Argosy University Graduate CMBA Program: Academic Catalog

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Section One, Introduction

About this Catalog

This catalog contains Argosy University policies and academic description of the competency based programs. This information is organized by section as listed in the Table of Contents. Updates to this catalog will be published at regular intervals during the course of the 2013-2014 academic year and will be identified by issue number. See auprograms.info for program duration, tuition, fees, and other costs, federal salary data, alumni success, and other important information.

Accreditation and State Licensing

Any person wishing to review a copy of Argosy University’s accreditation, licensure, or approval may do so by contacting the Office of Regulatory Affairs.

Institutional Accreditation

Argosy University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

Argosy University Online Programs

The following is supplemental information that pertains to students enrolled in programs offered by Argosy University Online Programs who are residents of the State of Alabama, Arkansas, Alaska, Kansas, Wisconsin, and Wyoming.

_This program is not available to residents of some states. To determine whether it is offered in your state, please contact an admissions representative prior to enrollment._

Alabama

Argosy University is licensed by the Alabama Commission on Higher Education, 100 North Union Street, Montgomery, Alabama 36104-3758

Argosy University is licensed by the Alabama Department of Postsecondary Education, 401 Adams Avenue, Montgomery, Alabama 36104-4340.

Alaska

Argosy University programs are exempt from the Alaska Commission on Postsecondary Education authorization as an online or distance delivered program and the institution does not have a physical presence in the state. The exemption from authorization is a provisions under 20 AAC 17.015(a)(5).
Arkansas

Argosy University has been granted certification of the following degree programs by distance technology: Associate of Arts in Psychology, Associate of Science in Business Administration; Associate of Science in Criminal Justice; Bachelor of Arts in Liberal Arts, Bachelor of Arts in Psychology, Bachelor of Science in Business Administration, Bachelor of Science in Criminal Justice, Master of Arts in Forensic Psychology, Master of Business Administration, Master of Public Administration, Master of Science in Organizational Leadership, and Doctor of Business Administration by The Arkansas Higher Education Coordinating Board.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

Kansas

The Kansas Board of Regents has approved Argosy University to operate in the State of Kansas. The Kansas Board of Regents may be contacted at the following address: Kansas Board of Regents. Private Postsecondary Education Division, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368 Telephone: 785.296.0911 Fax: 785. 296.4526.

Maryland

Argosy University will register with the Maryland Higher Education Commission as an Out-of-State Institution of Higher Education offering online education. The University is in the process of completing the registration application and will submit the application by October 1, 2012. Argosy University’s registration is dependent on the approval or denial of the Secretary of Higher Education.

New Mexico

Argosy University is licensed by the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, NM 87505-2100, 505.476.8400.

Wisconsin

Argosy University is authorized by the Wisconsin Educational Approval Board (201 W. Washington Avenue, 3rd Floor, P.O. Box 8696, Madison, WI 53708-8696, Phone: 608.266.1996, Fax: 608.264.8477, Email: eabmail@eab.state.wi.us, http://eab.state.wi.us/default.asp).

Wyoming

Argosy University is licensed by the Wyoming Department of Education, Hathaway Building, 2nd Floor, and 230 Capitol Avenue, Cheyenne, Wyoming 82002-0050.

Statement of Mission

At Argosy University, our passion is teaching and learning. We develop professional competence, provide opportunity for personal growth, and foster interpersonal effectiveness. Students succeed because our university community engages and supports them.
Argosy University is a university community dedicated to delivering high quality professional education programs to working professionals. The university serves these individuals by offering doctoral, masters, post-graduate certificate and undergraduate programs in professional and career fields as well as continuing education and professional development services. Argosy University dedicates itself to offering its programs and services in ways that are accessible and responsive to the needs of its students. By focusing on the development of key educational and professional competencies, the university is able to serve effectively its student body and the needs of the professions served by its programs. The Argosy University community therefore embraces the following institutional beliefs and values:

Values

We Believe in Quality

We believe that the programs of Argosy University must be offered at the highest levels of rigor, professionalism and ethical standards. This focus on quality will reward graduates for their investment of time, talent and resources by preparing them for professional advancement.

We Believe in Access

We believe that students should have access to the programs and services of Argosy University in modes of delivery most compatible with their life and work commitments as well as their educational needs and Argosy University’s commitment to quality.

We Believe in Diversity

We believe that Argosy University has a responsibility to reach out to diverse groups of learners who need and want the professional educational programs and services we offer. We believe that diversity of faculty and staff and their background and experience enriches the educational process for all students. We believe that every program must prepare graduates with the skills and knowledge to effectively support the diverse needs of the populations they will serve. This diversity will ultimately strengthen the professions they enter and improve the services they provide to their clients and customers.

We Believe in Student Focus

We believe in a responsive learning-centered process that enables each student to realize his or her own potential. We believe in offering an environment that emphasizes care, concern and mutual respect for the students as both individuals and as professionals.

We Believe in Practicality

We believe in education that integrates practical learning experiences and outcomes that reflect the skills and competencies of the professions Argosy University serves; those required by the employers of Argosy University’s graduates. We believe our faculty must contribute professional expertise as well as scholarship to the learning process.

We Believe in Respect

We believe that people, students, faculty, staff, and those in the communities we serve deserve to be treated in a manner that reflects mutual respect and a high regard for the other person. We believe that all should be treated with a personal caring attitude that reflects respect and positive regard.

Approved by Board of Trustees during Strategic Planning in 2006.
Statement of Purpose

- Argosy University develops and provides distinctive, innovative, and high-quality higher education and professional service programs at all levels to prepare individuals for careers to serve the needs of an evolving global marketplace.

- Argosy University administers its programs so as to ensure the financial viability and the growth of its campuses, the institution, and its parent organization.

- Argosy University provides certificate and continuing education programs to assist professionals in developing and enhancing their knowledge bases and skills.

- Argosy University seeks to recruit and employ faculty and staff who are service-oriented and student-centered, and who combine academic credentials of high quality with substantive career experience.

- Argosy University provides access through its services and programs to students of any social, geographic, and cultural background, and strives to prepare them to work with, and provide services to, diverse populations.

- Argosy University demonstrates its commitment to diversity through the development and support of a diverse educational community, and

- Argosy University seeks to provide wide access to its educational programs through a variety of delivery systems in geographical areas where demonstrated needs exist for its services and products.

History and Philosophy

Argosy University was formed in September 2001 by the merging of three separate academic institutions—the American Schools of Professional Psychology, the University of Sarasota, and the Medical Institute of Minnesota—and as a result offers professional programs at the undergraduate, graduate, and postgraduate levels in behavioral sciences, business, education, and allied healthcare.

Argosy University’s programs in psychology, the behavioral sciences, and health sciences emphasize a practical approach built on a background in theory. The programs were formed following a movement begun in the early 1970s that called for a professional degree in clinical psychology emphasizing practical training and application of theory and research rather than the research-oriented approach of the traditional PhD degree program. This effort ultimately led to the creation of the Doctor of Psychology (PsyD) degree. Argosy University’s original campus, the Illinois School of Professional Psychology, Chicago, began granting the PsyD degree in 1979 and received candidacy status with the North Central Association of Colleges and Schools (NCA) in that same year. Accreditation was received in 1981. Because of demand, additional campuses were opened and new programs were added to complement and expand upon the PsyD in Clinical Psychology degree program.

Argosy University’s programs in business and education also provide students with a solid practical and theoretical foundation. These programs, which for more than 30 years were offered at the University of Sarasota (formerly Laurence University), had a specific focus of providing educational opportunities at the graduate level to working adults without requiring them to compromise their professional or personal lives. This was accomplished through a unique delivery format involving a mix of distance learning and brief, intensive on-campus study periods. In 1976, the state of Florida granted licensure to the University to offer the Doctor of Education (EdD) degree programs. In 1990, Argosy University was accredited by the Southern Association of Colleges and Schools (SACS) to offer master’s and doctoral degrees, which was eventually expanded to include bachelor’s degree completion programs. The institution also found strong demand for its programs and delivery methods, adding new campuses and new programs, widening the opportunities for working professionals interested in pursuing post-secondary education.

Argosy University’s programs in allied healthcare were established in 1961, beginning with a certificate-level medical laboratory technician program. The Medical Institute of Minnesota, originally known as Park Medical Institute, was founded to provide skilled
allied healthcare personnel to hospitals and clinics. In 1963, the school officially became the Medical Institute of Minnesota. In 1970, the Medical Institute of Minnesota was authorized by the state of Minnesota to grant an Associate of Science terminal degree. In 1971, the Medical Institute of Minnesota entered into a collaborative agreement with the University of Minnesota, General College, which agreed to grant associate’s degrees to students who had earned a certificate from the Medical Institute of Minnesota and had satisfied the degree requirements of the General College. New programs were added, and the Medical Institute of Minnesota began offering eight programs in the allied health fields, including veterinary technology, dental hygiene, and medical laboratory technology. In 1980, the school applied for and was granted initial institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). With the merger in 2001, the school became Argosy University, Twin Cities. All allied health programs are at the associate’s degree level, granting either as the Associate of Applied Science (AAS) or the Associate of Science (AS) degree.

September 2011 Argosy University received notice from the U.S. Department of Education (USDE) that its institutional accreditor of record has been changed from the Higher Learning Commission (HLC) of the North Central Association to the Commission on Senior Colleges of the Western Association of Schools and Colleges (WASC).

Ownership

Argosy University is owned by Argosy Education Group, Inc. which through three limited liability companies is a subsidiary of Education Management Corporation. Argosy Education Group, Inc. is located at 333 City Blvd. West, Orange, CA 92868, 714.620.3700 and Education Management Corporation is located at 210 Sixth Avenue, Suite 3300, Pittsburgh, PA 15222.

Governance

Board of Trustees

Responsibility for the organization and governance of Argosy University rests with the Board of Trustees. The members of this board exercise responsibility for the establishment of the basic policies that govern all campuses of Argosy University, and meet on a regular basis to review the implementation of these policies. Board members are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities in which it is located.

Argosy University Administration

The authority to administer Argosy University has been delegated by the Board of Trustees to the professional staff of academic administrators that Argosy University has retained for that purpose. The Chancellor of Argosy University has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial, human, and academic resources. The Chancellor is charged with overall responsibility for the administration of Argosy University, including the implementation of board policy at all campuses. Assisting the Chancellor in these activities is the staff of Argosy University and the central offices of Education Management Corporation, which has shared responsibility for the administration of a number of key functions, including fiscal and property management, financial aid, student recruitment and services, information systems, institutional research, marketing, and development.

Campus Administration

The responsibility for the day-to-day operation of each campus has been delegated by the president of Argosy University to each campus president. The campus president functions as both the academic leader and the chief administrative officer of each campus. Assisting the campus president with these administrative responsibilities is a campus staff committed to providing those
Advisory Boards

A Professional Advisory Board (PAB) at Argosy University for each discipline provides oversight and governance for their respective competency based degree programs. The PAB is comprised of members external to Argosy University including industry experts, academicians, and practitioner-educators. It acts as the advisory board for programs, provides input with the development of the core competencies and the program architecture, reviews the completed program for academic integrity and completeness, ensures core program competencies are being met by a robust assessment system, and grants final approval to launch the program. The PAB is responsible for aligning the program with the needs of the marketplace and ensuring that programs remain relevant.

Additional Information for California Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. California students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

As required by section 94909(a)(C)(12) of California Assembly Bill 48, neither Argosy University, nor its parent company Education Management Corporation (EDMC) has not or is in the process of filing for bankruptcy under Chapter 11 (111 U.S.C. Sec. 1101 et seq.) of the United States Bankruptcy Code.

Section Two, Institutional Policies

Where policies contained in this catalog differ from Argosy University institutional policies, the unique policy and procedures govern only the competency-based programs offered by Argosy University. They are exemptions from the other policies of Argosy University. These policies were approved by the University on June 27, 2013.

Academic and Professional Standards

Each campus of Argosy University is committed to developing professionals who demonstrate high levels of integrity. All programs have been designed to be challenging and demanding. They require that students continually apply themselves to their academic program over an extended period of time.

Argosy University closely monitors student academic progress. Monitoring by faculty, and in some programs training supervisors, addresses the issues of professional preparation as well as academic achievement. Aspects of students’ personal adjustment, interpersonal relationships, and behavior in all settings are relevant to student progress. Argosy University endeavors to ensure that students realize their potential to become competent and ethical professionals.

Argosy University requires that all students meet the standards of the profession for which they are preparing. Students are required to do more than complete certain academic and field training requirements. Students are expected to conduct themselves in a manner consistent with professional ethics at all times. Professional conduct requires the faithful discharge of all responsibilities undertaken during all aspects of the educational experience, as well as the maintenance of respectful interpersonal relationships with all individuals.

