

ARGOSY UNIVERSITY | SEATTLE

Section One

Introduction

WELCOME TO ARGOSY UNIVERSITY/SEATTLE!

Learning is one of the highest achievements for a human being. It is exciting, challenging, and rewarding. Learning can lead to an appreciation and understanding of who we are as well as to a meaningful career. Argosy University/Seattle is a learning community where you can achieve your learning objectives and goals in a supportive and professional environment.

Our faculty are qualified individuals who have earned their graduate degrees from reputable universities throughout the United States. As active practitioners, they can enrich your learning experience and bring to life what you read in your textbooks.

Argosy University/Seattle offers an educational environment that meets the needs of busy individuals by scheduling classes that are convenient so you can earn a degree while at the same time fulfilling your other important responsibilities.

This handbook will assist you with your experience as a student at Argosy University/Seattle. It includes important information regarding our policies, procedures, programs, and university personnel.

Argosy University/Seattle is located in one of the most culturally and environmentally diverse locations in the country. With Seattle as a backdrop and an excellent curriculum, our outstanding faculty and supportive staff are committed to preparing you for a rewarding life ahead. I hope that you will discover that Argosy University/Seattle is a special place, a learning community dedicated to help you succeed.

Please accept my best wishes for your success,

Christopher D. Lu, PhD

President, Argosy University/Seattle

ABOUT THIS HANDBOOK

Your Argosy University/Seattle Student Handbook is a valuable resource as you progress through your academic program. The handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand. The Argosy University/Seattle Student Handbook incorporates by reference the

Argosy University 2005 – 2006 Academic Catalog and the *Academic Catalog Addenda*.

Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to refer to your catalog and the campus-specific addenda.

HISTORY

The Seattle campus began as Washington School of Professional Psychology (WSPP). Initially, WSPP was a freestanding, independent institution. Incorporated in 1995, WSPP began offering classes in its Doctor of Psychology (PsyD) program in Fall 1997. WSPP became a campus of the American Schools of Professional Psychology (ASPP) May 2000. In Fall 2001, WSPP officially changed its name to Argosy

University/Seattle. On December 21, 2001, Argosy Education Group, Inc., the corporate owner of Argosy University, was acquired by Education Management Corporation (EDMC).

CONDITIONS SUBJECT TO CHANGE

Argosy University/Seattle reserves the rights to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however Argosy University/Seattle will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

FACILITIES

Location

Argosy University/Seattle is located at 2601A Elliot Ave, Seattle, Washington 98121. Located in Belltown, the school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theatres, art museums and other tourist attractions. It is all easily accessible through the King County Public Transportation system. In addition, Seattle's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Offices

Administrative and faculty offices include all faculty, department chairs, campus administrators, administrative assistants, Student Services, and Admissions.

Classrooms

Three state of the art classrooms and one technology classroom are new and located on the first floor. Several shared classrooms with the Art Institute of Seattle are on other floors at both South and North campuses.

Library

The library has space for book and journal collections, and resource materials. In addition, study areas, computers for students, a copy machine, and equipment storage facilities for equipment are housed in the library. The Library is located on fifth floor of our building and maintains separate hours from the security and office hours for the main Argosy floor. The library hours are;

Monday-Thursday 7:15am - 10:00pm
Friday 7:15am - 9:00pm
Saturday 8:00am - 5:00pm
Sunday 9:00am - 3:00pm

Closed Holidays. Call for hours during semester breaks. The main library line is 206-239-2359.

Commons Area

The Commons area located on the ground floor of North Campus included vending machines, tables for eating and study. On the first floor, there is a dedicated quiet student

lounge with a spectacular view of Puget Sound. Commonly used student forms/and other materials are available in the student lounge.

Security

The Campus maintains building security during regular school sessions for the following hours:

Monday-Friday
Open: 7:00 a.m.
Close: 9:30 p.m.

Saturday
Open: 7:00 a.m.
Close: 5:30 p.m.

Sunday
Open: 7:00 a.m.
Close: 5:00 p.m.

OFFICE HOURS

The main offices of the school are open from 8:30 a.m. to 5:30 p.m., Monday through Friday (including breaks between terms). The campus facilities are available during all regular security hours.

EMERGENCY PROCEDURES/CLOSINGS

Fire

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers. In case of fire, dial 9 and call the emergency operator (911) immediately. The campus is on a monitored alarm system. If a call is made, we are confirming an alarm has been reported for our building. Directions that are more detailed are located in the classrooms and/or Commons area. Give the operator the precise location of the fire and he/she will alert the fire department.

Emergency Evacuation

When the fires alarms sounds, or under direction from the building security, please exit to the closest exit.

Police

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

Theft

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

Accidents and Illness

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 9 and then 911. Anyone who is injured or becomes ill at the campus should be directed or taken to an Emergency Room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. 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 director of Student Services (206.283.4500 ext. 3530) within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of

person's involved/injured, description of the injuries, property damage (if any) to the person(s) and/or school, and names and addresses of witnesses. Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

School Closings

In the event of threatening weather, the school may be closed by the campus president or a designee. Please call the campus system to find out if a closure has occurred. If there is no change in the normal voicemail greeting classes will continue as originally scheduled.

Additional notification will be given on the following local AM radio stations: KIRO and KOMO. Television reports are made on local channels for CBS, NBC, FOX, UPN, and ABC.

Section Two

Campus and Student Services

Information

STUDENT ADVISEMENT

Faculty Advisors

Faculty advisors are available for consultation on student professional development, academic/training progress and other school/professional issues. When students are first admitted, they are assigned a faculty advisor. An appointment will need to be made with your advisor before registering for classes, as advisor signatures are required on registration forms.

Changing Faculty Advisors

A student may initiate a request for a change of advisor using the Advisor Change Request Form. If a student wishes to change advisors, he/she should discuss this with the current advisor, and if permitted, the prospective advisor. If all parties agree to the change, the student must then submit the form to the Student Services Department with signatures from the student, the original advisor, and the new advisor. See your advisor for any minimum time frame before being eligible to change advisors.

STUDENT SERVICES

The Student Services Department is responsible for providing information to students on general administrative issues: financial aid, international student issues, student finance, registrar functions, graduation (degree audits and graduation ceremony), ADA accommodations, etc.

REGISTRATION AND ENROLLMENT

Students intending to enroll for a given term must register with their faculty advisor during the registration period and complete plans for payment of tuition and fees with Student Services according to the tuition payment policy.

