more about the American Counseling Association, please visit the official homepage: <http://www.counseling.org>

Referral Services

The Office of Student Affairs and Career Services provides a variety of referral services to assist students in addressing specific needs. Among those most useful to students is a list of available therapy in the mental health industry, and lists of area therapists. Additional resources are available regarding parking options and area businesses via the campus website argosydc.net.

STUDENT FINANCE

Student Finance Tuition and fees should be paid in full at the time of registration.

Monthly Payment Plan

Students make tuition payments in equal installments, due on the fifteenth of each month, over the course of the semester. According to this plan, the first payment is due the fifteenth of the month prior to the beginning of the semester.

Students are expected to be current with their payments in order to register for the following semester. Students who are not current with their account are subject to administrative withdrawal.

Financial Aid

Financial assistance (financial aid) awarded through Argosy University may consist of a combination of federal grants, scholarships, state aid programs, loans, and/or part-time work-study opportunities for those who qualify. Different forms of financial aid are explained later in this section.

Students complete the Free Application for Federal Student Aid (FAFSA) and the Argosy University Institutional Application for Financial Aid to apply for financial assistance. Both documents are discussed in detail later in this section. Students will receive an award letter from Argosy University describing their Financial Aid Package. All financial aid funds are sent directly to Argosy University. Students who are awarded aid in excess of their educational expenses will be refunded the overage in the early part of the semester. This overage can be used to meet indirect educational expenses.

If the financial aid awarded is not sufficient to cover a student's educational expenses, the student may pay the difference in full by the payment deadline, or sign up for a monthly payment plan at that campus. Students who have applied for financial aid and have been awarded aid are not required to make a payment by the payment deadline provided their aid is sufficient to cover their tuition charges.

Students who do not have Free Application for Federal Student Aid (FAFSA) confirmation are required to make an initial payment of at least 25 percent by the payment deadline to secure their place in class. Upon receipt of a student's financial aid funds, any credit balance on the account will be refunded to the student within 14 days.

Scholarships

Scholarships are financial awards which do not have to be repaid. Funds are provided by a variety of government, civic and professional organizations as well as the school itself. Awards are made in recognition of outstanding student achievement. Student achievement can be defined in many ways —by academic talent, community service involvement, or demonstrated leadership abilities. Scholarship opportunities at Argosy University are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas.

The Argosy University campus you choose to attend will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts range from \$1,000 to \$5,000 for the academic year.

Scholarship awards are available in two categories, as listed below, and may be renewable:

Scholarship Awards for New Students at Argosy University

- Academic Award
- Alumni Award
- Community College Award
- Community Service Award
- Diversity Award
- Leadership Award
- Returning Adult Award
- Argosy University Merit Award

Scholarship Awards for Students Currently Enrolled at Argosy University

Other Financial Assistance Resources

In addition to the federal and state programs listed here, Argosy University participates in other programs designed to provide financial assistance to specific groups of students. Some of these programs include:

- Veterans Administration (VA)
- Job Training and Partnership Act (JTPA)
- Division of Rehabilitation Services (DRS)

All students who wish to be considered for financial aid assistance must establish financial aid eligibility on an annual basis. The financial aid year begins with the summer semester and concludes with the spring semester. Determining financial aid eligibility includes completing the application process as outlined below and meeting the academic progress standards outlined in the *Academic Catalog*. Students must be enrolled at least half-time to be eligible for most types of financial aid.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

ARGOSY UNIVERSITY, WASHINGTON DC

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report – May 2007

Argosy University, Washington DC is providing the following information to all of its employees and students as part of the institution's 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 director of Student Affairs and Career Services, 1550 Wilson Blvd. Ste 600, Arlington, VA 22209..

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Argosy University, Washington DC 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 inter-campus mail. 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 director of Student Affairs and Career Services. Reports are kept in a secure location in the Office of Student Affairs and Career Services. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, Washington DC 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, Washington DC facilities to the director of Student Affairs and Career Services. If the director of Student Affairs and Career Services is not available, you may contact the office manager or the Arlington County Police Department.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the director of Student Affairs and Career 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 Arlington County Police by dialing 911 and then notify the director of Student Affairs and Career Services.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of Argosy University, Washington DC 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, Washington DC policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

ACCESS TO ACADEMIC BUILDINGS

Argosy University, Washington DC is located on the fifth, sixth, and seventh floor of an office building. The building is open Monday – Friday, 8:00 a.m. – 6:00 p.m. After 6:00 p.m. and on weekends, students, faculty, and staff access the building through use of an individually assigned DATAWATCH card.

CAMPUS LAW ENFORCEMENTS

Campus staffs with security responsibilities are always on campus during business hours. Such persons, while not having authority to arrest, do have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Argosy University, Washington DC is located in Arlington, Virginia. The campus maintains a close working relationship with the Arlington County Police Department with periodic contact initiated by the appropriate personnel to ensure that Argosy University, Washington DC 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 by email notification, campus postings and any additional appropriate means to address the situation.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Argosy University, Washington DC 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 the security of their fellow classmates. The orientation program, which takes place four times 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 procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. Argosy University, Washington DC 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 Office of Student Affairs and Career Services.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Argosy University, Washington DC also provides in-service programs designed to heighten awareness of crime and its prevention. Local law enforcement officials conduct these in-services programs twice 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, Washington DC, 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 Argosy University, Washington DC's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review Argosy University, Washington DC' *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, Argosy University, Washington DC 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 all Argosy University, Washington DC students and employees.

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, Washington DC 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 the Office of Student Affairs and Career Services twice a year. Guest speakers also occasionally 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 lounge and through the Office of Student Affairs and Career Services. 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, Argosy University 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 703-228-4848. 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, Washington DC 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, Washington DC personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

DC Rape Crisis 202-232-0789

Crisis Hotline 202-333-RAPE (7273)

Rape Victim Companion Program 703-683-7273

DISCIPLINARY ACTION AND SANCTIONS

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

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is from the Arlington County Police Department, located at: 1425 N. Courthouse Road, Arlington, VA 22201. Additional information can be obtained by calling the police department at 703-228-4050.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Argosy University, Washington DC prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the director of Student Affairs and Career Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Argosy University, Washington DC concerning the occurrence on the Argosy University, Washington DC 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, Washington DC, 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, Washington DC

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on Argosy University, Washington DC, 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 the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

<i>Criminal Offenses</i>	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	1	0	0	0	0	3	
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	
Burglary/Theft	0	0	0	0	0	0	0	0	3	0	6	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	
Arson	0	0	0	0	0	0	0	0	0	0	0	
Criminal Homicide:	0	0	0	0	0	0	0	0	0	0	0	
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses:	0	0	0	0	0	0	0	0	0	0	0	
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	
Totals	0	0	1	0	0	1	0	0	0	1	10	

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

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

Hate Crimes	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	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**	
Liquor Law Violations:	0	0	0	0	0	0	0	0	0	
Arrests	0	0	0	0	0	0	0	0	0	
Disciplinary Action	0	0	0	0	0	0	0	0	0	
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0	
Arrests	0	0	0	0	0	0	0	0	0	
Disciplinary Action	0	0	0	0	0	0	0	0	0	
Weapons Possessions:	0	0	0	0	0	0	0	0	0	
Arrests	0	0	0	0	0	0	0	0	0	
Disciplinary Action	0	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	0	

** Public Property: Public property for Argosy University, Washington DC includes the fifth, sixth, and seventh floor of the 1550 Wilson Blvd as well as the parking garage adjacent to the Ames building. The Ames Center is located at 1820 North Ft. Myer Drive. The block on which the Ames Center is located begins at 1800 North Ft. Myer Drive and goes north one block to Lee Highway then west one block to Nash Street which intersects with North Ft. Myer Drive.