Distribution of Copyrighted Material
Notice of Argosy University Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a ‘fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

Argosy University policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. Argosy University policies prohibit use of the Argosy University computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

Intellectual Property Policy

Faculty members sign, and are expected to adhere to, the terms of Argosy University’s copyright and patent policy. This policy provides for the sharing of the proceeds of discovery, subject to current laws and regulations. Of particular interest to faculty is the policy on royalties on publications or materials authored by faculty members. Argosy University encourages publication and work in their field by faculty and allows faculty to keep copyrights on materials, except in the case of works:

- Commissioned by Argosy University.
- Developed on University time.
- Accomplished under letter of appointment and grants where copyright specifications are delineated.
- Completed under agreements made in advance between the author and Argosy University.

Faculty members should inform the Human Resources Department if they have any patents or copyrights pending.

Argosy University complies with the copyright laws as applied to proprietary schools. Using and/or photocopying copyrighted material without permission in projects by faculty, students, and staff are prohibited. Faculty members are required to instruct students in the proper use of licensed materials in their works and are charged with the
responsibility of monitoring the work of students to ensure that they use only licensed materials in their projects. This standard applies to printed, web-published, audio, and video materials, as well as to computer software.

There are no explicitly defined specifications as to what may constitute fair use, but the following four factors must be considered:

- The purpose and character of the use, including whether the use is for commercial or non-profit educational use.
- The nature of the copyrighted work being used.
- The nature and the amount and substantiality of the material used.
- The effect of use on the actual or potential market for value of the work.

*When in doubt as to whether using material is a copyright infringement, faculty members should consult with their program chairs or obtain written permission from the copyright holder. In some cases, the program chair may seek guidance from other Argosy University administrators and/or EDMC legal support.*

**Introduction**

As a creative community of teachers, artists and scholars, Argosy University is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of Argosy University itself, which supports this creative and scholarly work.

**I. Purpose and Scope**

This document expresses Argosy University’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of Argosy University – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with Argosy University, and this Policy governs in all circumstances, unless Argosy University has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between Argosy University and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

**II.**

The following terms are used throughout the Policy and are defined as follows:

**A. Copyright** - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

**B. Commissioned Work** - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. Institutional Employee – An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Supplement to the Employee Handbook), or a full-time or part-time staff member (as defined in the Employee Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. Intellectual Property – Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, assessments, instructional and evaluation materials, study guides, grade reports, assessment of student work and projects, program proposals, software, data and databases, musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. Patent - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. Sponsored Work - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. Student - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students”: e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. Substantial Institutional Resources - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. Trademark and Service Mark - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.
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K. Work - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. Work Made for Hire - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. The Rights of the Creator of Intellectual Property

A. Faculty, Staff and Student Works


Subject to the exceptions noted in this Policy, as a general rule, Argosy University does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

(a) The Intellectual Property is developed as a Sponsored Work.
(b) The Intellectual Property is developed as a Commissioned Work.
(c) The Intellectual Property is developed using Substantial Institutional Resources.
(d) The Intellectual Property is developed by the creator within the scope of his or her employment with Argosy University and constitutes a Work Made for Hire.
(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by Argosy University to create the Intellectual Property.
(f) The Intellectual Property is developed under a grant, program or agreement which provides Argosy University with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by Argosy University (or by Argosy University and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by Argosy University under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by Argosy University's Chancellor, and to execute any document deemed necessary by Argosy University to perfect legal rights in Argosy University and enable Argosy University to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:
(a) Curricular materials including assessments, pre-assessments, roadmaps, curricula, lesson plans, handouts, PowerPoint and other presentation materials (in all forms and media), content and outline are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by Argosy University. Likewise, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to Argosy University.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by Argosy University as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by Argosy University under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of Argosy University will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to Argosy University.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of an assessment, is owned by the Student and Argosy University will not use the Student’s Work without the Student’s permission to do so.

(g) Students working on a project governed by an existing written agreement to which Argosy University is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of Argosy University retain no rights of ownership in whole or in part to that Intellectual Property or to the Student’s contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to Argosy University outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

(j) The rights of Argosy University to a perpetual, worldwide license (exclusive or non-exclusive, as Argosy University deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non-Institution sponsor.

B. Independent Contractor Works.

As a general rule, Argosy University will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or Argosy University has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If Argosy University does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties’ agreement.

IV. Institution’s Usage Rights
To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, Argosy University shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, assessments, and educational programs, and any related accreditation or promotion of Argosy University. Where practicable, Argosy University will use best efforts to cite the creator of the Work if Argosy University exercises such usage rights.

V. Institution’s Marks

Intellectual Property comprised of or associated with Argosy University’s Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”) belongs exclusively to Argosy University and/or its affiliates. This Policy is designed to protect the reputation of Argosy University and its affiliates, and to prevent the illegal or unapproved use of Argosy University’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of Argosy University. However, faculty, staff, and Students may identify their status or professional affiliation with Argosy University as appropriate, but any use of Argosy University’s Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, Argosy University. No products or services may be marked, offered, sold, promoted or distributed with or under Argosy University’s Marks without Argosy University’s prior written permission and compliance with the licensing policies of Argosy University. All requests for use of Institution Marks must be submitted in writing to an officer designated by the Chancellor. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise Argosy University’s Marks.

VI. Substantial Use of Institution Resources

Although “Substantial Institutional Resources” is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of Argosy University, modes of employment, etc. Therefore, this Policy allows the Argosy University Academic Council to review the definition of “substantial use” from time to time and implement any changes or clarification to the definitions which Argosy University deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

VIII. Reservation of Rights

Argosy University reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. Argosy University agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of Argosy University and will remain in effect until modified or revoked by Argosy University. This Policy will be binding on all parties who create Intellectual Property after the effective date, and
this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with Argosy University changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

Outcomes Assessment

Argosy University is committed to a process of continuous improvement in all operations of the institution, especially those related to improvements in student academic achievement.

The means used to assess student competence is central to the legitimacy and efficacy of competency-based models. Assessments provide validation that student learning has actually occurred through demonstrations of competence that are valid and reliable.

Argosy University regularly and formally assesses student learning on program outcomes which have been developed by the faculty and to reflect the skills, knowledge bases, and behaviors required of the profession, the accreditation standards where applicable, and the disciplines in which the degrees are offered. Argosy University also evaluates student perceptions of the services provided to support student learning. In addition to the ongoing assessment of individual students, these assessment and evaluation strategies occur at the class, program, campus college and institutional levels.

Argosy University believes that such ongoing analysis of students’ learning are central to the efficacy of its educational services and programs. The integration of the collective data and results generated by these assessment strategies form a significant portion of the information used to evaluate individual student and programmatic success in Argosy University’s programs. Further, this educational input on the outcomes of student learning and the various educational processes furnishes critical feedback to Argosy University’s planning process that closes the institutional effectiveness loop and is used on an ongoing basis to continuously enhance the quality of student learning at Argosy University.

Institutional Learning Outcomes for Argosy University

1. Analytical Reasoning
   Analyze issues objectively, interpret and synthesize data and ideas, and develop feasible, flexible, and creative solutions to real world problems.

2. Effective Communication
   Identify audiences, assess information provided, interpret needs, and present relevant information using appropriate written, oral, and listening skills and media to meet the needs of the situation.

3. Information Competency
   Gather, evaluate, and ethically use information from a variety of relevant technological and library resources to make decisions and take action.

4. Interpersonal Effectiveness
   Develop individual and group interpersonal skills to improve and foster participation and interaction critical for achieving individual and group goals.
5. Personal and Professional Integrity and Ethical Behavior
Demonstrate a multi dimensional awareness of individual and social responsibility to act ethically and with integrity in a diverse, global society.

6. Professional Competence
Apply skills appropriate to program objectives and employ critical reasoning to contribute to one's field and profession.

Approved April 17, 2012

Philosophy of Education

The primary objective of Argosy University is to educate and prepare students for careers in professional fields. A faculty composed of individuals who are both practitioners and scholars guide students through competency assessments to enable them to meet the standards of their professions.

Commitment to Diversity

Argosy University prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. The programs are designed to provide an environment in which students can demonstrate competencies, skills and attitudes essential to working with people from a wide range of backgrounds.

Non-Discrimination Policy

Argosy University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. Argosy University will not retaliate against persons bringing forward allegations of harassment or discrimination to the Vice Chancellor of Competency Based Programs, Steven Klingler, 333 City Blvd West, Orange, CA. 92868. 1-888.559.7586, has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the non-discrimination policy.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with studentcomplaints@argosy. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. Argosy University will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding.
For this purpose, the outcome of a disciplinary proceeding means only Argosy University’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President’s Office of Argosy University. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President’s decision shall be final.

5. Argosy University will not retaliate against persons bringing forward allegations of harassment or discrimination.

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

7. 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.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to the state agency that has oversight of Argosy University in your state. See “Unresolved Disputes” under Section Four, Student Rights and Responsibilities.

Right to Change Requirements

Argosy University reserves the right to change the policies contained within this catalog from time to time. Accordingly, although notice is not required for a new policy to take effect, Argosy University will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, or other methods deemed appropriate by university administration.

Students will follow the degree requirements in effect at the time of their matriculation. However, a student who changes degree programs or fails to maintain continuous enrollment with an absence greater than one year (see Readmission Process After Withdrawal in Section Five, Admission Policies) will be required to follow the Academic Catalog in effect at the time of matriculation. Furthermore, requirements of government agencies, accreditation agencies, and other regulatory bodies may influence a student’s
degree requirements. Possible changes include, but are not limited to, graduation requirements, admission requirements, tuition, fees, assessments, and program structure. Students are responsible for making themselves aware of any changes.

**Licensing/Registering/Certification**

Argosy University does not guarantee third-party licensing/registering/certification. Outside agencies control the requirements for taking and passing licensing/registering/certification exams and are subject to change without notice to Argosy University.

**Disability Services**

Argosy University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at Argosy University.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at their Argosy University campus of record of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Services. Complaints will be handled in accordance with Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment under Section Two, Institutional Policies.

**The Family Educational Rights and Privacy Act of 1974**

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 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 the Registrar. 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 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 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 or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; 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.

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 school 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)).
   a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

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).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Argosy University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.
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 Art Institute of Argosy University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Argosy University 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 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.)
12. Student honors and awards received.
13. The height and weight of athletic team members.

Notice of these categories and of the right of an individual in attendance at Argosy University 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, 2233 West Dunlap Avenue, Suite 105, Phoenix, AZ 85021. 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 Registrar 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 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 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. 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. The Argosy University 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 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 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 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 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

Graduation/Completion Rates

According to regulations published by the US Department of Education based on the Student Right-to-Know act, the graduation/completion rates for first time, full-time students who entered school in 2004 and who graduated/completed within 150 percent of the normal time to complete the program is 50%.

Arbitration Agreement

Every student and Argosy University agrees that any dispute or claim between the student and Argosy University (or any company affiliated with Argosy University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at Argosy University whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or Argosy University’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800.352.5267. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do within twenty (20) days of its receipt of the other party’s intent to arbitrate.

Argosy University agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student’s claim exceeds the relevant jurisdictional threshold
Argosy University reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR ARGOSY UNIVERSITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR’S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR’S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR ARGOSY UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student’s written request, Argosy University will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators’ fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student’s relationship with Argosy University.

Section Three, Health/Safety Policies and Procedures

Anti-Hazing Policy

Hazing involving Argosy University 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. 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 Student Support Center at 1-866-4ARGOSY (1-866-427-4679). 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.

**NO HARASSMENT POLICY**

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

**Definition of Sexual Harassment**

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

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

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

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

**Other Forms of Harassment**

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

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, Argosy University will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, Argosy University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Policy Concerning Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by Argosy University. Complaints of sexual violence should be made to the Student Support Center at 1-866-4ARGOSY (1-866-427-4679).

Upon learning of possible sexual violence involving a student, Argosy University will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If Argosy University determines that sexual violence may have occurred, Argosy University will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

Argosy University will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Student Support Center
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.
Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with Argosy University’s published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Argosy University’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the No Harassment Policy, the Non-Discrimination Policy, the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment available in this catalog and the Programs and Procedures Regarding Sexual Assault available in the Student Affairs Office.

Section Four, Student Rights and Responsibilities

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

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 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 assessments. 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 suspected of violating Argosy University's Code of Conduct will be referred to the Student Conduct Committee (SCC). 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 assessments 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 assessment in a subsequent assessment 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 faculty about how much help may be received in completing an assessment 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 Institutional Review Board (IRB) 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. Consistent with the guidelines outlined in the IRB Guide, 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 assessment related 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.
To ensure the highest quality research and to protect subjects involved in that research, Argosy University requires that all students, faculty and investigators complete human subjects protection training. To facilitate this training, Argosy University has arranged for a web-based training and assurance program in human research subjects protection through the Collaborative Institutional Training Initiative (CITI).

There are two sets of modules: one set for IRB members and a general set for all investigators, dissertation/CRP committee members, faculty, and students. Additional modules may be required based on the nature of the research (e.g., research with children or prisoner).

