

ARGOSY UNIVERSITY | HAWAII



Student Handbook 2005–2006



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WELCOME FROM THE PRESIDENT

On behalf of the faculty and staff, congratulations on the many accomplishments which qualified you to attend Argosy University. We welcome you to the Hawai'i campus, and I am delighted that you have chosen to continue your education with us.

I am proud to be a part of this University and am committed to serve your educational needs as you have entrusted us to help your dreams come true. You are the heart of the campus and we are dedicated to ensuring quality curriculum, hiring enthusiastic knowledgeable faculty/staff, and providing a supportive environment.

Since its inception, Argosy University/Hawai'i has been committed to providing the people of Hawai'i with a practical, applied education that meets their often unique needs. Reflecting the state's diversity in its student body, we are focused on social issues, social justice, and human difference and have made these themes the focus of our programs. Our commitment remains stronger than ever in successfully preparing professionals to work with diverse, marginalized, and underserved populations across Hawai'i and the world.

To ensure the continuing success of our campus and its impressive record of training professionals, the administration and faculty have developed a number of procedures designed to support you during your time at the University. These protocols are collected in the *Student Handbook*.

The *Student Handbook* presents policies and procedures at Argosy University/Hawai'i, and provides you with answers to questions that will be critical to the successful completion of your studies. Please use it as a constant guide to direct your progress in our programs and enhance your educational experience.

Again, welcome and remember to have fun, remain open to change, learn, grow, and transform your life!

Sincerely,

Cecelia T. Burrill, Ed.D.

Campus President

Argosy University/Hawai'i

INTRODUCTION

ABOUT THIS HANDBOOK

The Argosy University/Hawai'i Student Handbook is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The Argosy University/Hawai'i Student Handbook incorporates by reference the Argosy University 2005-2006 Academic Catalog and Campus Specific Addenda. Regulations and procedures found in these documents are considered to be a part of this Handbook. Make sure to reference your Academic Catalog and the Campus Addenda.

JURISDICTION (SUBJECT TO CHANGE)

Argosy University/Hawai'i reserves the right 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/Hawai'i will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration

FACILITIES: ARGOSY UNIVERSITY/HAWAI'I

Honolulu – Main Campus

Location: Bishop Square is an office complex with 24-hour security, and secure parking.

Argosy University/Hawai'i
400 ASB Tower
1001 Bishop Street
Honolulu, Hawai'i, 96813.

Building Hours:	Monday – Friday	6:30 a.m. - 7:00 p.m.
	Saturday	6:30 a.m. - 2:00 p.m.
	Sunday	Closed

The main doors on the first floor of the American Savings Bank Tower remain open Monday through Saturday, during the hours listed above. During all other times and holidays, students can gain access through the building parking garage with their student security card-key. Students may gain access to the Student Lounge and campus before and after regular campus hours from 6 a.m. until 11 p.m. with the use of an active security access card. Matriculated students are given an access card free of charge. Replacement of a lost or stolen card will cost \$25.00.

Offices: Administrative and faculty offices include all core faculty, campus administrators, and administrative assistants.

Library: The library has book and journal collections, study areas, computers, IT links to Internet and campus resources, a copy machine, and storage for equipment.

Computer Lab: The computer lab has computers, IT links to Internet and campus resources, and a printer.

Student Lounge: The student lounge includes vending machines, telephone, tables and couches, microwave, refrigerator and bulletin boards.

Satellite Campuses

Maui Location:

The Write Center
270 Hookahi, Suite # 309
Wailuku, HI 96793

Hilo Location

Hilo Location
1266 Kamehameha Highway
Suite A-7
Hilo, HI 96720

Hours of Operation: M-F, 8:30am-5pm

Building is in operation only when class is in session. Students should contact the main office (toll free 888-323-2777) if assistance is needed.

EMERGENCY PROCEDURES/CLOSINGS

Medical Emergency:

Accidents and Illness: If anyone is injured or becomes seriously ill at the School, 911 should be called. When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 911.

Emergency Communication and Contact Numbers:

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

24-Hour Building Security: To summon the guard in the lobby, call the emergency number. (544-0177)

Reporting Health or Safety Hazards: Emergency situations that require immediate attention should be directed to 911 emergency services.

Emergency Evacuation: When the fire alarm sounds, or under direction from the building security, students, faculty and staff should calmly exit the building via emergency exit stairway. Elevators should not be used.

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

Weather Emergency: Notice of campus closures due to weather emergency are announced via local radio stations.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director of Student Services (808-536-5555, extension 203) or the School Administrative Assistant/Receptionist (808-536-5555) within 48 hours. The following information will be required: time and place of incident, how incident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or School, and names and addresses of witnesses.

CAMPUS AND STUDENT SERVICES INFORMATION

STUDENT ADVISEMENT

The Student Services Department works in partnership with the faculty, academic advisors and students to foster an intellectual, cultural, and social environment that maximizes student potential, addresses diversity issues, and enhances the educational efforts of the university.