DRUG FREE WORKPLACE & CAMPUS

DRUG AND ALCOHOL POLICIES

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

The use of illegal drugs and the abuse of alcohol on the Argosy University, Washington DC or in facilities controlled by the Argosy University, Washington DC are prohibited by college regulations and are incompatible with the University’s 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, Washington DC and the requirements of state and federal law, Argosy University, Washington DC 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, Washington DC Sanctions

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

State and Federal Sanctions

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Communities and Schools Act Amendments of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs of 1991, the following summary is provided for your information. Controlled substances are classified under the Controlled Substances Act into "schedules" that indicate their relative medicinal use and probability of abuse and dependence (addiction).

Controlled Substances Schedules

Schedule I: The drug or other substance has a high potential for abuse. The drug or other substance has no currently accepted medical use in treatment in the United States. There is a lack of accepted safety for use of the drug or other substance under medical supervision. Some Schedule I substances are heroin, LSD, marijuana, GHB, MDMA (Ecstasy), and methaqualone.

Schedule II: The drug or other substance has a high potential for abuse. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. Abuse of the drug or other substance may lead to severe psychological or physical dependence. Schedule II substances include morphine, PCP, cocaine, methadone, Ritalin, and methamphetamine.

Schedule III: The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, Ketamine, and some barbiturates are Schedule III substances.

Schedule IV: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III. Included in Schedule IV are Darvon, Talwin, Equanil, Valium, Rohypnol, and Xanax.

Schedule V: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Over-the-counter cough medicines with codeine are classified in Schedule V.

Penalties

The law prescribes ranges of permissible penalties upon conviction. As required by the Federal Safe and Drug-Free Communities and Schools Act of 1994, the pertinent state laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.

5. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon conviction, the violator must be imprisoned for not less than five years, but may suffer life imprisonment, and a fine up to \$500,000.
6. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act or an imitation controlled substance which imitates a controlled substance classified in Schedule III, IV, or V, except for an anabolic steroid classified in Schedule III constituting a violation of Virginia Code §18.2-248.5, with the intent to sell or otherwise distribute, upon conviction exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
7. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and fine up to \$2,500, either or both.
8. Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or court trying the case without jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.
9. Notwithstanding the aforesaid provisions, Rohypnol shall be deemed to be listed on Schedule I for the purposes of penalties for violations of the Drug Control Act. Any person knowingly manufacturing, selling, giving, distributing, or possessing Rohypnol shall be punished under the penalties prescribed for other Schedule I controlled substances.

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

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

Convictions for Drug-Related Offenses

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

Danger Signals Indicating a Drug or Alcohol Problem

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

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to seek services through The Art Institute of Washington Counseling Center.

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 director of Student Affairs and Career Services can refer you to one that meets your needs.

Area Resources

There are also organizations that may be contacted for help. The Arlington Department of Human Services, Behavioral Health Care Services, Alcohol and Drug Treatment Programs, 703-228-4900 8 a.m. to 5 p.m. 703-228-4610 for 24-hour emergency. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.



APPENDIX I

FACULTY

COLLEGE OF BUSINESS

Grace Klinefelter, DBA

NOVA Southeastern University

Program Chair, of Business s

Dr. Klinefelter earned her DBA from Nova Southeastern University and holds a Master's degree in Library and Information Science from Pratt Institute as well as a graduate certificate in Human Performance Improvement from Capella University. She has several years experience in university administration and served as a Senior Consultant at one of the "Big Four" consulting firms working on Enterprise Resource Planning implementation projects. She has taught a number of courses in undergraduate and graduate programs onsite and online in management, leadership, change management, organizational behavior and business ethics. She also serves as a book reviewer for *Choice* and *Library Journal*.

COLLEGE OF EDUCATION

Julie Horton, PhD

New Mexico State University

Associate Professor

Dr. Julie Horton received her PhD from New Mexico State University in August 2001. Her research interests include multicultural teacher education, curriculum development and media literacy. Dr. Horton has published articles in *Multicultural Perspectives*, *the Electronic Magazine of Multicultural Education* and *the Journal of Adult and Adolescent Literacy*.

Vana Nespor, EdD

Columbia University

Program Chair, Education

Before joining Argosy University in August 2007, Dr. Nespor served as Associate Vice President for Academic Affairs and Dean of Enrollment at Bay Path College. While at Bay Path College, she taught in the education and communication departments as associate professor, tripled the College's enrollment, and directed the College's reaccreditation self study process. Dr. Nespor had the opportunity to live overseas for six years in Jakarta, Indonesia, teaching high school English at the Jakarta International School.

Sean Robinson, PhD

University of Wisconsin-Madison

Assistant Professor

Dr. Sean Robinson is an Assistant Professor, working in an interdisciplinary capacity with both Organizational Leadership and Educational Leadership students. Dr. Robinson has over 15 years experience in the field of higher education, on two-and four-year campuses, in both academic and student affairs arenas. Dr. Robinson holds an MEd in Counseling from the College of William & Mary, an MBA in Human Resource Management from the University of Wisconsin-Madison, and a PhD in Educational Leadership & Policy Studies also from the University of Wisconsin-Madison. His areas of interest include: higher education administration, change management, organizational culture, professional socialization processes, and leadership coaching and development. Dr. Robinson also maintains a successful consulting & coaching practice specializing in organizational development and human resource initiatives for educational leaders, entrepreneurs, and small business owners.

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY
CLINICAL PSYCHOLOGY PROGRAMS

Patrice A. Alvarado, PhD

George Mason University

Associate Professor

Dr. Alvarado is an Associate Professor at the American School of Professional Psychology at Argosy University, Washington DC Campus and a licensed clinical psychologist. She received her undergraduate degree from the College of William and Mary, master's degree from Boston College, and PhD from George Mason University. In the clinical psychology doctoral program Dr. Alvarado teaches courses in psychotherapy, working with diverse and vulnerable populations, psychological consultation, and clinical supervision. She has presented several papers on the multicultural perspective and psychotherapy and has conducted several workshops and seminars on clinical supervision, including multicultural supervision. She has also conducted numerous workshops on stress management and coping skills for businesses and civic organizations, such as AT&T and the Federal Aviation Administration. In addition to these areas, Dr. Alvarado has an interest in the areas of mindfulness and spirituality. Dr. Alvarado maintains a small private practice in Manassas, Virginia.