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

Argosy University recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the Argosy University community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Argosy University provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Argosy University mission.

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at Argosy University.

SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on Argosy University premises including online platforms, at Argosy University sponsored activities, student organization sponsored events, or in Argosy University housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs, or a delegate as appointed by the President of Argosy University, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the Argosy University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the Argosy University and to other individuals who make up the community. By enforcing its Student Conduct Policy, the Argosy University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the Argosy University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V. DISCIPLINARY OFFENSES.
The offenses listed below are given as examples only. Argosy University may sanction other conduct not specifically included on this list.

1. **Scholastic Dishonesty**
   a) Plagiarism
   b) Cheating on assessments or examinations
   c) Engaging in unauthorized collaboration on academic work
   d) Taking, acquiring, or using test materials without faculty permission
   e) Submitting false or incomplete records of academic achievement
   f) Altering, forging, or misusing an Argosy University academic record
   g) Fabricating or falsifying data, research procedures, or data analysis
   h) Deceiving the Argosy University and/or its officials

2. **Illegal or Unauthorized Possession or Use of Weapons**
   a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. **Sexual Assault or Nonconsensual Contact**
   a) Any form of unwanted sexual attention or unwanted sexual contact

4. **Threatening, Violent or Aggressive Conduct**
   a) Assault, battery, or any other form of physical abuse of a student or college employee
   b) Fighting or physical altercation
   c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
   d) Any conduct that threatens the health or safety of another individual, one’s own self, or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

5. **Theft, Property Damage and Vandalism**
   a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   b) Extortion
   c) Setting fires, tampering with fire safety and/or fire fighting equipment

6. **Disruptive or Disorderly Conduct**
   Disruptive behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
   a) Disruptive Classroom Conduct, such as,
      i. Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
      ii. Use of cell phones and pagers during scheduled classroom times
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b) Disorderly Conduct, such as,

i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials

ii. Breach of peace on college property or at any college-sponsored or supervised program

iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Argosy University and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol

a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.

b. Being under the influence of illegal or controlled substances on college property, or at any college function

c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.

d. Being under the influence of alcohol on college property or at any college function is also prohibited

8. Verbal Assault, Defamation and Harassment

a. Verbal abuse of a student or college employee

b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person

c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing

a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

10. Falsification

a. Willfully providing college officials with false, misleading or incomplete information

b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of Argosy University disciplinary system, including but not limited to:

a) Failure to obey the summons of a disciplinary body or college official

b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official

c) Disruption or interference with the orderly conduct of a disciplinary proceeding

d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding

f) Failure to comply with the sanction(s) imposed under the student conduct policy

g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of College Facilities

a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws

a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

14. Insubordination

a) Persistent or gross acts of willful disobedience or defiance toward college personnel

b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties

c) Failure to exit during fire drill,

d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

15. Violations of College Rules

a) Violations by guest of a student on college property. Students are responsible for the actions of their guests

b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats

c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area

d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook

e) Any violation of the institutions policies on the responsible use of technology including but not limited to

I. The theft or abuse of computer, email, Internet or Intranet resources

II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose

III. Unauthorized transfer of a file

IV. Unauthorized downloading of copyrighted materials in violation of law

V. Unauthorized use of another individual's identification and/or password

VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official

VII. Use of computing facilities to send obscene or abusive messages

VIII. Use of computing facilities to interfere with normal operation of the school's computing system

f) Failure to satisfy school financial obligations

The above list is illustrative only, and Argosy University may sanction other conduct not specifically included on this list.
SECTION VI. SANCTIONS.

Argosy University may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Argosy University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning**: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations

2. **Probation**: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. **Discretionary Sanctions**: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. **Removal from Sponsored Housing**: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

5. **Suspension**: Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. **Expulsion**: The student will be expelled from Argosy University immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.

7. **Restitution**: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

SECTION VII. DISCIPLINARY PROCEDURES.

Complaint

Any member of Argosy University community may file a complaint against any student for misconduct or for otherwise being in violation of Argosy University policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless Argosy University determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property
Students have no expectation of privacy in their personal property while on campus. Argosy University reserves the right to search the contents of students’ personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of Violations That Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student’s right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
   a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of Argosy University policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations That Warrant Disciplinary Hearing

In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
   a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
   b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension
Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing; or
4. when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. Appeal Procedures.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to Argosy University policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student’s own words, addressed to the Vice President of Argosy University, Competency Based Programs or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to Argosy University policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. 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 student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Student Conduct Committee

Any student suspected of violating the Argosy University Ethical Code of Conduct may be referred to the Student Conduct Committee (SCC) which is responsible for investigating the allegations.
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, 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 SCC can be made by any member of the university community, including students, faculty, and/or administration.

Student Conduct Committee Policies and Procedures

I. Purpose and Scope

The SCC is responsible for investigating suspected violations of the Argosy University Ethical Code of Conduct. Additionally, the SCC accepts referrals, where a determination has been made that a student has not complied with the remediation actions set forth to them and 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

   a. 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 Argosy 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.

b. Committee Procedures

   a. The following procedures govern the actions of the SCC:

   b. The student should be notified in writing of the charges and pending action of the SCC

   c. 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

   d. 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

   e. In the event that the student does not attend the proceedings, the SCC should commence deliberation and render a decision

   f. 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
g. The student is not permitted to bring legal counsel to committee meetings

h. 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

i. Any procedural questions raised during the process should be addressed by the committee

j. 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

k. 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.

l. 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 SCC 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. **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. Argosy University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on University property.

e. **Appeal Process**

   Students wishing to appeal a disciplinary decision may do so according to the Student Right to Appeal process described in Section Four, Student Rights and Responsibilities of 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.
III. 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. The campus president accepts nominations from the Vice President of Academic Affairs 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 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 “Assessment Appeal Procedures” (see Section Seven, Academic Policies and Procedures). Students with complaints about possible bias and harassment or Disability Services should refer to the “Student Grievance Procedure for Internal Complaints of Discrimination and Harassment” (see Section Two, Institutional Policies). 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 Section Four, Student Rights and Responsibilities.

Student Right to Appeal
Appeal of Disciplinary Action or Dismissal

Students have the right to appeal dismissal and disciplinary actions taken against them, as well as final decisions regarding any other dispute resolution procedure, except for dismissal due to violation of the Maximum Allowable Timeframe policy. Students who believe they have extenuating circumstances regarding a particular matter or believe that they have been treated in an arbitrary or biased fashion and/or without adherence to Argosy University policies and procedures may file an appeal. For the purposes of this policy, “bias” shall mean inequitable treatment based upon a student’s membership in a class protected from discrimination under relevant Argosy University policy, and shall not encompass personality conflicts between student and instructor/administrator. Extenuating circumstances include extreme situations such as:

- Death of an immediate family member
- Student illness requiring hospitalization (this illness includes mental health issues
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment

Students must expect to provide documentation of extenuating circumstances. The appeal must clearly state, in writing, and in the student’s own words, the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the appeal, the student must document in writing what in the student’s situation has changed that will allow the student to meet the standards for satisfactory academic progress by the end of the Academic/Financial Aid Probation period, according to a written academic plan. The Chair of the Appeals Committee will initially rule as to whether the subject of the appeal constitutes an issue of bias/discrimination or a failure of the University to follow its process and procedures. The Chair determines if a basis for an appeal has been stated. If so determined, then the Appeals Committee gathers and reviews relevant information in order to make its decision.

Appeals Committee

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 the faculty members 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.

Argosy 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 Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

Contact information for the state agencies can be found at the beginning of Section One, Introduction of this catalog.

Students may also reference the Argosy University Arbitration Agreement found in Section Two, Institutional Policies.

*This program is not available to residents of some states. To determine whether it is offered in your state, please contact an admissions representative prior to enrollment.*
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 Post-secondary Education (1400 West Washington Street, Room 260, Phoenix, AZ 85007, 602.542.5709, website: http://azppse.state.az.us). The student should contact the State Board for further details.

Arkansas 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 Arkansas Department of Higher Education (114 E. Capitol, Little Rock, AR 72201, Phone 501.371.2000, website www.adhe.edu).

California Student Right to Appeal

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 1.916.574.8200 or by completing a complaint form, which can be obtained on the bureau’s Internet web site www.bppve.ca.gov. Also, if a complaint cannot be resolved after exhausting the institution’s complaint procedure, the student may file a complaint with the California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, 1.916.574.8200.

Georgia 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 Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia, 30084-5305, 770.414.3300, www.gnpec.org.

Maryland 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 Office of the Attorney General of the Maryland Higher Education Commission 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201 http://www.mhec.state.md.us. Argosy University is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

New Mexico 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 New Mexico Higher Education Department, 2048 Galisteo Street, Santa FE, NM 87505-2100, Phone: 505.476.8400 fax: 505.476.8433, www.hed.state.nm.us

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).

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 (SCC) 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 SCC or the appropriate administrative unit may undertake, in a timely fashion, assessment of the circumstances and severity of the student’s behavior. Students will remain on an administrative leave of absence no more than 45 days. Within that 45-day period, the SCC or appropriate administrative unit will render a decision as to the student’s future with Argosy University.

Section Five, Admissions Policies

Admission Requirements

- A bachelor's degree from a regionally accredited institution, a nationally accredited institution approved and documented by the dean of the College of Business, or an appropriately certified foreign institution.

- A 2.7 grade point average for the bachelor’s degree used as the basis of admission, or a grade point average of at least 3.0 (on a scale of 4.0) for the last 60 hours of coursework (including graduate work).
  
  - Between 2.0 and 2.7 for the bachelor’s degree. Students admitted with a GPA between 2.0 and 2.7 must demonstrate 3 years of professional experience in business, industry, or a non-profit. Professional experience will be evaluated by the Program Chair or the Program Chair designee to ensure relevancy.

- A minimum score on an Argosy University pre-approved English language proficiency test is required for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction as specified in Section Five, Admission Policies, “English Language Proficiency Policy.”

- All applications for admission must be submitted to the Admissions Department.

An admissions representative is available to help interested applicants complete the following required documentation:

- Completed Application for Admission Form.

- Application fee (Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.)

- If the basis of admission is an earned bachelor's degree with a 2.7 grade point average, an official transcript from the degree granting institution

  - Between 2.0 and 2.7 for the bachelor’s degree. Students admitted with a GPA between 2.0 and 2.7 must demonstrate 3 years of professional experience in business, industry, or a non-profit. Professional experience will be evaluated by the Program Chair or the Program Chair designee to ensure relevancy.

- If the basis of admission is a cumulative GPA of 3.0 (on a scale of 4.0) for the last 60 hours of coursework, official transcripts from all post-secondary schools attended during the 60 hours of study

Admission Procedures and Conditions

The Admissions Department of each Argosy University campus is available to assist prospective students with the process of submitting an application for admission. Individuals interested in information about Argosy University, its programs, and the application process are invited to contact the Admissions Department at the Argosy University campus of choice. Argosy University reserves the right to limit enrollment in any of its programs, and requirements may vary from program to program.
Admission Decisions

Argosy University does not discuss decisions regarding an applicant’s file. Admissions decisions are final and are not subject to appeal.

Conditional Admission

Conditional admission may be granted to an applicant pending receipt of official transcripts or other equivalent official documentation. To be eligible for conditional admission to matriculate into the program, unofficial transcripts must show receipt of the degree required for admission to the program. Students who fail to submit all official transcripts within 30 days of their first session will be withdrawn from the program, competency units will not be transcripted, and tuition will be refunded.

Reapplication for Admission

Applicants who have been denied admission to a given program may reapply to that program after the passage of one year from the date of denial by submitting all documents required of a new applicant. Individuals who intend to reapply for admission are strongly encouraged to contact the Admissions Department prior to reapplying.

Readmission Process after Withdrawal/Dismissal

Students who have withdrawn from the Argosy University with their last date of activity within a year must work with their Personal Progress Mentor to gain reentry into Argosy University. Students who have been withdrawn from Argosy University for a period greater than one year from their last date of activity must reapply through Admissions. These applicants must submit the materials required by the campus and program to which they are reapplying. Students who are readmitted after an absence of one year or more must complete all requirements of the program in the year of readmission. This may require additional competencies, replacement of competency units that have been substantially modified, and/or other academic requirements.

Students who have been dismissed from Argosy University must appeal through committee to be approved for readmission. If the appeal is approved, they must work with their Personal Progress Mentor to reenter.

Students who have been dismissed from Argosy University or denied an appeal may apply for readmission one year after the session in which dismissal occurred or the appeal denied, but must provide demonstrable evidence of likely academic success to be considered. Students who have been dismissed from Argosy University and not readmitted to a program of study are prohibited from taking coursework at any Argosy University campus or online.