Faculty Advisors: Clinical Psychology Doctoral & M.A. Program

Faculty advisors are assigned for consultation on student professional development, academic/training progress and other school/professional issues. In the first year of the clinical program, students are required to enroll in a Professionalization Group that meets every week for the academic years. The leader of this class serves as those students' academic advisor. Once a doctoral student obtains a chair for their Clinical Research Project, this faculty member becomes their advisor through graduation.

TO CHANGE YOUR ASSIGNED FACULTY ADVISOR:

Clinical psychology students may initiate a request for a change of advisor only after completing one full academic year. If a student wishes to change advisors, he or she should discuss this with the current advisor, and if permitted, the prospective advisor. If all parties agree to the change, the student must then obtain, complete, and return a Change of Status form to the Student Services Department with signatures from the student, the original advisor, and the new advisor. Final approval for any change in advisors is granted by the Program Chair.

FACULTY ADVISORS:

The Program Chairs or Associate Program Chairs serve as the academic advisor for the following programs:

- Marriage and Family Therapy
- School Psychology
- Business Administration
- Education
- Undergraduate BA & BS degree completion programs

REGISTRATION AND ENROLLMENT

Open registration periods are announced by the Student Services department along with the release of a registration bulletin at three points in the year. During registration periods students may register online at <https://banner.argosyu.edu>. Course add/drop capabilities are available up until midnight on the eve of the semester start date.

Students intending to enroll for a given term must register during the published registration period and complete plans for payment of tuition and fees according to the tuition payment policy and published payment deadlines.

PRIORITY OF REGISTRATION (Graduate Clinical Psychology Students Only)

Some courses are limited in size and registration priorities have been set up to determine the order of processing. Care will be taken to ensure that the priority system is fair to all students and allows registration to proceed efficiently.

Argosy University/Hawai'i establishes a course registration priority system based upon the student's total number of earned credits. Students may only register on or after the time indicated on the priority schedule. Students who fail to register on the designated priority day forfeit their priority status.

REGISTRATION DEADLINES

Registration occurs on the 10th week of each fall and spring term and on the 6th week of each summer term. Late registration deadlines occur two weeks after the start of registration. Payment deadlines are defined below. Based on this schedule, the following dates are planned for the 05-06 registration periods:

FALL 05 REGISTRATION

Priority Week	June 13-17, 2005
Late Registration Deadline	June 27, 2005
Payment Deadline:	August 15, 2005
Fall 05 Start	September 6, 2005

SPRING 06 REGISTRATION

Priority Week	November 7-11, 2005
Late Registration Deadline	November 21, 2005
Payment Deadline:	December 15, 2005
Spring 06 Start	January 9, 2006

SUMMER 06 REGISTRATION

Priority Week	March 13-17, 2006
Late Registration Deadline	March 27, 2006
Payment Deadline:	April 15, 2006
Summer 06 Start	May 8, 2006

Payment deadlines define the last date that registered students not receiving financial can make a 25% payment towards tuition and fee costs. For midterm starts where there is not a defined registration period, the payment deadline is two weeks prior to the start of the session.

Students not receiving financial aid who have not made a payment by the payment deadline will be dropped from all advance registered courses. Students who are not registered at the start of each term or approved for an official leave of absence will be withdrawn from the University.

For continuing students, a late registration fee of \$50 will be charged to students submitting initial registration after the published late registration deadline. Students will be allowed to add/drop after this date without penalty through the end of the add/drop period.

LATE REGISTRATION

Late registration will be allowed with the permission of the Director of Student Services, provided that the courses have not been closed to additional enrollment. A late fee is assessed to any student who registers after the registration deadline. Students may not add a course after the drop/add deadline established.

ADD/DROP REGISTRATION

Students already registered may add a class during the registration period via Student Link web registration up to a day before the start of the semester. Students will not be able to add a given class to their schedule if the course is closed or have met twice, and students should not approach a faculty member for permission to join a closed class. The School does not accept schedule changes by telephone.

The Student Services Department 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. Students who want to drop a class after the start of the semester may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings.

All requests received on or after the first day of the term will be charged a drop fee. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Students dropping a class must provide official notification to the Student Services Department by completing an ADD/DROP Form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the academic catalog.

PLEASE NOTE: For weekend courses, the official start date may precede the on campus component. Tuition credits will be applied to the student's account according to the refund schedule below:

For 15 week courses, if a student officially drops:	Refund percentage
By noon of the second Friday after the session start date	100%
After noon of the second Friday of session start date	0%
For 7 1/2 week courses, if a student officially drops:	Refund percentage
Within the first 7 days of the session start	100%
After the 7th day of the session start date	0%

In order to receive a refund of 100%, students must officially drop a course through Student Services by the following dates. Please note that the deadline for 15-week courses is noon on the date listed.