Priority of Registration

Courses with limited enrollment, registration priorities have been set up to determine the order of processing for these courses. Advisor signatures are required on registration forms. Argosy

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

Add/Drop Registration

Students already registered may add a class during the registration period by completing and submitting a signed, dated, Add/Drop Request Form to the Student Services Department.

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. The school does not accept schedule changes by telephone or email.

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration period. Courses may be closed by the end of that period. However, if students elect to add a course after the official registration period, they may do so by completing the Add/Drop Request Form. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings.

Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department. There is no fee charged for any student submitting a request to drop a course before the first day of the term. All requests received on or after the first day of the term will be charged a drop fee. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Late Registration

Late registration will be allowed with the permission of the department chair/advisor, if the courses have not been closed to additional enrollment. A late fee is assessed to any student who registers after the regular registration deadline.

COURSE AVAILABILITY/CANCELLATION

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

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department. The school provides a Release of Information Form available in the Student Lounge. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests be submitted in writing and be signed by the former or current student. Telephone requests for transcripts cannot be processed. Release of information forms may be submitted by fax. The department will release transcripts only when students have met all their financial obligations to the school.

ENROLLMENT REQUIREMENTS FOR STUDENTS REGISTERING FOR DISSERTATION

See the *Dissertation Manual* for your program.

INFORMATION REQUESTS

In addition to requesting transcripts, Release of Information Forms must be used to request other types of information, such as enrollment verification and account summaries. Forms are available in the Commons. Address changes can be made by emailing Student Services.

TRANSFER CREDITS

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

LIBRARY

The mission of the library is to support the academic and research needs of students and faculty. The Argosy University/Seattle Library provides book, video, and journal collections; online databases available through a high-speed T1 connection; audiovisual equipment; and psychological test materials. The library houses research materials specializing in the areas of clinical psychology, mental health counseling, education, and business. The library's collections are continually expanding and growing.

The library's computer lab features Internet access on twenty five computers with Microsoft Office 2003 software; AV equipment resources include LCD projectors, overhead projectors, tape recorders, transcribers, VCR/DVD/TV combos, and a camcorder. Students, faculty, and staff may reserve these items in the library for on-campus use. As a special feature of the Argosy University system, the library offers system-wide borrowing of books and journal articles. Interlibrary loan (ILL) services are also available from other libraries outside of the Argosy University system. In addition, full-text journal articles and full-text books are available through the library's subscription databases, accessible either on campus or remotely. The library's subscription databases include:

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

The library web site, <http://www.argosyu.edu/seattlelib.htm>, contains additional information; other pertinent library-related news may be found in the *Argosy University Review*, the weekly e-mail newsletter of Argosy University/Seattle.

PURCHASING BOOKS

Textbook lists are available in the student Commons area and/or the library, *ARGOSY UNIVERSITY Review*, and or your advisor. Textbooks are available from any online source, such as www.amazon.com, www.barnesandnoble.com, etc. To link to additional online resource where textbooks may be purchase, go to the Seattle campus library web site, <http://www.argosyu.edu/seattlelib.htm>. Click on "Purchase Textbooks."

COMMENCEMENT SERVICES

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

Section Three

General Policies and Information

SMOKING POLICY

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

STUDENT GOVERNMENT

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

NEWSLETTERS

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

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. Students with complaints not related to discrimination or harassment should refer to the Academic

Argosy University/Seattle Student Handbook 2006-2007 Approved 6.28.06

Catalog for “Student Complaint Procedure” if regarding grades, to the “Grade Appeal Procedure.” The Student Grievance Procedure is intended to provide a fair, prompt, and reliable determination about whether the Argosy University nondiscrimination policy has been violated.

1. Complainants are encouraged to file a written complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should present the complaint in writing to the Director of Student Services or Vice President of Academic Affairs at your campus, or if the complaint is about those individuals themselves, then to the Campus President. This individual will investigate the complaint or appoint an appropriate investigator. The complaint should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the student. In most cases, the person accused of discrimination will be notified of the complaint.
2. The person accused of discrimination will have up to fourteen calendar days to respond to the complaint in writing, if he or she so requests in writing. The signed written response should be submitted to the investigator.
3. The director of Student Services or vice president of Academic Affairs will investigate the allegations promptly without regard to whether or not the accused has submitted a written response. 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. It is the sole discretion of the investigator to remove or prohibit from attending anyone who disrupts the meeting. In a sexual harassment case, meetings between the complaining student and the accused together may be optional not mandatory.
4. The investigator will determine whether a violation of the Argosy University nondiscrimination policy has occurred, and will issue a written determination within 45 days of the receipt of the complaint. If the investigator determines that the policy has been violated, he or she will also recommend corrective action.
5. The student may appeal any final decision under this policy by using the procedures of the Student Right to Appeal described in the Academic Catalog
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedure described in the Academic Catalog

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 Web site at <http://www.ed.gov/ocr>.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

All students enrolled at Argosy University assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of Argosy University. Argosy University insists that its students demonstrate personal and professional integrity in addition to academic excellence.

Argosy University’s administrators, faculty, and staff encourage student involvement in decision making. Student membership and input on institutional committees are valued and encouraged at Argosy University.

ARGOSY UNIVERSITY ETHICAL CODE OF CONDUCT

Argosy University/Seattle Student Handbook 2006-2007 Approved 6.28.06

Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or harassment, insubordination or persistent, disrespectful arguing with supervisors, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

Argosy University is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with, and abiding by, the general standards of conduct expected by Argosy University, as well as those of their respective disciplines. By way of example, each student is expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of Argosy University documents, records, or identification cards.
- Forgery, issuing bad checks, or not meeting financial obligations to Argosy University
- Theft or the deliberate damaging or misusing of property belonging to others or the property of Argosy University
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on Argosy University property
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers required by their employer to carry a firearm are excluded)
- Disrupting the study of others or of Argosy University activities, or interfering with the freedom of movement of any member or guest of the Argosy University community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the Argosy University community
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of Argosy University
- Physical abuse, threatening acts, or harassment toward others
- Students in all programs are also required to demonstrate behavior that conforms to standard codes of conduct of their respective disciplines.

Students found guilty of violating Argosy University's Ethical Code of Conduct are subject to sanctions up to and including dismissal from Argosy University.

ACADEMIC DISHONESTY/PLAGIARISM

Argosy University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. Argosy University further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.

Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from Argosy University.