Reinstatement

Students who are administratively withdrawn from Argosy University for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Reinstatement after Administrative Withdrawal for Non-Continuous Enrollment
Students who are administratively withdrawn from Argosy University for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

International Admission Policy

All international applicants to the Argosy University must meet the same admissions standards as all other students. Argosy University’s CMBA program, as an all online program, is not available to international students who require Form I-20 sponsorship to enroll. Other qualifying nonimmigrant (temporary) visa status may enroll. In addition to the Admissions Policies above (see section 5), students presenting transcripts or credentials earned outside the United States are required to provide a credential evaluation prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member credential evaluation service and an English translation (if applicable). Please speak with an Admissions Representative to determine eligibility and learn more.

English Language Proficiency Policy

As the lectures, seminars, materials, and discourse which comprise programs of study at Argosy University are presented in English, and no English language service is provided or available. Argosy University requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

Minimum Acceptable Proof of English Language Proficiency Standards

<table>
<thead>
<tr>
<th>ELP TEST</th>
<th>DIPLOMA</th>
<th>ASSOCIATE/BACHELOR</th>
<th>GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL PAPER</td>
<td>480</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL i-BT</td>
<td>54-55</td>
<td>61</td>
<td>79-80</td>
</tr>
<tr>
<td>IELTS Level 5.5</td>
<td></td>
<td>Level 6.0</td>
<td>Level 6.5</td>
</tr>
<tr>
<td>American College Testing (ACT) English</td>
<td>17</td>
<td>19</td>
<td>21</td>
</tr>
<tr>
<td>EF International Language Schools</td>
<td>C1</td>
<td>C1</td>
<td>C2</td>
</tr>
<tr>
<td>ELS Language Schools</td>
<td>108</td>
<td>109</td>
<td>112</td>
</tr>
<tr>
<td>ITP</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>Pearson</td>
<td>42</td>
<td>44</td>
<td>53</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery (MELAB or “Michigan Test”)</td>
<td>73</td>
<td>80</td>
<td>85</td>
</tr>
</tbody>
</table>
Section Six, Financial Policies and Assistance

Tuition and Fees

A “Schedule of Tuition and Fees” is listed below:

**Tuition:** ($3400/Session Flat Rate).

Students pay a flat fee per session regardless of the number of sub-domain assessments that they are registering for. If all assessments are completed for a given session, additional assessments can be added to that session at no additional cost.

All tuition fees for a given session must be paid in full prior to registering in subsequent sessions. Students will not be allowed to register for the next session until all student obligations are satisfied.

**Session:** 16-Weeks

**Application Fee:** $50

**Enrollment Deposit:** $200 before starting Skills for Success Orientation (SFSO). This amount will be applied to the first session tuition. After completing the SFSO, students must have payment arrangement paid for remaining balance of the first session.

**Graduation Fees:**

The graduate fee is $175 and students are to submit payment with their Petition to Graduate.

**Transcript Fee:**

Students will be provided one transcript at no charge. Each additional transcript request will be assessed a transcript fee of $5.

Payment Policies and Financing Options

Regardless of the method used to finance his/her education, all students must agree to a financial plan. All charges on a student’s account are considered due and payable when the charge is incurred. In special circumstances, students may be allowed to carry a balance until the end of the session. The balance is still considered to be due at the start of the session and the balance being carried is not considered an extension of credit.

Payment in Full

Tuition and fees are expected to be paid in full by the end of each session.

Tuition Reimbursement
A deferred tuition payment arrangement may be offered to students when employers are willing to remit payment directly to Argosy University.

**Estimated Cost of Attendance Budget**

The cost of attendance budget, also referred to as the cost of education, is an estimate of the total amount of money it will cost a student to attend school per academic year. Argosy University calculates this amount using rules established by the U.S. Department of Education. The cost of attendance budget may include tuition and fees, books and supplies, loan fees, an allowance for food, housing and transportation, as well as miscellaneous or personal expenses. Extraneous costs not directly related to the completion of a student’s course of study, such as car payments and cell phone bills, are not included. In addition to helping a student project his/her total education costs, the cost of attendance budget is also used to determine the maximum amount of funding a student is allowed to receive for a particular period of enrollment. For further details or an estimated cost of attendance budget, please refer to the Student Consumer Information website page for each campus location.

**Types of Financial Assistance**

**Federal (Title IV) Financial Aid**

This program is not yet approved by the U.S. Department for Education to be eligible for federal and state financial aid. The institution has approval to offer the program by their state licensing body and accrediting agency.

**Scholarships**

Scholarships are financial awards which do not have to be repaid. Funds are provided by a variety of government, civic and professional organizations as well as the school itself. Awards are made in recognition of outstanding student achievement. Student achievement can be defined in many ways—by academic talent, community service involvement, or demonstrated leadership abilities.

**Private Loans**

A loan is financial aid which must be repaid to the lending institution. Eligibility, interest rates, payment deferment periods (if any), and loan amounts vary by the type of loan the student obtains. Loans are available in several forms. Please refer to the Student Consumer Information website page for each location for a listing of lenders. Students are free to use any lender of their choice. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has any questions regarding the repayment of their loan, he or she should contact the institution’s financial office or contact the agency that guaranteed the loan.

**Grants**

Grants are financial awards that do not have to be repaid. They are usually based on financial need.

**Institutional Refund Policy**

The Institutional Refund Policy applies to students, other than those residing in Alabama, Georgia, Iowa, Kansas, Maryland, Tennessee and Wisconsin who withdraw from a competency-based session, whether through providing notification to the University or ceasing attendance without notification. Students dropping from a competency-based session are considered withdrawn for refund purposes.
To officially withdraw, the student will need to notify their Academic Counselor. The Academic Counselor will assist the student to complete the withdrawal process and will determine the last date of activity of the student with the school and the date the school became aware the student was no longer attending, or the date of determination. The date of determination will be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice.

Students who do not verify enrollment into their new session within the first week of the session will be dropped from all of their sub domains and will be administratively withdrawn from the University. A student will be administratively withdrawn if s/he does not meet Satisfactory Academic Progress requirements (see policy on Satisfactory Academic Progress in the Catalog).

For students who unofficially withdraw by ceasing attendance without notification, the Registrar will determine the last date of attendance using attendance records. The last date of attendance is defined by one of the following activities, whichever is later:

1. The last date in which the student had met with his/her Personal Progress Mentor (PPM), if those PPM meetings are held regularly.
2. The last date in which the student logs into the sub-domain community and engages with the learning material as needed.
3. The last date in which the student takes pre-assessments as scheduled.
4. The date in which the student takes the final assessment as scheduled.
5. Stays in contact with his/her PPM, and notifies the PPM of his/her absence from school due to extenuating circumstances.

Refunds are made within thirty (30) calendar days of the date of determination.

The student may cancel enrollment in the competency based session at any time prior to midnight on the 3rd (third) business day following the date of the student signing the enrollment agreement and will receive a refund of all fees paid. Upon expiration of this 3rd (third) day cancellation period, all fees paid are subject to the refund policies outlined in the enrollment agreement and the Academic Catalog. Refunds are made within thirty (30) calendar days of the date of determination.

Tuition will be refunded according to the refund percentage shown in the tables below, based on the day in which the student withdraws from the University. The $50 application fee is due at the time the application is completed. The $200 tuition deposit is due prior to starting Orientation. The $200 tuition deposit is fully applied toward tuition, and is refundable as stated in this refund policy.

The $50 application fee is non-refundable and the $200 tuition deposit is non-refundable once orientation is scheduled by the student with the University, unless otherwise stated below. The application fee and tuition deposit are valid for one year. Students wishing to reapply after one year will be required to submit a new application fee and tuition deposit.

Please note that this program is not eligible for Title IV Financial Aid.
If Student Withdraws from the University | Refund Percentage

Day 1 through Day 6 | 100%

After Day 6 | 0%

Alabama State Refund Policy

The Alabama State Refund Policy applies to students who are residents of the state of Alabama cancelling enrollment from the competency based session with the University.

1. If cancellation occurs within 72 hours of the enrollment date, all money paid by the prospective student shall be refunded, including the $50 application fee and $200 tuition deposit.

2. If cancellation occurs after 72 hours of the enrollment date, but before the competency based session begins, a refund shall be made of all money paid, excluding the $50 application fee.

3. If cancellation occurs after the session begins, a pro rata refund will be made of all unearned prepaid tuition and fees, excluding the $50 application fee.

In accordance with state policy, the University will refund the student based on the week in which the student withdraws

If Student Withdraws from the University | Refund Percentage

Week One | 75%

Week Two | 50%

Week Three | 25%

After Week Three | 0%

4. A full refund is due to students who contracted for educational services and are denied by the school as a result of economic or academic fraud.

Arizona State Cancellation Policy

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Georgia State Refund Policy

The Georgia State Refund Policy applies to students who are residents of the state of Georgia who drop in a session from Argosy University whether through providing notification to the University or ceasing attendance without notification. Students dropping in a competency based session are considered withdrawn for refund purposes. Students who are residents of the state of Georgia are entitled to a full refund of all monies paid, including application fees, if the student requests a refund within three (3) business days after signing an enrollment agreement or if no contract is signed and prior to the session beginning the student requests a refund within three (3) business days after making a payment,
including the $50 application fee and $200 tuition deposit. If a student withdraws from the University for any reason, the student is not liable for any unpaid portion of the $50 application fee and $200 tuition deposit.

### If Student Withdraws from the University

<table>
<thead>
<tr>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of the competency based session</td>
</tr>
<tr>
<td>After the first day of the competency based session but before the end of the first 5% of the competency based session</td>
</tr>
<tr>
<td>Between the end of the first 5% and 10% of the competency based session</td>
</tr>
<tr>
<td>Between the end of the first 10% and 25% of the competency based session</td>
</tr>
<tr>
<td>Between the end of the first 25% and 50% of the competency based session</td>
</tr>
<tr>
<td>After the first 50% of the competency based session</td>
</tr>
</tbody>
</table>

Fees will be refunded according to the refund percentage shown in the table above. Refunds are made within 30 days of the date of determination.

### Iowa State Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their competency based session will receive a prorated session refund based on their official last date of activity (LDA).

<table>
<thead>
<tr>
<th>If Student Withdraws from the University</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 LDA</td>
<td>84%</td>
</tr>
<tr>
<td>Week 2 LDA</td>
<td>79%</td>
</tr>
<tr>
<td>Week 3 LDA</td>
<td>73%</td>
</tr>
<tr>
<td>Week 4 LDA</td>
<td>68%</td>
</tr>
<tr>
<td>Week 5 LDA</td>
<td>62%</td>
</tr>
<tr>
<td>Week 6 LDA</td>
<td>56%</td>
</tr>
<tr>
<td>Week 7 LDA</td>
<td>51%</td>
</tr>
<tr>
<td>Week 8 LDA</td>
<td>45%</td>
</tr>
<tr>
<td>Week 9 LDA</td>
<td>39%</td>
</tr>
<tr>
<td>Week 10 LDA</td>
<td>34%</td>
</tr>
<tr>
<td>Week 11 LDA</td>
<td>28%</td>
</tr>
<tr>
<td>Week 12 LDA</td>
<td>23%</td>
</tr>
<tr>
<td>Week 13 LDA</td>
<td>17%</td>
</tr>
<tr>
<td>Week 14 LDA</td>
<td>11%</td>
</tr>
<tr>
<td>Week 15 LDA</td>
<td>6%</td>
</tr>
</tbody>
</table>
Refunds shall be made to the appropriate agency within thirty (30) days following the student’s termination.

Kansas State Refund Policy

The Kansas Tuition refund policy applies to students who are residents of Kansas who withdraw from the competency based session from Argosy University. A Kansas student that withdrawing from the University after completing only a portion of the competency based session shall be refunded tuition refund based on the following, excluding the $50 application fee:

(i) If a student withdraws during the first week after entering an institution, the institution shall refund at least 90 percent of the tuition;

(ii) if a student withdraws during the first 25 percent of the competency based session but following the first week after the student’s entering an institution, the institution shall refund at least 55 percent of the tuition;

(iii) if a student withdraws during the second 25 percent of the competency based session, the institution shall refund at least 30 percent of the tuition;

(iv) if a student withdraws during the last 50 percent of the competency based session the institution may deny a refund to the student;

(v) any monies due to a student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student’s last date of attendance in the competency based session.

Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. A Maryland student that withdraws or is terminated after completing only a portion of the competency based session within the applicable billing period is as follows, excluding the $50 application fee:

<table>
<thead>
<tr>
<th>If Student Withdraws from the Institution</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10% of the competency based session is completed</td>
<td>90%</td>
</tr>
<tr>
<td>10% up to but not including 20% of the competency based session is completed</td>
<td>80%</td>
</tr>
<tr>
<td>20% up to but not including 30% of the competency based session is completed</td>
<td>60%</td>
</tr>
<tr>
<td>30% up to but not including 40% of the competency based session is completed</td>
<td>40%</td>
</tr>
<tr>
<td>40% up to but not including 60% of the competency based session is completed</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60% of the competency based session is completed</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refunds are made within 60 days from the date of withdrawal or termination.