Michael Anderson, PhD

George Mason University

Assistant Professor

Dr. Anderson earned a PhD in Physiological Psychology and an MA in Experimental Neuropsychology from George Mason University. He completed a post-graduate program in Advanced Alcohol Studies at Rutgers University. Before coming to Argosy University, Washington DC, Dr. Anderson taught at George Mason and Georgetown University School of Medicine. In 2003 he was nominated by students at George Mason University for the award of Faculty Member of the Year. While at Georgetown University, he taught an applied substance abuse treatment course in the Department of Psychiatry to third-year medical students, and was appointed by the Dean of Students to serve on the Sexual Abuse Committee and the Marijuana Task Force. For eight years he worked as a treating clinician for the National Football League. Outside the academic setting Dr. Anderson has lectured widely on alcoholism and was chosen to present a workshop on research advances in alcoholism treatment at the 15th Anniversary of the Betty Ford Center. At Argosy University, Washington, DC Dr. Anderson teaches History and Systems of Psychology, Physiological Psychology, LifeSpan, Statistics and Research Methods I & II, Assessment and Treatment of Substance Use Disorders, Psychopharmacology, and Sports Psychology. Dr. Anderson's research interests are in the molecular and genetic bases of alcoholism with co-morbid depression and dysthymic disorder, alcohol and other drug abuse by college students, and the neurochemical bases of impulsivity. He is a member of the Society for Neuroscience and the American Psychological Association. Dr. Anderson's clinical interests include: Molecular and genetic bases of alcoholism; comorbidity of depression and dysthymic disorder with alcohol abuse and dependence; alcohol and other drug abuse by college students; and neurochemical bases of impulsivity.

Alison August, PhD, PsyD

The Catholic University of America, American School of Professional Psychology

Associate Professor

Dr. August-Fedio is an Associate Professor and Associate Chair of the Clinical Psychology Program at Argosy University, Washington, DC. She earned a PhD in Applied/Experimental Psychology from The Catholic University of America and a PsyD in Clinical Psychology from the American School of Professional Psychology/Virginia Campus. Prior to teaching at Argosy University, Dr. August worked as a research psychologist in the Neurology Institute at the National Institutes of Health, where she studied cognitive and emotional correlates of epilepsy and other neurological disorders. She has presented research results nationally and internationally, as well as published in refereed journals, in the area of brain-behavior relations. At Argosy University, Washington DC, Dr. August teaches classes in neuropsychological assessment, introduction to neuropsychology, cognition and affect, and physiological psychology. Her research interests include the neurological bases of cognition (memory, language, attention, etc.), emotions and behavior; treatment of neurological disorders; and application of theories of emotions to clinical disorders. Her clinical interests include both neuropsychological assessment and therapy with neurological patients and their family members.

Nahid Aziz, PsyD

Alliant International University

Associate Professor

Dr. Aziz is an Associate Professor at Argosy University, Washington, DC. She received a PsyD and MA degree in Clinical Psychology from Alliant International University. Dr. Aziz was awarded for best dissertation, a clinical manual for mental health professionals treating Afghan immigrant and refugee women. She is a consultant to Substance Abuse Mental Health Services Administration (SAMHSA), a division of the United States Department of Health and Human Services helping Afghanistan's Ministry of Public Health establish and reconstruct mental health services and develop mental health capacity. Dr. Aziz served previously as the Assistant Director of Training at Argosy University, Washington, DC. Prior to joining Argosy University, DC, Dr. Aziz served as an adjunct faculty at Alliant International University and Argosy University, Orange County. She has co-published articles and frequently appeared on international TV and radio talk shows discussing the impacts of acculturative stress on immigrants' and refugees' mental health, specifically on Moslems and Afghan immigrants. Dr. Aziz specializes in multicultural issues in clinical psychology, including refugee and immigrant mental health, mental health in conflict and post-conflict regions, mental health of women in the Islamic and developing countries.

Robert Barrett, PhD

California School of Professional Psychology, San Diego

Program Chair, Clinical Psychology

Dr. Barrett is currently the Program Chair of the Clinical Psychology Programs and Associate Professor at the American School of Professional Psychology at DC Argosy University, Washington, DC. Prior to becoming Program Chair, Dr. Barrett was the Associate Director of Clinical Training at the school. Dr. Barrett is a graduate of the California School of Professional Psychology in San Diego, California. Other academic positions include Dean of Students at St. Mary's University in Baltimore and Assistant Professor of Psychology at St. Joseph's College in Mountain View, California. Prior to coming to Argosy University, Dr. Barrett held positions as Director of Clinical Services and Executive Director of the Livingston Foundation Medical Center in San Diego, CA. He developed programs in psychoneuroimmunology for cancer patients and provided on-going psychological support services as well as serving in these administrative positions. Other professional roles include working as a police psychologist with the San Diego Police Department as well as other law enforcement agencies in the southern California area. After moving back to the Washington DC area Dr. Barrett also worked as Senior Consultant for Human Resources Inc. on a human factors engineering contract with the Federal Aviation Administration. Dr Barrett's research interests include clinical issues with gay, lesbian, bisexual, and transgender persons, psychoneuroimmunology, cancer patients, and law enforcement.

Sherry Benica, PsyD

American School of Professional Psychology/Virginia Campus

Associate Professor

Dr. Benica is an Associate Professor in the Clinical Psychology Program at DCArgosy University, Washington, DC. A registered nurse by background, Dr. Benica received her undergraduate degree in the biological sciences from Chestnut Hill College, Philadelphia, PA and her nursing undergraduate and graduate degrees from the University of Pennsylvania, Philadelphia, PA. She is a year 2000 graduate from the American School of Professional Psychology/Virginia Campus, now known as Argosy University, Washington, DC. . She completed her pre-doctoral clinical psychology internship at the Washington Behavioral Healthcare Clinical Psychology Predoctoral Internship, a consortium of an inpatient psychiatric facility and an outpatient mental health clinic in the Washington, DC area. Prior to the appointment to Argosy University, Dr. Benica worked for five years as the Clinical Director of two very large and busy outpatient mental health clinics in the Washington, DC metropolitan area. For this same agency, she was also the Clinical Psychology Training Director for the pre-doctoral clinical psychology internship and externship programs. For the first year following internship Dr. Benica was Acting Director of Psychology and Clinical Training for an inpatient psychiatric facility. Her major interests include psychological and psychoeducational testing of adults and children, clinical training and supervision, process-experiential psychotherapy, and the diagnosis and treatment of post-traumatic stress disorder. She has significant experience in psychological and psychoeducational testing both for schools, and for the courts, as well as privately. Dr. Benica maintains a private practice in Rockville, Maryland, servicing children, adolescents, and adults.