Fall 2005	Spring 2006	Summer 2006
September 16, 2005 for Session I - 15 week courses	January 20, 2006 for Session I - 15 week courses	May 19, 2006 for Session I - 15 week courses
September 13, 2005 for Session I - 7½ week courses	January 16, 2006 for Session I - 7½ week courses	May 15, 2006 for Session I - 7½ week courses
November 3, 2005 for Session II - 7½ week courses	March 9, 2006 for Session II - 7½ week courses	July 6, 2006 for Session II - 7½ week courses
November 4, 2005 for Session II - 15 week courses	March 10, 2006 for Session II - 15 week courses	July 7, 2006 for Session II - 15 week courses

Grades

Students officially dropping a course before the end of the add/drop period 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 record. Students who officially drop after the end of the add/drop period and before 67 percent of instructional time will receive a "W" on their transcripts. Students who complete more than 67 percent of instructional time may not withdraw from a course. Deadlines for dropping with a "W" grade are below.

Fall 2005 'W' Grade Deadlines	Spring 2006 'W' Grade Deadlines	Summer 2006 'W' Grade Deadlines
November 14, 2005 for Session I - 15 week courses	March 20, 2006 for Session I - 15 week courses	July 17, 2006 for Session I - 15 week courses
October 10, 2005 for Session I - 7½ week courses	February 13, 2006 for Session I - 7½ week courses	June 12, 2006 for Session I - 7½ week courses
December 1, 2005 for Session II - 7½ week courses	April 6, 2006 for Session II - 7½ week courses	August 3, 2006 for Session II - 7½ week courses
January 5, 2006 for Session II - 15 week courses	May 11, 2006 for Session II - 15 week courses	September 7, 2006 for Session II - 15 week courses

COURSE AVAILABILITY/CANCELLATION

While the school makes every effort to provide sufficient course sections for students, Argosy University/ Hawai'i 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 available course.

AUTOMATIC REGISTRATION

Automatic registration is available to students who must be continually enrolled in a course that does not require them to be on campus. Automatic registration may only be used with the signed permission of the student. It may not be used for any course that takes place on campus or online.

Students will be automatically registered once an automatic registration form is submitted to the Student Services Department.

TRANSCRIPT REQUESTS

Requests for transcripts are made to the Student Services Department. Argosy University/ Hawai'i provides a transcript request form. The Family Educational Rights and Privacy Act of 1974 requires written consent of the student or former student permitting the school to disclose his or her educational records. Accordingly, all transcript requests must be submitted in writing and to be signed by the former or current student. Faxed requests should include the student's name, ID number, date of birth, address to be sent, and signature. Telephone and e-mail requests for transcripts will not be accepted. Transcripts will be released only upon completion of all financial obligations to the school. Students should allow ten days for processing.

INFORMATION REQUESTS

Enrollment Verification Requests

Students may obtain a letter from the Student Services Department verifying their enrollment as documentation for insurance, loan deferments, or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent.

Change of Information

Students should maintain current information with the school at all times. Changes in address, phone number, and E-mail information can be submitted to the Student Services Department in writing or on Argosy University/Hawai'i Change of Information forms provided around campus. Students may view their current contact information online via Student Link.

Letters of Recommendation

Students may obtain a letter of recommendation from a faculty member or department chair. Students may obtain a request form through the Student Services Department. Request forms should be submitted to the respective faculty member of department chair.

COMMENCEMENT SERVICES

The Argosy University/Hawai'i commencement ceremony occurs in the month of May each year. Students must meet graduation requirements, complete a Petition to Graduate form, and pay the graduation fee by the published deadlines in order to participate in the commencement ceremony.

LIBRARY

OVERVIEW

The Argosy University/Hawai'i library houses a special collection directly related to academic programming. Subject areas include psychology and the behavioral sciences, education, and business, with a special emphasis on resources that are relevant to diversity issues. The collection is comprised of a variety of media including books, journals, videos, psychological assessment instruments, CRPs and Masters Theses, and A/V equipment. Electronic services are also made available to the school community.

The library is open seven days a week:

Monday-Thursday	9:00am-9:00pm
Friday	9:00am-6:30pm
Saturday & Sunday	12:00am-6:00pm

ELECTRONIC SERVICES

The library web site <http://www.geocities.com/argosy/honolulu> provides a gateway to electronic services for the Argosy University/Hawai'i community. Students can access the Argosy University library catalog, a variety of databases, an information literacy tutorial, as well as other helpful links.

The library currently subscribes to databases that include full-text journal access via the following portals: EBSCOmed and LIRN (Library and Information Resources Net).

EBSCOmed databases include: PsycINFO, Psychology and the Behavioral Sciences, PsycARTICLES, Academic Search Premier, and Business Source Premier.

LIRN (Library and Information Resources Net) includes PROQUEST databases: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Proquest Psychology Journals, Proquest Research Library that includes a variety of multidisciplinary modules; INFOTRAC Databases: Business and Company Resource Center, Computer Database, Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resource Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resource Center, and Student Resource Center; as well as Electric Library.

In addition to these databases, the Argosy University Library system provides access to 25,000 electronic books in a variety of subjects via Jones e-global. Students can access these books through the Argosy University Library catalog or via the Jones e-global web site.