Institutional Review Board

The mission of the Argosy University IRB at each campus, and at the national level, is to ensure the ethical treatment of human and animal participants in the conduct of any and all research by any individual affiliated with Argosy University, in accordance with the guidelines set forth in the Code of Federal Regulations (Title 45) and the Belmont Report. Each investigator proposing a research project must submit an IRB request for certification form. This policy applies regardless of source of funding and location of study to all research studies or pilot studies conducted by or on faculty, staff, students, or employees of Argosy University, or by or on Argosy University as an institution.

Department Committee

Student Professional Development Committee

The Student Professional Development Committee (SPDC) is a standing academic department committee responsible for monitoring the academic progress, professional competence and behavior of students within that department. Students who do not meet the academic standards of their program or whose behaviors raise concerns about professional competence shall be subject to referral to the SPDC. The primary function of the SPDC is to guide students who are referred to the Committee in improving their academic performance and developing the professional competencies required by their profession. Student Professional Development Committees can hold hearings on student issues specific to respective professional and academic requirements and recommend remediation actions to students where warranted. If remediation actions are not satisfied by the student, the Student Professional Development Committee may impose probationary conditions with explicit requirements and a timeline for removal from probation. The committee should include any consequences that will result in the event of noncompliance with academic probation requirements. Any recommendation to dismiss a student should be referred to the Student Conduct Committee.

Please refer to the Academic Catalog and Campus Addenda for the institutional and campus minimum requirements for maintaining satisfactory academic progress. Failure to meet the minimum standards for satisfactory academic progress outlined in the Academic Catalog will result in automatic academic probation. If academic progress is not achieved during the probationary period as defined in the Academic Catalog, the student will be dismissed from the program.

Student Professional Development Committee Policies and Procedures

I. Purpose and Scope

The SPDC and department faculty share the role of student academic and professional performance evaluation. Faculty evaluate student academic performance in the classroom and monitor student interactions and behaviors with the faculty members, staff, practicum and internship supervisors and peers. Faculty members are strongly encouraged to discuss concerns about academic, professional, or interpersonal performance directly with students. Through these discussions faculty assess how a student accepts supervision and feedback. If concerns remain, the faculty member may first seek out the student's advisor for further discussion. The faculty member and/or advisor may then refer the student to the SPDC if the problems are not resolved or are serious enough to raise ongoing concerns about professional competence.

a) Monitoring Academic Progress

- Academic difficulties that come before the committee may be managed in a number of ways including:
 - Written response to the student indicating concern and proposing methods of remediation. Copies of the letter are sent to the student's advisor and placed in the student's file
 - Requiring student to develop a remediation plan with the advisor within a specified period of time. The remediation plan should (1) communicate specific desired improvements and (2) identify real consequences for failing to reach the desired goals. The remediation plan is returned to the Committee and a copy is placed in the student's file. The student's advisor is responsible for monitoring the remediation plan with the student, communicating with the student that the student is failing or has failed to reach desired improvements and for imposing the specific consequences identified in the plan. In addition, the advisor should provide the Committee with written progress reports that specify the degree to which the student is making satisfactory progress
- The Committee may meet with the student if:
 - A student and advisor are unable to come up with a mutually acceptable remediation plan or if the student is unable to complete a remediation plan
 - The occurrence of a single event or a continuing pattern exists suggesting the possibility of academic, professional or ethical unsuitability in the program and/or the need for major remediation

b) Monitoring Professional Competence and Conduct

All students are expected to demonstrate professional behavior that conforms to the standard codes of conduct of their respective disciplines. It is the job of all faculty members to evaluate students for clinical and/or professional competence during their entire course of study. For example, students in the College of Psychology and Behavioral Sciences and in the College of Health Sciences are expected to demonstrate professional behavior that conforms to the guidelines developed by the Student Competence Task Force of the Council of Chairs of Training Councils (CCTC), December 4, 2003. Faculty in the Colleges of Psychology and Health Sciences programs are asked to evaluate each student in the following competency areas:

- Interpersonal and professional competence; examples of which include the following.
 - Demonstrates respectful peer and faculty interactions
 - Demonstrates respect for the ideas and integrity of others
 - Demonstrates maturity in interactions with others
 - Demonstrates ability to interact respectfully with people of diverse backgrounds
 - Demonstrates ability to react with appropriate empathy and sensitivity

Sample behaviors that could result in referral to the committee are: Student

- demonstrates an inability to control anger
- uses insulting or profane words
- uses intimidating tactics
- demonstrates inability to tolerate cultural or lifestyle differences
- demonstrates dishonest or unethical behavior

- Self-awareness, self-reflection, and self-evaluation; examples of which include the following.
 - Ability to formulate and express observations/impressions
 - Interpersonal interactions provide evidence that student understands how one's behavior affects relationships with othersSample behaviors that could result in referral to the committee are: Student
 - demonstrates a lack of awareness or inability to manage own limitations and responsibilities; for example, does not allow enough time to study, turns assignments in late with some regularity
 - avoids responsibility for situations by blaming others
- Openness to process of supervision; examples of which include the following.
 - Uses professional language to communicate even when agitated, uses the appropriate chain of command, etc.
 - Subsequent clinical work samples and/or interpersonal interactions reveal evidence that student has understood and applied supervisory feedbackSample behaviors that could result in referral to the committee are: Student
 - demonstrates overt hostile reaction to supervision
 - refuses or is unable to adjust behavior in response to clearly communicated feedback
- Resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner; examples of which include the following.
 - Demonstrates ability to respond constructively to feedback from supervisors or program faculty with minimal defensiveness
 - Is able to acknowledge own role in creating problems such as, contributions to or exacerbation of a situation
 - Offers appropriate responses given a situation
 - Demonstrates ability to act constructively to prevent and resolve issues and openness to solutions proposed by others
 - Demonstrates tolerance for the shortcomings and mistakes of othersSample behaviors that could result in referral to the committee are: Student
 - consistently fails to give appropriate credit to others
 - demonstrates pattern of overreaction to a small slight
 - demonstrates inability or refusal to accept academic inquiry or disagreement or to work collaboratively in a professional or academic environment

II. Procedures

a. Referral Procedure

Any member of the academic community who wishes to bring a student concern before the SPDC must submit a formal letter of referral addressed to the chair of the Committee. The letter should include specific descriptions of academic insufficiencies and subsequent attempts at remediation by faculty, and/or descriptions of behaviors that raise concerns about clinical competence and/or professional conduct.