Tennessee State Refund Policy
The Tennessee State Refund Policy applies to students who are residents of the state of Tennessee who withdraw from the competency based session from Argosy University. Tennessee students have the right to cancel their enrollment agreement and receive a full refund of all charges, less a $50 application fee, if the student withdraws on or before the first start of the competency based session.

Argosy University will earn tuition and fees based on when the student last activity as follows:

<table>
<thead>
<tr>
<th>If Student Withdraws from the Institution</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of the competency based session, or fails to begin classes</td>
<td>100%, less an administrative fee of $100</td>
</tr>
<tr>
<td>After the first day of the competency based session, but before the first 10% of the competency based session</td>
<td>75%, less an administrative fee of $100</td>
</tr>
<tr>
<td>After 10%, but before 25% of the competency based session</td>
<td>25%, less an administrative fee of $100</td>
</tr>
<tr>
<td>After attending 25% of the competency based session</td>
<td>0%</td>
</tr>
</tbody>
</table>

Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from the competency based session from Argosy University. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within 3-business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing 60% of the potential competency based session in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of $50. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend the competency based session, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for 15 days.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential competency based sessions of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.

Cancellation Privilege

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third business day after written and final receipt of notice of acceptance from the school;
The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student’s enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 3 days of cancellation.

Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but After the 3 – Day Cancellation Period:

100% refund less a one-time application fee of $50.

Adjustment of Charges after Completing:

<table>
<thead>
<tr>
<th>At Least</th>
<th>But Less Than</th>
<th>Refund of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit/calendar day</td>
<td>10%</td>
<td>90%</td>
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<tr>
<td>10%</td>
<td>20%</td>
<td>80%</td>
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</tr>
<tr>
<td>60%</td>
<td>no refund</td>
<td>no refund</td>
</tr>
</tbody>
</table>

As part of this policy, the school may retain a one-time application fee of no more than $50.

Course add/Drop Refund Policy

Students enrolled in Argosy University Online Programs should refer to the refund schedule outlined in the “Institutional Refund Policy” when dropping for a competency based session.

Cancellation Privilege

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third business day after written and final receipt of notice of acceptance from the school;

The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student’s enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 3 days of cancellation.

Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but After the 3 – Day Cancellation Period:

100% refund less a one-time application fee of $50.
Adjustment of Charges after Completing:

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Course add/Drop Refund Policy

Students enrolled in Argosy University Online Programs should refer to the refund schedule outlined in the “Institutional Refund Policy” when dropping for a competency based session.

Assessment Retake Policy/Costs

- Objective Type Assessments
  - Students are expected to pass the Final Objective Type Assessment within four (4) attempts. Students not meeting this minimum will be dismissed from the program.
  - Argosy University will pay for the first two (2) attempts of the Final Objective Assessment; subsequent attempts will result in a $100 per attempt charge to the student’s account.

- Performance Assessments
  - Students are expected to pass the Final Performance Assessment within six (6) task resubmission attempts for the entire Performance Assessment. Students not meeting this minimum will be dismissed from the program.
  - Argosy University will pay for the first two (2) submissions of a task within the Final Performance Assessment; subsequent attempts of the task will result in a $50 charge per attempt to the student’s account.

Section Seven, Academic Policies and Procedures

Academic Year

Sessions

Competency-based programs are not framed in the context of a traditional academic year (i.e., Fall, Winter, Spring, etc.). The academic calendar is made up of sessions, and each session is 16 weeks in length. Two sessions make up one Academic Year. Each student will have his/her personalized session and Academic Year depending on when they matriculate into the program. The student has the option of starting the program at any time on one of the multiple start dates in a year.
As there are no traditional classes or courses, students will register for specific sub-domains each session and take assessments based on readiness determined by pre-assessment scores. Students will progress at their own pace through the sub-domains and complete assessments at any time during the session and get competency units—competency units awarded.

**Enrollment Policies**

It is recommended that matriculated students be continuously enrolled in the program from the time of matriculation through graduation.

If a student is withdrawn for a period of more than a year, they will have to reapply for admission and be subject to any updates or changes to the competency program and/or curriculum.

Enrollment entails registering for the sub-domains and assessments that is on the student’s CAP and paying tuition (flat fee) for that session.

**Argosy University Online Programs**

All students enrolled in Argosy University Online Programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.

**Enrollment in Multiple Programs**

Students are not permitted to be concurrently enrolled in more than one degree program. Students, however, may enroll in a certificate program while currently enrolled in a degree program.

**Registration**

Students must be admitted and have a plan to pay tuition and fees per the tuition payment policy in order to be registered for a session.

**Description of The Competency Model**

In a competency model, students progress through the program by demonstrating proficiency through assessments instead of completing courses. Students take pre-assessments that help determine if they are ready to take the final assessment or if they need to engage with learning materials in an online community. They can progress at their own pace and have the support of their personal progress mentor and the domain leader as they go through the program.

**Program Description**

At Argosy University, we have built an innovative new model for our Master of Business Administration (CMBA) program. Premised on what is known as a ‘competency-based’ model, the Competency Based MBA program helps students to master skills identified by business and industry experts as being critical to success in the 21st century. The program acknowledges the real-world experience that working professionals have acquired throughout their careers.
Students earn their MBA by demonstrating competencies by the successful completion of assessments in all areas of the program. The program is highly personalized where current skill levels are assessed resulting in the development of a customized learning path for each student.

Students who bring to the program existing knowledge and experience that are already equivalent to college-level learning have the opportunity to demonstrate competence without being required to take courses that cover the same material. Additionally, students whose personal orientation to learning is more self-directed and autodidactic find the approach to study in a competency-based program liberating. Both groups benefit by being able to move as efficiently through a program as their existing competence or inclination to learn will support. This, in turn, decreases time to degree and that lowers the cost of an academic program. In competency-based programs students are not required to take courses, as they would in a traditional model, but instead complete assessments to demonstrate competencies in various areas of the program to receive credits. Unlike a traditional program where students will have to register, take, and successfully pass courses to have credits awarded at the end of the term, in a competency-based program credits are awarded at any time during the session when an assessment has been successfully completed. The program is organized by subdomains which are somewhat akin to a course, and every sub-domain has an assessment that a student has to complete before moving on to the next. Students can complete assessments in as many sub-domains as they are capable of in any given session.

A Personal Progress Mentor (PPM) will be assigned to each student who will be the coach and guide for the student from matriculation through to graduation. The PPM will establish a regular communication protocol with the students. Each student will have a Customized Academic Plan (CAP) that will reflect their program of study and the sub-domain assessments that they will take each session. Students will take pre-assessments when they enroll in the sub-domain communities. The scores from the preassessment will determine whether the student will directly take the final assessment or be asked to go through the learning environment in the sub-domain community. If a student needs to go through the content in the subdomain community, a customized study plan will be generated based on his or her responses to the preassessment questions. Expert faculty members called Domain Leaders (DL) will provide academic coaching and tutoring in the context of the sub-domain communities. Final Assessments for the sub-domains are of two kinds — Objective Type Assessments and Performance Assessments. Students will take objective type assessments in a proctored environment and Performance Assessments in a non-proctored testing environment.

Program outcomes:

1. Students utilize global economic information and key concepts and practices in accounting, finance, and risk management to demonstrate business acumen.
2. Students demonstrate the ability to lead multicultural organizations and global enterprises, and manage and develop talent resources.
3. Students can manage products and services, be able to assess and evaluate data to make critical operations decisions in various areas of business – sales, marketing, customer relationship management, quality control and IT management.
4. Students execute critical business activities in the areas of entrepreneurship, innovation, business law and the regulatory environment, while applying business ethics and social responsibility concepts.

The program is designed around the notion of business strategy and execution. Students will not only have to demonstrate competencies in individual areas of the program, but are also required to integrate and synthesize those competencies as it relates to strategy and execution. Cross cutting themes such as effective communication, critical/analytical thinking and problem solving, ethics, global citizenship, and multiculturalism will also be assessed in the program.

Program Structure
Assessment Overview

Every area of the program is assessed directly and precisely through a battery of standardized assessments that measure each competency in the each sub-domain. Higher and lower order cognitive skills (knowledge and performance) are demonstrated through successfully completing the assessment at the minimum level established as appropriate by the Faculty. Sub-domain assessments consist of pre-assessments, objective type tests and performance tasks.

Pre-Assessments

At the beginning of their academic programs, students work with their assigned Personal Progress Mentors (PPM) to create their Customized Academic Plan (CAP). As they are registered to complete specific sub-domains, according to the CAP, they begin by completing pre-assessments for that sub-domain. Pre-assessments are the diagnostic tool that enable students and the PPM determine the current competency level for the student. It assists in the judgment as to whether a student is ready to proceed to the final assessment or should instead begin to engage with subject matter content in the context of learning community. In some cases pre-assessments also measure basic skill levels. Students must complete the pre-assessment with a passing score before attempting the final assessment.

Final Assessments

Final assessments are the means by which students demonstrate competence. They are measurable, summative evaluations of the degree to which the student demonstrates mastery of knowledge, skills, abilities, and specific levels of performance described in the competency statements. Every competency should be objectively measurable with a valid and reliable level of precision. Final assessments are of two types:

Objective-Type Tests:

Every objective type test will have a cut-score for passing. All objective type tests are delivered electronically through a secure remote proctoring system or a testing center. Tests are timed and scored immediately. Students and mentors receive their scores and results as soon as the test is completed. The scores are then electronically sent to the student information system to be recorded as Pass or Fail.

Performance Assessments:

Performance assessments require a student to perform certain tasks, such as to write an essay to demonstrate the application of certain types of skills, craft a research paper, work on a case study, create a plan or product, build a portfolio, etc. Students demonstrate their ability to apply their knowledge and skills and certain levels of performance to reality-based situations and scenarios by submitting written work.

A single performance assessment for a sub-domain may consist of a series of tasks which may vary in complexity, but all the tasks align closely with the sub-domain’s competency statements and objectives and represented on the assessment rubric.

Every single performance task has a rubric with a four point scale (Unsatisfactory, Needs Revision, Proficient/competent, and Exemplary) that faculty evaluators use to evaluate tasks. The rubrics are detailed and correspond with the task and the related objective. Students need to score a minimum of a three in all categories in order to pass a task. They are given prior access to the rubrics within the assessment system so they understand what is expected of them while working on their task. Evaluators are
required to provide a scored rubric as part of the feedback on all assessments regardless of the student’s score in an effort to clearly indicate where the student’s work fell within the categories of the rubric. This provides ongoing learning opportunities for the student and direction for those who will need to re-take the assessment.

All scores in a performance task are aggregated, and a cut-score for passing is determined. Students will submit tasks through an assessment system and will also receive feedback from the evaluators through the same system within 48 business hours.

**Skills for Success Orientation (SFSO)**

All students in the competency programs must complete a Skills for Success Orientation (SFSO), which counts as one (1) Competency Unit, before the start of their first session in the program. This orientation is designed to socialize students to competency-based education, explain the different elements of the model including program architecture and the assessment system. They learn about the expectations for independent and self-paced learning, learn how to set goals and track progress. Students will also learn how to use the technology and resources, access the learning environment, and take assessments, and ways to get assistance and academic support. It is expected that a student will complete the SFSO in approximately 2 weeks by going through all the learning modules and completing assessments. Upon successful completion of all readings and assessments, students will receive a Certificate of Completion, which is required in order to be able to start the program.

**Customized Academic Plan (CAP)**

During the Skills for Success Orientation, students meet with their PPM to create their Customized Academic Plan (CAP). The CAP is similar to a program of study and lays out all of the sub-domains and assessments that the student will be registering for session by session. Students discuss with their PPM the levels of experience, background, academic preparation, the amount of time he/she can commit to the program, and other factors when creating the CAP that best fits a student’s needs. The CAP is organized by sessions, and the sub-domains are spread across multiple sessions. In a competency model, there are no pre-requisite requirements, but the sub-domains are arranged in order based on the complexity of the sub-domains. The CAP provides a balanced approach in that it includes sub-domains from different domain areas offering students variety in their program sequence. It also caters to students with diverse learning styles and educational backgrounds and areas of experience.

**Academic and Program Communities**

**Academic Community**

The domain and sub-domain communities are areas where academic content is organized and delivered, with faculty support, to meet the specific learning needs of individual students. The amount of content with which a student engages depends on the knowledge and skills they already bring. Each Sub-domain community contains learning modules. The learning modules provide the content for student learning via an easy to use interface. Here students move through various pieces of interactive content. Each module is a self-contained group of learning objects that represents a single competency and is broken up into different units representing different learning outcomes for that competency statement. The delivery of content in the communities caters to different learning styles and abilities to try to best serve visual, auditory, and kinesthetic learners in turn.