Local online resources include the University of Hawai'i Library Catalog, the Hawai'i Medical Library Catalog, and the Hawai'i State Public Library Catalog. Free databases include ERIC, a database supported by the National Library of Education, and PubMed (MedLine access), a database supported by the National Library of Medicine.

Training on all electronic resources is made available individually by appointment or during scheduled seminars.

GENERAL LIBRARY SERVICES

Circulation Policy:

Books and videos are available for check-out, except for reference and reserve materials. Journals, reference, and reserve materials are available for library use only. The loan period for books is four weeks; for videos, testing materials, and A/V equipment, three days. Renewals are welcomed.

Argosy University InterCampus Loan:

The library provides a free interlibrary loan service with all Argosy University campuses.

OCLC Interlibrary Loan:

The library provides a subsidized interlibrary loan service with over 1800 academic libraries nationwide that are a part of a consortium made up of more than 200,000 libraries worldwide. Students may borrow books, request journal articles, and video titles.

University of Hawai'i Community Card

The library will reimburse any enrolled student who purchases a community card with the University of Hawai'i Library system. The University of Hawai'i houses the largest academic library in the Pacific region, containing over 2 million volumes.

BOOKSTORE AND MATERIALS

Textbooks and Supplementary Reading Materials

Textbooks are available from the Argosy University Virtual Bookstore, MBS Direct. Conveniently located online, students can access reading lists for individual courses every semester. Students have the option of ordering online, contacting the bookstore at their 800 number, or placing an order via fax. Brochures are available from the Student Services Department.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT GRIEVANCE PROCEDURES

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Argosy University/Hawai'i does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: P. Maria Caddell, Director of Student Services, 400 ASB Tower, 1001 Bishop Street, Honolulu, HI 96813, Telephone: (808) 536-5555, E-mail: mcaddell@argosyu.edu.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether Argosy University's non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with P. Maria Caddell, Director of Student Services, 400 ASB Tower, 1001 Bishop Street, Honolulu, HI 96813, Telephone: (808) 536-5555, E-mail: mcaddell@argosyu.edu or for academic matters with Dr. Cecelia Burrill, Campus President, 400 ASB Tower, 1001 Bishop Street, Honolulu, HI 96813, Telephone: (808) 536-5555, E-mail: cburrill@argosyu.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Director of Student Services or the Campus President.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Director of Student Services or the Campus President.
3. The Director of Student Services or the Campus President will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Director of Student Services or the Campus President will determine whether a violation of the Argosy University/Hawai'i's non-discrimination policy has occurred. The Director of Student Services or the Campus President will issue a written determination as promptly as practicable. If the Director of Student Services or the Campus President determines that the policy has been violated, the Director of Student Services or the Campus President will also recommend corrective action.
5. The decision of the Director of Student Services or Program Chairs may be appealed by petitioning the President's Office at Argosy University/Hawai'i. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Director of Student Services or Program Chair. The President, or her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

- Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

NO HARRASSMENT POLICY

Argosy University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- Submission to or rejection of such conduct is used as a basis for an academic decision; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. Argosy University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination. Promptly after learning of such alleged conduct, Argosy University will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, Argosy University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

GENERAL INFORMATION

SOLICITATION ON CAMPUS

Solicitation is prohibited on Argosy University/Hawai'i Campus. The following specific activities are expressly prohibited:

- Conducting a private enterprise whether legal or illegal
- Promotion and/or advertisement of a private enterprise or event.

SMOKING POLICY

Argosy University/Hawai'i provides a non-smoking work and study environment. Smoking is not permitted anywhere on the campus.

DRUG FREE WORKPLACE AND CAMPUS

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

Argosy University/ Hawaii Sanctions

Argosy University/ Hawaii, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University/ Hawaii will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of Argosy University/ Hawaii 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