If a student serving an internship, practicum, or clinical placement is dismissed by the internship site or asked not to return, the student will typically be referred to the committee for an investigation of the circumstances by the clinical or internship training director or the program chair. The focus of the investigation will be to determine what happened at the site and whether any remediation may be needed, both with the site and with the student.

The committee will evaluate any written referral and respond in one of the following ways: a) request additional information, b) reject the referral c) refer the student back to the student's advisor or faculty member with instructions, d) refer the complaint to the student conduct committee or e) accept the referral. Once a referral is accepted, a meeting date is determined and the student in question is notified in writing of the meeting date and the

concerns brought before the Committee. The committee may request additional information from any source available to it.

b. Committee Procedures

The following procedures govern the actions of the SPDC

- The student should be notified in writing of the requirement to meet with the committee, the date and time of the meeting and the reasons for the referral. The meeting should be held within 30 days of the date of receipt of the complaint.
- In advance of the hearing date, the Committee may request additional information or documentation pertinent to the referral. Where third party witnesses are available, the Committee may consider meeting with the witnesses in advance of the hearing.
- The student may submit written information relevant to the situation to the Chair within 48 hours prior to the hearing. All written documentation to be considered by the Committee should be made available for review by the student in advance of the hearing.
- If a student does not to attend a duly noticed meeting, the SPDC may continue its action and render a decision.
- The student is permitted to have a support person for example, another student, faculty, staff member, friend or family present during the hearing. The support person must not act as an attorney or an advocate. Students are expected to speak on their own behalf.
- The student is not permitted to bring legal counsel to committee meetings.
- Verbatim transcription or electronic recording of the meeting is not normally permitted, and never without the consent of all parties in the room.
- The Committee should assure itself that the student has had a fair opportunity to understand the charges against him or her and that the student has had an opportunity to respond.
- After the meeting the Committee members shall render a decision on what course of action, if any, is required. The outcomes may include, but are not limited to the following.
 - no action required
 - letter of concern for student file
 - individual consultation with faculty member recommended by the committee
 - tutorial assistance
 - referral to advisor, training director or Training Committee for remediation
 - recommendation for referral to outside resources
 - academic or behavioral remediation; Note that any remediation should include specified desired outcomes and consequences and a process for monitoring
 - structured monitoring of progress with specific and structured remediation actions required
 - Probation with explicit requirements and a timeline for removal from probation. The committee should include any consequences for noncompliance with probation requirements
 - referral to Student Conduct Committee with recommendations for program dismissal
- The Committee should also consider whether any follow up action is required with an internship or practicum site (to the Internship or Practicum Coordinator) or with an instructor (to the Program Chair or Dean) or with another student (to the Director of Student Affairs)
- The Committee shall inform the student and appropriate faculty of its decision and any remediation requirements in writing within 30 business days of the date of the meeting. In all cases, the faculty should describe the problems before it and the recommended solutions in specific detail.

c. Requesting Additional Evaluation by Professionals

When a student claims a disability, the SPDC should refer the student to the campus Disability Services Coordinator to determine if the student needs accommodations for committee proceedings. All students with or without a documented disability must perform to the standards of conduct and academic achievement required by Argosy University. Accommodations are not retroactive and the failure to request accommodations does not forgive past difficulties.

Referral for mandatory evaluation is the purview of the Student Conduct Committee. The Student Conduct Committee may require a student to submit to an evaluation by a health care professional in limited circumstances (such as where violence or suicide is threatened and where drug or alcohol abuse is suspected). In such cases, the evaluation is to determine the health and safety of the student and the campus. In the event of a crisis situation where the health and safety of the student or anyone on campus is threatened, the Director of Student Services will contact the proper authorities.

d. Appeal Process

The student may appeal the decision of the Committee according to the *Student Right to Appeal* process in the Academic Catalog. Any sanctions issued as a result of the SPDC proceedings will remain in place until the appeals committee designated by the Campus President or the Campus President renders a decision otherwise. Any designated appeals committee will be comprised of staff and faculty members not involved in making the initial remediation decision. The student must obey the terms of the decision pending the outcome of the appeal.

III. Committee Membership

The SPDC consists of at least three (3) voting members to be comprised of faculty. A staff member may be added at the discretion of the Campus President and Program Chair. In addition, a student appearing before the SPDC may request that another student from the program, selected by faculty, be added as a student representative of the program and as a fourth committee member. The committee will determine whether or not student members are voting members. Faculty members are selected by the program chair or dean. If requesting a student member, the student before the committee should also sign a form giving the school permission to share educational and other records with the student committee member. The student committee member should sign acknowledging that the student will not further disclose educational and other student records beyond any disclosures required by the student's committee duties or otherwise necessary to investigate issues before the committee.

In the event that a member of the committee has made the referral under review or has other potential conflicts of interest, that member will be excused and another will be recruited by the chair as a temporary replacement.

Campus committee

Student Conduct Committee

Any student suspected of violating the Argosy University Ethical Code of Conduct may be referred to the Student Conduct Committee which is responsible for investigating the allegations. In addition, students may be referred to the Student Conduct Committee by the programmatic Student Professional Development Committees for failure to comply with the remediation recommendations of the SPDC and failure to meet the academic and professional standards of the program.

Students found guilty of violating the Argosy University Ethical Code of Conduct by the SCC or failing to meet the academic and professional standards of Argosy University as determined by their respective Student Professional Development Committee shall be subject to disciplinary action. Sanctions include but are not limited to the following:

- a. Issue a warning to the student
- b. Place the student on administrative leave of absence and establish conditions for re-entry.
- c. Place the student on general probation
- d. remove the student from school premises.

The SCC is the only committee that has the authority to:

- Dismiss the student from Argosy University

Referrals to the Student Conduct Committee can be made by any member of the university community, including students, faculty, administration, and/or the Student Professional Development Committee.

Student Conduct Committee Policies and Procedures

I. Purpose and Scope

The Student Conduct Committee (SCC) is responsible for investigating suspected violations of the Argosy University Ethical Code of Conduct. Additionally, the SCC accepts referrals from Student Professional Development Committees, where a determination has been made that a student has not complied with the remediation actions set forth by that committee and whereby that committee is making a recommendation that program dismissal be considered. The SCC is the only institutional committee with the authority to dismiss a student.