Marc Diener, PhD

Gordon F. Derner Institute of Advanced Psychological Studies at Adelphi University

Assistant Professor

Dr. Diener is an Assistant Professor in the Clinical Psychology Program at Argosy University, Washington, DC. He received his PhD in Clinical Psychology from the Gordon F. Derner Institute of Advanced Psychological Studies at Adelphi University. He served as a program coordinator as well as a clinician in the Adelphi University Psychotherapy Research Project. He completed an internship at St. Luke's Roosevelt Hospital Center and a postdoctoral fellowship at The Addiction Institute of NY (St. Luke's Roosevelt Hospital Center). His presentations and publications have focused on personality assessment as well as psychotherapy process and outcome.

Linda Fama, PhD

University at Albany (State University of New York)

Assistant Professor

Dr. Fama graduated from the University at Albany (State University of New York). Her areas of interest include cognitive-behavioral treatments of anxiety and mood disorders, clinical supervision and training, and psychological and cognitive assessment. Dr. Fama teaches courses in Clinical Interviewing, Cognitive-Behavioral Theory and Therapy, Cognitive Assessment, and Integrative Assessment. In addition to teaching, Dr. Fama also works as an associate as part of a group practice working primarily with older adolescence and adults. In addition to her teaching and clinical interests, Dr. Fama also has interest in conducting research in the area of vicarious traumatization. Dr. Fama is also a member of the American Psychological Association (APA), The International Society for Traumatic Stress Studies (ISTSS), and the Association for Behavioral and Cognitive Therapies (ABCT).

Giselle A. Hass, PsyD

Nova Southeastern University

Associate Professor

Dr. Hass is an Associate Professor in the Clinical Psychology Programs of Argosy University, Washington, DC campus since 1995. She obtained her Bachelor of Science Degree in Psychology and Master's Degree in Clinical Psychology from the University of Costa Rica. After practicing as a Forensic Psychologist in Costa Rica, she migrated to the United States and earned her Doctorate in Clinical Psychology from Nova Southeastern University in 1992. She is a Certified Forensic Evaluator through the University Of Virginia Institute of Law and Psychiatry, a Licensed Clinical Psychologist with the Board of Psychology in the Commonwealth of Virginia and a Licensed Psychologist with the Board of Psychology in the District of Columbia. Prior to joining Argosy University, Washington DC, she worked as a Court Psychologist for the Fairfax County Juvenile and Domestic Relations Court. Since 2000, Dr. Hass has worked in the federally funded Ayuda research project regarding immigrant battered Latinas. She is also involved in other studies focusing on culturally competent interventions for women in abusive relationships and the legal and policy aspects of domestic violence. She has published several articles and she lectures often at different venues on her areas of expertise. Dr. Hass is a grant reviewer and faculty for Advanced Family Law Trainings for the Office of Domestic Violence of the U.S. Department of Justice. She is also the Clinical Director of the American Psychological Association Parenting Coordination Program, and has a private practice as a forensic expert. Her areas of interest at the clinical, forensic, research and scholarly levels are cross and multi-cultural mental health, child abuse and neglect, domestic violence, custody and divorce, attachment, and psychological assessment.

Anne H. Heflin, PhD

University of North Carolina, Chapel Hill

Associate Professor

Dr. Heflin is an Associate Professor of clinical psychology at Argosy University, Washington DC., where she has been on the faculty since 1997. Prior to joining Argosy University, Washington DC, she was a faculty member at the University of Medicine and Dentistry of New Jersey where her research and clinical focus was on the evaluation and treatment of child sexual abuse. Dr. Heflin has coauthored a book regarding the treatment of child sexual abuse and has published chapters and articles and provided professional presentations about children's mental health issues. She obtained both her master's and doctoral degrees from the University of North Carolina at Chapel Hill and completed her doctoral internship at the University of Colorado Health Sciences Center. She also has professional experience in school settings and physical medicine and rehabilitation hospitals. Her current research interests include: treatment of childhood trauma, integrative approaches to psychotherapy, and balancing parenthood with workplace demands.

Kamau R. S. Johnson, PhD

University of Florida, Gainesville

Associate Professor

Dr. Johnson is an Associate Professor of Psychology at the American School of Professional Psychology, Argosy University, Washington, DC. Previously, he was the Pain Management Coordinator at Kaiser Permanente in Washington DC and Maryland. He also served on the faculty at Howard University's Psychology Department for several years. He received his doctoral degree from the University of Florida in Clinical and Health Psychology. In addition, he was a Postdoctorate Fellow in Pediatric Behavioral Medicine at Boston Children's Hospital/Harvard Medical School. Dr. Johnson's clinical interests include adjustment to chronic illness, pain management in medical populations, and ethnocultural factors in health and illness. His research is concerned with perceived control and health behaviors; learned helplessness in arthritis and chronic pain; and cultural issues in chronic illness. He has served on the board of the Washington, DC Psychological Association as Secretary, and as Chair of the Scientific and Academic Affairs Committee. Dr. Johnson is a licensed clinical psychologist in both the District of Columbia and Maryland.

Jennifer Kahler, PsyD

George Washington University

Associate Director of Training

Dr. Kahler is an Associate Director of Clinical Training at Argosy University, Washington DC. She is a graduate of Northwestern University and The George Washington University. She completed her Internship year at Cambridge Hospital/Harvard Medical School, and a Post-Doctoral Fellowship at Sheppard Pratt Hospital in the Trauma Disorders Program. Prior to Argosy, Dr. Kahler worked for five years as the inpatient psychologist at The Center: Post-traumatic Disorders Program at the Psychiatric Institute of Washington. Her major interests are the treatment, training and evaluation of trauma-related disorders, particularly Dissociative Disorders and Post-Traumatic Stress Disorder, as well as the dynamics of inpatient psychiatric treatment. She has significant experience in psychological consultations and testing for trauma-related disorders, having performed diagnostic and treatment consultations for several major hospitals, as well as private clinicians. Dr. Kahler maintains a private practice in Falls Church, Virginia, seeing adolescents and adults.

Jelena Kecmanovic, PhD

Temple University

Associate Professor

Dr. Kecmanovic is an Associate Professor at Argosy University, Washington, DC in the Clinical Psychology Program. She received her doctorate and master's degrees from Temple University. Before joining Argosy University, Dr. Kecmanovic was an Assistant Professor at George Mason University (GMU). She has extensively presented and published in the areas of depression, rumination, interpersonal processes in psychopathology, and Post-Traumatic Stress Disorder (PTSD). Her teaching experience includes Psychopathology, History and Systems of Psychology, Theories of Personality, Statistics and Research Methods, Cognitive-Behavioral Therapies, and Cognitive Assessment. Dr. Kecmanovic has been involved in direct clinical service as well as clinical supervision in various settings, including New York University-Bellevue Hospital, University of Medicine and Dentistry of New Jersey, and Center for Psychological Services at GMU.