**Program Community**

Each discipline in a competency based model has an online program community for graduate and undergraduate students who are members of this community from the start of their program until they graduate. The program community offers social and professional networking opportunities and houses the SFSO, which is required for all new students entering a competency based program. The Program Community also contains a number of resources pertaining to the program, links to career services, and links to relevant websites.
Gainful Employment Information

The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the CMBA degree program offered at Argosy University:

Competency MBA  [ge.argosy.edu/programoffering/4405](ge.argosy.edu/programoffering/4405)

Faculty

Each sub-domain community is hosted by a Domain Leader (DL), who is a faculty member and subject matter expert in the field, and from whom students can seek guidance or assistance in specific content areas. The sub-domain community offers a content rich independent learning environment. However, DLs can offer synchronous learning opportunities by hosting webinars, inviting guest speakers, chat sessions and tutoring sessions.

DLs facilitate interactions within these communities and provide academic support for students enrolled in that community in the following ways:

- Review and interpret student pre-assessment scores and provide them with guidance on how to engage with the content in the sub-domain community
- Consult with the student on the roadmap/study plan and provide guidance on how to progress through the digital learning materials
- Check with student and Personal Progress Mentor (PPM) on student’s progress. Assist when student runs into problems and provide coaching as necessary
- Supervise student research and capstones
- Host weekly webinars on specific topics of interest for the sub-domain
- Invite guest speakers and subject matter experts to the webinar and/or to chat with students in that community
- Facilitate discussion forums and initiate discussion topics
- Conduct tutorials and hold office hours
- Host weekly chat sessions on relevant topics in the sub-domain
- Review student journals and provide feedback
- Review comprehensive activity in sub-domain community and provide feedback
- Work with the PPM to ensure student is on track to take final assessment
- Update and maintain content in the sub-domain communities and make changes as necessary

The faculty’s responsibility in the competency based model is focused on helping students become competent, thus providing students with quality academic support and increased connections to the materials being learned.

Students can get help from the DL by means of the following:
1. **Formal referral process by the PPM.** When a student needs additional help their PPM will fill out and forward a referral form with details on the nature of the support. The DL will then reach out to the student and provide the support needed. After the student has received the necessary support, the DL will notify the PPM by completing the referral form so the PPM can follow up with the student and consider this support incident closed.

2. **Student actively reaches out to a DL for help and academic support.** This can be done in the context of the community through a discussion question or during a chat session or webinar.

3. **Student can contact the DL by using the contact information posted by the DL in the sub-domain community—through phone, email, or text.**

4. **DLs will reach out to the student in the event the student has not passed the pre-assessment and needs to take it more than once.** The DL will provide additional support and coaching.

DLs and faculty are also responsible for the development of the sub-domain community and its content, reviewing and monitoring adaptive content and pre-assessments, and making changes as necessary.

**Dr. Julie M. Ballaro – Domain Leader**

**EDUCATION**

Argosy University, Sarasota, Florida  
Doctor of Business Administration in Management

Troy State University, Ft Walon Beach, Florida Campus  
Master of Public Administration in Management

Northern Michigan University, Marquette, Michigan  
Bachelor of Science in Finance

**CERTIFICATIONS**

Collaborative Institution Training Initiative  CITI  
Certified Advanced Facilitator  CAF  
Certified Master Mentor  CMM

Small Business, LLC, Florida

**Dr. William Freeman – Domain Leader**

**EDUCATION**

Nova Southeastern University, Ft. Lauderdale, FL  
Doctor of Business Administration  
Concentration in Health Services Administration  
Dissertation: *Moral Maturity and the Knowledge Management Firm*

Southeastern University, Washington, DC  
Master of Business Administration, *Magna cum Laude*  
Concentration in Finance; Student of the Year, Finance Department

St. Mary’s Seminary & University, Baltimore, MD  
Master of Sacred Theology

St. John Vianney Seminary & College, East Aurora, NY  
Bachelor of Arts in Philosophy/Theology

**Dr. Vadim Levitin, MD – Domain Leader**
EDUCATION

National University, San Diego, CA (Malcolm Baldridge Award University)
M.S. in Electronic Business (first such program in the world)

Moscow Pirogov Medical School, USSR
M.D. Internal Medicine

Lyndsey Obringer – Domain Leader

EDUCATION

Wilkes University, Wilkes-Barre, Pennsylvania, Cum Laude
Bachelor in Business Administration-Marketing & Minor in Philosophy

Chatham University, Pittsburgh, Pennsylvania
Masters in Leadership and Organizational Transformation (MALOT)

Rodney Satterwhite – Domain Leader

EDUCATION

Finance American University, Washington, DC
Master of Business Administration

Louisiana Tech University, Ruston, Louisiana
Bachelor of Science, Business Economics

TRAINING

Finance Program for Senior Executives Harvard University, Boston, Massachusetts

Course/Credit Transfer

Courses Taken at Other Institutions

For the competency based programs, Argosy University does not award the degree based on courses or credits completed but on demonstration of competency. If course work is completed at another accredited institution, the student will work with their PPM to have their transcripts evaluated to determine the corresponding sub-domains and pre-assessments to be taken earlier in the program.

This policy also applies to students who are transferring to the competency program from another program at Argosy University.

Transfer of Argosy University to Other Institutions

Students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by Argosy University.

The transferability of competency units students earn at Argosy University is at the complete discretion of an institution to which they may seek to transfer. Acceptance of the degree, diploma, or certificate earned in their educational program is also at the complete
discretion of the institution to which the student may seek to transfer. If the competency units or degree, diploma, or certificate earned at this institution are not accepted at the institution to which the student seeks to transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which students may seek to transfer after attending Argosy University to determine if their competency units or degree, diploma or certificate will transfer.

Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept Argosy University credits. Argosy University encourages students to initiate discussions with the potential transfer school as early as possible. Argosy University does not imply, promise, or guarantee transferability of its credits to any other institution.

**Transcripts and Student Records**

The registrar’s office maintains academic records for each student. Student record retention complies with federal, state or local law or other legal requirements. The department issues transcripts only upon receipt of a written request. The department will release official transcripts only when students have met all their financial obligations to Argosy University. Degree Progress reports made available via the Student Portal on the Internet. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma.

**Transfer of Competency Units to Other Programs at Argosy University**

Students wanting to transfer credits from the CMBA Programs at Argosy University to the Traditional MBA program may do so. Equivalency between Argosy’s Traditional MBA program and the Competency Based Program has been established in terms of alignment of program outcomes, competencies, scope and rigor. Please see Appendix 1 for the Crosswalk Table that shows alignment between the competency program and the traditional MBA program.

Students choosing to transfer from the competency programs to the traditional programs will be able to have competency units awarded for a specific sub-domain to be transferred to a course that is on the crosswalk table. This way, students who believe that the competency programs aren’t a good fit for them and need more structure and guidance of a traditional program will be able to transfer over seamlessly. Competency units will be transferred using a 1:1 ratio. For example 3CU is equal to 3 Semester credits and outlined in the crosswalk table.

**Admission to Degree-Seeking Status**

Registering as a non-matriculated student in no way guarantees or implies admission to any degree programs.

**Activity and Progress Checks**

At the foundation of the competency programs is the notion that students demonstrate competencies by completing assessments for competency units rather than taking a traditional course to have credits awarded.

Technically, students are not required to complete weekly assignments, or participate in lectures or attend structured sessions with faculty. The learning environment that supports a competency program is an independent learning environment. If students need to learn the content in order to become competent they will be placed in the sub-domain community for which they have registered. A customized study plan will be created for them and they will progress through the materials at their own pace while getting the academic support, mentoring and coaching by experienced faculty members called Domain Leaders. While there is no requirement to engage in the community, students will be strongly urged and guided by the DL and Personal Progress Mentors to do so. Students
will be encouraged to do due diligence and learn the material in order to pass the assessments. The communication protocol with the PPM will help students set learning goals and keep them on pace. The PPM is responsible for conducting student progress checks.

Progress Checks

The following activities indicate that a student is active and moving through the program:

1. Meets regularly with their PPM as scheduled
2. Logs into the sub-domain community and engages with the learning material as needed
3. Takes pre-assessments as scheduled
4. Takes the final assessment as scheduled
5. Stays in contact with PPM, and notifies PPM of absence from school due to extenuating circumstances
6. Meets Satisfactory Academic Progress requirements (see policy on Satisfactory Academic Progress in catalog)

Students who do not verify enrollment into their new session within the first week of the session will be dropped from all of their sub domains and will be administratively withdrawn from the University.

Student Advisement

Argosy University’s competency based program has a high touch advising and mentoring model centered around a PPM who serves as a students’ advisor and coach through the entire program - from the time they are admitted to orientation until they graduate. A PPM is someone who understands the competency model and knows program requirements intimately.

Withdrawal Policy

Competency-Based Programs

Argosy University considers a student as withdrawn when he or she is no longer registered for a sub domain. Students who do not verify enrollment into their new session within the first week of the session, will be dropped from all of their sub domains and will be administratively withdrawn from the University. A student who intends to withdraw from Argosy University should submit a written or verbal statement requesting withdrawal to their PPM. Any student in good standing who wishes to discontinue study will be withdrawn. The student must resolve any financial obligations to Argosy University before receiving an official transcript.

Date of Notification/Last Date of Activity

For official withdrawals, a student’s notification date is the date the student officially notifies the institution in writing of his or her intent to withdraw.

For administrative withdrawals, a student’s notification date is the date the institution determines is the date that the student is to withdraw.

The student’s last date of activity will be the official date used for all refund calculations and academic reentry (as defined in the attendance and progress checks section of this Catalog).

Unit of Credit
Academic credit for the Competency Program is granted using Competency Units. For the purposes of potential transferability to other institutions and tuition reimbursement for example, a competency unit can be considered the academic equivalent of a credit or semester unit. Each sub-domain is worth a specific number of Competency Units (CU).

The number of CUs depends on the competencies and objectives being measured/assessed by the sub-domain – cognitive demand, degree level, and the learning outcomes that will need to be covered, level, and the size of the sub-domain. The Competency Based MBA program requires the completion of 30 CUs. Students are also required to complete a Skills for Success Orientation that is worth 1 CU before starting the program. Sub-domains may have a variable number of competency units.

Teach Out Policy

Any decision made to teach out the Competency Based MBA program will be made after careful and thorough consideration of all other alternatives, the subsequent impact to students in the program, and a clear presentation of the solutions. Students and all constituents will be informed well in advance of the implementation of the teach out, the reasons for the same, and the proposed solutions for students by means of a clearly laid out communication plan.

If a decision is made to discontinue the offer of the Competency Based MBA program, the following policies will be in effect.

- Students can choose to continue to take and complete sub-domain assessments in the Competency Based MBA program for up to 12 months, after which time they will be required to roll over into the Traditional MBA program. The rationale for this is that no updates or revisions will be made to the program since it is being taught out.
- No new students will be enrolled into the program from the date the decision to teach out the program has been made.
- Every effort will be made to evaluate student transcripts in the Competency Based MBA program and transition them into the Traditional MBA program with the help of the crosswalk table (see Appendix 1). The crosswalk table will be updated whenever changes to either program (Competency Based MBA or the Traditional MBA program) are made. Students can take remaining coursework in existing traditional programs.

Grade Point System

All grades in this competency model are Pass/Fail. The passing score, whether it is for an objective type test or a performance assessment, is equivalent to a B in a traditional program.

Assessment Appeal Procedures

Students in a subdomain who have a concern about an assessment score are initially encouraged to consult with the domain leader. Students wanting to pursue the matter further may appeal the assessment score in the following manner.

The student must file a written appeal to the program chair. Students may appeal an assessment score or an evaluative comment only during the session that the assessment score or evaluative comment was issued. The written appeal must include the grounds upon which the student believes the assessment score or evaluative comment is not correct. Those grounds include the following: the application of nonacademic criteria in the scoring process, the assignment of the score or evaluation to the student for reasons other than the student’s academic performance in the subdomain, or miscalculation of the score according to criteria contained in the course competencies or other posted or distributed subdomain information. The student should include any relevant written evidence, which may include anything else that supports the student’s claim. The program chair shall review the appeal and issue a written response.

If, after receiving a written response to the assessment appeal from the program chair, the student wishes to pursue the issue, he/she must, within 14 days of receiving the written response from the program chair, request in writing further investigation from
Assessment Changes

If an assessment appeal results in a recommended change of assessment/evaluation, the DL will forward a completed Assessment/Evaluation Grade Change form to the Registrar’s department. Assessment/Evaluation changes may only occur during the session of the assessment/evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the campus chief academic officer.

Standard for Satisfactory Academic Progress (SAP)

The Standards for Satisfactory Academic Progress Policy ensures that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which early intervention and/or remediation can be taken.