DANGEROUS DRUG: Schedule I and Schedule II (includes cocaine, heroin, morphine, hallucinogens, etc.)		
1ST DEGREE : CLASS A FELONY 20 yrs and \$50, 000	2ND DEGREE : CLASS B FELONY 10 yrs and \$25,000	3RD DEGREE : CLASS C FELONY 5yrs and \$10,000
<p>Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of: (i) One ounce or more, containing methamphetamine, heroin, morphine, or cocaine or any of their respective salts, isomers, and salts of isomers; or (ii) One and one-half ounce or more, containing one or more of any of the other dangerous drugs; or</p> <p>Distributes: (i) Twenty-five or more capsules, tablets, ampules, dosage units, or syrettes containing one or more dangerous drugs; or (ii) One or more preparations, compounds, mixtures, or substances of an aggregate weight of: (A) One-eighth ounce or more, containing methamphetamine, heroin, morphine, or cocaine or any of their respective salts, isomers, and salts of isomers; or B) Three-eighths ounce or more, containing any other dangerous drug;</p>	<p>Possesses twenty-five or more capsules, tablets, ampules, dosage units, or syrettes, containing one or more dangerous drugs; or</p> <p>Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of: (i) One-eighth ounce or more, containing methamphetamine, heroin, morphine, or cocaine or any of their respective salts, isomers, and salts of isomers; or (ii) One-fourth ounce or more, containing any dangerous drug; or</p>	<p>A person commits the offense of promoting a dangerous drug in the third degree if the person knowingly possesses any dangerous drug in any amount.</p> <p>Possession or distribution of methamphetamine, the person convicted shall be sentenced to an indeterminate term of imprisonment of five years with a mandatory minimum term of imprisonment, the length of which shall be not less than thirty days and not greater than two-and-a-half years, at the discretion of the sentencing court. The person convicted shall not be eligible for parole during the mandatory period of imprisonment.</p>
OFFENSE	<p>Distributes any dangerous drug in any amount to a minor; or</p> <p>Manufactures a dangerous drug in any amount; provided that this subsection shall not apply to any person registered under section 329-32.</p>	<p>Distributes any dangerous drug in any amount.</p> <p>Possession or distribution of methamphetamine, or any of its salts, isomers, and salts of isomers, the person convicted shall be sentenced to an indeterminate term of imprisonment of ten years with a mandatory minimum term of imprisonment, the length of which shall be not less than six months and not greater than five years, at the discretion of the sentencing court. The person convicted shall not be eligible for parole during the mandatory period of imprisonment.</p>
<p>Possession or distribution of methamphetamine, or any of its salts, isomers, and salts of isomers, the person convicted shall be sentenced to an indeterminate term of imprisonment of twenty years with a mandatory minimum term of imprisonment, the length of which shall be not less than one year and not greater than ten years, at the discretion of the sentencing court. The person convicted shall not be eligible for parole during the mandatory period of imprisonment.</p>		

DETRIMENTAL DRUG: Schedule V (includes marijuana)			
	1ST DEGREE: CLASS C FELONY	2ND DEGREE: MISDEMEANOR	3RD DEGREE: PETTY MISDEMEANOR
SENTENCE & FINE	5yrs and \$10,000	1 yr and \$2,000	up to 30 days and up to \$1000
	Possesses four hundred or more capsules or tablets containing one or more of the Schedule V substances; or	Possesses fifty or more capsules or tablets containing one or more of the Schedule V substances; or	A person commits the offense of promoting a detrimental drug in the third degree if the person knowingly possesses any marijuana or any Schedule V substance in any amount.
	Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of one ounce or more, containing one or more of the Schedule V substances; or	Possesses one or more preparations, compounds, mixtures, or substances, of an aggregate weight of one-eighth ounce or more, containing one or more of the Schedule V substances; or	
	Distributes fifty or more capsules or tablets containing one or more of the Schedule V substances; or	Possesses one or more preparations, compounds, mixtures, or substances, of an aggregate weight of one ounce or more, containing any marijuana; or	
OFFENSE	Distributes one or more preparations, compounds, mixtures, or substances of an aggregate weight of one-eighth ounce or more, containing one or more of the Schedule V substances; or	Distributes any marijuana or any Schedule V substance in any amount.	
	Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of one pound or more, containing any marijuana; or		
	Distributes one or more preparations, compounds, mixtures, or substances of an aggregate weight of one ounce or more, containing any marijuana; or		
	Possesses, cultivates, or has under the person's control twenty-five or more marijuana plants; or		
	Sells or barfers any marijuana or any Schedule V substance in any amount.		

Mandatory sentences and fines increase in proportion to quantity.

Driving under the influence of alcohol carries the following penalties:

First Conviction: Forty-hour minimum alcohol abuse rehabilitation program. Suspension of license for ninety days. Fine of not less than \$150 but not more than \$1,000 and/or not less than forty-eight hours of imprisonment and not more than five days of imprisonment and/or seventy-two hours of community service.

Second Conviction: Suspension of license for a period of one year. Not less than one hundred hours of community service work or not less than forty-eight hours but not more than fourteen days of imprisonment of which at least forty-eight hours shall be served consecutively. A fine of not less than \$500 but not more than \$1,500.

Third Conviction: Revocation of license for a period not less than one year but not more than five years. Not less than ten days but not more than thirty days imprisonment of which at least forty eight hours shall be served consecutively. A fine of not less than \$500 but not more than \$2,500.

Driving under the influence of drugs carries the following penalties:

First Conviction: Forty hour minimum drug abuse rehabilitation program. Suspension of license for ninety days. Fine of not less than \$150 but not more than \$1,000 and/or not less than forty-eight hours of imprisonment and/or seventy-two hours of community service.

Second Conviction: Suspension of license for a period of one year. Not less than eighty hours of community service work or not less than forty-eight hours of imprisonment. Fine of not less than \$500 but not more than \$1,000.