II. Procedures

a. Complaint Procedures

Any member of the University including faculty, staff, students, clinical supervisors, may file a complaint against any student for misconduct or for otherwise being in violation of University policies. The complaint must be prepared in writing and directed to the Director of Student Services as co-chair of the committee or his/her designee. Complaints should be submitted within 30 business days after the alleged violation occurred.

Students may also be referred to the Student Conduct Committee (SCC) for disciplinary action by their program Student Professional Development Committee (SPDC) when previous remediation and disciplinary actions imposed by the SPDC have been unsuccessful or if they have failed to meet the academic and professional standards of the program. The Student Professional Development Committee (SPDC) shall prepare a referral in writing to the Director of Student Services or designee.

As co-chair of the SCC, the Director of Student Services or designee shall review and investigate the complaint to determine if the allegations have merit, to identify specific violations of the Argosy University Ethical Code of Conduct, and to coordinate the student conduct committee proceedings.

b. Committee Procedures

The following procedures govern the actions of the SCC.

- The Student should be notified in writing of the charges and pending action of the SCC
- The Director of Student Services (or designee) will schedule a committee hearing within 7 to 21 business days of notifying the student of the charges and pending action by the SCC
- The student should receive written notification of the time and date of the hearing as well as the specific allegations against them including any supporting documentation that will be reviewed by the SCC prior to the hearing
- In the event that the student does not attend the proceedings, the SCC should commence deliberation and render a decision
- The student is permitted to have a support person, for example, another student, faculty, staff member, friend or family present during the hearing. The support person must not act as an attorney or an advocate. Students are expected to speak on their own behalf
- The student is not permitted to bring legal counsel to committee meetings
- Witnesses with knowledge of circumstances related to the alleged infraction are permitted to present information during the hearing and pertinent records, exhibits and written statements may be accepted as evidence for consideration by the SCC
- Any procedural questions raised during the process should be addressed by the committee
- After the hearing, the SCC shall render a decision regarding the merits of the allegations. If the SCC determines that a violation has occurred, the SCC will determine what sanctions are appropriate, including, but not limited to:
 - a) issue a warning to the student,
 - b) place the student on general probation with a remediation plan
 - c) place the

student on administrative leave of absence and establish conditions for reentry, or d) dismiss the student from Argosy University

- Within 30 business days of the hearing the student should be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action, if appropriate. Information regarding the student's right to appeal should be included
- Copies of the referral letter, evidence, letter of notification, minutes, and the letter sent to the student describing the disciplinary action are retained in the SCC records and a copy of the disciplinary letter is placed in the student file. A copy of the disciplinary letter is also provided to the student's program chair. The referral source, faculty, and administration will be informed of the outcome on a need to know only basis in accordance with the Family Educational and Privacy Rights Act (FERPA)

c. Mandatory Evaluations

The Student Conduct Committee may require a student to submit to an evaluation by a health care professional in limited circumstances (such as where violence or suicide is threatened and where drug or alcohol abuse is suspected) in order to determine the health and safety of the student and the campus. In the event of a crisis situation where the health and safety of the student or anyone on campus is threatened, the Director of Student Services will contact the proper authorities.

d. Administrative Leave of Absence

In addition to other reasons for administrative leave, the University may place a student on an administrative leave of absence prior to a conduct hearing when, in the judgment of the University, the student's presence may pose a threat of harm to himself, to others, or to property of the University. The administrative leave of absence is subject to the provisions outlined in the academic catalog.

e. Violations of Law

Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, concurrent with, or following civil or criminal proceedings off campus. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on University property.

f. Appeal Process

Students wishing to appeal a disciplinary decision may do so according to the *Student Right to Appeal* process in the Academic Catalog. No further appeals will be heard.

- Any sanctions issued as a result of the SCC proceedings will remain in place until the designated appeals committee or campus official assigned by the Campus President renders a decision otherwise. This designated appeals committee or campus official will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The student must obey the terms of the decision pending the outcome of the appeal.

II. Committee Membership

The SCC consists of at least three (3) up to five (5) voting members, including co-chairs (a core faculty member and the Director of Student Services or designee), and faculty (graduate and undergraduate core). In the event of a referral from a Student Professional Development Committee (SPDC) a faculty member from the respective program who is not a member of the referring SPDC, should be added as a voting member for that referral. The referring SPDC will be notified of the hearing and informed that a representative may be asked to provide information to the SCC. The campus president accepts nominations from the chief academic officer and selects the members. A student member may be selected by the faculty members of the committee.

Members shall serve for staggered two-year terms, with half of the seats expiring in even-numbered years and half of the seats expiring in odd-numbered years. The Campus President may assign certain seats temporarily to one-year terms to meet this requirement.

In the event that a member of the committee has made the referral under review or has other potential conflicts of interest, that member will be excused and another will be recruited by the chair as a temporary replacement.

In carrying out its responsibilities, the committee operates within the published policies of Argosy University governing minimum standards for academic progress, academic and administrative sanctions, and professional competence.

STUDENT COMPLAINT PROCEDURE

Students may use this complaint procedure to address complaints that are not otherwise covered by a more specific policy. Students who have a complaint regarding grades should refer to the *Grade Appeal Procedures* in the Academic Catalog. Students with complaints about possible bias and harassment should refer to the *Student Grievance Procedure for Internal Complaints of Discrimination and Harassment* in the Academic Catalog. The institutional community benefits from prompt resolution of issues. Before pursuing the Student Complaint Procedure, the student should first discuss the problem or complaints with the individuals involved in the complaint. Students presenting complaints for resolution must present them in writing within 45 days of the incident prompting the complaint. Faculty, staff, and administrators should make a prompt response in order to answer any questions or resolve the complaints brought to their attention.

If these efforts are unsuccessful, the following process will be utilized:

- For complaints about faculty members written complaints may be brought to the faculty member's campus dean or program chair (or campus vice president of Academic Affairs if such a position exists at the campus). This individual will appoint a third party or parties to hear both sides of the dispute and present a recommendation to the school dean or program chair (or campus vice president of Academic Affairs). The school dean or program chair will forward a decision in writing to the student within 45 days of the receipt of the complaint.
- For complaints about campus administrators who are not the campus president, written complaints may be brought to the campus president, who will appoint a third party or parties to hear the dispute. This party will present a recommendation to the campus president who will forward a decision in writing to the student within 45 days of the receipt of the complaint.
- For complaints about the campus president, the matter should be presented in writing to the Argosy University president, who will appoint an appropriate third party or parties to hear the dispute. This party will present a recommendation to the Argosy University President who will forward a decision to the student in writing within 45 days of the receipt of the complaint.