- Students must successfully pass two (2) assessments and a minimum of four (4) Competency Units (CU’s) per academic session to be in good academic standing.
- Students who do not meet this requirement in an academic session will be placed on Academic Warning.
- Students who do not meet this requirement for two (2) consecutive sessions will be placed on Academic Probation.
- Students who do not meet this requirement for three (3) consecutive sessions will be academically dismissed from the program.

If the student has not met the standards for satisfactory academic progress after the evaluation point in which the student was placed on Academic/Financial Aid Probation, then he or she will be dismissed. A student who is readmitted to the university after successfully appealing his/her dismissal will re-enter on Academic/Financial Aid Probation and is required to meet the standards for satisfactory academic progress by the end of the academic session in which he or she re-entered. Any student placed on Academic Warning or Academic Probation can return to good academic standing by successfully passing two (2) assessments and four Competency Units in an academic session. Students will be notified in writing in the event they fail to meet the standards for satisfactory academic progress and/or when the student is placed on Academic Warning, Academic Probation, or Dismissal.

Students who have been dismissed for failure to maintain Satisfactory Academic Progress may appeal the decision. See “Student Right to Appeal” under Section Four, Student Rights and Responsibilities for a complete description of the appeal policy and procedures.

Students who have been dismissed are prohibited from taking or continuing coursework at Argosy University, regardless of circumstances or pending appeal. A student who is readmitted to the university after successfully appealing his/her decision will re-enter the university on Academic probation, and must return to good academic standing in the next academic session.

Academic Warning

- Students must successfully pass two (2) assessments and a minimum of four (4) Competency Units (CU’s) per academic session to be in good academic standing.
- Students who do not meet this requirement in an academic session will be placed on Academic Warning.
Any student placed on Academic Warning or Academic Probation can return to good academic standing by successfully passing two (2) assessments and four Competency Units in an academic session. Students will be notified in writing in the event they fail to meet the standards for satisfactory academic progress and/or when the student is placed on Academic Warning, Academic Probation, or Dismissal. Please refer to “Standards for Satisfactory Academic Progress” section in this catalog.

**Academic Probation**

- Students must successfully pass two (2) assessments and a minimum of four (4) Competency Units (CU’s) per academic session to be in good academic standing.
- Students who do not meet this requirement in an academic session will be placed on Academic Warning.
- Students who do not meet this requirement for two (2) consecutive sessions will be placed on Academic Probation.

Any student placed on Academic Warning or Academic Probation can return to good academic standing by successfully passing two (2) assessments and four Competency Units in an academic session. Students will be notified in writing in the event they fail to meet the standards for satisfactory academic progress and/or when the student is placed on Academic Warning, Academic Probation, or Dismissal. Please refer to “Standards for Satisfactory Academic Progress” section in catalog.

**Academic Dismissal**

- Students must successfully pass two (2) assessments and a minimum of four (4) Competency Units (CU’s) per academic session to be in good academic standing.
- Students who do not meet this requirement in an academic session will be placed on Academic Warning.
- Students who do not meet this requirement for two (2) consecutive sessions will be placed on Academic Probation.
- Students who do not meet this requirement for three (3) consecutive sessions will be academically dismissed from the program.

Students who have been dismissed for failure to maintain Satisfactory Academic Progress may appeal the decision. See “Student Right to Appeal” under Section Four, Student Rights and Responsibilities for a complete description of the appeal policy and procedures.

Students who have been dismissed are prohibited from taking or continuing coursework at Argosy University, regardless of circumstances or pending appeal. A student who is readmitted to the university after successfully appealing his/her decision will re-enter the university on Academic probation, and must return to good academic standing in the next academic session. Please refer to “Standards for Satisfactory Academic Progress” section in this catalog.

**Other Reasons for Dismissal**

A student may be dismissed from Argosy University for other reasons than those stated above if the institution determines that the student cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program.

It is the responsibility of all students to be familiar with the Argosy University Ethical Code of Conduct (see Section Four, Student Rights and Responsibilities).

**Policy Governing Satisfactory Progress and Recertification of Benefits for Eligible Veterans**
If students receiving VA benefits do not meet the standards for academic progress requirements as defined earlier, and are placed on academic/financial aid warning, a notation of this status is placed in students’ files. If, following placement on academic/financial aid warning, VA students do not meet the requirements at the next evaluation period, they cannot be recertified, benefits are terminated, and the VA will be notified. Students have the right to submit a statement of mitigating circumstances with the VA notification.

**Petition to Graduate and Commencement**

Students enrolled in Argosy University Competency Programs are eligible for degree conferral when they have completed all degree program requirements. All students who wish to graduate, independent of participation in commencement ceremonies, must submit the Petition to Graduate form and appropriate fees to the University by the deadline date. All forms will be available from the University Services Department or the student portal.

Students may not receive their diploma or transcript until all financial obligations to the University have been satisfied.

**Commencement**

In order to participate in commencement ceremonies, students must have completed all degree requirements, completed graduation petition and submitted the graduation fee. In addition to satisfying the above degree requirements, students must submit a formal request to the campus in whose commencement they wish to participate by the deadline established by the campus.

Students should initiate this process with their PPM as soon as the student determines their campus of choice for graduation.

**Section Eight, Student Life**

**Student Housing**

Argosy University does not offer or operate student housing. At some campuses, the Student Services Department maintains a list of housing options as well as a list of Argosy University students who wish to share housing. Contact the Student Services Department at your campus for more information.

**Enrollment Verification**

Students may obtain a letter from the Registrar Department verifying their enrollment. The request can be made through the student portal and must indicate the student’s name, address, phone number, and student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent. This can be located under the Student Services tab in the form center.

**Transcript Requests**

Requests for transcripts are made to the Registrar Department. Argosy University provides a Transcript Request Form. The Family Educational Rights and Privacy Act of 1974 requires all transcript requests to be submitted in writing and to be signed by the former or current student. Telephone requests for transcripts cannot be processed. Transcript request forms can be found in the Student Services Form center in the student portal.
Support Services

Additional Academic Advising and Support Resources

Argosy University supports the development and success of the students by providing services and programs to achieve the educational goals of the institution. To assist students in the competency-based programs, academic support services are not restricted to locations or time.

Smart Thinking: To help those students who might require assistance with basic skills, preassessments for each sub-domain will help to identify any potential student concerns or issues in these areas. SmartThinking students are offered support in Math (basic math, algebra, statistics, and advanced statistics), Writing (essay submission, paragraph development, and reading), Computer & Technology skills (Word, Excel, Power Point, and Access), and Business (Accounting, Microeconomics, Macroeconomics, and Introductory Finance).

Smart Thinking faculty also support students with writing skills by providing feedback on assignments.

Students will be referred to Smart Thinking through a formal referral process by the PPM.

Argosy students have access to a Writing Resource Center that offers instructional material on organizing a written assignment; arguing effectively and clearly in writing; developing citations; and using APA format and good grammar, mechanics, and punctuation. Tutoring services are accessible in the Online classroom Academic Resources/Tutorial Resources and on every assignment page within the learning environment.

Webinars: The Office of Academic Resources offers instruction webinars on a variety of topics ranging from basic library skills, to information on how to avoid plagiarism. In all, 21 different topics have been part of the Academic Resources webinar series. The webinars are available two times each week (Tuesdays and Thursdays) and have been led by Argosy University Librarians and Learner Support Specialists. (Information on the weekly topic, as well as access instructions, is available on the student portal). Topics include:

- Academic Writing & APA: Learning to Write Professionally
- APA Format Starter Guide: Writing and Citation
- Basic library skills
- Conducting a Successful Literature Review in the Online Library
- Critical Thinking and Research: How to Identify and Evaluate Peer Reviewed & Other Online Resources
- How to Write and Cite correctly using APA format
- Tips on Avoiding Plagiarism and Academic Dishonesty
- Library Resources and Search Strategies for New Students
- Top Ten Tips on Effectively Using the Online Library
- Write and Cite correctly using APA format

Counseling Services

Counseling services are available at some campuses. Argosy University is committed to assisting students in integrating the many aspects of their lives while supporting personal growth and development. Services include short-term counseling, consultation, and referral to community agencies. Local referral lists may also be available at campuses that do not provide counseling services.
Tutoring Services

Argosy University is committed to supporting students’ academic needs. Interested students should contact their Personal Progress Mentor for assistance in obtaining tutoring services.

Lecture, Symposia, and Workshop Series

Periodically, DL invite distinguished professionals from a variety of academic and business fields to present lectures and conduct workshops or symposia. Open to the community, these presentations provide an opportunity for students. In the sub-domains and learning communities to discuss issues of interest as related to the competencies in the domain and sub-domains.

Career Services

Argosy University offers a variety of resources and serves to assist currently enrolled students in developing career plans and reaching their employment goals. While the primary focus of the Career Services Office is to assist students upon graduation, any enrolled student may seek employment information through Career Services. Although Argosy University does not guarantee employment it is vitally important to both the graduate and the University that each student obtains appropriate employment. Therefore, job search advice, support and assistance is provided to students prior to graduation by career services professionals. Students should contact their PPM directly to determine the type of services available. Career services professionals can provide a variety of tailored assistance including resume and cover letter coaching and critique, mock interviews, assistance developing and implementing job search strategies and help identifying and generating job leads.

In addition to career service professionals, enrolled students have access to a variety of “self-directed” web-based career resources and services through the Campus Common (Student Portal). These resources will assist students in building their career and job search related knowledge, credentials and skills. Furthermore, they provide a forum for networking and becoming connected with classmates and other professionals.

Alumni Community

Approximately one month after graduation, alumni are added to Argosy University’s national online alumni community. As a registered member of the online alumni community, graduates can search a national directory of Argosy University alumni, create a profile, post personal and professional updates, access job postings and career resources, and receive a permanent email forwarding address. Some Argosy University campuses may offer additional alumni services and events. Alumni should contact their campus directly to determine the services available at their location.

Professional Associations

Argosy University encourages students to join professional organizations that reflect each student’s career path. Examples of organizations of interest to students are listed below.

College of Business

Students in the Business programs are encouraged to become student members of the Academy of Management http://www.aomonline.org/.

Society for Human Resource Management
Books and Learning Resources

All textbooks and learning resources for the sub-domains are conveniently made available to Argosy University students through the online academic sub-domain communities. To ensure maximum usability of the platform and resources, please review the technological requirements below:

Technical Requirements

- Objective assessments require tests to be taken either via Argosy’s designated online proctoring which requires a student web camera or in-person at an approved testing center.

Software Requirements

- Adobe Acrobat Reader (v9 or above)
- Microsoft Office Professional (v2010 or above for PC; v2011 or above for Mac) or access to Google Applications
- Antivirus software with latest updates

Internet Requirements

- 56K or faster Internet connection is required for online courses, however broadband is strongly encouraged

Web Browser Requirements

- PC Users: Courses are best viewed using one of the two latest releases of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome
- Mac Users: Courses are best viewed using one of the two latest releases of Apple Safari, Mozilla Firefox, or Google Chrome

Minimum Hardware & OS Requirements

PC: As a general guideline, students should not have computer specifications less than an Intel® or AMD x86 processor running at 1.3GHz or faster and one of the following operating systems:

- Windows XP with Service Pack 3 (32-bit)
- Windows 7
- Windows 8
- Windows Vista with Service Pack 1
- Windows Server 2003 with Service Pack 2 and MSXML 6.0 (32-bit Office only)
- Windows Server 2008 or later 32 or 64-bit OS.
- 1 GB of RAM, 10 GB recommended hard drive space, speakers, external webcam and 1280x800 display are required. Video hardware acceleration is optional.

Mac: As a general guideline, students should not have computer specifications less than an Intel processor, Mac OS X 10.6 or later, 1 GB of RAM, 10 GB free hard drive space recommended, speakers, external webcam and 1280x800 display.
The student body at Argosy University is noted for its diverse social, ethnic, economic, and educational characteristics. The academic programs foster the development of attitudes and skills essential to working with a wide range of individuals and populations.

Library Resources

Argosy University’s library collections contain a wealth of subject-specific research materials to support the University’s programs of study. Argosy University’s online resources feature nearly 25,000 full-text journals and over 34,000 electronic books and other content covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog at http://library.argosy.edu. Librarians are available to provide research and reference assistance in scholarly pursuits and in support of lifelong learning.
Program Sub-domain descriptions

**CMBA-ACMG: Accounting for Managers**

**Description:** Students demonstrate skills in accounting that will help them succeed as managers. Competencies include ethical frameworks for managerial decision making, advanced accounting theory, advanced cost accounting and corporate income tax.

**CMBA-BESR: Business Ethics and Social Responsibility**

**Description:** Students demonstrate skills in identifying ethical issues, developing an ethical framework, recommending resolutions to ethical problems and assessing social responsibilities for organizations.

**CMBA-BLAW: Business Law & The Regulatory Environment**

**Description:** Students demonstrate knowledge of legal and regulatory requirements for business. Competencies include contracts, torts, environmental requirements, and health and safety.