Third Conviction: Revocation of license for a period not less than one year but not more than five years. Not less than ten days but not more than one hundred eighty days imprisonment. A fine of not less than \$500 but not more than \$1,000.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Hawai'i law. Criminal penalty for purchasing or furnishing alcohol for a minor is up to 1 year in prison and a fine up to \$2000. Criminal penalty for purchase or possession of alcohol by a minor is up to 30 days in prison and a fine up to \$1000. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Hawai'i law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE INCLUDE THE FOLLOWING:

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

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

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

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

CONVICTIONS FOR DRUG-RELATED OFFENSES

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

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

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

COUNSELING

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

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 College Counselor can refer you to one that meets your needs.

AREA RESOURCES

There are also organizations that may be contacted for help.

OAHU:

Hina Mauka Recovery Center

45-845 Po'okela Street
Kaneohe, Hawaii 96744
236-2600

Queen's Medical Center

1031 Punchbowl Street
Honolulu, HI 96813
547-4352

Drug Addiction Services of Hawaii, Inc. (DASH)

1130 North Nimitz Hwy., Suite C-302
Honolulu, HI 96817
538-0704

BIG ISLAND:

Big Island Substance Abuse Council

1420 Kilauea Avenue
Hilo, Hawaii 96720
935-4927

Ohana Counseling Services, Inc.

1028 Kinoole Street, Suite 103
Hilo, HI 96720
935-3764

ABC Institute, Addictions and Behavioral Counseling, and Prevention

75-5744 Alii Drive, Ste. 254
Kailua-Kona, HI 96740
334-0222

MAUI:

Aloha House

4593 Ike Drive
Makao, HI 96768
579-9584

Castle Counseling Services

270 Hookahi St., #301
Wailuku, HI 96793
242-9733

Alcoholics Anonymous

244-9673

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.

A list of emergency and sliding-fee scale resources is available from the Student Services Department.

STUDENT HEALTH INSURANCE

Student health insurance information is available in the Student Services Department. All Argosy students who are enrolled at least half-time in a degree seeking program are eligible to enroll in the medical insurance plan offered through TIG Premier Insurance Company.

STUDENT ACTIVITIES

Student Government

The Student Government Association at Argosy University/Hawai'i is comprised of elected officers and representatives from each program. The primary purpose of the campus Student Government Association is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. The student government is also responsible for organizing social gatherings and events that promote the school's mission statement. The Student Government Association also assists with orientation, graduation and selecting student representation for university committees.

Special Interest Clubs

Special interest clubs at Argosy University/Hawai'i are governed by the Student Government Association and are representative of student interests across programs. Club meetings are posted around campus and announced in campus newsletters.

Argosy University/Hawai'i Campus Newsletter, the "Mo'olelo"

Argosy University/Hawai'i publishes a campus newsletter to promote campus events, student activities, student achievements, and enhance communication. These publications also enable students to practice their journalistic and leadership skills. Students interested in submitting an article for the newsletter should contact the Director of Library Services.

CAMPUS SECURITY REPORT AND CRIME STATISTICS

INTRODUCTION

Argosy University/Hawai'i is providing the following information to all of its employees and students as part of the Argosy University/Hawai'i'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 Argosy University/Hawai'i Campus President, 400 ASB Tower, 1001 Bishop St., Honolulu, HI 96813.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Argosy University/Hawai'i 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 in their mailboxes. The report is distributed to all students through the campus handbook and Fall semester registration bulletins.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Argosy University/Hawai'i Director of Student Services. Reports are kept in a secure location in a locked file in the Director of Student Services' office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University/ Honolulu 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/ Honolulu facilities to the Director of Student Services either in person or by calling (808) 536-5555 / (888) 323-2777 from the Neighbor Islands Students and employees may also contact the Honolulu Police Department by dialing 911 or Bishop Square Security (808) 544-0177 (for Honolulu campus only)

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

In the event of fire or medical emergencies, staff and employees should contact the Honolulu Police by dialing 911 and then notifying the Director of Student Services.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of Argosy University/Hawai'i that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University/ Honolulu policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to present a valid picture ID if requested by any campus official or Bishop Square Security.

ACCESS TO ACADEMIC BUILDINGS

Argosy University/Hawai'i is located in an office building complex. Access to the building is not restricted during normal business hours; doors are locked during other hours. Access to the school is restricted to students, prospective students, employees and those conducting business with Argosy University/Hawai'i. The Honolulu building is continuously patrolled during normal building hours. Visitors to the campus are subject to school policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors. Visitors are subject to school policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors.

CAMPUS LAW ENFORCEMENTS

Argosy University/Hawai'i is located in Honolulu, Hawai'i with extension sites in, Hilo, Hawai'i and Kahului, Maui. The Honolulu campus and its extension sites do not employ campus security. Law enforcement is provided by the Honolulu Police Department (HPD). Campus staff with security responsibilities are on the Honolulu campus during regular business hours. They do not have the authority to arrest, but do have the authority to evict unauthorized persons from the campus. The Bishop Square Building security does not have the authority to arrest, but may also evict unauthorized persons from the campus.