Students may appeal the outcome of a final student complaint resolution by following the Argosy University *Student Right to Appeal* process in the Academic Catalog.

.Arizona Student Right to Appeal

If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Arizona State Board for Private Postsecondary Education (1400 West Washington Street, Room 260, Phoenix, AZ 85007, 602.542.5709). The student should contact the State Board for further details.

California Student Right to Appeal

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the Bureau for Private and Postsecondary and Vocational Education (1625 North Market Boulevard, Suite S -202, Sacramento, CA 95834, 1.916.445.3427).

Tennessee Student Right to Appeal

If a complaint cannot be resolved at the institutional level, the student may contact the Tennessee Higher Education Commission (Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830, 615.741.5293).

STUDENT RIGHT TO APPEAL

Appeal of Academic Probation, Disciplinary Action, Dismissal

Students have the right to appeal academic probation, dismissal, and disciplinary actions, as well as final decisions of any other dispute resolution procedure. . Students who believe they have extenuating circumstances or believe that they have been treated in an arbitrary or biased fashion or without adherence to the University policies and procedures may file an appeal. The appeal must clearly state, in writing, and in the student's own words, the reason(s) for the appeal. The Chair of the Appeals Committee will initially rule as to whether the subject of the appeal constitutes an issue of bias/discrimination or failure of the University to follow its process and procedures. If a basis for an appeal is stated, the Appeals Committee will gather and review relevant information in order to make its decision.

APPEALS COMMITTEE PROCEDURES

- Students have 45 days from the date of the action to inform the Vice President of Academic Affairs, or in the absence of a campus VPAA, the Campus President of their intent to appeal in writing. The letter must clearly state the reason for the appeal, and provide any supporting documentation
- Students should provide documentation to support the allegations in the appeal.
- The Vice President of Academic Affairs or Campus President will convene a hearing by the Appeals Committee within 30 days of the date of receipt of the appeal. The student will be notified in writing of the date and time of the meeting.
- The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The Appeals Committee may hear from others who can provide relevant information in the matter.
- The student may request that others provide information to the Committee regarding the grounds of the appeal.
- The Appeals Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting, and the student is expected to present the appeal, in the student's own words.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the Appeals Committee will communicate its decision in writing to the student within 15 days of the Appeals Committee hearing, with copies to the student's academic file and the Campus President.
- Appeals Committee decisions are subject to review by the Campus President.
- The Campus President has final authority for campus appeals.

APPEALS COMMITTEE MEMBERSHIP

The membership of the Appeals Committee consists of five voting members: a chair, faculty members, and a student. The Campus President appoints the committee members.

The Campus President will typically appoint the Vice President of Academic Affairs as chair of the Appeals Committee. If circumstances warrant, however, the campus president may appoint any other appropriate chair.

The Campus President appoints one graduate and one undergraduate faculty member to serve on the Appeals Committee. These faculty members will hear all appeals that arise from September through August. Any committee member, however, may decline to serve on a particular appeal, if a real or perceived conflict of interest exists. The Campus President appoints replacement committee members.

The Campus President may appoint a third faculty member on an ad hoc basis, depending on the nature of the appeal. Faculty may be appointed because they bring special knowledge of the student's program or because they have expertise in the area of appeal.

The University's administrators, faculty, and staff encourage student involvement in decision-making. To this end, the Campus President appoints a student to serve on the committee on an ad hoc basis.

If a committee member is absent, the Chair, in consultation with committee members, will decide whether the appeal hearing will go forward as scheduled.

Unresolved Disputes

If a dispute cannot be resolved satisfactorily after exhausting the institution's complaint or appeals procedures, the student may file a complaint with the campus state licensing agency or Argosy University's institutional accrediting agency, the Higher Learning Commission. Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1-312-263-0456, www.ncahlc.org.

Contact information for the state agencies can be found at the beginning of section 1 of this catalog.

Students may also reference the Argosy University Arbitration Agreement found in section 2 of the Academic Catalog

ADMINISTRATIVE LEAVE OF ABSENCE

In situations requiring immediate action, and after consultation with concerned individuals (e.g., students, faculty, administrators, other staff members, practicum site supervisors) the Student Conduct Committee or the appropriate administrative unit may, after discussion with the student, place the student on an administrative leave of absence. During this leave of absence, the Student Conduct Committee or the appropriate administrative unit may undertake, in a timely fashion, assessment of the circumstances and severity of the student's impairment. Students will remain on an administrative leave of absence no more than 45 days. Within that 45-day period, the Student Conduct Committee or appropriate administrative unit will render a decision as to the student's future with Argosy University.

CLINICAL PROGRAM POLICY ON STUDENT DISCLOSURE OF PERSONAL INFORMATION:

Students may be asked in some classes to share personal information, such as personal sexual history, personal history of abuse and neglect, personal experience with psychological treatment and relationships with parents, peers, and spouses or significant others, as a component of professional development. Such information may be asked for in the form of writing assignments or in class experiential exercises. Each student is responsible for monitoring the boundaries of her or his own personal privacy and is only required to disclose that information which the student feels entirely comfortable sharing. If assignments are experienced as potentially intrusive, students are encouraged to discuss alternative assignments with faculty.

Section Four

Campus Security Report and

Crime Statistics

Argosy University Seattle

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

October 1, 2005

INTRODUCTION

Argosy University/Seattle is providing the following information to all of its employees and students as part of the Argosy University/Seattle commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Dr. Christopher Lu, clu@argosyu.edu, 206.283.4500.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Argosy University/Seattle Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees and students receive a copy via email through the *ARGOSY UNIVERSITY Review* newsletter.

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 Doug Shirley, Interim Director of Student Services. Reports are kept in a secure location in Student Services files. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University/Seattle that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around Argosy University/Seattle facilities to Director of Student Services, either in person or by calling 206.283.4500 ext. 3530. If the Director of Student Services is not available, you may contact the President, Dr. Christopher Lu, clu@argosyu.edu, 206.283.4500 and the Seattle Police Department by dialing 911 or 206.625.5011. All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Argosy University/Seattle 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 Seattle Police by dialing 911 and then notify the director of Student Services.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

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 Director of Student Services.

SECURITY AND ACCESS TO THE INSTITUTE

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

Access to Academic Buildings

The main door is open between Monday-Friday, 7:00 a.m.-9:30 p.m., Saturday 7:00 a.m.- 5:30 p.m. and Sunday 7:00 a.m.-5:00 p.m. Holiday and semester break hours vary and are published in the *ARGOSY UNIVERSITY Review* prior to each Holiday or break.