Muriel Kennedy, PhD

Howard University

Associate Director of Training

Dr. Kennedy is an Associate Director of Clinical Training at Argosy University, Washington, DC. She received her Master of Science and Doctor of Philosophy degrees in clinical psychology from Howard University. Prior to joining the Clinical Training Department at Argosy University, Washington, DC, she was on faculty at Howard University as an assistant professor in the Department of Clinical Psychology. Dr. Kennedy also served as a clinical psychologist/consultant with the Academia Bilingüe de la Comunidad Public Charter School, Multisystemic Therapy (MST) Services, Inc., Baraka Pastoral Counseling Center, Maryland Family Resources, Inc., Institute for Life Enrichment and DC Department of Mental Health. She has held numerous leadership positions with The Association of Black Psychologists on both the local and national level. Dr. Kennedy published her first novel, *Heart and Soul: Learning to Communicate through Thick and Thin*. Her primary research interests include adolescent health promotion and risk prevention with a focus on healthy alternatives to drugs, sex and violence. She also is interested in conducting outcome-based effectiveness research studies that focus on positive parenting practices, juvenile justice and delinquency prevention.

Stephen J. Lally, PhD, ABPP

University of North Carolina, Chapel Hill

Professor

Dr. Lally is the Associate Dean for Clinical Psychology Accreditation for Argosy University as well as a professor in the clinical psychology program at Argosy University, Washington, DC. He received his doctorate in clinical psychology, with a minor in anthropology, from the University of North Carolina-Chapel Hill and completed his internship at St. Elizabeths Hospital Washington, DC. He received his diplomate in forensic psychology from the American Board of Professional Psychology. Dr. Lally is the past-president of the District of Columbia Psychology Association and is the current American Psychological Association (APA) Council representative for the District. He is also a member of the APA's Committee of Professional Practice and Standards (COPPS) and a member of APA's Taskforce for Implementing the Multicultural Guidelines. He is a delegate for the National Council of Schools and Programs in Professional Psychology (NCSPP) and chairs NCSPP's Research and Evaluation Committee as well as serving as liaison for the organization with APA's Committee for the Advancement of the Practice of Psychology (CAPP). Dr. Lally has presented and published in the areas of assessment, ethics, and forensic psychology. He is a fellow of the American Academy of Forensic Psychology and the Society of Personality Assessment.

Lisa Lilienfeld, PhD

University of Minnesota

Associate Professor

Dr. Lilienfeld is an Associate Professor in the Clinical Psychology Program at Argosy University, Washington, DC. Prior to joining the Argosy University, Washington DC faculty, she was an Associate Professor and the Associate Director of Clinical Training in the PhD training program in the Department of Psychology at Georgia State University in Atlanta. Dr. Lilienfeld received her BS. in Human Development from Cornell University in 1990 and her PhD in Clinical Psychology from the University of Minnesota in 1995. She then completed her internship and three-year National Institute of Mental Health post-doctoral fellowship at Western Psychiatric Institute in Pittsburgh. Her program of research is focused upon identifying risk factors for eating disorders, particularly personality traits. She has over 35 peer-reviewed publications and has made approximately 100 national and international conference presentations, many with graduate students. She is an elected Fellow of the Academy for Eating Disorders, as well as an elected member of the Eating Disorders Research Society. Her clinical work is focused upon the use of cognitive-behavioral therapy for the treatment of eating disorders and anxiety disorders. Dr. Lilienfeld has given numerous continuing education workshops on eating disorders, as well as dialectical behavioral therapy for borderline personality disorder. She has supervised doctoral students conducting therapy for the past decade. She teaches courses in Psychopathology, Cognitive-Behavioral Therapy, Clinical Interviewing, and the Assessment and Treatment of Eating Disorders. Dr. Lilienfeld is interested in supervising graduate students on empirical or theoretical research projects focused on the following areas: eating disorders (personality and other risk factors, etiological models, behavior-genetics, co-morbidity, treatment), body image, personality disorders (comorbidity, diagnostic issues/taxonomy, etiology, treatment), and self-injury/suicidal behavior.

Alan Nathan, PsyD

Long Island University, CW Post

Assistant Professor

Dr. Nathan graduated from Long Island University, CW Post. He is an Assistant Professor at Argosy University, Washington, DC. Dr. Nathan's major interests include relational psychodynamic theory and therapy and related empirical research in the areas of child maltreatment and trauma, attachment and mentalization, implicit relational patterns, intersubjectivity, and neurobiology. He is also interested in cultural and diversity issues as seen through the relational psychodynamic model. He developed an advanced relational psychodynamic course and a special interest group for further study in the field. He also has a strong interest in student professional development with an emphasis upon the process of self exploration and learning psychotherapy relationship skills. Dr. Nathan co-developed the principles and practices in psychotherapy course which focuses upon psychotherapy relationship skill development and he has presented on the topic at a professional conference and as a consultant to a university based clinic. Dr. Nathan provides clinical supervision to doctoral students as well. Dr. Nathan has a private practice in which he sees children, adolescents, and adults. Major clinical areas addressed within his practice include childhood trauma and abuse, adolescent issues, relationship and self esteem issues, and personality disorders. Prior to joining the faculty, Dr. Nathan conducted assessment and psychotherapy with children and adults suffering the impact of interpersonal trauma and abuse. He is a member of American Psychological Association Division 39/Psychoanalysis, Maryland Psychological Association (MPA), International Association for Relational Psychoanalysis and Psychotherapy (IARPP), and Society for the Exploration of Psychotherapy Integration (SEPI).

Gayle Norbury, PhD

Temple University

Associate Professor

Dr. Norbury is an Associate Professor at Argosy University, Washington, DC. She just joined Argosy University as the Director of the Mid Atlantic Internship Consortium and Staff Psychologist at the Art Institute of Washington. Dr Norbury is originally from Australia. She was a licensed Clinical Psychologist in Australia and an Analyst of the Freudian School of Melbourne (a Lacanian School). Dr Norbury works with both children and adults. Dr Norbury retrained at Temple University and Wisconsin University and holds licenses in Wisconsin and Mississippi as well as in Virginia. Dr Norbury has held positions in clinical psychology programs teaching many courses including personality, abnormal psychology, group therapies, several systems of therapy and psychoanalysis as well as supervising many graduate students in various clinical settings. Dr Norbury has always combined teaching along with practice and most recently was Director of the Southern Mississippi Psychology Internship Consortium and Assistant Director of University of Southern Mississippi Counseling Center as well as initiating psychological services for Southeastern Mississippi Rural Health Initiatives. Dr Norbury has published in psychoanalysis.