Students and employees are strongly urged to report promptly and accurately crimes to the Campus President or the Director of Student Services and the Honolulu Police Department. The Honolulu Police Department will be informed of criminal actions that are reported to the Campus President or the Director of Student Services.

The Director of Student Services will be responsible for contacting the Honolulu Police Department annually to determine if any criminal offenses have occurred on campus without having been reported to the Campus President or the Office of Student Services. Information obtained regarding criminal offenses on campus will be including in the crime statistic summary. Students and employees are also notified of criminal offenses on campus via the incident report summary. They are also notified of any criminal offenses that pose a continuous threat to the community. If necessary, a special notification will be distributed to students and employees.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Argosy University/Hawai'i maintains a close working relationship with the Honolulu Police Department with periodic contact initiated by the Student Services Department to ensure that Argosy University/Hawai'i 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 to the campus community by email and notices placed in faculty and staff mailboxes.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Argosy University/Hawai'i employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place at multiple points during the year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students and employees are also given a list of names of First Aiders and their phone numbers. This list is also posted on each floor of the Honolulu campus building at 400 ASB Tower, 1001 Bishop Street. Argosy University/Hawai'i 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 Director of Student Services in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Director of Student Services discusses crime prevention with students during mandatory orientation. Argosy University/Hawai'i may also provide in-service programs designed to heighten awareness of crime and its prevention. These in-service programs may be conducted by local law enforcement officials once 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/Hawai'i, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

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

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/Hawai'i Students and Employees annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Argosy University/Hawai'i 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, dismissal 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 may be coordinated by the Director of Student Services once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge and in the Student Services Department. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, the Director of Student Services, the Academic Department Head, the Executive Committee or other administrative 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 (808) 524-7273. It is open 24 hours a day and their counselors can help answer medical questions and provide emotional support 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, the AU/Honolulu Director of Student Services will assist in identifying off-campus counseling or mental health services. If the Director of Student Services is not available, the Manager of Operations and Administration should be contacted. Campus personnel receiving a report of a sex offense will file an incident report on behalf of the witness or victim. Upon request, campus personnel receiving a report of a sex offense will assist the victim in notifying the Honolulu Police Department.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University/Hawai'i personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the transfer of classes. A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the Director of Student Services. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course adds will be accommodated. Requests for a leave of absence will also be accommodated. As Argosy University/Hawai'i does not offer housing, it cannot change a student's living situation.

Other rape crisis centers or off-campus counseling and mental health agencies available to assist a victim of sexual offenses include:

OAHU

Sex Abuse Treatment Center

Phone: 535-7600

Emergency Crisis Hotline (24-hour): 524-7273

55 Merchant Street, 22nd Floor

Honolulu, HI 96813

Specialized medical examination available 24 hours a day. (Must be done within 72 hours of the assault.) Legal evidence collection. (Must be done within 72 hours of the assault.) No fee

BIG ISLAND

Sexual Assault Services (24-hour)

Hilo – Phone: 935-0677 or 935-7141

Kona – Phone: 334-0308

MAUI

Sex Abuse Hotline (24-hour)

Phone: 242-4357

The Student Services Department will assist a victim of a sex offense in locating resources within the community for counseling.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Argosy University published Student Conduct Policy. Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only. For this purpose, the outcome of a disciplinary proceeding means only the Argosy University/Hawai'i 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 and referral to law enforcement agencies for prosecution.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

In accordance with Chapter 846E, Hawai'i Revised Statutes information regarding sex offenders can be found on the Hawai'i Criminal Justice Data Center website at <http://pahoehoe.ehawaii.gov/sexoff/index.html>. The site provides the following information about sex offenders to the public: name, prior names, aliases, photograph, residence address, personal vehicle(s) driven, street name of employment, college/university affiliation, and crime for which convicted.

Hilo Police Department

348 Kapiolani Street

Hilo, Hawai'i 96720

(808) 961-2244

Honolulu Police Department

801 South Beretania Street

Honolulu, HI 96813

www.honolulu.org

(808)589-3121

Maui Police Department

55 Mahalani Street

Wailuku, Hawai'i 96793

(808) 244-6380

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/Hawai'i 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 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 Argosy University concerning the occurrence on Argosy University/Hawai'i's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on Argosy University/Hawai'i's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Argosy University/Hawai'i

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

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

ARGOSY UNIVERSITY/HAWAI'I PROGRAM CHAIRS AND FACULTY

PROGRAM CHAIRS

Addie Jackson, M.A., LMFT, *Azusa Pacific University*, has been with the school and directing the Counseling Program since it began in 1997. She is Chair of the Marriage and Family Therapy Program. Before coming to the school, she coordinated the outpatient behavioral medicine services for a major local medical center, directed an employee assistance program, was the clinical director of a residential substance abuse treatment program in California, was in private practice and worked in a Community Mental Health clinic. Her areas of clinical specialty include families with addiction disorders, adoption and reunification issues and diversity in the workplace. Before pursuing a career in the mental health field, she was the advertising manager for a national manufacturing company and managed the business functions for the Department of nursing at a major medical center, an accountancy corporation and a law firm. She is currently pursuing her degree in Educational Leadership.