CAMPUS LAW ENFORCEMENT

The campus does not employ campus security. Law enforcement is provided by the Seattle Police Department. Campus staffs with security responsibilities are on campus during regular business hours. They do not have the authority to arrest, but do have the authority to evict unauthorized persons from the campus. 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 Seattle Police Department. The Seattle Police Department will be informed of criminal actions that are reported to the campus president or the director of Student Services.

Relationships with Local and State Police

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

Programs to Inform Students and Employees about Campus Security

The director of Student Services will discuss campus security procedures and practices with students during mandatory orientation. During this discussion, special emphasis will be placed encouraging students and employees to be responsible for their own security and the security of others. Also, the campus security procedures will be distributed to students and employees via the *ARGOSY UNIVERSITY Review* newsletter once per academic year. They will also be posted in the student lounge. Individuals with questions about the Campus Crime Report or crime statistics should contact the Director of Student Services.

Programs to Inform Students and Employees About the Prevention of Crimes

The director of Student Services will discuss campus security procedures and practices with students during mandatory orientation. During this discussion, special emphasis will be

placed encouraging students and employees to be responsible for their own security and the security of others. Also, the campus security procedures will be distributed to students and employees via the *ARGOSY UNIVERSITY Review* newsletter once per academic year. They will also be posted in the student lounge. Individuals with questions about the Campus Crime Report or crime statistics should contact the director of Student Services.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, Argosy University/Seattle 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 DRUGFREE SCHOOLS AND COMMUNITIES AMENDMENTS OF 1989 (PUBLIC LAW 101-226), A "DRUG FREE SCHOOLS AND CAMPUSES" PUBLICATION, THE DRUG PREVENTION POLICY, IS PROVIDED TO ALL ARGOSY UNIVERSITY/SEATTLE ANNUALLY.

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

Effects of Drugs and Alcohol

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

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

In keeping with the mission of Argosy University/Seattle and the requirements of state and federal law, Argosy University/Seattle has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack

- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Sanctions

Argosy University/Seattle Sanctions

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

rehabilitation program, at the student's or employee's expense, if necessary.

State and Federal Sanctions

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

A partial list of drugs considered to be controlled substances in Washington state:

Narcotics (opium and cocaine as well as all drugs extracted, derived, or synthesized from opium and cocaine, such as crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THA, MDA, STP).

State of Washington Liquor and Drug Laws:

Liquor Laws

[RCW Title 66 ALCOHOLIC BEVERAGE CONTROL](#)

[RCW 66.04.010 Definitions](#)

[RCW 66.44.090 Acting without a license](#)

[RCW 66.44.100 Opening or consuming liquor in public place -- penalty](#)

[RCW 66.44.130 Sales of liquor by drink or bottle](#)

[RCW 66.44.170 Illegal possession of liquor with intent to sell -- Prima facie evidence, what is](#)

[RCW 66.44.175 Violations of law](#)

[RCW 66.44.180 General penalties - Jurisdiction for violations](#)

[RCW 66.44.200 Sales to persons apparently under the influence of liquor](#)

[RCW 66.44.240 Drinking in public conveyance - Penalty against carrier](#)

[RCW 66.44.250 Drinking in public conveyance - Penalty against individual](#)

[RCW 66.44.270 Furnishing liquor to minors - Possession, use](#)

[RCW 66.44.290 Minors purchasing or attempting to purchase liquor](#)

[RCW 66.44.291 Minors purchasing or attempting to purchase liquor - penalty against persons between ages eighteen and twenty, inclusive](#)

[RCW 66.44.310 Minor frequenting off-limits area - Misrepresentation of age](#)

[RCW 66.44.325 Unlawful transfer to a minor of an identification of age](#)

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

[RCW 66.28.200 Keg registration - Requirements of seller](#)

[RCW 66.28.210 Keg registration - Requirements of purchaser](#)

[RCW 66.28.230 Keg registration - Penalties](#)

Drug Laws

[RCW Chapter 69.50, Uniform Controlled Substances Act](#)

[RCW 69.50.204 Schedule I](#)

[RCW 69.50.206 Schedule II](#)

[RCW 69.50.208 Schedule III](#)

[RCW 69.50.210 Schedule IV](#)

[RCW 69.50.211 Schedule V tests](#)

[RCW 69.50.401 Prohibited acts: A -- Penalties](#)

[RCW 69.50.406 Distribution to persons under age eighteen.](#)

[RCW 69.50.408 Second or subsequent offenses](#)

[RCW 69.50.410 Prohibited acts: D -- Penalties](#)

[RCW 69.50.412 Prohibited acts: E -- Penalties](#)

[RCW 69.50.415 Controlled substances homicide -- Penalty](#)

[RCW 69.50.435 Violations committed in or on certain public places or facilities -- Additional penalty -- Defenses -- Construction -- Definition](#)

[RCW 69.50.505 Seizure and forfeiture](#)

[RCW 69.50.509 Search and seizure of controlled substances](#)

[RCW 69.52.030 Violations -- Exceptions](#)

[RCW 69.52.040 Seizure of contraband](#)

Driving Under the Influence of Drugs and/or Liquor

[RCW 46.61.502 Driving under the influence](#)

[RCW 46.61.503 Driver under twenty-one consuming alcohol -- Penalties](#)

[RCW 46.61.504 Physical control of vehicle under the influence](#)

[RCW 46.61.519 Alcoholic beverages -- Drinking or open container in vehicle on highway -- Exceptions](#)

[RCW 46.61.5195 Disguising alcoholic beverage container](#)

[RCW 46.61.520 Vehicular homicide -- Penalty](#)

Federal Liquor and Drug Laws

[21 U.S.C. Chapter 13 -- DRUG ABUSE PREVENTION AND CONTROL](#)

[21 U.S.C. Chapter 24 -- INTERNATIONAL NARCOTICS TRAFFICKING](#)

[42 U.S.C. Chapter 136 -- VIOLENT CRIME CONTROL AND LAW](#)

[ENFORCEMENT, SUBCHAPTER IV -- DRUG CONTROL](#)

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

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both
Second conviction: at least 15 days and up to 2 years imprisonment, \$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 the Argosy University/Seattle need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

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

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

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor through 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 Counselor can refer you to one that meets your needs.