**CMBA-BPRO: Business Professionalism**

**Description:** Students demonstrate professional skills needed to succeed in business. Competencies include interpersonal and business communication, developing leadership skills, managing business relationships and developing an ethical decision-making framework.

**CMBA-DADM: Data Analytics & Decision Making**

**Description:** Students demonstrate skills in data analytics and decision making. Competencies include the use of tools such as linear programming, forecasting, and probability-based decision analysis models to evaluate data and recommend decision alternatives.

**CMBA-ENNP: Entrepreneurship: Creating Innovative Enterprises**

**Description:** Students demonstrate skills in designing a plan for a new business, creating opportunities for innovation, completing competitive analyses, and designing new products.

**CMBA-FNRM: Finance & Risk Management**

**Description:** Students demonstrate skills in financial decision making and evaluation of risks. Competencies include financial ratios, cash flows, risk and return, capital budgeting, interest rates and stock valuation.

**CMBA-GECO: The Global Economy**

**Description:** Students demonstrate skills in evaluating economic conditions, interpreting economic indicators, examining international trade opportunities and barriers, and assessing the impact of sustainability on the global economy. Emphasis is on macroeconomic concepts.
CMBA-HRTM: Global Human Resource & Talent Management

Description: Students demonstrate skills in global staffing, talent development, compensation and benefits, the role of unions and ethical consideration for human resources.

CMBA-ITMG: Information Technology Management

Description: Students demonstrate skills in the management of information technology and an understanding of the role managers play in technology decision making. Competencies include information systems management, business processes, Porter’s Five Forces Model\(^1\) and operational, tactical and strategic business intelligence.

CMBA-LEAD: Leading the Global Enterprise

Description: Students demonstrate leadership skills. Competencies include leadership theories, motivating employees, managing change and evaluating organizational structures.

CMBA-MSCM: Marketing, Sales & Customer Relationship Management

Description: Students demonstrate skills in marketing, sales, and customer relationship management. Competencies include analysis of marketing, marketing research, sales and sales analytics, considering the impact of technology and the internet, consumer and business buying behaviors, market segmentation, and best practices for managing customer relationships.

CMBA-QOMG: Quality & Operations Management

Description: Students demonstrate strategic skills in optimizing the use of quality tools for continuous improvement in a business setting. Competencies include management skills around forecasting, inventory management and scheduling.

CMBA-SFSO: Skills for Success Orientation

Description: The Skills for Success Orientation is designed to introduce students to competency based education, the different elements of the model, program architecture and assessment system. Students learn about expectations for independent and self paced learning, and how to set goals and track progress. Students learn how to use the technology and resources, access the learning environment and take assessments, and get assistance and academic support.

CMBA-STEIX: Strategy & Execution

Description: Students demonstrate analysis and synthesis of critical competencies on the area of strategy and execution and a sampling cross-section of other sub-domains in the MBA program through a capstone project focused on strategy and execution, considering both a domestic and international perspective. The capstone is the culminating experience in the MBA.

## Crosswalk – CMBA – Traditional MBA

<table>
<thead>
<tr>
<th>Competency Based MBA Sub-Domains</th>
<th>Sub-domain Description</th>
<th>#CU</th>
<th>Alignment with ACBSP Common Professional Competencies</th>
<th>Traditional MBA Courses</th>
<th>30 Credit MBA course description</th>
<th># of Credits (30 Credits)</th>
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<tbody>
<tr>
<td>CMBA - LEAD: Leading the Global Enterprise</td>
<td><strong>Description:</strong> Students demonstrate leadership skills. Competencies include leadership theories, motivating employees, managing change and evaluating organizational structures.</td>
<td>3 + 3 = 6</td>
<td>Management, Business Ethics</td>
<td>B6027 Perspectives in Change Leadership</td>
<td>This course presents a model for developing Transformational leadership skills, which enables managers to take leadership roles in larger, complex organizations during times of accelerated change. The course contrasts leadership and management, and provides prescriptive advice for developing leadership skills from basic management skills. Students will learn how leaders align the behaviors and actions of staff with the mission, vision, values and strategy of their organization with a focus on executing to achieve results. Students will analyze how developing vision, mentoring, motivation, and communication skills all play a role in leading organizations through change, including the behaviors, attitudes, and perspectives that distinguish successful leaders from the less successful.</td>
<td>3</td>
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<tr>
<td>CMBA - MSCM: Marketing, Sales and Customer Relationship Management</td>
<td><strong>Description:</strong> Students demonstrate skills in marketing, sales, and customer relationship management. Competencies include analysis of marketing, marketing research, sales and sales analytics, considering the impact of technology and the internet, consumer and business buying behaviors, market segmentation, and best practices for managing customer relationships.</td>
<td>3</td>
<td>Marketing</td>
<td>B6026 Marketing Planning &amp; Strategy</td>
<td>Marketing is a comprehensive process for creating, communicating and delivering a value proposition for a product or service to its target market. This course addresses key marketing plan elements, such as mission and vision statements, product/service lines; pricing models; demand analysis and forecasting; distribution; advertising and promotions, as well as the global implications of marketing. Additionally, this course examines major forces impacting marketing strategy, such as social media marketing, guerilla marketing, consumer trends, competition, ethical and legal considerations, and regulatory demands. Topics include diagnosing marketing challenges, identifying opportunities at operational and strategic levels, and developing of a marketing plan.</td>
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<tr>
<td>Competency Based MBA Sub-Domains</td>
<td>Sub-domain Description</td>
<td>#CUs</td>
<td>Alignment with ACBSP Common Professional Competencies</td>
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<td>CMBA – ACMG: Accounting for Managers</td>
<td><strong>Description:</strong> Students demonstrate skills in accounting that will help them succeed as managers. Competencies include ethical frameworks for managerial decision making, advanced accounting theory, advanced cost accounting and corporate income tax.</td>
<td>2</td>
<td>Accounting</td>
<td>B6021 Managerial Accounting</td>
<td>Managerial accounting helps managers make better strategic and operating decisions. While financial accounting is backward-looking, managerial accounting techniques allow managers to use financial data to make decisions that impact the future direction of the organization. This course helps managers better understand cost structures and how costs behave with changes in business activity. It helps managers manage operations better using cash budgeting techniques and variance analysis. It also helps managers better evaluate investment decisions using NPV, ROI, payback, and other performance measures. Finally, managers also learn the importance of non-financial performance measures that use operating data to align organizational behavior with corporate strategy.</td>
<td>3</td>
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<td>CMBA – GECO: The Global Economy</td>
<td><strong>Description:</strong> Students demonstrate skills in evaluating economic conditions, interpreting economic indicators, examining international trade opportunities and barriers, and assessing the impact of sustainability on the global economy. Emphasis is on macroeconomic concepts.</td>
<td>2</td>
<td>Economics, Global Dimensions of Business</td>
<td>B6032: Global Business: Exploration and Evaluation of Culture and Economics</td>
<td>This course provides a focused and practical approach to management in continuously evolving organizational environments that are influenced by a global economy and culturally diverse employees. Students are prepared to operate effectively as global business leaders and decision-makers through an integrated analysis of how cultural variables and economic conditions influence the way business is shaped and executed.</td>
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<tr>
<td>CMBA – FNRM: Finance &amp; Risk Management</td>
<td><strong>Description:</strong> Students demonstrate skills in financial decision making and evaluation of risks. Competencies include financial ratios, cash flows, risk and return, capital budgeting, interest rates and stock valuation.</td>
<td>2</td>
<td>Business Finance</td>
<td>B6022 Financial Management</td>
<td>This course explores contemporary frameworks for analyzing and making financial decisions to support operations and business strategy. The student learns how corporate financial policy is enacted in various operating and business strategy decisions, including managing working capital and cash flow, capital budgeting and investment decisions, and maintaining long-term capital structure. Students will examine several quantitative techniques, including discounted cash flow, cost of capital, return on investment, cash flow modeling, and managing risk in investment decisions. The course also explores important economic concepts of marginal cost/benefit, opportunity cost and Economic Value Added.</td>
<td>3</td>
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<tr>
<td>Competency Based MBA Sub-Domains</td>
<td>Sub-domain Description</td>
<td>#CU5</td>
<td>Alignment with ACBSP Common Professional Competencies</td>
<td>Traditional MBA Courses</td>
<td>30 Credit MBA course description</td>
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<td>CMB – QOMG: Quality &amp; Operations Management</td>
<td><strong>Description: QOMG</strong> Students demonstrate strategic skills in optimizing the use of quality tools for continuous improvement in a business setting. Competencies include management skills around forecasting, inventory management and scheduling. <strong>Description: BLAW</strong> Students demonstrate knowledge of legal and regulatory requirements for business. Competencies include contracts, torts, environmental requirements, and health and safety.</td>
<td>2 + 1 = 3</td>
<td>Management, Legal Environment of Business</td>
<td>B6029 Operations Management: Solutions to Business Challenges</td>
<td>Operations play a critical role in executing company strategy by integrating the diverse activities representing the productive capacity of a company to create value for customers, profit for shareholders, and other stakeholder benefits. This course presents the frameworks and models that allow mid-level managers to think strategically about operations and implement systematic, world-class solutions to increase process efficiency, productivity, quality, and speed while creating strategic “fit”. Students examine organizational and analytic tools necessary to refine operational processes and develop best practices.</td>
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<td>CMB – ITMG: Information Technology Management</td>
<td><strong>Description:</strong> Students demonstrate skills in the management of information technology and an understanding of the role managers play in technology decision making. Competencies include information systems management, business processes, Porter’s Five Forces Model and operational, tactical and strategic business intelligence. Michael E. Porter, Competitive Strategy – Techniques for Analyzing Industries and Competitors, 1998, The Free Press, New York, NY.</td>
<td>1</td>
<td>Information Systems Management</td>
<td>B6111 Managerial Applications of Technology</td>
<td>This graduate course examines the role of information technology as a source of competitive advantage for a business. The course analyzes how information technology aligns with business strategy and achieves organization goals. From a practitioner’s perspective, the course examines managing information and related technology platforms to address key business issues. Topics include information technology’s role in online and mobile commerce, privacy and data security, business process automation, and network computing. Additionally, this course reviews the ethics of information technology as well as future trends in the field.</td>
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<td>CMBA - HRTM: Global HR &amp; Talent Management / CMBA – BPRO: Business Professionalism</td>
<td><strong>Description:</strong> Students demonstrate skills in global staffing, talent development, compensation and benefits, the role of unions and ethical consideration for human resources. <strong>Description:</strong> Students demonstrate professional skills needed to succeed in business. Competencies include interpersonal and business communication, developing leadership skills, managing business relationships and developing an ethical decision-making framework.</td>
<td>3</td>
<td>Management</td>
<td>B6512: New Course: New# Human Resource Mgt &amp; Talent Development 3</td>
<td>This course is focused on strategic human resource management and integrates talent development and organizational behavior as it relates to guiding organizational performance to achieve key business goals. Human resource budgeting, benefits and employee wellness integrated with the exploration and execution of holistic talent management is emphasized. Included in this overview is understanding how technology plays a pivotal role (HRIS/HRMS) in human resources, as well coordinating the assessment and formulation of policies and procedures for short- and long-range human resource planning, recruiting and selection for both domestic and internal organizations.</td>
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<tr>
<td>CMBA – DADM: Data Analytics &amp; Decision-making</td>
<td><strong>Description:</strong> Students demonstrate skills in data analytics and decision making. Competencies include the use of tools such as linear programming, forecasting, and probability-based decision analysis models to evaluate data and recommend decision alternatives.</td>
<td>3</td>
<td>Quantitative Techniques/Statistics</td>
<td>B6025 Management Decision Models</td>
<td>This course explores applications of cognitive science and statistical and economic methods to teach students to understand, filter, and apply information to make decisions that impact corporate strategy and performance. Students explore the different types of pitfalls rooted in personal and social influences that distort decision-making. Students learn to recognize these cognitive traps to diagnose problems and develop solutions. They also learn to apply statistical and microeconomic models to evaluate their options critically when multiple courses of action are possible.</td>
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### Competency Based MBA Sub-Domains

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</thead>
<tbody>
<tr>
<td><strong>CMBA – STEX: Strategy &amp; Execution</strong></td>
<td>3 + 2 = 5</td>
<td>Business Integration and Strategic Management</td>
<td>B6028 Capstone Experience in Integration &amp; Strategy</td>
<td>This course serves as a capstone to the MBA program and integrates tools and concepts central to executing strategy in the business entity. Students identify strategic issues in a variety of functional areas, select the most appropriate tools and concepts from the core curriculum, and apply them to design effective organizational changes. Students are presented with a strategy-based problem and are tasked to design a series of solutions and a clear executable plan aligning the work setting with the strategy.</td>
</tr>
</tbody>
</table>

### Note:
Prerequisites are not shown as they do not figure into the competency based program from the traditional model. However, students wishing to transfer into the traditional based program can find prerequisites in the Argosy University Graduate Catalog.