Richard Kappenberg, Ph.D., *University of Hawai'i*, is Chair of the Clinical Psychology Program. Dr. Kappenberg received his bachelor's and Master's degrees from Fairfield University in Connecticut, and his Ph.D. in counseling psychology from the University of Hawai'i. He was a faculty member of the Human Development department of the University of Hawai'i for 7 years, where he became tenured and was the chairman of the department. Following this, he was the chief psychologist at Rehabilitation Hospital of the Pacific. Dr. Kappenberg has been a forensic psychologist on the Courts and Corrections team for the State of Hawai'i and has testified extensively in criminal cases over the last 25 years. In the area of neuropsychology, Dr. Kappenberg was the Clinical Director of the Head injury program at Rehabilitation Hospital of the Pacific. He has also been an expert witness in the area of neuropsychology in Hawai'i, Louisiana, and Guam. Dr. Kappenberg is also a certified health service provider in marital and family therapy who has worked closely with the Family Court in Hawai'i as a court certified custody evaluator, parent counselor, and custody guardian ad litem. Dr. Kappenberg is board certified by the American Board of Forensic Examiners and by the American Board of Medical Psychotherapy.

Kris Lesperance, Ph.D., *Gonzaga University*, is Chair of the School of Education Program. Dr. Kris Lesperance has a Ph.D. in Leadership Studies. She has been an adjunct faculty at Gonzaga University and Whitworth College. Her academic interests are varied, and include organizational change and reform, specifically in the area of leadership. With fourteen years experience in K-12 public education, and several year's experience in higher education and working as a consultant with the Center for Organizational Reform, Kris is intrigued by the challenge involved in sustaining caregivers (educators) during change and reform, as well as fostering healthy change in institutions. She is dedicated to continuing research on the timely topic of creating sanctuary in times of rapid change, a concept that is valued but often not experienced enough! Kris and her husband also assist the Hawai'i community by volunteering in Search and Rescue, and are the Master Trainers for the Hawai'i State Civil Defense Urban Search & Rescue Task Force.

Cindy Stevenson Lee, MSW, LSW, *University of Pennsylvania*, Chair, Undergraduate and External Programs. Prior to joining AU/Honolulu, she worked in the school setting as a school social worker and school counselor since 1995. Her experience includes directing and coordinating school support services, providing individual & group treatments, classroom guidance, and teacher and family assistance in the school setting. She has also served as an adjunct faculty member of the University of Hawai'i, School of Social Work.

Jean Ramage, Ph.D., *University of California of Berkeley*, is the Chair of the School Psychology Program. Dr. Ramage has been the director of school psychology programs at the University of Oregon and San Diego State University. She is a past President of the National Association of School Psychologists. She was the founding Director of the Psychology in the Schools Program at the American Psychology Association. She served as the founding Executive Manager for Governmental and Professional Relations for the National Association of School Psychologists. Dr. Ramage has also been an administrator in higher education for over a dozen years. She previously coordinated the statewide School-Based Behavioral Health program for the Hawai'i Department of Education.

Christine Waters, M.A., LMFT, *University of San Francisco*, Assistant Chair of the Marriage and Family Therapy Program. Her professional experience includes a long career in elementary education, instructor and supervisor in graduate education, School Counseling, Marriage and Therapy Counseling, EAP Counseling, family court mediation, psychological assessment and consultation, private practice, provider of privately held community counseling organization. She has been involved in a state wide monitoring of the Felix program and many charitable and community service organization volunteer positions. She holds clinical membership and Approved Supervisor status with AAMFT.

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2005-2006 CAMPUS ACADEMIC CALENDAR

Argosy University/Hawai'i

Fall 2005

September 6, 2005	Fall Term Begins
September 6, 2005	Fall Session I Begins
October 26, 2005	Fall Session I Ends
October 27, 2005	Fall Session II Begins
November 24-25 2005	Thanksgiving Holiday, Offices Closed
December 17, 2005	Fall Session II Ends
December 17, 2005	Fall Term Ends
December 23-26, 2005	Christmas Holiday, Offices Closed
December 30, 2005	New Year's Eve, Offices Closed

Spring 2006

January 9, 2006	Spring Term Begins
January 9, 2006	Spring Session I Begins
March 1, 2006	Spring Session I Ends
March 2, 2006	Spring Session II Begins
April 14, 2006	Spring Holiday
April 17, 2006	Spring Holiday
April 22, 2006	Spring Session II Ends
April 22, 2006	Spring Term Ends

Summer 2006

May 8, 2006	Summer Term Begins
May 8, 2006	Summer Session I Begins
May 29, 2006	Memorial Day, Offices Closed
June 12, 2006	King Kamehameha Day
June 28, 2006	Summer Session I Ends
June 29, 2006	Summer Session II Begins
July 4, 2006	Independence Day, Offices Closed
August 19, 2006	Summer Session II Ends
August 19, 2006	Summer Term Ends



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