Resources

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

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by orientation twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Commons. 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, housing personnel, security, the dean of Student Affairs, the Executive Committee or other Argosy University/Seattle officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Crisis Clinic Hotline, King County, Mental Health Division at 206.461.3222. It is open 24 hours-a-day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests,

Argosy University/Seattle will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University/Seattle personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Argosy University/Seattle housing, if applicable or the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Sexual Assault and Traumatic Stress, Harborview Medical Center, 206.521.1800, Mental Health Services, Department of Social and Health Services, State of Washington, 360.902.8070.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the Argosy University/Seattle published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both

will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Argosy University/Seattle final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Information Regarding Registered Sex Offenders

THE SEATTLE POLICE DEPARTMENT, SEXUAL ASSAULT UNIT, SEX AND KIDNAPPING OFFENDER DETAILS OFFICE MAINTAINS RECORDS AND INFORMATION ON SEX AND KIDNAPPING OFFENDERS. THE RELEASE OF THIS INFORMATION IS INTENDED TO ENHANCE PUBLIC SAFETY AND PROTECTION. INFORMATION IS AVAILABLE TO THE PUBLIC BY CALLING 206.684.5332.

CRIME STATISTICS

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

*The following statistics show the **total** criminal offenses, hate crimes and arrests/ referrals for campus disciplinary action that occurred on the 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

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the Institute concerning the occurrence of criminal offenses in the listed categories that were reported to campus security officials or local police agencies.

| <i>Criminal Offenses</i> | Calendar Year | | | | | | | | |
|-------------------------------------|---------------|------------------------------------|-----------|------------|-----------------------------------|------------------|-----------|------------------------------------|------------------|
| | 2003 | | | 2004 | | | 2005 | | |
| | On Campus | Non-campus buildings and property* | On Campus | On Campu s | 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 | 2 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 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 |

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

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

| <i>Hate Crimes</i> | Calendar Year | | | | | | | | |
|-------------------------------------|---------------|------------------------------------|------------------|-----------|------------------------------------|------------------|-----------|------------------------------------|------------------|
| | 2003 | | | 2004 | | | 2005 | | |
| | 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 | | | | | | | |
|--|---------------|------------|-----------|------------|-----------|------------|-----------|------------|
| | 2003 | | 2004 | | 2005 | | | |
| | On Campus | Non-campus | On Campus | Non-campus | On Campus | Non-campus | On Campus | Non-campus |
| | | | | | | | | |

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| | On Campus | buildings and property* | Public Property* * | On Campus | buildings and property* | Public Property* * | On 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 |

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

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

Campus Directory

Argosy University/Seattle

2601 A Elliott Avenue

Seattle, WA 98121

Phone: 206.283.4500

Toll Free: 866.283.2777

Fax: 206.283.5777

Name Title Campus Extension

To Dial use 206-393-xxxx

Chris Lu, President 3503

Mark Brunke, Executive Assistant 3504

Brian Gardner, Business Manager 3505

Josh Pond, Director of Admissions 3545

Heather Simpson, Assistant Director of Admissions 3519

Joel Domingo, Assistant Director of Admissions 3517

Sharalynn Cromer, Assistant Director of Admissions 3520

Qiana Davis, Administrative Assistant 3516

Doug Shirley, Interim Director of Student Services 3530

Lara Johnson, Assistant Director of Student Services 3533

Dana Waters, Acting Chair, Clinical Psychology Programs 3549

Jack O'Regan, Interim Chair, Clinical Psychology Programs 3541

Norman Mar, Associate Professor of Psychology 3552

Nina Parker-Cohen, Associate Professor of Psychology

Bonnie Wolkenstein Associate Professor of Psychology 3551

Diedra Clay, Chair, Counseling Programs 3542

Diane Scoville, Assistant Professor, Counseling Psychology 3532

Bill Roedel, Assistant professor, Counseling Psychology 3595

Leslie Oja, Chair Education Programs 3570

Jo Edmonds-Kuehn, Associate Professor, Education Programs 3565

Kylene Quinn, Chair of Business Programs 3543

Cathy Donaldson, Director of Library 2356

Debbie Letterman, Argosy Librarian 3575

Marie Knox, Receptionist 3501

Appendix II

Academic Calendar 2006–2009

2006-2007

Fall 2006: September 5-December 16

Session I: 9/5-10/25

Session II: 10/26-12/16

3-week break

Spring 2007: January 8-April 21

Session I: 1/8-2/28

Session II: 3/1-4/21

2-week break

Summer 2007: May 7-August 18

Session I: 5/7-6/27

Session II: 6/28-8/18

2-week break

2007-2008

Fall 2007: September 4-December 15

Session I: 9/4-10/24

Session II: 10/25-12/15

3-week break

Spring 2008: January 7-April 20

Session I: 1/7-2/27

Session II: 2/28-4/20

2-week break

Summer 2008: May 5-August 16

Session I: 5/5-6/25

Session II: 6/26-8/16

2-week break

2008-2009

Fall 2008: September 2-December 13

Session I: 9/2-10/22

Session II: 10/23-12/13

4-week break

Spring 2009: January 12-April 25

Session I: 1/12-3/4

Session II: 3/5-4/25

2-week break

Summer 2009: May 11-August 22

Session I: 5/11-7/1

Session II: 7/2-8/22

2-week break

Appendix III

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Argosy University/Seattle may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to *[insert title(s) of appropriate school official(s)]*. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure Of Educational Records

Argosy University/Seattle generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Argosy University/Seattle officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Argosy University/Seattle has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts

- or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (*see* Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Argosy University/Seattle officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Argosy University/Seattle will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Argosy University/Seattle designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available

11. Enrollment status (*i.e.*, enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at Argosy University/Seattle to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Argosy University/Seattle, 2601A Elliott Avenue, Seattle, Washington 98121. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the [*insert title(s) of appropriate school official(s)*] to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Argosy University/Seattle may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Argosy University/Seattle will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Argosy University/Seattle. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Argosy University/Seattle will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Argosy University/Seattle decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Argosy University/Seattle decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Argosy University/Seattle will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Argosy University/Seattle to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Appendix IV

ARGOSY UNIVERSITY ANTI-HAZING POLICY

Hazing involving Argosy University/Seattle students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at Argosy University/Seattle. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Campus President Dr. Chris Lu, Ph.D. located at Argosy University/Seattle, 2601A Elliott Avenue, Seattle, Washington 98107. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.