Denice D. O’Sullivan, PhD

California School of Professional Psychology San Diego

Associate Professor

Dr. O’Sullivan is a graduate of the California School of Professional Psychology, Fresno. While in California, Dr. O’Sullivan served as the Director of Eating Disorders Treatment Services at the Gary Cannon Psychological Services Center, Staff Psychologist of Clinical Training and adjunct faculty member for the Forensic, Health Psychology and Ethno-cultural Institute at CSPP-Fresno. Her work also includes serving as a Clinical Psychologist at the California Department of Corrections Valley State Prison for Women. Dr. O’Sullivan began her tenure at Argosy University, Washington, DC as the Director of Training and served in that capacity until 2006; she was subsequently appointed to the position of Associate Professor with the Clinical Program. She currently enjoys teaching and has a small consulting practice serving diverse, low-income educational settings and women’s health with a focus on disordered eating and psychological motivation. Dr. O’Sullivan’s interests include: consultation in diverse educational settings; women’s health issues and fitness; supervision and clinical training of graduate students; women’s developmental issues: The Stone Center at Wellesley; forensic issues, with a focus on women in prison, police officers’ mental health, and the criminal personality; multi-cultural issues and perspectives; alternative world views, religion and spirituality; and eating disorders in multicultural populations.

Lawrence Riso, PhD

State University of New York at Stony Brook

Associate Professor

Dr. Riso is an Associate Professor of Clinical Psychology at Argosy University, Washington, DC He received his PhD in clinical psychology from the State University of New York at Stony Brook in 1994. He completed his clinical internship at Brown University in Providence Rhode Island and a research fellowship at Western Psychiatric Institute and Clinic in Pittsburgh Pennsylvania. Prior to joining Argosy University, Dr. Riso served on the faculty in the department of psychiatry at the University of Pittsburgh School of Medicine and the departments of psychology at Georgia State University and the University of Georgia. His program of research focuses on cognitive factors in mood disorders and the empirical foundations of cognitive therapy. Other research and clinical interests include personality disorders, couples therapy, anxiety disorders, and the classification of psychopathology. Dr. Riso has authored or co-authored over 40 articles and book chapters on psychopathology and psychotherapy and has received federal funding as a principal investigator for his research. His recent edited book, *Cognitive Schemas and Core Beliefs in Psychological Problems* applies an integrative form of cognitive therapy to difficult-to-treat clinical problems. He is active in editorial activities and serves on the editorial boards of *Cognitive Therapy and Research*, *Scientific Review of Mental Health Practice*, and the *Journal of Contemporary Psychotherapy*. Dr. Riso has maintained a private practice since 1998 and is a certified expert in cognitive therapy through the Academy of Cognitive Therapy. He has extensive experience as a psychotherapy trainer, clinical supervisor, and psychotherapy workshop presenter. Dr. Riso teaches several core clinical classes including cognitive-behavioral theory and therapy, psychopathology, and principles and practice of psychotherapy.

David B. Sacks, PsyD

Rutgers University

Director of Clinical Training

Dr. Sacks is the Director of Training for the Clinical Psychology program at Argosy University, Washington, DC. He oversees the placement of clinical psychology students in practicum and internship sites. He has some 15 years of experience as a clinician and administrator in public mental health in New York City and Washington, DC, serving children, adolescents, and adults in outpatient, inpatient, and detention settings. His special interests include multicultural and immigrant mental health, child and adolescent psychotherapy, multidisciplinary treatment planning, and qualitative research. A graduate of Rutgers University's Graduate School of Applied and Professional Psychology, he utilizes psychodynamic, cognitive-behavioral, family systems, and community-psychology approaches in his work. He maintains a private psychotherapy practice in Chevy Chase, MD, is licensed as a psychologist in Maryland and DC, and is a member of American Psychological Association.

James Sexton, PhD, PhD

University of Massachusetts & American University

Assistant Professor

Dr. Sexton is an Assistant Professor at Argosy University, Washington, DC in the Clinical Psychology Program. He received his first doctorate in Social Psychology from the University of Massachusetts, at the main campus in Amherst. His second doctorate was in Clinical Psychology from American University in Washington, DC. Dr. Sexton's research interests include attachment theory, emotion, intervention efficacy, and program evaluation. He has presented extensively on these topics, and has conducted research for the National Institute of Mental Health, the National Institute on Drug Abuse, and the U.S. Department of State. Before joining Argosy University, Dr. Sexton was on faculty at the George Washington University and at Wellesley College. His primary teaching experience includes Social Psychology, Research Methods and Statistics, as well as History and Systems of Psychology.

Edward N. Shearin, PhD

University of Washington

Associate Professor

Argosy University, Washington, DC, where he teaches graduate courses in Adult Psychopathology, Statistics and Research Methods, Advanced Cognitive-Behavioral Therapy (CBT), and Dialectical Behavior Therapy (DBT). Dr. Shearin also consults as a senior trainer for Behavioral Tech, LLC, a consulting company that teaches DBT and other evidenced-based treatments to mental health service delivery organizations. He has taught numerous DBT workshops as well as published several journal articles and book chapters on DBT and related topics. Dr. Shearin's research interests include personality disorders, eating disorders, suicidal and self-injurious behavior, and psychotherapy process. He began his work in the treatment of borderline personality disorder and severe psychopathology with graduate training at the University of Washington under Dr. Marsha Linehan. He then spent five years at the New York Hospital-Cornell Medical Center, first as a National Institute of Mental Health funded post-doctoral researcher, and then as an instructor for the medical school and Senior Psychologist on a DBT inpatient unit. He has also consulted extensively at state and local levels on the treatment of borderline personality disorder. Prior to his move to Argosy University in 1996 (then the American School of Professional Psychology, Virginia Campus), Dr. Shearin spent a year at the Baltimore VA Medical Center treating patients with personality disorder and substance abuse problems. At Argosy University, he was director of the clinical psychology program from 2000 to 2002.

George Stricker, PhD

University of Rochester

Professor

Dr. Stricker is Professor of Psychology at Argosy University, Washington, DC campus. He received a PhD in Clinical Psychology at the University of Rochester in 1960 and an honorary PsyD from the Illinois School of Professional Psychology, Rolling Meadows Campus, in 1997. He has been at Argosy University, Washington, DC campus since 2004, and was at Adelphi University between 1963 and 2004, where he served as Dean of the Derner Institute for a decade and was Distinguished Research Professor. Dr. Stricker is a Diplomate in Clinical Psychology and was elected as a Distinguished Practitioner in Psychology. He received the American Psychological Association Award for Distinguished Contribution to Applied Psychology in 1990, the American Psychological Association Award for Distinguished Career Contributions to Education and Training in Psychology in 1995, the National Council of Schools and Programs of Professional Psychology Award for Distinguished Contribution to Education and Professional Psychology in 1998, the Allen V. Williams, Jr. Memorial Award from the New York State Psychological Association in 1999, the Florence Halpern Award for Distinguished Professional Contributions in Clinical Psychology from the Society of Clinical Psychology (Division 12) in 2002, the Bruno Klopfer Lifetime Achievement Award from the Society for Personality Assessment in 2005, and the Wellner Memorial Award for Excellence as a Senior Health Services Provider in Psychology in 2005 from the National Register. He also received the Karl Heiser Award for Advocacy in 1996 from the American Psychological Association. He has been President of the Division of Clinical Psychology of the American Psychological Association, the Society for Personality Assessment, the New York State Psychological Association, and the National Council of Schools of Professional Psychology. He was on the Board of Directors of the Council for the National Register of Health Care Providers, and has served on several APA Boards and Committees, including the Board of Educational Affairs and the Board of Educational Affairs Advisory Council on Accreditation. He also served as Chair of the Ethics Committee. Dr. Stricker is the author or editor of about 20 books, about 30 book chapters, and more than 100 journal articles. His most recent books are *A Case Book of Psychotherapy Integration*, with Jerry Gold, *The Scientific Practice of Professional Psychology*, with Steven Trierweiler, and *Handbook of Quality Management in Behavioral Health* with Warwick Troy and Sharon Shueman. His principal interests are psychotherapy integration, clinical training, ethics, and research in grandparenting.

Karen Weise PhD

City College (City University of New York)

Assistant Professor

Dr. Weise is an Assistant Professor at Argosy University, Washington, DC and teaches several core and elective courses within the Child and Family concentration. She is a graduate of City College, City University of New York (CUNY). She is a clinical psychologist and child and adolescent psychoanalyst, trained at The Anna Freud Centre in London, England. Dr. Weise's primary clinical and research interests lie in the field of psychodynamic psychotherapy with a particular focus on mother/infant, child and adolescent work. She has previously published clinical papers on autistic spectrum disorders and child assessment. Dr. Weise has worked and supervised at Children's National Medical Center (DC) and the Reginald S. Lourie Center for Infants and Young Children (MD). She presently maintains a private psychotherapy practice, focusing on children and adolescents/ young adults, in Washington DC and is a guest lecturer at the Washington Center for Psychoanalysis and the Washington School of Psychiatry, where she recently helped establish a training program in Infant Observation.

Ann Jodry Womack, PhD

Northern Illinois University

Associate Professor

Dr. Womack is an Associate Professor at Argosy University, Washington, DC whose major interests include couple and family issues and treatment, integrative approaches to psychotherapy, psychosocial issues involved with breast cancer and HIV, family health psychology, postpartum depression, transition to parenthood, refugee and ethnopolitical violence issues. She has presented nationally and internationally, and is currently working on projects with colleagues in China and Rwanda. She is a member of American Psychological Association, American Family Therapy Academy, Internal Family Systems Association, and Psychologists for Social Responsibility.

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY
FORENSIC PSYCHOLOGY PROGRAM

Wendy B. Berger, PhD

California School of Professional Psychology, Berkeley

Program Chair, Forensic Psychology Program

Dr. Berger teaches in both the Counselor Education and Forensic Psychology Departments. Her specialties include research methodology; intergenerational transmission of violence and abuse; post-traumatic stress disorder; and play therapy and assessment. She has a breadth of clinical experience within inpatient, school-based, and community mental health settings. Before beginning teaching full-time at Argosy, Dr. Berger was the sexual assault therapist for Northwest Fairfax County, Victim's Assistance Network. She currently maintains a private practice in Falls Church, Virginia, and Washington DC

Richard Cooter, JD, PsyD

Georgetown University & George Washington University

Assistant Professor

Dr. Cooter is an assistant professor, a licensed clinical psychologist and a licensed attorney. He received his J.D. from Georgetown University in 1975 and a PsyD from George Washington University in 2004. He practiced law in the Washington, DC area for over twenty years and he now maintains a private clinical psychology practice in the Roanoke, Virginia area. His practice has a heavy emphasis on forensic psychology and he regularly performs forensic evaluations for the courts in that area.

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY
COUNSELOR EDUCATION PROGRAMS

Jennifer Carney, PhD

University of Virginia

Assistant Professor

Dr. Carney received her masters' degree in Mental Health Counseling and doctorate in Counselor Education and Supervision from the University of Virginia. She brings her broad experience in community mental health, college counseling, and private practice to Argosy University as an Assistant Professor. Prior to Argosy University, Washington, DC, she was an adjunct professor at DePaul University in Chicago, Illinois. Her major areas of interest include gender and women's concerns, body image and eating disorders, career counseling, counselor professional identity, and strengths-based approaches to assessment and the therapeutic process. Dr. Carney is a Licensed Professional Counselor.

Carman Gill, PhD

Program Chair, Counselor Education Programs

Dr. Gill is an assistant professor in the counselor education department and has an extensive background in education, mental health counseling, and research. In addition to a PhD in Counselor Education and a certificate in Women's and Gender Studies, she is a Nationally Certified Counselor, Approved Clinical Supervisor, and Licensed Professional Counselor. Currently, she is working on a research agenda which includes topics such as wellness, forgiveness, and spirituality. She is a member of American Counseling Association, Association for Spiritual, Ethical, and Religious Values in Counseling, and Association for Counselor Education and Supervision and has served clients in crisis, dually diagnosed individuals, undergraduate student populations, and people suffering from severe and persistent mental illness.

Joanne Jefferson, EdD

The George Washington University

Associate Professor

Dr. Jefferson is Assistant Professor and Coordinator of the Master of Arts in Community Counseling Program. She has 15 years experience in research, teaching, and counseling. Her major interests include vocational rehabilitation and return-to-work issues particularly with individuals living with HIV/AIDS. She has presented at regional and national conferences on these topics. She is also a member of American Counseling Association and American Psychological Association.

Judith A. Sutter, EdD

University of Maine

Associate Professor

Dr. Sutter worked for many years in hospital and community mental health before finding her true passion within higher education. For almost 20 years, Dr. Sutter has worked as both administrator and faculty at several universities. Her primary goal for her students is to become comfortable with and excited about research.

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY
UNDERGRADUATE PSYCHOLOGY PROGRAM

Mukul Bhalla, PhD

University of Virginia

Program Chair, Undergraduate Psychology

Dr. Bhalla has 13 years of experience in teaching and research with emphasis on cognitive psychology, human development, and gender issues. She has conducted research in the areas of spatial perception, acculturation, and gender. Dr. Bhalla was most recently on the faculty at Loyola University New Orleans and is assuming the role of program chair for the undergraduate Psychology program at Argosy University, Washington DC.

Jennifer Veech, MFA

University of Iowa

Assistant Professor

Ms. Veech's major interests include contemporary verse and fiction. Prior to joining the faculty, she worked as a professional writer and editor for Civilization magazine, Smithsonian Institution, and Time-Life Books.

APPENDIX II

CAMPUS DIRECTORY

FACULTY AND STAFF	NUMBER	TITLE/DEPARTMENT
Alvarado, Patrice	703-526-5826	Associate Professor, Clinical Psychology
Anderson, Michael	703-526-5874	Assistant Professor, Clinical Psychology
Arbuckle, Cristi	703-526-5801	Training Coordinator, Clinical Psychology
August, Alison	703-526-5837	Associate Professor, Clinical Psychology
Aziz, Nahid	703-526-5844	Associate Professor, Clinical Psychology
Barrett, Robert	703-526-5854	Program Chair, Clinical Psychology
Benica, Sherry	703-526-5835	Associate Professor, Clinical Psychology
Berger, Wendy	703-526-5815	Program Chair, Forensic Psychology Program
Berry, Sharon	703-526-5840	Receptionist/Administrative Assistant
Bhalla, Mukul	703-526-5838	Program Chair, Undergraduate Programs
Boyd Christmas	703-526-5824	IT Helpdesk Technician
Brown, William	703-526-5800	Campus President
Cabatic, Ed	703-526-5831	Business Manager
Carney, Jennifer	703-526-5847	Assistant Professor, Counselor Education Programs
Cooter, Richard	703-526-5885	Assistant Professor, Forensic Psychology
Diener, Marc	703-526-5891	Assistant Professor, Clinical Psychology
Dycus, Brian	703-526-5851	Director, Admissions
Fama, Linda	703-526-5812	Assistant Professor, Clinical Psychology
Garbe, Alanna	703-526-5880	Assistant Director of Admissions
Gaskins, Shayla	703-526-5816	Assistant Director of Admissions
Gill, Carman	703-526-5875	Program Chair, Counselor Education
Habib, Safia	703-526-5855	Assistant Director of Admissions
Hass, Giselle	703-526-5809	Associate Professor, Clinical Psychology
Haynes, Chayla	703-526-5808	Director, Student Affairs & Career Services
Heflin, Anne	703-526-5805	Associate Professor, Clinical Psychology
Horton, Julie	703-526-5883	Associate Professor, Education
Ionin, Raisa	703-526-5819	Assistant Director of Library Services
Jefferson, Joanne	703-526-5817	Associate Professor, Counselor Education
Johnson, Kamau	703-526-5806	Associate Professor, Clinical Psychology
Kahler, Jennifer	703-526-5843	Associate Director of Clinical Training
Kaijuka, Melissa	703-526-5834	Office Manager
Kecmanovic, Jelena	703-526-5887	Associate Professor, Clinical Psychology
Kennedy, Muriel	703-526-5841	Associate Director of Clinical Training
Kitching, Kimberly	703-526-5881	Assistant Director of Admissions
Klinefelter, Grace	703-526-5879	Program Chair, Business & Organizational Leadership
Kohlman, Shawn	703-526-5867	Admissions Coordinator
Lally, Stephen	703-526-5813	Professor, Clinical Psychology
Lilenfeld, Lisa	703-526-5878	Associate Professor, Clinical Psychology
Madden-Connor, Rachael	703-526-5827	Clinical Program Coordinator
McKee, Allison	703-526-5861	Senior Human Resources Coordinator
Mulvaney, Meredith	703-526-5833	Admissions Coordinator

FACULTY AND STAFF	NUMBER	TITLE/DEPARTMENT
Murphy, Kadianne	703-526-5856	Assistant Director of Admissions
Nathan, Al	703-526-5836	Assistant Professor, Clinical Psychology
Nespor, Vana	703-526-5860	Program Chair, Education
Norbury, Gayle	703-247-3778	Director Mid-Atlantic Internship Consortium
O'Shea, Colleen	703-526-5859	Academic Affairs Coordinator
O'Sullivan, Denice	703-526-5807	Associate Professor, Clinical Psychology
Riso, Lawrence	703-526-5852	Associate Professor, Clinical Psychology
Robinson, Sean	703-526-5872	Assistant Professor, Education
Rotella, Laura	703-526-5814	New Student Coordinator
Ruf, Walter	703-526-5802	Director, Library Services
Sacks, David	703-526-5877	Director, Clinical Training
Sanders, Allison	703-526-5862	Assistant Registrar
Sexton, James	703-526-5884	Assistant Professor, Clinical Psychology
Shearin, Ed	703-526-5811	Associate Professor, Clinical Psychology
Sherman, Adrianna	703-526-5830	Director, Student Services
Smith-Gay, Sybil	703-526-5882	Assistant Professor, Forensic Psychology
Soberano, Raphael	703-526-5820	Assistant Director of Admissions
Stanley, Randolph	703-526-5869	Director, Student Financial Services
Stricker, George	703-247-2199	Professor, Clinical Psychology
Sugierski, Lauren	703-526-5858	Assistant Director of Admissions
Sutter, Judith	703-526-5829	Associate Professor, Counseling
Veech, Jennifer	703-526-5828	Director, Writing Resources
Watley, Erin	703-526-5832	Student Services Coordinator
Weise, Karen	703-526-5818	Assistant Professor, Clinical Psychology
Womack, Ann	703-526-5803	Associate Professor, Clinical Psychology
Worthen, Cynthia	703-526-5810	Vice President of Academic Affairs



APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

In general*, no classes will be held at Argosy University, Washington DC on the observed holidays as established each year by Argosy University. Should a holiday fall on or be observed on a weekday, Monday through Thursday, no classes will be held on that day. Should a holiday fall on or be observed on a Friday, no classes will be held that day and no alternating weekend format or in residence portions of blended courses will be held on that weekend.

Should a holiday fall on a Saturday, no alternating weekend format or in residence portions of blended courses will be held on that weekend. Should a holiday fall on a Sunday, no in residence portions of blended courses will be held on that weekend, but alternating weekend format classes (which meet only on Friday and Saturday) may be held.

*During a semester when two class meetings are prevented by observed holidays, the syllabus will make arrangements for a class to be held on one of the observed holidays or alternate arrangements may be made by the instructor.

ACADEMIC CALENDAR

*Dates are subject to change.

Fall 2008: September 2-December 13, 2008 Fall 2009: September 8-December 19, 2009

Session I: 9/2-10/22

Session I: 9/8-10/28

Session II: 10/23-12/13

Session II: 10/29-12/19

4-week break

3-week break

Spring 2009: January 10-April 23, 2009

Spring 2010: January 11-April 24, 2010

Session I: 1/10-3/2

Session I: 1/11-3/3

Session II: 3/3-4/23

Session II: 3/4-4/24

2-week break

2-week break

Summer 2009: May 9-August 20, 2009

Summer 2010: May 10-August 21, 2010

Session I: 5/9-6/29

Session I: 5/10-6/30

Session II: 6/30-8/20

Session II: 7/1-8/21

2-week break

2-week break

ARGOSY UNIVERSITY, WASHINGTON DC HOLIDAY SCHEDULE

Administrative Offices Closed - Classes may be held

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